

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
Administration Center  
2000 Belvidere Road  
Waukegan, Illinois  
July 12, 2016

**I. CALL TO ORDER**

President George Bridges called the meeting to order at 4:00 p.m.

**II. ROLL CALL OF COMMISSIONERS**

COMMISSIONERS PRESENT

President George Bridges  
Vice President Janet Kilkelly  
Treasurer Patricia Foley  
Marc Jones  
William Sarocka

COMMISSIONERS ABSENT

STAFF PRESENT:

Executive Director Greg Petry  
Superintendent of Cultural Arts Claudia Freeman, Superintendent of Parks Michael Trigg,  
Superintendent of Finance & Administration Jim Glogovsky, Superintendent of Recreation Jay  
Lerner, Community Relations Manager Teddy Anderson, Quincy Bejster, and Board Attorney George  
Bridges.

**III. CONSENT AGENDA**

The Consent Agenda Items which includes the Minutes of the June 14, 2016 Regular Meeting and the  
June 28, 2016 Special Board Meetings, the Accounts Payable, Payroll, and Financial Report were  
presented.

Motion by Commissioner Kilkelly, seconded by Commissioner Jones to approve the Consent Agenda  
Items as presented. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges  
NAY: None  
ABSTAIN: None  
ABSENT: None

Motion carried.

**IV. PUBLIC PORTION**

A. New staff member Jerry Banks, Recreation Specialist, introduced himself to the Board.

B. Lake County Clerk Carla Wyckoff appeared before the Board and presented the County Clerk's Annual "Good Citizen Award" to Waukegan Park District, in recognition of the Park District's outstanding cooperation and partnership in establishing early and Election Day voting sites. Clerk Wyckoff stated the Park District is the first recipient of the award. She further stated, as a result of the Park District efforts, Waukegan voters have benefitted tremendously in having more convenient and accessible voting sites.

C. There was no public comment.

## V. PROGRESS REPORTS

A. Executive Director: Mr. Petry presented his written report. Mr. Petry advised the Board that the Park District had received the first installment from the Waukegan School District pursuant to the IGA.

Commissioner Sarocka question whether the increased police patrol was having any impact in reducing incidents in the Parks. Mr. Petry responded that while there are various minor incidents at all of the parks throughout the District, the police seem to have a very good handle on the criminal activity, and that they are doing an outstanding job in keep the parks safe. Mr. Petry told the Board that the Park District and the Police Department have always had a very good relationship and as the needs arise he is able to direct the police to those parks where greater security is needed.

B. Attorney Report: Attorney Bridges provided a follow-up report to the Board regarding the brawl at Bowen Park. He informed the Board that unfortunately the juvenile who was arrested in the Bowen Park incident, was the same young man who had drowned in the Waukegan Harbor several weeks ago. He further stated that the second individual arrested had failed to appear in court and there was currently an outstanding warrant for his arrest. Attorney Bridges stated he would keep the board apprised of the status of that individual once he is rearrested. In regards to the fight at the SportsPark, he stated that the person who was arrested in that incident was arrested and charged with a local ordinance violation, and that his scheduled court date is August 10.

C. Legislation/ IAPD Update: Mr. Petry stated he is in constant contact with the District's representative in the DNR and our Legislative Liaisons in an effort to ascertain what was in the recent budget that was passed concerning Parks. Mr. Petry informed the Board he believed the District will ultimately get the OSLAD money; however, he is not as confident the PARC grant money would be included in this round of the budget.

D. Division Reports:

D1. Finance & Administration: Mr. Glogovsky presented his written report. He stated no decision had been made as to how the State would recoup the Personal Property Replacement Tax overpayment. He further stated he believes it will not be a painful process in light of the recent recoupment discussions where they are considering a two (2) year repayment plan.

Commissioner Sarocka questioned an item in his report that had been submitted by Tanya Brady, regarding an unruly referee. Mr. Lerner stated the unruly referee was in fact removed from the Field House because of his antics. He further stated the referee was not employed by the Park District; but rather, he was retained by the group who had rented the facility. He stated incidents such as this rarely

occur (one in every five years).

Commissioner Kilkelly also asked a question regarding Mrs. Brady's report, regarding homeless individuals sleeping and hanging out within the Parks. She asked if this was creating a problem, and wanted to know at which Park were they prevalent. Mr. Petry stated that the problem is most prevalent in Belvidere Park. He said there are numerous postings throughout the Parks that address the homeless situation and that the police are on top of the matter in that they continuously move them along. He further stated the problem is most ubiquitous in the summer months because there are no PADS shelters.

President Bridges asked Mr. Glogovsky if the Park District had done anything to contribute to the Personal Property Replacement Tax situation, which the Park District currently finds itself in. Mr. Glogovsky said the situation had nothing to do with the Park District at all, and that it was merely the States' repayment formula, possibly from a software glitch. He further stated that based upon his conversations with the Illinois Department of Revenue, he believes they would recoup this money from future Personal Property Replacement Tax amounts that are scheduled to be paid to the Park District.

Commissioner Foley advised Mr. Glogovsky of a reoccurring problem at the Field House involving her swipe card and wanted to know if there were any future plans to address the problem. Mr. Bejster advised her there had been a recent update to the software that should correct the problem.

D2. Cultural Arts: Ms. Freeman presented her written report. She also advised the Board of an upcoming event (Christmas in July) in which the Park District is a co-host. She stated the event will be held on July 24th at the Puerto Rican Society.

Commissioner Jones noted in Ms. Freeman's report where the rental fees for the use of Lilac cottage had been returned and questioned whether it was a substantial amount. Ms. Freeman stated it was only \$400.

Commissioner Foley inquired as to the meaning of "Movies in the Park has taken to the road" statement in Ms. Freeman's report. Ms. Freeman stated that "Movies in the Park" has traditionally been held in Bowen Park, but that for now they will be showing movies in Bowen Park, Bevier Park and Belvidere Park. She went on to say that they have married "Parks and Play" together with the Movies in the Park for an exciting series of events.

D3. Parks: Mr. Trigg presented his written report.

Commissioner Jones asked what the issues were surrounding the King Park playground structures that were mentioned in Mr. Trigg's report. Mr. Trigg responded that the playground is safe, but they need to conduct a final inspection before it is fully operational.

Commissioner Sarocka asked if the asbestos abatement for 406 Helmholz was part of the demolition package the Board would be voting on later in the meeting. Mr. Trigg advised him that it was not.

D4. Recreation: Mr. Lerner presented his written report.

Commissioner Kilkelly commended Mr. Lerner on the Fourth of July Parade and how well it was organized and staffed. Commissioner Jones advised Mr. Lerner that he has received positive responses about the extra hour of operations allowed at the Field House, and he thanked him for making the accommodation.

## **VI. REVIEW / DISCUSS / DECIDE**

A. Interfund Transfers: None

B. Permission to Accept Bids / Quotes

1. King Park Demolition.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the low bid from Signature Demolition Services of Chicago, Illinois for 2016 King Park Demolition Project, in the amount of \$40,100.00.

Commissioner Sarocka asked Mr. Trigg how much it cost for the asbestos abatement at the Helmholz property. Mr. Trigg responded, he believed it was \$9800. President Bridges then thanked Mr. Trigg and the Park District for allowing the Waukegan Fire Department to use those buildings for training.

There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

2. Field House HVAC Maintenance.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the contract renewal from McDonough Mechanical Services of Waukegan, Illinois for Field House HVAC Preventative Maintenance Services, in the amount of \$13,302.00. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

3. Architectural and Engineering Services for Bowen Park.

Motion by Commissioner Jones, seconded by Commissioner Sarocka, to accept the proposal for Architectural & Engineering Services from Hey and Associates, Inc., Volo, Illinois, in the lump sum amount of \$26,600.00. The following discussion was had on this matter:

Commissioner Sarocka advised the Board that if they were interested in seeing the progress as a result of the engineering service, that there is an event scheduled tomorrow at the Morrison Shelter.

Commissioner Jones asked if they intended to remove any additional trees in Bowen Park due to this expansion project. Mr. Trigg advised him they do not intend to remove any additional trees from the Bowen Park and that the trees that were removed were either hazard trees or had emerald ash borer infestation.

At the conclusion of the discussion, on the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

#### C. FOIA Officer Appointment.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to appoint Jon Beckmann as an additional FOIA Officer. No discussion was had on this matter. On the roll call, the vote was as follows

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

#### D. Update on Human Resource Department.

Mr. Glogovsky presented a written report on the Park District's possible human resource reorganization. He advised the Board he had checked with a number of park districts in the state to ascertain if any of the district's HR function handled the entire hiring process. He learned that no other park district had enough HR staff to handle the entire hiring process. He went on to state that he and Staff believe it would be too burdensome to place the entire hiring process on the HR function.

Commissioner Jones asked Mr. Glogovsky how the District can avoid having a repeat of the tedious and burdensome problems of hiring seasonal employees without hiring such a person. Mr. Glogovsky stated they will continue to review this matter, but he believes adding an HR person would be operationally disastrous for the Park District. President Bridges said the reason this was placed on the agenda was because he was under the impression there was a consensus by the Board members that the Park District needed to establish an additional HR position. He stated he thought this additional HR

person would take over the burdensome hiring process from the 12 or so department staff members, thereby freeing them up for other tasks. He further stated it was his understanding this HR person would then be responsible for monitoring the hours and quarters worked to keep the District in compliance with federal law. President Bridges lastly asked what was the timeline involved in getting back to the Board with their position on the HR hiring. Mr. Petry then stated that he and Staff were aware of the Board's concern, and that they are on task in their review of the HR situation.

Commissioner Foley voiced her support in continuing to allow the District's current Staff to vet their own new applicants. Commissioner Kilkelly stated that she was willing to wait until Staff completed a thorough review of the HR reorganization before she took a position on the matter.

E. Membership Rates.

Quincy Bejster presented the Board with a report on the impact of allowing current Bronze Members access to utilize the Aquatic Center without having to pay an increase fee. Commissioner Jones indicated that he had reviewed the impact paper's pros and cons for allowing Bronze Members access to the Aquatic Center and that he was in full agreement with its final recommendation. No vote was taken on this matter. It was the consensus of the Board to follow the recommendation, and give access to all Bronze Members regardless of their join date until January 2017.

F. Food Vendors in the Park.

Commissioner Jones inquired as to whether the Board had in the past discussed allowing food vendors in the Parks. Mr. Petry stated that over the years they have been approached by a number of individuals seeking permission to establish food vendors in the various parks and that the Board had historically denied their request. He stated the concerns have been: how to properly manage such vendors, do we select and allow a Concessionaire or allow different vendors. He further stated there are a myriad of issues the Board had discussed (Insurance, trash, public health) over the years in deciding not to establish vendor licenses.

Commissioner Kilkelly stated that Mr. Petry's remarks were spot on regarding the Board position on vendor licenses. She stated the District has always experienced renegade vendors and that the Board has consistently refused to endorse vendors' license.

G. Adoption of Payment Card Industry Data Security Standards (PCI-DSS) Policy.

Mr. Glogovsky informed the board that with the changing technology that a new policy has to be approved adopting the updated payment card industry data security standards. He stated as a merchant accepting credit cards, the District must make sure that our card processing activities are conducted in accordance with the industry standards.

Commissioner Kilkelly asked whether the Payment Card Data Security Standards is equivalent to the "P" card. Mr. Glogovsky stated it was not.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Policy 1.07 Payment Card Industry Data Security Standards. No further discussion was had on this matter. On the roll call, the vote was as follows

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges  
NAY: None  
ABSTAIN: None  
ABSENT: None

Motion carried.

## **VII. COMMISSIONERS QUESTIONS & COMMENTS**

Commissioner Kilkelly advised the Board she had recently heard (on the radio) that the Chicago Park District was initiating water testing of their park water fountains. They had undertaken this testing because of the recent reports of high lead levels in the fountains located within the Chicago Public Schools. She asked if this was something the Park District should also investigate because some of the District's fountains may be more than hundred years old. Mr. Petry advised the Board he did not believe the District had any fountains that old, and if requested, he would have all of the fountains tested for lead.

Commissioner Sarocka stated he only wanted to pass on the enthusiasm about the Pickleball courts, and requested an update on the completion date. Mr. Trigg responded that the tentative date is still August 1; however, because of some issues with installation of the fencing, he wasn't sure if they could still meet that date.

## **VIII. CLOSED SESSION**

Motion by Commissioner Kilkelly, seconded by Commissioner Jones, to enter into closed session to discuss collective bargaining pursuant to 5 ILCS 120/2(c)(2). On a roll called vote, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges  
NAY: None  
ABSTAIN: None  
ABSENT: None

Motion carried.

The following persons entered the Closed Session: Commissioners Kilkelly, Foley, Jones, Sarocka, Bridges, Mr. Petry, Board Attorney Bridges, and Mr. Robert McCabe, of counsel with Ancel Glink. The Closed Session commenced at 5:20 p.m.

Commissioner Sarocka left the closed session at 5:36 p.m.

The Closed Session ended at 5:58 p.m.

The regular meeting reconvened at 6:00 p.m. with the following persons present: Commissioners Kilkelly, Foley, Jones, Bridges, Mr. Petry and Board Attorney Bridges.

## **IX. ACTION, IF ANY, ON MATTERS DISCUSSED IN CLOSED SESSION**

No action was taken on the matters discussed in closed session.

**X. ADJOURNMENT**

There being no further business, Commissioner Jones moved, seconded by President Bridges, to adjourn the meeting at 6:00 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges  
Secretary