

MINUTES OF A SPECIAL MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
Administration Center  
2000 Belvidere Road  
Waukegan, Illinois  
August 23, 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  
William Sarocka

COMMISSIONERS ABSENT

Treasurer Patricia Foley  
Marc Jones

STAFF PRESENT:

Executive Director Greg Petry  
Superintendent of Finance & Administration Jim Glogovsky, Superintendent of Cultural Arts Claudia Freeman, Superintendent of Parks Michael Trigg, Superintendent of Recreation Jay Lerner, Sally Sandine, Lali Salinas, Sam Stevens, and Board Attorney George Bridges.

**III. PUBLIC PORTION**

Dan Traynoff, resident of Waukegan, Illinois appeared before the Board and asked the Board to consider establishing and developing more community gardens within the Park District. Mr. Petry stated the Park District has been involved in community gardens and that one such garden is located in Callahan Park, which is being managed by the Finns. He further stated the District had just completed a planning process involving King Park and the newly acquired parcel on Yorkhouse Road, with an emphasis on establishing community gardens.

**IV. DISCUSSION**

A. GolfVisions Management.

Commissioner Foley arrived at 4:08 p.m. Motion by Commissioner Kilkelly, seconded by Commissioner Sarocka to seat Commissioner Foley. The motion carried by unanimous voice vote.

President Bridges stated he placed this on the agenda because he wanted those Commissioners who had questions regarding GolfVisions' audit to bring them up today. He said he didn't feel it was appropriate to have those discussions during the audit presentation. President Bridges then asked why GolfVisions had significantly increased its employee salaries during a time when the Park District had been keeping a lid on salary increases. Mr. Glogovsky stated when we hired them to manage the property, they were given discretion to increase their employee salaries. He went on to say we cannot hire them and micromanage their operation.

Commissioner Sarocka asked if the District kept track of the rate of pay for their employees from four (4) years ago until today. He asked if we were aware of the structures of pay they have for their employees. He further asked if the accounts receivable from the golf operation are becoming less of a burden on the Park District's budget. Mr. Glogovsky stated it has become less of a burden this year to the District and that he has a spreadsheet available that he can provide.

President Bridges asked Mr. Glogovsky to obtain and present to the Board a three (3) year report of GolfVisions' salary and benefits to its employees. Mr. Glogovsky said he would provide it.

Commissioner Sarocka asked if any member of GolfVisions Corporate Management Team was receiving a salary. Mr. Glogovsky said he didn't believe so.

#### B. Review Outdoor Facility & Green Space Permit Process.

Mr. Petry stated he had recently met with staff to review the permit process and procedures. He said they learned a lot during their discussion. For example, general park usage had increased tremendously; picnicking, gatherings and celebrations had also increased. Additionally, due to the turnover of employees within the division that handles the permits, it had stripped the District of a great deal of institutional knowledge relating to the permit process. He added they intend to look at streamlining the entire process in the coming months.

Commissioner Kilkelly asked if the permit process was tied to the RecTrac System and would it allow the permit applications to be sent directly Mr. Trigg and Ms. Salinas. Mr. Petry stated he was not sure how the forwarding would be conducted under the system.

#### C. Review Administrative, Operational & Personnel Policy Manual.

Mr. Petry stated the Administrative, Operational and Personnel Policy Procedure Manual was included in the Board's packet for the Commissioners' review. He stated because of changes in the laws and the new collective bargaining agreement, update of the policy manual would be forthcoming. Mr. Petry reviewed the manual with the commissioners.

1. Approval to amend the Purchasing Policy.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve amending the purchasing policy, to increase the bid ceiling to \$25,000, and the other amounts, respectively. There was no further discussion on this matter. On a roll call vote, the vote was as follows:

AYE: Kilkelly, Foley, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Jones

Motion carried.

2. Approval to amend the Funeral Leave Policy.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve amending the Funeral and Bereavement policy, to comply with changes in the law.

Commissioner Foley questioned why the proposed amendment did not include stepparents. She stated in light of the number of blended families in America she wanted to amend the motion to include stepparents. By unanimous voice vote, the Board amended the motion to include in the definition of “family member”, stepparents. There was no further discussion on this matter. The motion as amended carried by unanimous voice vote.

Commissioner Kilkelly asked for an update on the FOIA request. Mr. Petry stated the FOIA had been completed and notification would be sent to the requestor.

D. Jeff Ellis Management Agreement.

Mr. Lerner provided the Board with an overview of the Jeff Ellis aquatic center management agreement. He stated the agreement was for 2.5 years and the agreement gives the District a great opportunity to staff the pool with highly trained individuals. He stated the Jeff Ellis Management Company is the group that has been staffing and managing Ganster Pool for several years, and they have done an outstanding job.

President Bridges stated he was under the impression the agreement with Jeff Ellis Management would be for no more than a six month term, just to get the Aquatic Center up and running. Mr. Lerner said it wouldn't make sense to use them for only six months. He went on to say that this agreement makes sense both financially and for the long-term, because it reduces our liability and the District would be dealing with a proven Aquatic Center management group. President Bridges pointed out the agreement was for more than \$600,000, and that he believes Mr. Stevens and other staff could hire and train lifeguards to protect the pool.

Mr. Petry reviewed the concept of management contracts and privatization. He pointed out that the expenses for lifeguarding services were essentially a “pass thru” and ultimately, it is less costly and more effective to contract with JEM as opposed to hiring additional management staff to coordinate hiring and staffing.

Mr. Petry stated they did not let this out for bids because this agreement is not subject to competitive bidding. He stated they have had a long-term relationship with Jeff Ellis that goes back more than fifteen (15) years and started with PDRMA’s recommendation.

Commissioner Foley stated she is in agreement with approving the agreement with Jeff Ellis because they are extremely competent and qualified to conduct lifeguard training.

Commissioner Kilkelly stated the District has enough other items that must be dealt with this year and since the Aquatic Center is a new venture, we should give them an opportunity to manage it.

Attorney Bridges advised the Board the initial term of the contract is only for six (6) months. He stated after the initial term, the agreement may be extended for up to three (3) additional one (1) year terms. He stated in drafting the agreement he incorporated the Board’s hiring preference and inserted a provision that essentially provides that Jeff Ellis will endeavor to hire Waukegan residents. He stated when he initially got involved in this particular contract, his initial concerns centered around the competitive bidding requirement. He addressed those concerns with Mr. Petry and advised Mr. Petry that unless Jeff Ellis management possesses a high degree of professional skills and significant business judgment in order to provide this important service on behalf of the District, we must go through the competitive bidding process. Mr. Petry informed me the District has had a long-term relationship with Jeff Ellis and that they possess a high degree of professional skills and ability to staff, train, and supervise the Aquatic Center and as such, they are exempt from the competitive bidding process. He informed me that because of their reputation and security history PDRMA, recommends them to the District they represent. Attorney Bridges further stated he had in fact located other aquatic center management companies, one of which he believes was USA pools, based out of Florida.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Agreement between the Waukegan Park District and Jeff Ellis Management, LLC for management of the Field House Aquatic Center for the total amount of \$117,656 for the initial term and \$237,362.94 for each term thereafter. There was no further discussion on this matter. On a roll call vote, the vote was as follows:

AYE: Kilkelly, Foley, Sarocka

NAY: Bridges

ABSTAIN: None

ABSENT: Jones

Motion carried.

- E. Review SEIU collective bargaining agreement. Moved to closed session.
- F. Permission to receive quotes for Bonnie Brook Clubhouse hallway carpet.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to receive quotes for Bonnie Brook Clubhouse hallway carpet. There was no further discussion on this matter. On a roll call vote, the vote was as follows:

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

Motion carried.

## **V. COMMISSIONERS QUESTIONS & COMMENTS**

Commissioner Sarocka stated Bevier Park is starting to look quite impressive and he asked for an update on the progress of the construction. Mr. Trigg stated the goal remains for this Friday and that he had contacted a number of Pickleball Clubs to advise them of the opening.

Commissioner Foley stated she would like to see the District start installing skating rinks in the Parks to give our citizens activities to do during the winter months. She stated she heard of a plastic covering that can be placed on the ground to create an ice floor for skating. She also stated she would like to see Field Hockey Rugby teams within the District as well.

Commissioner Kilkelly asked if the pool could be adapted and modified to allow water polo. Mr. Lerner stated he had looked into that possibility and he believes they may be able to modify the pool to allow water polo games. Commissioner Kilkelly also congratulated Mr. Trigg on receiving the 10th District Congressional "Friend of the Environment Award."

## **VI. CLOSED SESSION**

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

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

Motion carried.

The following persons entered the Closed Session: Commissioners Kilkelly, Foley, Bridges, Mr. Petry, Mr. Glogovsky, Attorney Bridges, and Mr. Robert McCabe. The Closed Session commenced at 5:15 p.m. Commissioner Sarocka left prior to the closed session.

The Closed Session ended at 6:10 p.m. The regular meeting reconvened at 6:10 p.m. with the following persons present: Commissioners Kilkelly, Foley, Bridges, Mr. Petry and Board Attorney Bridges.

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

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

#### **VIII. ADJOURNMENT**

There being no further business, President Bridges moved, seconded by Commissioner Kilkelly to adjourn the meeting at 6:10 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges  
Secretary