

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
August 9, 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
William Sarocka

COMMISSIONERS ABSENT

Marc Jones (seated at 4:23 pm)

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, Sally Sandine, 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 July 12, 2016 Regular Meeting and the July 26, 2016 Special Board Meeting, Accounts Payable, Payroll, and Financial Statements were presented.

Commissioner Kilkelly stated that the minutes of the July 26th Special Board meeting should be amended to reflect the fact she left at 4:35 p.m. Motion was made by Commissioner Kilkelly and seconded by Commissioner Foley to amend the July 26th minutes. No further discussion was had on the matter. The motion carried by unanimous voice vote.

Motion by Commissioner Foley, seconded by Commissioner Sarocka to approve the Consent Agenda Items as presented and amended. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Jones

Motion carried.

IV. PUBLIC PORTION

A. New staff member Angel Blanco, Custodian at the Field House, introduced himself to the Board.

B. Judge Charles Smith thanked the Board and Staff for the honor of being named the Grand Marshal of the annual Fourth of July Parade.

C. There was no further public comment.

V. PROGRESS REPORTS

A. Executive Director: Mr. Petry presented his written report.

Commissioner Sarocka asked what the issues were surrounding the repair process for the Bonnie Brook Clubhouse. Mr. Petry responded that that the meeting was just to enhance the lines of communication between Staff.

B. Attorney Report: Attorney Bridges stated the Aquatic Agreement is currently being reviewed by Staff and that once their review is completed, he would forward the revised Agreement to the Jeff Ellis Management attorney for their approval. Attorney Bridges advised the Board that Illinois recently passed legislation adding Gender Identity as a protected class, and that Staff should continue to make necessary accommodations for Park District participants based on their gender preference. Attorney Bridges provided an update on the progress of the FOIA request.

C. Legislation/ IAPD Update: Mr. Petry stated as a result of new legislation regarding travel expenses, he would work with Attorney Bridges to draft a Resolution that addresses the new requirements. He stated he will continue to communicate with the DNR on the OSLAD grant.

D. Division Reports:

D1. Finance & Administration: Mr. Glogovsky presented his written report. He advised the Board the State has decided to recoup the Personal Property Replacement Tax overpayment sooner than what had previously been suggested. He stated that as a result of the recoupment, the district would probably experience a 10% decrease from the previous year.

Commissioner Sarocka questioned whether we are now experiencing a profit at Bonnie Brook. Mr. Glogovsky said that is the case at this point in the fiscal year since the weather has been cooperating, along with an increased number of scheduled events.

Commissioner Kilkelly asked a question regarding Mrs. Brady's report, as to how the District plans to address the situation when the Field House would be unmanned during tornado drills. Mr. Glogovsky stated it is something the District would be addressing in the future.

President Bridges asked if the eleven (11) items in need of attention at Ganster Pool were in addition to the repairs that had previously been ordered. Mr. Glogovsky stated the items in need of attention are usually those are related to safety issues rather than those in need of repairs.

D2. Cultural Arts: Ms. Freeman presented her written report, along with the Waukegan Historical Society Annual Report and the Dandelion Wine Fine Arts Festival. She also advised the Board of an upcoming Potluck event at Bowen Park. Commissioner Sarocka reminded the Board of an event scheduled for tomorrow; namely Bowen Blues, where two (2) local bands will be playing.

Commissioner Jones arrived at 4:23 p.m. Motion by Commissioner Foley, seconded by Commissioner Sarocka to seat Commissioner Jones. No discussion was had on the matter. The motion carried by unanimous voice vote.

Commissioner Foley stated she was unable to determine how much has been raised by the Historical Society and asked Ms. Freeman if she knew the amounts. Ms. Freeman advised her that she believes approximately \$200,000 had been raised, with \$27,000 in the restricted funds, and that approximately \$100,000 that was put in by the Callahan family. President Bridges advised Ms. Freeman that even though the rain put a damper on the attendance, the 1250 people who attended the Festival was still outstanding. He reminded Ms. Freeman to sign him up for next year's Dandelion Wine reading program.

Attorney Bridges introduced Attorney Martin Walker to the Board and had him make a brief introduction. Attorney Bridges stated Mr. Walker would be one of several attorneys who would appear at the Board's meetings on his behalf when he has a scheduling conflict.

D3. Parks: Mr. Trigg presented his written report and provided several updates to his report. He stated the contractors were on target for the scheduled opening date of Friday, August 26, for the Pickleball Court. Talks are underway to establish an official ribbon cutting day. He further stated the King Park demolition began yesterday and that they should be finished with the Helmholtz House by tomorrow, after which work will begin on the McAlister property.

Commissioner Foley asked for an update on the Clearview project. Mr. Trigg stated they recently received a letter from IDNR advising the District that the contract for the OSLAD funds had expired. Commissioner Foley asked if there was any possibility that the Park District could move ahead on the Clearview project using District funds. She stressed that she would like to see some progress or work being done at Clearview, because it is such a good plan. Mr. Petry stated he and Staff have been reviewing the capital plan, however, they are unfortunately in a holding pattern because of the lack of grant funding. He stressed that if the pool could just hold up for another season, it would put the District in a much better financial position to address the parks in need.

President Bridges inquired about the repairs required to fix the Expression Swing at Belvidere Park. Mr. Trigg responded that it is a very popular piece of equipment that gets used a lot and it just wore out. He further stated the repairs would be covered by warranty.

D4. Recreation: Mr. Lerner presented his written monthly report, along with the Eggstravaganza Trail report.

Commissioner Sarocka asked for an update on the Sports Park Beer Garden event that was held on August 5th and 7th. Mr. Lerner advised him the event went smoothly and the District raised approximately \$2,200. Mr. Lerner further stated the Eggstravaganza Trail was another successful event hosted by the District. He stated there were more than 2100 people in attendance and that the

new format of the event was well received and they will continue to build upon the successes they have had with this event. Commissioner Kilkelly inquired as to the cost each vendor paid to participate in the event. Mr. Lerner stated there is no cost for vendors' participation; they are encouraged to bring toys and candy to distribute to the participants of the event. Commissioner Kilkelly asked about the \$212 listed under the vendors' category as revenue. Mr. Lerner responded that the \$212 was for food and the photographer.

VI. REVIEW / DISCUSS / DECIDE

A. Fiscal Year 2015-2016 Audit Draft. Mr. Glogovsky presented the District's Comprehensive Audit Report. He introduced Ms. Laurie DeFazio, who then presented the Board with an overview of the audit. Ms. DeFazio advised the board they found no irregularities with the finances, and that nothing appeared to be amiss. She further stated the system tested out and that she was able to conduct a full review of the cash and reconcile it with the books. She pointed out that three funds went over budget by approximately 3 to 4%, however, that did not suggest that there was a problem. Mr. Glogovsky highlighted a few significant areas within the audit report. He stated the auditor in their opinion statement indicated that the financial statements were presented fairly and accurately by staff. He further commented on the fact the debt services for the Park District were down, with outstanding Bond issues in the amount of \$16,248,935, which represents a decrease of 10.4%. He stated the revenue for this year was \$14,755,733; however, the total expenditures were \$16,756,190. He explained this was primarily due to the capital projects involving the new aquatic center. In discussing the audit as it applies to golf operations, he stated the revenue was up approximately \$85,000; however, expenditures were also up, primarily due to salary increases.

President Bridges asked who controls the salaries of the golf operation employees. He further asked what control do we have to prevent them from increasing their salaries more than 10% per year if they wanted to, can the District dictate what to pay as salaries. Mr. Glogovsky said we could not.

B. Interfund Transfers None

C. Authorization to Accept Bids / Quotes

1. 2016 Sports Court Renovation and Repair.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the low bid from First Impressions of Franklin Park, Illinois for 2016 Sports Court Renovations in the amount of \$36, 220. 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. 2016 Parking Lot Maintenance Waukegan Sports Park.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the contract renewal from Patriot Pavement Maintenance of Des Plaines, Illinois for the 2016 Parking Lot Maintenance

Program at Waukegan Sports Park, in the amount of \$34,467.25. President Bridges asked Mr. Trigg if he would continue to notify Waukegan vendors on all the bid proposals, as he did with this particular bid and Mr. Trigg indicated he would do so. 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.

3. Belvidere Recreation Center canopy repairs.

Mr. Trigg advised the Board he was concerned about the discrepancy between the bid amounts from the Vendors and as to the extent of the work required to repair the canopy. He stated they want to reevaluate the scope of the project with Legat Architects before again seeking quotes or bids for the project.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to reject the quotes as submitted for the Recreation Center canopy repairs and to reevaluate the scope of the project. No discussion was had on this matter. The motion carried by unanimous voice vote.

4. 2016 Skate Park concrete caulking and repair.

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to accept the low bid from IWS, Inc. of Aurora, Illinois for 2016 Skate Park concrete caulking and repairs in the amount of \$28,500.

Commissioner Jones stated he was concerned about the discrepancy between the bid amounts from the Vendors and asked Staff if they had considered this fact. Mr. Trigg responded that IWS, Inc. is a very large company and because of their experience in patching and repairing concrete he had no concerns in awarding the bid to them. 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.

5. Towel Tracker.

Mr. Lerner recommended the Board waive the bidding requirements and accept the quote from Towel Tracker, LLC for the towel tracking system. He stated the tracker is a proprietary machine, a piece of equipment that is only available from a single source. He further stated there is no comparable product and that it would be in the best interest of the Park District to waive the bid requirement and accept the quote from Towel Tracker, LLC, in the amount of \$29,865.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to waive the bid requirement and accept the quote from Towel Tracker, LLC as a sole source, in the amount of \$29,865

Commissioner Jones asked how much had the current Towel Tracker that is in place at the Field House save the District during the last six months. Mr. Bejster stated after three months he conducted a review of the system and he believes the annual savings to the District is approximately \$36,000. 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.

D. Permission to serve wine and beer at Foundation fundraising event.

Commissioner Kilkelly presented the Waukegan Parks Foundation letter requesting permission to serve beer and wine once the planned event for the opening of the new aquatic center is established. Motion by Commissioner Foley, seconded by Commissioner Sarocka to grant permission to the Waukegan Parks Foundation to serve beer and wine at the aquatic center's grand opening. 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.

E. Permission for church services.

Motion by Commissioner Jones, seconded by Commissioner Sarocka to grant permission to the Latin Pentecostal Church to conduct their religious service at Washington Park on August 19th.

Commissioner Kilkelly asked if this organization is required to have police for this event, and what are the rules and regulations regarding the need for police. Mr. Trigg responded that no police would be required because the expected attendance is less than 100 people and because of the proximity of the church to the park, most of the parishioners would be walking. There was no further discussion on this matter. The motion carried by unanimous voice vote.

F. Agreements and Memorandums of Understanding.

Mr. Petry stated the Parties are still working on the JEM agreement and once that process is complete, the matter will be presented to the Board, possibly at their next meeting.

Mr. Petry stated he was not seeking to get an approval of the Memorandum of Understanding but rather to get approval from the Board to increase the service award amounts as outlined in the Memorandum. He further stated this Memorandum would be part of the collective bargaining agreement that would be presented to the Board at a later date.

Motion by Commissioner Foley, seconded by Commissioner Bridges to accept the increase in the employee service award as outlined in the Memorandum of Understanding. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Bridges

NAY: None

ABSTAIN: None

ABSENT: Sarocka

Motion carried.

VII. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly asked if canopy repairs would be moved to the Capital Budget in light of the Board's rejection of the quote. Mr. Trigg stated the item is currently in the Capital Budget. She thanked Mr. Lerner for meeting with Board Members and providing an update on the upcoming Jeff Ellis agreement. She also wanted to thank Jennifer Dumas for walking her through the garden that had been prepared for the "Night Out" police event.

Commissioner Foley asked if construction of the proposed picnic shelter for Belvidere Park had been started. Mr. Trigg stated it has been started.

Commissioner Jones also thanked Mr. Lerner for providing an update on the Jeff Ellis agreement.

Commissioner Sarocka thanked Jon Beckmann for a job well done at the Partners in Parks event.

President Bridges asked Staff to review the District's permit policy and report back to the Board.

VIII. ADJOURNMENT

There being no further business, Commissioner Sarocka moved, seconded by Commissioner Foley, to adjourn the meeting at 5:35 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary