

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT

Administration Center
2000 Belvidere Road
Waukegan, Illinois
September 13, 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

COMMISSIONERS ABSENT

Bill Sarocka

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, Scott MacLean, Sally Sandine and Board
Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which includes the Minutes of August 9th and 23rd, the Bills/Accounts Payable, Payroll, Financial Statement, and Authorization to Receive Bids, Quotes and Solicit RFP, were presented.

Motion by Commissioner Kilkelly, seconded by Commissioner Foley to approve the Consent Agenda Items as presented. No discussion was had 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.

IV. PUBLIC PORTION

A. Margaret Carrasco of 532 N. Lewis Ave., Waukegan, Illinois appeared before the Board and voiced a complaint over disparities in the number of picnic tables located in the north side parks versus those located in the south side parks.

B. Harlene Shipley of 512 N. Frolic Ave, Waukegan, advised the Board she had recently reviewed the FOIA obtained material and she was appalled to find that Blacks and Browns lagged behind Whites hired. She stated of the 688 applications reviewed, she had contacted and verified that 500 of them were minorities that had not been hired.

C. Rogelio Fajardo of WAYS Soccer League appeared and presented a plaque to the Waukegan Park District for their support and partnership with the youth soccer program. He stated because of the District's accommodations and support the league has been able to serve more than 1500 area youth in their program.

D. Introduction of Special Recreation Intern Morgan Russeau and St. Martin de Porres Student Intern Uziel Acosta.

E. The Board recognized and presented Certificate of Appreciation to the following Summer Youth Green Team participants: Aaliyah Onipede, LaDarius Williams, Jaylin Robinson and Nancy Vaval. The Green Team participants not at the meeting will have their certificates mailed.

V. PROGRESS REPORTS

A. Executive Director: Mr. Petry presented his written report. Mr. Petry advised the Board he had received the signed PARC Grant from the State.

B. Attorney Report: Nothing to report.

C. Legislation/ IAPD Update: Nothing to report.

D. Division Reports:

D1. Finance & Administration: Mr. Glogovsky presented his August monthly written report and the 2016 Partners in Parks golf outing report. With respect to the Partners in Parks Golf Outing, he stated it was a great success, with 87 golfers in attendance. He stated the event raised \$10,227 which will be placed in the Partners in Parks Memorial Endowment Fund until transfer into the Waukegan Parks Foundation.

D2. Cultural Arts: Ms. Freeman presented her written report. She advised the Board of the upcoming Cultural Arts Advisory Committee Meeting that will be hosted at the Schornick Theatre, on September 29th. She further stated there were more than 200 who participated in the Oakwood Cemetery Walk.

President Bridges commended Ms. Freeman on the outstanding job of coordinating the Oakwood Cemetery Walk from arranging the buses to organizing the event. Commissioner Kilkelly also commended Ms. Freeman on an outstanding job and pointed out that next year's Cemetery Walk would be featuring the Park District's Centennial Celebration.

D3. Parks: Mr. Trigg presented his August monthly written report along with

a Water Sampling for Lead report. Mr. Petry reminded the Board that several meetings ago the topic of testing the District's water fountains for lead had been discussed and as a result he reached out to a number of other park districts in this area and learned that a few of them had conducted water tests of their fountains where they found higher than normal lead levels. Consequently, he and Mr. Trigg are putting together a comprehensive testing program that would follow the EPA's protocol and test all of the water fountains in the district.

President Bridges asked if the testing could be conducted in-house as opposed to assigning the project outside of the district. Mr. Trigg advised him that it was not a project that could be handled inside and it would be referred out to a well-qualified testing agency.

Mr. Trigg presented his proposals and his memorandum on the proposed shelter for the Belvidere Park. He stated Staff had considered a number of issues regarding the placement/location of the shelter. Issues such as the existing utilities, the parking situation, placement of the restrooms and the future modification of the Ganster Pool. He stated as a result of their review and discussion, they were recommending the Board forgo the planning process for the shelter's placement until a complete Park master plan can be developed for Belvidere Park. Commissioner Kilkelly asked if the District had any contractual relationship with the Lake County Health Department that would allow Park District's patrons to use their existing parking lot. Mr. Trigg responded that there is no current agreement.

D4. Recreation: Mr. Lerner presented his written report. Mr. Lerner reminded the Board of the 5K George Bridges race this Saturday, which supports Special Rec, and Sundays Festival Parade.

Commissioner Foley informed Mr. Lerner of the continued problem with members logging in at the Field House. Mr. Lerner stated they are still working out the glitches in the RecTrack system.

VI. REVIEW / DISCUSS / DECIDE

A. Interfund Transfers: Mr. Glogovsky presented his memorandum seeking authorization to perform a number of Interfund transfers from the Memorial End Funds as listed.

Motion by Commissioner Foley, seconded by Commissioner Jones, to approve the Interfund Transfers as submitted. 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.

B. Permission to Accept Bids / Quotes

1. Bonnie Brook Tree Removal.

Mr. Trigg asked the Board to approve the low quote from Clean Cut Tree Service in the amount of \$16,600 to remove 64 trees from Bonnie Brook Golf Course. President Bridges asked if the quote

included the removal of the tree stumps. Mr. Trigg advised him that it did not. Mr. Petry stated the stumps are usually removed in-house. Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to approve the quote from Clean Cut Tree Service in the amount of \$16,600 for the removal of 64 trees from Bonnie Brook Golf Course. 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.

2. Park Maintenance Facility Pump Replacement.

Mr. Trigg asked the Board to approve the low quote from Petroleum Technologies Equipment in the amount of \$16,000, for the replacement of the maintenance facility's fuel tank pumps. Motion by Commissioner Foley, seconded by Commissioner Jones, to approve the low quote from Petroleum Technologies Equipment in the amount of \$16,000 for the replacement of the maintenance facility's fuel tank pumps. 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.

3. Park Maintenance Facility Roof Replacement.

Mr. Trigg asked the Board to approve and accept the low bid from Crowther Roofing & Sheet Metal in the amount of \$747,531.70 for the replacement of the maintenance facility's roof. Mr. Trigg stated that upon opening the bids they discovered that Crowther Roofing and National Roofing Corporation had submitted identical bids in the amount of \$778,000. He stated he contacted the Tressler Law Firm and spoke with Attorney Andrew Paine who advised him to give the two lowest bidders the opportunity to revise and resubmit their bid. He stated that it was at this point Crowther returned the lowest bid for the roof replacement project. President Bridges asked if having the two lowest bidders resubmit their bids, was the proper way of handling this situation. Mr. Petry said that it was. Attorney Bridges advised the board that having identical bids submitted for a project is highly unusual. He told the Board if this was a State Board, this matter would be reported to the Attorney General. He further said that there is no statutory direction as to what to do upon receiving similar bids and that other jurisdictions have resolved the issue with either a coin flip between the two lowest bidders to having the two lowest bidders rebid the project.

Motion by Commissioner Jones, seconded by Commissioner Kilkelly, to accept the low bid from Crowther Roofing & Sheet Metal in the amount of \$747,531.70 for the replacement of the maintenance facility's roof.

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.

C. Personnel recommendations.

Mr. Glogovsky presented his memorandum on human resources and information technology staffing. He reiterated Staff's position not to hire a human resource person; but rather to continue the shared staff process for hiring. He further stated that due to the increased demand for IT support, he was recommending that the District sever their agreement with Wheeling Park District and hire Josh Josephson full-time as an information technology specialist. He said the budget impact would be \$25,155 in wages and benefits.

Motion by Commissioner Foley, seconded by Commissioner Kilkelly, that the Park District sever their agreement with the Wheeling Park District and hire Josh Josephson as a full-time Information Technology Specialist. On the roll call, the vote was as follows

AYE: Kilkelly, Foley, Jones, Bridges

NAY: None

ABSTAIN: None

ABSENT: Sarocka

Motion carried.

D. Community Action Partnership agreement for parking.

Mr. Trigg presented the parking license agreement between the Waukegan Park District and the Community Action Partnership for the lease of 12 parking spaces at Roosevelt Park. Motion by Commissioner Jones, seconded by Commissioner Foley to approve the parking license agreement between the Waukegan Park District and the Community Action Partnership for 12 parking spaces at Roosevelt Park, for the sum of \$25 per space, per month. 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.

E. Approval of the Collective Bargaining Agreement with SEIU Local #73.

Motion by Commissioner Kilkelly, seconded by Commissioner Foley to approve the Collective Bargaining Agreement with SEIU Local #73. 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.

F. Resolution Change Order.

1. Ridgeview Electric Inc.

Motion by Commissioner Foley, seconded by Commissioner Kilkelly to approve Resolution 2016-19, authorizing the change order of Ridgeview Electric, Inc., for the revised configuration light fixtures on the north end of the existing building, in the decreased amount of \$2,500. There was no 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.

2. Chicagoland Paving.

Motion by Commissioner Kilkelly, seconded by Commissioner Foley to approve Resolution 2016-18, authorizing the change order of Chicagoland Paving, for the revised configuration in the decreased amount of \$210.90. Commissioner Kilkelly asked if this change order had any bearing on the repairs and alterations required at Bevier Park. Mr. Petry advised her that it did not. There was no 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.

G. Paul Stuckey provided the Board with an update of the Aquatic Center construction. No action was taken.

H. Approval of 2015-2016 Comprehensive Annual Financial Report.

Mr. Glogovsky presented 2015-2016 Comprehensive Annual Financial Audit. He stated no changes have been made to the report as it was previously presented. Motion by Commissioner Foley, seconded by President Bridges, that the 2015-2016 Comprehensive Annual Financial Report (Audit) be approved as presented. On the roll call, the vote was as follows

AYE: Kilkelly, Foley, Jones, Bridges

NAY: None

ABSTAIN: None

ABSENT: Sarocka

Motion carried.

V. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly asked if the District has students from St. Martin de Porres working four (4) days per week. Ms. Anderson told her that the District only has one. She also asked about the status of the FOIA payment. Mr. Petry said there is no update. Lastly, she advised the Board the Foundation is getting really dynamic in their planning effort and looking forward to the grand opening.

VI. ADJOURNMENT

There being no further business, Commissioner Jones moved, seconded by Commissioner Kilkelly to adjourn the meeting at 5:45 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary