

MINUTES OF A SPECIAL MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
October 25, 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
Marc Jones

COMMISSIONERS ABSENT

Treasurer Patricia Foley

STAFF PRESENT:

Superintendent of Finance & Administration Jim Glogovsky, Superintendent of Cultural Arts Claudia Freeman, Superintendent of Parks Michael Trigg, Superintendent of Recreation Jay Lerner, Community Relations Manager Teddy Anderson, Executive Assistant Sally Sandine, and Board Attorney George Bridges.

III. PUBLIC PORTION

Margaret Carrasco of 532 N. Lewis Ave., Waukegan, Illinois appeared and asked the Board to allocate Park District funds proportionately throughout the Waukegan community.

IV. DISCUSSION

A. Policies for Approval and Amendments.

At 4:15 p.m., Commissioner Foley arrived at the meeting. Motion by Commissioner Sarocka, seconded by Commissioner Jones, to seat Commissioner Foley. The motion carried by unanimous voice vote.

1. Board Policy Handbook Amendment.

Mr. Glogovsky presented the Amendments to the Board of Commissioner Handbook that had been recommended by IAPD Distinguished Agency Program.

Motion by Commissioner Kilkelly, seconded by President Bridges to approve and accept the changes to the Commissioner Handbook.

President Bridges asked if the proposed change regarding the “needs assessment” would impact the Belvidere Pool project. Mr. Glogovsky stated he did not believe it would. President Bridges asked Mr. Glogovsky why the Governance Responsibilities Section, which had not previously appeared in the District handbook, was now being suggested by IAPD. Mr. Glogovsky stated he did not know the reason IAPD requested this section be inserted in the handbook. He did state before a Distinguished Agency Certification would be awarded to a park district, they must apply to certain standards and best practices in their operations.

President Bridges then questioned why under the Governance Responsibilities Section certain responsibilities seem to suggest that the Executive Director could perform those operations without seeking Board approval. Mr. Glogovsky asked Ms. Sandine if this Section had been recommended by IAPD. Ms. Sandine stated that this Section had been recommended by our Mentor, Mundelein Park District Executive Director, Margaret Resnick.

Commissioner Jones stated his interpretation of the Governance Section is that staff makes recommendations to the Executive Director and once he approves those recommendations, he then presents it to the Board. He stated he believes the current discussion may be an over-analysis of IAPD’s recommendations. Mr. Glogovsky concurred, stating he believed the recommendations were the current practice.

Commissioner Sarocka stated he wished that Mr. Petry was here at this meeting to clarify the suggested responsibilities; however, because these amendments must be approved before tomorrow’s Distinguished Agency review he would support the amendments as written. He suggested the Board take up this matter in a subsequent meeting to clarify the responsibilities.

There being no further discussion. On a roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

2. Adoption of Policy 3.24 Soccer Goal Safety and Education.

Mr. Trigg presented the Soccer Goal Policy. He stated the District has been following the Illinois Movable Soccer Goal Safety Act known as Zach’s Law, since its inception and that the Act requires that the District establish this as its policy.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve and adopt 3.24, the Soccer Goal Safety and Education Policy. There was no discussion on the matter. On a roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

3. Adoption of Policy 3.25 Recreation Program Philosophy.

Mr. Lerner presented the Recreation Policy. He stated it was recommended the District adopt and approve this policy.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to adopt 3.25 Recreation Program Philosophy Policy. There was no discussion on the matter. On a roll call, the vote was as follows:

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

Motion carried.

3. Adoption of Policy 2.05 revision, the Debt Management and Bond.

Mr. Glogovsky presented Policy 2.05, and stated the Policy revision will act as a guide to attain and sustain minimal bond ratings of at least an "A" for Standard and Poor's and A2 for Moody's rating agencies.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to adopt 2.05 Debt Management and Bond Policy. Commissioner Kilkelly asked if the District's Bond Rating had ever been below an "A". Mr. Glogovsky stated, "Not to his knowledge." There was no further discussion on the matter. On a roll call, the vote was as follows:

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

Motion carried.

B. Approval of IPRA Environmental Report Card.

Mr. Trigg presented the IPRA's Environmental Report Card. He advised the Board that this was the second time the District had participated in this evaluation process and that he was pleased to announce the District's score had improved from the previous evaluation.

Motion by Commissioner Jones, seconded by Commissioner Kilkelly, to approve the IPRA Environmental Report Card. Commissioner Kilkelly commended Mr. Trigg and his staff on their dedication to ensure that the District is a good steward of the environment. Commissioner Foley asked if the District had ever conducted a follow-up on the environmental initiatives to determine if they were making any difference. Mr. Trigg stated he would be happy to meet with her to discuss their findings. There was no further discussion on the matter. On a roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. Approval of Safety Handbook.

Mr. Glogovsky presented the Safety Handbook. He stated the District had been using this Safety Handbook for a number of years and that it is regularly revised and updated by the Safety Committee. Board review was required for Distinguished Agency accreditation.

Motion by Commissioner Foley, seconded by Commissioner Jones to accept the Safety Handbook. There was no further discussion on the matter. On a roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Acceptance of the quote for Bonnie Brook Tile Installation.

Mr. Glogovsky presented staff's recommendation that the Board accept the low quote from TC Interiors of Waukegan, Illinois, for the Bonnie Brook Clubhouse hallway tile installation.

Motion by Commissioner Foley, seconded by Commissioner Jones, to accept the low quote from TC Interiors of Waukegan, Illinois, for the Bonnie Brook Clubhouse hallway tile installation in the amount of \$22,925. Commissioner Sarocka asked for the exact areas of the tile placement. Mr. Glogovsky stated the tile would be placed from the front entrance to the rear door leading to the golf course, up the stairs to the banquet service bar, around the corner to the bridal room and in the elevator. Commissioner Jones asked if this work would be done after hours or would it require the district to shut down portions of that facility. Mr. Glogovsky stated it would require the shutting down of a portion of the premises and that they intend to start the installation after

the first of the year. 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. Employee and Independent Contractor Classification.

Mr. Glogovsky presented an update Questionnaire to the Board seeking approval to utilize it in determining the proper classification of its independent contractors and employees. Mr. Glogovsky reiterated his position that the District needs to review the classification of its independent contractors to ensure the District is in compliance with the Department of Labor's newly established classification guidelines.

Commissioner Kilkelly questioned why the Board was involved in the review of what should be an administrative decision or an HR function.

President Bridges asked Mr. Glogovsky if a contractor in answering the questionnaire indicated she only worked for the Waukegan Park District would that affect their classification. Mr. Glogovsky indicated that it more likely than not would have a bearing on their classification. President Bridges also asked if the questionnaire would be issued to all of the District's employees. Mr. Glogovsky stated it would only be issued to those currently classified as Independent Contractors.

President Bridges asked the Board's Attorney to speak on this matter. Attorney Bridges stated that while the classification of workers as employees or independent contractors is not new, this matter is receiving heightened and stepped-up emphasis in light of the Department of Labor's new guidelines on the subject. He stated the current administration believes the misclassification of employees is rampant and if the Department of Labor had their way, there would be no such thing as an Independent Contractor. He further stated he had reviewed the questionnaire and maintains that the questionnaire may very well protect the District's classification of its workers should there be an audit.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve the Employee and Independent Contractor Classification Questionnaire. There was no further discussion on this matter. The motion carried by majority voice vote.

F. Acceptance of the quote for Professional Auditing Service Proposal.

Mr. Glogovsky presented the quotes he obtained for the District auditing services. He advised the Board that even though all those who submitted quotes for the auditing service were professional and reputable organizations, he recommended the Board rehire Knutte and

Associates for three years of auditing services, in the amount of \$94,500. He stated he was recommending Knutte and Associates even though they did not submit the low quote. He said this recommendation was due in part to the fact Knutte and Associates were familiar with the District financial records and that they bring in more than five of their staff members to conduct the audit and thereby reduce the number of man hours required of District staff to assist with the audit. Their fieldwork is usually three days compared to firms that submitted proposals of 8-10 days of fieldwork. The more days of fieldwork, the more disruptive it is to daily operations.

Commissioner Kilkelly asked if it would be considered an incomplete submission if they failed to provide a quote for GolfVisions portion of the audit. Mr. Glogovsky stated it would be considered incomplete. Mr. Glogovsky stated that several of those who submitted quotes, were incomplete in their submission because they failed to adequately address GolfVisions. He stated that while they had in fact submitted a price quote for the GolfVisions portion of the audit, in his assessment it was insufficient and lacking in details to clearly demonstrate they understood the scope of the auditing service. Commissioner Sarocka asked if those who submitted offers had provided a quote for GolfVisions portion of the audit. Mr. Glogovsky stated that they had.

Commissioner Sarocka asked Board Attorney Bridges if the District was obligated to take the lowest quote in this situation. Attorney Bridges stated because the quote was for a professional service the Board was not required to proceed under the competitive bidding procedures, nor accept the lowest quote. Commissioner Kilkelly asked if the Board could reject all quotes. Attorney Bridges stated the Board could reject all quotes received and then re-quote the auditing services. Commissioner Sarocka stated \$14,000 is a significant difference between the low quote and the one recommended and that as Commissioners we must be looking out for the Taxpayers dollars.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the low quote from Lauterbach & Amen, LLP of Warrenville, Illinois for the Professional Auditing Service of the Waukegan Park District and GolfVisions for fiscal years 2016-2017, 2017-2018, and 2018-2019 for the total amount of \$77, 250. 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.

V. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly stated recently there's been a lot of talk about how GolfVisions is running their operation and their pay scale and she wanted to point out they have a three-year contract and they should be given an opportunity to do their job.

Ms. Anderson advised the Board that they are in the process of identifying volunteers and

patrons who have received community service awards so they can be recognized in our February program. She asked the Board members to submit any names they believe are deserving of recognition.

President Bridges stated he is not trying to put any additional work on our staff regarding GolfVisions. He stated that he believes GolfVisions should be able to produce the information requested by Commissioners without any involvement of District Staff. He stated that Mr. Glogovsky should not have to develop a formula to filter the information provided by GolfVisions. President Bridges asked if the Park District pays the health insurance for any of GolfVisions employees. Mr. Glogovsky stated he believes the Park District pays the insurance for seven or eight of their employees. Mr. Glogovsky stated expenses and revenue belong to the District and GolfVisions manages the operation.

VI. ADJOURNMENT

There being no further business, Commissioner Sarocka moved, seconded by Commissioner Jones to adjourn the meeting at 5:50 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary