

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
March 14, 2017

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, Executive Assistant Sally Sandine, Community Relations Manager Teddy Anderson, Board
Attorney George Bridges, and Scott MacLean.

III. CONSENT AGENDA

The Consent Agenda Items which includes the Minutes of February 14, 2017, February 28, 2017, and March 6, 2017, Accounts Payable, Payroll, Travel Expenses, Financial Report, and Request to obtain bids and quotes, were presented.

Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to approve the Consent Agenda Items. Commissioner Sarocka asked what legal services had been provided by Ancel & Glink to generate the invoice reflected in the Accounts Payable Report. Director Petry stated the invoice covered disciplinary matters and collective bargaining issues. Mr. Glogovsky said he would provide copies of the invoice to all Commissioners. There was no further discussion on the motion. 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

Honorable Judge Charles Smith appeared and thanked the Board for recognizing him as “Patron of the Year.”

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. MacLean thanked Director Petry and the Board for their confidence in promoting him to Superintendent of Parks.

Director Petry then introduced Rick Harris, of RJ Harris and Associates, who made a presentation on diversity and inclusion. Mr. Harris explained how his agency could assist the Park District in developing concrete strategies and best practices to recruit, hire, and motivate a diverse, results-oriented, high-performing workforce. He discussed how a diverse workforce in an inclusive environment would improve individual and organizational performance and result in better value for customers, clients, taxpayers, and other stakeholders.

VI. PROGRESS REPORTS

A. Executive Director presented his written report.

B. Attorney Report: Attorney Bridges advised the Board of a recent Senate Bill (SB953) introduced by Senator Michael Connelly that seeks to amend the Park District Code. The Bill appears to expand the definition of “compensation” to include not only salary but also include benefits as well. Attorney Bridges stated he had completed the harassment investigation and then submitted the investigative report. Commissioner Kilkelly asked that the matter be put on the next board’s agenda for further discussion.

C. Legislation/ IAPD Update: Director Petry discussed how a recent court case impacted sex offenders’ access to Parks.

D. Division Reports:

D1. Finance & Administration: Mr. Glogovsky presented his monthly written report. Commissioner Kilkelly commended Mr. Glogovsky for being awarded the 2016 Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

D2. Cultural Arts: Ms. Freeman presented her written report. Commissioner Jones asked Ms. Freeman how were the dance instructors recruited and selected for the District. Ms. Freeman stated dancers hired by the District come from many sources ranging from recommendations from former dance instructors to graduates from prominent dance schools.

D3. Parks: Mr. Trigg presented his monthly written report. Commissioner Sarocka asked if there were any significant maintenance issues at the Field House Aquatic Center. Mr. Trigg stated they continue to make progress in addressing the Aquatic Center’s remaining issues.

D4. Recreation: Mr. Lerner presented his written report, along with the Centennial Committee Report for the upcoming American Independence Parade and Centennial Festival. He advised the Board the Committee's recommendation for this year's Grand Marshal is the Waukegan Women's Club. He stated the Parade Theme would be Happy Birthday USA and the Waukegan Park District. Commissioner Kilkelly inquired about the parameters of the partnership between the Waukegan Park District and the Waukegan Public Schools regarding the selection of middle school students to receive free passes to the Field House. Commissioner Jones stated the evaluation process would primarily involve the school district selecting students by utilizing a matrix that considers academic performance, community involvement, and behavior. Commissioner Foley stated she was elated to see the Waukegan Women's Club had been selected as this year's Grand Marshal in light of their work in establishing the Park District.

VII. REVIEW / DISCUSS / DECIDE

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

<u>Funds</u>	<u>From</u>	<u>To</u>
Special Recreation (08-48-24-583-9999) Mem/Endow (#42 Spec Rec) (16-11-11-583-9999) Purpose: Net proceeds from Polar Bear plunge.	\$7,567.38	\$7,567.38
Special Recreation (08-48-24-583-9999) Recreation (02-71-47-473-9999) Purpose: Camp expense for pool rental.	\$ 272.25	\$ 272.25
Mem/Endow (#43 Rec Scholar) (16-11-11-583-9999) Recreation (02-46-44-473-9999) Purpose: Scholarships for swim lessons.	\$ 21.00	\$ 21.00
Mem/Endow (#51 Rec Sponsor) (16-11-11-583-9999) Recreation (02-46-44-473-9999) Purpose: North Shore Gas Sponsorship.	\$4,000.00	\$4,000.00
Mem/Endow (#42 Spec Rec) (16-11-11-473-9999) Special Recreation (08-48-24-473-9999) Purpose: Subsidize athletic scholarships.	\$ 690.00	\$ 690.00
Mem/Endow (#42 Spec Rec) (16-11-11-473-9999) Special Recreation (08-48-24-473-9999) Purpose: Subsidize camp scholarships.	\$2,470.00	\$2,470.00
Memorial/Endow. (#42 Spec Rec)(16-11-11-473-9999) Special Recreation (08-48-24-473-9999) Purpose: To subsidize camp scholarships for special recreation participants.	\$2,470.00	\$2,470.00

Memorial/Endow. (#42 Spec Rec)(16-11-11-473-9999) Special Recreation (08-48-66-473-9999) Purpose: To subsidize miscellaneous youth scholarships.	\$1,000.00 	\$1,000.00
Memorial/Endow. (#42 Spec Rec)(16-11-11-473-9999) Special Recreation (08-48-84-4 73-9999) Purpose: To subsidize socialization scholarships for special recreation participants.	\$ 108.00 	\$ 108.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999) Recreation (02-13-13-473-9999) Purpose: To offset the 2016 Independence Parade and Festival expenses.	\$6,200.00 	\$6,200.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999) Recreation (02-13-13-473-9999) Purpose: To offset the 2016 Worldwide Day of Play expenses.	\$ 500.00 	\$ 500.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999) Recreation (02-13-13-473-9999) Purpose: To offset the 2016 Turkey Trot expenses.	\$ 500.00 	\$ 500.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11 -583-9999) Recreation (02-13-13-473-9999) Purpose: To offset the 2016 Christmas with the Clauses expenses.	\$ 60.00 	\$ 60.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11 -583-9999) Recreation (02-13-13-473-9999) Purpose: To offset expenses of the 2017 Eggstravaganza Trail event.	\$2,300.00 	\$2,300.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999) Recreation (02-24-11-473-9999) Purpose: To offset expenses for ArtsPark.	\$1,800.00 	\$1,800.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999) Recreation (02-48-88-4 73-9999) Purpose: To offset expenses for nature and garden programs.	\$5,085.00 	\$5,085.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999) Recreation (02-46-72-473-9999) Purpose: To offset expenses for the 2016 George Bridges 5K.	\$ 740.00 	\$ 740.00
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999) Special Recreation (08-48-88-473-9999) Purpose: To offset expenses for the Nature Leisure Ed workshop.	\$ 500.00 	\$ 500.00
Recreation (26-46-72-583-9999) Memorial/Endow. (#51 Rec Sponsor)(16-11-11-473-9999) Purpose: To correct a posting error for a funds raised by the George Bridges 5K run.	\$1 ,700.00 	\$1 ,700.00

Motion by President Bridges, seconded by Commissioner Sarocka, to approve the Interfund Transfers as submitted. There was no discussion on the matter. On the roll call, the vote was as follows:

AYE: Sarocka, Jones, Foley, Kilkelly, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

B. Authorization to Accept Quotes/Bids

Contractual Mowing Services Quote. Mr. Trigg recommended the Board accept the low quote from G & S Services, of Beach Park, Illinois, for the one (1) year contractual mowing service for Arbor Park, Country Lane Park, Diversity Park, Rudd Farm Park, Serenity Park & the Yorkhouse Property in the amount of \$13,260.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the low quote from G & S Services, for the one (1) year contractual mowing service, in the amount of \$13,260.

Commissioner Foley asked Mr. Trigg why he wasn't recommending the two-year quoted amount. Mr. Trigg stated Attorney Bridges advised him the two-year quote would exceed the \$25,000 limit. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka

NAY: Bridges

ABSTAIN: None

ABSENT: None

Motion carried.

Bowen Park Boardwalk Improvement Bid. Mr. Trigg recommended the Board accept the low bid from Car-Min Construction Company, Inc., from Waukegan, Illinois, for the 2017 Bowen Park Boardwalk Improvement, in the amount of \$80,900.00.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the low bid from Car-Min Construction Company, Inc., for the 2017 Bowen Park Boardwalk Improvement, in the amount of \$80,900.00. 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.

C. Resolutions

Adoption of Resolution 2017-05 Change Order Aquatic Center. Mr. Trigg asked the Board to approve Resolution 2017-05 Change Order to the contract for tree removals and undercutting of the parking lot, in the amount of \$6,126.00.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve Resolution 2017-05 Change Order to the contract for tree removals and undercutting of the parking lot, in the amount of \$6,126.00. 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.

Adoption of Resolution 2017-03 to adopt the Early Retirement Incentive. Mr. Glogovsky presented Resolution 2017-03, to enable the District to adopt the Early Retirement Incentive. Mr. Glogovsky stated if the Board adopted this resolution the amortization period would be for ten (10) years.

Motion by Commissioner Kilkelly, seconded by President Bridges, to approve Resolution 2017-03 to adopt the Early Retirement Incentive. 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.

Adoption of Resolution 2017-04 to adopt the five (5) year Amortization Period for the Early Retirement Incentive. Mr. Glogovsky presented Resolution 2017-04, to provide the District with the option setting a five (5) year Amortization Period for the Early Retirement Incentive. He stated if the District set the five (5) year period it would potentially save the District \$411,559.00.

Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to approve Resolution 2017-04 to provide the District with the option of setting a five (5) year Amortization Period for the Early Retirement Incentive. 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.

Resolution 2017-06, Honoring Mike Trigg, Superintendent of Parks for his 30 years of Service. President Bridges read and presented to Mike Trigg a Resolution honoring him for his superior effort, commitment, and dedication to the District, as well as his unwavering commitment to the Waukegan Park District's Mission, Vision, and Values, throughout his career.

Motion by Commissioner Sarocka, seconded by President Bridges, to approve Resolution 2017-06 Honoring Mike Trigg, Superintendent of Parks for his 30 years of Service to the Waukegan Park District. 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.

D. Commissioner / Employee Facility Use Form.

Commissioner Sarocka stated he would like to have a form developed that would reflect when a Commissioner displaced revenue while attending or utilizing Park District's facilities. President Bridges asked the Board Attorney if that was feasible. Attorney Bridges advised the Board he had spoken with Commissioner Sarocka regarding a different matter when the subject of golf came up. Attorney Bridges stated he warned Commissioner Sarocka that he might once again be setting himself up to be deemed to have received an improper fringe benefit with his playing of golf. Attorney Bridges further stated he had advised Commissioner Sarocka a form and policy should be adopted to track those situations when a Commissioner displaces revenue.

Director Petry reminded the Board that this issue is controlled by the Internal Revenue Service and that it is clearly outlined in Publication 516. He stated all parties should just not focus on the term foregone or displaced revenue and should also refer to IRS Publication 516. He recommended that the board rescind the current policy and readopt the previous policy which addressed the IRS parameters for fringe benefits.

Motion by Commissioner Sarocka, seconded by Commissioner Jones to have Attorney Bridges draft a form to track Commissioners use of Park District facilities whenever revenue is being displaced. Commissioner Kilkelly stated the District does not need an Employee Facility Use Form because this matter has been previously addressed. Commissioner Kilkelly asked to table the issue until the next meeting. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Jones, Sarocka, Bridges

NAY: Kilkelly, Foley

ABSTAIN: None

ABSENT: None

Motion carried.

VIII. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Sarocka advised the Board someone put a flyer on his vehicle, while he was at the Bonnie Brook Clubhouse, and he questioned whether the District had a policy against handbills. Mr. Lerner stated he believed it was a private group that recently partnered with the Park District, and that he would speak with their representatives and have them discontinue the placement of flyers while on District property.

Commissioner Jones made reference to the parking situation at the Fieldhouse. He thanked the staff for reinstating membership parking to address the overcrowded situation. Commissioner Foley asked Director Petry to look into the possibility of adding additional lighting outside of the rear of the administrative building.

Commissioner Kilkelly asked that the matter regarding the Commissioner receipt of a 1099 be placed on the next meeting agenda.

President Bridges asked were efforts being undertaken to identify and mark the parking lot lights at the Fieldhouse. He stated marked light poles would greatly enhance the fire departments response time to situations in the parking lot. Mr. Lerner said plans are in the works to mark each light pole, but the operation has been hampered due to weather conditions. President Bridges directed Executive Assistant Sally Sandine to forward any correspondence from the Attorney General regarding "Open Meeting" to Attorney Bridges.

IX. MOTION TO MOVE TO 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 called vote, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried. The closed session convened at 5:40 p.m.

X. MOTION TO RETURN TO PUBLIC SESSION

Motion by President Bridges, seconded by Commissioner Sarocka, to return to Open Session. There was no discussion on the matter. The motion carried by unanimous voice vote.

The regular meeting reconvened at 6:30 p.m.

XI. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

None

XII. ADJOURNMENT

There being no further business, President Bridges moved, seconded by Commissioner Sarocka to adjourn the meeting at 6:30 p.m. The motion carried by unanimous vote.

Respectfully submitted,

George Bridges
Secretary