

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
April 11, 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 Parks Scott MacLean, Superintendent of Finance & Administration Jim Glogovsky,
Superintendent of Recreation Jay Lerner, Executive Assistant Sally Sandine, Community Relations
Manager Teddy Anderson, Tim Girmscheid, and Board Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which includes the Minutes of March 14, 2017, March 28, 2017, and March 30, 2017 (Cultural Arts Advisory), Accounts Payable, Payroll, Travel Expenses, Financial Report, and Request to obtain bids and quotes, were presented.

Motion by Commissioner Kilkelly, seconded by Commissioner Sarocka, to approve the Consent Agenda Items. There was no 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

None

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. MacLean introduced Rafael Ayala as Manager of Park Maintenance. Tim Girmscheid introduced Kristy DeBoer as Park Planner.

Ms. Carolina Fabian, Waukegan School District's Manager of Family & Community Engagement, thanked the Board for partnering with the School District to recognize and honor students for their positive improvement.

Jackie Pierce from PDRMA commended the District for its excellent strategies to eliminate and reduce risks. She then presented the District with the Loss Control Review Award.

VI. PROGRESS REPORTS

A. Executive Director presented his written report.

B. Attorney Report: Attorney Bridges advised the Board of a recent 7th Circuit Court of Appeals decision where the court supported the union's fair share contribution from non-members. Commissioner Sarocka asked about the status of the "revenue displacement form." Attorney Bridges stated he was working on the matter and anticipates he will have something to present to the Board at the next regular meeting.

C. Legislation/ IAPD Update: Reminded the Board of the upcoming Park Day. Director Petry stated there is a good chance a bill approving a Lake County Casino would pass and he encouraged the Commissioners to contact the Mayor and Legislators to ensure the Park District is included in any revenue sharing formula.

D. Division Reports:

D1. Finance & Administration: Mr. Glogovsky presented his monthly written report. He advised the Board due to an error in the county's new software that ten districts' EAV were incorrect. He stated, as a result, it increased the Districts' overall aggregate EAV to 8.25%. Commissioner Sarocka inquired as to whether a press release would be appropriate to notify the public of this year's tax extension savings. Director Petry stated he would prepare a press release on this matter. President Bridges stated the Commissioners would receive GolfVision's actual expense and revenue amounts instead of the current estimates.

D2. Cultural Arts: Ms. Freeman presented her written report.

D3. Parks: Mr. MacLean presented his monthly written report. Tim Girmscheid stated construction of the Lyons Woods 2.9 mile Trail Extension Project through Bevier, and Callahan Parks would begin late April or early May. Mr. MacLean reminded the Board of the upcoming Arbor Day tree planting event on April 28, 2017.

D4. Recreation: Mr. Lerner presented his written report. Mr. Lerner reminded the Board of the upcoming Eggstravaganza Trail event on April 15, 2017.

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>
Working Cash (11-11-11-583-9999)	\$1,463.67	
Corporate (01-11-11-473-9999)		\$1,463.67
Purpose: Annual budgeted interest transfer.		
Mem/Endow (#2 JBC School) (16-11-11-583-9999)	\$2,000.00	
Recreation (02-24-11-473-9999)		\$2,000.00
Purpose: Offset lesson tuition.		
Mem/Endow (#55 Concert Call) (16-11-11-583-9999)	\$ 320.00	
Recreation (02-24-11-473-9999)		\$ 320.00
Purpose: Offset tuition / scholarships.		
Recreation (02-24-11-473-9999)	\$1,765.00	
Mem/Endow (#2 JBC School) (16-11-11-583-9999)		\$1,765.00
Purpose: Glen Rock poster sale revenue for scholarships.		
Recreation (02-13-13-473-9999)	\$ 112.00	
Mem/Endow (#51 Rec Spon) (16-11-11-583-9999)		\$ 112.00
Purpose: Hockey Match ticket revenue to be spent in next fiscal year.		
Mem/Endow (#51 Rec Spon) (16-11-11-583-9999)	\$ 350.76	
Recreation (02-13-13-473-9999)		\$ 350.76
Purpose: To offset the 2017 Hockey Fire Match expenses.		
Corporate (01-11-11-473-9999)	\$1,250,000.00	
Capital (30-11-11-473-9999)		\$1,250,000.00
Purpose: Second half of the FY2016-17 budgeted interfund transfer.		
Mem/Endow (#51 Rec Spon) (16-11-11-583-9999)	\$ 300.00	
Recreation (02-13-13-473-9999)		\$ 300.00
Purpose: Donations received to offset the 2017 Eggstravaganza expenses.		
Mem/Endow (#51 Rec Spon) (16-11-11-583-9999)	\$ 725.71	
Recreation (02-97-81-473-9999)		\$ 725.71
Purpose: Cover cost of archery supplies with the sponsor funds from NRG.		

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

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

ABSTAIN: None
ABSENT: None

Motion carried.

B. Authorization to Accept Quotes and Bids

- Yorkhouse Barn Roof Repairs quote.

Mr. MacLean recommended the Board accept the low quote from Waukegan Roofing Company, Inc., of Waukegan, Illinois, for the Yorkhouse Barn Roof Repairs in the amount of \$10,918.00.

Motion by Commissioner Jones, seconded by Commissioner Foley, to accept the low quote from Waukegan Roofing Company, Inc., for the Yorkhouse Barn Roof Repairs in the amount of \$10,918.00. Commissioner Foley asked if the repairs would still give the appearance of the older building. Mr. McLean responded that it is not a replacement, but only patchwork to repair some holes. 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.

- Yeoman Park playground installation quote.

Mr. McLean recommended the Board accept the low quote from Elanar Construction Co., from Chicago, Illinois, for the Yeoman Park playground installation, in the amount of \$22,604.10.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the low low quote from Elanar Construction Co., for the Yeoman Park playground installation, in the amount of \$22,604.10. 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.

- Yeoman Park playground concrete work quote.

Mr. McLean recommended the Board accept the low quote from MAG Construction Co., from Highland Park, Illinois, for Yeoman Park playground concrete work, in the amount of \$19,928.00.

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to accept the low quote from MAG Construction Co., for Yeoman Park playground concrete work, in the amount of \$19,928.00.

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.

- Yeoman Park playground fencing quote.

Mr. McLean recommended the Board accept the low quote from Action Fence Contractors, Inc., from Mundelein, Illinois, for Yeoman Park playground fencing, in the amount of \$7,997.44.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to accept the low quote from Action Fence Contractors, Inc., for Yeoman Park playground fencing, in the amount of \$7,997.44. Commissioner Kilkelly inquired as to the style of the fence that would be installed. Mr. McLean stated it would be the same fencing used throughout the 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.

- Douglas House HVAC Replacement quote.

Mr. McLean recommended the Board accept the low quote from McDonough Mechanical Services, Inc., from Waukegan, Illinois, for the Douglas House HVAC Replacement, in the amount of \$7,240.00.

Motion by Commissioner Jones, seconded by Commissioner Sarocka, to accept the low quote from McDonough Mechanical Services, Inc., for the Douglas House HVAC Replacement, in the amount of \$7,240.00. 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.

- Fuel Storage Tanks Painting quote.

Mr. McLean recommended the Board accept the low quote from Shamrock Industrial Services Division, from Alsip, Illinois, for the painting of the Fuel Storage Tanks, located at the Park

Maintenance Building, in the amount of \$3,890.00.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to accept the low quote from Shamrock Industrial Services Division, for the painting of the Fuel Storage Tanks, located at the Park Maintenance Building, in the amount of \$3,890.00. 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.

- Jack Benny Center mold remediation quote.

Mr. McLean recommended the Board accept the low quote from Annie River Solution, Inc., from Glen Ellyn, Illinois, for Jack Benny Center mold remediation, in the amount of \$12,000.00.

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to accept the low quote from Annie River Solution, Inc., for Jack Benny Center mold remediation, in the amount of \$12,000.00. 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.

- Purchase of a 2017 Ford F-150 Super Cab 4X2 pickup truck.

Mr. McLean asked the Board to approve the purchase of one (1) 2017 Ford F-150 Super Cab 4X2 pickup truck through the Illinois Department of Central Management joint purchasing Contract #4018026, from Wright Automotive, Hillsboro, Illinois, in the amount of \$24,189.00 (The purchase reflects a \$1,500 trade-in allowance).

Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve the purchase of one (1) 2017 Ford F-150 Super Cab 4X2 pickup truck through the Illinois Department of Central Management joint purchasing Contract #4018026, from Wright Automotive, Hillsboro, Illinois, in the amount of \$24,189.00. 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.

C. Harassment Investigation.

Commissioner Sarocka stated he wants incorporated into the minutes all the various emails and correspondence related to this investigation. Commissioner Kilkelly stated if those items are incorporated into the minutes she requests the actual investigation report be attached as well. Attorney Bridges advised the Board against placing investigation report into the minutes because it involved an employee and should remain confidential. Commissioner Kilkelly recommended that the matter be considered at the next regular meeting to give Commissioner Foley an opportunity to review the correspondence. President Bridges agreed to continue the matter to the next meeting.

D. Discussion on the Attorney General involvement in the 1099 matter.

Commissioner Kilkelly stated the matter had been referred to the Attorney General's Office and that they referred the matter to the Lake County States Attorney's Office. She stated they are waiting on their decision.

VIII. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly stated she was very excited having been re-elected to serve the district for another six (6) years. Commissioner Kilkelly stated that she had received a number of complaints about infants in the aquatic center that are wearing inappropriate diapers and asked if Mr. Lerner had heard similar complaints. Mr. Lerner stated infants are required to wear the appropriate rubber pants and that staff is constantly monitoring the situation. Commissioner Kilkelly further stated it is her recommendation the District engages either the IAPD or CLC to conduct a nationwide search for Director Petry's replacement.

Commissioner Foley stated she recommends the Board schedule a special meeting April 16, 2017, to discuss the parameters of using IAPD to help with the search and to discuss any in-house candidates. She stated she would then recommend that the matter is placed on the committee of the whole meeting on April 25, 2017, in a closed session for the Board to vote. Commissioner Sarocka stated he agreed with Commissioner Foley that the matter should be placed in executive session to discuss specific in-house staff members, as a replacement. Commissioner Jones inquired as to the approximate cost to conduct a search. Director Petry stated he would estimate the cost to be somewhere between three and five thousand dollars. Commissioner Jones responded that he did not want to spend \$5000 on such a search. Commissioner Foley stated she believes the cost will be considerably more. President Bridges asked Director Petry if he knew how the person he replaced had been recruited or hired. Director Petry stated he did not know. President Bridges asked director Petry if a nationwide search had been conducted to select him. Director Petry stated no external search had been conducted. He stated when he was selected the Board only asked three internal candidates to submit resumes and applications for the executive director position. President Bridges stated he believes in promoting from within, and that within the District he believes there are several candidates who are qualified to serve as an interim director. He stated he is not for conducting any outside search. The Board scheduled a special meeting for April 18, 2017, at noon to discuss and approve the parameters of finding Director Petry's replacement.

Commissioner Foley applauded the district for their efforts in recognizing the schoolchildren for their outstanding academic performance. She stated the kids that we have are the most important part of the district. Commissioner Jones recommended the District adopts the name Parks*Stars for this new Park and School partnership.

IX. CLOSED SESSION

None

X. ADJOURNMENT

There being no further business, Commissioner Foley moved, seconded by Commissioner Jones to adjourn the meeting at 5:55 p.m. The motion carried by unanimous vote.

Respectfully submitted,

George Bridges
Secretary