

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
Administration Center  
2000 Belvidere Road  
Waukegan, Illinois  
August 8, 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  
Treasurer Patricia Foley  
Janet Kilkelly  
William Sarocka

COMMISSIONERS ABSENT

Vice President Marc Jones (arrived 4:05 p.m.)

STAFF PRESENT:

Executive Director Jay Lerner  
Superintendent of Finance & Administration Jim Glogovsky, Superintendent of Cultural Arts Claudia Freeman, Superintendent of Recreation Errick Beverly, Executive Assistant Sally Sandine, Community Relations Manager Teddy Anderson, Jon Beckmann, Tim Girmscheid, Quincy Bejster, and Board Attorney George Bridges.

**III. CONSENT AGENDA**

The Consent Agenda Items which includes the Minutes of July 11, 2017, July 25, 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 Kilkelly asked if this was the same carpet that was replaced a couple of years ago. Mr. Glogovsky stated it was not the same area carpet being replaced.

Vice President Jones arrived at 4:05 p.m. Motion by Commissioner Sarocka, seconded by President Bridges to seat President Bridges. The motion carried by unanimous voice vote.

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**

Martha Sostre and her mother, Joyce Van der Voort, of 2508 W. Atlantic Ave., Waukegan, appeared before the Board and voiced their concerns regarding the Clearview Park renovations. They stated in light of the new entrance leading into the Park off of McAree Road that it was imperative that the District install fences along their rear property lines.

Larry Jenkins 2516 W. Atlantic Ave, Waukegan, also voiced his concerns about the renovation. He complained about the lack of notice regarding the park and stated his concerns about the possible increase in traffic in light of the McAree Road entrance. President Bridges stated Director Lerner would contact the residents in that area to ascertain all of their concerns and work with them in an attempt to alleviate the same.

#### **V. ACKNOWLEDGEMENTS & PRESENTATIONS**

Ms. Freeman introduced Ms. Kelly Grant, who is serving as a Cultural Arts Intern.

#### **VI. PROGRESS REPORTS**

A. Executive Director Lerner presented his written report. He told the Board he has begun working with Williams Architects on the Belvidere Park Project.

B. Attorney Report: Advised the Board that the District had been served with an injunction to stop the Clearview Park renovation. He stated he would be filing a motion to dismiss the lawsuit and that he would keep the Board apprised of the matter. Commissioner Kilkelly asked if the attorney had received any correspondence from the School District on the Edward Field matter. Attorney Bridges stated he had not.

C. Legislation/ IAPD Update: Director Lerner told the Board the District had submitted the grant and now look forward to receiving the check.

D. Division Reports:

D1. Finance & Administration: Mr. Glogovsky presented his monthly written report. He then reviewed and discussed the Official Bond Statement with the Board. He also said the S&P Global Rating for the District is AA/ Stable, due to the District's solid reserves in the general, recreation, and special recreation funds and prudent financial management.

Commissioner Sarocka stated the property tax notices that were recently issued showed an approximate 15% gain in the EAV, and he asked how would this amount impact the District. Mr. Glogovsky stated he recently spoke with Assessor Stricklin and he was told the taxing bodies in Waukegan can expect an 8% to 10% increase in the EAV.

D2. Cultural Arts: Ms. Freeman presented her written report. She reminded the Board the District would be celebrating its 100<sup>th</sup> Arts Park, this coming Friday. She stated Bowen Blues would be playing outdoors tomorrow. Commissioner Foley asked for an update on the repairs at the Jack Benny Center. Ms. Freeman stated the first thing they are going to do is have someone come

in and assess the air quality and once that is complete, they will then have a structural engineer come in and examine the building to make recommendations on a permanent fix. She also presented the Historical Society's report.

D3. Parks: Mr. MacLean submitted his monthly written report. Director Lerner stated Mr. Girmscheid was present to answer any questions regarding parks. Commissioner Sarocka stated Mr. MacLean had given him the impression that the meeting with the residents near Clearview Park went well; only to hear at this meeting that was not the case. Mr. Girmscheid stated he did not attend the meeting. Director Lerner stated Mr. MacLean informed him that overall the residents were very cordial but that they were demanding the Park District install fences. Commissioner Sarocka stated he hoped that once the project was completed that the residents would all have an opportunity to enjoy the million dollar investment being placed in their neighborhood. Commissioner Foley stated the District has a design and plan for Clearview Park and at this point she believes it is premature to be discussing the installation of fences or the planting of trees or shrubbery.

D4. Recreation: Mr. Beverly presented his written report. He advised the Board of several upcoming events: August 16<sup>th</sup> both the Go Waukegan and the Member Cook out and on August 17<sup>th</sup> the Vendor Fair.

## **VII. REVIEW / DISCUSS / DECIDE**

### **A. Review of FY 2016-17 Audit Draft.**

Mr. Glogovsky presented Jamie Wilkey of Lauterbach & Amen LLP, who then presented the 2016-17 Independent Auditors' Report. Ms. Wilkey then reviewed the report in detail, and the Board had a brief discussion of the Audit Report. She advised the Board she found no internal control issues, nor were there any disagreement with management. She further stated the District was receiving an "unmodified" opinion which is the highest they can issue. This opinion means that the financial statements as presented, are materially correct. Ms. Wilkey then presented and discussed the Management Letter and the Golf Operation Audit Report. She stated they are recommending the District obtain updated financial software in the next few years. She also recommended hiring a pension actuary to provide OPEB actuarial calculations for GASB statement no 75. She said the Golf Operation Audit also received an "unmodified" opinion.

### **B. Approve Salary Adjustment.**

Mr. Beverly asked the Board to approve the adjusting of the salary for the position of Manager of Field House Operations, Memberships & Aquatics from a Grade 15 to a Grade 16. Further, he recommended a salary increase for Mr. Bejster from \$62,726 to \$71,000. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the salary adjustment of Mr. Bejster. 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.

C. Approval of the Revised FY2017-18 Salary & Wage Schedule.

Mr. Beckmann asked the Board to approve the revised FY2017-18 Salary & Wage Schedule to reflect the reclassification of the Aquatics Program Manager to that of Aquatics Program Coordinator. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the revised FY2017-18 Salary & Wage Schedule that reflects the position and grade level reclassification. No discussion was had on the recommendations. On a roll call vote, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Authorization to accept the low quote for Adelphi Park Playground Equipment.

Mr. Girmscheid recommended the Board waive the bidding requirements and accept the quote from Play Illinois, LLC/Burke, for Playground Equipment. Mr. Girmscheid stated the equipment is unique and that there are no competitors with the same product and only one manufacturer for said equipment, and that it would be in the best interest of the Park District to waive the bid requirement and accept the quote from Play Illinois, LLC/Burke, in the amount of \$38,339.00.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to waive the bid requirement and accept the quote from Play Illinois, in the amount of \$38,339.00, as a sole source and in the best interest of the Park District. Commissioner Kilkelly asked if Staff had made sure that the equipment being recommending would be suitable for individuals with special needs. Mr. Girmscheid stated all playground manufacturers are required to make equipment that can be utilized by individuals with special needs. 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. Authorization to accept the low quote for Country Lane Park Playground Equipment.

Mr. Girmscheid recommended the Board waive the bidding requirements and accept the quote from NuToys/Landscape Structures, for Playground Equipment. Mr. Girmscheid stated the equipment is unique and that there are no competitors with the same product and only one manufacturer for said equipment, and that it would be in the best interest of the Park District to waive the bid requirement and accept the quote from NuToys/Landscape Structures, in the amount of \$68,189.00.

Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to waive the bid requirement and accept the quote from NuToys/Landscape Structures, in the amount of \$68,189.00, as a sole source and in the best interest of the 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.

F. Authorization to accept the low quote for Country Lane Park Playground Equipment.

Mr. Girmscheid recommended the Board waive the bidding requirements and accept the quote from Play Illinois, LLC/Burke, for Playground Equipment. Mr. Girmscheid stated the equipment is unique and that there are no competitors with the same product and only one manufacturer for said equipment, and that it would be in the best interest of the Park District to waive the bid requirement and accept the quote from Play Illinois, LLC/Burke, in the amount of \$54,830.00.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to waive the bid requirement and accept the quote from Play Illinois, LLC/Burke, in the amount of \$54,830.00, as a sole source and in the best interest of the 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.

G. Approval of GolfVisions contract for May 1, 2018, until April 30, 2021.

Mr. Beckmann recommended the Board approve the GolfVisions contract renewal from May 1, 2018, until April 30, 2021. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the GolfVisions contract renewal from May 1, 2018, until April 30, 2021. Attorney Bridges advised the Board of the following issues that should be brought to their attention. He stated the contract required GolfVisions to provide indemnification insurance, but requires the District to pay the cost. He stated Mr. Glogovsky advised him the cost of the insurance is \$18,000.00 a year. He also advised the Board the contract requires the District to pay GolfVisions ten (10) percent over the cost when the District utilized its facility and that the language requiring the District to pay a fee over net profit is confusing. President Bridges stated he had raised this question several times about how much the District was paying GolfVisions for their management of Bonnie Brook. Mr. Glogovsky stated it is a bookkeeping transfer and the District is not paying GolfVisions to use our facility. Director Lerner stated they would review the insurance issue with PDRMA in the coming weeks. 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.

H. Approval of IPRA Leadership Academy Appointment.

Director Lerner stated he wanted to advise the Board he would be attending the IPRA Leadership Academy. While the consensus of the Board was the approval of his attendance, no formal action was taken on this matter.

I. Approval of the Cristo Rey Agreement.

Director Lerner recommended the Board approve the Cristo Rey Agreement that allowed the District to employ a student to work one (1) day a week for the 2017-2018 academy year. Motion by Commissioner Foley, seconded by Commissioner Jones, to approve the Cristo Rey Agreement. 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.

J. Approval of Hitchcock Design Group additional expense.

Mr. Girmscheid recommended the Board approve the Hitchcock Design Group additional expense for Clearview Park Renovation. He stated the additional expense is not to exceed \$33,225.00. He explained why the additional expenses were incurred. Attorney Bridges advised the Board the additional expenses were already approved by Staff and was now completed; hence this motion was seeking retroactive approval. Commissioner Kilkelly asked why wasn't this invoice presented to the Board earlier. Director Lerner stated Mr. Trigg had brought this to the Board's attention in February, but that he had only become aware of it within the last two weeks. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Hitchcock Design Group additional expenses not to exceed \$33,225.00. 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.

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

Motion by Commissioner Foley, seconded by Commissioner Kilkelly to approve the Collective Bargaining Agreement with SEIU Local #73 from May 1, 2017, to April 30, 2021. President Bridges asked how many hours have been billed for the bargaining agreement. Mr. Glogovsky said he would get the number of billable hours and present it to the Commissioners. 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.

L. Approval of Interfund Transfer.

Mr. Beckmann presented his memorandum seeking authorization to perform an Interfund Transfer from the Memorial End Funds as listed.

<u>Funds</u>	From	To
Mem/Endow (#25 PIP) (16-11-11-583-9999)	\$637.50	
Recreation (02-97-81-473-9999)		\$637.50
Purpose: Four Teen Quest Camp Scholarships.		

Motion by Commissioner Sarocka, seconded by Commissioner Foley to approve the Interfund Transfer. 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.

M. Discussion of the 2017 Levy Process and Direction.

Mr. Beckmann and Mr. Glogovsky presented information on the 2017 estimated tax levy. There was also discussion on the impact the EAV would have on the tax rate, and the tax levy history was reviewed. They explained how the District levies tax dollars and the impact it has on the District's finances. The Board identified and discussed the pros and cons of different options to ensure the District's long term financial sustainability. The options were: a) freezing the tax extension; b) levy under the "Truth and Taxation" hearing threshold to capture as much extension dollars as possible without holding a "Truth and Taxation" hearing; c) capture as many tax extension dollars as possible regardless of whether we need a "Truth and Taxation" hearing or not. After much discussion, the Board gave direction to prepare next year's levy with the option of only levying up to 5% or that of capturing as much extension dollars as possible.

N. Approval of the Parking License Agreement.

Director Lerner recommended the Board approve the Community Action Partnership parking license agreement. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Community Action Partnership parking license agreement. 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.

### **VIII. COMMISSIONERS QUESTIONS & COMMENTS**

Commissioner Kilkelly thanked the staff for establishing the "Dog Days" event within the District. She advised the Board an article had appeared in the newspaper concerning Commissioner's benefits. She further stated sometimes when you start a project within the community it is not often favorable to area residents. She stated that the Clearview project has been in the works for more than ten (10) years and she doesn't believe there is money in the budget to provide fencing for that area. She stated she believes the project is still a good fit for the community.

### **IX. MOTION TO MOVE TO CLOSED SESSION**

Motion by Commissioner Sarocka to enter into closed session to discuss the purchase or lease of land pursuant to 5 ILCS 120/2(c)(5), seconded by Commissioner Foley. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried. Regular session was recessed at 6:00 p.m.

### **X. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

Motion by President Bridges, seconded by Commissioner Jones to reconvene open session. There was no discussion and the motion passed by unanimous voice vote. The regular session resumed at 6:16 p.m.

No action was taken on the matter discussed in closed session.



## **XI. ADJOURNMENT**

There being no further business, President Bridges moved, seconded by Commissioner Jones to adjourn the meeting at 6:16 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges  
Secretary