

MINUTES OF COMMITTEE OF THE WHOLE MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT

Administration Center
2000 Belvidere Road
Waukegan, Illinois
January 31, 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

COMMISSIONERS ABSENT

William 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, Executive Assistant Sally Sandine, and Board
Attorney George Bridges,
.

III. PUBLIC COMMENT

Harlene Shipley of 512 N Frolic Ave, Waukegan, Illinois appeared before the Board and voiced a complaint on the Park Districts policy of charging spectators an entrance fee to watch their children or grandchildren at the Field House. Mr. Lerner stated he was aware of the complaint and as a result, the District would no longer be charging spectators. Mr. Petry stated he had discussed the matter with Mr. Lerner and they would refund the money paid by Mr. Shipley. Commissioner Kilkelly asked how Field House staff would distinguish guests who paid an entrance fee to use the Field House from the spectators. Mr. Lerner stated all guests entering the Field House are issued a wristband and they would distinguish spectators from paid guests by the color of their wristband.

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

V. BUDGET WORKSHOP 1

A. Review Mission, Vision and Values Statements.

Mr. Petry stated the Mission, Vision and Values Statements were reviewed and refined as part of the budget workshop, and that he is working to build upon recent community engagement initiatives and provide increase awareness of the Park District services. He stated the District's Values were reviewed and modified to now include a Cultural Awareness Initiative.

B. Review District Strategic Plan and Fiscal Year Goals Status.

Mr. Petry stated the Strategic Plan had not changed since it was last submitted, and that he was prepared to address any questions or proposed modification at this time. No modifications were requested.

C. Current Financial Position: Budget Assumptions and Short Term Issues.

Mr. Petry led the budget workshop and stated that the Park District's financial position is solid in light of its prudent financial management and planning. Mr. Glogovsky then highlighted the Accomplishments and Goals for 2017.

Mr. Glogovsky reported that the District has maintained its very high rating with Moody's (Aa3) and Standards & Poor's (AA) because of its financial position which will lower the financial costs of any Bond Issues. He stated the interest rates have ticked up a few basis points which should result in a slight increase in the interest income on the District's investments.

Mr. Glogovsky stated while the Personal Property Replacement Tax has been strong over the last few years, they are anticipating a drop in the distributions for the coming fiscal year and are now projecting a 5% decrease. Mr. Petry pointed out that the Personal Property Replacement Tax is vitally important for the District and that IAPD has initiated some legislation to maintain these funds at their current level. Mr. Glogovsky further noted that there is improvement in the EAV for the Park District and they are projecting an EAV increase of approximately 7%.

Mr. Glogovsky stated the GolfVisions budget is being formulated and will be presented at the Board's February meeting.

Mr. Glogovsky stated the District's debt service payments remain relatively the same with long-term debt payment of \$2.1 million and he also reflected the abatement of \$361,000. He stated that since the hold has been lifted on the OSLAD grant funds, he anticipates receiving those funds at any time.

D. Budget Planning Process, Calendar and Policies.

Mr. Glogovsky stated there are nine (9) phases in the budget planning process and that they are currently at stage three (3). He then reviewed the budget schedule overview explaining and highlighting what will happen in each phase. Mr. Glogovsky stated he had added something different to the budget packet; that being, a Budget Task Schedule Detail.

Mr. Glogovsky stated there has been no significant change to the Budget Policy. He stated the policy of the District is to continue working towards maintaining a balanced budget. Mr. Petry advised the Board that he and Mr. Glogovsky have been in contact with Dave Phillips at Speer Financial to develop different scenarios to finance the Belvidere Pool Project.

Mr. Glogovsky reviewed the transfer from the Corporate Fund to the Capital Project Fund and the policies on using a portion of the Corporate Tax increases or Capital Expenditures that were contained on page 38 of the budget planning process. He specifically noted that a portion of the Corporate Tax increase from the referendum is dedicated to ongoing Capital Improvement Programs and when needed that the balance of the Corporate Tax increase is used or transferred for debt service for a series of General Obligation Alternative Revenue Bonds. Mr. Glogovsky reviewed the general policies concerning the preparation of the budget, which includes a balanced budget, maintain a targeted fund balance of 25% or three months of that funds annual operating expenditures. Further detail concerning the policies and goals were contained in the handout provided to the Board, and the Board approved this process.

Discussion was had concerning the various Revenue Sources and Expenditures Items of the budget. Mr. Glogovsky explained the Property Tax Extension Limitation Law (PTELL) payments and how it impacts the amount of revenue received. Lease agreements were reviewed and the new agreements with Community Action Partnership of Lake County Head Start and the Waukegan School District were highlighted. Interest rates and investments were also reviewed.

Commissioner Kilkelly questioned the City of Waukegan Lakefront initiative expenditure of \$5000. Mr. Petry explained that the City of Waukegan has requested that the Park District be part of the Lakefront Initiative, and in doing so, provide a small monetary amount to be use for leveraging and seeking various grants.

President Bridges requested additional time to review and discuss with Mr. Glogovsky the proposed salary adjustments; respectively, the 3% Merit Pool, the 1% Market Adjustment Pool, and the 2.3% Adjustment Upward of the Salary Ranges.

Mr. Glogovsky discussed the Police System Fund Budget and its contractual relationship with the Waukegan Police Department, regarding the security of the Parks. President Bridges asked if they were looking at increasing the fund beyond the current budgeted amount of \$150,000. Mr. Glogovsky responded that they were not.

Mr. Glogovsky discussed the IMRF employer required contributions and stated it is currently 8.93%; however, the amount is scheduled to increase .69% this budget year.

Mr. Glogovsky reviewed the transfers between funds and why these transfers are necessary.

E. Significant Service Level Changes.

The Board reviewed with each Department Head their proposed Service Level Changes.

Cultural Arts – Ms. Freeman stated they will be 1) increasing the 100 Art Parks dates for the Centennial year, 2) increasing the Lilac Cottage hourly rental rate to \$10 per hour, 3) adding a new program that will include Arts, Theater and History to Bowen Heritage Circle programming, and 4) increasing funds for the Dandelion Wine Event. President Bridges questioned why Cultural Arts was not seeking additional personnel in light of their proposed programming for the coming year. Ms. Freeman responded she believes they can handle proposed programming with her current staff levels. Commissioner Kilkelly then asked Ms. Freeman to explain the “Makers’ Program”, and Ms. Freeman responded.

Administration – Ms. Anderson reviewed her proposed service level changes and requested they retain the St. Martin de Porres Contract, revise the District’s general advertising opportunities, revise the Environmental Survey Research Information System (ESRI), and revise the Community Needs Assessment Survey which will be used to help update and direct the new Strategic Plan.

Mr. Petry reviewed his proposals and requested an increase in funds for his proposed customer service training for the Cultural Awareness Competency Initiative. He advised the Board he was allocating \$40,000 for collective bargaining legal expenses. Commissioner Jones inquired if the \$40,000 was earmarked for Bob McCabe. Mr. Petry stated he did not believe they would use the entire \$40,000 for collective bargaining and that it is earmarked for Mr. McCabe.

Mr. Glogovsky discussed the transition of certain employees from independent contractors to part or full time employees. Commissioner Jones asked questions about part time employees and independent contractors. Mr. Glogovsky explained that he is looking at the new standards the government is implementing regarding independent contractors and anticipates this may cause the District to convert some independent contractors to employee status.

Finance - Mr. Glogovsky reviewed the finance portion of the budget. He stated as the process moves forward, he would submit the budgeted amount for the Capital Improvement Projects for fiscal year 2017-18. He then discussed hiring a consultant to assist with the OSHA compliance audit, having the Hay Group review the HR and Payroll Specialist position, and the transfer of \$2.2 million from the Corporate Fund to the Capital Fund, for both current and future projects.

Parks - Mr. Trigg stated the budget would again include a Summer Youth Employment Program that would employ thirteen (13) youths and two (2) program leaders. Mr. Trigg stated they had learned from last year’s Youth Program that one (1) program leader did not provide enough supervision, and so this year, the plan is to hire two (2) leaders. He stated the budget impact should remain the same. Commissioner Kilkelly asked Mr. Trigg what the budgeted amount was for this program. Mr. Trigg responded it is \$33,000. President Bridges stated based upon feedback he received from the parents, this program was a tremendous success and he was glad to see it had again been incorporated into the budget.

Mr. Trigg stated they are increasing the funds for the SportsPark grass seed program to control the Poa Annuia grass on the Soccer Fields. Mr. Trigg stated Poa Annuia is an invasive species that has caused problems on the soccer fields because it dies in hot weather, creating unsightly brown spots in the field during the height of summer.

Mr. Trigg stated they have increased the budgeted amount for custodial services for the SportsPark’s restroom maintenance. He stated they were challenged this past year to keep summer staff to maintain the restrooms. President Bridges questioned the inability to find someone within the Waukegan community who would be willing to take this job, in light of the area’s high unemployment.

Mr. Trigg stated the budget includes the continued renovation of Bowen Park and the Paving Enhancement Project and that the actual amounts would be adjusted in the Capital Budget. He stated the redevelopment of King Park had been included as the next OSLAD grant project should Illinois Department of Natural Resources reinstate the grant program. Mr. Trigg stated they have applied for a grant from the Department of Commerce and Economic Opportunity (DCEO) Program for conversion

of the Field House lights to LED lights. He stated that if successful, the estimated annual electric bill savings would be \$15,000.

Recreation – Mr. Lerner stated they have increased the amount for the Field House building maintenance and repairs and the HVAC account due to the increased usage and aging of the building. He stated he wanted to retitle several staff positions due to the added responsibility of the new indoor aquatic center and the increased responsibilities for the front desk operation, which would also significantly increase the salaries for those positions.

Mr. Lerner stated the budget would include adding a part-time year-round recreation Specialist to assist with a variety of the programming and administrative duties, and that he would increase the Field House registration clerk hours due to the increase transaction demands and the extended weekend hours. Mr. Lerner stated the proposed budget would include an increase in hours to cover the Field House Children’s Center. He stated it would include adding a second staff member to the Child Center on Mondays and Tuesdays, due to the number of patrons utilizing the Center as the parents workout. Commissioner Jones asked if the Center was staffed during the morning hours. Mr. Petry responded the District keeps tracks of the number of children who utilize the Center and they found that there wasn’t a demand during the morning hours. Commissioner Kilkelly recommended they conduct a survey before they reinstitute childcare during the morning hours. Mr. Petry stated they would survey the members and adjust the Children Center hours accordingly.

Mr. Lerner stated his proposed budget would add an Announcer stand for the American Independence Parade to provide information to the attendees on each particular group marching in the event. In addition, it would increase the S.T.E.M. (Science, Technology, Engineering and Math) programs being offered in the District. Commissioner Foley recommended that they included Arts in the programming, making it a S.T.E.A.M. program.

F. Review FY2016-17 Capital Improvement Program (CIP).

Mr. Glogovsky presented and discussed the current fiscal year update in the CIP.

VI. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly asked if the District had violated the Open Meetings Act at its last meeting. Mr. Petry stated he believed there was a violation. Attorney Bridges responded that in his opinion, the Board did not violate the Open Meetings Act. Commissioner Kilkelly asked if the Parties were working to resolve the issue. Mr. Petry responded that they were. President Bridges stated if the matter was not resolved, it would tentatively be placed on the February 28 Committee of the Whole Meeting Agenda.

Commissioner Kilkelly asked about the status of the harassment charge against a Commissioner by an employee. President Bridges asked Commissioner Kilkelly what she would like the Board to invoke. Commissioner Kilkelly stated that the employee said they were harassed and she maintains the Board must investigate any harassment complaint made by one of their employees. Commissioner Kilkelly stated she is not sure what protocol should be undertaken, just that something must be done. Mr. Petry stated he agreed with Commissioner Kilkelly and that if this was an accusation against an employee, he would immediately act on it, and he believes the Board should do the same in this situation. Attorney Bridges advised the Board they should give the Commissioner an opportunity to respond.

After he responds, if the Board believed his comments or statements were out of order, the Board could request that he apologize, and/or, reprimand or censure him, showing the Board's disapproval of the behavior. Attorney Bridges stated that this is the only way the Board can correct or punish one of its members, because expulsion is not an option for the Board. Commissioner Kilkelly stated the Board should not conduct the fact-finding investigation, that she believes it has to be someone independent of the Board. Commissioner Kilkelly asked the employee to accept her apology for the Commissioner's behavior.

Commissioner Kilkelly stated the last matter she wished to address was the fact that Commissioner Sarocka received a 1099 and this was a problem for the Board. Commissioner Foley responded that it was Commissioner Sarocka's problem. Commissioner Kilkelly then stated that it was a Board problem because Commissioners are not allowed to receive any compensation for being a Commissioner, the very fact Commissioner Sarocka received a 1099 reveals he has received compensation in direct violation of the oath he took. Commissioner Jones stated since none of the Board members present received a 1099, he does not believe it is his, or the Board's problem. Commissioner Kilkelly stated she would like to obtain an opinion from the Attorney General's Office on this matter. President Bridges asked the Board's Attorney to respond. Attorney Bridges advised the Board if they wish to refer the matter to the Attorney General they should place the matter on their Agenda, and vote on it.

Commissioner Foley advised the Board of the many accolades she has received regarding the therapy pool.

VII. ADJOURNMENT

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

Respectfully submitted,

George Bridges
Secretary