

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT

Administration Center
2000 Belvidere Road
Waukegan, Illinois
November 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 Marc Jones
Treasurer Patricia Foley
Janet Kilkelly

COMMISSIONERS ABSENT

William Sarocka

STAFF PRESENT:

Executive Director Jay Lerner
Superintendent of Finance & Administration Jon Beckmann, Superintendent of Recreation Errick Beverly, Superintendent of Parks Scott MacLean, Executive Assistant Sally Sandine, Community Relations Manager Teddy Anderson, and Board Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which includes the Minutes of October 10, 2017, October 24, 2017, and October 31, 2017, Accounts Payable, Payroll, Travel Expenses, Financial Report and permission to accept bids and quotes, were presented.

Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to approve the Consent Agenda Items as presented. There was no discussion on the motion. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Bridges

NAY: None

ABSTAIN: None

ABSENT: Sarocka

Motion carried.

IV. PUBLIC PORTION

None.

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

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. MacLean introduced Javier Gonzalez, his new staff to the Board.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report. He then had Ms. Anderson discuss the District brochure printing options. Ms. Anderson told the Board she intends to have the Park District brochures printed in both English and Spanish, to accommodate the District's large Hispanic population. She stated the modification would increase the printing costs by a third, bring it close to \$100,000. Mr. Lerner stated this publication would put the District far ahead of most other park districts in the area and would give greater access to a significant portion of the community. Commissioner Sarocka asked if this modification would be incorporated into one (1) brochure or a separate brochure. Ms. Anderson stated it would be provided in the same brochure. Commissioner Kilkelly asked if we had statistics on those who register for programs based on receiving the brochures. Ms. Anderson stated they have done several surveys and they know families with children use the District brochure 87 % of the time to learn about District programs. Families without children use it approximately 62%. She said there is a direct link between getting the brochure and enrolling in Park District programs.

B. Attorney Report: Attorney Bridges advised the Board the Court had granted his motion to dismiss the Clearview Park injunction with prejudice. He stated the District had been granted tax-exempt status on the properties acquired back in early 2016. He further stated he had contacted Waukegan School Board Attorney Harvey Sheldon to get an update on the licensing of the Solar Panel installation at the landfill site. He said Mr. Sheldon stated due to a rule change by the licensing board that required the bidders to put up more collateral before bidding, that it had delayed the matter, but they would continue to work at getting approval.

C. Legislation/ IAPD Update: Director Lerner said the property tax freeze had failed, but the matter may be brought up again in January 2018.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. He advised the Board he had filed a claim with Commonwealth Edison to cover the damages from the recent power surge. Commissioner Sarocka asked if he had received any update on taxable fringe benefits at his recent seminar. Mr. Beckmann said some items were covered and that he had a PowerPoint he would share with Commissioner Sarocka on the subject. Commissioner Sarocka inquired as to why there was a \$73,456 variance between what was budgeted and the actual amount received for golf operations. Mr. Beckmann stated he would review the matter with GolfVisions and provide an update to the Commissioner.

D2. Cultural Arts: Ms. Freeman written report was filed.

D3. Parks: Mr. MacLean submitted his monthly written report.

D4. Recreation: Mr. Beverly presented his written report. He stated the swimming lessons are progressing well and that the attendance at the Turkey Trot was exceptional. Commissioner Jones asked if the District was still experiencing problems with the new pool. Mr. Beverly stated with the addition of new personnel they have been able to address most of the pool's problems in-house. He said pool issues are improving.

VII. REVIEW / DISCUSS / DECIDE

A. Approval to Purchase Bonnie Brook Clubhouse carpet.

Mr. Beckmann recommended the Board accept the low quote from TC Interiors, Waukegan, Illinois, for the installation of carpeting at Bonnie Brook Clubhouse, in the amount of \$24,703.00. Motion by Commissioner Sarocka, seconded by Commissioner Jones, to accept the low quote from TC Interiors, for the installation of carpet, in the amount of \$24,703.00. 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.

B. Approval Shared Mechanic Reorganization.

Mr. Beckmann and Mr. Maclean asked the Board to approve the shared mechanic reorganization between the District and GolfVisions. Mr. Beckmann stated the total financial impact to the District's budget for the remainder of this year would be approximately \$6,000 and the total impact for next year would be approximately \$12,000.

Motion by Commissioner Foley, seconded by President Bridges, to approve the Shared Mechanic Reorganization. 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. Approval of the 2017 Estimated Tax Levy.

Mr. Beckmann stated he had worked out the approximate numbers for the 2017 Estimated Tax Levy and presented the draft proposal to the Board. It was the consensus of the Board to support the Estimated Tax Levy and for him to present the matter for their consideration and the appropriate time.

D. Approval of Truth in Taxation Law Resolution 2017-21.

Mr. Beckmann presented the Truth in Taxation Resolution, 2017-21 and asked the Board to approve it. Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to approve Resolution Number 2017-21. 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.

E. Interfund Transfers: Mr. Beckmann presented his memorandum seeking authorization to make a number of Interfund Transfers as listed.

<u>Funds</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$1,250,000.00	
Capital (30-11-11-473-9999)		\$1,250,000.00
Purpose: A partial budgeted Capital Fund transfer for FY2017-18.		
Special Recreation (08-48-24-583-9999)	\$ 267.00	
Recreation (02-71-47-473-9999)		\$ 267.00
Purpose: Camp expense for pool rental daily child fees.		

Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to approve the Interfund Transfers. 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. Approval of the District 2018 Calendar.

Director Lerner presented the District's 2018 Meeting and Holiday Calendar. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the 2018 Meeting Calendar. Commissioner Kilkelly stated it would be much more convenient for members of the public to attend if the meeting started at five. There was no further discussion on this matter. The motion carried by a majority voice vote.

G. Approval of Flexible Benefits Plan.

Mr. Beckmann recommends the Board approve restatement of the Flexible Benefits Plan. Motion by

Commissioner Sarocka, seconded by Commissioner Foley, to approve the Flexible Benefits Plan. 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.

H. Approval of the IMRF Authorized Agent.

Mr. Beckmann said, as a result of the retirement of Mr. Glogovsky the Board must name a new Authorized Agent to IMRF. He asked as Superintendent of Finance that he be named as the Authorized Agent. Commissioner Sarocka, seconded by Commissioner Foley, to appoint Mr. Beckmann as IMRF Authorized Agent. There was no discussion on this matter. The motion carried by unanimous voice vote.

I. Approval of the Belvidere Park Renovation Design.

Mr. Jim Johnson provided an update on the Belvidere Park Renovation Design, where he had incorporated all of the Commissioners comments into the latest design. Motion by Commissioner Jones, seconded by Commissioner Foley, to approve the Belvidere Park Renovation Design. 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. MOTION TO MOVE TO CLOSED SESSION

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to enter into closed session to discuss the Personnel matters pursuant to 5 ILCS 120/2(c)(1). 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 4:50 p.m.

IX. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Motion by Commissioner Sarocka, seconded by Commissioner Foley to reconvene open session. There was no discussion and the motion passed by unanimous voice vote. The regular session resumed at 5:20 p.m. (President Bridges had departed during closed session.)

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

(CONTINUATION OF SECTION VII. REVIEW / DISCUSSED / DECIDE)

J. Preliminary Designs of the 1324 Golf Road Building.

Ted Haug, of Legat Architects, presented his preliminary designs of the new Administrative Building at 1324 Golf Road Building. Commissioner Jones inquired as to where the receptionist would be situated to greet visitors. Director Lerner stated at this time there are no plans to staff a receptionist. Commissioner Kilkelly agreed with Director Lerner and stated she too does not see the necessity for a receptionist. Commissioner Sarocka said in light of safety issues he would not want the building to be open to the public. Commissioner Kilkelly asked if the design would incorporate Transgender Residents. Mr. Haug said it could be done if requested. He stated he would prepare final design plans incorporating the Commissioners and Staff's recommendations. He further stated he anticipates the building will be ready for occupancy late April or early May 2018.

K. Approval of Legat Architects Proposal.

Director Lerner recommended the Board approve Legat Architects proposal for the design layout of the new Administration Building for an amount not to exceed \$70,000.00. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept Legat Architects proposal for an amount not to exceed \$70,000.00. Commissioner Kilkelly asked for clarification as to the proposed cost to acquire and renovate the new Administration Building. Director Lerner stated the cost of the building was \$750,000 plus the proposed renovation costs of \$650,000 provides a projected cost of \$1.4 million for the Administrative Building. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

X. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly thanked the Park District Foundation for all they did in making the Big Splash such a tremendous success. She stated they are very valuable resource for the Waukegan Community. Commissioner Foley also thanked Foundation for partnering with the District to provide such great support for the children within our community.

XI. ADJOURNMENT

There being no further business, Commissioner Sarocka moved, seconded by Commissioner Foley to adjourn the meeting at 5:45 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary