

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

Administration Center
2000 Belvidere Road
Waukegan, Illinois
December 12, 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
Janet Kilkelly
William Sarocka

COMMISSIONERS ABSENT

Vice President Marc Jones
Treasurer Patricia Foley

STAFF PRESENT:

Executive Director Jay Lerner
Superintendent of Cultural Arts Claudia Freeman, 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 November 14, 2017, November 28, 2017, and October 30, 2017 (Special Board Meeting), Accounts Payable, Payroll, Travel Expenses, Financial Report and permission to accept bids and quotes, were presented.

Motion by Commissioner Kilkelly, seconded by President Bridges, 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, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. Beverly introduced Logan Wilson and Jordan Pavlovich, his new staff, to the Board.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report.

B. Attorney Report: Attorney Bridges advised the Board of the new State of Illinois Sexual Harassment Statute and timeline for all governmental bodies adoption.

C. Legislation/ IAPD Update: Director Lerner said the property tax freeze failed for this tax year. But he anticipated it being passed to cover the 2018-2019 tax year. Because of this possibility; he has directed his Staff to be very conservative in their budget request for the next fiscal year, and to remain fiscally responsible. President Bridges said he had been told the tax freeze that is anticipated to be passed in 2018, will not be retroactive and therefore it should not impact the current tax levies. Commissioner Sarocka asked if the District had received the awarded grant funds. Director Lerner stated he had been notified by DNR that the check should arrive within the next 30 to 45 days.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report along with the Budget Task Schedule. President Bridges asked Mr. Beckmann for a Summary of the District's investment strategy. He said he wanted to know all of the accounts holding District funds. Mr. Beckmann stated that the District currently has funds in Bonds, Certificates of Deposits, Money Markets, and liquid cash. He said he would prepare a report and submit it to the Commissioners. Mr. Beckmann stated he had tentatively scheduled the first Board budget workshop on February 13, 2018. Commissioner Sarocka inquired about an item in his report under Golf Operations that indicated two school districts still had an outstanding balance. Mr. Beckmann stated two school districts had golf outings at Bonnie Brook and that they are currently waiting on two checks from those school districts.

D2. Cultural Arts: Ms. Freeman presented her written report. She told the Board the Waukegan Band Foundation had recently conducted a survey regarding the Arts Park Van and the results were 58% of those who responded were in favor keeping the Van at their events. Ms. Freeman stated she had received a letter from Shirley Madigan and Joshua Davis, from the Illinois Arts Council Agency, and that the District had been awarded a \$10,400 grant. Commissioner Kilkelly asked if the grant was specifically earmarked for certain programs. Ms. Freeman stated the funds have to be used towards Arts related projects; namely, the Symphony, Choir, and the Museum. Ms. Freeman reminded the Board the "Do It Yourself Messiah and Carol Sing-Along" will be held on December 16, 2017.

D3. Parks: Mr. MacLean presented his monthly written report. Commissioner Kilkelly asked Mr. MacLean to briefly talk about the Port District's Master Plan. Mr. MacLean stated at this point there were no specific plans for developing the marina area, that his meeting with the Port Officials was more of a discussion on how the Park District could work with them on any future

development of the Port area. President Bridges asked if the Beacon Place construction project had started. Mr. MacLean stated the agreement was all in place, and the project was now underway.

D4. Recreation: Mr. Beverly presented his written report. He stated the dates for the upcoming Job Fairs are January 4, 2018, and March 24, 2018. Commissioner Kilkelly pointed out the report regarding Bridges 5K seemed to be incomplete in that the recommendations section was missing. Mr. Beverly stated in copying his report that section had inadvertently been left out and that he would forward those pages to the Commissioners. President Bridges inquired about the "Work Fit" program. Mr. Beverly stated they have a number of companies in the area that are sending their employees to the Field House to participate in their fitness program. He stated Waukegan Tire had sent more than 22 employees to participate in the program and that they are currently in discussions with a Construction Company to allow them to have their employees participate as well.

VII. REVIEW / DISCUSS / DECIDE

A. Approval of Bonnie Brook Clubhouse Flooring Quote.

Mr. Beckmann recommended the Board accept the low quote from TC Interiors, Waukegan, Illinois, for the installation of vinyl hardwood flooring in the Pro Shop, Bar, Hallways and Office at Bonnie Brook Clubhouse, in the amount of \$18,332.50. Commissioner Sarocka advised the Board when he was advised of this recommendation his initial concern was the possibility of a slippage problem by having rubber spikes on a wet floor. He stated because of this concern he toured a golf course near Milwaukee that had a similar hardwood floor installed. He said he walked the floor with his rubber spikes and did not experience any slippage at their location. He stated he also talked with the Golf Pro about any slippage problems and was told they had not experienced any problems with people slipping. Motion by President Bridges, seconded by Commissioner Sarocka, to accept the low quote from TC Interiors, for the installation of hardwood flooring, in the amount of \$18,332.50. Commissioner Kilkelly asked if it was a commercial grade flooring and would it require the Clubhouse to be closed for a period. Mr. Beckmann stated it was a commercial grade and the installation would not interrupt any scheduled events at the Clubhouse. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

B. Approval of 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)	\$100,000.00	

IMRF (15-11-11-473-9999)	\$100,000.00	
Purpose: An unbudgeted transfer to maintain fund balance.		
Mem/Endow (#22 Cubs Food) (16-11-11-583-9999)	\$30,266.13	
Capital (30-11-111-473-9999)		\$30,266.13
Purpose: Memorial/Endowment Funds dedicated to Clearview Park Improvement.		
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999)	\$ 3,024.81	
Recreation (02-13-13-473-9999)		\$ 3,024.81
Purpose: Funds to offset event expenditures: Live Green, Touch a Truck, World Wide Day of Play, Halloweenfest Nature Activity, Turkey Trot, and Christmas with Clauses.		
Memorial/Endow. (#51 Rec Sponsor)(16-11-11-583-9999)	\$ 2,895.81	
Recreation (02-13-13-473-9999)		\$ 2,895.81
Purpose: Funds need to offset special interest event expenditures: Mother Daughter Tea Party, Nature Activity and Garden Nature programs.		
Memorial/Endow. (#50 Halloweenfest) 16-11-11-583-9999)	\$ 3,600.00	
Recreation (02-13-13-473-9999)		\$ 3,600.00
Purpose: Funds need to offset Halloweenfest special event expenditures.		
Memorial/Endow. (#5 Parade) (16-11-11-583-9999)	\$ 9,111.00	
Recreation (02-13-13-473-9999)		\$ 9,111.00
Purpose: Funds need to offset Parade/Festival special event expenditures.		

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

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

C. Review of FY 2017-2018 Midyear Financial Report.

Mr. Beckmann presented FY2017-2018 Midyear Financial Report. He highlighted several areas in the report. He stated the recreational program revenue had increased by \$51,000 from the previous midyear and that total expenditures had increased by \$24,000. He said that the increases were in the areas of Athletics, Fitness, Field House and Youth Camps. He told the Board that the Field House revenue had doubled compared to the last midyear's report, and that the increase was due in part to transferring all of the swimming lessons over to the Field House from Ganster. He stated the District's finances continue to perform strongly during this time, including in terms of revenue, Membership, and programs. His report updated the preliminary mid-year forecast including the current deficiency of revenue over expenditures. Commissioner Kilkelly asked if some of the endowment funds had parameters as to how they can be utilized. Mr. Beckmann stated that most of them had parameters that had to be followed before an expenditure could be deducted from a fund.

D. Legat Presentation of Design Concepts for 1324 Golf Road Building.

Ted Haug, of Legat Architects, presented his updated design concepts of the new Administrative Building at 1324 Golf Road Building.

E. Approval of the 2017 Tax Levy Ordinance.

Mr. Beckmann presented the 2017 Tax Levy Ordinance, Ordinance Number 17-09, for the Levy and Assessment of Taxes of \$9,428,000 for the Waukegan Park District. Motion by President Bridges, seconded by Commissioner Kilkelly, to approve the 2017 Tax Levy Ordinance, Ordinance Number 17-09, for the Levy and Assessment of Taxes of \$9,428,000 for the Waukegan Park District. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

F. Approval of Ordinance Prohibiting Sexual Harassment.

Attorney Bridges advised the Board the State Of Illinois had passed a new law requiring all Governmental Bodies, in the State, to adopt a Sexual Harassment Policy, Ordinance or Resolution, prohibiting sexual harassment. He stated he had prepared Ordinance 2017-11 as mandated and amended the District's policy to comply with the law. Motion by Commissioner Kilkelly, seconded by President Bridges, to approve Ordinance 2017-11 Prohibiting Sexual Harassment. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

G. Approval of District's Amended Sexual Harassment Policy.

Motion by President Bridges, seconded by Commissioner Sarocka, to approve the District's amended Sexual Harassment Policy 4.29. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

H. Approval of Salary Schedule Update.

Mr. Beckmann recommends the Board approve the Salary Schedule Update as presented. Motion by Commissioner Kilkelly, seconded by President Bridges, to approve the Salary Schedule Update. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

I. Approval of Bids and Quotes.

1. Approval of the Quote to Replace Belvidere Recreation Center Rooftop HVAC.

Mr. MacLean recommended the Board approve and accept the quote to replace the 15-ton rooftop HVAC unit on top of the Belvidere Recreation Center. Mr. MacLean stated this is an emergency replacement proposal due to number ongoing problems with the Center's heating system. He said he was making this recommendation to avoid an interruption in service at the Center. He stated he had contacted two Heating and Air-Conditioning Companies to obtain the quotes and that he was recommending the Board accept the low quote from Air Con, in the amount of \$19,708. Commissioner Kilkelly asked if the quote would cover the replacement buildings entire HVAC system. Mr. MacLean said there are three (3) rooftop units controlling the Center's heating and air-conditioning and that the quote was to replace only one of the units. Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to approve and accept the quote from Air Con to replace the Recreation Center Rooftop HVAC. President Bridges asked Mr. MacLean if he had sought other quotes from contractors on the District's Vendor List. Mr. MacLean stated he had not due to the emergency nature of this request. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

2. Approval to Purchase a 2018 Ford F150 Vehicle.

Mr. MacLean asked the Board to approve the purchase of a 2018 Ford F150 4x4 pickup truck through the Illinois Department of Central Management joint purchasing Contract #4018026 from Wright Automotive, Hillsboro, IL, in the amount of \$27,387. Motion by Commissioner Sarocka, seconded by President Bridges, to approve the purchase of a 2018 Ford F150 truck through the Illinois Department of Central Management joint purchasing Contract #4018026, from Wright Automotive, in the amount of \$27,387. Commissioner Kilkelly asked if this was a replacement vehicle. Mr. MacLean stated this

was a replacement for his vehicle and that once the new vehicle arrives his vehicle would return to the fleet. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

3. Approval to Purchase a 2018 Ford Explorer Vehicle.

Mr. MacLean asked the Board to approve the purchase of a 2018 Ford Explorer through the Illinois Department of Central Management joint purchasing Contract #4018026 from Wright Automotive, Hillsboro, Il, in the amount of \$27,743. Motion by Commissioner Sarocka, seconded by President Bridges, to approve the purchase of a 2018 Ford Explorer through the Illinois Department of Central Management joint purchasing Contract #4018026, from Wright Automotive, in the amount of \$27,743. Commissioner Kilkelly asked if this was another replacement vehicle. Director Lerner stated this was a replacement for his vehicle and that once the new vehicle arrives his vehicle would be returned to the fleet. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried.

J. Approval of Resolution honoring Superintendent of Cultural Arts Claudia Freeman.

Motion by President Bridges, seconded by Commissioner Kilkelly to approve Resolution 2017-18, honoring Retiring Superintendent of Cultural Arts Claudia Freeman. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Vice President Marc Jones, Treasurer Patricia Foley

Motion carried. President Bridges then read and presented the Resolution to Ms. Freeman.

VIII. CLOSED SESSION

None

IX. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly said she was on the Board when Ms. Freeman joined the District, and she was elated to have been involved in the decision to bring Ms. Freeman aboard. She thanked Ms. Freeman for her contribution in making Waukegan a special place for the Arts. Commissioner Sarocka thanked Ms. Freeman for her professionalism and how well she ran the Cultural Arts Division, making it one of the most recognized Art Centers in the State. President Bridges thanked Ms. Freeman for taking him under her wings when he joined the Board and educating him about the Arts and how her hard work and diligence have greatly benefited the District. He then congratulated her on her retirement.

X. ADJOURNMENT

There being no further business, Commissioner Sarocka moved, seconded by Commissioner Kilkelly, to adjourn the meeting at 5:22 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary