

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
May 8, 2018

I. CALL TO ORDER

President George Bridges called the meeting to order at 4:00 p.m.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

Vice President Marc Jones
Janet Kilkelly
William Sarocka

COMMISSIONERS ABSENT

President George Bridges (Arrived 4:10 pm)
Treasurer Patricia Foley (Arrived 4:25 pm)

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Superintendent of Finance & Administration Jon Beckmann,
Superintendent of Recreation Errick Beverly, Superintendent of Parks Scott MacLean, Deputy
Superintendent of Recreation and Arts Mike Mayfield, Deputy Superintendent of Sports Quincy
Bejster, Ty Rohrer, and Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which includes the Minutes of April 10, 2018, and April 26, 2018, Board Meetings, Accounts Payable, Payroll, Travel Expenses, Financial Report, and Permission to obtain bids and quotes.

Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, 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, Jones, Sarocka

NAY: None

ABSTAIN: None

ABSENT: Bridges, Foley

Motion carried.

President Bridges arrived at 4:10 p.m. Motion by Commissioner Kilkelly, seconded by Commissioner Sarocka, to seat President Bridges. The motion carried by a unanimous voice vote.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report. Director Lerner advised the Board he has Jury duty the week of May 14, 2018. Commissioner Jones questioned the process for being considered for the Daily Herald Readers' Choice Award. Mr. Bejster stated every fitness center in Lake County is eligible to be considered for the Recreation and Activity Award, and the Waukegan Park District is one of the three finalists being considered.

B. Attorney Report: Attorney Bridges stated a motion to dismiss had been filed in the recent lawsuit filed against the District. He said he would continue to provide an update as the case progresses through the courts. He further stated he had a meeting this afternoon with Robert Long, the attorney representing the City of Waukegan, Thomas Morris and Harvey Sheldon, attorneys for the Waukegan School Board, to discuss the solar project at Yeoman Creek landfill. Attorney Bridges said he would provide additional information as it is developed.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. Commissioner Jones asked if the threatening note that was left on the car of a Field House guest was domestic in nature. Mr. Beckmann said he was unsure, but the matter has been reported to the police.

D2. Parks: Mr. MacLean presented his monthly written report. President Bridges thanked Mr. MacLean and his staff for the professional work they displayed on Arbor Day and the Earth Day Park clean up at Washington Park. Commissioner Kilkelly asked what was planned for the Bocce Ball Court in Belvidere Park. Mr. MacLean stated they intend to continue to maintain a Bocce Ball Court.

Commissioner Foley arrived at 4:25 p.m. Motion by President Bridges, seconded by Commissioner Sarocka, to seat Commissioner Foley. The motion carried by a unanimous voice vote.

President Bridges asked they had addressed the complaint regarding the condition of Ben Diamond Park. Director Lerner said they address the initial complaint by power washing the rust away and they moved several other maintenance matters to the top of the list.

D3. Recreation: Mr. Beverly presented his written report. Mr. Bejster stated the annual fishing derby was scheduled for June 7, 2018, and they will stock the pond with over 700 pounds of catfish. Mr. Mayfield stated the Greenhouse construction was progressing on schedule and

they are planning a mid-June opening date.

VII. ELECTION OF OFFICERS

A. Election of Officers.

The Board by consensus agreed that the election of officers would proceed by way of nominations from the floor, for each position. Commissioner Sarocka nominated Commissioner Jones for president. No other nominations were made at which time Attorney Bridges declared the nominations closed. A unanimous voice vote confirmed the nomination.

Commissioner Jones nominated Commissioner Foley for Vice President. No other nominations were made at which time Attorney Bridges declared the nominations closed. A unanimous voice vote confirmed the nomination.

President Jones nominated Commissioner Bridges for Treasurer. No other nominations were made at which time Attorney Bridges declared the nominations closed. A unanimous voice vote confirmed the nomination.

Commissioner Bridges nominated Attorney Bridges for Secretary and Director Lerner for Deputy Secretary. No other nominations were made at which time Attorney Bridges declared the nominations closed. A unanimous voice vote confirmed the nominations.

B. Appointment of Officers

1. Approval and acceptance of Attorney Engagement Agreement.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve Attorney Bridges' Engagement Agreement. Commissioner Kilkelly asked to hold the matter over until next meeting. She stated she believe the attorney maybe underpaid and she would like to ascertain what other park districts are paying. Commissioner Sarocka said he wanted to go forward with the motion because they could always address that later. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Foley, Jones, Sarocka, Bridges

NAY: Kilkelly

ABSTAIN: None

ABSENT: None

Motion carried.

2. Approval and Appointment of Officials.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve the appointment of Director Lerner as Local Election Official; Jon Beckmann as Deputy Treasure, IMRF Officer, and PDRMA Representative; and Tanya Brady as PDRMA Alternate Representative. 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 Resolution #2018-12 honoring the outgoing President.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve Resolution #2018-12, honoring and recognizing outgoing President Bridges for his service as President of the Board. 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. President Jones then read and presented the Resolution to outgoing President Bridges.

VIII. REVIEW, DISCUSS, DECIDE

- A. 1. Designating Depository Resolution #2018-03.
2. Bank Authorizations Resolutions #2018-04; 2018-05; & 2018-06.
3. Bank Signature Authorizations Resolutions #2018-07; 2018-08; 2018-09; 2018-10 & 2018-11.

Mr. Beckmann advised that with the election of new officers to the Board, the Board must approve the Designated Depository, Bank Authorizations, and Signature Authorizations. He presented the following Resolutions. Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve the listed Resolution. 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.

B. Review of Budget and Appropriation Ordinance #18-03.

Mr. Beckmann presented the highlights of the proposed FY 2018-19 Budget and Appropriation Ordinance. No action was taken on this matter.

C. Approval of the 2018-19 Salary Schedules.

Mr. Beckmann requested approval of the 2018-19 Salary Schedules. He stated it reflects a 2.1

percentage increase in the minimum and maximum salaries. Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve the 2018-19 Salary Schedules. 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.

D. Approval of the Appointment and Re-appointment of Advisory Committee Chairpersons and Members.

Director Lerner recommended approval and appointment / re-appointment of Advisory Committee Chairpersons and Members, as listed. Motion by Commissioner Bridges, seconded by Commissioner Kilkelly, to approve the appointment and re-appointment of Advisory Committee Chairpersons and Members. The motion carried by a unanimous voice vote.

E. Approval of the Re-appointment of Waukegan Parks Foundation Board's Liaison and Ex Officio Members.

Director Lerner recommended the re-appointment of Waukegan Parks Foundation Board Liaison and Ex Officio Members, as listed. Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to approve the re-appointment of Waukegan Parks Foundation Board's Liaison and Ex Officio Members. The motion carried by a unanimous voice vote.

F. Approval of the Intergovernmental Agreement (IGA) between the City of Waukegan and the Park District regarding the placement of Warning Sirens within the parks.

Director Lerner stated the City of Waukegan requests the District enter into the IGA, to approve the installation of warning sirens in Bowen and Dugdale Parks. He said he and the city officials had mutually agreed on the locations. Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the IGA regarding the installation of warning sirens in Bowen and Dugdale Parks. 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 Reed Construction Change Orders.

Mr. MacLean recommends the approval of the Reed Construction change orders for the new Administrative Building. He stated due to unforeseen circumstances they needed to approve specific changes to the renovation of the building. He presented three (3) change orders. Change Order #001,

#003, and #006, involved electrical work outside the bid of work and where the contractor had to bump out water pipes. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve Reed Construction's Change Orders. Commissioner Bridges asked the attorney if approval of the change orders would put the District at risk of a lawsuit. Attorney Bridges stated there was always a risk of litigation, when you approve change orders, from an unsuccessful bidder. 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. Review Purchasing Policy 2.02.

Director Lerner stated in the past all change orders had first to be approved by the Board before the additional work would be authorized. He said the current policy allows staff to approve certain change orders without first presenting to the Board, and he would like to continue with that practice. He said it was his experience that certain change orders needed to be immediately approved so as not to cause any delays. The Board affirmed staffs ability to approve change orders consistence with the current policy. No policy change was recommended.

I. Update on the Corrine J. Rose Park Project.

Mr. Johnson provided an update on the progress of the Belvidere Park Project.

J. Approval and Acceptance of Quote for Furniture for Administrative Building.

Director Lerner recommended the Board accept the quote for office furniture from Office Plus, of Waukegan, Illinois, for \$34,411.06. Commissioner Foley asked if the District intended to use any of the furnishings that were left in the building. Director Lerner stated they would be using most of the furniture from the bank and this purchase is for additional office equipment. Motion by Commissioner Bridges, seconded by Commissioner Foley, to accept the quote from Office Plus, in the amount of \$34,411.06. 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.

VIII. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly commended Director Lerner for his help in opening up one of the District's facilities for the victims of a building fire. Commissioner Foley requested that the next scheduled CPR training be posted and included in the District's brochures. Commissioner Sarocka thanked outgoing President Bridges for his leadership over the past two (2) years. President Jones thanked the Board for their support and trust in electing him, President. He promised to be collaborative in all his dealings, and to work with Commissioners and staff to build upon the District's successes.

IX. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Commissioner Sarocka to adjourn the meeting at 5:40 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary