

**Minutes of the Waukegan Park District
Special Meeting – February 5, 2008**

The Board of Commissioners of the Waukegan Park District met in a special meeting on February 5, 2008 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois at 4 p.m.

I. Call to Order

President Duffy called the meeting to order at 4:10 p.m. and directed the roll.

II. Roll Call

Present Commissioners Sarocka, Motley, and President Duffy. Commissioners Durkin and Foley and Attorney Chuck Smith were excused from the meeting. Also present was Greg Petry, Executive Director, Mike Trigg, Superintendent of Parks, Steve Warneke, Superintendent of Finance and Administration, Alicia Mentell, Superintendent of Recreation, Claudia Freeman, Superintendent of Cultural Arts and Cathi Klaver, Manager of Community Relations.

III. Review, Discuss and Decide.

The purpose of today's meeting was to conduct a Budget Workshop. Greg stated that today's meeting will set the framework for the budget and provide Steve Warneke and others with parameters to proceed. Work on the budget will then continue for the next three months. Greg noted that the Waukegan Park District budget has always been adopted prior to May 1, and this year should be no different.

Greg began by reviewing pages 3-5 of the budget materials which were forwarded to the commissioners in advance of today's meeting. These pages include an introduction to the budget process, as well as a description of the phases that comprise the process. It was noted that the budget schedule is set each year around January 1st by Steve Warneke. Continuing, Steve reviewed the Budget Policy and Financial Assumptions portion of the materials, responding to questions as necessary.

The next items for review were the Service Level Changes for each department. Each superintendent provided a description of their proposed changes, and responded to questions as needed. Greg noted the market salary adjustment items for the Superintendent of Parks and Superintendent of Finance and Administration, and described to the board how both Mike and Steve had taken on more responsibility in the past year with golf, and how they had performed very well with the added responsibilities.

Following this, the goals for each area were reviewed, with Greg beginning by noting his goals as well as those of the Manager of Community Relations. He directed the commissioner's attention to his strategic planning goal, and briefly spoke about its

importance. In addition, his negotiations and planning for the Outdoor Community Sports Complex were discussed.

Claudia Freeman reviewed her goals, and provided a brief description of the direction her department plans to take for the upcoming year. Steve Warneke then reviewed his goals, with particular attention and discussion about his plan to assess and reorganization the Finance and Administration area as needed. He then spoke of the basic theme for his staff's goals. Mike Trigg was next to review his goals, and speak about the overall theme of his staff's goals. Discussion ensued about the plans for the grand opening at Bowen Park. Plans are to open the park in May.

Finally, the goals for the Recreation Department were reviewed and highlights discussed. Alicia provided information as to her personal goals and those of her staff.

As part of the above discussions, Greg noted the following:

- He received a call from the Pastor of the Christian Fellowship Church which has property adjacent to Roosevelt Park. The property is for sale and they will provide information to the park district in the event we would like to purchase it.
- Information from callers about for trees and benches from Orchard Hills is being gathered and will be follow up on. Also, there was some personal property left at Orchard Hills which has been moved to Bonnie Brook for the owners to pick up.
- The Phase I and Phase II Environmental Studies that were performed at Orchard Hills at the time it was purchased have been located and are being reviewed by Tom Daggett and Tom Enno.

IV. Questions/Comments

Items were addressed throughout the meeting.

V. Adjournment

Motion by Commissioner Motley, seconded by Commissioner Sarocka, to adjourn the meeting. Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Greg Petry
Acting as Secretary

GP:ss