

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
November 9, 2021
Virtual Meeting

I. CALL TO ORDER

The meeting was called to order at 4:30 pm. Based on the October 15, 2021 disaster declaration, this meeting was held virtually due to the pandemic.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Jacqueline Herrera Giron
Vice President Janet Kilkelly

Commissioner George Bridges
Commissioner Anton Mathews

COMMISSIONERS ABSENT

Treasurer Jeremiah Johnson

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Superintendent of Community Relations Teddy Anderson,
Superintendent of Finance & Administration Jon Beckmann, Superintendent of Recreation Errick
Beverly, Superintendent of Parks Quincy Bejster, and Attorney Mandi Florip.

III. CONSENT AGENDA

The Consent Agenda Items which included the Minutes of the October 12, 2021 (Board of Commissioners Meeting), October 26, 2021 (Committee of the Whole Meeting), Payroll, Bills, Financial Statement, and Permission to Accept Bids for 2022 Contractual Mowing Services.

Motion by Commissioner Bridges, seconded by Commissioner Mathews to approve Minutes of the October 12, 2021 (Board of Commissioners Meeting), October 26, 2021 (Committee of the Whole Meeting), Payroll, Bills, Financial Statement, and Permission to Accept Bids for 2022 Contractual Mowing Services, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

IV. PUBLIC COMMENT

VI. ACKNOWLEDGEMENTS & PRESENTATIONS

A. New FT Employee Introduction – Oscar Zavala

Mr. Bejster introduced Oscar Zavala, a new employee working full time in the Parks Department. Mr. Zavala introduced himself to the Board and thanked the Board for the opportunity to work for the District.

VII. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Board.

B. Attorney Report: Attorney Florip has been working on various contracts and letters, as requested by staff.

C. Legislation/ IAPD Update: Attorney Florip updated the board on the IAPD Legal Symposium.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. The Field House has 7,310 members, with 111 memberships added last week. Over 200 kids are enrolled in swim lessons. The Day of the Dead event went well. The Halloween trail served over 3,000 people. The District held a WSO concert with about 150 attendees. Staff is working on the upcoming Turkey Trot, Holiday Express, and Polar Bear Plunge events. Mr. Lerner commended Mr. Beverly and the recreation staff on all of their work at the Field House. He commented that several other Park Districts are struggling with their fitness center memberships.

D2. Parks: Mr. Bejster presented his report. The District hosted a successful recycling event with 117 cars driving through Bevier Park. All water features are winterized. Next week staff will begin bringing in amenities like picnic tables and grills. They will begin painting and refurbishing them for next year. They are making progress at Victory Park. Staff has begun annual plant removal. BRC roof replacement is in progress with daily construction on site. Staff has continued to monitor the oak trees. They sent samples out test for oak wilt from Hinkston and Bowen Parks.

Commissioner Kilkelly asked for an explanation of oak wilt. Mr. Bejster stated that it is a fungus that will kill oak trees. He explained how the disease transfers and spreads. He noted that it is more popular in Michigan. Most of the District's experts do not anticipate this to be oak wilt, but think it is more attributable to a drought.

D3. Community Relations: Ms. Anderson presented her report. She reminded the Board that they could expect to have the winter/spring brochure in homes by the first week of December. Staff is working diligently to get the brochure to the printer.

Commissioner Kilkelly asked if there will be a contest for the brochures and printed material at IAPD this year. Ms. Anderson stated she has not been notified but is fairly certain there will be.

D4. Finance and Administration: Mr. Beckmann presented his report.

Commissioner Mathews asked if Mr. Beckmann could elaborate on the recent theft of catalytic converters. He stated that it has happened at BRC previously and is now happening at the Field House. Mr. Beverly stated that they have video footage and are working with the police on apprehending the individuals. Signal 88 has been alerted to patrol the area as well.

VII. REVIEW, DISCUSS, AND DECIDE

A. Motion to Approve Updated Salary Schedule

Staff recommends approval of an updated salary schedule. Salary Schedule A reflects a salary range increase of the minimums for Grades 8 from \$11.55 to \$12.75 and Grade 9 from \$12.02 to \$13.14. Grades 8-9 were adjusted to comply with January 1, 2022, to follow the new minimum wage standard of \$12 dollars. As they are full-time positions with benefits, we will increase the minimum starting wages slightly above minimum wage.

Wage Schedule B ranges for part-time, seasonal, and temporary employees will be adjusted to comply with January 1, 2022 to \$12 dollars. Schedule B Grade 7-9 minimums were increased from \$11.00 to \$12.00 or 9% with the minimum wage increase. Various positions were moved to Grade 11 as they are tougher positions to hire over the past few years with minimum changes and require pay slightly above minimum wage due to job responsibilities. There will be wage compression in the salary ranges and current part-time wages as part-time wages are growing faster than full-time wages. The Finance Department will make the wage adjustments in December 2021 (on the December 10 check, effective in the November 21 pay period) to comply with Senate Bill 1.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews, to approve updated salary schedule, as presented.

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

B. Motion to Approve New Master Plan Capital Project Account

Staff recommends approval to create the following Master Plan Capital Projects Account to track these funds. This new fund is for large-scale projects, grant compliance, and a saving tool when other capital identified in the Master Plan or grant awards.

Bevier Park Capital Project

Established: In 2021

Purpose of Fund: To provide funding and tracking for future Master Plan or grant projects related to Bevier Park.

Authorized Agent: Executive Director and Board of Commissioners

Motion by Commissioner Mathews, seconded by Vice President Kilkelly, to Approve new master plan capital project account, as presented.

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

C. Motion to Approve Delegates to the IAPD Annual Meeting/Credentials Certificate

Mr. Lerner noted that this is the opportunity for one of the commissioners to attend and select an alternate. Vice President Kilkelly nominated Commissioner Mathews to fill this position. He humbly accepted and noted that it will be a learning experience. Vice President nominated Treasurer Johnson as the alternate.

Motion by Vice President Kilkelly, seconded by President Herrera Giron, to approve delegates to the IAPD Annual Meeting/Credentials Certificate, as presented.

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

D. Motion to Approve Interfund Transfers

| | | | |
|------|-------------------------------|----------------|-----------------------------|
| Fund | From | | To |
| | Corporate (01-11-11-583-9999) | \$1,000,000.00 | |
| | | | Capital (30-11-11-473-9999) |
| | | | \$1,000,000.00 |

Purpose: A partial budgeted Capital Fund transfer for FY2021-22.

| | | | |
|------|-----------------------------|--------------|---|
| Fund | From | | To |
| | Capital (30-11-11-583-9999) | \$164,071.25 | |
| | | | Master Plan Capital Projects MP 5 (29-11-11-473-9999) |
| | | | \$164,071.25 |

Purpose: A planned transfer because of debt financing for a capital contribution for Bevier Park Improvements.

- b. 4.09 Personal Leave
- c. 4.39 Victims' Economic Security & Safety Act (VESSA)

Motion by Commissioner Mathews, seconded by Commissioner Bridges, to approve new and amended policies/procedures 4.06, 4.09, and 4.39, as presented.

Commissioner Kilkelly asked if there is a limit to the carryover on the discretionary time within the personal leave policy. Staff stated that the maximum carryover is 3 weeks, per the vacation policy. President Herrera Giron asked if there was no provision for VESSA earlier. Staff noted that there was not. In light of HB 3582, staff is implementing this policy.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

- G. Draft for Review of Ordinance 21-09 An Ordinance for the Levy & Assessment of Taxes for the Waukegan Park District for 2021

This is the standard ordinance which breaks out the revenue by funds to show where the District is going to use the funds. No action is needed at this time. This will come back for official approval from the Board in December.

- H. Motion to Approve Estimated Tax Levy

The District has to approve as estimated amount, which is 1.93% higher than 2021. The breakdown shows where the District is capturing revenue. A truth in taxation hearing is not necessary, as the District is not going above the 5%.

Motion by President Herrera Giron, seconded by Vice President Mathews, to approve estimated tax levy, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

- I. Motion to Approve Resolution 2021-18 Truth in Taxation Law

Based on the 2021 aggregate levy and estimated 2022 aggregate levy, a truth in taxation hearing is not necessary, as the District will not be going above 5%.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews, to approve Resolution 2021-18 Truth in Taxation Law, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

VIII. NEXT MEETING

Board of Commissioners Meeting, December 14, 2021 at 4:30 pm.

President Herrera Giron asked for the Board's opinion on returning to live meetings versus remote. Vice President Kilkelly asked Attorney Florip for an update on the pandemic from the state. She stated that she is fine on holding off on returning to in person until February. President Herrera Giron asked Mr. Lerner for staff's preference. He stated that the staff is flexible, based on the Board's preference. Commissioner Bridges agreed with Vice President Kilkelly's suggestion to reevaluate in February. Commissioner Mathews agreed. President Herrera Giron stated that this will be revisited in February.

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Mathews thanked the staff for all of their hard work and dedication. He offered congratulations to the park maintenance team on their work at Besley Park. He congratulated Tanya Brady and Dayna Witt on being named employees of the month. He welcomed new employee, Oscar Zavala, as well as Mitch Rausch to the Park District family. He thanked Sally for coordinating tickets for the Lunch with the Mayor event. He had the opportunity to attend the Halloween trick or treat trail and stated that it was a wonderful event. He wished a Happy Thanksgiving to the Board and staff.

Commissioner Bridges had none.

Vice President Kilkelly appreciated being at the Best of the Best awards and sitting with the North Shore Gas representative and Steve Sadin from the News Sun. She stated that it is always a pleasure to network. On Monday, she was a principal for the day at North School and mentioned the turkey trot to the students.

President Herrera Giron stated that the Park District does not skip a beat. All of the activities and growing involvement numbers speak to the hard work that the staff continues to do. The park is working and attracting families and keeping our community active and involved. Citizens appreciate this, much more than we often know. As we approach Thanksgiving, she wants to say thank you for letting her share in this experience of working alongside the staff to support the community that she loves and calls home.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

There being no further business, Vice President Kilkelly moved, seconded by President Herrera Giron, to adjourn the meeting at 5:22 p.m.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

Respectfully submitted,

Mandi Florip
Secretary