

MINUTES OF SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
March 27, 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

President George Bridges
Vice President Marc Jones
Treasurer Patricia Foley

COMMISSIONERS ABSENT

Janet Kilkelly
William Sarocka

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, Community
Relations Manager Teddy Anderson, , Deputy Superintendent of Recreation and Arts Mike Mayfield,
Deputy Superintendent of Sports Quincy Bejster, Tim Girmscheid, Ty Rohrer, and Attorney George
Bridges.

III. PUBLIC PORTION

None

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

None

V. REVIEW / DISCUSS / DECIDE

- A. Review of the Supplemental Appropriation Amendment Ordinance #18-01.

Mr. Beckmann presented Supplemental Appropriation Ordinance 2018-01, disclosing the necessary expenditures and liabilities that needed to be transferred between the Corporate Fund, Recreational Fund, Special Recreation Fund, and Insurance Fund. He explained that a Supplemental Appropriation Ordinance allows for any unforeseen expenses that might occur because of repairs, added programs, capital improvements, or other events impacting the District. He stated both ordinances would be presented at the April 26, 2018, Special Meeting for approval.

B. Review of the Supplemental Appropriation Amendment Ordinance #18-02.

Mr. Beckmann presented Supplemental Appropriation Ordinance 2018-02, disclosing the necessary expenditures and liabilities related to the Illinois Municipal Retirement Fund (IMRF) early retirement incentive (ERI) program that was adopted by the Board.

C. Approval to Purchase Miracle Playground Equipment for Belvidere Park.

Mr. Girmscheid recommended the Board approve the purchase of playground equipment from Miracle Recreations Equipment, through the National Joint Powers Alliance (NJPA). Motion by Commissioner Jones, seconded by Commissioner Foley, to approve the purchase of playground equipment from Miracle Recreations Equipment, through the NJPA. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Foley, Jones, Bridges
NAY: None
ABSTAIN: None
ABSENT: Kilkelly, Sarocka

Motion carried.

D. Approval of the AIA Agreement Between Owner and Contractor for the Administrative Building.

Director Lerner recommended the Board approve the AIA Agreement between Owner and Contractor, for the Administrative Building in the amount of \$945,869.00. Motion by Commissioner Foley, seconded by Commissioner Jones, to approve the AIA Agreement between Owner and Contractor for the Administrative Building. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Foley, Jones, Bridges
NAY: None
ABSTAIN: None
ABSENT: Kilkelly, Sarocka

Motion carried.

E. Approval of the AIA Agreement Between Owner and Architect for the Administrative Building.

Director Lerner recommended the Board approve the AIA Agreement between Owner and Architect, for the Administrative Building in an amount not to exceed \$70,000.00. Motion by Commissioner Foley, seconded by Commissioner Jones, to approve the AIA Agreement between Owner and Architect, for the Administrative Building. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Foley, Jones, Bridges
NAY: None

ABSTAIN: None
ABSENT: Kilkelly, Sarocka

Motion carried.

- E. Budget Workshop III.
 - 1. Financial Update.

Mr. Beckmann stated after a review of the tax extension results he wanted to report the District's Equalized Assessed Valuation (EVA) increased to 9.37%, and the 2017 extension of tax dollars is \$11,075,550.31. He said this would result in a total tax dollar increase of \$673,295.84. This is mostly due to setting back a one-time abatement of tax dollars in the bond fund of approximately \$384,980.98. Reviewed draft of the FY18-19 Budget and FY17-18 projections. Also for review was the Speer Financial spending analysis, fund balance projections and Early Retirement Incentive (ERI) summary.

- 2. Update of Three Year Capital Improvement Plan.

Mr. Beckmann stated the only update of the Capital Improvement Plan (CIP) was the carryover listed in his report. He discussed JBC Building Improvements, Belvidere Park Renovation, 1324 Golf Road Administration Building Renovation, and the Step Replacement Project at Washington Park. He said the total CIP totaled \$10,459,800.

- 3. Review of Significant Service Level Changes.

Mr. Beckmann stated the only Significant Service Level Change was in the Personnel Program. He said the Recreation Department would eliminate four (4) intern positions and one (1) part-time position, thereby reducing wages by \$35,802. He stated they would increase the personnel from 61 to 62 full-time employees with a budget impact of \$14,400. He said because the District would be Partnering with the Lake County Workforce Group to employ an additional 20 to 25 summer youth, it would decrease the District summer youth workforce budget from \$75,795 to \$38,000.

VI. COMMISSIONERS QUESTIONS & COMMENTS

None.

VII. ADJOURNMENT

There being no further business, President Bridges moved, seconded by Commissioner Jones to adjourn the meeting at 4:40 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary