

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

Administration Center
1324 Golf Road
Waukegan, Illinois
September 11, 2018

I. CALL TO ORDER

President Marc Jones called the meeting to order at 4:00 p.m.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Marc Jones
Vice President Janet Kilkelly
Treasurer George Bridges
Jeremiah Johnson
Jacqueline Giron

COMMISSIONERS ABSENT

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 Scott MacLean, Deputy Superintendent of Recreation and Arts Mike
Mayfield, Deputy Superintendent of Sports Quincy Bejster, Tim Girmscheid, and Attorney George
Bridges.

**III. PUBLIC HEARING BOARD'S INTENT TO ISSUE \$5,000,000 GENERAL
OBLIGATION PARK BONDS**

A. PURPOSE OF PUBLIC HEARING

The Public Hearing was commenced at 4:02 p.m. Mr. Beckmann stated that the purpose of the Public Hearing was Board's intent to issue \$1,500,000 General Obligation Park Bonds for the payment of land condemned or purchase for parks, for the building, maintaining, improving and protecting of the same in the existing land and facilities of the District and for the payment of the expenses incident thereto.

Mr. Beckmann stated at this portion of the hearing the public is invited to respond to Board's intent to issue \$1,500,000 General Obligation Park Bonds. He further announced that copies of the authorizing ordinance have been conveniently available and that notice of said hearing had been given at least one week prior to today's hearing by publication in a newspaper. President Jones then called for comments from members of the public. No Comments were offered.

Motion by Commissioner Bridges, seconded by President Jones, to close the public hearing. There was no discussion on the motion. On a roll call vote, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried. Public Hearing concluded at 4:05 p.m.

IV. CONSENT AGENDA

The Consent Agenda Items which include the Minutes of August 7, 2018, August 14, 2018, August 21, 2018, and August 23, 2018, Board Meetings, Accounts Payable, Payroll, Travel Expenses, and Financial Report.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, 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, Bridges, Johnson, Jones
NAY: None
ABSTAIN: Giron
ABSENT:

Motion carried.

V. PUBLIC PORTION

Fernando Shipley, Dr. Harlene Shipley, Margaret Carrasco, Dawn Johnson, and Anthony Frizzo of Waukegan, all appeared and voiced their support for including a swimming pool in the Corrine Rose Park. They talked about the importance of having the pool in that park to teach aquatic skills. They argued the recent number of drownings of minority youth, at the lakefront, also supported the need to have a pool on the south side of Waukegan. Lastly, they said by not having a pool, would be a further sign of the inequity in park access.

VI. ACKNOWLEDGEMENTS & PRESENTATIONS

Josh Bill, President of the Waukegan Historical Society, presented their annual report. He said it was a wonderful experience to help the District celebrate its 100th Anniversary, as they begin the celebration of their 50th Anniversary. He said he was delighted to see the entire community engaged in the "Pieces of the Past" park experience; and that he looks forward to more joint events in the future.

VII. PROGRESS REPORTS

A. Executive Director Lerner presented his written report. Director Lerner said he had scheduled a Strategic Planning session for October 23, 2018.

B. Attorney Report: None.

C. Legislation/ IAPD Update: Director Lerner stated IAPD had officially notified them that the District would be the recipients of two of the “Best of the Best” Awards on Friday, October 12, 2018, at Wheeling Park District's Chevy Chase Country Club

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. He stated said the District would be conducting a fixed asset inventory beginning 2019. Commissioner Kilkelly asked how would the assets be tagged and identified. Mr. Beckmann said the assets would be electronically recorded rather than being physically labeled.

D2. Parks: Mr. MacLean presented his monthly written report. Mr. MacLean stated the Bonnie Brook HVAC had been repaired. He said the Lake County Forest Preserve had been officially notified that the Lyon Woods extension was complete. President Jones said he had received a number of complaints regarding smoking in Bowen Park. He asked that the park district patrol be made aware of the problem. Director Lerner said he would put a reminder that smoking is prohibited in the parks in the next newsletter.

D3. Community Relations: Ms. Anderson presented her written report. Ms. Anderson stated the Website currently features a flipbook interactive display of the District's Program Guide. She said they have also been able to capture the statistics regarding the number of Website visits, and the duration of each visit. Commissioner Giron asked how the activities that were selected for translation had been chosen. Director Lerner stated the District currently tracks the programs that are selected via the Web and from this data they try and deduce which programs should be translated into Spanish.

D4. Recreation: Mr. Beverly presented his written report. He said the Vendor Fair was a tremendous success and that they will continue to grow the program every year. Mr. Mayfield said the District was very fortunate in receiving a \$14,700 grant from the Illinois Arts Council for Cultural Arts. He said parents have well received the Before-and-After school program and that they currently have more than 47 students taking advantage of the program. Mr. Bejster stated the Field House cleaning went great with few distractions. He said membership at the Field House has increased to more than 6,300.

VIII. REVIEW, DISCUSS, DECIDE

A. Approval of the FY 2017-18 Comprehensive Annual Financial Reports.

Mr. Beckmann presented FY 2017-18 Comprehensive Annual Financial Report and the GolfVisions Financial Report. Mr. Beckmann presented Sean Hickey of Lauterbach & Amen LLP, who then presented the 2017-18 Independent Auditors' Report. Mr. Hickey then reviewed the report in detail, and the Board had a brief discussion of the Audit Report. He advised the Board they found no internal control issues, nor were there any disagreements with management. He further stated the District was receiving an "unmodified" opinion which is the highest they can issue. This opinion means that the financial statements as presented, are materially correct. Mr. Hickey said the Golf Operation Audit also received an “unmodified” opinion. Motion by Commissioner Bridges, seconded by Commissioner Johnson, to approve the FY 2017-18 Comprehensive Annual Financial Report and the GolfVisions

Financial Report. There was no further discussion on the matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Johnson, Jones

NAY: None

ABSTAIN: Giron

ABSENT: None

Motion carried.

B. Appointment of the Cultural Arts Advisory Committee Liaison.

Motion by Commissioner Bridges, seconded by President Jones, to appoint Commissioner Giron as Cultural Arts Advisory Committee Liaison. There was no discussion on the matter. A unanimous voice vote confirmed the appointment.

C. Approval of Board of Commissioners Meeting Times.

Commissioner Kilkelly said it was her opinion that the current 4:00 p.m. meeting times was not a convenient time for members of the public to attend. Commissioner Bridges said he was not opposed to any time change, but he noted when the meeting time was changed before there was no increase in public participation. President Jones said he would support a time change if it would encourage more public participation. Motion by President Jones, seconded by Commissioner Bridges, to change the Board's meeting times to 4:30 p.m. There was no further discussion on the matter. On the roll call, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Review of Corrine Rose Park Alternate Designs.

Mr. Johnson presented the four (4) design options for the Corrine Rose park renovation and their estimated respective costs. He said other than Option 1, all of the other options would require the Board to reject all bids received for the project. President Jones asked if there were any assurances if they re-bid the project that the submitted bids would come in lower. Mr. Johnson said no. Commissioner Bridges stated he recommends the Board reject all bids and re-bid the project after December of 2018. Commissioner Kilkelly said she did not want to saddle the community with the cost for a pool that is only used four (4) months out of the year. Commissioner Bridges said he learned to swim in the Belvidere pool and that most children from the south side of Waukegan would be unable to get to the Field House to learn how to swim. Commissioner Giron said she too learned to swim in Ganster pool, however because of the cost to develop and maintain a pool in that park she would support removing the pool and adding a splash pad. Commissioner Johnson said because there are only 50 to 60 days of summer that supports outdoor swimming that he was more supportive of installing splash pads. President Jones asked Mr. Johnson if the Board decided to eliminate the pool in

this renovation could one be added to the park in the future. Mr. Johnson said the park is big enough to accommodate a pool if the Board should decide to add one later. President Jones said he would support Option 4.

E. Acceptance of Bids for Renovation of Corrine Rose Park.

Motion by Commissioner Bridges, seconded by Commissioner Kilkelly, to reject all bids received for the Corrine Rose Park renovation. Commissioner Bridges read several letters that were submitted in support of maintaining a pool. President Jones asked if the Board could approve Option 4 at this time in light of the Commissioner's support for that Option. Attorney Bridges advised him that the Board could not vote on supporting Option 4 since it was not listed on the agenda. There was no further discussion on the matter. On the roll call, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Approval of Resolution 2018-19, for the OSLAD Grant Program, for the Redevelopment of King Park.

Motion by Commissioner Bridges, seconded by Commissioner Johnson, to approve Resolution 2018-19, for the OSLAD Grant Program, for the redevelopment of King Park. There was no discussion on the motion. On a roll call vote, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. Approval to Purchase Armory Park Playground Equipment.

Motion by Commissioner Bridges, seconded by President Jones, to approve the purchase of playground equipment from NuToys in the amount of \$41,544 for Armory Park. Mr. Girmscheid presented the conceptual designs for the park. There was no discussion on the motion. On a roll call vote, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

H. Approval of Community Action Partnership Agreement.

Motion by Commissioner Bridges, seconded by Commissioner Giron to approve the parking license agreement between the Waukegan Park District and the Community Action Partnership for 12 parking spaces at Roosevelt Park. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

I. Donation Approval to the Ray Bradbury Statue Committee.

Motion by Commissioner Bridges, seconded by Commissioner Johnson to approve a donation in the amount of \$2,000 to the Ray Bradbury Statue Committee. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

J. Rescission of the Bid Acceptance for the Purchase of the Ford E450 Passenger Bus.

Motion by Commissioner Johnson, seconded by Commissioner Kilkelly to rescind the Bid Acceptance for the Purchase of the Ford E450 Passenger Bus. Attorney Bridges advised the Board that one of the Vendor who had submitted bids in this bidding process had objected to the District awarding the bid to Central States Bus Sales. He said their objection was that the District had awarded the bid contract to a vendor whose bid had not meet our minimum specifications. Mr. MacLean said after receiving the complaint, he checked with Central States Bus Sales and discovered that their proposal contained unacceptable bid variances and as a result, he now wants the Board to rescind the bid acceptance. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

K. Reject all Bids for the Ford E450 Passenger Bus.

Motion by Commissioner Bridges, seconded by Commissioner Johnson to reject all bids for the Ford

E450 Passenger Bus. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: Giron

ABSENT: None

Motion carried.

L. Approval of the Purchase of Ellipticals.

Motion by Commissioner Johnson, seconded by President Jones to approve the purchase of 16 Ellipticals from Midwest Commercial Fitness in the amount of \$74,670. Commissioner Bridges asked if the Board could name a particular brand elliptical for purchase. Attorney Bridges stated staff was recommending the purchase as a sole source based on their evaluation of the product, and that sole source purchases are allowed under the Illinois Procurement Act. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

M. Discussion of the 2018 Levy Process and Direction.

Mr. Beckmann discussed the projected Equalized Assessed Value and the importance of capturing the maximum amount in order to continue to provide all the great parks and programs for the District.

IX. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly told the Director that he should be sure to advise the Women's Business Association of the tremendous job the District is engaged in teaching our children how to swim. Commissioner Bridges commended the staff for the Vendor Fair and encouraged them to utilize them in the bidding process.

X. ADJOURNMENT

There being no further business, Commissioner Kilkelly moved, seconded by Commissioner Bridges to adjourn the meeting at 7:00 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary