

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

Administration Center
1324 Golf Road
Waukegan, Illinois
January 8, 2019

I. CALL TO ORDER

President Marc Jones called the meeting to order at 4:30 p.m.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Marc Jones
Vice President Janet Kilkelly
Treasurer George Bridges
Jeremiah Johnson
Jacqueline Herrera 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 Sports Quincy Bejster,
Deputy Superintendent of Recreation and Arts Mike Mayfield and Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which include the Board Minutes of December 11, 2018, and December 6, 2018, Golf Advisory Minutes and December 10, 2018, Recreation Advisory Minutes, Accounts Payable, Payroll, Travel Expenses, and Financial Report.

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

Motion carried.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. Beverly introduced Jazmin Gonzalez who was recently promoted to the full-time position of Registration Clerk.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report. He reported he had received information from NRPA regarding the Gold Medal Award and that he plans to submit an application at the end of March. Commissioner Kilkelly stated the only problem she has with the award is that it has an expiration date. She said she doesn't understand why the District has to again apply for the award when there has been no substantial change in the District's qualifications or achievements. Director Lerner reminded the Commissioners of the Employee Recognition luncheon which is scheduled for next Friday at Bonnie Brook.

B. Attorney Report: None.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. He stated that the District had received TIFF District surplus funds from the Lake County Collector's office in the amount of \$16,459.81. President Jones asked Mr. Beckmann to expound on why Food and Beverage lost money this past year when it appeared all of their events were well attended. Mr. Beckmann stated he would be meeting with GolfVisions' management in the coming weeks to discuss the issue, and he would surmise that it has to do with the amounts patrons are being charged, coupled with the increase in the cost of food and beverages.

D2. Parks: Mr. MacLean presented his monthly written report. Commissioner Kilkelly asked for an update on the pump failure at the Field House. Mr. MacLean stated he is negotiating with Illinois Pump on a resolution to the ongoing failures.

D3. Community Relations: Ms. Anderson presented her written report.

D4. Recreation: Mr. Beverly presented his written report. He reported the Free-For-All event was a success, with no issues or problems. Mr. Bejster reminded the Commissioners the District would be hosting a job fair at the Field House on January 17, 2019. He stated they continue to see an increase in the number of new members joining the Field House, and that on January 2, 2019, alone, 60 new members signed up. Mr. Mayfield stated more than 315 individuals attended the Polar Bear Plunge, which was a significant increase from previous years.

VII. REVIEW, DISCUSS, DECIDE

A. Approval of Interfund Transfers.

Mr. Beckmann presented his memorandum seeking authorization to make the following Interfund Transfers:

<u>Funds</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#21 Rec Endow) 16-11-11-583-9999)	\$5,500.00	
Capital (02-46-92-473-9999)		\$5,500.00
Purpose: Professional BRC Bathroom Redesign.		

Motion by Commissioner Bridges, seconded by Commissioner Kilkelly, to approve the Interfund Transfers. There was no discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

B. Approval of Ordinance #2019-01, abating the tax levied for the year 2018.

Mr. Beckmann presented Ordinance #2019-01, an Ordinance abating the tax hereto levied for the year 2018 to pay the principal of and interest on General Obligation Refunding Park Bonds. Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, to approve Ordinance 2019-01, abating the tax hereto levied for the year 2018. There was no discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

C. Approval of Ordinance 19-02 for the Disposal of Surplus Property.

Motion by Commissioner Johnson, seconded by Commissioner Kilkelly to approve Ordinance 19-02 for the Disposal of Surplus Property. There was no discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

D. Review of the Corrine Rose Park Project Update.

Mr. Johnson from the AT Group Motion presented an update of the various design options along with a visual projection as well. He stated they had performed several vendor evaluations for Rose Park and as a result, the project team had identified Splashtacular as the preferred designer. Mr. Johnson said he was recommending the District approve the purchase order with Splashtacular for the \$20,000 design fee.

E. Approval of Bids and Quotes.

E1. Approval of Splashtacular Agreement for the Design Concepts of Corrine J. Rose splash pads.

Attorney Bridges advised the Board he had reviewed the agreement and at this time he would not recommend the District approve said agreement. It was the consensus of the Board that the matter be tabled.

E2. Approval of Field House Boiler Replacement Bid.

Mr. MacLean recommends the acceptance and approval of the bid from McDonough Mechanical Services for the replacement of Field House's Boiler Replacement, in the amount of \$27,600.00. Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to accept the low bid from McDonough Mechanical Services for the replacement of Field House's Boiler. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Herrera Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E3. Approval of Bonnie Brook Fuel Tank Replacement Bid.

Mr. Beckmann recommends the acceptance and approval of the bid from Petroleum Technologies Equipment for the replacement of Bonnie Brook Fuel Tank Replacement Bid, in the amount of \$29,745.00. Motion by Commissioner Bridges, seconded by Commissioner Johnson, to accept the low bid from Petroleum Technologies Equipment for the replacement of Bonnie Brook Fuel Tank. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Herrera Giron, Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E3. Approval of 2019-20 Program Guide Printing Bid.

Ms. Anderson recommends the acceptance and approval of the bid from K.K. Stevens Publishing Co., for the printing of the 2019-20 Seasonal Program Guide, in the amount of \$49,959.06. Motion by Commissioner Bridges, seconded by Commissioner Johnson, to accept the low bid from K.K. Stevens Publishing Co., for the printing of the 2019-20 Seasonal Program Guide. Commissioner Herrera Giron questioned whether the District had any new data benefit of having the guide printed in dual language. Ms. Anderson said they did not have any additional data, but they continue to monitor the number of visitors to their Spanish website version of the program. There was no discussion on this matter. Commissioner Herrera Giron momentarily left the meeting room at 5:43 p.m. On the roll call, the vote was as follows:

AYE: Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

F. Approval of Revised Expense Reimbursement Policy 4.28.

Mr. Beckmann presented the revised Expense Reimbursement Policy 4.28 and asked the Board to approve it. Motion by Commissioner Bridges, seconded by President Jones to approve the Expense Reimbursement Policy 4.28. There was no discussion on this matter. The motion carried by a unanimous voice vote.

G. Approval of BeWell Service Agreement and the Fitness Passport Service Agreement.

Mr. Beverly presented the BeWell Service Agreement and the Fitness Passport Service Agreement and asked the Board to approve it. Motion by Commissioner Bridges, seconded by Commissioner Johnson to approve BeWell Service and the Fitness Passport Service Agreements. There was no discussion on this matter. The motion carried by a majority voice vote.

H. Approval of 2018-19 Salary Schedule Change of Title.

Mr. Beckmann presented the 2018-19 Salary Schedule Change which only reflects a change of Title, and asked the Board to approve it. Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron to approve 2018-19 Salary Schedule Change. There was no discussion on this matter. The motion carried by a unanimous voice vote.

I. Motion to Approve and Publish Closed Session Minutes.

Motion by Commissioner Johnson, seconded by President Jones, that the Closed Session Minutes for July 24, 2018, and August 7, 2018, no longer require confidentiality and would be available for public review. There was no discussion on the matter. On the roll call, the vote was as follows:

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

Motion carried.

VIII. COMMISSIONERS QUESTIONS & COMMENTS

None.

IX. MOTION TO MOVE TO CLOSED SESSION

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to enter into closed session to discuss the Purchase or Lease of Real Estate, pursuant to 5 ILCS 120/2(c)(5), and to discuss Pending or Imminent Litigation, pursuant to 5 ILCS 120/2(c)(11). On a roll called vote, the vote was as follows:

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

Motion carried. The closed session convened at 6:00 p.m.

Motion by Commissioner Bridges, seconded by President Jones, to reconvene in open session. There was no discussion on the motion. The motion passed by unanimous voice vote. The Board reconvened in open session at 6:40 p.m.

X. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

None.

XI. ADJOURNMENT

There being no further business, Commissioner Kilkelly moved, seconded by President Jones to adjourn the meeting at 6:40 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary