

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

Administration Center
1324 Golf Road
Waukegan, Illinois
February 12, 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
Jeremiah Johnson
Jacqueline Herrera Giron

COMMISSIONERS ABSENT

Treasurer George Bridges

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, Manager of Information Technology
Joseph Georges, and Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which include the Board Minutes of January 8, 2019, and January 22,
2019, 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: Herrera Giron, Kilkelly, Johnson, Jones
NAY: None
ABSTAIN: None
ABSENT: Bridges

Motion carried.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. Beverly introduced Special Recreation Interns Lauren Burnell and Filip Ferguson.

Director Lerner advised the Board the Illinois Department of Natural Resources had just notified the District that they had been awarded a \$400,000 OSLAD grant. He then thanked all of the members of his staff involved in the writing and detailed preparation required for the grant application.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report.

B. Attorney Report: Stated he had prepared the attached Public Policy update.

C. Legislation/ IAPD Update: Director Lerner stated that Illinois legislators had hiked the state's minimum wage over a period of six (6) years to \$15 per hour. He said the statute would bump the current minimum wage of \$8.25-an-hour rate to \$9.25 on Jan. 1. He said after moving to \$10 on July 1, 2020, it would increase \$1 each Jan. 1 until 2025 until it reaches \$15. He said the minimum wage for teenagers is currently at \$7.75 per hour and that it would increase to \$8 on Jan. 1 and peak at \$13 per hour in 2025. Director Lerner stated he and Mr. Beckmann would establish contingency plans to meet the additional minimum wage increases.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. He stated that the District had received Real Estate Tax revenue in the amount of \$16,407.16. He said this was a special tax distribution from the sale of delinquent properties. He said the first budget workshop had been scheduled for the Committee of a Whole meeting on February 26, 2019.

Mr. Georges advised the Commissioners that he had researched the option of going paperless and he wanted to see if there was any interest in obtaining laptops for used at Board meetings. Director Lerner said transitioning to a paperless Board could have a significant impact on the reduction of staff time needed to prepare and deliver the Board packets. Mr. Beckmann said the laptops would make it easy to review and comment on the information contained in the packet and, that the District could then use the laptop for training and other District's needs. President Jones said it's always a good idea to "Go Green" and that he supports the idea of obtaining the laptop.

Mr. Beckmann provided an update on the District Memorial Endowment Fund. He said the District has 33 active individual Memorial Endowment funds, with the current balance being over \$1.1 million. He stated a number of the Memorial Endowment funds have been sitting for more than a year, and that he would like to put the funds to use by reinvesting them back into the community according to their intended use and purpose. He said he had checked with other Park districts in the area to see if any of them had Memorial Endowment or Trust funds. He stated the Glenview Park District was the only park district with a trust fund. Mr. Beckmann said the District could begin using the less active funds during this current budget year to improve the Rec Center.

D2. Parks: Mr. MacLean presented his monthly written report. He stated he had Robert Quill from the AT group come to the Field House to evaluate the pool operation. He said Mr. Quill found the established pool operations were in proper order. MacLean stated the annexation of the Yorkhouse property is moving forward with the matter scheduled before the City of Waukegan's Judicial Committee on April 1, 2019.

D3. Community Relations: Ms. Anderson presented her written report. She reminded the Commissioners of the Patrons Volunteers Award Ceremony scheduled for February 28, 2019. She reported the District did not receive the Lake County CBDG Grant for King Park.

D4. Recreation: Mr. Beverly presented his written report. Mr. Bejster stated the long-awaited rollout of the District's Smart Phone App is scheduled for February 27, 2019. He said the IAPD's Best of the Best Awards voting is underway and he encouraged Commissioners to visit their website and, vote. Mr. Mayfield provided the Commissioners with an update on the programs planned for February, commemorating Black History Month. He said the Evening of Monologues event, celebrating of Black History Month, was a tremendous success.

VII. REVIEW, DISCUSS, DECIDE

A. Approval of Interfund Transfers.

Mr. Beckmann presented his memorandum seeking authorization to make a number of Interfund Transfers as listed.

<u>Funds</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51 Rec Sponsorship) 16-11-11-583-9999)	\$ 1,250	
Recreation (02-13-13-473-9999)		\$ 1,250
Purpose: To offset the following event expenses:		
• \$500-2018 Touch a Truck Event		
• \$500-2018 WDOP expenses.		
• \$250-2018 Christmas with the Clause event.		
Memorial/Endow. (#50 Halloweenfest) (16-11-11-583-9999)	\$ 3,050	
Recreation (02-13-13-473-9999)		\$ 3,050
Purpose: To offset 2018 Halloweenfest expenses from a variety of sponsors.		
Memorial/Endow. (#5 Parade/Festival) (16-11-11-583-9999)	\$ 5,987	
Recreation (02-13-13-473-9999)		\$ 5,987
Purpose: To offset 2018 Parade Event expenses from a variety of sponsors.		
Memorial/Endow. (#42 Rec. Sponsorship) (16-11-11-583-9999)	\$ 1,184.74	
Recreation (02-46-72-473-9999)		\$ 360.00
Purpose: To offset Bridges 5K expenses.		
Memorial/Endow. (#51 Rec Sponsorship) 16-11-11-583-9999)	\$ 4,026	
Recreation (02-48-88-473-9999)		\$ 1,250
Purpose: To offset expenses for summer / fall 2018 garden and greenhouse programs.		

Memorial/Endow. (#43 Rec. Sponsorship) (16-11-11-583-9999)	\$ 2,193.95	
Recreation (02-97-81-473-9999)		\$ 2,193.95
Purpose: To offset various camping program fees.		
Memorial/Endow. (#43 Rec. Sponsorship) (16-11-11-583-9999)	\$ 45	
Recreation (02-97-78-473-9999)		\$ 45
Purpose: To offset expenses for financial assistance Pre-School programs.		
Memorial/Endow. (#43 Rec. Sponsorship) (16-11-11-583-9999)	\$ 2,000	
Recreation (02-24-50-473-9999)		\$ 2,000
Purpose: To offset scholarships for Private Music Lessons.		
Memorial/Endow. (#55 Concert Call Sponsorship) (16-11-11-583-9999)	\$ 797	
Recreation (02-24-50-473-9999)		\$ 797
Purpose: To offset scholarships for Concert Call Private Music.		
Memorial/Endow. (#46 Reynolds Endow) (16-11-11-583-9999)	\$ 100	
Recreation (02-24-50-473-9999)		\$ 100
Purpose: To offset scholarships for Private Music Lessons.		
Memorial/Endow. (#16 O'Dell Endow) (16-11-11-583-9999)	\$ 450	
Recreation (02-24-11-473-9999)		\$ 450
Purpose: To offset scholarships for Private Music Lessons.		
Memorial/Endow. (#20 Oestreicher Endow) (16-11-11-583-9999)	\$ 750	
Recreation (02-24-11-473-9999)		\$ 750
Purpose: To offset scholarships for Private Music Lessons.		
Memorial/Endow. (#2 JBC School Endow) (16-11-11-583-9999)	\$ 1,805	
Recreation (02-24-50-473-9999)		\$ 1,805
Purpose: To offset scholarships for Private Music Lessons.		
Memorial/Endow. (#29 WSOCC Endow) (16-11-11-583-9999)	\$2000	
Recreation (02-91-11-473-9999)		\$2000
Purpose: To offset expenses associated with the Symphony.		
Memorial/Endow. (#48 Favero Endow) (16-11-11-583-9999)	\$4800	
Recreation (02-91-11-473-9999)		\$4800
Purpose: To offset expenses associated with the Messiah and Symphony.		

Motion by Commissioner Johnson, seconded by Commissioner Herrera Giron, to approve the Interfund Transfers. 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: None

ABSENT: Bridges

Motion carried.

B. Approval of the 2019-2024 Strategic Plan.

Director Lerner presented the 2019–2024 strategic plan. He then introduced Chuck Balling to discuss and highlight the key features of the plan. Mr. Balling said the most critical component to the success of the District’s strategic plan was its’ effort to be extraordinarily inclusive, by involving as many community stakeholders as possible. He said the Strategic Plan would provide a path toward institutional excellence that will keep the District as one of the best places to live, work, and play. Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, to approve the 2019-2024 Strategic Plan. 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: None

ABSENT: Bridges

Motion carried.

C. Approval to Sell Beer and Wine at the Dandelion Wine Festival.

Mr. Beverly requested approval to sell beer and wine at the Dandelion Wine Festival. Motion by Commissioner Johnson, seconded by Commissioner Herrera Giron to approve the sale of beer and wine at the Dandelion Wine Festival. 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: None

ABSENT: Bridges

Motion carried.

D. Approval of the Public Comment Policy.

Attorney Bridges stated Commissioner Kilkelly had inquired if the District had a policy governing public comments. He noted that the District had a policy that was never formally adopted by the Board and, he recommended that it be approve and establish as policy. He then presented the policy and recommended its approval. Motion by Commissioner Herrera Giron, seconded by Commissioner Johnson, to approve the Public Comment Policy. 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: None

ABSENT: Bridges

Motion carried.

E. Corrine Rose Park Update.

None was presented.

F. Approval of the Bids and Quotes.

F1. Approval of Bowen Park Gazebo Replacement.

Mr. MacLean recommends the acceptance and approval of the bid from Mag Construction, Inc., for the replacement of Bowen Park's Gazebo, in the amount of \$20,625.00. Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, to accept the low bid from Mag Construction, Inc., for the replacement of Bowen Park's Gazebo. 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: None

ABSENT: Bridges

Motion carried.

F2. Approval of Jack Benny Bathroom Renovation Quote.

Mr. MacLean recommends the acceptance and approval of the quote from Builders Land Inc., for the Jack Benny Bathroom Renovation quote, in the amount of \$24,600.00. Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, to accept the low quote from Builders Land Inc., for the Jack Benny Bathroom Renovation. 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: None

ABSENT: Bridges

Motion carried.

G. Approval of Resolution 2019-02 to Authorize the Signing and Sale of Stock Certificates.

Mr. Beckmann stated with the Resolution he was seeking permission to sell the Abbvie and Abbott Laboratory Shares there were included in M8 Memorial Endowment Fund and updating the authorized signers for the District's First Midwest Bank accounts. Motion by Commissioner Kilkelly, seconded by President Jones, to approve Resolution Number 2019-02. Commissioner Kilkelly asked who had given the shares to the District. Mr. Beckmann stated he didn't know because no records were dated back to when they were donated. Mr. Beckmann said the funds would be deposited in the general fund,

with the hope of later applying those funds to some form of scholarship. Commissioner Herrera-Giron asked what is the current value of the stocks. Mr. Beckmann stated the last valuation he was aware of placed the value at \$98,000. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Herrera Giron, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

H. Approval and Adoption of Policies.

H1. Approval of Fund Balance Policy 2.09.

Mr. Beckmann presented Fund Balance Policy 2.09 and asked the Board to approve it. Motion by Commissioner Johnson, seconded by Commissioner Kilkelly, to approve the Fund Balance Policy. 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: None

ABSENT: Bridges

Motion carried.

H2. Approval of Capital and Fixed Asset Policy 2.10.

Mr. Beckmann presented Capital and Fixed Asset Policy 2.10 and asked the Board to approve it. Motion by Commissioner Johnson, seconded by Commissioner Kilkelly, to approve the Capital and Fixed Asset Policy 2.10. 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: None

ABSENT: Bridges

Motion carried.

H3. Approval of Disposal of Fixed Asset Policy 2.11.

Mr. Beckmann presented Disposal of Fixed Asset Policy 2.11 and asked the Board to approve it. Motion by Commissioner Herrera Giron, seconded by President Jones, to approve the Disposal of Fixed Asset Policy 2.11. 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: None
ABSENT: Bridges

Motion carried.

VIII. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly thanked the staff for the Black History display that was placed at City Hall. She said the employee photo album is very beneficial in assisting her identity District employees. President Jones said all of the participants in the Monologue did a fantastic job and commended the staff for organizing the event. He stated the District being awarded the OSLAD grant and development of the Smart Phone App further reveals why the District is a Gold Medal Award Recipient.

IX. MOTION TO MOVE TO CLOSED SESSION

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

Motion carried. The closed session convened at 6:10 p.m.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, 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 6:30 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 6:30 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary