

**MINUTES OF SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT**
Administration Center
1324 Golf Road
Waukegan, Illinois
February 26, 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 Kilkelly
Treasurer George Bridges
Jeremiah Johnson

COMMISSIONERS ABSENT

Jacqueline Herrera Giron

Commissioner Herrera Giron arrived at 4:31 p.m. Motion by Commissioner Kilkelly, seconded by President Jones, to seat Commissioner Herrera Giron. The motion carried by a unanimous voice vote.

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 Erick
Beverly, Superintendent of Parks Scott MacLean, Deputy Superintendent of Recreation and Arts Mike
Mayfield, Deputy Superintendent of Sports Quincy Bejster, and Attorney George Bridges.

III. PUBLIC PORTION

Karen Papp, Astro Perre Dobbins, and Sharon Peddicord, all appeared in support of the District retaining Kennisha Brown as a Nutrition and Fitness Instructor. Mr. Beverly responded that the matter is currently under negotiation and that there are no plans to terminate the class early. President Jones thanked them for appearing and assured them staff would continue to negotiate Ms. Brown's contract in good faith.

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

V. REVIEW, DISCUSS, DECIDE

A. Rescission of Corrine J. Rose Park Demolition Bid.

Withdrawn.

B. Approval of Corrine J. Rose Park Demolition Bid.

Withdrawn.

C. GolfVision Budget Update.

Mr. Beckmann presented GolfVisions FY 2019-20 budgets for Bonnie Brook and Greenshire. He stated the budget projects an \$86,962 net loss compared to FY2018-19 net loss of \$38,178. Mike Jesse of GolfVisions discussed the on-going operations and improvements he will implement in the golf operations. Mr. Jesse attributed the reduction in golf rounds played to the adverse weather in the area. Commissioner Kilkelly asked what initiatives were being undertaken to address the growing deficit. Mr. Jesse said they would continue their efforts to grow the game of golf by using Social Media, such as Facebook and E-Blast to generate more interest in golf. He stated they would be increasing the costs of dinners and other meals to address the ever-increasing food cost, as well as increasing the golf cart fee.

Director Lerner stated that while GolfVision's projected deficit is significant, the District finds itself having to subsidize every aspect of the Park District; namely the Field House and Sports Park.

D. Review of the Budget Workshop.

D1. Mr. Beckmann discussed the budget planning process and then reviewed the budget schedule overview explaining and highlighting what will take place in each phase. Mr. Beckmann said the needs of the community continue to outpace available resources, and he would be looking for Board direction on setting priorities and scope of services. He stated the policy of the District is to continue working towards maintaining a balanced budget. Mr. Beckmann noted the budget includes the drawdown of fund balances in the Corporate, Recreation, Paving & Lighting, Memorial/Endowment, Debt Service, and Capital Funds.

D2. The Board reviewed with each Department their updates on the proposed Service Level Changes.

Mr. Beckmann stated one of the significant level changes he wanted to discuss is that of Personnel. He said the Personnel budget impact would increase by \$148,249, primarily due to the part-timers and seasonal employees wage increase from \$10 an hour to the maximum of \$12 per hour. He said the Operations Budget is projected to increase by \$107,310 and this is due to the recommended 3% merit increase for full-time and part-time employees. He further stated he intends to pay off the Illinois Municipal Retirement Fund Early Retirement Incentive to reduce the District's employer rate from 9.8% to 6.1%. He said the cost-saving to the District would be approximately \$142,000, over five years.

Community Relations – Ms. Anderson reviewed her budget proposals and stated she was seeking a moderate increase to cover translation services for a Spanish brochure. She stated the possible impact would be an additional \$7,000. She said as discussed at a previous Board meeting; she would like to conduct a Community Needs Assessment that would have an overall budget impact of \$5,000. Commissioner Kilkelly questioned why the District needed to hold another Community Needs Assessment in light of the fact it had just conducted one last year. Ms. Anderson said additional data is now available to be used in the assessment along with the fact they would be seeking additional information from the Spanish community.

Parks - Mr. MacLean stated he anticipates applying for an OSLAD grant for the redevelopment of Victory Park that would have a budget impact of \$20,000. He stated he would also develop designated Green Space location at several parks within the District to allow Patrons to rent specific park locations. He said the Green Spaces would be equipped with grills and picnic tables. He stated the budget impact would be approximately \$3,600.

Recreation – Mr. Beverly stated they had increased the budgeted amount for the improvements at the Belvidere Recreation Center. He stated the impact would be \$150,000. He said the District had received the Autism Speaks Grant which would be used to incorporate swimming lessons into the Summer Camp programs. He stated the budget impact would be \$3,440. Mr. Beverly noted because of the success of the Symphony Orchestra he intends to add three new Waukegan Symphony Orchestra Concerts and five new Waukegan Concerts Chorus, in which the two programs would have a budget impact of \$5500.

D3. Update on FY2018-19 Capital Improvement Program (CIP)

Mr. Beckmann stated under CIP the most significant issue would be updating the kitchen equipment at Bonnie Brook. He said it includes approximately \$60,000 in new appliances. He said the next major CIP would be the acquisition of a “Greens” mower. He said there is a direct correlation to the number of golfers who will play at Bonnie Brook and the quality of the greens.

Parks - Mr. MacLean stated his primary CIP focus is on playground equipment. He said it includes the installation of new playground equipment at several parks and the replacement of existing equipment at some of the older parks. He said another project would be the upgrade of the different facilities HVAC systems. Commissioner Bridges stated he would like the long term CIP plan to include the insulation of a full size ice skating rink. He stated that the initial rink would not have to have a chiller installed, but if there is a high demand, then chillers could be added later. Commissioner Kilkelly asked if any survey had been conducted to show a need for an ice rink. Director Lerner said no study had been conducted at this time.

Recreation – Mr. Beverly stated one of the major CIP for his Division is the acquisition of a Mobile Point of Sale, which he said would allow participants to register at outside events and eliminate sign in sheets. He stated another target would be the installation of portable soccer goals (Pop-up Goals) in every park, to meet the community’s demand.

VI. COMMISSIONERS QUESTIONS & COMMENTS

None.

VII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Commissioner Johnson to adjourn the meeting at 6:05 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary