

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
1324 Golf Road
Waukegan, Illinois
May 14, 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, Joseph Georges, Efrain Rodriguez, and
Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which include the Board Minutes of April 9, 2019, and April 23, 2019,
Accounts Payable, Payroll, Travel Expenses, and Financial Report.

Motion by Commissioner Kilkelly, seconded by Commissioner Bridges, to approve the Consent
Agenda Items as presented. Commissioner Herrera Giron asked the Commissioners to remove the
April 9th minutes from the motion because she was not present at that meeting. Commissioner
Kilkelly, amended her motion to approve the Consent Item minus the April 9, 2019 minutes, which
was seconded by Commissioner Bridges. There was no further discussion on the motion. On the roll
call, the vote was as follows:

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

Motion carried.

Motion by Commissioner Kilkelly, seconded by Commissioner Bridges, to approve the April 9, 2019 minutes. There was no further discussion on the motion. On the roll call, the vote was as follows:

AYE: Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: Herrera Giron

ABSENT: None

Motion carried.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

The following staff and interns were introduced Board: David Tucker who was granted a full-time position at the Field House; and Kyle Griffin, Field House & Aquatics, Paul Briney, Adult & Youth Athletics, David Yurik and Taleiya Jackson as Special Rec. Interns.

Mr. Georges provided a demonstration of the proposed Microsoft One Drive system for providing the board packets. He stated he planned to roll out the system in August 2019.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report. Director Lerner stated the District is a Gold Medal finalist for NRPA. He went on to commend Teddy Anderson, Sally Sandine, and other staff for their work and efforts to achieve the honor of being named a finalist.

B. Attorney Report: Attorney Bridges advised the Board of the Local Government Professional Services Selection Act, that became law January 1, 2019, and how it would impact the District. He said the Act requires all engineering, land surveying and architectural consultants interested in providing services to the District, for an amount in excess of \$40,000, must now be prequalified in order to provide such service. He stated the Act excludes any engineer, land survey, and architect firm in which the District already has professional experience with and knowledge of their qualifications.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. Mr. Beckmann stated the District had collected 99.8% of the projected FY2018-19 Real Estate Tax. He said that the Personal Property Replacement Tax projections for 2019 have been better than anticipated, with an increase of more than \$200,000. He also stated he had budgeted \$60,450 to cover the investment income; however, that because of the increased interest amounts on investments, the actual income realized was more than \$228,000.

D2. Parks: Mr. MacLean presented his monthly written report. He said the annexation of the Yorkhouse Property had been completed, placing the property within the city limits of Waukegan. He stated because of the extreme wet conditions, his personnel have been unable to mow several areas within the parks. He assured the Commissioners the grass would be cut as soon as weather permits.

D3. Community Relations: Ms. Anderson presented her written report. She advised Commissioner Herrera Giron had asked if there was any thought of preparing a Spanish version of "Park Happenings" or adding Spanish subtitles to the current version. Commissioner Herrera Giron stated with the current demographics of the city, she believes Park Happenings should also be in Spanish. It was the consensus of the Board to wait until the Spanish needs survey was completed before any changes are made to Park Happenings video.

D4. Recreation: Mr. Beverly presented his written report. He stated Field House memberships had reached the 7,000 memberships milestone. He said this was a tremendous accomplishment which reflects on the amenities and service provided to patrons at the Field House.

VII. ELECTION AND APPOINTMENT OF OFFICERS.

A. Election of Officers.

The Board by consensus agreed that the election of officers would proceed by way of nominations from the floor for each position. Commissioner Johnson nominated Commissioner Jones for President, which was seconded by Commissioner Bridges. Commissioner Kilkelly nominated herself, Commissioner Kilkelly for President, which was seconded by Commissioner Herrera Giron. No other nominations were made at which time Attorney Bridges declared the nominations closed. Commissioner Kilkelly said she was not supportive of changing long-standing precedents where officers would serve one-year terms as the District Officers. She said the policy was developed to give each Commissioner an opportunity to serve as President. On the roll call, the vote was as follows:

For Commissioner Jones to serve as President:

AYE: Herrera Giron, Bridges, Johnson, Jones

NAY: Kilkelly

ABSTAIN: None

ABSENT: None

For Commissioner Kilkelly to serve as President:

AYE: Kilkelly

NAY: Herrera Giron, Bridges, Johnson, Jones

ABSTAIN: None

ABSENT: None

Result: Commissioner Jones elected President.

Commissioner Jones nominated Commissioner Kilkelly for Vice President. Commissioner Kilkelly stated she would not accept the nomination. Commissioner Jones nominated Commissioner Johnson for Vice President, which was seconded by Commissioner Bridges. No other nominations were made at which time Attorney Bridges declared the nominations closed. On the roll call, the vote was as follows:

AYE: Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: Herrera Giron

ABSENT: None

Result: Commissioner Johnson elected Vice-President.

Commissioner Kilkelly nominated Commissioner Herrera Giron for Treasurer. Commissioner Herrera Giron said she would not accept the nomination. Commissioner Herrera Giron nominated Commissioner Bridges for Treasurer, which was seconded by Commissioner Johnson. No other nominations were made at which time Attorney Bridges declared the nominations closed. A unanimous voice vote confirmed the nomination.

President Jones nominated Attorney Bridges for Secretary and Director Lerner for Deputy Secretary, seconded by Commissioner Bridges. No other nominations were made at which time Attorney Bridges declared the nominations closed. A unanimous voice vote confirmed the nominations.

B. Approval and Appointment of Officials.

Motion by Commissioner Bridges, seconded by Commissioner Johnson, to approve the appointment of Director Lerner as Local Election Official; Jon Beckmann as Deputy Treasurer, IMRF Officer, and PDRMA Representative; and Tanya Brady as PDRMA Alternate Representative. 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.

VIII. REVIEW, DISCUSS, DECIDE

A. Approval of Advisory Committee Chairpersons and Members.

Motion by President Jones, seconded by Commissioner Bridges, to approve the members who will serve on the Advisory Committees as presented, with Commissioner Herrera Giron being the Board Liaison for Cultural Arts, Commissioner Johnson being the Board Liaison for Golf Advisory, Commissioner Bridges being the Board Liaison for Recreation, and President Jones being the Board Liaison for Special Recreation. 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 Waukegan Parks Foundation Liaison.

Motion by President Jones, seconded by Commissioner Johnson, to appoint Commissioner Kilkelly as liaison of the Waukegan Parks Foundation. 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 Resolutions Designating Depository and Bank Authorizations.

C1. Designating Depository Resolution #2019-09.

Mr. Beckmann advised that with the election of new officers to the Board, new Bank Designating Depository and Authorizations are required to be approved. He presented Resolutions 2019-09, Designating Depository. Motion by Commissioner Johnson, seconded by Commissioner Bridges, to approve Resolution 2019-09. No discussion was had on the recommendations. On a roll call vote, the vote was as follows:

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

Motion carried.

C2. Bank Authorizations and Signature Resolutions.

Mr. Beckmann presented Resolutions 2019-10 First Midwest Bank Authorization; 2019-11 Associated Bank Authorization; 2019-12 First Midwest Bank Signature Authorization; 2019-13 First Midwest Bank Signature Authorization; and 2019-14 Associated Bank Signature Authorization. Motion by Commissioner Johnson, seconded by Commissioner Bridges, to approve Resolution 2019-10 through 2019-14. No discussion was had on the motion. On a roll call vote, the vote was as follows:

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

ABSENT: None

Motion carried.

D. Review of FY2019-20 Budget and Appropriation Ordinance.

Mr. Beckmann presented the highlights of the proposed FY 2019-20 Budget and Appropriation Ordinance. No action was taken on this matter.

E. Approval of Purchase of Arbor Park Playground Equipment.

Motion by Commissioner Johnson, seconded by Commissioner Bridges, to approve the purchase of playground equipment from NuToys Leisure Products, through the National Joint Purchasing Alliance, in the amount of \$72,852. No discussion was had on the motion. On a roll call vote, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. 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. (#43 Rec. Sponsorship) (16-11-11-583-9999) Recreation (02-46-92-473-9999) Purpose: First Scholarship for the Junior Bulldog Basketball Program.	\$ 40	\$ 40
Memorial/Endow. (#43 Rec. Sponsorship) (16-11-11-583-9999) Recreation (02-46-92-473-9999) Purpose: First Scholarship for the Soccer Skills and Drills Program.	\$ 20	\$ 20

Motion by Commissioner Bridges, seconded by Commissioner Johnson, 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.

G. Approval to Purchase the Bonnie Brook Greens Roller.

Motion by Commissioner Bridges, seconded by Commissioner Johnson, to approve the purchase of a Green Roller from JW Turf, in the amount of \$16,208.82. No discussion was had on the motion. On a roll call vote, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

H. Approval to Purchase John Deere 2500B Triplex Mower for Bonnie Brook.

Motion by Commissioner Johnson, seconded by Commissioner Herrera Giron, to approve the purchase of a John Deere 2500B Triplex Mower from Deere & Company, through the National Joint Purchasing Program, in the amount of \$35,531.52. No discussion was had on the motion. On a roll call vote, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

I. Approval to Purchase Rain Bird Weather Station for Bonnie Brook.

Motion by Commissioner Herrera Giron, seconded by President Jones, to approve the purchase of the Rain Bird Weather Station from Arthur Clesen, in the amount of \$16,445.20. Commissioner Kilkelly asked for more details as to the functionality of this equipment. Mr. Beckmann said the Rain Bird Weather Station would help the District manage the golf course unique irrigation management needs. No further discussion was had on the motion. On a roll call vote, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

J. Approval of Ordinance 2019-07 for the Disposal of Surplus Property.

Motion by Commissioner Johnson, seconded by Commissioner Kilkelly to approve Ordinance 2019-07 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, Bridges, Kilkelly, Johnson, Jones
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

K. Approval to Amend Purchasing Policy 2.02.

Mr. MacLean requested the Board amend its Purchasing Policy 2.02, by waiving the two quotation requirements for the Maintenance Service Agreement of the Field House Gym and Aquatic Center's HVAC units. He said due to the complexity of the units and the level of knowledge required to maintain and repair those HVAC units; it is imperative that the District use a company that is familiar with the equipment and operating system. He said McDonough Mechanical Services is such a company because they have been performing the preventative HVAC maintenance on the Field House since 2015. Motion by Commissioner Kilkelly, seconded by Commissioner Johnson to amend Purchasing Policy 2.02, to waive requiring two quotes for the Field House Gym and Aquatic Center HVAC units, Maintenance Service Agreement. Commissioner Bridges stated he does not support any amendment of the Purchasing Policy, because competitive bidding was developed for a reason, that being, to get the best deal for the district. There was no further discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

L. Approval to Purchase a 2019 F250 Ford Truck.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to purchase a 2019 F250 Ford Truck from Landmark Auto, through the State of Illinois Contract #4018300, for the price of \$31,586. There was no discussion on this matter. On a roll call vote, the vote was as follows:

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

Motion carried.

M. Approval to Purchase a 2019 Ford Cargo Van.

Motion by President Jones, seconded by Commissioner Bridges, to purchase a 2019 Ford Cargo Van from Landmark Auto, through the State of Illinois Contract #4018492, for the price of \$36,878. There was no discussion on this matter. On a roll call vote, the vote was as follows:

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

Motion carried.

N. Approval to Purchase two 2019 F250 Ford Trucks.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to purchase a 2019 F250 Ford Truck from Landmark Auto, through the State of Illinois Contract #4018300, for the total purchase price of \$42,906. Mr. MacLean said the total price reflects the trade-in amounts as listed on the Surplus Property Ordinance. There was no discussion on this matter. On a roll call vote, the vote was as follows:

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

Motion carried.

IX. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly and President Jones congratulated Director Lerner and his staff on being recognized as a Gold Medal Finalist.

X. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Commissioner Johnson to adjourn the meeting at 6:20 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary