

MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
ADMINISTRATION BUILDING
1324 Golf Road
Waukegan, Illinois 60087
September 10, 2019

I. CALL TO ORDER

Vice President Jeremiah Johnson called the meeting to order at 4:30 p.m.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

Vice President/Acting Jeremiah Johnson
Treasurer George Bridges
Jacqueline Herrera Giron

COMMISSIONERS ABSENT

President Marc Jones
Janet Kilkelly

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 Sports Quincy Bejster and
Attorney Martin N. Walker.

III. CONSENT AGENDA

The Consent Agenda Items which included the Board Minutes of August 13, 2019 (Board of Commissioners Meeting), August 27, 2019 (Special Board Meeting), Bills, Accounts Payable, Payroll, Financial Statements, and Permission to Obtain Quotes/Bids for Auditing Services.

Motion by Commissioner George Bridges, seconded by Jacqueline Herrera Giron, to approve the Consent Agenda Items as presented. There was no further discussion on the motion. On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones, Kilkelly

Motion carried.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Sean Berry was not in attendance; however, Tony Violett and Arielle Warner introduced themselves and expressed their interest and high enthusiasm to work with the Waukegan Park District.

Vice President Jeremiah Johnson as acting Chair made a motion to postpone agenda item "VI. Progress Reports" and skip to "VII. Review, Discuss, Decide" in the interest of time; second by Commissioner Bridges. No discussion was had on the motion. On a voice call vote, it was unanimously approved.

VI. REVIEW, DISCUSS, DECIDE

A. Motion to Approve FY 2018-19 Comprehensive Annual Financial Report (CAFR) and Golf Financial Audit Report

Mr. Beckmann introduced Courtney Clement from Lauterbach & Amen, LLP to guide the Board through the Annual Financial Report, Golf Financial Audit Report, and Management Letter. She first thanked Mr. Beckmann and his team for being so organized and helpful in the production of these reports before guiding the Board through the major portions of each report. Ms. Clement noted that the Waukegan Park District again received the Certificate of Achievement for Excellence in Financial Reporting, which it has continually received for several years consecutively. It was further noted that the Annual Financial Report and Golf Financial Audit Report both received an unmodified or clean opinion, which is the highest opinion Lauterbach & Amen, LLP can bestow.

The General Fund was restated and had a beginning negative balance from the prior fiscal year (April 30, 2018), but current fiscal year ending April 30, 2019 has a positive balance. The current policy requires a full commitment for debt payment a prior year in advance for the Debt Service Fund. This is complicated given the tax rolls are in June and September and taxes are paid in arrears. The District needs those tax rolls and its annual rollover bond proceeds to meet debt obligations in the upcoming fiscal year. Mr. Beckmann stated he would propose a policy adjustment to resolve this issue in the future. A transfer from the corporate fund would otherwise resolve the issue presently. He further lauded the professional advice of Lauterbach & Amen, LLC, going above and beyond the average accounting firm to help maintain the Waukegan Park District's stellar accounting practices.

Motion by Commissioner Bridges, second by Johnson to adopt the FY 2018-19 CAFR and Golf Financial Audit Report. No discussion was had on the motion. On a roll call vote, the vote was as follows:

AYE: Bridges, Herrera Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones, Kilkelly

Motion carried.

B. Motion to Approve Interfund Transfer

Mr. Beckmann requested a motion to subsidize the volleyball program and very successful cheer and dance programs.

Motion by Commissioner Bridges, second by Johnson to approve the interfund transfer as presented. No discussion was had on the motion. On a voice call vote, it was unanimously approved.

C. Financial Update

Mr. Beckmann reports the fund balance every year, but again, there are tax objections based on the corporate fund. Mr. Beckmann detailed his projections and that the WPD was headed in the right direction, no action requested.

D. Discuss 2019 Levy Process and Direction

Mr. Beckmann recommends capturing the maximum amount possible given the minimum wage increase from \$9.50 to \$11.00 per hour and on-going capital needs. He believes CPI will increase by 8.53%.

Commissioner Bridges offered the following direction: all commissioners be contacted for additional information.

E. Review of Ordinance 19-05 Providing for the issue of approx. \$1,821,270 General Obligation Limited Refunding Park Bonds Series 2019

Mr. Beckmann detailed that next month the WPD must issue a competitive bid of approx. \$1.8MM in debt to meet other debt obligations. No action requested.

F. Motion to Approve Resolution 2019-17 - Recognition of George Bridges, Sr.

Motion by Commissioner Herrera Giron, second by Bridges to approve the resolution. No discussion was had on the motion. On a voice call vote, it was unanimously approved.

G. Motion to Approve Resolution 2019-18 - A resolution approving the terms and authorizing the execution of an intergovernmental agreement between WPD, City of Waukegan, and the Lake County Stormwater Management Commission for the Carnation Court Project

Motion by Commissioner Herrera Giron, second by Bridges to adopt the resolution. Commissioner Bridges requested the floor and engaged discussion regarding clearing the subject property. He emphasized the need for an efficient timeline to maintain the order and the beauty of the WPD.

Mr. MacLean noted that the project should be cleared within 120 calendar days after closing. No further discussion was had on the motion. On a voice call vote, it was unanimously approved.

Motion carried.

H. Motion to Approve Resolution 2019-19 Change Order Proposal, Bocce Courts

Mr. MacLean provided an overview of the resolution for work in connection with the Bocce Courts. Executive Director Lerner further advised that the original proposal was for about \$47K, while the Board had estimated about \$24K if they hired someone else to complete the job; thereafter, the change order was priced in the same range.

Motion by Commissioner Bridges, second by Herrera Giron to approve the resolution. No discussion was had on the motion. On a roll call vote, the vote was as follows:

AYE: Bridges, Herrera Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones, Kilkelly

Motion carried.

I. Motion to Approve Resolution 2019-20 Change Order Proposal, McDonough Mechanical for Field House HVAC

Mr. MacLean reported that the prices came in much lower than what the Board had budgeted. Given the surplus it made financial sense and was in the best interest of the WPD to purchase two instead of three rooftop units. The third unit cost is \$11,987.00.

Motion by Commissioner Bridges, second by Jeremiah Johnson to approve the change order and purchase not to exceed \$11,987.00 the resolution. No discussion was had on the motion. On a roll call vote, the vote was as follows:

AYE: Bridges, Herrera Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones, Kilkelly

Motion carried.

J. Motion to Approve Geocon Testing Company professional services for the Rose Park project.

Mr. MacLean gave an overview of the required soil and material testing by Geocon. The project proposal was estimated to not exceed \$28,592.50. Mr. Maclean also stated the Board's costs will not come close to that amount.

Motion by Commissioner Bridges, second by Johnson to approve the payment for Geocon Testing services not to exceed \$28,592.50. Mr. Bridges inquired as to the amount Mr. Maclean estimated the WPD would actually spend despite the recommendation. Commission Herrera Giron inquired the actual amount Mr. Maclean believed the WPD would spend. Executive Director Lerner clarified that the WPD had the ability to control the depth and cost of services. Further question, was entertained by Commissioner Herrera Giron and she requested Mr. Maclean's estimate of costs given the proposal. Mr. Maclean stated it should be less than half of the estimate. On a roll call vote, the vote was as follows:

AYE: Johnson, Bridges

NAY: Herrera Giron

ABSTAIN: None

ABSENT: Jones, Kilkelly

Motion Carried.

Commissioner Bridges then made a motion to amend his prior motion that the payment for Geocon Testing services not exceed \$15,000.00, second by Herrera Giron. On question, no further discussion was entertained. On a roll call vote, the vote was as follows:

AYE: Bridges, Herrera Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones, Kilkelly

Amended Motion carried.

Vice President Johnson then made a motion to return to section VI. "Progress Reports", second by Bridges. No discussion was had. On a voice call vote, it was unanimously approved.

VII. PROGESS REPORTS

A. Executive Director- Mr. Lerner expressed that he had met with several attorneys regarding the vacant position of Attorney/Secretary and would have a recommendation for the October meeting. Reminder regarding the upcoming Baltimore trip: purchase tickets ASAP.

B. Attorney- No report

C. IAPD/Legislative- No report

D. Division Reports

D1) Finance and Administration- Mr. Beckmann expressed he was working with new financial modeling software "Scenario" and that WPD was the first in the State to test this software.

D2) Parks- Mr. MacLean preparing for the winter months, no questions on his report

D3) Community Relations- Ms. Anderson presented her written report

D4) Recreation- Mr. Beverly presented housekeeping on upcoming events including the Fiesta Parade, 5K Run, Vendor Fair, and Movies in the Park.

VIII. CLOSED SESSION

None. Mr. Lerner informed the Board that the Letter of Intent regarding the Land Acquisition had been mailed out to the City of Waukegan and they were awaiting a response.

IX. ANNOUNCEMENTS

Ms. Anderson gave a reminder to attend the Public Art Tour.

X. UPCOMING MEETINGS

No meeting until October 8, 2019 at 4:30 PM due to the NRPA Conference in Baltimore.

XI. QUESTION FROM COMMISSIONERS

Commissioner Herrera Giron, no comment.

Commissioner Jeremiah Johnson, no comment.

Commissioner George Bridges complimented the staff and all members of the WPD, commended them on the recent softball game, the preparation for the Air Show, and bold labeling on the park pavilions for renters and patrons to avoid confusion.

XII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Vice President Johnson to adjourn the meeting at 5:45pm. The motion carried by a unanimous voice vote.

Respectfully submitted,

Martin N. Walker, Esq.
Interim Secretary