

MINUTES OF COMMITTEE OF THE WHOLE BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
ADMINISTRATIVE OFFICE  
1324 GOLF ROAD  
WAUKEGAN IL 60087  
October 22, 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 Jeremiah Johnson  
Treasurer George Bridges  
Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

Commissioner Jacqueline Herrera Giron

STAFF PRESENT:

Executive Director Jay Lerner  
Executive Assistant Sally Sandine, Superintendent of Finance & Administration Jon Beckmann,  
Superintendent of Recreation Errick Beverly, Superintendent of Parks Scott MacLean, Superintendent  
of Community Relations Teddy Anderson, Deputy Superintendent of Recreation and Arts Mike  
Mayfield, Deputy Superintendent of Sports Quincy Bejster, and Attorney Mandi Florip.

**III. PUBLIC PORTION**

None

**IV. ACKNOWLEDGEMENTS & PRESENTATIONS**

None

**V. REVIEW, DISCUSS, DECIDE**

A. Introduction of Attorney Mandi Florip

President Jones introduced new Park District attorney, Mandi Florip. He noted that Mandi is the first female attorney for the Waukegan Park District in 103 years and commented that the board has continued to make a multi-generational impact, with its vision of inclusion.

Mandi thanked the board and staff for allowing her to fill this important role with the Park District. She provided a brief professional and personal background. Mandi invited the board members to follow up with her directly if they would like further information about her background.

B. Discuss 2019 Park District Tax Levy

Mr. Beckmann reviewed staff's recommendation regarding an estimated levy. The recommendation is to increase the levy to \$11,496,214.68, which is approximately \$172,184.66 over last year's levy. This is necessary to continue to support operations, given the committed resources and minimum wage legislation. A truth in taxation hearing is not necessary.

This will be prepared and submitted for a board vote at the November 12<sup>th</sup> meeting.

C. Parks Department Presentation

Mr. MacLean gave a presentation about the Parks Department, beginning with a letter that he wrote to the Commissioners upon their election. The organizational chart was presented to the board, displaying the four divisions of the parks department, each with its own set of workers: trades, park maintenance, SportsPark, and the manager of planning services.

Management – 5  
Full time, hourly – 17  
Part time – 16  
Seasonal – 20  
Total - 58

Mr. MacLean noted that the Park District may need to hire additional clean up staff next year. Commissioner Bridges asked if the Park District would be adding additional contractual mowing services. Mr. MacLean said there was no need to add more, the contractual mowers currently being used are sufficient.

Commissioner Kilkelly asked who handled the pool maintenance and if additional staff would be needed for the splash pool. Mr. MacLean stated that the trades and custodian handle the pool. He stated that the Park District needs to go through a full year before making a decision about a possible splash pad staff increase, but planning has been in effect for the last two years to anticipate staffing needs.

Mr. MacLean reviewed the Parks, SportsPark, and Park Planning responsibilities. He then reviewed the facts and figures about the Waukegan Park District, including that the parks department has a combined 275 years of full-time staff experience.

President Jones asked about the concession stand at Dugdale and Mr. MacLean stated that it had been demolished due to structural safety concerns. President Jones stated that the softball/baseball groups depended on the revenue, and used it to pay umpires. Commissioner Johnson said it would be nice to have concessions. Commissioner Kilkelly asked for the number of games held at Dugdale and Mr. MacLean responded that it was used for 22 games last season, with Mr. Beverly stating that it was used mainly as an overflow site. Mr. Lerner stated that the Park District has always been supportive of the baseball and softball groups and will continue to work with them

Commissioner Bridges asked which staff members take care of the parks department vehicles and how often the vehicles are sent out for maintenance. Mr. MacLean stated that they do most of the repair

work in house, however, when there is something more extensive, the vehicles are taken to a Ford dealer. Commissioner Bridges commended Mr. MacLean for the work he is doing.

Commissioner Kilkelly commended Mr. MacLean on the presentation. She asked if the sign changeover to gender neutral bathrooms has taken place yet. Mr. MacLean stated that it has not been done. The requirement is not mandated until January 1<sup>st</sup>. He is waiting to hear back from PDRMA. regarding the size and display requirements of the sign, as all single stalls need to have the signage. Attorney Florip stated that many park districts are waiting to see if the State defines a measurement and design preference.

## **VI. ANNOUNCEMENTS**

- A. Upcoming Board of Commissioners Meetings: November 12, 2019 at 4:30 pm and December 10, 2019 at 4:30 pm

## **VII. COMMISSIONERS COMMENTS**

Commissioner Kilkelly welcomed Mandi. Commissioner Johnson echoed the welcome, as did President Jones. President Jones commended all the department heads on their presentations.

Mr. Mayfield reminded the board that Saturday is the trick-or-treat trail at Bowen Park 1-3pm and Sunday is the Russian Romance Waukegan Symphony concert.

## **VIII. ADJOURNMENT**

There being no further business, Commissioner Bridges moved, seconded by Commissioner Johnson to adjourn the meeting at 5:07 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Mandi Florip  
Acting Secretary