

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
1324 Golf Road
Waukegan, Illinois
November 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
Treasurer George Bridges
Commissioner Janet Kilkelly
Commissioner Jacqueline Herrera Giron

COMMISSIONERS ABSENT

Vice President Jeremiah Johnson

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 and Attorney Mandi Florip.

III. CONSENT AGENDA

The Consent Agenda Items which included the Board Minutes of October 8, 2019 (Board of Commissioners Meeting), October 22, 2019 (Committee of the Whole Meeting), Bills, Accounts Payable, Payroll, Travel Expenses, and Financial Report.

Motion by Commissioner Kilkelly, with a correction, seconded by Commissioner Jones to approve the Consent Agenda Items as presented.

Commissioner Kilkelly asked that her memo about Mr. Lerner be included in the minutes.

On the roll call, the vote was as follows:

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

Motion carried.

IV. PUBLIC PORTION

None.

Vice President Johnson arrived at 4:34 pm. Motion by President Jones, second Commissioner Herrera Giron to seat Vice President Johnson. The motion carried by a unanimous voice vote.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Government Finance Officers Association (GFOA) – Popular Annual Finance Report (PAFR) Award

Mr. Beckmann received the PAFR Award, which is a new award summarizing the audit and increasing transparency. There are only 38 IL government agencies that have received it, and only 5 other park districts. Mr. Beckmann thanked staff for their support.

The Board congratulated Mr. Beckmann and the Finance Department.

VI. PROGRESS REPORTS

- A. Executive Director Lerner presented his written report. He and Mr. McLean met with Bob Long, attorney for the City of Waukegan, about the Carnegie agreement. The meeting was positive and Mr. Lerner is hoping to get the revised agreement soon. Things still need to be worked out but he would like to have the agreement complete by December.

The homeowner's association from Midlane approached Mr. McLean and Mr. Lerner about the property. The homeowner's association will soon present an agreement to the Park District, which will be shared with the board. They would remove the equipment and do an environmental study. The two quarter-acre lots are within Midlane along Southern Hills and Augusta. The Park District doesn't have any parks in that area and a lot of residents live there. The environmental study and removal of the equipment would give the Park District a blank canvass to work from.

Commissioner Kilkelly asked if Carnation Court was done. Commissioner Bridges stated that we are still waiting for the report from the EPA. He assumed there would not be a problem waiting until spring and plans to do a comprehensive training scenario for a spring burn down. Commissioner Kilkelly has asked how secure the building is and inquired if it will be available for homeless. Mr. MacLean stated that they check on the building weekly.

Mr. Lerner also reminded the board that Sally had sent out IAPD/IPRA conference information. Early bird registration is through early December.

B. Attorney Report: Attorney Florip presented her report highlighting four bills passed by the Illinois legislature last spring and taking effect this year. HB3711 requires that specific locations (publicly or privately-owned sports or entertainment arenas, stadiums, community or convention halls, special event centers, amusement facilities and special event centers in a public park) with restrooms that are open and accessible to the public have at least one safe, sanitary, convenient, and publicly accessible baby diaper changing station for women and men. HB2124 expands the Open Meetings Act to allow for additional items to be discussed in closed session, including personnel matters related to specific employees who are independent contractors or volunteers that serve in a park, recreational, or educational setting. SB 246 amends the Park Code to exempt purchases of fuel and petroleum products such as diesel, gasoline, oil, aviation, or propane), lubricants, or other petroleum products from competitive bidding requirements. SB 1778 amends the Abused and Neglected Child Reporting Act to require all mandated reporters under the Act complete the training within three months of their date of engagement in a professional or official capacity as a mandated reporter, and at least every three years thereafter.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. Mr. Beckmann highlighted that the PPRT is higher than expected, at 85% of the budget. A new golf simulator has been added, making an improvement to the indoor golf center.

Commissioner Kilkelly asked about the accident incident summary, specifically the individual who fell and returned 3 weeks later to file a report. Mr. Bejster stated that she may have been embarrassed when it happened, which is why she didn't report right away. The individual did not ask for anything. Mr. Lerner stated that whenever there is an injury, staff looks to see if something should be changed in the facility.

Commissioner Kilkelly also asked about the year to date rounds at Bonnie Brook being 3,500 short on projected revenue. Mr. Beckmann stated that the weather impacted this number and that most golf is down across the board. He stated that Bonnie Brook is doing better than the rest of the golf portfolio, even though their rounds are down. A shorter season is projected due to weather in future budgets with trends. Commissioner Kilkelly also inquired about the cleanliness of the tables and chairs at Bonnie Brook. Mr. Beckmann stated they had tried to clean them, but the chairs did have some stains on them. Mr. Lerner stated that they are aware of the furniture issues and they are looking into replacements in the future.

D2. Parks: Mr. MacLean presented his monthly written report. The Parks Department was planning to go out to bid on Monday, November 11th, for King Park and decided to hold based on HB 3711. After consulting with Attorney Florip, they will now go out to bid on Thursday, November 14th. A bid opening is planned for December 5th. Mr. MacLean will request board approval on January 13th with a tentative September completion date. The Parks Department is in line with their timeline and budget on this project.

D3. Community Relations: Ms. Anderson presented her written report. She stated that they finished their communication preference survey with 2,030 responses. They are analyzing the data and will present to the board at the next meeting. Mr. Lerner commended Ms. Anderson and Mr. Beverly on their work getting this large number of responses.

D4. Recreation: Mr. Beverly presented his written report. The Turkey Trot had around 100 participants and thanked Commissioner Kilkelly for her help at the race. Other events included Day of the Dead with 550-600 attendees, Concert Chorus with 95 attendees, and Russian Romance with 240 attendees.

Mr. Bejster stated that the Field House construction project is finished. Kristy De Boer, with Mr. Maclean's help, were outstanding in helping with this project. This is the first time this has been changed in 13 years. The free weight floor has doubled in size, with better organization. There is now more room upstairs to possibly put in another treadmill or two, depending on capacity and usage. Mr. Beverly stated they have received great feedback from members. Commissioner Bridges stated that he had toured the facility and was pleased with how everything looked.

The next Parent's Night Out is on November 22nd and the next Family Swim Night on November 23rd. Field House membership is just over 6,900. Commissioner Kilkelly asked if we have a November promotion for the college students. Mr. Bejster said they are doing advertising but will do specific college outreach during holiday break.

Mr. May reminded the board that the winter clothing drive began on November 4 and will run until January 2. The Christmas Express is the newest event and is planned for December 6th. A Metra train will take kids to Kenosha and back, during which the families will sing carols, have a visit with Santa Claus, and receive a goody bag.

VII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve the Purchase of King Park Challenge Course Equipment

Mr. MacLean presented the 2019 King Park Challenge Course Equipment permission to purchase. Staff is recommending the purchase from Burke. Staff solicited playground proposals and evaluated them based on quality, alignment with park and community needs, design compatibility, fitness values, number of fitness elements, and funding assistance offered.

Burke was chosen as the best option. The Park District received a \$17,000 grant from Burke and the National IPA Cooperative Purchasing discount of \$811 for shipping which took the price from \$66,267.00 to \$48,456.00.

Motion by Commissioner Johnson seconded by Commissioner Bridges to approve the purchase of King Park Challenge course equipment. There was no discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

B. Motion to Approve Interfund Transfers

Mr. Beckmann presented his memorandum seeking authorization to make the following Interfund Transfers:

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$1,250,000.00	
(30-11-11-473-9999)		\$1,250,000.00

Purpose: A partial budgeted Capital Fund transfer for FY2019-20.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M45 (16-11-11-583-9999)	\$33,151.97	
Capital (30-11-11-473-9999)		\$33,151.97

Purpose: A planned budgeted transfer to support extending the bases at the SportsPark baseball fields. Using proceeds and closing out the M45 De Young Memorial which was dedicated for improvements at the SportsPark.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M52 (16-11-11-583-9999)	\$1,804.84	
Capital (30-11-11-473-9999)		\$1,804.84

Purpose: A planned budgeted transfer to support improvements to the Bonnie Brook golf simulator. Using proceeds and closing out the M52 Howie Robinson Memorial which was dedicated for improvements to the indoor golf instructional area at Bonnie Brook.

Motion by Commissioner Bridges 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: Bridges, Herrera Giron, Johnson, Jones and Kilkelly
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

C. Review of Ordinance 19-08, An Ordinance for the Levy and Assessment of Taxes for the Waukegan Park District for 2019

Mr. Beckmann presented Ordinance #19-08, an Ordinance for the levy and assessment of taxes for 2019. He had several discussions with the County, regarding their incorrect numbers, showing an EAV increase of 2%, rather than 8%.

The levy is only going up 4.8%, so no public hearing is necessary under this proposal.

D. Motion to Approve 2019 Estimated Tax Levy

Mr. Beckmann stated he had worked out the final numbers for the 2019 Estimated Tax Levy and that he was seeking Board approval of the estimated levy. Motion by Vice President Johnson seconded by Commissioner Bridges to approve the 2019 estimated tax levy. There was no discussion on this matter. On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Motion to Approve Resolution 2019-23- Truth in Taxation Law

Mr. Beckmann presented the Truth in Taxation Resolution, 2019-23 and asked the Board to approve it. The aggregate levy, minus collection costs, will be \$9,935,000.00. Because this is only going up 4.88%, no hearing is necessary.

Motion by Vice President Johnson, seconded by Commissioner Bridges to approve Resolution 2019-23. There was no discussion on this matter. On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve Updated Policies

Mr. Beckmann presented four policies - 1.08 Internal Controls, 1.09 Whistleblower, 2.09 Fund Balance, and 4.17 Employee Health and Life Insurance, he wanted the Board to approve.

1.08 and 1.09 are being introduced as new policies to comply with best practices, as well as grant compliance. 2.09 is being amendment to correct the auditor's viewpoint regarding debt balance and 4.17 adds insurance provisions related to our insurance provider plan changes.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve the updated policies. There was no discussion on the matter.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. Motion to Approve Agreement for Auditing Services

Mr. Beckmann presented the agreement he is asking the board to approve. He stated that the Park District does not have to put this out to bid because it falls within the professional service exemption. Mr. Beckmann vetted five auditors and is recommending Lauterbach & Amen for a single year contract, with an option to extend for an additional two years. Lauterbach & Amen provided the lowest quote of \$80,410.00. Mr. Beckmann worked with Attorney Florip on the extension clause.

Commissioner Kilkelly inquired about the other auditors. Mr. Beckmann reached out to two Waukegan firms, one of who was not able to perform governmental audits and one of whom did not provide a quote. He also reached out to a firm in Hinsdale, which was \$6,000 more than Lauterbach & Amen. President Jones asked that comparable firm quotes be provided to the board in the future.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson to approve Resolution 2019-23. There was no discussion on this matter.

Commissioner Bridges asked if the Board would have the opportunity to review the extension every April. Mr. Beckmann stated that staff would decide and he would report to the Board.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

H. Motion to Approve the Following Resolutions

Mr. Beckmann advised that the Park District close the Associated Bank account and open one with Wintrust Bank. Wintrust is a community bank that can offer a higher return on interest. If approved, new Bank Authorizations are required to be approved. They were presented to the Board as Resolutions 2019-24 Designating Depository, 2019-25 Wintrust Bank Authorization, and 2019-26 Wintrust Bank Signature Authorization.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron to approve Resolution 2019-23. There was no discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

I. Motion to Approve 2020 Board Meeting Schedule

Executive Director presented the 2020 Board Meeting Schedule to the Board of Directors, following the same meeting schedule as the prior year.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve the 2020 Board Schedule. There was no discussion on this matter. The motion carried by a 4/5 voice vote.

J. Motion to Appoint Attorney Mandi Florip as Board Secretary

Motion by Commissioner Bridges, seconded by Commissioner Kilkelly to appoint the Attorney, Mandi Florip as Secretary. No other nomination or discussion was made from the floor, and the period for making a nomination was closed.

There was no discussion on the matter. On the roll call, the vote was as follows:

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

Motion carried.

VIII. CLOSED SESSION

None.

IX. ANNOUNCEMENTS

None.

X. UPCOMING MEETINGS

XI. QUESTIONS FROM COMMISSIONERS

Commissioner Herrera Giron commented that the Day of the Dead event was great. She reflected that there was standing room only and it was nice to see how popular it was. She was also at the Arts Advisory Committee last week and was amazed to hear how the numbers had increased.

Commissioner Bridges apologized for not being able to attend the Park District events last week due to being under the weather. He recognized and thanked staff for their hard work. He was able to visit the field house and was impressed with how it outstanding it was. He also thanked staff for being so responsive, specifically with the Bowen Park circle of trees.

Commissioner Kilkelly asked about the holiday support for PAWS. Mr. Beverly stated that it was coming up. She appreciated being at the turkey trot and inquired about the number of participants. She noticed the audience used to be larger. Mr. Beverly stated that the weather hasn't been conducive, but we generally have 80-100 runners, which we hit this year. He noted that the Park District has a consistent following every year and people look forward to the event.

Vice President Johnson is glad to hear that the numbers in the Park District events and programs continue to rise.

President Jones commended the staff for the versatility of the programs the Park District provides from Russian Romance to Day of the Dead. He stated that it was outstanding to provide these programs to our community. Great job to the staff.

XI. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Commissioner Kilkelly, to adjourn the meeting at 5:35 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

Mandi Florip
Secretary