

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
1324 Golf Road
Waukegan, Illinois
December 10, 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 Jacqueline Herrera Giron

COMMISSIONERS ABSENT

Commissioner 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 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 November 12, 2019 (Board of Commissioners Meeting), November 25, 2019 (Special Board of Commissioners Meeting), Bills, Accounts Payable, Payroll, Travel Expenses, Financial Statements, and Permission to Bid Printing of the 2020-21 Seasonal Program Guide.

Motion by Commissioner Johnson, seconded by Commissioner Bridges to approve the Consent Agenda Items as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera-Giron, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

IV. PUBLIC COMMENT

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Government Finance Officers Association (GFOA) Distinguished Budget Award
Mr. Beckmann stated this is the ninth time the Park District has received this award. He thanked Sally and the staff for the extra time put in. President Jones commended Mr. Beckmann and staff.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and noted that the Park District received the OSLAD reimbursement check in the amount for Clearview. The Park District did receive a tax objection this year, as was anticipated. Mr. Beckmann has changes in effect to ensure this does not happen again.

B. Attorney Report: Attorney Florip reported that she has been working with staff over the last month. She has worked with Mr. Richards on grant paperwork, Mr. MacLean on the Vista paperwork, Mr. Beckmann on various policies, and Ms. Brady on revising the current Independent Contractor agreement.

C. Legislation/ IAPD Update: Staff attended the legal symposium last month but most was review.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his report and reminded the Board that it was time for budget planning. Staff is aware and the first budget workshop is planned for February 25th.

2020-2021 Budget Task Schedule

Travel Policy (3.09) – Mr. Beckmann and Mr. Lerner wanted to revisit this policy. Previously, it was understood that commissioners would book and pay for their own airfare. The Park District is able to absorb this cost, but would like to discuss how far in advance commissioners should provide notice of intent to travel to the District.

The Commissioners discussed an appropriate time frame, while balancing cost and planning. Mr. Beckmann noted that emergencies do happen, but the policy should state the timeframe. Mr. Lerner stated that a review process would be in place for emergency circumstances.

The Board agreed that four (4) weeks is a reasonable time frame. If Commissioners wait longer than four (4) weeks, they will be personally responsible for paying for their own airfare. Additionally, if commissioners make changes to their proposed travel schedule, they will be responsible for paying for the difference in cost.

Mr. Beckmann will prepare a policy regarding this for the next meeting.

Commissioner Bridges inquired about the tax objection and asked Mr. Beckmann what safeguards are in place to prevent from objections in the future. Mr. Beckmann explained that he has purchased software, which will help to prevent objections in the future.

Commissioner Herrera-Giron asked about the glitch in the accounting process and if the Park District can get to a position where they will not be liable for an objection. Mr. Beckmann stated it was not a glitch, rather a past practice of past management that the auditors and Mr. Beckmann fixed for revenue recognition. Mr. Lerner stated that they are working with Scott Nemanich on this and they are confident that the software implementation and practice change will help lower this chance.

Commissioner Kilkelly entered at 4:43pm. Motion by President Jones to seat her, second by Commissioner Johnson.

President Jones commended staff on the \$27,000 increase in food and beverage.

D2. Parks: Mr. MacLean presented his report and provided various updates. King Park Bid Opening is on Thursday, December 12th at 10am. A pre-bid meeting for Hinkston Park will take place at Hinkston Park on Thursday, December 12th at 11am. Rose Park is moving along well. The block building is going up. Playground structures are being moved to the location.

Parks Department Coordinator, Lali Salinas is going to have a baby and will be leaving over the summer months resulting in a service level change. Mr. MacLean has spoken with Mr. Lerner about hiring part time assistance to help cover when she leaves.

On January 1st, gender neutral signage will be going up and baby changing tables will be placed in the legally required restrooms.

President Jones inquired about the recreational marijuana law and how it will be managed in the parks. Attorney Florip and Mr. Beckmann have also been working on policy revisions.

Commissioner Bridges inquired about employees and how recreational marijuana should be addressed. Mr. Beckmann stated that we will no longer test pre-employment for cannabis, as was advised at the legal symposium. He noted that he would be reviewing the updated policy later in the agenda.

Commissioner Kilkelly asked about edibles and how they will be watched at certain Park District locations. Attorney Florip stated that this is a difficult area to police, but it will similar to alcohol usage and impairment detection. Staff will be trained on impairment and reasonable suspicion.

D3. Community Relations: Ms. Anderson presented her report and noted that she will be discussing the community survey later in the agenda.

D4. Recreation:

Mr. Beverly stated that the *Christmas Express Train* was awesome and the winter walk went very well. Upcoming is the Messiah on Saturday.

Deputy Superintendent Reports

Mr. Mayfield stated that the winter clothing drive will run until January 2nd. At this point, several hundred coats, hats, and other winter items have been collected and donated to Northshore Church of Christ. *Food for Paws* is running alongside the clothing drive.

The *Free for All* will run from December 23rd and allows residents to utilize the field house from 10-6 each day and will conclude on January 3rd. They anticipate over 800 visitors throughout the event. The Thanksgiving Swim Night had over 140 people attend and the next Family Swim Night will be on December 21st. Before the next Board meeting, the first job fair of the year will be on January 8th from 11am-6pm at the Field House.

2019 George Bridges 5K Event Report: Commissioner Kilkelly noted that this used to coincide with Worldwide Day of Play and asked if the board should reconsider the name of the event. She noted that this past summer, Mayor Cunningham had been discussed negatively on social media for using his name as the title of an event. She stated that the George Bridges 5K event was mentioned in the same thread on social media.

Commissioner Bridges stated that many names were discussed in developing this run. At the time, Commissioner Bridges was steering the run and donated money to fund the event in order to have the 5K, with all proceeds going directly to the park district.

President Jones noted that this is an issue that can be explored at a future meeting, when it is properly on the agenda.

VII. REVIEW, DISCUSS, DECIDE

A. Review 2019-20 Mid-Year Report:

Mr. Beckmann presented the 2019-20 Mid-Year Report and explained the variance which has to do with the recognition of accounting of revenue not being posted in the prior year. This is what was changed in the audit practice. Wages increased, which is the result of paying part time employees more. This will continue to increase as the state mandates it. There will be two increases next year. Field House membership is up almost 6% compared to last year, which is the Park District's largest non-tax revenue.

Mr. Beckmann explained the midyear golf report, noting that net operating revenue is up and payroll is down. The current strategic plan updates were presented.

President Jones asked for clarification about pre-existing governmental agreements. Mr. Lerner stated

that the Park District has several governmental agreements including agreements with Vista Health System, the City of Waukegan, the Waukegan School District, and the College of Lake County (CLC).

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)	\$65,000.00	
FICA (14-11-11-473-9999)		\$65,000.00

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

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$50,000.00	
Special Recreation (08-11-11-473-9999)		\$50,000.00

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

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M4A (16-11-11-583-9999)	\$8,096.07	
Capital (30-11-11-473-9999)		\$8,096.07

Purpose: A planned budgeted transfer to support fence improvements to the Callahan BMX site. Using proceeds and closing out the M4A Henry P. Callahan Memorial which was dedicated for improvements to Henry Pfau Callahan Park.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51 Rec Sponsorships)(16-11-11-583-9999)	\$4,000.00	
Recreation (02-46-44-473-9999)		\$4,000.00

Purpose: This is sponsorship revenue money from North Shore Gas for the free First Grade Swim lessons.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999)	\$83.50	
Recreation (02-46-92-473-9999)		\$83.50

Purpose: To provide 3 scholarships for the Volleykids/Volleytots Program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999)	\$40.00	
Recreation (02-46-92-473-9999)		\$40.00

Purpose: To provide 2 scholarships for the Cheer and Dance Program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999)	\$148.00	
Recreation (02-46-92-473-9999)		\$148.00

Purpose: To provide 5 scholarships for the Jr. Bulldog Program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999)	\$55.00	
Recreation (02-46-92-473-9999)		\$55.00

Purpose: To provide 2 scholarships for the Soccer Skills and Drills Program.

Motion by President Jones, 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: Bridges, Herrera Giron, Kilkelly, Johnson, and Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. Motion to Approve Ordinance Approving the Terms and Authorizing the Execution of Purchase and Sale Contract with the City of Waukegan for Certain Property Commonly Known as 1 North Sheridan Road Pursuant to the Local Government Property Transfer Act (50ILCS 605/0.01 et seq.)

Mr. Lerner has worked with Andrew Paine and the City of Waukegan on this project, including permit costs. The City of Waukegan has agreed to a .75 permit cost for the project and for the life of the building. This agreement includes the retractor language recommended by Justice Bridges.

Motion by President Jones, seconded by Commissioner Johnson, to approve the Ordinance Approving the Terms and Authorizing the Execution of Purchase and Sale Contract with the City of Waukegan for

Certain Property Commonly Known as 1 North Sheridan Road Pursuant to the Local Government Property Transfer Act (50ILCS 605/0.01 et seq.).

Commissioner Bridges asked what the permit cost would be. Mr. Lerner stated that this is unknown at this time. A rough estimate cost of the project would be \$5 million and \$37,000 would be the permit cost on the estimate.

Mr. Lerner explained that this begins the closing process so the park district can acquire the building, which can happen in the next 20-60 days. Commissioner Johnson asked about the cost. Mr. Lerner stated that it is \$1. Mr. Lerner noted that they are going to do the environmental testing and provide 20 parking spaces, as long as they exist.

Commissioner Bridges asked if the Park District was able to get the vacant structure violations waived. Mr. Lerner stated that they are waived. Commissioner Herrera-Giron asked for clarification about the repeated environmental assessment study. Mr. Lerner stated that it was recommended to have a second study done because it was an older study.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Resolution of Authorization for the PARC Grant Application for the Carnegie Center

Ms. Anderson has planned to apply for a PARC grant and is requesting a resolution of authorization from the board supporting a \$2.5 million PARC grant.

Motion by Commissioner Johnson, seconded by Commissioner Bridges to approve Resolution of Authorization for the PARC Grant Application for the Carnegie Center. There was no discussion on this matter. On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Motion to Approve Ordinance #19-08 – An Ordinance for the Levy and Assessment of Taxes for the Waukegan Park District for 2019

Mr. Beckmann is seeking Board approval for the tax levy ordinance that has been previously presented. This will not increase more than 4.8% so no public hearing is necessary. The \$11,584,277.34 is the approximate levy. This is a 2.4% increase from last year.

Motion by Commissioner Johnson, seconded by Commissioner Herrera-Giron to approve Ordinance #19-08 – An Ordinance for the Levy and Assessment of Taxes for the Waukegan Park District for 2019. There was no discussion on this matter. On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve Updated Policies

Mr. Beckmann presented the updated policies. These have been updated based on information from the IAPD Legal Symposium.

2.03 Investment – This policy allowed the Park District to invest up to three years, if the rates were favorable to the Park District. The Park District’s investment advisor has provided guidance on this policy update.

3.19 Abused and Neglected Child Reporting – Training now has to be done within three months of initial hire and every three years thereafter. This policy was updated to reflect this legislative change.

4.25 Alcohol and Drug Free Workplace – Reasons of suspicion is now replacing pre-employment cannabis screening. This does not change the zero-tolerance policy. This also codifies that employees shall not possess cannabis at work. There is a new form provided by PDRMA for employees to utilize in assessing impairment.

4.29 Non-Discrimination and Anti-Harassment – By February of 2020, a resolution or ordinance is required for board members to be able to report sexual harassment. The State is now requiring annual harassment and sexual harassment training.

Motion by Commissioner Johnson, seconded by Commissioner Kilkelly 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, Kilkelly, Johnson, and Jones

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. Motion to Approve Agreement and Resolution with Vista Health System

Mr. MacLean explained the need for an updated resolution for a parking agreement from Community Health Systems to Vista Health System.

Motion by Commissioner Johnson, seconded by Commissioner Herrera-Giron to approve the Agreement and Resolution with Vista Health System.

Commissioner Bridges asked what the duration of the agreement is. Mr. MacLean stated that it was indefinite. The new agreement is requesting eight (8) stalls dedicated to the Park District, two (2) of which would be ADA. Signs will be placed on the stalls that state the parking spaces are for Park patrons only.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

H. Review Community Relations Communications Preference Survey

Ms. Anderson presented the 2019 survey responses. She thanked Josue, Errick, Quincy, and their staff who assisted with collecting the responses.

The Park District felt there was a need to gather information from residents about their communication preferences. 580 were answered in Spanish, 46 electronically with language unknown, and 1403 in English. 43.9% surveys were completed at the Field House.

Ms. Anderson presented the data collected through the survey to the Board. Recommendations include printing a program guide in English and Spanish to remove a barrier. The cost is estimated to be \$175,338. She also recommends that the Park District print the summer camp brochure in Spanish and English.

President Jones asked for clarification on cost. Ms. Anderson explained that the cost is essentially doubling. Commissioner Herrera-Giron thanked Ms. Anderson and her staff for putting the surveys out and assessing the need in the community.

I. Motion to Approve Change Order for Cost to Print Summer Camp Spanish Brochure

Ms. Anderson is requesting a change order to print the upcoming summer camp brochure in Spanish, in the amount of \$23,608.

Commissioner Bridges asked if the park District can absorb the extra cost of this. Mr. Lerner stated that the finances were available for this and the research has shown that this is important. Commissioner Johnson noted that the Park District needs to establish ways to measure if this works and numbers are increasing. Mr. Lerner assured the Board that measurement will be done to justify the cost. Commissioner Herrera-Giron stated that, in terms of tracking, the Park District needs to keep the dual intent of gaining new customers, but also serving the current customers.

Motion by Commissioner Bridges, seconded by Commissioner Herrera-Giron to approve a change order to print the upcoming summer camp brochure in Spanish, in the amount of \$23,608. There was no discussion on this matter.

President Jones wanted to thank Ms. Anderson, Errick, and team. The board didn't want to operate on an assumption, but wanted to make data driven decisions. This survey allowed the board to make clear, concise decisions to serve the community.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

J. Motion to Approve Resolution for 2020 Community Development Block Grant (CDBG) funding from Lake County and the City of Waukegan to Support the Renovation of Victory Park

Ms. Anderson noted that Mr. Richards has been working hard to develop a relationship with CDBG to help them understand why the Park District should be included in funding opportunities. She is asking for an authorization from the board to provide the ability for the Park District to request CDBG funding from both Lake County and the City of Waukegan in support of Victory Park.

Motion by Commissioner Johnson, seconded by Commissioner Bridges, to approve the Park District to request CDBG funding from Lake County and the City of Waukegan for the support of Victory Park. There was no discussion on this matter.

Commissioner Kilkelly exited the room from 6:10 – 6:14.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Johnson, and Jones

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

VIII. CLOSED SESSION

None.

IX. ANNOUNCEMENTS

President Jones wished Commissioner Johnson a happy birthday.

X. UPCOMING MEETINGS

XI. QUESTIONS FROM COMMISSIONERS

Commissioner Herrera-Giron thanked the staff for their hard work. She and her family enjoyed the Christmas train. It is only telling of the appreciation that staff has for the community to bring fun and movement. She is happy to be a part of this team. She wished everyone a Merry Christmas, Happy Holidays, and Happy New Year.

Commissioner Bridges commended Mary at the Field House front desk and asked that management tell their staff what a good job everyone is doing. He reported that citizens have remarked about the work being done at Yorkhouse and appreciated being able to tell residents that staff was addressing issues in a timely manner. He is thankful to be a part of the organization. Commissioner Bridges and President Jones, on behalf of the Waukegan Exchange Club, are supporting the Polar Bear Plunge with a donation at the sponsorship level.

Commissioner Kilkelly extended her appreciation to Ms. Anderson and the Field House staff for all of the work done on the surveys. These are our residents that should be apprised of what is available to them.

Commissioner Johnson wished everyone happy holidays and Merry Christmas. He is looking forward to starting a new decade with the group.

President Jones stated that the Christmas Express was amazing and thanked everyone for such a great event. He also thanked Mr. Lerner and Mr. Beverly for putting together the coat drive. The holiday season is about giving and the Park District is making an impact, which speaks to the leadership we have in this organization. He also recognized the Historical Society in the audience and thanked them for their tenacity and motivation to revitalize the landmark.

XI. ADJOURNMENT

There being no further business, Commissioner Johnson moved, seconded by President Jones to adjourn the meeting at 6:22 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

Mandi Florip
Secretary