

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT

Administration Center
1324 Golf Road
Waukegan, Illinois
January 14, 2020

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
Commissioner Jacqueline Herrera Giron (Via Phone)

COMMISSIONERS ABSENT

Having found that Commissioner Herrera-Giron met the requirements of participating in the meeting remotely, there was a motion made to seat her as a remote participant.

Motion by Commissioner Bridges, Second by Commissioner Johnson to seat Commissioner Herrera-Giron as a remote participant of the meeting.

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 December 10, 2019 (Board of Commissioners Meeting), December 5, 2019 (Special Board Meeting – Golf Advisory), Bills, Payroll, and Financial Statements.

Motion by Commissioner Bridges, seconded by Commissioner Johnson, to approve the Consent Agenda Items as presented. There was no discussion on this.

On the roll call, the vote was as follows:

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

ABSENT: None

Motion carried.

IV. PUBLIC COMMENT

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. Beverly introduced the new special recreation intern, Constantine Charapla. Mr. Charapla provided the Board with his background.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and reminded the board about the Employee Recognition Luncheon scheduled for this Friday at Bonnie Brook. He also noted that the IAPD IPRA Soaring to New Heights Conference is January 24-26.

B. Attorney Report: Attorney Florip reported that she has been working with staff over the last month on various contracts and agreements. She met with one PDRMA representative and will be meeting with PDRMA's legal team.

C. Legislation/ IAPD Update: Nothing to report.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his report. He and Mr. Lerner had explored issuing debt to fund the Carnegie project. The Park District does have the debt level to meet the obligation of \$2.5 million, with \$500,000 in interest from 2021-2029. He contacted the District's banking partners as well for other options. Staff's recommendation would be to issue the debt. President Jones noted that this would help the District to move forward quickly and have a quality product for the community.

D2. Parks: Mr. MacLean presented his report. He stated that the gender-neutral bathroom legislative requirement has been completed for nearly all of the restrooms. They have also added four baby changing stations to meet that legislative requirement. He thanked the Recreation Department for the great time at the Polar Bear Plunge.

D3. Community Relations: Ms. Anderson presented her report.

D4. Recreation: Mr. Beverly presented his report and noted that his team is working on changes to the app where you will be able to download your membership onto your mobile device. Patrons will be able to scan their mobile devices to check in. Commissioner Herrera-Giron asked if the app is bilingual and Mr. Beverly answered that it was being explored. He also noted that February 22nd at 11am is the Young People's Concert at the Waukegan Public Library.

The Halloween Trail was redesigned and everyone enjoyed the new layout, which catered to younger children.

Deputy Superintendent Reports: Mr. Mayfield noted that the Park District had 345 participants in the Polar Bear Plunge and they anticipate a net amount of \$12,000. The District collected over 400 items of clothing during the clothing drive.

Mr. Bejster reported that the Field House has been busy over the last several weeks with the new year. Membership count is at 7,189. The blood drive took place today from 2:30-7:30. The next Parent's Night Out will be January 24th and Family Swim Night will be January 18th. Several Waukegan schools will be coming for their second-grade swim lessons. They also held their first job fair of the year and had 51 people attend.

VII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Purchase of Park Site Amenities for Rose Park and Various Other Park Locations

Mr. MacLean explained that this is a sole source contract for \$67,517. The purchase includes benches, trash receptacles, bike racks, for several different parks. Due to the size of the purchase, the district is receiving a 7% discount to this price.

Motion by Commissioner Johnson, seconded by Commissioner Kilkelly to approve purchase of park site amenities for Rose Park and various other park locations as presented. 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. Motion to Approve the Bid for 2019-20 Hinkston Park Sewer Line

Staff recommended acceptance of the 27, 450 bid for the sewer line.

Motion by Commissioner Bridges, seconded by Commissioner Kilkelly to approve the the Bid for 2019-20 Hinkston Park Sewer Line as presented. 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. Motion to Approve the Bid for 2019-20 King Park Renovation

Staff recommends approval of the \$682,540 bid from Great Lakes Landscaping. Hitchcock has vetted and confirms the staff recommendation.

Motion by Commissioner Johnson, seconded by Commissioner Kilkelly, to approve the Bid for 2019-20 King Park Renovation as presented.

Commissioner Bridges asked if there will be a change order and if it will affect our initial. Mr. MacLean stated that the change order would follow and result in a reduction of cost.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Resolution #2020-01, Change Order for Value Engineering of King Park

The Park District was shocked at the pricing revealed during the bid opening. They wanted to meet with the Contractor to see how they could put some of the scope back on the district. It resulted in a \$70,604 savings.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson to approve the Resolution #2020-01, Change Order for Value Engineering of King Park as presented. 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.

E. Motion to Approve the Purchase of 2019-20 King Park Playground Equipment

Staff is recommending the purchase of the Burke playground equipment through the joint purchasing alliance. Instead of removing the May, 2016 installed equipment, this equipment can be added to the pre-existing equipment to create one large structure. The price for the added equipment is \$77,989.

Motion by Commissioner Jones, seconded by Commissioner Herrera-Giron to approve the Purchase of 2019-20 King Park Playground Equipment as presented. 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.

F. Motion to Approve Bid for Printing the Waukegan Park District Program Guide

Ms. Johnson stated that the bidding process was complete. Information was sent to over 20 printers and 3 replied. She presented the 3 bids and staff recommends that they accept only the 2020-2021 bid from K. K. Stevens in the amount of \$114,608.29. The 3-year bids included an increase of more than 30%, which is why the single year is being recommended.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson to approve the bid for printing the Waukegan Park District Program Guide as presented.

President Jones clarified this will be the dual language catalog.

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. Motion to Approve Resolution #2020-02 – Change Order Concrete Disposal for Rose Park

Mr. MacLean stated that this is a potential change order for debris haul off, not to exceed \$15,000. They found that the predecessors placed all of the debris back into the pool and buried it, leaving the Park District with a massive pile of concrete and debris that needs to be hauled offsite. Willy Peterson will take the concrete for free and the District will only be responsible for the removal cost of \$15,000.

Motion by President Jones, seconded by Commissioner Johnson to approve Resolution #2020-02 – Change Order Concrete Disposal for Rose as presented.

Commissioner Bridges asked for clarification about the cost.

On the roll call, the vote was as follows:

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

Motion carried.

H. Motion to Approve Ordinance #20-01 – An Ordinance for Consideration and Action Abating the Tax hereto levied for the 2019 Levy to pay Principal of and Interest on the Levy and General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2013A, General Obligation Refunding Park Bonds alternative Revenue Source) Series 2015A, and General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2017A, of the District

Mr. Beckmann stated that this is the annual bond abatement, abating the taxes because the District has sufficient funds.

Motion by Commissioner Johnson, seconded by President Jones to approve Ordinance #20-01 – An Ordinance for Consideration and Action Abating the Tax hereto levied for the 2019 Levy to pay Principal of and Interest on the Levy and General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2013A, General Obligation Refunding Park Bonds alternative Revenue Source) Series 2015A, and General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2017A, of the District as presented. 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.

I. Motion to Approve Updated Policies 3.09 Travel, Meetings and Vehicle Use and 3.27 Community Inclusion

The travel policy was updated to reflect that plans should be made within 30 days of travel. The community inclusion policy was amended to add language of clarification.

Motion by President Jones, seconded by Commissioner Bridges, to approve the Updated Policies 3.09 Travel, Meetings and Vehicle Use and 3.27 Community Inclusion as presented. 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.

J. Motion to Approve Ordinance #20-02 Adopting a Mechanism for Reporting and Review of Allegation of Sexual Harassment made against an Elected Official by another Elected Official

New legislative changes require a new policy to create a reporting procedure. This policy was adopted to adhere to the legislative requirements.

Motion by Commissioner Bridges, seconded by Commissioner Johnson to approve Ordinance #20-02 Adopting a Mechanism for Reporting and Review of Allegation of Sexual Harassment made against an Elected Official by another Elected Official as presented. 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. Motion to Approve Nomination for the 2019 Commissioner Award

Motion by Commissioner Bridges, seconded by Commissioner Johnson, to approve nomination #1 for the 2019 Commissioner Award as presented. There was no discussion on this matter.

The motion carried by a unanimous voice vote.

L. Motion to Approve Addition of Three New Golf Advisory Committee Members

Mr. Beckman recommended the addition of three interested individuals to the Golf Advisory Committee.

Motion by Commissioner Bridges, seconded by Commissioner Johnson, to approve addition of three new golf advisory committee members as presented. There was no discussion on this matter.

The motion carried by a unanimous voice vote.

M. Motion to Approve Interfund Transfers

Mr. Beckmann is recommending the interfund transfer.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M21 (16-11-11-583-9999)	\$150,000.00	
Capital (30-11-11-473-9999)		\$150,000.00

Purpose: A planned budgeted transfer to support facility improvements. Using proceeds out the M21

Recreation Endowment which was dedicated for capital improvements for the Park District.

Motion by Commissioner Bridges, seconded by Commissioner Kilkelly to approve the interfund transfers as presented. Commissioner Kilkelly asked for clarification on M21.

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. CLOSED SESSION

None.

IX. ANNOUNCEMENTS

X. UPCOMING MEETINGS

The January Committee of the Whole meeting was cancelled and the Board will reconvene the second Tuesday of February.

XI. QUESTIONS FROM COMMISSIONERS

Commissioner Herrera-Giron wished the Board a happy new year and thanked them for allowing her to participate electronically.

Commissioner Bridges wanted to note that the Waukegan Exchange Club had the Bravo group give a presentation. They are using music as a conduit to reach our children by funding instruments and providing resources. He was happy the Park District staff was able to meet with them. Commissioner Bridges wanted to thank Javi Martinez for participating in the Polar Plunge on behalf of the Waukegan Exchange Club.

Commissioner Kilkelly thanked staff for the Polar Bear Plunge. She noted that a lot of preparation goes into the event. She has seen on Facebook and in the newspaper that Gurnee hosts a volunteer fair and it may be something that Waukegan Park District may want to mirror. It is not just for the Park District but includes other organizations that are seeking volunteers.

Commissioner Johnson wished everyone a happy new year and looks forward to seeing everyone at the conference.

President Johnson commended the staff on all of the holiday programs and all of the good work that is being done.

XI. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by President Johnson to adjourn the meeting at 5:21p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

Mandi Florip
Secretary