

MINUTES OF SPECIAL BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
Administration Center  
1324 Golf Road  
Waukegan, Illinois  
February 25, 2020

**I. CALL TO ORDER**

President Marc Jones called the meeting to order at 4:31 pm.

**II. ROLL CALL OF COMMISSIONERS**

COMMISSIONERS PRESENT

President Marc Jones

Treasurer George Bridges  
Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

Vice President Jeremiah Johnson

Commissioner Jacqueline Herrera-Giron

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. PUBLIC PORTION**

None.

**IV. ACKNOWLEDGEMENTS & PRESENTATIONS**

None.

**V. REVIEW, DISCUSS, DECIDE**

A. 2020 Parade Route Discussion

Staff has been discussing re-routing the parade. There are a number of benefits: the amount of police officers can be reduced, Sheridan will be closed for a shorter time, and Pace routes will be less affected. Everything can be staged out of Bowen allowing for multiple parking lots and check-ins. The judging stand would be at Lincoln Center where the parade would end. The Board discussed the ending location and possible alternatives in an effort to funnel people to downtown Waukegan.

Commissioner Johnson arrived at 4:34 pm. Motion by President Johnson and second by Commissioner Bridges to seat Commissioner Johnson.

The general consensus is to change the direction but to try to end the parade closer to Main Street. Staff will come back in March/April with a schematic route proposal.

B. Motion to Approve IT Fiber Optic Connection at Rose Park

Mr. Beckmann is recommending approval of the sole source IT Fiber Optic contract for \$17,300.00 to install fiber optic to the new Rose Park facility. The sole source justification was provided to the Board.

Motion by Commissioner Bridges, seconded by Commissioner Johnson to approve IT Fiber Optic Connection at Rose Park, as presented.

Commissioner Kilkelly asked about the upgrade for the new splash pad and if anything needs to be done for Belvidere. Nothing at this point. The upgrades have already been done.

On the roll call, the vote was as follows:

AYE: Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Herrera-Giron

Motion carried.

C. Motion to Approve Change Order for Rose Park – Bocce Court Relocation

Mr. MacLean recommended a relocation of the bocce court at Rose Park. Staff would eventually like to apply for a park grant to expand the building. With that in mind, it does not make sense to put the bocce courts behind the building, which would need to be ripped up and relocated. Hitchcock Group's design has the bocce courts placed along the parking lot with additional sidewalks located along the side of the building. This would be an additional \$13,164 to do the work. Staff is recommending approving the change order.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson to approve the change order for Rose Park – Bocce Court Relocation, as presented.

Commissioner Bridges inquired about the increased price. Mr. MacLean clarified that this price also includes concrete work and seating additions. He asked if the Park District is still within the budget spectrum. Mr. Lerner affirmed that they were within the budgetary guidelines. Commissioner Kilkelly wanted to make sure that the Park District had spoken with the bocce women about the positioning of the courts. Mr. MacLean stated that the courts are going to be north-south in a preferable placement, and plans to meet with the bocce players.

On the roll call, the vote was as follows:

AYE: Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Herrera-Giron

Motion carried.

D. Motion to Approve Change Order for Rose Park – GEOCON

Mr. MacLean presented the change order. In August, 2019, the board approved testing services not to exceed \$15,000. With a balance of only \$1,414 left, staff is recommending adding \$12,000 to the testing budget.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, to approve change order for Rose Park – Bocce Court Relocation, as presented. There was no discussion on this matter.

On the roll call, the vote was as follows:

AYE: Bridges, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Herrera-Giron

Motion carried.

E. Draft of GolfVisions Budget

Mike Jesse provided a highlight of the budget. They performed a 3-year analysis, which showed a low amount of playable days. Golf is highly dependent on weather, which has been problematic. They planning a large number of Junior Clinics this year to increase the amount of youth playing. He thanked the Park District for the amount of support from Mr. Beckmann and Mr. Lerner.

Looking to 2020, upgrades will be made to the banquet room, bar, and bridal room. Eight weddings are planned for 2020.

President Jones shared that a GolfVisions employee had visited the board and was concerned about the benefits offered. Mr. Lerner stated that a salary adjustment had been made to cover the benefit concerns. Commissioner Bridges wanted to make sure that full effort was still being made by GolfVisions, since they had acquired additional courses in the area.

F. Budget Workshop I

- Budget Planning Process, Calendar & Policies

Mr. Beckmann presented the budget overview and offered to answer any questions about the process.

- Current Financial Position: Budget Assumptions & Short Term Issues

Mr. Beckmann outlined the Park District's investment options and budget assumptions about the future. The Park District is in a solid financial position and expects revenues to increase due to real estate taxes, replacement taxes, and fitness center fees.

- Draft of Significant Service Level Changes

Staff budgeted to support King Park, Victory Park, and a mini-van with a wheelchair lift for special recreation use. Staff described their proposed personnel and operations changes, including the financial impacts, if any. Staff explained that they want to increase retention and avoid contracting out, when applicable. The recreation department discussed the expansion of programs and increased number of sports programs.

- Update on FY2019-20 Capital Improvement Plan (CIP)

Mr. Beckmann updated the board on the current CIP through the end of January. He identified which projects will carry over to 2020.

- Draft of FY2020-21 CIP

Golf: Staff is investigating a lease-to-own program for five pieces of equipment for a 3-year lease to own agreement. They also planning to replace the floor at Bonnie Brook.

Parks: The Parks Department has a lot of projects planned for 2020. They want to make sure they have the equipment to continue to invest in the parks. Ben Diamond Playground will be replaced in the Spring. Victory Park will be moving forward. The Park District may go out to bid in August/September to get a better price. The Park District is moving forward with the Midlane properties and plans to have a meeting in April with homeowners.

Recreation: The Recreation Department plans to replace several pieces of fitness equipment and convert to LED lighting. The furniture in the lobby of the Field House will be replaced.

- Preliminary Salary Schedule FY2020-21

Mr. Beckmann presented the new salary ranges, including the statutory requirements of increased minimum wage. The Park District will be higher than the required amount in order to get the best talent possible. This will be presented to the Board in April.

## **VI. CLOSED SESSION**

None.

## **VII. ANNOUNCEMENTS**

Mr. Lerner reminded the Board of the Volunteer/Patron reception on Thursday. There will be a special recognition of Ed Link at the reception. He will be named the Official Waukegan Historian.

Mr. Beverly notified the Board about a Field House member's complaint, who was upset about a second-grade field trip which took place during an adult swim class. The recreation department has offered several alternatives but none were accepted including an alternate start time for the class and a new location in the therapy pool. The aquatics class currently has 2 lanes, which is 23 square feet per person, higher than the industry standard. Mr. Beverly will provide a response to the member.

### **VIII. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Commissioner Bridges asked Mr. MacLean to thank his crew for all of their hard work this winter. It is always appreciated.

Commissioner Kilkelly inquired about the legislative breakfast. Mr. Lerner stated that it was a good turnout and included Senator Link, Senator Bush, Representative Mayfield, Representative Mason and several others. The PARC grants will have at least an additional cycle. They discussed the capital bill and funding allocations.

Vice President Johnson continuously gets positive feedback on Rose Park.

President Jones echoed everyone's sentiments and encouraged the team to keep up the good work.

### **IX. NEXT MEETING**

- Tuesday, March 10, 2020 at 3:30 pm (Note time change) – Board of Commissioners Meeting

### **X. ADJOURNMENT**

There being no further business, Commissioner Johnson moved, seconded by Commissioner Bridges to adjourn the meeting at 5:59 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

Mandi Florip  
Secretary