

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
Administration Center  
1324 Golf Road  
Waukegan, Illinois  
March 10, 2020

**I. CALL TO ORDER**

President Marc Jones called the meeting to order at 3:30 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

COMMISSIONERS ABSENT

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 February 11, 2020 (Board of Commissioners Meeting),  
February 25, 2020 (Special Board Meeting), Bills, Payroll, Travel Expenses, and Financial Statements.

Motion by Commissioner Kilkelly, 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**

Mr. Joe Legat, of Legat Joseph J. Architects, wanted to introduce his new firm. His new offices are located in Waukegan and Chicago. He will provide his contact information to Mr. Lerner.

#### **V. ACKNOWLEDGEMENTS & PRESENTATIONS**

Mr. Beverly introduced Tony Strack, the new aquatics specialist at the Field House. Mr. Strack is a Waukegan native and is looking forward to working at the Park District.

#### **VI. PROGRESS REPORTS**

A. Executive Director Lerner: Mr. Lerner presented his report. The Park District is working on the Rose Park project.

April 28-29, 2020 – Legislative Conference in Springfield – Sally has sent the information to the board. If you are planning to attend, please let her know.

B. Attorney Report: Attorney Florip briefed the board on a situation with Pace. They would like to put a bus shelter in Washington Park. After negotiations, Pace has only agreed to joint liability. The board decided against the contract, unless Pace would provide full indemnification. Attorney Florip also updated the board on a recent meeting with the Lake County Health Department and the preparedness recommendations for coronavirus.

C. Legislation/ IAPD Update: Attorney Florip presented several bills that have been introduced to the legislature that may impact provisions of the OMA and public comment during meetings.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his report and thanked Attorney Florip for working with staff on contract review and signature policy authority. Commissioner Kilkelly asked what the signature policy would entail and Mr. Beckmann explained.

D2. Parks: Mr. MacLean presented his report and thanked Attorney Florip for working with staff on their current contracts. He received a call from Alderwoman Newsome about the lack of a gate at Clearview Park. When they built the park, they met with the fire and police departments, who advised their preference not to have gates so that they can have park access.

Commissioner Bridges noted that there have been complaints of loud music and screeching tires. Park personnel currently open and close the restrooms each day. Mr. Lerner stated that a gate would stop evening activity by a vehicle, but not people on foot. Mr. MacLean and Mr. Lerner will discuss this with the Police Chief to see if their position has changed on this.

Commissioner Kilkelly asked where gates are currently located. They are located at the sports park, BMX park, and the dog park.

D3. Community Relations: Ms. Anderson presented her report. She thanked everyone who participated in the volunteer reception.

D4. Recreation: Mr. Beverly presented his report. They had their first annual STEAM fair. They ended with the Waukegan Dolphins Swim meet, with six total teams at the swim meet. They have finished for the season. Over the next two weekends, they will have gymnastics meets. They are putting measures in place to clean the building more often. This morning they broke a record with 7,759 members.

Mr. Beverly presented the new American Independence Parade route with all units staged on Greenwood Avenue. The Amstutz will be shut down for staging. The length will be a bit longer at 1.4 miles.

Public Comment: Chris Blanks informed the board that he has an event coming up at the Jack Benny Center. It is a 20<sup>th</sup> anniversary of open mic in the community. The grand celebration will be in August. This will be a fundraiser for his organization. Mr. Blanks is requesting the Park District assist in getting the word out for this event. Mr. Beverly stated that the Park District is already in the process of getting this event publicized.

Deputy Superintendent Reports: Mr. Mayfield reminded the board that this Sunday is the Waukegan Symphony starting at 4pm.

Mr. Bejster reminded the board that a Parent’s Night Out and Family Swim Night are coming up. The sports park is open and hash rentals. The Park District Job Fair will be on March 25<sup>th</sup> at the Field House.

**VII. REVIEW, DISCUSS, DECIDE**

A. Motion to Approve Interfund Transfers

Mr. Beckmann presented the interfund transfers and recommended approval.

| Interfund Transfers  |             |             |
|--|-------------|-------------|
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Working Cash (11-11-11-583-9999)   | \$5,750.00  |             |
| Corporate (01-11-11-473-9999)  |             | \$5,750.00  |
| Purpose: Annual budgeted interest transfer.                                    |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Corporate (01-11-11-583-9999)  | \$50,000.00 |             |
| Special Recreation (08-11-11-473-9999)   |             | \$50,000.00 |
| Purpose: A planned transfer to maintain fund balance during the budget process |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Corporate (01-11-11-583-9999)  | \$5,000.00  |             |
| Paving (09-11-11-473-9999)   |             | \$5,000.00  |
| Purpose: A planned transfer to maintain fund balance during the budget process |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Corporate (01-11-11-583-9999)  | \$40,000.00 |             |
| Museum (10-11-11-473-9999)   |             | \$40,000.00 |
| Purpose: A planned transfer to maintain fund balance during the budget process |             |             |

|  |             |             |
|--|-------------|-------------|
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Corporate (01-11-11-583-9999)  | \$70,000.00 |             |
| Insurance (13-11-11-473-9999)  |             | \$70,000.00 |
| Purpose: A planned transfer to maintain fund balance during the budget process   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Corporate (01-11-11-583-9999)  | \$50,000.00 |             |
| FICA (14-11-11-473-9999)   |             | \$50,000.00 |
| Purpose: A planned transfer to maintain fund balance during the budget process   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #M55 (16-11-11-583-9999)   | \$1,025.00  |             |
| Private Lessons (02-24-50-473-9999)  |             | \$1,025.00  |
| Purpose: To offset the Concert Call Private Music Scholarship Student.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #M2 (16-11-11-583-9999)  | \$2,565.00  |             |
| Private Lessons (02-24-50-473-9999)  |             | \$2,565.00  |
| Purpose: To offset the Private Music scholarships, free birthday lessons, lessons run at a loss due to new fee structure and reduced rates for senior lessons. |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #46 (16-11-11-583-9999)  | \$100.00    |             |
| Private Lessons (02-24-50-473-9999)  |             | \$100.00    |
| Purpose: To offset scholarships for private music lessons.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #16 (16-11-11-583-9999)  | \$150.00    |             |
| Private Lessons (02-24-50-473-9999)  |             | \$150.00    |
| Purpose: To offset scholarships for private music lessons.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #20 (16-11-11-583-9999)  | \$1,000.00  |             |
| Private Lessons (02-24-50-473-9999)  |             | \$1,000.00  |
| Purpose: To offset scholarships for private music lessons.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #49 (16-11-11-583-9999)  | \$1,000.00  |             |
| Private Lessons (02-24-50-473-9999)  |             | \$1,000.00  |
| Purpose: To offset scholarships for private music lessons.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #37 (16-11-11-583-9999)  | \$1,000.00  |             |
| Private Lessons (02-24-50-473-9999)  |             | \$1,000.00  |
| Purpose: To offset scholarships for private music lessons.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #29 (16-11-11-583-9999)  | \$1,000.00  |             |
| Waukegan Symphony (02-91-11-473-9999)  |             | \$1,000.00  |
| Purpose: To offset Symphony and Chorus Operations.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #12 (16-11-11-583-9999)  | \$1,000.00  |             |
| Waukegan Symphony (02-91-11-473-9999)  |             | \$1,000.00  |
| Purpose: To offset Symphony and Chorus Operations.   |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |
| Memorial/Endowment. #48 (16-11-11-583-9999)  | \$4,800.00  |             |
| Waukegan Symphony (02-91-11-473-9999)  |             | \$4,800.00  |
| Purpose: To offset Do-It-Yourself Messiah and Waukegan Symphony and Chorus.  |             |             |
| <b>Fund</b>  | <b>From</b> | <b>To</b>   |

|   |          |          |
|---|----------|----------|
| Memorial/Endowment. #42 (16-11-11-583-9999) | \$475.00 |          |
| Special Rec Athletics (08-16-00-473-9999)   |          | \$475.00 |

Purpose: To subsidize scholarships given to participants for Special Recreation program participation.

| <b>Fund</b>                                   | <b>From</b> | <b>To</b> |
|---|-------------|-----------|
| Memorial/Endowment. #42 (16-11-11-583-9999)   | \$50.00     |           |
| Special Rec Socialization (08-48-84-473-9999) |             | \$50.00   |

Purpose: To subsidize scholarships given to participants for Special Recreation program participation.

| <b>Fund</b>                                    | <b>From</b> | <b>To</b> |
|--|-------------|-----------|
| Memorial/Endowment. #42 (16-11-11-583-9999)    | \$700.00    |           |
| Special Rec Special Events (08-48-86-473-9999) |             | \$700.00  |

Purpose: To subsidize scholarships given to participants for Special Recreation program participation.

| <b>Fund</b>  | <b>From</b> | <b>To</b> |
|--|-------------|-----------|
| Recreation (08-13-72-583-9999)                             | \$106.00    |           |
| Memorial/Endow. (#42 Rec Sponsorships) (16-11-11-473-9999) |             | \$106.00  |

Purpose: To hold Concession Sales proceeds from the ITRS Basketball Tournament that Waukegan hosted on February 16, 2020.

Motion by Commissioner Johnson, seconded by Commissioner Bridges, to approve the interfund transfers 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 Workforce Development Agreement

Mr. Beverly is seeking approval for this agreement. The Risk Manager and Attorney have reviewed.

Motion by Commissioner Johnson, seconded by Commissioner Bridges, to approve the Workforce Development Agreement as presented.

President Jones asked how many positions this would create. There are 45 positions, ages 14-17.

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 Request to Serve Alcohol at the Summer Adult Softball Playoff Tournament

Mr. Beverly recommended approval to serve alcohol at the softball playoffs, as has been done in previous years.

Motion by Commissioner Johnson, seconded by Commissioner Herrera-Giron, to approve the request to serve alcohol at the summer adult softball playoff tournament as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Mr. Beverly noted that current alcohol ordinances are only applicable to park patrons. As such, the Dandelion Wine Festival and softball tournament will be standard events where alcohol is served and staff will not be seeking board approval. However, staff will seek approval for any additional events.

D. Motion to Approve Bid for Demolition of the 1900 Belvidere Building

Mr. MacLean recommends acceptance \$67,860.00 from Peterson Excavating Inc.

Motion by Commissioner Kilkelly, seconded by Commissioner Herrera-Giron, to approve the bid for demolition of the 1900 Belvidere Building 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 Proposal for Field House Men's and Women's Sauna Renovations

Mr. MacLean seeks permission to purchase the design services and all labor materials from Accurate Industries in the amount of \$46,000.00. Space will be the same.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, to approve the proposal for the Field House men's and women's sauna renovations 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.

Commissioner Kilkelly asked if this will have to be redone in another 15 years. They will most likely need to be replaced in 10-15 years.

F. Motion to Approve Amended Updated Policy: 2.10 Capital Asset/Fixed Asset

Mr. Beckmann seeks to add additional language to this policy.

Motion by Commissioner Herrera-Giron, seconded by Commissioner Johnson, to approve amended updated policy: 2.10 Capital Asset/Fixed Asset, as presented.

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 Purchase of Romtec Shelter and Bathroom Buildings for King Park

Mr. MacLean is seeking permission to purchase the Romtec shelter and bathroom building for the King Park renovations in the amount of \$77,702.98. This is a purchasing coop, with a result saving of 8.31% discount on the purchase.

Motion by President Johnson, seconded by Commissioner Kilkelly to approve the purchase of Romtec shelter and bathroom buildings for King Park as presented.

Commissioner Kilkelly asked what the price would include. It would include a single stall, gender neutral bathroom and a picnic shelter. Construction fencing will be put up on April 15<sup>th</sup>. Completion time is estimated to be by the end of the summer.

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**

Reminder of the Symphony performance and gymnastics meet. Arbor Day, April 24<sup>th</sup> 2020 will be at Ben Diamond Park. Mr. MacLean is working with the Principal from OakDale Elementary.

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

Commissioner Herrera-Giron encouraged the board to stay germ free.

Commissioner Bridges is happy with the growth of the Field House. The staff is great at dealing with all situations. He shared a story of an injured member and how staff responded. The Fire vs. Police is Friday night at 6pm. The hockey game is scheduled for April 4<sup>th</sup>.

Commissioner Kilkelly provided her appreciation to Ms. Anderson and the staff for putting together the volunteer reception. She thought the Young People's concert was a great event and a good fit to be held at the library.

Commissioner Johnson noted that Joe Young, a Field House employee, has resigned and was a good employee. He noted that the Park District should do whatever it can to keep the good employees here. Mr. Lerner stated that the Park District is constantly looking at ways to increase retention.

President Johnson commended the entire district. To have two front page articles within the same week is outstanding. It's great for the Park District and the City of Waukegan and a testament of the impact that the park district can make on the entire city.

## **XI. UPCOMING MEETINGS**

- Tuesday, March 24, 2020 at 4:30 pm  
Committee of the Whole Meeting



## **XI. ADJOURNMENT**

There being no further business, Commissioner Bridges moved, seconded by Commissioner Johnson to adjourn the meeting at 4:41p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

Mandi Florip  
Secretary