

MINUTES OF SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Virtual Remote Meeting
TUESDAY, APRIL 28, 2020 – 12 noon
Public dial in provided

I. CALL TO ORDER

The meeting was called to order at 12:02pm.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Marc Jones
Vice President Jeremiah Johnson

Commissioner Janet Kilkelly
Commissioner Jacqueline Herrera-Giron

COMMISSIONERS ABSENT

Treasurer George Bridges

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 COMMENT

Tony – He was at Bowen Park and noticed a lot of graffiti in the skate park, which the parks department promptly took care of.

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

V. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Resolution 2020-06 – Classification of Capital Funds

Mr. Beckmann presented the resolution to classify capital funds for the next year's budget. A brief memo was provided to the board outlying why this is done. Various capital projects were discussed prior to the shutdown, which are all subject to review.

Motion by Commissioner Johnson, seconded by Commissioner Herrera-Giron to approve Resolution 2020-06, as presented.

There was no discussion.

On the roll call, the vote was as follows:

AYE: Herrera-Giron, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

B. Motion to Approve FY2020-2021 Budget

Mr. Beckmann presented the document and recommends approval by board. He pointed out specific items of note to the board. A new section was highlighted which shows the software and long-range software plans.

Motion by Vice President Johnson, seconded by President Jones to approve FY2020-2021 Budget, as presented.

There was no discussion.

On the roll call, the vote was as follows:

AYE: Herrera-Giron, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

C. Motion to Approve FY2020-2021 Salary Schedule

Mr. Beckman presented this in February in draft format. Cost of living of 2.3% has been included.

Motion by Commissioner Herrera-Giron, seconded by Commissioner Kilkelly to approve FY2020-2021 Salary Schedule, as presented.

There was no discussion.

On the roll call, the vote was as follows:

AYE: Herrera-Giron, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

D. Motion to Approve Potential Change Order (PCO) #40 Rose Park Project Ceramic Flooring

Mr. MacLean presented the potential change order to the board. The original plans included steel concrete floors. After the project has begun, it was determined that a ceramic tile would be a better suit for \$15,098.78.

Motion by Vice President Johnson, seconded by Commissioner Herrera-Giron to approve Potential Change Order (PCO) #40 Rose Park Project Ceramic Flooring, as presented.

Commissioner Kilkelly inquired about the flooring being laid. Mr. MacLean clarified that there would not be an additional sealant. Mr. Lerner noted that this is typically what has been done on the outdoor buildings. It prolongs the life and does not show stains. Commissioner Herrera-Giron asked for confirmation that this was also for durability. Mr. MacLean confirmed.

On the roll call, the vote was as follows:

AYE: Herrera-Giron, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

E. Permission to Obtain Quotes/Bids

- FY2020-2021 Capital Improvement List

Motion by Vice President Johnson, second by President Jones.

On the voice vote, all ayes.

Motion carried.

F. Motion to Approve McDonough Mechanical Maintenance Services Agreement

Staff recommends acceptance of the maintenance agreement not to exceed \$23,688.00.

Motion by Vice President Jones, seconded by President Johnson to approve Potential Change Order (PCO) #40 Rose Park Project Ceramic Flooring, as presented.

There was no discussion.

On the roll call, the vote was as follows:

AYE: Herrera-Giron, Kilkelly, Johnson, Jones

NAY: None

ABSTAIN: None
ABSENT: Bridges

Motion carried.

G. COVID 19 Waukegan Park District Update

Mr. Beverly updated the board that the fishing derby and Dandelion Wine Festival were both cancelled. Virtual programs are going great. They are reaching thousands by the day. Mr. Bejster was elected as the COVID-19 chairman and has been ordering supplies for staff and making safety preparations.

Commissioner Kilkelly asked about the status of the sponsors for those two events. Mr. Beverly stated that they are currently discussing options.

Mr. Beckmann updated the board that the golf courses can be opened on May 1st. They will be producing a “Park Happenings” update for patrons. Changes will be made to the course based on the new Executive Order. They are prepared to have a busy weekend at the golf courses. Staff is being budget-conscious about opening with Golf Visions. President Jones commended staff on making appropriate changes to get the golf courses opened quickly and safely.

Commissioner Kilkelly asked about the golf leagues. Mr. Beckmann clarified that some leagues are scheduled to begin the first week of May. All coordinators are being called and briefed on how to proceed. They will not be holding times without a credit card on file and will follow the Governor’s guidelines.

Ms. Johnson mentioned that the last Park Happenings from April 23rd had 1,550 views and reached over 3,000 people.

Mr. MacLean is ensuring that the tennis and pickleball nets will be up this week. Staff is also being utilized on other projects, which has resulted in a cost savings. They are also looking at part time parks staff, with a start date of Monday, May 11th. Routine maintenance is being pushed further back and some items will not get done this season.

Commissioner Kilkelly asked about the status of basketball nets. Those are not being put up yet because they tend to encourage larger groups of people to congregate.

VI. CLOSED SESSION

Motion by President Jones, seconded by Vice President Johnson, to enter into closed session to discuss personnel, pursuant to 5 ILCS 120/2(c)(1). On a roll called vote, the vote was as follows:

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

Motion carried. The closed session convened at 12:34 p.m.

Motion by Commissioner Kilkelly, seconded by Vice President Johnson, to reconvene open session. There was no discussion on the motion. The motion passed by unanimous voice vote.

The Board reconvened in open session at 12:46 p.m.

VII. ANNOUNCEMENTS

The board discussed meeting times.

Mr. Lerner updated the board that the IDPH permit is still delayed. He also reminded the board that the annual election of officers would take place at the next board meeting and advisory committees would be evaluated.

VIII. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera-Giron thanked the staff and board for all of the teamwork from the Park District. The efforts of the team are really coming together to stay relevant during a difficult time. She also thanked everyone for sheltering in place.

Commissioner Kilkelly concurred with Commissioner Herrera-Giron and commended the Park District for moving through this with the community as a whole. She has had a couple of complaints about the virtual programming, regarding a multitude of steps to enroll. She asked for clarification about the process. Mr. Beckmann noted that there is a registration process in place, which is the same as has always been. This is in place to confirm residency status, mandate waivers, and track participants. Virtual programming will be built into a long-term plan, but there is a learning curve.

Mr. Lerner noted that IPRA reached out to see if they could share the WPD model with other park districts throughout the state.

Vice President Johnson

President Jones

IX. NEXT MEETING

- Tuesday, May 12, 2020, 4:30 pm – Board of Commissioners Meeting

X. ADJOURNMENT

There being no further business, Commissioner Kilkelly moved, seconded by Vice President Johnson to adjourn the meeting at 12:59 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

Mandi Florip
Secretary