

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
April 14, 2020
REMOTE VIRTUAL MEETING
Public Dial in and Access Code provided

I. CALL TO ORDER

President Marc Jones called the meeting to order at 4:32 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 March 10, 2020 (Board of Commissioners Meeting),
Bills, Payroll, Travel Expenses, and Financial Statements.

Motion by Commissioner Bridges, seconded by Vice President 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

None.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report.

B. Attorney Report: Attorney Florip briefed the board on 2 recent lawsuits. The first involved a challenge to OMA. The second dealt with five law enforcement agencies bringing a lawsuit against the McHenry County Health Department to release names of positive COVID-19 patients.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his report and also announced that the Park District has received an annual audit report. Staff also received an additional award. Thanks to Teddy and the team.

Commissioner Kilkelly asked what the Cook County rumor was. This is financial rumor that there would be a delay in property tax collection. Commissioner Kilkelly also asked about a no touch thermometer within Ms. Brady's report. They have bought one but it has not been delivered as of yet. Staff has been told to take temperatures prior to coming to work. Commissioner Kilkelly also asked about damage to a personal cell phone. A fitness attendant had picked up a weight to re-rack and it fell and landed on a cell phone that was sitting on the floor.

Commissioner Herrera-Giron asked about dog waste bags within the consent items. Mr. MacLean explained that charge is for the pet waste bags that are stocked in the parks.

D2. Parks: Mr. MacLean presented his report and shared that Arbor Day has been cancelled. They are going to take the 100 trees purchased and distribute among staff. The rest will be planted at the Yorkhouse farm property. Construction fencing has gone up at King Park, the picnic shelter has been removed, and they are anticipating Great Lakes Landscaping to begin tomorrow. Peterson Excavating has their permit request to the city. Staff has been very cooperative about working safely. Hand sanitizer has been made available to staff and procedures have been put in place to maintain social distancing.

Mr. Lerner stated they were having difficulty communicating with IDPH. Staff reached out to Representative Mayfield and they are now responsive. Staff expects to receive a permit very soon.

Mr. MacLean shared that progress has gone swiftly and updated the board on specific progress.

Commissioner Kilkelly asked for clarification about a few items within Mr. MacLean's report. Staff reported that renovations at Douglas House are cosmetic at this time and further renovations would be looked into at a later time.

D3. Community Relations: Ms. Anderson presented her report. The summer camp guide has not yet been distributed. Staff is holding it until they know what will be offered. They have 12 completed scholarship applications for the five available scholarships. The IDNR music grant is in process and the due date has been extended to May 29th. The maximum is \$750,000. Mr. Mayfield has completed 8/9 Park District signs within the IDNR sign grant.

As a trusted source of information for the community, the Park District has tried to keep the public engaged and supported through social media.

D4. Recreation: Mr. Beverly presented his report. They have challenged their staff to be creative with virtual programs. They are doing a lot of the administrative work right now. Mr. Beverly is appreciative to Mr. MacLean for assistance with cleaning of facilities. They are still working on the pool and should have an image for the next board meeting. There were a few schools that did not get the SwimSmart program but will be put at the top of the list for next school year.

Deputy Superintendent Reports: Mr. Mayfield updated the board that his staff has been doing a great job of posting videos, challenges, and activities to the public. They did some PSA's on handwashing, social distancing, and an Easter bunny themed message. They have also posted past concert clips, museum tours, and other virtual programming. To date, they have had about 140 posts.

Mr. Bejster updated the board about what they have been doing. He is extremely proud of the work the staff has been doing. They have all had to adapt to the new atmosphere. New classes have been developed, they have changed how they have engaged the community, and posted items on social media. There are daily group exercise programs that have engaged over 24 participants. A basketball clinic is being hosted this weekend with 19 participants and a baseball clinic next weekend. They are also doing a virtual 5K race.

Christmas Express Report – A second car will be added for next year because of the popularity of the event in 2019.

VII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Interfund Transfers

Mr. Beckmann presented the interfund transfers and recommended approval.

Fund	From	To
Corporate (01-11-11-583-9999)	\$765,000.00	
Capital (30-11-11-473-9999)		\$765,000.00

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

Fund	From	To
Corporate (01-11-11-583-9999)	\$27,000.00	
Police (07-11-11-473-9999)		\$27,000.00

Purpose: A partial budgeted Police Fund transfer for FY2019-20 with extra transfer to maintain 25% cash balance. FY2018-19 Police Fund Balance shortage audit comment.

Fund	From	To
Corporate (01-11-11-583-9999)	\$12,000.00	
Paving (09-11-11-473-9999)		\$12,000.00

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

Fund	From	To
Corporate (01-11-11-583-9999)	\$5,000.00	
Museum (10-11-11-473-9999)		\$5,000.00

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

Fund	From	To
Corporate (01-11-11-583-9999)		
Audit (12-11-11-473-9999)		

Purpose: A Audit Fund transfer for FY2019-20 to maintain 25% cash balance. FY2018-19 Audit Fund Balance shortage audit comment.

Fund	From	To
Corporate (01-11-11-583-9999)		
FICA (14-11-11-473-9999)		

Purpose: A FICA Fund transfer for FY2019-20 to maintain 25% cash balance.

Motion by Commissioner Johnson, seconded by Commissioner Herrera-Giron, 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 Jeff Ellis Management Agreement for the Indoor Pool

Mr. Beverly noted that this is for the indoor pool only. The Park District does not pay, unless they provide service. Commissioner Kilkelly asked what the duration of the contract is. It's an optionable three-year contract.

Motion by President Jones, seconded by Commissioner Johnson, to approve the Jeff Ellis Management agreement for the indoor pool 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.

C. Motion to Approve Bid for IDNR Coastal Sign Grant

Mr. MacLean explained that this is for the Lake Michigan watershed signs. Staff recommends low base bid for 20 signs from Izone imaging not to exceed \$28,000. Reimbursement from IDNR that will cover the cost.

Motion by Commissioner Kilkelly, seconded by Commissioner Herrera-Giron, to not to exceed \$28,000 for IDNR coastal signs 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.

D. Motion to Approve Renewal of Contract for Board Attorney Mandi Florip

Mr. Lerner noted to the board that the Park District had a six-month contract set to expire in April. Attorney Florip has expressed interest in continuing on in this capacity.

Motion by Commissioner Kilkelly, seconded by Commissioner Johnson, to approve the renewal of contract for board attorney Mandi Florip, 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. Rose Park project update

This item was covered earlier. Mr. Lerner added that the staff is working with Hitchcock on options for the check in area at the facility. It may be an island desk or booth for staff.

F. Motion Budget Workshop II:

Draft of Three-Year Capital Plan – Staff has had discussions to approve legal spending authority. If any adjustments need to be made, Mr. Lerner has the ability to do so.

Draft FY2020-21 Budget & Capital Improvement Plan (CIP).

Financial Update – All accounts will meet fund balance requirements. Updates to the board are within the notes.

Draft Ordinance 20-03 Supplemental Appropriation Amendment for fiscal year beginning May 1, 2019, and ending April 30, 2020

If the board has any questions prior to the next meeting, please call Mr. Beckmann for clarification.

The board discussed moving the meeting to 12pm on April 28th. Discussion included the unique situation and adjustments for schedule changes versus the continuity of 4:30 pm as the set meeting time.

Motion by President Jones, second by Johnson.

Motion carried by voice vote.

VIII. CLOSED SESSION

None.

IX. ANNOUNCEMENTS

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera-Giron thanked the staff for all they are doing to communicate with the residents. She noted that it has been exciting to see how staff has been creative in engaging the community.

Commissioner Bridges thanked the staff and reiterated what Commissioner Herrera- Giron stated. Very well done, very professional.

Commissioner Kilkelly concurred with both Commissioners and commended the staff for engaging the community. She also extended her appreciation to the IT staff.

Vice President Johnson thanked the staff. The outreach has been fantastic during this time. He noted that the Park District may also be reaching people who weren't aware of the Park District before. VP Johnson commended staff on a fantastic job and is hopeful that things will get back to somewhat normal soon.

President Jones echoed what everyone has said. Great job to all. A special thank you to Commissioner Bridges and the Waukegan Fire Department for their service to the community.

XI. UPCOMING MEETINGS

Tuesday, April 28, 2020 at 12 noon
Committee of the Whole Meeting

XII. ADJOURNMENT

There being no further business, Vice President Johnson moved, seconded by Commissioner Bridges to adjourn the meeting at 5:42 p.m. The motion carried by a unanimous voice vote.

Respectfully submitted,

Mandi Florip
Secretary