

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
August 11, 2020  
REMOTE VIRTUAL MEETING  
Public Dial in and Access Code provided

**I. CALL TO ORDER**

The meeting was called to order at 4:30pm. The meeting was held virtually, in compliance with SB 2135.

All commissioners verified their identity, and ability to hear and be heard, by stating their name and position.

**II. ROLL CALL OF COMMISSIONERS**

COMMISSIONERS PRESENT

President Jeremiah Johnson  
Vice President Jacqueline Herrera-Giron

Commissioner Marc Jones

COMMISSIONERS ABSENT

\*Treasurer George Bridges

\*Commissioner Janet Kilkelly

\*Board members entered after roll call, noted below.

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.

\*Commissioner Kilkelly entered. Motion to seat Commissioner Kilkelly, by Commissioner Jones,  
second by President Johnson.

**III. CONSENT AGENDA**

The Consent Agenda Items which included the Minutes of the July 14, 2020 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Commissioner Johnson, seconded by Treasurer Jones, to approve the Consent Agenda Items as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

#### **IV. PUBLIC COMMENT**

None.

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

Mr. Rick Harris from RJ Harris & Associates presented to the board. The Park District employed RJ Harris & Associates to create a comprehensive diversity and inclusion strategy three years ago. This strategy includes periodic training.

Mr. Harris provided the board with a description about the upcoming staff training, which would encompass two workshops which can be delivered through Zoom or in-person. Training would be 3 hours of content with an extra 30 minutes for discussion.

\*Treasurer Bridges entered. Motion to seat Treasurer Bridges by President Johnson, second by Vice President Herrera-Giron.

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

A. Executive Director Lerner: Mr. Lerner presented his report and highlighted that closing of the Carnegie Library should be tomorrow. He also received information regarding the hotel at Midlane, which may transition to a senior living facility. Staff is working to close on the two tot lots at Midlane, after the equipment is removed.

Treasurer Bridges asked for clarification about the tot lots removal of equipment. Mr. Lerner stated that they found a home for one of the structures and they are seeking to find another home for the other lot.

B. Attorney Report: Attorney Florip has been working with staff to unify and update contracts, review policies, and review COVID-19 protocol.

C. Legislation/ IAPD Update: A District 1 Appellate Court issued a decision regarding FOIA which may implicate elected officials going forward. This decision held that the City of Chicago violated FOIA in not releasing personal emails from personal devices of elected officials. The decision held that all business-related texts and emails shall be released, regardless of if they are on public devices or from public emails.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report and added that the Park District received a \$5,000 grant from Target which will be put to use at Touch a Truck next year. New Covid-19 regulations will be in effect on August 15<sup>th</sup>, which will restrict certain operations at the Field House.

Commissioner Kilkelly asked for clarification about the phases. Although we are still in Phase 4, new restrictions have been put in place for certain types of sports. There are no new restrictions on swimming.

Mr. Mayfield reported that the modified summer camp is ending this week and all had a positive experience. Next week, the Park District will move to a program which will run from 7am-6pm, which will serve as a virtual learning assistance environment. Staff is working with the school district.

Mr. Bejster reported that group swim lessons are going right now with 67 people registered. T-ball is happening at Ben Diamond Park and adult softball is happening at the SportsPark. Field House membership is at 6,512. Capacity numbers have not been reached yet.

D2. Parks: Mr. MacLean presented his report stating that Ben Diamond Park equipment will be installed in September. King Park has a final completion date of October 1<sup>st</sup>. Staff is finalizing Victory design with Hitchcock Design. There is a tentative completion date for Rose Park of September 30<sup>th</sup>.

D3. Community Relations: Ms. Anderson presented her report and offered to answer questions. She noted that the fall holiday brochure will be mailed out and should arrive the first week of September. It is an abbreviated version in both English and Spanish.

D4. Finance and Administration: Mr. Beckmann presented his report and noted that there is a tree down at Bonnie Brook and they will be submitting to insurance for the bridge. Golf operations are doing a good job of handling increased rounds and revenue. Greenshire is also having a good year of operations. Staff is ensuring social distancing among guests.

**VII. REVIEW, DISCUSS, DECIDE**

A. Motion to Approve G.O. Limited Park Bonds 2020 Series Planning Letter/Schedule and Engagement Letter

Mr. Beckmann stated that this is the annual rollover that is issued every year to pay debt. He reviewed the schedule of dates with the board. The issue will be about \$1.8 million. The cost of issuance is \$17,600. First payments are due December 15<sup>th</sup>. Total capital proceeds are about \$500,000, which has been earmarked for Carnegie Library projects. Staff is asking for approval of the planning documents as presented.

Motion by Commissioner Jones, Second by President Johnson to approve G.O. Limited Park Bonds 2020 Series Planning Letter/Schedule and Engagement Letter, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

B. Motion to approve Amended/Updated Policy 2.02 – Purchasing

Mr. Beckmann is asking for changes within the purchasing policy including movement of the purchasing threshold and additional purchasing criteria.

Motion by President Johnson, seconded by Treasurer Bridges, to approve Amended/Updated Policy 2.02 - Purchasing, as presented.

There was no discussion on this matter. On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. Motion to Approve New Policies: § 1.10 Public Assembly, § 4.38 School Visitation Rights Act, and § 4.37 Employee Blood Donation Leave Act

Mr. Beckmann presented the new policies and recommended board approval. Staff answered questions regarding the new public assembly policy, including a clarification of rights and obligations by those wishing to exercise their first amendment rights. Commissioner Jones asked for a description of when the school visitation rights act would apply.

Motion by President Johnson, seconded by Commissioner Jones, to approve new policies § 1.10 Public Assembly, § 4.38 School Visitation Rights Act, and § 4.37 Employee Blood Donation Leave Act, as presented.

Commissioner Kilkelly asked what precipitated the employee blood donation leave act. Staff noted that this was an older piece of legislation but is being pushed forward due to the shortage of blood throughout the Country.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Intergovernmental Agreement Authorizing the Execution of an Agreement with the County of Lake – COVID-19 Relief Funds

The Park District received CARES Act funding with a maximum allowance of \$303,000 in reimbursable expenses related to COVID-19. All reimbursement requests need to be submitted to the County by October 15<sup>th</sup>.

Motion by President Johnson, seconded by Vice President Herrera-Giron to approve Intergovernmental Agreement Authorizing the Execution of an Agreement with the County of Lake – COVID-19 Relief Funds, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Motion to Approve Updated Salary Schedule

Mr. Beckmann is seeking to update the salary schedule. He has reviewed with Mr. Lerner and staff recommends approval.

Motion by Commissioner Jones, seconded by Vice President Herrera-Giron to approve updated salary schedule, as presented.

Commissioner Kilkelly asked if this would continue as a part time position. Mr. Beckmann explained the position and justified the need.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve AT Group Agreement for Carnegie Library

Mr. Lerner updated the board that closing is expected to be tomorrow, which is when the park district will take ownership. The private donor has agreed to pay for the design development stage even though we have not acquired the three IDOT properties yet. Design will be done with the expectation

that we have the properties.

Staff is seeking approval to use the AT Group as the project manager for Carnegie Library. They will also need to hire a construction manager. The agreement is for payment on an hourly basis with a top limit.

Motion by Commissioner Jones, seconded by President Johnson to approve AT Group Agreement for Carnegie Library, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

## **IX. ANNOUNCEMENTS**

None.

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

Commissioner Kilkelly noted that it has been amazing to see the Carnegie Library cleaned and is excited to see the new project moving forward.

Commissioner Jones noted that he is looking forward to being in person and commended staff on being impactful in a virtual environment. He thanked staff for the information they are providing to the Board.

Treasurer Bridges is looking forward to in person meetings as well.

Vice President Herrera-Giron thanked staff and fellow board members for all of the work everyone is doing. It shows in our community. The virtual school offering speaks volumes for having a finger on the pulse of the community's needs. She also thanked everyone for attending the event with Governor Pritzker.

President Johnson noted that through difficult times, the Park District is still moving forward with big projects for the community, as well as high level programming. He is looking forward to the virtual 5K.

## **XI. NEXT MEETING**

Committee of the Whole Meeting, Tuesday, August 25 at 4:30 pm

### **XIII. ADJOURNMENT**

There being no further business, President Johnson moved, seconded by Commissioner Jones to adjourn the meeting at 5:40 p.m.

There was no discussion on this matter. On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Respectfully submitted,

Mandi Florip  
Secretary