

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
September 8, 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  
Treasurer George Bridges

Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

Commissioner Marc Jones

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 Minutes of the July 11, 2020 (Board of Commissioners Meeting), July 25, 2020 (Special Board Meeting), Bills, Payroll, and Financial Statements.

Motion by President Johnson, seconded by Vice President Herrera-Giron, to approve the Minutes of the July 11, 2020 (Board of Commissioners Meeting) and the July 25, 2020 (Special Board Meeting), as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None  
ABSENT: Jones

Motion carried.

Motion by President Johnson, Second by Treasurer Bridges to approve Bills, Payroll, and Financial Statements, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

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

District resident Tony Frizzo noted that the parks have been dry, but the rain is helping.

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

None.

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

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions.

B. Attorney Report: Attorney Florip updated the board on a new piece of legislation that would mandate the park district to provide Election Day off for employees. Commissioner Kilkelly asked how many facilities are used for voting. Mr. Mayfield stated that only one facility is used.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report and reminded the board that the Partners in Parks golf outing and the George Bridges Virtual 5K are coming up.

Commissioner Kilkelly asked for explanation on the usage of the park district-owned tent by the City of Waukegan. She also asked about sponsorship money owed to the park district from the Polar Bear Plunge. Staff will check on this and follow up with the board. Additionally, she asked why the park district is having difficulty getting interns. Staff noted that it was a budget constraint at this time and will explore unpaid internships in the future.

Vice President Herrera-Giron asked if Parky's Fun Club was at capacity. Mr. Mayfield stated that they have not reached capacity. The school district recently announced that virtual learning will be extended to October 16<sup>th</sup> so staff anticipates more participation from residents.

Mr. Mayfield reported that 82 golfers are registered for the Partners in Parks golf outing. The format will be different this year, with no sit-down lunch. A box lunch will be provided on the course and raffle winners will be posted following play.

Mr. Bejster reported that Field House membership is at 5,931. The virtual 5k registration is right on pace with in-person registration. Times should be submitted by September 14<sup>th</sup>. New swim lessons have begun. Vice President Herrera-Giron asked if free walking will be allowed in the future. Staff does plan to bring this back once the capacity limitations are lifted.

Mr. Bejster also stated that major construction has been completed on the saunas. Kristy DeBoer was extremely helpful in helping staff with the bid process.

D2. Parks: Mr. MacLean presented his report. Park patrol will be working Friday, Saturday, and Sunday. The landscape kickoff meeting at Rose Park will be this week. A pre-bid meeting for sealcoating of the SportsPark is also scheduled. The park district took possession of the Ben Diamond playground equipment, which will go in during late September.

Commissioner Kilkelly asked for clarification about group fitness being held in the parks. Mr. MacLean noted that they are not sanctioned but staff is looking at a way to have them rent space to have class. She also asked if the road at Carnation Court has been vacated. Staff is waiting on permits from SMC.

D3. Community Relations: Ms. Anderson presented her report. The Fall program guide has been mailed. This is the first guide that has been distributed in English and Spanish. The goal is to drive people to the website. The online program guide has had 160 views in English and 40 views in Spanish. She also sent a flyer about a disabled persons job fair being held at Hinkston Park, where people can either drive or walk up to receive information.

D4. Finance and Administration: Mr. Beckmann presented his report. He introduced Tim Gavin, who will be overseeing the audit from the auditor's perspective, later in the meeting. He will be presenting a financial update to present and direction on the upcoming tax levy. Golf financials were sent out today.

## **VII. REVIEW, DISCUSS, DECIDE**

### **A. Motion to Approve 2019 Special Recreation Services of Northern Lake County Report**

Mr. Beverly presented the 2019 Special Recreation Services of Northern Lake County report and offered to answer questions from the board.

Motion by President Johnson, Second by Treasurer Bridges to approve 2019 Special Recreation Services of Northern Lake County Report, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones

Motion carried.

B. Motion to approve Designation of Clearview Park as a Quiet Park

Mr. MacLean stated that this is a follow up to the board’s discussion of restrictions being placed on Clearview Park. The light is on a timer, which staff can adjust. Staff can also put up signage that includes reference to the city’s noise ordinance.

Motion by President Johnson, seconded by Commissioner Kilkelly, to approve Designation of Clearview Park as a Quiet Park, as presented.

Vice President Herrera-Giron asked what is included in the designation. Mr. MacLean stated that the board would need to decide this. The board discussed. Commissioner Kilkelly asked for examples to be brought to the next meeting. Mr. MacLean will research and discuss with Attorney Florip.

Vice President Herrera-Giron noted that staff recommendations could be put in place prior to the designation being put in place.

This vote will be held until the next meeting.

C. Motion to Approve Interfund Transfers

Staff is recommending approval of the interfund transfers as presented.

Fund	From	To
Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999) \$444.00		
	Recreation (02-97-24-473-9999) \$444.00	

**Purpose:** 1 Child received a 50% discount on her co-pay to attend Summer Fun Camp (June, July, and August).

Fund	From	To
Memorial/Endow. (#51 Rec Sponsorships)(16-11-11-583-9999) \$3,000.00		
	Recreation (02-48-88-473-9999) \$3,000.00	

**Purpose:** The funds should have been transferred last fiscal year to offset various nature and garden program expenses but missed the cut-off date to transfer.

Motion by Treasurer Bridges, seconded by President Johnson, to approve interfund transfers, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones

Motion carried.

#### D. Financial Update

In compliance with policy, Mr. Beckmann has to update the board annually of the fund balances and financial overview of the Park District. He offered to answer board questions about the update.

#### E. Motion to Approve the FY 2019-20 Comprehensive Annual Financial Report (CAFR) and Golf Financial Audit Report

Mr. Beckmann introduced Tim Gavin to present the financial and golf financial audit report. The audit has been completed and they have finished preparing the CAFR. He extended thanks to Mr. Beckmann and staff for making the process go smoothly. Mr. Gavin highlighted the independent auditors report, which included an unmodified opinion. The park district received a clean audit opinion, the highest level they were able to give. The golf operations report also included a clean audit opinion.

Included in the report is the trend information for funding of the IMRF pension level. This funding level has increased to 101% due to investment performance and the district's significant extra payment. He provided an overview of the report to the board and answered questions.

Motion by Treasurer Bridges, seconded by Vice President Herrera-Giron to approve the FY 2019-20 Comprehensive Annual Financial Report (CAFR) and Golf Financial Audit Report, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones

Motion carried.

#### F. Discussion regarding 2020 Levy Process and Direction

Mr. Beckmann noted that every year staff prepares an estimated tax levy discussion. We will not see the impact of COVID-19 until the next levy cycle. There is a slight uptick of people not being able to pay property taxes. Given the climate, staff is recommending that the park district capture the

maximum allowed.

G. Review of Ordinance 20-07 Providing for the Issuance of Approximately \$1,873,030 in General Obligation Limited Refunding Park Bonds Series 2020

The ordinance was reviewed and presented to the board.

## **VII. CLOSED SESSION**

A. Personnel ILCS 120/2 (c)(1)

## **IX. ANNOUNCEMENTS**

None.

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

Commissioner Kilkelly asked if vending carts in parking lots have been problematic in the past.

Treasurer Bridges thanked staff for all of the hard work that is being put into the 5K.

Vice President Herrera-Giron thanked staff for their work.

President Johnson thanked staff for keeping the programs going during the pandemic.

## **XI. NEXT MEETING**

A. Committee of the Whole Meeting, Tuesday, September 22, 2020 at 4:30 pm (virtual meeting).

## **XIII. ADJOURNMENT**

There being no further business, President Johnson moved, seconded by Vice President Herrera-Giron to adjourn the meeting at 6:22 p.m.

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

AYE: Kilkelly, Bridges, Herrera-Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Jones

Motion carried.

Respectfully submitted,

Mandi Florip  
Secretary