

**Minutes of the Waukegan Park District
Special Meeting of the Board of Commissioners
Recreation Program Advisory Committee
December 9, 2019
6:00pm**

The Board of Commissioners of the Waukegan Park District met in a special meeting on December 9, 2019 at the Field House Sports, Fitness & Aquatics Center, 800 Baldwin Ave, Waukegan, Illinois

I. Call to Order

The meeting was called to order at 6:05pm by Errick Beverly, Superintendent of Recreation who directed a call of the roll and made introductions.

II. Roll Call

Present: Errick Beverly, Superintendent of Recreation; Quincy Bejster, Deputy Superintendent; Mike Mayfield, Deputy Superintendent; Shelby McDonald, Manager of Field House & Aquatics; Jen Dumas, Recreation Supervisor; Javier Martinez, Recreation Specialist; Elizabeth Fallon, Dept. Coordinator

Committee members: Peggi Braden; Caryn Clothier; David Motley

Absent: George Bridges, Commissioner; Jay Lerner, Executive Director; Yolanda Brown; Nadine Burleson; Brian Cowart; Sara Griffin; David Motley; Dulce Ortiz; Odie Pahl;

Due to lack of a quorum, no official board business was conducted.

III. Review, Discuss, Decide

A. Programming Updates

• **Christmas Express – Jen Dumas**

This program, in collaboration with Metra, provided the participants a fun 1 hour train ride from Waukegan to the “North Pole” (aka Kenosha) where each child received a special gift bag with a logo Mug and hot chocolate, a character playing the part of the conductor read the Polar Express book, Santa, Mrs Claus, and Elves entered the train at Kenosha to greet and take photos with each child and family, and Mrs Claus handed out Cookies from the North Pole Bakery and the Elves handout holiday crafts. There were 120 participants for this first very successful Christmas Express.

• **Special Event Changes – Errick Beverly**

This year the Halloweenfest was changed to a Halloween Trick or Treat Trail with the focus on young children who walked a designated trail to greet costumed characters and get treats along the way. This new format was well received.

• **Free For All – Quincy Bejster**

This is a winter break program designed for families to use the gym, walking track, climbing wall and fitness center for free. It is from 10am-6pm on designated days during the school winter break with the hours geared toward kids who want to hang-out with friends during the day and play

basketball. Evening hours were eliminated two years ago and that eliminated most issues. Last year there were 800 visits during Free For All. Committee Member questions and comments:

- Caryn Clothier inquired if there are complaints?
 - Quincy explained that Field House members do complain about the increased use from the public and some take the opportunity to take a break from their regular routine.

- **2nd Grade Swim Lessons & General Swim Lessons – Quincy Bejster**

The 2nd Grade Swim Lesson and Field Trip is for all 2nd graders in Waukegan to have a field trip day to the Field House for a swim lesson, water play plus sports and fitness games. All the Waukegan public, private and homeschools participate. The students come with their school group and rotate through each area. The swim lesson time is about 1.5 hours

Committee Member questions and comments:

- Caryn Clothier asked what do they get out of one swim lesson?
 - Quincy explained that the swim lesson is an introduction to the water and water safety including floating skills. The students are asked how many have had swim lessons or gone to Lake Michigan and the majority have not had either experience. The students also take home a goodie bag which includes a Free Family Swim Pass coupon.

Swim Lessons at the indoor pool are going great with swim lessons for infants through adults and lesson options for group lessons or private lessons Tuesday through Saturday.

Committee Member questions and comments:

- Peggi Braden asked about the rate of lesson participation?
 - Quincy responded that most lessons time slots do fill up with typically 200 participants per session.

- **BASE and Summer Camps – Javier Martinez**

BASE is the Before and After School Care program offered by the district which is currently housed at the Belvidere Rec Center. There are 53 students in the program. New this year is collaborative busing with the school district which allows the students to be picked up from the Belvidere Rec Center by a school bus and taken to school for the day as well as dropped off via school bus after school.

Summer Camps went well last year with a new camp called Destination Exploration and a new format for Rangers Camp adding a Rangers Crew Camp for 12-14 year olds. New this year campers also had the opportunity to sign up separately for a swim lesson during their camp's pool time and this was very successful for the first time offering this option.

B. Facility Updates

• **BRC Improvement Project - Mike Mayfield**

Right after camps were done the Belvidere Rec Center was closed and renovation work began to replace floors, ceiling tiles, lighting, painting and new lobby furniture ordered. There will be some more exterior work to be completed including lighting, power washing, and signage.

• **Rose Park Splash Pad & Park Renovation Update – Quincy Bejster**

A handout with photos on the current construction progress were provided to the group. The construction is currently on track to open at the beginning of the summer.

Committee Member questions and comments:

- David Motely asked about the planned operating hours?
 - Quincy explained that the SplashPad will not have lighting so the hours of operation will be limited to daylight hours.

• **Fitness Center Upgrades – Quincy Bejster**

A handout with photos on the current upgrades was provided to the group. Most of the fitness equipment was getting to the end of typical equipment lifespan at 13 years old and has been replaced. New Mondo flooring in the weight area expanded this area of the fitness center with the new flooring offering a 20-30 year lifespan. All fitness bikes have been replaced. Still to come in this fiscal year will be the renovation/replacement of the Saunas in the member locker rooms. Then there is still some strength equipment left to replace for next year. The Field House membership continues to hover around 7000 members even this past summer when membership usually declines.

C. Park District App – Shelby McDonald

The park district mobile app was introduced in March and provides users with easy access to information, schedules, and our website to connect to RecTrac to register for programs where information is in both English and Spanish. Users can easily access group exercise and pool schedules and participate in the interactive aspect of the app to earn points for rewards. We are the first park district in IL to have an interactive feature on the app. This will be a great future marketing tool. Still to come is the ability to upload a member ID badge to the app so members can scan in from the app on their phone rather than having a physical card.

Committee Member questions and comments:

- David Motley asked if all parks and facilities have a Geofence?
 - Shelby responded that each has a Geofence and it is allowing us to catch a lot of analytics

D. What Can We Do Better? – Errick Beverly

Committee suggestions & comments:

- David Motley complimented the park district on the great work that we do citing great efficiency and team work as key factors

Closed Session

There was no closed session

IV. Adjournment

Errick Beverly thanked the committee members for their time and invited them to provide feedback at any time.

The meeting was adjourned at 6:45pmpm

2020 Meeting Schedule: May 11, 2020 & December 14, 2020

Respectfully Submitted,
Errick Beverly
Superintendent of Recreation