

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
February 9, 2021
REMOTE VIRTUAL MEETING
Public Dial in and Access Code provided

I. CALL TO ORDER

The meeting was called to order at 4:32 pm. 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 Marc Jones

COMMISSIONERS ABSENT

*Commissioner Janet Kilkelly

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 Quincy Bejster, and Attorney Mandi Florip.

III. CONSENT AGENDA

The Consent Agenda Items which included the Minutes of the January 12, 2021 (Board of Commissioners Meeting), Minutes of the January 26, 2021 (Special Board Meeting), Bills, Payroll, Financial Statement, and Authorization to Receive Bids for Custodial services for Recreation Facilities.

Motion by President Johnson, seconded by Vice President Herrera-Giron to approve the Minutes of the December 8, 2020 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None
ABSENT: Kilkelly

Motion carried.

IV. PUBLIC COMMENT

Tony noted that people are using the bathroom at Bowen Park outside of the facility and leaving waste.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Employee Recognition

- Commissioners Award - Rafael Ayala
- Employee of the Year - Efrain Rodriguez
- Part time Employee of the Year - Anais Anguiano

The Board presented the recognition awards and thanked the employees for their outstanding service.

B. IPRA Awards

- Overall Outstanding Program or Special Event: American Independence Virtual Parade
- Exceptional Workplace Award: Waukegan Park District

The Park District has been challenged to think outside of the box amid the pandemic. The virtual parade has been honored with an IPRA Award. The Park District also received the exceptional workplace award.

*Motion by President Johnson, seconded by Commissioner Jones to seat Commissioner Kilkelly.

On the roll call, the vote was as follows:

AYE: Jones, Herrera-Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Bridges

Motion carried. Commissioner Kilkelly was seated at 4:47pm.

C. IAPD Award

- Mike Cassidy Commissioner Community Service Award - Janet Kilkelly

Vice President Herrera-Giron congratulated Commissioner Kilkelly for her service on the Park District board. Commissioner Jones seconded the board comments and thanked Commissioner Kilkelly for her years of service and passion for the community.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and answered board questions.

B. Attorney Report: Attorney Florip has been working with staff on various contracts and is beginning to look at the union contract, as it's up for renewal this year.

C. Legislation/ IAPD Update: Attorney Florip noted that legislators are not back in Springfield and have cancelled dates. Bill filing deadlines have been pushed back.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Field house membership is good. Youth athletics, boot camp, and swim lessons are back with restrictions. Weekend activities, including inter team scrimmage and basketball are coming back. They have begun parade preparations and plan to make the decision by the end of May if it will be in person or not.

Vice President Herrera-Giron commended Mr. Beverly on the leisure kid activities being offered by the district.

D2. Parks: Mr. Bejster presented his report and highlighted that they finished the Greenshire Clubhouse bathroom remodel. Snow removal has been a major undertaking for staff. They have been dealing with the severe cold weather as well. Closing date for the Midlane properties is Thursday morning. Victory park construction has gone out to bid and will close on February 25th. Staff will do the demo work internally. Park maintenance staff has been working on ice rinks, painting, and repairs.

Commissioner Jones commended Mr. Bejster and his staff on dealing with the heavy snow removal that staff has done.

D3. Community Relations: Ms. Anderson presented her report. She noted that Mr. Richards met with CDBG yesterday and are requesting \$100,000 from the city and county. This evening the check will be delivered for the percussion playground equipment, which will be ordered this weekend. Staff has created numerous videos for social media. She also noted that the summer brochure will be out the first week in April.

Commissioner Jones commended Ms. Anderson and staff on the digital platform, which has grown exponentially over the last several years.

D4. Finance and Administration: Mr. Beckmann presented his report. He updated the board that IT security will be enhanced. The cash balance in the recreation fund from 2020-2021 is only down \$3,000. Mr. Beckmann thanked staff for taking care of equipment and noted that several items of equipment were placed up for auction brought three times the monetary value that they would have if traded-in.

VII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Purchase of Playground Equipment for Victory Park

Staff recommends acceptance of the purchase of the BC Burke Company LLC playground equipment from Play Illinois for the playground equipment at Victory Park through the National IPA/Omnia Partners co-op in the amount of \$95,818.50.

Motion by President Johnson, seconded by Treasurer Bridges, to approve Purchase of Playground Equipment for Victory Park, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

B. Motion to Approve Motion to Approve Purchase of Playground Equipment for Midlane Park A

Staff recommends acceptance of the purchase of the BC Burke Company LLC playground equipment from Play Illinois for the playground equipment at Midlane Park A located at 3000 N. Southern Hills Drive through the National IPA/Omnia Partners co-op in the amount of \$36,651.89.

Motion by Treasurer Bridges, seconded by Commissioner Jones, to approve Purchase of Playground Equipment for Midlane Park A, as presented.

Commissioner Kilkelly asked for clarification on the type of equipment.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. Motion to Approve Motion to Approve Purchase of Playground Equipment for Midlane Park B

Staff recommends acceptance of the purchase of the Landscape Structures playground equipment from NuToys Leisure Products for the playground equipment at Midlane Park B located at 3104 N. Augusta Drive in the amount of \$43,402.00.

Motion by Treasurer Bridges, seconded by Vice President Herrera-Giron, to approve Purchase of

Playground Equipment for Midlane Park B, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- D. Motion to Approve Pace Bus Shelter Agreement for Washington Park and Corrine Rose Park

Mr. Bejster noted that this agreement is back before the board and is included in the board packet. The board discussed the impacts and liability placed upon the park district. Discussions included the possibility of donating the land to the city of Waukegan so that the shelters can be erected.

Commissioner Kilkelly noted that the park district accepts liability in all that it does, but noted that this is a full board decision.

Vice President Herrera-Giron asked that a timeline be put in place for this decision.

The board asked that staff offer the land to the city of Waukegan and report back to the board.

Commissioner Jones stated that if the city does not take the land, the board should approve the shelter. Treasurer Bridges noted that it is not just the liability, but also the increased workload to staff. Vice President Herrera-Giron also noted that this is not a traditional park district duty, but better aligns with the duties of the city.

Motion By Treasurer Bridges, Second by President Johnson to table the motion to Approve Pace Bus Shelter Agreement for Washington Park and Corrine J. Rose Park, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- E. Motion to Approve Interfund Transfers

Staff is asking for approval of interfund transfers.

Fund **From** **To**

Memorial/Endow. (#51 Rec Sponsorships) (16-11-11-583-9999) \$1,500.00

Recreation (02-13-13-473-9999) \$1,500.00

Purpose: To provide \$1,000 for Partnership Events. These funds are from Baxter Credit Union for the 2020 Summer Kits for Kids Activity Bags. To provide \$500 for Miscellaneous Special Events. These funds are from Advanced Disposal to offset expenses for the 2020 North Pole Calling program.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|------------------------------|---------------------|---|
| Memorial/Endow. (#8 General) | (16-11-11-583-9999) | \$42,000.00 |
| | | Capital (30-11-11-473-9999) \$42,000.00 |

Purpose: To transfer funds from Endowment to support the completion of King Park.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|-------------|---------------------|--|
| Corporate | (01-11-11-583-9999) | \$500,000.00 |
| | | Capital (30-11-11-473-9999) \$500,000.00 |

Purpose: A partial budgeted Capital Fund transfer for FY2020-21.

Motion by President Johnson, seconded by Vice President Herrera-Giron, to approve interfund transfers, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve Ordinance 21-04 – An Ordinance Declaring Surplus

Pursuant to authority granted to the Park District under 70 ILCS 1205/8-22, the described personal property now owned by the Waukegan Park District, is no longer necessary and useful to the Park District and is declared to be surplus property, and in the best interest of the Park District it will be disposed of in the most appropriate manner benefiting the Park District. Surplus property includes 65 golf carts.

Motion by President Johnson, seconded by Vice President Herrera-Giron, to Approve Ordinance 21-04 – An Ordinance Declaring Surplus, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None
ABSENT: None

Motion carried.

G. Motion to Approve Lease of Golf Carts

Staff is recommending acceptance of an 8-year lease for eighty-five golf carts to be available for the 2021 golf season. The first payment will not occur until May 2022. An example of golf cart style, color, and features from GolfVision Course Foxford Hills was presented to the board.

Staff will be keeping 20 of the old golf carts for Greenshire and special events.

The lease program will free up mechanics (WPD and GolfVisions) to work on other major equipment and reduce the Golfvisions budget during the winter months. There will be an approximate net savings of \$275,789.98 with the lease program compared to the purchase program of 2012.

Motion by President Johnson, seconded by Commissioner Jones, to approve Lease of Golf Carts, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

H. Motion to Approve Purchase of Beverage Cart

Staff recommends acceptance of the price of \$18,373.60 from Nadler Golf for a beverage cart to replace the one that died in late 2019.

Motion by Treasurer Bridges, seconded by Commissioner Jones to Approve Purchase of Beverage Cart, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

I. Motion to Approve Amendment to Policy 4.04 Introductory Period for Employees

Staff recommends acceptance of the amendment to Policy 4.04.

Motion by Vice President Herrera-Giron, seconded by President Johnson to Approve Amendment to Policy 4.04 Introductory Period for Employees, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

J. Motion to Approve Park Ordinance Book as Amended

Staff is updating the 2010 regulating ordinance document and using Tressler's format for a regular update in the future. Attorney Florip and Andrew Paine both provided input to this document. Mr. Beckmann provided an overview of the updates and changes.

Motion by President Johnson, seconded by Treasurer Bridges to Approve Park Ordinance Book as Amended, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

K. Motion to Approve New Memorial Endowment Account

Donations have been coming in for former Commissioner Terry Duffy. Staff recommends board authorization to create the following Memorial Endowment account to track these funds until they are desired to be used:

M58: Terry Duffy Memorial

Established: In 2021

Purpose of Fund: To provide funding for youth at the Waukegan Park District.

Authorized Agent: Executive Director and Board of Commissioners

Motion by Vice President Herrera-Giron, seconded by Treasurer Bridges to Approve New Memorial Endowment Account, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

L. Motion to Approve Purchase of Park Bathroom Timed Lock and Alarm Monitoring

Staff recommends acceptance of the quote of \$63,690.00 from LaForce, Inc. to install all the necessary equipment to put all of the bathrooms within the district parks on a timer lock system to allow for automated locking and unlocking of the bathrooms. This will also include motion detection to our alarm monitoring service in the event there is someone in the bathrooms after hours when they lock. The bathrooms will also use motion to unlock the doors if someone is trapped as well as a release button of the bathroom locks as a backup

Motion by President Johnson, seconded by Vice President Herrera-Giron to Approve Purchase of Park Bathroom Timed Lock and Alarm Monitoring, as presented.

Commissioner Jones asked for clarification about which parks would be included.

On the roll call, the vote was as follows:

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

Motion carried.

M. Motion to Approve Resolutions

1. 2021-03 Outstanding Citizen Volunteer of the Year
2. 2021-04 Patron of the Year
3. 2021-05 Jack Benny Arts and Humanities

Ms. Anderson spoke about volunteer patron recognition. There are thirteen awards and staff would like the board to read the narratives about each award winner. Recognition will be virtual and in a newsletter.

Motion by President Johnson, seconded by Commissioner Jones to Approve Resolutions 2021-03, 2021-04, and 2021-05, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

IX. ANNOUNCEMENTS

None.

XII. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Jones congratulated Commissioner Kilkelly, Efrain, Rafael, and Anais.

Treasurer Bridges echoed the other board comments.

Vice President Herrera-Giron congratulated the award winners and outstanding citizen volunteers. She thanked staff for the work being done.

President Johnson echoed the other board comments.

XI. NEXT MEETING

- A. Committee of the Whole Meeting, Tuesday, February 23, 2021 at 4:30 pm (virtual meeting)

XIII. ADJOURNMENT

There being no further business, President Johnson moved, seconded by Treasurer Bridges to adjourn the meeting at 5:47 p.m.

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

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Respectfully submitted,

Mandi Florip
Secretary