

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
January 12, 2021
REMOTE VIRTUAL MEETING
Public Dial in and Access Code provided

I. CALL TO ORDER

The meeting was called to order at 4:34 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

Vice President Jacqueline Herrera-Giron
Treasurer George Bridges
Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

President Jeremiah Johnson
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 Quincy Bejster, and Attorney Mandi Florip.

III. CONSENT AGENDA

The Consent Agenda Items which included the Minutes of the December 8, 2020 (Board of Commissioners Meeting), Bills, Payroll, Financial Statement, and Authorization to Receive Bids for Custodial services for Recreation Facilities.

Motion by Treasurer Bridges, seconded by Commissioner Kilkelly to approve the Minutes of the December 8, 2020 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and authorization to receive bids for custodial services for recreation facilities, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, and Herrera-Giron
NAY: None

ABSTAIN: None
ABSENT: Jones, Johnson

Motion carried.

IV. PUBLIC COMMENT

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

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, continuing to transition vendors over to the universal park district contract.

C. Legislation/ IAPD Update: Attorney Florip stated that the lame duck session was mainly focused around a 600-page police reform bill. In total there were 1200 pages of bills that were aimed to be pushed through the lame duck session. Speaker Madigan has suspended his reelection campaign and the democratic caucus is attempting to find someone who will be able to garner 60 votes.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Field house membership is at 5,434. The Santa Shoot Out was highly successful. The Polar Bear Plunge was virtual and staff was able to raise \$8,000. Virtual programs are going well. Staff is gearing up for Black History Month. 2,500 pounds of food was raised for PAWS.

D2. Parks: Mr. Bejster presented his report and highlighted that the ice rinks were installed but staff is waiting for it to get cold enough for them to open. Staff is working on getting park pavilion rentals online. Greenshire golf course restroom updates are being done. Ben Diamond playground equipment is nearly complete and opening is planned for later this week. RFP's have been sent for the Midlane playground equipment.

D3. Community Relations: Ms. Anderson presented her report. Facebook had a 7,000 person reach around the Polar Bear Plunge. She congratulated staff for being able to continue traditions virtually this year. She provided an update on grants that staff is pursuing. The foundation is raising money for the percussion playground at Rose Park. Ms. Anderson also noted that the printing bid package is included in the board packet for discussion.

Commissioner Kilkelly asked for staff to provide a list of board members who are on the CDBG committee. Vice President Herrera-Giron asked if staff will be able to monitor social media and webpage engagement immediately following distribution of the brochure. Staff affirmed.

D4. Finance and Administration: Mr. Beckmann presented his report. The park district is positioned well, doing better than projected. Mr. Beckmann and Mr. Lerner were selected to speak at the ILPRA conference regarding financial performance.

VII. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve Ordinance 21-01, An Ordinance for Consideration and Action abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, and General Obligation Park Bonds (Alternate Revenue Source) Series 2017A, of the District

The board is asked to abate this debt service fund every year because the park district is able to pay for it. This is a preemptory motion, in the event the park district needs the fund.

Motion by Treasurer Bridges, seconded by Commissioner Kilkelly, to approve Ordinance 21-01, An Ordinance for Consideration and Action abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, and General Obligation Park Bonds (Alternate Revenue Source) Series 2017A, of the District, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, and Herrera-Giron

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

- B. Motion to Approve Motion to Approve Ordinance 21-02, Consideration and Action on an Ordinance Authorizing the Issuance of not to exceed \$10,300,000 Taxable Tax Anticipation Warrants in Anticipation of the Collection of Taxes Levied for the year 2020 by the Board of Park Commissioners of the Waukegan Park District, Lake County Illinois and Authorizing the Sale of said warrants to the Purchaser Thereof

Staff does not plan on the park district doing this, but approval will provide staff with a tool if needed.

Motion by Commissioner Kilkelly, seconded by Treasurer Bridges, to approve Ordinance 21-02, Consideration and Action on an Ordinance Authorizing the Issuance of not to exceed \$10,300,000 Taxable Tax Anticipation Warrants in Anticipation of the Collection of Taxes Levied for the year 2020 by the Board of Park Commissioners of the Waukegan Park District, Lake County Illinois and Authorizing the Sale of said warrants to the Purchaser Thereof, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, and Herrera-Giron

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

C. Motion to Approve Resolution 2021-02, IMRF Retirement Plan – Employer Contributions

Mr. Beckmann stated that this is to make park district contributions not taxable to the employee.

Motion by President Herrera-Giron, seconded by Treasurer Bridges, to approve Resolution 2021-02, IMRF Retirement Plan – Employer Contributions, as presented.

Commissioner Kilkelly asked if this was normally taxed. Mr. Beckmann stated that it could be but it was not communicated to staff members upon retirement.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, and Herrera-Giron.

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

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

Attorney Florip discussed the portions of the contract that the board should be aware of as they discuss the approval including concrete pad maintenance and term.

Vice President Herrera-Giron asked about the implications of the snow removal and concrete pad maintenance. Commissioner Kilkelly asked who is responsible for building and maintenance for the shelter and concrete pad construction. Commissioner Bridges asked if this could be tabled.

Motion By Treasurer Bridges, Second by Vice President Herrera-Giron to table this contract until a future meeting for further board discussion.

AYE: Bridges and Herrera-Giron.

NAY: Kilkelly

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

E. Motion to Approve 2020 Bowen Park Spinner Playground Equipment

Staff recommends acceptance of the purchase of the Burke Rev 8 Spinner from Play Illinois for the replacement spinner at Bowen Park in the amount of \$17,180.58.

Motion by Vice President Herrera-Giron, seconded by Treasurer Bridges, to approve 2020 Bowen Park Spinner Playground Equipment, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron.

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

F. Motion to Approve Program Guide Printing Bid

Staff recommends acceptance of the low bid of \$104,057 from Woodward Printing, Platteville, WI to print the 2021-2022 Seasonal Program Guide. Their bid meets Waukegan Park District requirements and specifications. The new contract will begin with the printing of the 2021 Fall/Holiday Program Guide and end with the printing of the 2022 Summer/Camp Program Guide.

Motion by Commissioner Kilkelly, seconded by Treasurer Bridges, to approve program guide printing bid, as presented.

Vice President Herrera-Giron asked for clarification on the costs.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron.

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

G. Motion to Approve Resolution 2021-01 Requesting Lake County Community Development Block Grant (CDBG) Funding for the Carnegie Project

Staff recommends acceptance of the resolution that accompanies the application to the county for CDBG funding.

Motion by Commissioner Kilkelly, seconded by Vice President Herrera-Giron, to approve Resolution 2021-01 Requesting Lake County Community Development Block Grant (CDBG) Funding for the

Carnegie Project, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron.

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

H. Motion to Approve Amendment to Policy 2.04 – Payment of Bills

Staff is seeking approval to amend payment of bills adding the prevailing wage. This is necessary for grant compliance and practice update.

Motion by Commissioner Kilkelly, seconded by Vice President Herrera-Giron to Approve Amendment to Policy 2.04 – Payment of Bills, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

I. Motion to Approve Policy 2.12 – Match Policy: Grants Committing District Resources

Staff recommends acceptance of this policy for best practices.

Motion by Vice President Herrera-Giron, seconded by Commissioner Kilkelly to Approve Policy 2.12 – Match Policy: Grants Committing District Resources, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

I. Motion to Approve Commissioner Award Recipient

Mr. Lerner presented the senior staff's recommendation for the Commissioner Award.

Motion by Vice President Herrera-Giron, seconded by Commissioner Kilkelly to Approve Commissioner Award Recipient, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera-Giron

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

Commissioner Kilkelly asked if the employee of the year has also been selected. Mr. Lerner affirmed that they have.

IX. ANNOUNCEMENTS

None.

XII. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Kilkelly asked if the volunteer recognition ceremony will be virtual. Ms. Anderson noted that the plaques were delivered today and staff is in discussion about how to celebrate. She also apologized for being late as she was the mystery guest for special recreation and encouraged the other commissioners to be mystery guests.

Treasurer Bridges asked staff to pass along the board's appreciation to the front lines staff and park district family for everything they have done getting the park district through the pandemic.

Vice President Herrera-Giron stated that she feels grateful for being a part of such a positive group of professionals. She is proud of the adaptation the park district has made to keep the community engaged. She sends a heartfelt thank you to all staff members from the top to the bottom.

XI. NEXT MEETING

A. Committee of the Whole Meeting, Tuesday, January 26, 2021 at 4:30 pm (virtual meeting)

XIII. ADJOURNMENT

There being no further business, Treasurer Bridges moved, seconded by Commissioner Kilkelly to adjourn the meeting at 5:31 p.m.

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

AYE: Kilkelly, Bridges, Herrera-Giron.

NAY: None

ABSTAIN: None

ABSENT: Jones, Johnson

Motion carried.

Respectfully submitted,

Mandi Florip
Secretary