

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
April 13, 2021
REMOTE VIRTUAL MEETING
Public Dial in and Access Code provided

I. CALL TO ORDER

The meeting was called to order at 4:30 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

Treasurer George Bridges

Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

Vice President Jacqueline Herrera-Giron

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 March 9, 2021 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statement.

Motion by President Johnson, seconded by Treasurer Bridges to approve the Minutes of the March 9, 2021 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Herrera-Giron

Motion carried.

IV. PUBLIC COMMENT

Tony congratulated everyone on their elections and noted that the parks look beautiful.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Government Finance Officers Association Scholarship Award - Kalina Mendez – Mr. Beckmann noted that she won a scholarship from GFOA, and is one of two recipients. Ms. Mendez thanked Mr. Lerner, Mr. Beckmann, and Ms. Sandine for their letters of recommendation. She also thanked the Board for allowing her to grow with the District.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions. He congratulated the Board members on their elections.

B. Attorney Report: Attorney Florip noted that she has been working with staff on various contracts and other legal items.

Motion to seat Vice President Herrera Giron, Second by President Johnson.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Field House membership is back up over 6,100 members. They have over 110 kids in the youth athletic programs. Staff is working hard on the Carnegie building.

Mr. Beverly stated that the District received a letter from Senator Johnson congratulating the District's symphony orchestra on a recent success.

D2. Parks: Mr. Bejster presented his report. He asked if the Board would be available to do a ribbon cutting on April 22nd at 10:30 am at Rose Park playground. The Board discussed alternative times.

He also stated that the District anticipated beginning construction on Midlane parcels on April 15th. Construction will begin at Victory on April 19th. Park restrooms will open this week. All nets are up. The District is organizing an Earth Day clean up on April 22nd at Washington Park.

Vice President Herrera-Giron asked about the fencing at Rose Park. She noted that people were in the Splash Pad this past weekend. Staff said the Splash Pad is not yet open and patrons should not be there yet. He will add this location to the list for park patrol.

D3. Community Relations: Ms. Anderson presented her report. The program guide is out. Starting at the end of April, staff will be beginning preparing for the full holiday guide. She also reported that the Field House is a top pick in the Daily Herald Best of the Best contest for the fourth year in a row. The FEMA \$27,000 grant was an achievement that staff was able to secure.

Commissioner Kilkelly stated that she appreciated the piece that was sent out about the volunteers. Vice President Herrera-Giron noted that the video was a nice touch for the volunteers.

D4. Finance and Administration: Mr. Beckmann presented his report and noted that the PPRT came in at 110%, resulting in an increase this year.

VII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Resolution 2021-06 Carnegie Project Change Order

Staff recommends acceptance of a change order in the amount of \$18,700.00 for ceiling removal.

Motion by Treasurer Bridges, seconded by Commissioner Kilkelly, to approve Resolution 2021-06 Carnegie Project Change Order, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

B. Motion to Approve Field House Custodial Contract Services

Staff recommends acceptance of the low base bid of \$61,750.00 with the FH porter hourly rate of \$20 from Emeric Facility Services for the 2021 Contractual Custodial Services. The staff recommends only accepting the Field House portion of the bid and will pursue other pricing for the remainder of the sites.

Motion by Commissioner Kilkelly, seconded by Vice President Herrera Giron, to approve Field House custodial contract services, as presented.

Commissioner Kilkelly asked for clarification on the contract. Mr. Bejster noted that the prior contract

was \$78,552.00 with a different company, EcoClean.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. Motion to Approve Midlane Playground Installation & Site Amenities

a. Concrete Installation

Staff recommends acceptance of the low bid of \$33,260.00 from Hacienda Landscaping for the 2021 Links of Midlane Concrete.

Motion by President Johnson, seconded by Treasurer Bridges, to approve Midlane Playground concrete, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

b. Playground Installations

Staff recommends acceptance of the bid of \$29,800.00 from Hacienda Landscaping for the 2021 Links of Midlane Playground Installations. Although this bid was \$10 more than the low bid, staff, in consultation with Attorney Florip, agreed that since Hacienda Landscaping was the low bid for the concrete work to prepare the installation sites, the District will realize significant savings in staff resources and possibly construction costs by working with one contractor.

Motion by Commissioner Kilkelly, seconded by President Johnson, to approve Midlane Playground playground installation, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

c. Fencing

Staff recommends acceptance of the low quote of \$16,744.00 from Action Fence Contractors Inc. for the Links of Midlane Park A & B Fencing Installation.

Motion by Commissioner Kilkelly, seconded by Treasurer Bridges, to approve Midlane Playground fencing installation, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Replacement Roof for Yorkhouse Barn

Staff recommends acceptance of the low quote of \$14,900.00 from Red Feather Group for the York House Barn Roof Replacement. The project also requires the replacement of fascia and soffit boards at a per foot cost. Staff estimates a maximum of 180 feet of fascia at \$7.50 LF for \$1,350.00 and 200 feet of soffit board at \$11.00 LF for a total of \$2,200.00. This results in a project total not to exceed \$18,450.00.

Motion by Commissioner Kilkelly, Second by Vice President Herrera-Giron to approve replacement roof for Yorkhouse barn, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Motion to Approve Purchase for Victory Park Improvements
a. Dugout Shades

Staff recommends acceptance of the purchase of Victory Park Dugout Shade Sails for \$27,748.48 from Shade Systems, Inc. through the co-op HGAC.

Motion by President Johnson, seconded by Treasurer Bridges, to approve purchases for Victory Park dugout shades, as presented.

Commissioner Kilkelly asked if Staff could provide a picture. She also asked for the longevity of the shades.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

b. Benches, Bike Racks, & Trash Receptacles

Staff recommends acceptance NuToys Leisure Products as a sole source purchase. Sole source justification was presented to the board.

Motion by President Johnson, seconded by Treasurer Bridges, to approve purchases for Victory Park Benches, Bike Racks, & Trash Receptacles, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

c. Romtec Building

Staff recommends acceptance of the purchase of the Romtec Restroom from Romtec, Inc. for the Victory Park OSLAD Renovation Project based on the following:

Motion by President Johnson, seconded by Vice President Herrera Giron, to approve purchases for Victory Park Romtec Restroom, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

d. Arbor and Pergola

Staff recommends acceptance of the purchase of Victory Park Pergola and Arbor for \$69,754.00 from

Cedar Forest Products through NuToys Leisure Products.

Motion by President Johnson, seconded by Vice President Herrera Giron, to approve purchases for Victory Park Pergola and Arbor, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve Jeff Ellis Management Agreement for Management at the Outdoor Splash Zone in Corrine J. Rose Park

Staff recommends approval of the contract for Jeff Ellis Management of the outdoor splash zone at Corrine J. Rose Park. Staff noted that this would be for 3 lifeguards and 2 tower attendants. This is a 2-year contract.

Motion by President Johnson, seconded by Vice President Herrera Giron, to Approve Jeff Ellis Management Agreement for Management at the Outdoor Splash Zone in Corrine J. Rose Park, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. 2021 American Independence Parade Update – Mr. Beverly stated that staff is recommending the cancellation for 2021, given the current conditions of the pandemic. Staff is recommending that the District host the shoebox parade again.

H. Motion to Approve Purchase of 4x4 Explorer Vehicle

Staff recommends acceptance of the low proposal of \$34,671.00 from Best Bus Sales for the 2021 4 x 4 Ford Explorer XLT. This will be added to the fleet.

Motion by Treasurer Bridges, seconded by President Johnson, to Approve Purchase of 4x4 Explorer Vehicle, as presented.

Commissioner Kilkelly asked for clarification about the specifications. This vehicle would go to staff. Staff explained why a four-wheel drive is necessary for parks vehicles.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

I. Motion to Approve Interfund Transfers

Staff recommends the interfund transfers as presented.

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, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

J. Motion to Approve Amended Policy 2.09, Fund Balance

Mr. Beckmann noted this is a reporting requirement that he had reviewed with the auditors.

Motion by Vice President Herrera Giron, seconded by Treasurer Bridges, to Approve Amended Policy 2.09, Fund Balance, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

K. Motion to Approve Collective Bargaining Agreement

Mr. Beckmann, Mr. Lerner, and Attorney Florip negotiated with the union and are recommending

acceptance of the collective bargaining agreement.

Motion by Vice President Herrera Giron, seconded by President Johnson, to Approve Collective Bargaining Agreement, as presented.

Commissioner Kilkelly asked for clarification on the eligibility requirements within the contract.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

L. Motion to Approve SplashZone Dedication Plaque

Ms. Anderson noted that there is a draft of the dedication plaque that would go on the restroom and changing room facility within the board packet. Staff hopes to have this up on May 27th, when the dedication is planned. Mr. Lerner asked that the Board discuss the names listed.

Motion by President Johnson, seconded by Vice President Herrera Giron, to Approve SplashZone dedication plaque, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

M. Budget Workshop

1. Draft of Three-Year Capital Plan – Mr. Beckmann presented the three-year Capital plan and offered to answer any questions.

2. Draft of FY2021-22 Budget and Capital Improvement Plan (CIP) – Mr. Beckmann presented the draft of the budget. He will be seeking support at the next meeting to adopt the budget as presented. He noted that there are two new funds included in the budget.

3. Financial Update – The District is managing their funds, based on the strategy put together by staff and their modeling software. The tax levy came in at \$11.8 million. Staff is budgeting at a 90% collection rate.

4. Draft of Ordinance 21-05 Supplemental Appropriation Amendment, for Fiscal Year beginning 5/1/20 and ending 4/30/21 – This will amend the legal spending plan for the District. By shifting salaries into the funds where they are budgeted, the District was able to add extra funds were necessary.

President Johnson noted that the staff has set up the District for continued success. He thanked the staff and Board for their dedication to making this a financially sound organization.

VIII. CLOSED SESSION

Motion by Vice President Herrera Giron , seconded Treasurer Bridges, to enter into closed session to discuss personnel, pursuant to 5 ILCS 120/2(c)(1). On a roll called vote, the vote was as follows:

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

Motion carried.

Closed session convened at 5:48pm.

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

Motion by Vice President Herrera Giron, seconded by Commissioner Kilkelly to leave closed session and enter open session.

On the roll call, the vote was as follows:

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

Motion carried.

Open session convened at 6:01pm.

IX. ANNOUNCEMENTS

Mr. Lerner stated that our newest commissioner will be sworn in on at the April 27th meeting.

XII. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Kilkelly had nothing to report. She congratulated Vice President Herrera Giron on her election.

Treasurer Bridges echoed the congratulations sentiment to Vice President Herrera Giron. He looks forward to the continued work of the District.

Vice President Herrera Giron stated that she is grateful and humbled to the voters. She looks forward to serving them on this board. Kudos to the staff and leadership.

XI. NEXT MEETING

A. Special Board Meeting, Tuesday, April 27, 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 6:08 p.m.

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

AYE: Kilkelly, Bridges, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

Respectfully submitted,

Mandi Florip
Secretary