

MINUTES OF SPECIAL BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
Virtual Remote Meeting  
TUESDAY, APRIL 27, 2021 at 4:30pm  
Public dial in 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

Commissioner Janet Kilkelly  
Commissioner-Elect, Anton Mathews

COMMISSIONERS ABSENT

Treasurer George Bridges

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. PUBLIC COMMENT**

Margaret Carrasco voiced her concern to the cancellation of the Independence Day parade. She stated that the community will organize the event themselves, if the cancellation should stand.

**IV. ACKNOWLEDGEMENTS & PRESENTATIONS**

- A. Administration of Oath to Jacqueline Herrera Giron
- B. Administration of Oath to Anton L. Mathews

Mr. Beverly announced that the District won an award for superior achievement for the history app.

**V. REVIEW, DISCUSS, DECIDE**

**A. Motion to Approve Interfund Transfers**

Staff recommends approval for the interfund transfers noted below.

<b>Fund</b>	<b>From</b>	<b>To</b>
Corporate (01-11-11-583-9999)	\$200,000.00	
		Debt Service (17-11-11-473-9999)
		\$200,000.00

**Purpose:** A Debt Service Fund transfer for FY2020-21 with extra transfer to maintain 25% reporting fund balance and meet GFOA/Auditor reporting requirements.

<b>Fund</b>	<b>From</b>	<b>To</b>
Corporate (01-11-11-583-9999)	\$75,000.00	
		Special Recreation (08-11-11-473-9999)
		\$75,000.00

**Purpose:** A budgeted Special Recreation Fund transfer for FY2020-21 with extra transfer to maintain 25% reporting fund balance.

<b>Fund</b>	<b>From</b>	<b>To</b>
Corporate (01-11-11-583-9999)	\$50,000.00	
		Museum (10-11-11-473-9999)
		\$50,000.00

**Purpose:** A budgeted Museum Fund transfer for FY2020-21 with extra transfer to maintain 25% reporting fund balance.

<b>Fund</b>	<b>From</b>	<b>To</b>
Corporate (01-11-11-583-9999)	\$200,000.00	
		Capital Projects (30-11-11-473-9999)
		\$200,000.00

**Purpose:** A transfer due to positive operating resulting through April 2021 allowing another contribution to our new Master Plan Capital Projects Fund in FY21-22 to be generally used for opportunity projects next OSLAD (Bevier/Dugdale) or additional funds if needed for the Park Districts portion for another capital contribution for Museum Expansion from the Park District. We now will have a regular Capital Projects Fund 30 for regular CIP and Fund 29 Master Plan Capital Fund for large projects, grant projects, or savings tool related to Master Plan and Community Needs

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

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

**B. Motion to Amend Memorial/Endowment Account**

Staff recommends updating the description of the Memorial Endowment account to track funds until they are desired to be used. The District recently received additional private donor funding for a project outside the Waukegan Carnegie Center with a tree project.

Motion by Commissioner Kilkelly, seconded by Vice President Herrera-Giron to approve amending the Memorial/Endowment Account, as presented.

Commissioner Kilkelly asked for clarification of the projects. Staff stated that the tree planting initiative is a large part of this fund. They have identified five parks where trees would be beneficial.

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

**C. Motion to Approve Ordinance 21-05 Supplemental Appropriation Amendment for fiscal year beginning May 1, 2020 and ending April 30, 2021**

Each fiscal year, the District prepares its annual budget for the succeeding year. Sometimes unanticipated events that materially impact the budget occur after it has been approved. When this occurs, it is the District's obligation to prepare and approve a supplemental budget and appropriation ordinance. Staff presented the FY2020-21 Supplemental Budget & Appropriation Amendment Ordinance 21-05 for board review.

The changes were in the following funds:

- Corporate Fund
- Police Fund
- Special Recreation Fund
- Paving & Lighting Fund
- Museum Fund
- Insurance Fund

Motion by President Johnson, seconded by Commissioner Kilkelly to approve Ordinance 21-05

Supplemental Appropriation Amendment for fiscal year beginning May 1, 2020 and ending April 30, 2021, as presented.

Vice President Herrera Giron asked for clarification of the cap increase.

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

**D. Motion to Approve Resolution 2021-07 Classification of Capital Funds**

Staff presented the yearly resolution committing Capital Funds in the budget and audit for projects for FY2021-22. This resolution also helps with tax objections as staff can interfund transfer funds from the Corporate Fund to the Capital Fund as part of the 1997 referendum.

Motion by Commissioner Kilkelly, seconded by Vice President Herrera Giron to approve Resolution 2021-07 Classification of Capital Funds, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

**E. Motion to Approve FY 2021-2022 Salary Schedule**

Staff recommends approval of the salary and wage schedule as presented. This is done annually and increases the minimum and maximum by the CPI.

Motion by Vice President Herrera Giron, seconded by Commissioner Mathews to approve FY 2021-2022 Salary Schedule, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

**F. Motion to Approve FY 2021-2022 Budget and Capital Improvement Plan (CIP)**

Staff presented the proposed operating expenditures, excluding debt service, capital outlay, and transfers at \$11,963,897 for FY2021-22. This represents a decrease of (\$142,795) or (1.18%), from the FY2020-21 budget of \$12,106,695. The budget also includes \$12,672,233 for all capital project expenditures, up from \$5,557,511 from the last fiscal year. This is a direct result of starting construction on the public-private partnership of the Waukegan Carnegie Center. It also includes \$3,381,544 for debt service payments.

The budgeted revenue is \$15,726,856, excluding a one-time private donation, bond proceeds, and transfers (\$1,142,520) or (7.26%) a decrease from the previous year of \$16,869,376. A revenue decrease of (\$215,783) is attributed to COVID-19 restrictions in non-tax revenue areas of Fitness Center Fees, Program Revenue, and Fees & Rentals with conservative budget numbers. Miscellaneous Revenue is budgeting to receive the remaining \$4.75 million private donations for the upcoming Carnegie project. Other decreases were seen in Real Estate Tax, Replacement Tax, and Interest revenue categories, which account for an additional (\$617,050) of the (\$1,142,520) decrease. The Park District expects to receive a variety of grants this upcoming fiscal year for several community projects. Staff did not budget for the \$750,000 museum grant since they don't expect to collect this reimbursement until the FY2022-23 budget year.

Motion by President Johnson, seconded by Commissioner Kilkelly to approve FY 2021-2022 Budget and Capital Improvement Plan (CIP), as presented.

Vice President Herrera Giron asked if there are any large expenses due to COVID-19 and if grants were used to reimburse those. Staff stated that the District received CARES Act funding and are in discussions with the County about possible receipt of future funding.

On the roll call, the vote was as follows:

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

Motion carried.

**G. Permission to Obtain Bids/Quotes for FY 2021-2022**

Mr. Bejster noted that the Parks Department seeks permission from the board to obtain bids/quotes for FY 2021-2022.

**H. Motion to Approve Waukegan Park Foundation request to serve alcohol at fundraiser in Corrine J. Rose Park on September 20, 2021**

The Waukegan Parks Foundation will be holding its annual Big Splash Fundraiser at

5:30pm on Friday, September 10, 2021 at the Corrine J. Rose Park Percussion Playground and SplashZone. The program will feature musicians playing playground instruments as well as other entertainment, silent auction, drawings, food, and hopefully, beer and wine.

They are seeking the Board's permission to serve alcohol (wine and beer) in the park for the event. Participants will provide an ID at the time of check in and those 21 and over will receive a bracelet that identifies them as being of legal age to be served alcohol. There will be two beverage tickets provided in the event ticket package; the tickets can be redeemed for beer, wine, or non-alcoholic drinks. Alcohol will be served out of the concession stand and persons consuming alcohol will be required to stay within the fenced area of the SplashZone. Currently, the shelters have been reserved for the event and the SplashZone will be closed for the season. Belvidere Recreation Multipurpose Room has been reserved in case of rain.

Motion by Vice President Herrera Giron, seconded by Commissioner Kilkelly to approve Waukegan Park Foundation request to serve alcohol at fundraiser in Corrine J. Rose Park on Friday, September 10, 2021, as presented.

Commissioner Kilkelly asked Ms. Johnson to touch base on what the current Foundation support is. Ms. Johnson noted that there are two projects: (1) second grade field trip program which provides all Waukegan public and private school second graders a trip to the Field House and (2) the percussion playground at Rose Park, set to be installed in June.

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Herrera Giron, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

- I. Reminder: At the May 11th Meeting, officers will be selected as well as liaisons to the Recreation, Cultural Arts, Golf, Special Recreation and Parks and Open Space Master Plan Advisory Committees

The board discussed positions and changes.

## **VI. ANNOUNCEMENTS**

Ms. Anderson stated that the staff has been considering a ribbon cutting for the SplashZone on May 27<sup>th</sup> at 11am. Official opening will be Saturday, May 29<sup>th</sup>. Capacity is at 150 with the current restrictions.

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

Commissioner Mathews thanked the Board for welcoming him with open arms. He especially thanked

Mr. Lerner and Ms. Sandine for their assistance getting acclimated. He thanked Mr. Beverly, Ms. Dumas, and Mr. Beckmann for meeting with him.

Commissioner Kilkelly welcomed new Board member, Mathews. She noted that since the District is recording the meetings, she would like that to be made available to the public.

Vice President Herrera Giron thanked the citizens of Waukegan for voting her back in and giving her the opportunity to continue to serve. She thanked new Board member, Mathews. She noted that she is thankful for the wonderful staff and commissioners.

President Johnson apologized for leaving abruptly during the last meeting. He also welcomed the new Board and thanked everyone for being a part of the District.

#### **VIII. NEXT MEETING**

- Tuesday, May 11, 2021, 4:30 pm – Board of Commissioners Meeting

#### **IX. ADJOURNMENT**

There being no further business, President Johnson moved, seconded by Vice President Herrera Giron to adjourn the meeting at 5:17 p.m.

There was no discussion.

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Herrera Giron, Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

Respectfully submitted,

Mandi Florip  
Secretary