

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
May 11, 2021  
REMOTE VIRTUAL MEETING  
Public Dial in and Access Code provided

**I. CALL TO ORDER**

The meeting was called to order at 4:31 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  
Commissioner Anton Mathews

COMMISSIONERS ABSENT

President Jeremiah Johnson

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 April 13, 2021 (Board of Commissioners Meeting), April 27, 2021 (Special Board Meeting), Bills, Payroll, and Financial Statements.

Motion by Commissioner Kilkelly, 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: Mathews, Kilkelly, Bridges, Herrera Giron  
NAY: None  
ABSTAIN: None

ABSENT: Johnson

Motion carried.

#### **IV. PUBLIC COMMENT**

None

#### **V. ACKNOWLEDGEMENTS & PRESENTATIONS**

None

#### **VI. PROGRESS REPORTS**

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions. He noted that the District is a gold medal finalist for IRPA. He also mentioned that everyone is registered for the in-person conference. Ms. Sandine will work with the commissioners on travel plans. Commissioner Kilkelly congratulated the District on this honor. She asked for an update on Victory Park. Mr. Bejster stated that CIORBA would be reviewing the permit. Vice President Herrera Giron asked what the process is for naming parks, as it relates to the new parks at Midlane.

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

C. Legislation/ IAPD Update: None.

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

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Bridges, Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that general recreation staff did an amazing job working with the Waukegan Police on the toy ride along program. Movies in the park are being launched on July 2<sup>nd</sup>. Staff is working hard on the Carnegie. Field House membership is at 6,251. Mr. Beverly thanked the staff for all of the work. Commissioner Kilkelly asked how many participated in the toy ride along. There were 20 spots available. Commissioner Kilkelly asked for clarification about the new hires. She congratulated the team on the toy ride along program.

D2. Parks: Mr. Bejster presented his report. He highlighted that Midlane construction is going smoothly and moving quickly. The pit has been poured on the second lot and they have framed out a walkway. By the end of this week, concrete should be poured for both walkways. Staff is waiting on permits for Victory Park. They ordered additional landscaping for the corner of Rose Park. The District released an Arbor Day video on April 30<sup>th</sup> to celebrate virtually with the students from Glen Flora School. Rentals are beginning to come in. Commissioner Kilkelly noted that last year the water fountains were restricted. Mr. Bejster stated that new guidance allows for reopening and staff has been working on this. Commissioner Mathews asked when the Midlane parks will be completed. Staff stated that they should be completed in June.

D3. Community Relations: Ms. Anderson presented her report and offered to answer questions. She stated that the ribbon cutting for the SplashZone would be at 11am on May 27<sup>th</sup>. She also noted that the County has approved a \$100,000 request for Carnegie. She said that Mr. Richards has worked tirelessly on obtaining grants. Commissioner Kilkelly asked what capacity restrictions will be in place for the SplashZone. Mr. Lerner stated that the 27<sup>th</sup> would be an invite only event and the general opening would be on May 29<sup>th</sup>. Staff is planning on producing the full guide for the fall.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that the funds have shown an increase. The District has an audit on May 20<sup>th</sup> that he is preparing for. Golf Visions ended their year with a positive cash balance at the end of the fiscal year.

## **VII. ELECTION & APPOINTMENT OF OFFICERS**

- A. Motion to Approve Election & Appointment of Officers
  - President
  - Vice President
  - Treasurer & Deputy Treasurer
  - Secretary & Deputy Secretary

President Johnson deferred to Attorney Florip to conduct elections. The election of officers proceeded by way of nominations from the floor for each position.

Commissioner Kilkelly nominated Vice President Herrera Giron for President, which was seconded by Treasurer Bridges.

No other nominations were made at which time Attorney Florip declared the nominations closed.

On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, Bridges, Herrera Giron and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Result: Vice President Herrera Giron elected President.

Commissioner Mathews nominated Commissioner Kilkelly for Vice President, which was seconded by President Herrera Giron.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Mathews, Kilkelly, Bridges, Herrera Giron and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Result: Commissioner Kilkelly elected Vice-President.

Vice President nominated Commissioner Johnson for Treasurer, which was seconded by President Herrera Giron.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Mathews, Kilkelly, Bridges, Herrera Giron and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Result: Commissioner Johnson elected Treasurer.

Commissioner Bridges, nominated Jon Beckmann for Deputy Treasurer, which was seconded by President Herrera Giron.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Mathews, Kilkelly, Bridges, Herrera Giron and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Result: Mr. Beckmann elected Deputy Treasurer.

Treasurer Johnson nominated Attorney Florip for Secretary and Director Lerner for Deputy Secretary, which was seconded by President Herrera Giron

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Mathews, Kilkelly, Bridges, Herrera Giron and Johnson

NAY: None

ABSTAIN: None

ABSENT: None

Result: Attorney Florip elected Secretary and Mr. Lerner elected Deputy Secretary.

- B. Motion to Approve Appointment of Officials
  - Local Election Official
  - IMRF Officer
  - PDRMA Representative
  - PDRMA Alternate Representative

Motion by Vice President Kilkelly, seconded by Commissioner Mathews, to approve the appointment of Director Lerner as Local Election Official; Mr. Beckmann as IMRF Officer, and PDRMA Representative; and Tanya Brady as PDRMA Alternate Representative. There was no discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

#### **VIII. RECESS (Newly Elected/Appointed Officers to Preside)**

#### **IX. REVIEW, DISCUSS, DECIDE**

- A. Motion to Approve Appointment/Reappointment of Advisory Committee Chairpersons and Members
  - Cultural Arts
  - Golf
  - Recreation
  - Special Recreation
  - Master Plan
  - Foundation

Motion by Treasurer Johnson, seconded by Commissioner Bridges, to approve the members who will serve on the Advisory Committees as presented, with President Herrera-Giron being the Board Liaison for Cultural Arts, Treasurer Johnson being the Board Liaison for Golf Advisory, Commissioner Bridges being the Board Liaison for Recreation, Vice President Kilkelly being the Board Liaison for Special Recreation, Commissioner Mathews being the Board Liaison for Master Plan, and Commissioner Mathews being the Board Liaison for Foundation.

There was no discussion on this matter.

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

Motion carried.

B. Motion to Approve the following Resolutions:

- 2021- 08 - Designating Depository

Motion by Vice President Kilkelly, seconded by Treasurer Johnson, to approve Resolution 2021-08 – Designating Depository, as presented.

Commissioner Kilkelly asked Mr. Beckmann if Wintrust sought to keep the District’s business.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- 2021- 09 - First Midwest Bank Authorization
- 2021- 10 - Associated Bank Authorization
- 2021- 11 - First Midwest Bank Signature Authorization
- 2021- 12 - First Midwest Bank Signature Authorization
- 2021- 13 - Associated Bank Signature Authorization

Motion by Vice President Kilkelly, seconded by Treasurer Johnson, to approve Resolutions: 2021-09: First Midwest Bank Authorization, 2021-10: Associated Bank Authorization, 2021-11: First Midwest Bank Signature Authorization, 2021-12 First Midwest Bank Signature Authorization, and 2021-13: Associated Bank Signature Authorization, as presented.

There was no discussion on this matter.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. Motion to Approve Midlane Subdivision Park Names

Staff recommend to name the property located at 3000 N. Southern Hills Drive “Hilltop Park”. This property has been identified as Midlane Park A up to this point. The new name suggestion identifies with the small hill that the park sits on geographically.

Staff recommend to name the property located at 3104 N. Augusta Drive “Friendship Park”. This property has been identified as Midlane Park B up to this point. The new name suggestion represents

the idea for the Park District's first buddy bench that will be installed at this park. The buddy bench idea was provided to the Park District by a local child who participated in the park's community input meeting.

Motion by Commissioner Mathews, seconded by Treasurer Johnson, to approve Midlane Subdivision Park Names, as presented.

There was no discussion on this matter.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Purchase of Ventrac Tractor and Equipment

Staff recommends acceptance of the purchase of a Ventrac Tractor and tractor equipment for \$42,935.20 from Burris Equipment through Sourcewell Cooperative Purchasing Alliance.

Motion by Commissioner Mathews, seconded by Vice President Kilkelly, to approve Purchase of Ventrac Tractor and Equipment, as presented.

Vice President asked what the use would be. Mr. Bejster stated that it would primarily for the Parks Department to mow steep inclines.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Motion to Approve Musco Lighting Improvements at Grosche Field

Staff recommends acceptance of the purchase of field lighting and pole renovations at Grosche Field for \$403,150.00 from Musco Lighting through Sourcewell Cooperative Purchasing Alliance. This will renovate the lighting system at Grosche Park.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to Approve Musco Lighting Improvements at Grosche Field, as presented.

Commissioner Mathews asked if staff looked at a local company. Staff noted that this company specializes in this type of lighting and will ensure it matches. Vice President Kilkelly stated that although it is expensive, 50 years is a long lifespan.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve New Master Plan Capital Project Accounts

Staff recommends board authorization to create the following Master Plan Capital Projects Accounts to track these funds. This new fund is for large-scale projects, grant compliance, and a saving tool when other capital identified in the Master Plan or grant awards. The revenue will be transferred from several Memorial/Endowment accounts (Fund 16). The transfer will require some Memorial/Endowment accounts to close or change. Additional funding will come from the Capital Fund for portions not covered by Memorial/Endowment Accounts to fund the project completely.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to Approve New Master Plan Capital Project Accounts, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. Motion to Approve Custodial Services for BRC, JAC, JBC and DH

Staff recommends acceptance of the low quote of \$22,126.00 from Eco Clean Maintenance, Inc. for the Custodial Services of four Park District Buildings (Belvidere Recreation Center, Jane Addams Center, Jack Benny Center, and Douglas House).

Motion by Vice President Kilkelly, seconded by Treasurer Johnson, to Approve Custodial Services for BRC, JAC, JBC and DH, as presented.

Vice President Kilkelly asked for clarification of what this quote includes. Staff noted that it only includes the interior of Belvidere Recreation Center, not the SplashZone. Staff has a cleaning service for the restrooms at the SplashZone.

On the roll call, the vote was as follows:



AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

H. Motion to Approve Rose Park Percussion Playground Concrete Installation

Staff recommends acceptance of the low quote of \$22,005.00 from Hacienda Landscaping, Inc. for the 2021 Rose Park Percussion Playground Concrete Installation.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews, to Approve Rose Park Percussion Playground Concrete Installation, as presented.

There was no discussion.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

I. 2021 American Independence Parade Update

Mr. Lerner asked staff to conduct research on this topic. They reached out to past participants to gauge interest and learned that 10-15% would participate. Most other Districts have cancelled or scaled down their events in order to control capacity. Thus, staff recommends cancellation and holding the shoebox parade. Funds would be held until the following year and applied to the 2022 parade.

Vice President Kilkelly noted that the District hosts events with 100% effort and in this case, they would not be able to do this. As a gold medal community finalist, the District would not be able to produce this event to its own standards. Treasurer Johnson appreciates that staff looked into this further and supports the decision. President Herrera Giron asked where the CDC stands on large gatherings. Mr. Beverly noted that the CDC recommends that the District only accommodate 400-600 families along the parade route, which would be challenging. Commissioner Mathews concurred with the staff's recommendation and board's opinion on this topic. Commissioner Bridges supports the staff decision in this matter.

J. Motion to Approve Interfund Transfers

Staff recommends approval of transfers as presented.

<b>Fund</b>	<b>From</b>	<b>To</b>
Memorial/Endow. (#56 General) (16-11-11-583-9999)	\$496,570.07	
Capital (Large & Grants) (29-88-55-473-9999)		\$496,570.07

**Purpose:** To transfer funds from Endowment to support the completion of Waukegan Carnegie Center. Related to the redevelopment and larger-scale grant project.

<b>Fund</b>	<b>From</b>	<b>To</b>
Memorial/Endow. (#57 General) (16-11-11-583-9999)	\$249,998.58	
Capital (Large & Grants) (29-88-55-473-9999)		\$249,998.58

**Purpose:** To transfer funds from Endowment to support the completion of Waukegan Carnegie Center. Related to the redevelopment and larger-scale grant project.

<b>Fund</b>	<b>From</b>	<b>To</b>
Memorial/Endow. (#47 General) (16-11-11-583-9999)	\$35,595.85	
Capital (Large & Grants) (29-88-98-473-9999)		\$35,595.85

**Purpose:** To transfer funds from Endowment to support the completion of Victory Park. Related to the redevelopment and larger-scale grant project.

<b>Fund</b>	<b>From</b>	<b>To</b>
Memorial/Endow. (#21 General) (16-11-11-583-9999)	\$242,058.46	
Capital (Large & Grants) (29-88-98-473-9999)		\$242,058.46

**Purpose:** To transfer funds from Endowment to support the completion of Victory Park. Related to the redevelopment and larger-scale grant project

<b>Fund</b>	<b>From</b>	<b>To</b>
Memorial/Endow. (#60A General) (16-11-11-583-9999)	\$200,003.71	
Capital (Large & Grants) (29-88-98-473-9999)		\$200,003.71

**Purpose:** To transfer funds from Endowment to support the completion of Victory Park. Related to the redevelopment and larger-scale grant project OSLAD advanced payment.

Staff recommends the interfund transfers as presented.

Motion by Commissioner Bridges, second by Commissioner Mathews to approve the interfund transfers, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- K. Review Ordinance 21-06, an Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022.

To comply with regulations, this ordinance had to be on display for no less than 30 days. Any questions can be addressed to staff.

**X. NEXT MEETING**

- A. Committee of the Whole Meeting, Tuesday, May 25 at 4:30 pm

**XI. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Mr. Lerner noted that Ty Rohrer will join the Board at the next meeting to provide an update on the Carnegie project.

Commissioner Mathews has enjoyed soaking up the history of the District. He congratulated President Herrera Giron, Vice President Kilkelly, and Treasurer Johnson. He looks forward to working with the full board. He thanked staff for meeting with him and welcoming him to the District. He also thanked Barbara Young and her group for planting flowers at the park.

Commissioner Bridges congratulated the Board and looks forward to what they, staff, and families will do over the next year. He thanked staff for all of their work in securing the nomination for the Gold Medal.

Treasurer Johnson was honored to serve as President of the Board for the past year. He looks forward to being out in the community more this year. He commended staff and the board on the work they have done and will continue to do.

Vice President Kilkelly commended staff on the police toy ride along program. She thinks that the buddy bench is a great idea and is happy the District is implementing it at their new park. She also inquired if the Board has considered returning to in-person meetings.

President Herrera Giron thanked Treasurer Johnson for the work he did as President of the Board, especially during an unexpected year. She noted that nobody does it alone and that this team has done extraordinary things in an unprecedented time. She stated that the District was able to provide comfort to the community during this unsettling time. She thanked the Board for having confidence in her to lead them over the next year.

**XII. ADJOURNMENT**

There being no further business, Treasurer Johnson moved, seconded by Commissioner Mathews to adjourn the meeting at 5:52 p.m.

On the roll call, the vote was as follows:

AYE: Mathews, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None  
ABSENT: Bridges

Motion carried.

Respectfully submitted,

Mandi Florip  
Secretary