MINUTES OF THE REGULAR MEETING

BOARD OF PARK COMMISSIONERS

WAUKEGAN PARK DISTRICT

July 13, 2021

1324 Golf Road

Waukegan, IL 60087

**I. CALL TO ORDER**

The meeting was called to order at 4:31 pm.

**II. ROLL CALL OF COMMISSIONERS**

COMMISSIONERS PRESENT COMMISSIONERS ABSENT

President Jacqueline Herrera Giron

Vice President Janet Kilkelly

Treasurer Jeremiah Johnson

Commissioner George Bridges

Commissioner Anton Mathews

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.

**IV. CONSENT AGENDA**

The Consent Agenda Items which included the Minutes of the June 8, 2021 (Board of Commissioners Meeting), June 22, 2021 (Speech Board Meeting), June 11, 2021 (Special Meeting/Master Plan Advisory Committee), Bills, Payroll, and Financial Statements.

Motion by Vice President Kilkelly, seconded by Treasurer Johnson to approve the Minutes of the June 8, 2021 (Board of Commissioners Meeting), June 22, 2021 (Speech Board Meeting), June 11, 2021 (Special Meeting/Master Plan Advisory Committee), Bills, Payroll, and Financial Statements.

Mr. Beckmann noted that there is an adjustment that has been added to the board packets.

Commissioner Bridges entered the meeting at 4:33pm.

Motion to seat Commissioner Bridges, second by Treasurer Johnson, Second by President Johnson.

On a voice vote, the vote was unanimous.

Motion carried.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

**V. PUBLIC COMMENT**

Tony has been going to Hinkston Park and people are complaining about the WiFi. Mr. Beckmann noted that this will be upgraded this fiscal year. He also asked if the defibrillators are still present. Mr. Beverly stated they have been moved behind the front desk.

**VI. ACKNOWLEDGEMENTS & PRESENTATIONS**

None

**VII.** **PROGRESS REPORTS**

A. Executive Director Lerner: Mr. Lerner presented his report and noted that Mr. Beckmann’s team received the GFOA excellence in financial reporting award. Mr. Beckmann stated that it is a team effort. He stated that staff is continuing to work on the Carnegie project and will have a full update in August.

Commissioner Kilkelly asked for clarification on a Carnegie fundraiser. Mr. Lerner stated that the City Club asked to do a fundraiser in August for the Carnegie. Ms. Sandine will send information of the event to the board.

B. Attorney Report: Attorney Florip has been working on various contracts and letters, as requested by staff.

C. Legislation/ IAPD Update: Attorney Florip explained the implications of the Medical Cannabis Act, as it relates to District programs.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Movies in the park is going well. The Field House and SportsPark are in full action with t-ball, boot camp, cheerleading, and basketball. There are around 200 kids in swim lessons. The SplashZone averages 500-700 attendees per week. Field House membership is nearing 7,000.

Commissioner Kilkelly noted that a complaint had been received that the therapy pool is not being monitored. Mr. Beverly stated that staff is aware of the need to monitor who is utilizing the therapy pool and for what purpose. Therapy-specific time is stated on the website.

D2. Parks: Mr. Bejster presented his report. He noted that Signal 88 started on June 28th and are monitoring the parks in the evening between 9pm-3am. Service has been excellent. Staff receives a detailed report each morning, including photographs. They have not found any consistent issues.

Commissioner Bridges asked if there have been any negative exchanges with the public. Staff said there has not. He also asked about visibility. Staff noted the cars are wrapped with “Signal 88” marking and uniforms are worn. President Herrera Giron asked what type of data is collected. Staff noted that there is a dashboard that collectively pulls from all employee accounts with the number of incidents and specific details.

Vice President Kilkelly noted that she was impressed with the level of detail within the reports. She asked if the District is collecting data on the number of vehicles that are entering the parks. Staff noted that they are still in the process of implementing the counters. She received a complaint from a citizen about the amount of garbage that is being left behind at parks that staff has to clean every day. Vice President Kilkelly asked what was repaired at Rose Park. Mr. Bejster stated that the rail glider in the playground needed to be replaced and is covered under warranty.

Mr. Bejster stated they are making progress at Victory Park. Staff has received a permit request for alcohol sales on August 8th. Commissioner Bridges asked who handles the District’s permitting. The City of Waukegan needs to refine permitting for special events to ensure they are made aware of permits that impact the City.

D3. Community Relations: Ms. Anderson presented her report. She stated that there have been monthly ribbon cuttings for the past several months. The intent is to cut ribbons at Victory Park in the fall. September 10th is going to be the Waukegan Parks Foundation big splash revisited. Save the dates will be sent next week. She thanked everyone in the room for ensuring that Partners in Parks was a great success. Staff has decided to start the 2nd grade swim program again in the fall; however the program will not be offered to 3rd and 4th graders.

President Herrera Giron asked for clarification about non-District 60 children who will be offered the swim program. Staff stated that it would be a duplication of the field trip offered to District 60 second graders at the end of the year. She also asked if the definition of “resident” was included in the new catalog.

D4. Finance and Administration: Mr. Beckmann presented his report. He stated that a utility provider contract is on the agenda for this evening. He also noted that two golf reports are attached from April and May. Golf continues to be up in revenue.

Commissioner Kilkelly asked if all employees have to be fingerprinted. The District performs a basic background check and uses fingerprinting sporadically.

**VII. REVIEW, DISCUSS, AND DECIDE**

1. Motion to Approve Interfund Transfers

**Fund From To**

Memorial/Endow. (#49 D. Maxwell Memorial)(16-11-11-583-9999) $5,000.00

Capital Fund (30-11-11-473-9999 - #210101) $5,000.00

**Purpose**: Transfer out of the David Maxwell Memorial Fund to support the Percussion Playground.

**Fund From To**

Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999) $20.00

Recreation (02-46-92-473-9999) $20.00

**Purpose**: 1 Scholarship for the All-Around Basketball Skills Program.

**Fund From To**

Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999) $142.50

Recreation (02-46-92-473-9999) $142.50

**Purpose**: 3 Scholarships for the Junior Bulldog Basketball Program.

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

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

1. Motion to Approve U.S. Pool Agreement

Mr. Beverly stated that Jeff Ellis Management pulled out of all of their Illinois contracts. Staff was able to find an alternate company and will see savings with the new contract.

Vice President Kilkelly asked if this will be a seamless transition. Staff stated that it will. She also asked for a list of other Districts that use U.S. Pools.

The contract is not ready to be voted upon at this point.

1. Motion to Approve Resolution 2021-15 in Appreciation for Jeremiah Johnson Service as Board President FY 2020-21

Motion by Commissioner Mathews, seconded by President Herrera Giron, to approve Resolution 2021-15 in Appreciation for Jeremiah Johnson Service as Board President FY 2020-21, as presented.

On a voice vote, the vote was unanimous.

Motion carried.

1. Motion to Approve Policy 3.05 Participant Behavior Code and Policy 3.12 Residency Requirements as amended

Mr. Beckmann stated that there are two policies before the Board.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to Approve Policy 3.05 Participant Behavior Code and Policy 3.12 Residency Requirements as amended, as presented.

Vice President Kilkelly asked for clarification about the dog addition to the policy. She asked for the motivation for the residency policy update. Staff noted that the District is seeking to be more inclusive to admission to events and facilities. Mr. Lerner stated that our practice was not matching our policy and intended to bring those into harmony. She also asked for clarification on the age requirements.

Staff stated that they will continue to work with participants but needed to get a policy in place. Once an individual visits one facility, they will be entered into the system and will not need to present an ID.

President Herrera Giron asked if the District will need to provide notice to individuals that we are keeping information. Attorney Florip and Mr. Beckmann will look into this.

On a voice vote, the vote was unanimous.

Motion carried.

1. Motion to Approve Mid-America Energy Provider

Staff presented a Utility Supplier agreement for both gas and electric from Mid-American

Utility Provider. This agreement is a one-year agreement starting in June 2024 and ending June 2025. These agreements will line up with the current energy provider Entel, which the District cancelled renewal of, in February 2021.

Mid-American will not supply the District until June 2024 but already is working with staff to lower

energy cost. Mid-American will continue to provide ways for us to save cost moving forward with utility budgets.

Motion by Commissioner Bridges, seconded by Treasurer Johnson, to Approve Mid-America Energy Provider, 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.

1. Motion to Approve Hitchcock Design Group for Bevier Park OSLAD Renovation

Staff is recommending to hire Hitchcock Design Group as architect for Bevier Park improvements. Bevier Park renovations have been identified by staff as an ideal project to apply for funding through the current OSLAD Grant cycle.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to approve Hitchcock Design Group for Bevier Park OSLAD Renovation, as presented.

Vice President Kilkelly asked for clarification about the boat dock. Staff stated it would be a non-motorized boat dock to tie up a canoe, paddleboat, or something similar. She noted that the island is a sanctuary and she is concerned that this may take away that retreat. Staff would need to do design work to keep the protection. Mr. Lerner stated that the District has canoes and this would be an experience for children who may not have had such. Commissioner Bridges clarified that no swimming would occur.

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.

**VIII. CLOSED SESSION – For the purchase or lease of real property 5 ILCS 120/4**

Motion by Commissioner Bridges, seconded by Treasurer Johnson, to move into closed session at 5:42 pursuant to 5 ILCS 120/4.

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.

Motion to return to open session by President Herrera Giron, Second Vice

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

**IX. NEXT MEETING**

1. Committee of the Whole Meeting, Tuesday, July 27 at 4:30 pm at the Administrative Building

Mr. Lerner and Mr. Beckmann proposed that the meeting be held at August 3rd in place of July 27th and August 10th.

**X. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Commissioner Mathews thanked staff for the hard work and dedication they show. He also noted that the shoebox parade was very well done. He thanked the City of Waukegan for their entertaining commentary. He thanked the Field House staff and noted the large increase in Field House membership. He noted that the Midlane park openings went very well. He is excited about the continued partnership with WPS60. Finally, he noted that the movies in the park event was great and he enjoyed seeing all of the families out.

Commissioner Bridges asked staff how the automatic striper is working. Mr. Bejster offered to get additional feedback for the next meeting. He also thanked staff for the press release regarding increased security and has received many compliments about the fence at Victory. He thanked staff for meeting the needs and desires of the community.

Treasurer Johnson echoed the Board’s comments of thankfulness to staff for getting everything going again and appreciates all of the work to keep the parks clean. He thanked staff for the plaque and kind words.

Vice President Kilkelly noticed in the division reports a large number of compliments, which were well deserved. She received a comment about the Bonnie Brook improvements that have been done. She also received an email from someone who is happy about a new class instructor at the Field House. She regrets that she was unable to attend Beverly Mallard’s service and hopes it went well.

President Herrera Giron stated that as she looks at the compliments, she thinks of all of the hard work, passion, and heart that the staff puts into all of the programs and work it does. She thanked staff for showing passion and putting it into action in the activities that the Dsitrict does. She congratulated Treasurer Johnson.

**XI. ANNOUNCEMENTS**

**XII. ADJOURNMENT**

There being no further business, Vice President Kilkelly moved, seconded by President Herrera Giron to adjourn the meeting at 6:05 p.m.

On a voice vote, the vote was unanimous.

Motion carried.

Respectfully submitted,

Mandi Florip

Secretary