

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
October 12, 2021  
Virtual Meeting

**I. CALL TO ORDER**

The meeting was called to order at 4:38 pm. Based on the September 17, 2021 disaster declaration, this meeting was held virtually due to the pandemic.

**II. ROLL CALL OF COMMISSIONERS**

COMMISSIONERS PRESENT

Vice President Janet Kilkelly  
Treasurer Jeremiah Johnson  
Commissioner George Bridges  
Commissioner Anton Mathews

COMMISSIONERS ABSENT

President Jacqueline Herrera Giron\*

\*Technical difficulties

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 HEARING**

- A. Public Hearing concerning the intent of the Board to issue \$12,000,000 Alternate Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

The public hearing was opened at 4:39pm.

Mr. Beckmann noted that publication had complied with the posting requirements. There is no action needed at this time. Comments and questions were accepted from the public and Board. None were asked.

The public hearing was closed at 4:41pm.

**IV. CONSENT AGENDA**

The Consent Agenda Items which included the Minutes of the September 14, 2021 (Board of Commissioners Meeting), Payroll, Bills, Financial Statement, and Travel Expenses.

Motion by Commissioner Mathews, seconded by Vice President Kilkelly to approve the Minutes of the September 14, 2021 (Board of Commissioners Meeting), Payroll, Bills, Financial Statement, and Travel Expenses.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: \*Herrera-Giron

Motion carried.

## **V. PUBLIC COMMENT**

Tony asked when the steam room at Hinkston Park was going to be fixed. Vice President Kilkelly noted that this would be addressed during the recreation portion of the meeting.

## **VI. ACKNOWLEDGEMENTS & PRESENTATIONS**

- A. Recreation Staff – Special Recreation Intern, Kylee Wolfe, Brigham Young University of Idaho Therapeutic Recreation – Graduates 12/2021.

Mr. Beverly introduced the new special recreation intern for the District. Ms. Wolfe spoke to the Board and provided a brief introduction of her background.

- B. Parks Staff – New Hires: Fernando Fernandez, Jose Gonzalez, Marco Palencia

Mr. Bejster introduced three new full time hires within the Parks Department. Each newly hired employee provided a brief introduction to the Board.

## **VII. PROGRESS REPORTS**

- A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from 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 updated the board on the latest PAC holding and its impact on closed session.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He highlighted that this Saturday the Field House will be hosting Family Swim Night. New membership count is at 7,137. Cultural Arts are continuing outreach to the schools. Halloween Trail will be on October 30 from 1-3pm. Other holiday events are around the corner. The steam room is being repaired. He congratulated the new Director of Public Works, Chris Garland.

D2. Parks: Mr. Bejster presented his report. The Parks Department made tremendous improvements at Besley Park. A recycling event will be held on October 23<sup>rd</sup> at Bevier Park. BRC roof work should be completed soon. They continue to make progress at Victory Park. Winterization will begin soon.

D3. Community Relations: Ms. Anderson presented her report. She noted that an article ran today in the News Sun about the District's Halloween activities. They are developing the winter/spring activity guide, which will be in homes the first week of December. The District held the 26<sup>th</sup> annual Partners in Parks event. They had ten foundation volunteers actively involved this year. There were 132 registered golfers, with 127 showing up. They made just under \$18,000.

Mr. Lerner commended Ms. Anderson and her team on how well they have been working with the News Sun and fostering the media relationship.

D4. Finance and Administration: Mr. Beckmann presented his report. He thanked Mr. Bejster for striping and sealcoating the parking lot at Bonnie Brook. Commissioner Mathews asked when the Board would be switching to digital personnel files. He also asked if the District would be updating the accounting software. Mr. Beckmann stated that the District has already begun the transition to digital personnel files. He will be evaluating an update of the accounting software as they begin the budget process.

## VII. REVIEW, DISCUSS, AND DECIDE

A. Motion to Accept the Low Bidders for General Obligation Limited Refunding Park Bonds, Series 2021A

Mr. Gold presented information to the Board. Bids were received for the \$1,912,450 General Obligation Limited Tax Park Bonds, Series 2021. There were five bids received. Upon examination, Speer Financial is of the opinion that the bid of Lake Forest Bank & Trust Company, N.A., Libertyville Bank & Trust Company, N.A., and State Bank of the Lakes, N.A. is the best bid received, and it is further our opinion that the bid is favorable to the District and should be accepted.

After the sale, to optimize the Bond Fund Debt Service Extension Base, the issue size was increased by \$16,990.00 to \$1,929,440.00. They further recommend that the Bonds be awarded to Lake Forest Bank & Trust Company, N.A., Lake Forest, Illinois, Libertyville Bank & Trust Company, N.A., Libertyville, Illinois, and State Bank of the Lakes, N.A., Antioch, Illinois at a revised price of \$1,929,440.00, being at a net interest rate of 0.42%.

Mr. Beckmann thanked Mr. Gold and Speer for facilitating this process.

Motion by Treasurer Johnson, seconded by Commissioner Bridges, to Accept the Low Bidders for General Obligation Limited Refunding Park Bonds, Series 2021A, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- B. Motion to Approve Ordinance 21-07 Consideration and action on an ordinance for the issue of approximately \$2,250,00 General Obligation Limited Park Bonds, Series 2021A, of the Waukegan Park District, Lake County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the purpose of the expenses incident thereto, providing the revenue source to pay certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest of said bonds, and authorizing the sale of said bonds to the purchaser thereof

This needs to be filed with our closing documents at Lake County.

Motion by Commissioner Bridges, seconded by Vice President Kilkelly, to Approve Ordinance 21-07 Consideration and action on an ordinance for the issue of approximately \$2,250,00 General Obligation Limited Park Bonds, Series 2021A, of the Waukegan Park District, Lake County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the purpose of the expenses incident thereto, providing the revenue source to pay certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest of said bonds, and authorizing the sale of said bonds to the purchaser thereof, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- C. Motion to Approve Fiscal Year Annual Comprehensive Financial Report and Golf Financial Audit Report

Mr. Beckmann presented the FY2020-21 Waukegan Park District Annual Comprehensive Financial Report Audit and the Audit Report for the District's Golf Operations. Mr. Gavin is a lead auditor at Lauterbach and Amen, who produced a management letter, and provided a high-level overview to the Board. The audit process went smoothly and they enjoy working with Mr. Beckmann and his staff. The

report includes a clean audit opinion, which is designed to examine the transactions and processes that produce the overall report. Also included is a summary and analysis of the current year numbers in comparison to previous years. A balance sheet is noted for the primary funds of the District, with an amount for total fund balances. This represents a total positive fund balance held by the District. The District continues to maintain a good position and funding level with IMRF. Mr. Gavin pointed out several items of note throughout the report.

There is a separate report issued for the golf operations of the District. Included is a clean audit opinion. Mr. Gavin pointed out several items of note including the fund balance and District's current fiscal position.

Motion by Vice President Kilkelly, seconded by Treasurer Mathews, to approve Fiscal Year Annual Comprehensive Financial Report and Golf Financial Audit Report, as presented.

Vice President thanked Mr. Beckmann and the District for having such a strong financial position for the community. The District is growing and making sure that the needs are met for the community.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

#### D. Financial Update

In accordance with Policy 2.09 Fund Balance section VI. Authority and Reporting, Mr. Beckmann prepared materials for the Board to show the status of the District's balances compared to desired targets. Mr. Beckmann commended staff at all levels for working together to meet the needs of the community while being financially responsible.

Included for Board review are the fund balances as of April 30, 2021, after the external audit. A review at this meeting will also be provided by our auditing firm. Mr. Beckmann reviewed balances, plans of action, and tax objection information.

#### E. Discussion Regarding 2021 Levy Process and Direction

This is due in December. The District is currently at 7.3% of the property tax bill, which is about \$29 per month for residents. The District is seeking Board approval to capture the consumer price index to continue to add more programs, support our capital investments, and align with the other cost of living factors. An estimated levy will be presented in November for approval.

Commissioner Mathews asked if there has been a year when the District has not raised the levy. Mr. Beckmann affirmed that there have been years without an increase.

President Herrera Giron thanked Mr. Beckmann and his staff for all of the work they do to keep the District financially stable and healthy.

Treasurer Johnson asked for clarification of the levy being about \$360 per year. This is based on a \$100,000 home.

F. Motion to Approve Interfund Transfers

Staff recommends approval of the interfund transfers.

<b>Fund</b>	<b>From</b>	<b>To</b>
	Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999)	\$709.50
		Recreation (02-97-24-473-9999) \$709.50

**Purpose:** To cover scholarships for the summer.

<b>Fund</b>	Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999)	\$951.25
		Recreation (02-97-81-473-9999) \$951.25

**Purpose:** To cover scholarship awarded at the end of BASE for May 2021.

<b>Fund</b>	Memorial/Endow. (#43 Rec Sponsorships)(16-11-11-583-9999)	\$10.50
		Recreation (02-48-88-473-9999) \$10.50

**Purpose:** To cover scholarship awarded for the summer.

<b>Fund</b>	Recreation (08-16-00-583-9999)	\$4,553.00
	Memorial/Endow. (#42 Rec Sponsorships) (16-11-11-473-9999)	\$4,553.00

**Purpose:** To hold Virtual Polar Bear Plunge proceeds.

<b>Fund</b>	Memorial/Endow. (#42 Rec Sponsorships) (16-11-11-583-9999)	\$1,500.00
	Special Rec Special Events (08-48-86-473-9999)	\$1,500.00

**Purpose:** To use the \$1,000 Power Play Grant and \$500 Infrastructure Engineering Foundation Grant to cover cost of supplies for the Virtual Recreation Rally Kits. (\$25 per about 60 participants.)

Motion by Commissioner Mathews, seconded by Treasurer Johnson, to approve 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.

G. Motion to Approve Bonnie Brook Bridge Replacement

Staff recommends accepting the quote of \$21,300.00 from Custom Manufacturing, Inc. for replacing pedestrian bridge over Yeoman Creek and Bonnie Brook Golf Course on hole one. This is an insurance claim from December 2020 that Park District Risk Management Agency (PDRMA) will pay minus the \$1,000 deductible. PDRMA approved this vendor for reimbursement.

Motion by Commissioner Bridges, seconded by Treasurer Johnson, to approve Bonnie Brook Bridge Replacement, as presented.

Vice President Kilkelly asked when this will be done. Staff noted it is hard to determine with all of the delays but are hopeful it will be before winter.

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 Bid Summary 2021 Fall – 2022 Spring Tree Planting and Maintenance

Staff recommends acceptance of the low bid of \$44,920.00 from Arthur Weiler Inc. for the 2021 Fall/2022 Spring Planting and Maintenance Plan.

Motion by Commissioner Bridges, seconded by Commissioner Mathews, to approve Bid Summary 2021 Fall – 2022 Spring Tree Planting and Maintenance, as presented.

Vice President Kilkelly asked Mr. Bejster if the District is losing trees all over the City due to the drought. He stated that we are losing trees due to disease, specifically the oak trees. Part of this is due to life cycle and part is due to drought. This replacement will be funded by the donation the District received.

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. Park Security Update

Mr. Bejster provided an update to the Board on park security. He provided examples of reports from the Waukegan Police Department and Signal 88. He noted that there are two different types of incidents that are generally reported from the Police versus those from Signal 88 because they are providing coverage during different hours.

Waukegan Police changed the format of their reports mid-summer, which is why the Board is presented with two different versions. Mr. Bejster reviewed the common incidents reported by the Police.

He then reviewed the daily reports which are provided by Signal 88. Included in the reports are the date/time, park name, summary of incidents, and pictures.

President Herrera-Giron asked when the numbers within the police reports refer to. Mr. Bejster stated that it shows arrival and departure time. In some instances, it is a police report number. It varies on each officer's style of reporting.

Commissioner Mathews asked for clarification of the agreement the District has with the Police Department and how the hours and park visits are determined. Mr. Bejster noted that it varies based on scheduling and what happens throughout the shift. Officers will be pulled off of park patrol if a high security need occurs.

Mr. Bejster then showed the Board the Signal 88 dashboard. There is a lot of good data that the District has used to target different sites and develop a recommendation for long term security coverage.

Vice President Kilkelly asked for Mr. Bejster to give an overview of security at Clearview. He noted that nothing alarming has been included in the reports.

President Herrera Giron noted that it appears that unauthorized vehicles seem to be the highest concern. She asked if we have further data on those vehicles. Mr. Bejster stated that we do not because in most cases the vehicle leaves so next steps have not had to be taken.

## J. Motion to Approve Additional Security Coverage

Staff recommends continuing park security coverage with Signal 88 through the remainder of the fiscal year with proposed times included in the Board materials. This is based on the data they have collected and what data the District wants to get through the winter months where we have no previous history. Staff can adjust as needed based on the data received. Mr. Bejster noted that he would like to have the ability to readjust the hours based on the need and activity.

Motion by Treasurer Johnson, seconded by Commissioner Mathews, to approve continuing park security coverage with Signal 88 through the remainder of the fiscal year, as presented.

Commissioner Mathews asked which agency identified the recent Bowen incident. Staff stated that it was Signal 88. President Herrera Giron asked if the District will continue with the police. Mr. Bejster noted that the police only provide patrol on Fridays, Saturdays, and Sundays through October.



President Herrera Giron asked if there was a way to take the information provided by the police and feed it into the Signal 88 dashboard. Staff noted that this is not an option. Commissioner Mathews is concerned about the incident at Bowen that recently happened where 30 plus cars were parked after the park closure. Mr. Lerner noted that it is unprecedented for a Park District to have such a large amount of data collected. He stated that this is a step in the right direction to combating these issues. Treasurer Johnson stated that he too is concerned by the recent incident and is in favor of continuing with Signal 88. President Herrera Giron noted that the data is extremely beneficial for planning and for the public to know that the District has eyes on its parks.

On the roll call, the vote was as follows:

AYE: Mathews, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: Bridges

ABSENT: None

Motion carried.

- K. Motion to Approve Amendments to Policy 3.22 – Media, Public Information and Communications

Ms. Anderson is seeking changes to the media communications policy. These are mostly housekeeping changes to align with the current practice of the District.

Motion by Treasurer Johnson, seconded by Commissioner Mathews, to approve Amendments to Policy 3.22 – Media, Public Information and Communications, 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.

Motion by Commissioner Bridges, seconded by Commissioner Bridges, to move into closed session at 6:15pm 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.

## **IX. CLOSED SESSION**

### **A. For the Purchase or Lease of Real Property 5 ILCS 120/4**

Motion to return to open session by Commissioner Bridges, Second by Treasurer Johnson.

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.

The Board ended closed session at 6:26 p.m.

## **X. NEXT MEETING**

Committee of the Whole Board Meeting, October 26, 2021 at 4:30 pm. The staff plans to bring potential capital improvements to the Board.

President Herrera Giron asked the Board to consider if they would like to return to live meetings or stay remote. She will ask for Board discussion at the next meeting.

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

Commissioner Mathews thanked the hardworking and dedicated staff. He congratulated Mandi Florip for finishing the Chicago Marathon. Kudos to staff for finishing the George Bridges 5K. Thanks to the historical society and volunteers for the successful cemetery walk. Welcome to the new employees. Excellent job to Javi Martinez for the chess club. Huge thank you to the aquatics team. Congratulations to Errick and Shelby for the growing membership numbers at the Field House. He especially thanked Ms. Sandine for coordinating the trip to Nashville for the commissioners and staff.

Commissioner Bridges thanked the staff and Board. He especially thanked Ms. Sandine for her hard work.

Treasurer Johnson thanked the staff and Board.

Vice President Kilkelly thanked everyone who attended the event at Nashville. Being nominated said a lot about the Park District. She looks forward to seeing the ongoing promotion of the District by Mr. Sadin.

President Herrera Giron stated that the fact that the District has been a finalist for the number of times it has speaks volumes about the work the District does, the activities they put on and the community connection they foster. Everyone should be very proud of this nomination. She thanked staff for all that they do. From receiving a clear audit to the activities we offer to the way others look at us, she is thankful.

## **XII. ANNOUNCEMENTS**

## **XIII. ADJOURNMENT**

There being no further business, Vice President Kilkelly moved, seconded by Commissioner Mathews to adjourn the meeting at 6:35 p.m.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

Respectfully submitted,

Mandi Florip  
Secretary