

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
December 14, 2021  
Virtual Meeting

**I. CALL TO ORDER**

The meeting was called to order at 4:30 pm. Based on the December 10, 2021 disaster declaration, this meeting was held virtually due to the pandemic.

**II. ROLL CALL OF COMMISSIONERS**

COMMISSIONERS PRESENT

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

COMMISSIONERS ABSENT

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 November 9, 2021 (Board of Commissioners Meeting), December 2, 2021 (Golf Advisory Committee Meeting), Payroll, Bills, Financial Statement, and Permission to Accept Bids for Printing of the Program Guide 2022-23.

Motion by Treasurer Johnson, seconded by Commissioner Mathews to approve Minutes of the November 9, 2021 (Board of Commissioners Meeting), December 2, 2021 (Golf Advisory Committee Meeting), Payroll, Bills, Financial Statement, and Permission to Accept Bids for Printing of the Program Guide 2022-23, 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.

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

Tony stated that the Hinkston Park gym looks fabulous. It is clean and everything is running smoothly.

#### **VI. ACKNOWLEDGEMENTS & PRESENTATIONS**

- A. Grants Received – Recreation – Mr. Beverly thanked the board and staff for bringing on Mr. Richardson to help facilitate grants.
- Grace Burstadt Foundation Bank of America N.A. Trustee Grant – This will support the 2022 HEART program in the amount of \$10,000.
  - Illinois Department of Natural Resources Coastal Management Project Grant – This will be to develop and create a permanent exhibit at the Carnegie Museum.

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

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Board. They are working on the Roosevelt Park property and Mr. Lerner has been working closely with staff on the capital projects that were presented to the Board at last month's meeting.

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 that the legislature will return in early January. She also provided a COVID-19 update.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Last week the District hosted the Do-It-Yourself Messiah and Christmas Express. Both received excellent feedback. The Holiday adventure programs will be featured in the News Sun. They are also working on the Polar Bear Plunge event. This will happen on New Year's Day. There are about 200 kids in the swim lessons. Staff has been working on Carnegie. Field House membership is at 7,506, which is approaching an all-time high.

Vice President Kilkelly asked if the District would be hosting the free for all days at the Field House. Mr. Beverly stated that this will not be happening this year.

D2. Parks: Mr. Bejster presented his report. Staff has been fortunate with the great weather, which has allowed continuation of outdoor projects. The playground is installed at Park in the Glen. A ribbon cutting will occur in the early spring. They continue to make progress at Victory Park and on the BRC roof. The District recently held a clean up day at Roosevelt Park. They also were able to hold a couple of controlled burns. The maintenance team has been busy mulching leaves.

President Herrera Giron asked for the completion date of Victory Park. Mr. Bejster stated it would likely be spring. Treasurer Johnson asked when the dugouts and backstops would be installed at

Victory Park. Mr. Bejster noted that the dugout is the next step, which will probably be in March. He is hopeful that they will be opening the baseball fields by the spring.

D3. Community Relations: Ms. Anderson presented her report. She echoed Mr. Beverly's comment about the excellent News Sun coverage recently. Last week the News Sun ran five articles about Park District events. The Foundation has begun its main fundraiser. These funds will be dedicated to the healing garden. On February 24th the District will hold the volunteer reception. Ms. Anderson also wished the Board and staff happy holidays.

President Herrera Giron asked if the program guides have gone out. Ms. Anderson stated that they would reach residents later this week. They are later than planned due to staff shortages. Treasurer Johnson asked if the volunteer reception would be held at Bonnie Brook. She affirmed.

D4. Finance and Administration: Mr. Beckmann presented his report. The staff received the GFOA budget award again. They also submitted their annual report to GFOA which staff assisted with. He also noted that the District's IMRF employer rate went down to 6.52, which is the lowest it has ever been. Budget workshops will be coming up in February and March.

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

### **A. Motion to Approve Ordinance 21-09 – An Ordinance for the Levy & Assessment of Taxes for the Waukegan Park District for 2021**

Staff is seeking approval for this ordinance, which is the District's tax levy ordinance and was presented to the Board in November.

Motion by Commissioner Bridges, seconded by President Herrera Giron, to approve Ordinance 21-09 – An Ordinance for the Levy & Assessment of Taxes for the Waukegan Park District for 2021, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

### **B. Motion to Approve Relocation with City of Waukegan Traffic Signal Cabinet**

Staff is seeking approval to pay the City of Waukegan half of the relocation costs of the traffic control box located at Sheridan Road and Washington, in front of the Carnegie Museum. The box would be relocated to the Southeast corner.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to approve the relocation with City of Waukegan traffic signal cabinet, as presented.

Vice President asked if the new location would be an eye sore or more subtle. Staff stated it would be more subtle as it will not be directly in front of the building, but instead in front of a vacant lot. It will be set similarly to how it is set currently.

Commissioner Mathews asked when this would occur. Mr. Bejster is unsure of the timeline, as the City of Waukegan would make arrangements. Vice President Kilkelly asked for clarification of the DBE contribution. Mr. Bejster will check with the City and follow up with an answer.

AYE: Mathews, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: Bridges

ABSENT: None

Motion carried.

C. Review 2021-22 Mid-Year Report

Mr. Beckmann thanked staff for helping to prepare the document. Mid year highlights include how revenues have changed with reductions and closures. Mr. Beverly and the recreation team have contributed to the non-tax-based revenue. Mr. Beckmann provided an overview of the items within the report. He noted that part time wages are up, due to the increase of minimum wages. Full time wages have been flat. Capital spending is down, as the District waits for the Carnegie to progress. Included are mid-year goals for the strategic plan.

D. Motion to Approve Amended Policies

a. 4.04 Introductory Period for Employees

b. 1.09 Whistleblower Policy

Both policies will be adopted as of today, if passed.

Motion by Treasurer Johnson, seconded by Commissioner Mathews, to approve the amended policies, with the date of December 14, 2021 and removal of the word please from 4.04.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

**VIII. NEXT MEETING**

Board of Commissioners Meeting, January 11, 2022 at 4:30 pm.

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

Commissioner Mathews congratulated the employee of the month and Field House member of the month. He commended the staff on an outstanding winter wonder walk. He also attended the history museum open house, which was well attended. Last Friday he attended the pajama party at the BRC. He closed with a kudos to the Field House staff for their increasing membership numbers. He wished everyone a safe and happy holiday season. Be vigilant against the COVID-19 virus.

Commissioner Bridges seconded the items Commissioner Mathews stated and wished everyone a Merry Christmas.

Treasurer Johnson wished everyone a Merry Christmas. He thanked the Board and staff. He received a rave review of Santa at the Polar Express event.

Vice President Kilkelly drives by Victory Park every day and she is looking forward to the opening of the park. She congratulated the Finance department on the GFOA award and commended Mr. Richardson on grant awards. She wished everyone a Merry Christmas and Happy New Year.

President Herrera Giron wished everyone happy holidays. She wished all nothing but the best. Merry Christmas and Happy New Year. She thanked everyone for the work they do on behalf of the community.

## **XII. ANNOUNCEMENTS**

## **XIII. ADJOURNMENT**

There being no further business, Treasurer Johnson moved, seconded by Commissioner Bridges to adjourn the meeting at 5:04 p.m.

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.

Respectfully submitted,

Mandi Florip  
Secretary