

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
March 22, 2022
Administration Building

I. CALL TO ORDER

The meeting was called to order at 4:30 pm.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Jacqueline Herrera Giron
Vice President Janet Kilkelly

COMMISSIONERS ABSENT

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.

III. CONSENT AGENDA

The Consent Agenda Items which included the Minutes of the February 8, 2022 (Board of Commissioners Meeting), February 22, 2022 (Special Board Meeting), Payroll, Bills, Financial Statement, Authorization to Receive Bids/Proposals for McAlister Building HVAC Upgrades, Roof, Soffit, Fascia and Framing Repairs (pending property closing and FY 2022-23 budget approval), and Authorization to Receive Bids/Quotes for Resurfacing of the Gymnasium Floor at the Field House (pending FY 2022-23 budget approval).

Motion by Vice President Kilkelly, seconded by Commissioner Mathews to approve the consent agenda items which included the Minutes of the February 8, 2022 (Board of Commissioners Meeting), February 22, 2022 (Special Board Meeting), Payroll, Bills, Financial Statement, Authorization to Receive Bids/Proposals for McAlister Building HVAC Upgrades, Roof, Soffit, Fascia and Framing Repairs (pending property closing and FY 2022-23 budget approval), and Authorization to Receive Bids/Quotes for Resurfacing of the Gymnasium Floor at the Field House (pending FY 2022-23 budget approval), as presented. On the roll call, the vote was as follows:

AYE: Mathews, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None
ABSENT: Bridges, Johnson

Motion carried.

IV. PUBLIC COMMENT

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Charlotte Callahan Wozniak & the Callahan Family/2021 Patron of the Year

Ms. Johnson introduced Charlotte Callahan Wozniak and the Callahan Family as the Patrons of the Year for 2021 for their donations and support of the Park District. Because we were unable to hold the volunteer reception this year, the Board extended their congratulations to the recipients during the meeting.

President Herrera Giron read the 2021 Patron of the Year resolution aloud.

B. Jervon Aldridge 2021/Coach of the Year

The Board acknowledged Jervon Aldridge as the 2021 Coach of the Year.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report. He also updated the Board that the District received \$3 million in federal grant funding to go towards the Carnegie. The District has raised nearly \$12 million for this project. The traffic box has recently been relocated as well. Ms. Johnson will be retiring on April 15th. The Board has received an invitation to her reception, which will be held on April 7th. The District will be interviewing to fill her position during the first week of April.

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

C. Legislation/ IAPD Update: Attorney Florip provided an update on ILPRA legislative platform bills and the conclusion of the spring session. She also reminded the commissioners to file their statements of economic interest.

VII. DIVISION REPORTS

D1. Recreation: Mr. Beverly presented his report. Field House membership is at 7,402, with about 210 participants in swim lessons. The Field House will be hosting a parent's night out this month. Staff is busy with planning for the Independence Day parade and are preparing for Egg

Fest. The District will be hosting a Rosalind Franklin health screening next Tuesday. This past week, Field House spring activities were highlighted in the News Sun and on Fox News.

D2. Parks: Mr. Bejster presented his report. Park permits opened on March 1st. Staff will begin opening restrooms the week of April 11th, as long as the weather holds. The nets are up for tennis and pickle ball courts. Staff has been prepping picnic areas in the parks and table delivery has begun. BRC roof work began last week and they hope to finish by the end of April. Native restoration work began in Bowen Park, which will allow the grass path to be mowed. Work on Victory Park has been ongoing with several buildings and features.

D3. Community Relations: Ms. Anderson presented her report. She noted that the summer program guide goes to the printer this week. She stated that the Foundation allocated \$8,000 to scholarships and programs. She believes that they will be coming to the April board meeting to present this funding. The Foundation has eight volunteers that are interested in working on a bee keeping project for the District.

D4. Finance and Administration: Mr. Beckmann presented his report and offered to answer any questions. He noted that the IMRF ERI was paid off on March 15th, 2022, due to the PPRT increase. He congratulated Mr. Bejster and his staff on a successful auction, where they earned nearly \$26,000 that will go back to the capital fund for the Parks Department. Bonnie Brook is planning to open on March 28th, 2022. He will provide an update on Greenshire at the next meeting.

President Herrera Giron asked if the COVID-19 update has changed. Mr. Beckmann stated that the District is following the State guidelines. She also asked about an auto general liability payment included in the report. Mr. Beckmann noted that it was for a parked car that was hit and totaled.

VIII. REVIEW, DISCUSS, AND DECIDE

A. Review 2022A Financing Plan with Speer Financial

At the August 3rd board meeting, representatives from Speer Financial and Chapman & Culter reviewed funding options to fund and complete the Waukegan History Museum at the Carnegie. Anthony Miceli, Senior Vice President at Speer Financial, will be on-site to answer any direct questions after reviewing the timeline and plan.

The District is about to issue debt for the Carnegie project. With rising interest rates, it is recommended to review this plan. Staff will have an ordinance for the Board to adopt at the next meeting. Anticipated closing for the funds is the end of May.

The Board reviewed an updated timeline to secure funding to start the projects as the District waits for grant reimbursements.

B. Motion to Approve Interfund Transfers

Fund	From	To
Memorial/Endow. (#58 Terry Duffy Memorial) (16-11-11-583-9999)		\$400.28
Memorial/Endow. (#25 Partners in Parks) (16-11-11-583-9999)		\$466.63

Recreation (02-26-11-473-9999) \$866.91

Purpose: Terry Duffy memorial golf bench update.

Fund	From	To
Memorial/Endow. (#43 Rec Sponsorships) (16-11-11-583-9999)	\$60.00	
Recreation (02-46-44-473-9999)		\$60.00

Purpose: Awarded two swim lesson scholarships that totaled \$60.

Fund	From	To
Memorial/Endow. (#51 Rec Sponsorships) (16-11-11-583-9999)	\$2,042.00	
Recreation (02-48-88-473-9999)		\$2,042.00

Purpose: To cover current programming expenses.

Fund	From	To
Memorial/Endow. (#51 Rec Sponsorships) (16-11-11-583-9999)	\$3,000.00	
Recreation (02-13-13-473-9999)		\$3,000.00

Purpose: To offset Halloween Trick or Treat Trail Expenses.

Fund	From	To
Memorial/Endow. (#51 Rec Sponsorships) (16-11-11-583-9999)	\$500.00	
Recreation (02-13-13-473-9999)		\$500.00

Purpose: To cover Turkey Trot expenses.

Fund	From	To
Memorial/Endow. (#51 Rec Sponsorships) (16-11-11-583-9999)	\$750.00	
Recreation (02-13-13-473-9999)		\$750.00

Purpose: To cover Christmas Express expenses.

Fund	From	To
Memorial/Endow. (#42 Rec Sponsorships) (16-11-11-583-9999)	\$498.40	
Recreation (08-16-00-473-9999)		\$498.40

Purpose: To offset Polar Bear Plunge expenses.

Fund	From	To
Memorial/Endow. (#43 Rec Sponsorships) (16-11-11-583-9999)	\$297.00	
Recreation (02-97-81-473-9999)		\$297.00

Purpose: To reflect a scholarship provided for BASE this season.

Fund	From	To
Memorial/Endow. (#51 Rec Sponsorships) (16-11-11-583-9999)	\$1,000.00	
Recreation (02-13-13-473-9999)		\$1,000.00

Purpose: To cover upcoming Eggstravaganza Trail expenses.

Fund	From	To
Memorial/Endow. (#51 Rec Sponsorships) (16-11-11-583-9999)	\$973.50	
Recreation (02-48-88-473-9999)		\$973.50

Purpose: To cover upcoming garden and nature program expenses for March-April 2022.

Fund	From	To
Memorial/Endow. (#42 Rec Sponsorships) (16-11-11-583-9999)	\$10,000.00	
Recreation (08-11-11-473-9999)		\$10,000.00

Purpose: This is the correct fund for SRS grant funds to be deposited.

Fund	From	To
Memorial/Endow. (#2 Jack Benny Scholarships) (16-11-11-583-9999)	\$4,000.00	
Recreation (02-24-50-473-9999)		\$4,000.00

Purpose: To offset scholarships for Private Music Lessons

Fund	From	To
Memorial/Endow. (#46 Reynolds Endowment) (16-11-11-583-9999)	\$500.00	
Recreation (02-24-50-473-9999)		\$500.00

Purpose: To offset scholarships for Private Music Lessons

Fund	From	To
Memorial/Endow. (#16 O'Dell Endowment) (16-11-11-583-9999)	\$1,000.00	
Recreation (02-24-50-473-9999)		\$1,000.00

Purpose: To offset scholarships for Private Music Lessons

Fund	From	To
Memorial/Endow. (#20 Oestreicher Memorial) (16-11-11-583-9999)	\$1,000.00	
Recreation (02-24-50-473-9999)		\$1,000.00

Purpose: To offset scholarships for Private Music Lessons

Fund	From	To
Memorial/Endow. (#49 Maxwell Memorial) (16-11-11-583-9999)	\$1,000.00	
Recreation (02-24-50-473-9999)		\$1,000.00

Purpose: To offset scholarships for Private Music Lessons

Fund	From	To
Memorial/Endow. (#29 WSOCC) (16-11-11-583-9999)	\$1,000.00	
Recreation (02-91-11-473-9999)		\$1,000.00

Purpose: To offset Symphony and Chorus Operations

Fund	From	To
Memorial/Endow. (#48 Favero Memorial) (16-11-11-583-9999)	\$2,500.00	
Recreation (02-91-11-473-9999)		\$2,500.00

Purpose: To offset Do-It-Yourself Messiah and Waukegan Symphony and Chorus.

Fund	From	To
Corporate (01-11-11-583-9999)	\$395,000.00	
Capital (30-11-11-473-9999)		\$395,000.00

Purpose: The final budgeted Capital Fund transfer for FY2021-22.

Fund	From	To
Corporate (01-11-11-583-9999)	\$3,000.00	
Paving (09-11-11-473-9999)		\$3,000.00

Purpose: A unbudgeted Paving & Lighting Fund transfer for FY2021-22 with extra transfer to maintain 25% reporting fund balance.

Fund	From	To
Corporate (01-11-11-583-9999)	\$15,000.00	
Museum (10-11-11-473-9999)		\$15,000.00

Purpose: A budgeted Museum Fund transfer for FY2021-22 to maintain 25% reporting fund balance.

Fund	From	To
Corporate (01-11-11-583-9999)	\$46,000.00	
Insurance (13-11-11-473-9999)		\$46,000.00

Purpose: A budgeted Insurance Fund transfer for FY2021-22 to maintain 25% reporting fund balance.

Fund	From	To
Corporate (01-11-11-583-9999)	\$25,000.00	
FICA (14-11-11-473-9999)		\$25,000.00

Purpose: A unbudgeted FICA Fund transfer for FY2021-22 with extra transfer to maintain 25% reporting fund balance.

Fund	From	To
Corporate (01-11-11-583-9999)	\$155,394.00	
Debt (17-11-11-473-9999)		\$155,394.00

Purpose: A budgeted Debt Fund transfer for FY2021-22 to comply with debt funding requirements.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews, to approve interfund transfers, as presented.

AYE: Mathews, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None
ABSENT: Bridges, Johnson

Motion carried

C. Motion to Approve Purchase of Bonnie Brook Banquet Tables

Staff recommends acceptance of MityLite Inc quote of \$21,266.23 for twenty reveal round tables. These are the brand of tables that have lasted the District for the past twenty years but the update is for the more modern version compared to their standard model.

Motion by Commissioner Mathews, seconded by Vice President Kilkelly, to purchase of Bonnie Brook Banquet Tables, as presented.

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

Motion carried.

D. Motion Budget Workshop II (J. Beckmann)

- Draft FY 2022-23 Capital & Master Plan Capital Project Funds – Mr. Beckmann highlighted notable areas, including the master plan capital project funds. These are through long term savings and grants to allow for the larger projects like Carnegie, Bevier Park, and the new special recreation building. There is limited carryover.

Vice President Kilkelly asked for clarification on the new flooring at the Field House, specifically what the longevity is. Mr. Bejster stated 10-15 years. Mr. Lerner noted that this is not a replacement of the floor, just a refurbishment. She also asked about the high ropes line item. Mr. Beckmann explained the different line items and implication of each. Vice President Kilkelly asked about the Yorkhouse property. Staff is looking at various programs and funding has been included for improvements to the property. She asked if Bevier Park is included in the funds. Staff affirmed the park's inclusion.

President Herrera Giron asked about the ADA compliance/improvement funding. Staff noted that this is included every year and a full assessment is done on what is needed. As they develop park designs, they incorporate this funding. She also asked for clarification on park improvement funding. Mr. Bejster noted that this is a general funding for improvements, as needed. The estimates are based on identified issues, however if an unforeseen emergency arises, the intended locations could shift.

Commissioner Mathews asked what natural area management includes. Mr. Bejster provided examples including the restoration at Bowen Park where they are cleaning out the invasive species and dead wood. Staff is looking at the southern portion of Bowen Park and Roosevelt Park.

- Draft of Three Year Capital – Mr. Beckmann presented the CIP outlined as on a three year plan. This will be of assistance for grant opportunities.

- Draft of FY 2022-23 Budget & Capital Improvement Plan – The Board was provided a draft of the budget for the fiscal year of 2022-23. Staff will be seeking the Board’s approval at the April meeting. Changes include property tax collection anticipated at 95%. He congratulated the recreation fund on its projection of a net positive result, based on the recreation team’s excellent work. The District also saw success in its corporate fund. Commissioner Mathews thanked Mr. Beckmann for his great work putting this together.

- Financial Update – Park District Policy requires a reporting on the financial position of the District twice a year. Typically, this would include the tax levy outcome, but the County has not provided this yet.

- Draft of Ordinance 22-03 Supplemental Budget and Appropriation Amended for Fiscal Year 5/1/21 to 4/30/22 – This draft is for the Board to review, prior to staff seeking approval next month. He noted specific items for the Board to pay attention to.

IX. NEXT MEETING

- A. Board of Commissioners Meeting – April 12, 2022 at 4:30 pm
- B. Committee of the Whole Meeting – April 26, 2022 at 4:30 pm

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Mathews noted that it is good to be back in person with the Board and staff. He thanked the staff, who continues to do great work. He stated that Mr. Bejster and the Parks staff has been excellent in working with the city on the crosswalk issue. He commended Angela Markham on celebrating African Americans during the February event. He also thanked Field House staff for the increasing membership numbers and the aquatics team who had almost 80 participants at the Sweetheart swim. He congratulated Suzanne for being named the March Field House member of the month. He thanked Congressman Schneider for his diligent work in providing the funding for the Carnegie. He also thanked Sally for her coordination on his trip to Springfield. He welcomed the recent new hires to the Park District family. He reminded everyone that the District is sponsoring \$1000 scholarships. He extended his condolences to Sally and her family on the loss of her father.

President Herrera Giron stated that it is good to see everyone in person and is happy to be back. She noted that the staff has done nothing but amazing things despite the recent challenges. She thanked staff for their work and team efforts. She noted that every time she comes to these meetings, she is given great pleasure in hearing everything the District is doing for our community by keeping them active and engaged.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

There being no further business, Vice President Kilkelly moved, seconded by Commissioner Mathews to adjourn the meeting at 5:23 p.m.

On a voice vote of all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary