

MINUTES OF COMMITTEE OF THE WHOLE MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
TUESDAY, FEBRUARY 22, 2022 at 4:30 p.m.
VIRTUAL MEETING

I. CALL TO ORDER

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

President Herrera Giron provided justification for holding the meeting remotely based on the February 4, 2022 Disaster Declaration by Governor Pritzker.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Jacqueline Herrera Giron
Vice President Janet Kilkelly

Commissioner George Bridges
Commissioner Anton Mathews

COMMISSIONERS ABSENT

Treasurer 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. PUBLIC COMMENT

None.

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

V. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Permission to Purchase Besley Park Fitness Equipment

Staff recommends acceptance of the purchase of the Landscape Structures Fitness Equipment from NuToys Leisure Products for Besley Park in the amount of \$77,788.00. based on the following:

1. The fitness equipment is unique in terms of design not offered by other competitors. The compact structure fits nicely into the park without taking up too much space.

2. Fitness equipment manufacturers sell through representatives in set sales territories. Therefore, there are no competitors with the same products and the only provider for the equipment we specify.
3. The qualities which require custom/proprietary manufacturing of parts and are difficult to bid competitively and maintain quality.
4. Contract #010721-LSI is available to public agencies nationwide via the Sourcewell Cooperative Purchasing. This contract was publicly bid and awarded for Landscape Structures playground equipment to NuToys Leisure Products.

This is a circuit of eleven pieces and will fit into the greenspace at Besley Park. There is no other adult exercise circuit like this in the area.

Motion by Commissioner Mathews, seconded by Commissioner Bridges to approve Permission to Purchase Besley Park Fitness Equipment, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried.

B. Draft of GolfVisions Budget

Mr. Beckmann presented the GolfVisions FY2022-23 budgets for Bonnie Brook and Greenshire for Board review. He reviewed the budgets and found nothing irregular after discussions and workshops with GolfVisions staff. The combined golf operations budget indicates a net profit of \$104,053 for FY2022-23 compared to \$1,165 net profit for FY2021-22.

The nine-year average subsidy is (\$125,372) compared to the eight-year average of (\$141,044). To date, golf has been self-sustaining and no subsidy has been needed for FY2021-22. For the past two years, because of the efforts of Mike Jesse and his team, no subsidy.

The Board also reviewed a side-by-side comparison from FY2022-23 to FY2021-22 of expenditure and revenue categories in addition to the budgets.

Mr. Jesse provided a high-level overview of the budget to the Board. The golf course had about 7,700 more rounds this year, than last. They are proposing 28,000 rounds for this coming year. They will remain with the same staffing levels as last year. They will continue to host banquets and are already booked through the spring.

Vice President Kilkelly extended her appreciation to the Bonnie Brook staff because they offer a quality product to the residents.

Commissioner Mathews asked why the District is projecting a higher revenue than that of last year, given that the operational hours are the same. Mr. Jesse noted that the projection is due to the acceleration of the rounds. He also asked for clarification about the previous banquet numbers.

President Herrera Giron thanked Mr. Jesse and his staff for all that they do for the community.

C. Budget Workshop

a. Budget Planning Process, Calendar, and Policies

Mr. Beckmann provided an overview of the process and calendar for the budget preparation. He also highlighted policy changes. With interest rates climbing again, the District will be able to invest funds and maximize investments. The Board traditionally adopts the budget in April of each year.

Motion by Vice President Kilkelly and second by Commissioner Mathews to seat Treasurer Johnson.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Johnson

Motion carried. Treasurer Johnson was seated at 4:41pm.

Vice President Kilkelly asked for clarification about the cost of living and merit increases.

b. Current Financial Position: Budget Assumptions and Short-Term Issues

The District's financial position is solid despite a severe decline in the Equalized Assessed Valuation (EAV) over a six-year period. According to the Township Assessors, the EAV is projected to increase for the seven consecutive year. The main differences between this year's budget preparation process and last year's was COVID-19 and the unknown of the new norm.

Vice President Kilkelly asked when the District would be able to pay off the ERI. Mr. Beckmann noted it will most likely be July, depending on when the PPRT funds come in. As long as it is paid by December, the District will not need to pay interest.

c. Draft of Significant Service Level Changes

Mr. Beckmann presented significant changes in the level of services and activities of the District proposed for FY2022-23. He provided highlights of the changes in the Finance Department. Mr. Bejster provided highlights for the Parks Department including that they had a significant increase in park permits this last year, leading to a revenue increase. However, they also saw an increase in service to the parks, leading to an increase in expenditures. The District saw a significant increase in product cost and service at the Sports Park, as well as an increase in security costs.

Vice President Kilkelly asked about the planting of perennials. Mr. Bejster stated that the majority will be purchased outside, due to the amount needed.

Mr. Beverly noted that wages are rising, due to the minimum wage increase. They are also doing additional programming in special recreation. The District will be raising program fees slightly to

offset the minimum wage increase. Vice President Kilkelly asked for clarification under the program increase.

Ms. Johnson is requesting a part time IMRF position that will primarily work with videography, photography, social media, and the website. This area has expanded greatly and requires someone to be readily available. The budget impact is minimal.

d. Draft of FY 2022-23 CIP

Mr. Beckmann reviewed capital projects that the Board discussed previously and the impact to the budget of those selected. The Finance Department is looking at implementing a new software system. They are also looking at the possibility of making the Board Room remote-accessible for hybrid meetings. They are also looking at banquet room replacements.

Staff is looking at various park improvements and renovations. The facilities at Bowen Park, specifically Lilac Cottage, need work. They are working on their HVAC replacement schedule. There are parking lots that need to be seal coated. Several sports courts require maintenance. They will also finish the Yorkhouse barn renovation.

Commissioner Johnson asked how much damage exists on the courts compared to year's past. Mr. Bejster stated that it is fairly similar to other years, but costs have gone up for materials.

Mr. Beverly stated that they will be upgrading radio technology and will be getting new strength equipment. Staff will need to refinish the gym floor at the Field House, as they have not had this done yet. The floor was done originally in 2006. Vice President Kilkelly asked how many times the gym floor can be refinished. Staff noted it can be redone several times.

Ms. Johnson stated that the website will be redesigned. It has not been upgraded since 2015. President Herrera Giron asked if the new website will change how residents find programming. Ms. Johnson noted that it may look differently, but everything will remain available.

e. Preliminary Salary Schedules FY 2022-23

Staff salary schedule changes were discussed with the Board. Mr. Beckmann provided an overview of the wage increases.

D. Motion to Approve Resolution 22-06 to Pay Off Illinois Municipal Retirement Fund (IMRF) Early Retirement Incentive (ERI)

In service level changes for FY2023-24, staff will budget for a partial final payoff of the Illinois Municipal Retirement Fund (IMRF) ERI program. The approximate payoff total amount is \$850,559. That amount could be lower or higher depending on the actuary calculation and selected payoff date. The goal is to pay off the majority in March (\$707,357) and final payment in June (\$143,202) after the majority of tax distributions are received. This will save taxpayers five years of interest payments at 7.25%. June and September are the biggest tax collection months for the Park District.

Staff has modeled out the payoff in their cash flow software and will have the revenue to offset this, as the District has a high collection in PPRT. The payoff would take place between March and June and

would decrease the liability on the employer rate.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly to approve Resolution 22-06 to Pay Off Illinois Municipal Retirement Fund (IMRF) Early Retirement Incentive (ERI), 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.

E. Motion to Approve Purchase of Bonnie Brook Kitchen Equipment

Staff recommends acceptance of TriMark quote of \$21,266.23 for one Convection Steamer kitchen equipment. This is a local, woman-owned company.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews to approve purchase of Bonnie Brook kitchen equipment, 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

F. Motion to Approve Change Order #2 for Victory Park Project

Staff recommends approval of the attached AIA Change Order #2 to our agreement with Integral Construction for the 2021 Victory Park Renovation along with the related Change Order Resolution. Staff presented a summary of the changes, reasons, and costs. Change Order #2 includes Change Order Requests (CORs) 7-10 which are also attached. Change Order #1 encompassed CORs 1-6 and was previously approved.

Commissioner Mathews asked where the District is at with the budget on this project. Staff noted we are about \$25,000 under budget at this point in time. Vice President Kilkelly asked what the amount of the change order is.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews to approve Change Order #2 for Victory Park Project, 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 Purchase of two 2022 F250 Pickup Trucks

Staff recommends acceptance of the proposal of \$95,720.00 from Morrow Brothers Ford Inc. for two (2) 2022 Ford Super Duty F-250 4 x 4s with MVP Plus V-Plow and Plow Packages. Proposal meets the needs of the District based on the specifications and warranty outlined in our Request for Proposals and includes an upgrade to the 7.3 Liter V8 engine instead of the specified 6.2 Liter.

Motion by Vice President Kilkelly, seconded by Commissioner Bridges to approve purchase of two 2022 F250 pickup trucks, as presented.

Vice President Kilkelly asked if the District got the insurance payout on the truck that was involved in an accident.

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 Cost of Living Adjustment

Staff requested that the Board consider a cost of living adjustment of 8% for all staff, \$96,915.53. The COLA increase would be on the March 18 check.

Motion by Treasurer Johnson, seconded by President Herrera Giron to approve cost of living adjustment, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Herrera Giron

NAY: None

ABSTAIN: Kilkelly

ABSENT: None

Motion carried

VI. CLOSED SESSION

Motion by Treasurer Johnson, seconded by Vice President Kilkelly to move into closed session pursuant to 5 ILCS 120/4 (c)(5) Real Estate and 5 ILCS 120/4(c)(1) Personnel.

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 began closed session at 5:21 pm.

Motion by Treasurer Johnson, seconded by Commissioner Mathews to leave closed session and enter open session..

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 6:03 p.m.

VII. ANNOUNCEMENTS

Upcoming Board of Commissioners Meeting: Tuesday, March 8, 2022 at 4:30 pm and Tuesday, March 22, 2022 at 4:30 pm

Staff is suggesting that the Board cancel the March 8th meeting due to attendance at the legislative event. The Board will return in person on March 22nd.

VII. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Mathews thanked the staff for all of the work they do. He also thanked Josue. He had the opportunity to host park happenings. He attended the soul food event, which was a wonderful event. He congratulated Attorney Florip on her 2nd place finish at the Petit Indoor Marathon. He thanked staff for celebrating Black History Month. He reminded everyone to stay safe and warm and God Bless.

Commissioner Bridges had no comment.

Treasurer Johnson thanked staff and commissioners. He looks forward to seeing everyone in person.

Vice President Kilkelly is looking forward to meeting in person and being open for the community to attend.

President Herrera Giron thanked everyone for all of the work that they do. She is looking forward to

seeing everyone.

IX. ADJOURNMENT

There being no further business, Treasurer Johnson moved, seconded by Commissioner Mathews to adjourn the meeting at 6:07 p.m.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Respectfully submitted,

Mandi Florip
Secretary