

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
February 8, 2022
Virtual Meeting

I. CALL TO ORDER

The meeting was called to order at 4:30 pm. Based on the February 4, 2022 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 January 11, 2022 (Board of Commissioners Meeting), Payroll, Bills, Financial Statement, Authorization to Accept Bids - Besley Fitness, Trucks (2), and Sports Courts Maintenance Plan (pending FY 2022-23 approval), and Authorization to Accept Bids - 2021-22 Capital Improvement Plan

Motion by Commissioner Mathews, seconded by Vice President Kilkelly to approve the consent agenda items which include Minutes of the January 11, 2022 (Board of Commissioners Meeting), Payroll, Bills, Financial Statement, Authorization to Accept Bids - Besley Fitness, Trucks (2), and Sports Courts Maintenance Plan (pending FY 2022-23 approval), and Authorization to Accept Bids - 2021-22 Capital Improvement Plan, 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 has a well working water faucet. He is pleased. Kudos to Shelby on this.

VI. ACKNOWLEDGEMENTS & PRESENTATIONS

Introduction of Angela Marcum, Cultural Arts Specialist, Arts Programs and Services

Mr. Beverly introduced the District's new Cultural Arts Specialist, Angela Marcum. She is a graduate of U of I and has worked throughout the Country. Ms. Marcum is happy to be serving with the Waukegan Park District. She has previously worked with Three Brothers Theater and is very familiar with the City of Waukegan.

VII. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report. Staff is continuing to work on the Carnegie and will provide a budget update this evening. They are also doing an inspection on the McAllister building and will provide an update soon.

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 the OSHA vaccine mandate.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He thanked the board members who sponsored the polar bear plunge. There are 7741 members at the Field House. The Field House sponsored a swim meet recently. Laser tag is this Friday and family swim night is this weekend. They are working on Black History events. He also stated that North Shore Gas provided a \$10,000 grant to the Field House for various activities. Treasurer Johnson and Commissioner Bridges commended Mr. Beverly and the Field House. Vice President Kilkelly asked if the radios would be repaired or replaced for the next event, as she knows the District uses them often.

D2. Parks: Mr. Bejster presented his report. He highlighted that the sled hills at Bowen and Ben Diamond are open. They are seeing a lot of action on the hills. Staff has have been installing cat clamps on vehicles that sit outside to prevent theft. They have been working on a CDBG grant to improve open green space. The team has been busy with snow and ice removal. Victory Park has been on hold until the weather improves for construction. The dead oak trees at Hinkston Park have been removed and taken for milling. They will begin accepting park permits on March 1, 2022. Promotional materials will go out soon. Vice President Kilkelly asked about the presentation at IAPD.

Mr. Beverly stated it was one of the popular events and resulted in many attendees asking for materials.

D3. Community Relations: Ms. Anderson presented her report. February is normally the volunteer patron reception. Due to COVID-19, this will not happen again this year. They are going to replicate what was done last year. A resolution for each individual is before the Board for approval. They intend to bring these individuals to the meeting later this month to present their awards and take photographs. They will also be providing a newsletter recognizing the award winners and gives the ED's state of the state message. Josue has begun photographing the 12 community service award winners. Staff will be coordinating with Board members to read the recognition messages on video. Commissioner Mathews asked for clarification about what this would entail. Ms. Anderson explained the process that the District follows for the virtual recognition.

Vice President Kilkelly asked about the relationship with the Lake County Community Foundation. Ms. Anderson stated they are in conversations with them about pollinator gardens and potential bee programs. Vice President Kilkelly stated that the rehabbing of Beasley Park is long overdue.

D4. Finance and Administration: Mr. Beckmann presented his report and offered to answer any questions.

VII. REVIEW, DISCUSS, AND DECIDE

- A. Motion to Approve the Design Development Phase for the Carnegie Project and release the Early Bid Package for Roofing

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to approve the Design Development Phase for the Carnegie Project and release the Early Bid Package for Roofing, as presented.

Based on the current project estimate, the available contingencies and the status of the land acquisition, the Ausilio Group recommends that the Board approve the design development phase and authorize staff to move ahead with the construction documents phase. The architect also recommends that the Board approve the release of an early bid package for roofing materials.

Mr. Ausilio noted that the land acquisition is moving forward and the District hopes to take title in early March. The project is under budget and is moving in the right direction. In doing the design development phase, they have identified a critical issue in roofing. They'd like to get moving quickly on this, as there is a deficit in roofing materials so they recommend an early bid package for this.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried

- B. Motion to Approve the Architect's Fee for the Balance of the Work on the Carnegie

Project

The Ausilio Group recommends that the Board approve the proposal from Harboe Architects, PC to prepare documents and provide related architectural and engineering services for the balance of the renovation and restoration of the Carnegie Library, in the amount of \$1,193,150.

Motion by Vice President Kilkelly, seconded by Commissioner Bridges, to approve Architect's Fee for the Balance of the Work on the Carnegie Project, as presented.

Mr. Ausilio noted that Harboe had only been approved through an earlier phase. This would be an approval for their involvement through the rest of the project.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried

C. Motion to Approve Purchase of Field House Fitness Strength Equipment

Staff recommends accepting the purchase of One (1) Cybex Eagle NX Abdominal, One (1) Cybex Eagle NX Back Extension, One (1) Cybex Eagle NX Leg Extension w/Start RLD, One (1) Cybex Eagle NX Seated Leg Curl w/Start RLD, One (1) Cybex Eagle NX Hip Ab/Ad, One (1) Cybex Eagle NX Leg Press, One (1) Cybex NS Glute from Midwest Commercial Fitness to upgrade and replace the Field House fitness center strength equipment. This was budgeted for in the FY 21/22 approved CIP.

Cybex strength equipment products for the fitness center in the Field House. The Field House fitness center is already setup with Cybex cardio equipment. The current strength equipment products for the Field House fitness center needs to be replaced. The strength equipment is used by our members, daily users, and Park District programs.

In the market place, Midwest Commercial Fitness is the sole source provider for Cybex strength equipment for the state of Illinois, as such our conducted research is below and attached in the Sole Source Justification form

Motion by Treasurer Johnson, seconded by Commissioner Mathews, to purchase of Field House fitness strength equipment, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve 2022 American Independence Parade Theme and Grand Marshal

Motion by Commissioner Mathews, seconded by Commissioner Bridges, to approve 2022 American Independence Parade theme and grand marshal, as presented.

Staff provided their recommendations for both.

Vice President Kilkelly noted that Vista has been at the forefront of the COVID-19 pandemic and believes that they would be a better fit for the theme of home town heroes. Commissioner Mathews asked if it were to be possible to have two grand marshals. Vice President Kilkelly stated that she thinks having two would dilute the efficacy of a grand marshal. President Herrera Giron agreed that one should be chosen. She further stated that in light of the pandemic she would support Vista. Vice President Kilkelly stated that it would be a good match with the District's work on Victory Park. Commissioner Mathews agreed.

The Board discussed the theme of Home Town Heroes and Vista as the grand marshal.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Motion to Approve Museum Name Changes

Mr. Beverly noted that the name changes are being proposed so that there are not two Waukegan History Museums. Two new names were proposed to the Board for discussion.

Motion by Treasurer Johnson, seconded by Commissioner Mathews, to approve museum name changes, as presented.

Vice President Kilkelly noted that she is confused by this and asked for clarification of the current names and what they will become.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve Interfund Transfers

Fund	From	To
Corporate (01-11-11-583-9999)	\$500,000.00	
Capital (30-11-11-473-9999)		\$500,000.00

Purpose: A partial budgeted Capital Fund transfer for FY2021-22.

Fund	From	To
Corporate (01-11-11-583-9999)	\$50,000.00	
Police (07-11-11-473-9999)		\$50,000.00

Purpose: A unbudgeted Police Fund transfer for FY2021-22 to support additional park patrol coverage by vendor.

Fund	From	To
Corporate (01-11-11-583-9999)	\$100,000.00	
Insurance (13-11-11-473-9999)		\$100,000.00

Purpose: A partial budgeted Insurance Fund transfer for FY2021-22.

Fund	From	To
Corporate (01-11-11-583-9999)	\$100,000.00	
FICA (14-11-11-473-9999)		\$100,000.00

Purpose: A budgeted FICA Fund transfer for FY2021-22.

Staff is seeking approval as presented.

Motion by Vice President Kilkelly, seconded by Treasurer Johnson, to approve interfund transfers, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. Motion to Approve Bonnie Brook Maintenance Purchase of a Toro Pro Core 1298 Aerator

Staff recommends accepting Omnia's (National Joint Purchasing Program) publicly bid proposal for Toro ProCore 1298 Aerator for \$39,730.16 from Reinders. The proposal was internally vetted and the selected and recommended item best meets the Waukegan Park District and Golf Operation's needs.

A Sole Source memo and justification form were provided to the Board.

Motion by Treasurer Johnson, seconded by Commissioner Mathews, to approve Bonnie Brook maintenance purchase of a Toro Pro Core 1298 aerator.

Vice President Kilkelly asked what the cost of renting versus ownership. Staff noted that availability is difficult when renting. If staff can do the aerating on their own time, they can maximize revenue because they would not need to offer discounts. Commissioner Mathews provided a background of the process of aeration. He asked what the lifespan of an aerator is. Staff stated it would last 20 years with

good care.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

H. Motion to Approve Amended Policy 2.10 Capital and Fixed Assets

Mr. Beckmann stated that this is an update to typos and an increased threshold for fixed assets. This will save money and staff time.

Motion by Treasurer Johnson, seconded by Commissioner Mathews, to approve amended policy 2.01 Capital and Fixed Assets, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

I. Motion to Approve New and Amended Policies: Policy 4.41 Pregnancy Discrimination, Policy 4.40 Equal Employment Opportunity, and Policy 3.06 Americans with Disabilities

Mr. Beckmann noted that this includes new and amended policies. They expect an additional policy to be before the Board in the next month.

Motion by Commissioner Mathews, seconded by Treasurer Johnson, to approve New and Amended Policies: Policy 4.41 Pregnancy Discrimination, Policy 4.40 Equal Employment Opportunity, and Policy 3.06 Americans with Disabilities, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

J. Motion to Approve FY 2022-23 Program Guide Printing Bid

Staff recommends acceptance of the low bid of \$105,405.06 from KK Stevens Publishing Company for the printing of the 2022-2023 Waukegan Park District Seasonal Program Guides. Ms. Anderson noted that this is a result of the recent bid that the District put out for printing. They were anticipating a large jump because paper has been in demand. The difference from last year's bid is just over \$1,000. She also noted that the District has worked with this vendor before.

Commissioner Mathews asked if they would have the paper to fulfill this bid. Ms. Anderson noted that they have it in stock already and are holding it for the District.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to approve 2022-23 program guide printing bid, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

K. Motion to Approve Resolutions: Coach of the Year 2022-02, Patron of the Year 2022-03, Volunteer of the Year 2022-04, Jack Benny Arts and Humanities 2022-05

Ms. Anderson presented the resolutions for the awards noted.

Motion by Commissioner Mathews, seconded by Treasurer Johnson, to Approve Resolutions: Coach of the Year 2022-02, Patron of the Year 2022-03, Volunteer of the Year 2022-04, Jack Benny Arts and Humanities 2022-05, as presented.

Vice President Kilkelly noted that these are all well deserved. President Herrera Giron agreed.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

L. Motion to Approve the Purchase and Installation of Field House RTU's

Staff recommends acceptance of the low bid of \$46,795.00 from Comprehensive Construction Solutions, LLC for the 2022 Field House RTU Replacements. This is a large price because the unit is a 15 ton unit and requires a large crane to access it. This has become a priority due to recent maintenance issues.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews, to approve the purchase and installation of Field House RTU's, as presented.

Vice President Kilkelly asked if this will finish the replacement of the units at the Field House. Mr. Bejster noted that there will be two left following this. They are both smaller units and easier to access.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

VIII. NEXT MEETING

Committee of the Whole Meeting February 22, 2022 at 4:30 pm

The Board discussed if the next meeting would be in person or remote. Vice President Kilkelly stated that it is bittersweet to hold the awards presentation remotely. Mr. Lerner stated that the District can hold off on the awards presentation until March to attempt to have the meeting in person. Commissioner Mathews stated that he is comfortable with whatever the Board decides. President Herrera Giron noted that she is also comfortable with the Board's decision. She is fine with postponing until March to assess the feasibility of returning to in person meetings.

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Mathews thanked staff for their hard work and dedication. He had an informative time at the IAPD meeting. A special thanks to Foss Park District for allowing him to tag along with them. He thanked Sally for arranging the accommodations. He congratulated the January Field House member of the month. He thanked Field House staff for their hard work in recruiting their new members. He thanked the parks staff for showing him the snow removal tools. He thanked the snow removal team for their quick and efficient work. He congratulated and welcomed the District's new employee. He congratulated the award winners approved this evening and looks forward to presenting them with their awards at the next meeting. He is looking forward to the Black History events this month and hopes the community will attend.

Treasurer Johnson thanked the staff for getting everyone through the winter. He hopes to return to meeting in person soon. Spring is approaching and he looks forward to seeing everyone soon.

President Herrera Giron stated that the staff and Board are doing great work in everything they do on a daily basis. She stated that the community is so lucky to have this great Park District. She wished everyone a Happy Valentines Day.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

There being no further business, Treasurer Bridges moved, seconded by Commissioner Mathews to adjourn the meeting at 5:41 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