

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
April 12, 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
Treasurer Jeremiah Johnson

Commissioner Anton Mathews

COMMISSIONERS ABSENT

Commissioner George Bridges

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, 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 March 22, 2022 (Board of Commissioners Meeting), Payroll, Bills, Financial Statement, Travel Expense Reports, and Authorization to Receive Bids/Proposals for Bowen Park Greenhouse FY 2022-23 Insurance Replacement Purchase.

Motion by Vice President Kilkelly, seconded by Commissioner Mathews to approve the consent agenda items which included the Minutes of the March 22, 2022 (Board of Commissioners Meeting), Payroll, Bills, Financial Statement, Travel Expense Reports, and Authorization to Receive Bids/Proposals for Bowen Park Greenhouse FY 2022-23 Insurance Replacement Purchase, as presented. On the roll call, the vote was as follows:

AYE: Mathews, Johnson, Kilkelly, and Herrera Giron

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

IV. PUBLIC COMMENT

Tony stated that it was nice to see the crowds at Hinkston Park with the gymnastics meet.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. New Employee Introductions and Employee Promotions – Mr. Lerner introduced Shelby McDonald as the new Superintendent of Community Relations. Mr. Bejster introduced Edgar Rios, who began working in the Parks Department earlier this month. Mr. Beckmann introduced Kalina Mendez who is being promoted to Deputy Superintendent of Finance. Mr. Beverly introduced Brian Escobar as the new Carnegie Museum Curator. He also introduced Michelle Fuentes as a new Recreation employee in youth athletics. Mr. Beverly also introduced Kaitlyn Fisher who has been promoted to Deputy Superintendent of Recreation.

President Herrera Giron welcomed the new employees and congratulated all.

Motion to seat Commissioner Bridges by Commissioner Mathews second by Treasurer Johnson. On a unanimous voice vote, the motion carried and Commissioner Bridges was seated at 4:33 pm.

- B. Waukegan Parks Foundation Presentation of Check to the Waukegan Park District for summer camps and program scholarships

Nathan from the Waukegan Parks Foundation joined the board to present a check for \$8,000 for recreation scholarships.

- C. Maria Calderon, Volunteer of the Year Award

Ms. Calderon has developed and implement programs for the District for many years. President Herrera Giron read the resolution honoring Ms. Calderon.

- D. 2021 Daily Herald Top Pick and Reader’s Choice Awards: Field House, Bonnie Brook Golf Course and Waukegan Park District

Ms. MacDonald noted that in 2021 the Field House and Bonnie Brook both won top picks and the District recently received the plaques. For 2022, those top three are back in the top picks. Final voting will start in mid-June.

VI. PROGRESS REPORTS

- A. Executive Director Lerner: Mr. Lerner presented his report and shared that SRSNLC will be losing Round Lake at the end of the month. The group will now be Zion, Lindenhurst, and Waukegan Park Districts. Marilyn Krieger from Zion Park District will be retiring. Vice President Kilkelly asked how this would impact the financial involvement of the District. Mr. Beckmann noted that there would be no impact. The Waukegan Park District plans to take over the financial management of the organization. Waukegan is the only Park District to receive the recent round of funding and Mr. Lerner commended staff’s proactive work in securing these funds.

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 end of the spring session and the newly adopted budget. She also noted that OSLAD grant funding was doubled from the previous year in the new budget. She stated that the new executive order was signed.

VII. DIVISION REPORTS

D1. Recreation: Mr. Beverly presented his report. The Field House just hosted their second gymnastics tournament over the past weekend. The SportsPark will be in full swing soon. Staff is working on summer camp. Field house membership is at 7,725. Family Swim Night is coming up on April 16th.

Vice President Kilkelly asked what the date is for touch a truck. The date is August 5th. She also asked if there is money available from the Illinois Arts Council. Staff stated that the District has historically received funding and expects to continue to receive funding.

Commissioner Mathews commended staff on programs and program numbers. He asked how many visitors the District averages at the history museum per month. Staff stated that the numbers fluctuate and will get back to him with exact numbers.

President Herrera Giron asked what the program requirements are for the heart program. Mr. Beverly will provide that information at a later time.

D2. Parks: Mr. Bejster presented his report. He shared that Parkreation did a photo shoot and is using Ben Diamond Park for their entire marketing brochure. He also noted that the District is working on restrooms and plan to open them this week. There is quite a bit of trash in the parks and staff is working to pick it up. They are not fully staffed yet for this work. The Parks Department continues to make progress at Victory Park. The fence railing is going up, the street cut took place, and utility connections are being worked on. The restroom will be finished soon, if the weather cooperates. The BRC roof is progressing well, with the warmer weather. Insulation is complete. There are several events happening with Earth Day. The District is hosting an Earth Day cleanup at Washington Park on April 22nd. They have also partnered with Youth Conversation Corp to do a cleanup at Roosevelt Park. Opening ceremony remarks will begin at 9am on April 22nd and the Board is encouraged to attend.

Vice President Kilkelly asked what a gaga pit is. Mr. Bejster noted that it is a popular game with middle school aged kids. It is an octagon shaped pit with 4-5 players who pass a ball around. An Eagle Scout is building this at Smith Park as part of his project.

Commissioner Mathews asked if there are any Signal 88 updates with the warmer weather. Staff noted that there has been an increase in the number of cars hanging out in parking lots, but nothing concerning or out of the ordinary.

D3. Community Relations: Ms. MacDonald presented her report. She noted that the gold medal submission and innovation in park design awards have been submitted for Rose Park. The volunteer patron newsletter should be going to the printer soon and out to homes by the end of the month.

D4. Finance and Administration: Mr. Beckmann presented his report and noted that Bonnie Brook is open and carts are being used. Greenshire will open around May 1st, depending on the weather. The new speaker at Bonnie Brook works well. The tentative IMRF rate will be 2.95. The investment return has been well, the District paid off the ERI, and the District's ongoing commitment to paying off pension liability.

Commissioner Mathews asked why Greenshire has a later opening date than Bonnie Brook. Mr. Beckmann noted that staff is not yet in place for Greenshire.

President Herrera Giron asked about an incident noted in the report, which Mr. Beckmann clarified.

VIII. REVIEW, DISCUSS, AND DECIDE

A. Motion to Approve Outdoor Sport Court Maintenance and Repair Work

Staff recommends acceptance of the low bid of \$108,588.90 from Perm-A-Seal Inc. for 2022 Sports Courts Maintenance. In addition to the base bid staff recommends acceptance of alternate work in the amount of \$41,138.60 (for Arbor Park armor crack fill and at Rose and Country Lane Parks color coating) for a grand total of \$149,697.50. This is a FY 2022-23 CIP project to be completed this summer.

This includes the basketball, tennis, and pickleball courts throughout the District and has been overlooked for the past several years. This is a CIP project that the District has planned for. This will also allow the District to maintain and preserve the courts long term.

Motion by Vice President Kilkelly, seconded by Treasurer Johnson to approve Outdoor Sport Court Maintenance and Repair Work, as presented. On the roll call, the vote was as follows:

Treasurer Johnson asked when this would need to be done again. Staff noted that it is not in the CIP plan for 2023.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

B. Motion to Approve Carnegie Museum Roof Construction

Staff recommends acceptance of low bidder, L. Marshall Roofing's bid of \$240,600.

Mr. Bejster stated that this project was sent out with a separate bid early due to roofing material shortages being anticipated. There were three parties that attended the pre-bid meeting. Only one vendor submitted a bid. All reference checks were positive.

Motion by Commissioner Bridges, seconded by President Herrera Giron to approve Carnegie Museum roof construction, 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.

C. Motion to Approve Interfund Transfers

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	\$19.00	
	Recreation (02-46-92-473-9999)	\$19.00

Purpose: One scholarship that was awarded for Run Like Me.

Motion by Commissioner Bridges, 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.

D. Motion to Approve New Policy 1.11 Video Surveillance Footage Viewing Policy – Public

Mr. Beckmann stated that this is a new policy that the District will put in place.

Motion by Commissioner Mathews, seconded by Vice President Kilkelly, to approve New Policy 1.11 Video Surveillance Footage Viewing Policy – Public, as presented.

President Herrera Giron asked what the existing procedure in place was. Staff explained the past protocol. She stated that the policy required notice to the public. Staff noted that signage is required under this policy. She asked if the signs would be bilingual.

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

NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

E. Motion to Approve Access Control Upgrade for the Park Maintenance Facility

Mr. Beckmann stated that the District is upgrading access control, which is something that will be a multi-year process.

Staff recommends acceptance of quote of \$37,945.00 from LaForce, Inc. LaForce is the authorized reseller for IdentiCard access control security software and hardware integration with Allegion engage lock hardware. District uses Allegion engage door hardware which is designed to work directly with the access control software. LaForce, Inc. has provided timely installation for the district and has offered excellent support. The district, over a multi-year project, is installing and replacing door hardware with access control systems to allow for key fob usage to help lessen the need for keys and better control access through software solutions. Sole source justification was provided to the Board.

Motion by Commissioner Mathews, seconded by Vice President Kilkelly, to approve Access Control Upgrade for the Park Maintenance Facility, as presented.

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

Motion carried.

F. Motion to Approve consideration and action on Ordinance 22-04 providing for the issue of not to exceed \$12,000,000 General Obligation Park Bonds (Alternate Revenue Source) of the Waukegan Park District, Lake County, Illinois 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, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a director annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and authorizing the sale of said bonds to Robert W. Baird & Co. Incorporated, Naperville, Illinois

Mr. Beckmann stated that this ordinance is for the District to provide funding for the Carnegie. After this is approved, the District will do a bond rating call later this month. They will then negotiate for the capital funds needed for this project.

Motion by Treasurer Johnson, seconded by Vice President Kilkelly, to approve consideration and action on Ordinance 22-04 providing for the issue of not to exceed \$12,000,000 General Obligation Park Bonds (Alternate Revenue Source) of the Waukegan Park District, Lake County, Illinois 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, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a director annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and authorizing the sale of said bonds to Robert W. Baird & Co. Incorporated, Naperville, Illinois, as presented.

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

IX. NEXT MEETING

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

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Mathews thanked the staff for their dedication and efforts. He congratulated the newest employees that were recognized this evening. He looks forward to working with them all. He congratulated the Field House employee of the month. He thanked Rosalind Franklin for a successful health screening event. He attended a career day at Carmen Butler School which he enjoyed. He also congratulated Teddy Anderson on a job well done with the District. During her retirement speech she mentioned purpose and determination and he noted that both of those words described Ms. Anderson.

Commissioner Bridges also thanked Ms. Anderson for everything she has done and will continue to do for this community. He noted that she was extremely nurturing in her role and appreciated the opportunity to work with her. He thanked everyone for continuing the development of the parks throughout the City of Waukegan. He noted that the great work of staff does not go unnoticed. He thanked everyone for the fact that four of the five hirings were of Waukegan residents. He encouraged staff to continue to send bids out to Waukegan contractors and proactively reach local businesses. He congratulated all of the new and promoted staff. He appreciates that the District is working to promote from within.

Treasurer Johnson noted that he was sorry to miss Ms. Anderson's retirement celebration. He stated that his first interaction with her was several years ago when he was training her late husband. He appreciates that he had the opportunity to get to know her on a personal level. He also stated that he appreciates the promotions from within and support of Waukegan residents to fill our roles. He has enjoyed seeing the parks being crowded again. He thanked staff for all that they do.

Vice President Kilkelly stated that she believes that the Park District has been put into a wonderful position by Ms. Anderson's work and dedication. She looks forward to seeing Shelby advance in this position. She congratulated all of the new promotions and hires. She also appreciates the internal promotions that the District showed value to. She thanked Congressman Schneider for the \$3 million funding. She shared that there is going to be a rededication of Park Place on Thursday, which will be a renaming dedication for Patricia Jones.

President Herrera Giron noted that there is so much to say about Ms. Anderson. In life we make choices about where we put time in and she has truly made a mark within the Park District and in our community. She has made intentional efforts to get to know who this community is and what this community needs. She will be very much missed. She congratulated Ms. Anderson on her retirement and thanked her for all she has done. She stated that her footprint in this District and community is noticeable. She welcomed Shelby and looks forward to seeing what she will do with this District. She welcomed and congratulated all of the new hires and promotions. She noted that the internal promotions and Waukegan resident hires is incredibly telling of this administration.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT

There being no further business, Treasurer Johnson moved, seconded by Vice President Kilkelly to adjourn the meeting at 5:38 p.m.

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

Respectfully submitted,

Mandi Florip
Secretary