

MINUTES OF COMMITTEE OF THE WHOLE MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
TUESDAY, APRIL 26, 2022 at 4:30 p.m.
Administrative Office Building
1324 Golf Road, Waukegan IL 60087

I. CALL TO ORDER

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

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

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

COMMISSIONERS ABSENT

President Jacqueline Herrera Giron

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Superintendent of Community Relations Shelby McDonald,
Superintendent of Finance & Administration Jon Beckmann, Deputy Superintendent of Finance and
Administration, Kalina Mendez, Superintendent of Recreation Errick Beverly, Deputy Superintendent
of Sports, Fitness and Aquatics, Kaitlin Fischer, Superintendent of Parks Quincy Bejster, and Attorney
Mandi Florip.

III. PUBLIC COMMENT

Tony noted that Hinkston Park gym is spectacular. He asked staff to look into the black dust on top of
the tubes in the track area.

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Doug and Betsy Stiles – Jack Benny Arts & Humanities Award – Vice President Kilkelly
read the resolution into the record honoring Mr. Stiles and his late wife, Betsy. Mr. Stiles
offered the Board a few remarks thanking the District.

V. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve USA Management Outdoor Agreement

Motion by Commissioner Bridges, seconded by Commissioner Mathews to approve USA Management
Outdoor Agreement, as presented.

Mr. Beverly stated that this is the official agreement with the new management company.

Commissioner Mathews asked how many lifeguards will staff the SplashZone. There will be two. Commissioner Bridges asked if the deposit is a common practice. Staff noted was.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

B. Motion to Approve USA Management Aquatic Director Amendment

Motion by Treasurer Johnson, seconded by Commissioner Mathews to approve USA Management Aquatic Director Amendment, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

C. Motion to Approve Travel Expense Report

Motion by Treasurer Johnson, seconded by Commissioner Bridges to approve travel expense report, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

D. Motion to Approve Commissioner Award Recipient

Motion by Treasurer Johnson, seconded by Commissioner Mathews to approve Commissioner Award recipient, as presented.

Mr. Lerner stated that senior staff is recommending this individual to be the recipient of the Commissioner Award. The name will be kept secret and recognition will be made at the next board

meeting.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

E. Motion to Approve Authorization to Receive Bid for 2022-23 Capital Improvement Plan (CIP)

Motion by Commissioner Bridges, seconded by Treasurer Johnson to approve Authorization to Receive Bid for 2022-23 Capital Improvement Plan (CIP), as presented.

Mr. Bejster noted that staff is seeking permission to get bids and quotes as soon as possible, due to the supply shortage.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried

F. Motion to Approve Quote for 2022-23 Recycle and Solid Waste Disposal Collection

Staff recommends acceptance of the low quote of \$18,246.86 from Waste Management for the FY 2022-23 Recycle and Solid Waste Disposal Collection.

Motion by Commissioner Bridges, seconded by Commissioner Mathews to Approve Quote for 2022-23 Recycle and Solid Waste Disposal Collection, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

G. Motion to Approve Interfund Transfers

Fund	From	To
Corporate (01-11-11-583-9999)	\$375,000.00	
	Master Plan Capital #MP 3B (29-11-11-473-9999)	\$375,000.00

Purpose: A transfer due to positive operating results Corporate Fund to the Master Plan Fund. These funds will support the new Special Recreation building.

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

Motion by Commissioner Bridges, seconded by Commissioner Mathews to Approve interfund transfers, as presented.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

H. Motion to Approve FY 2022-23 Salary Wage Schedules

Motion by Commissioner Bridges, seconded by Treasurer Johnson to approve FY 2022-23 Salary Wage Schedules, as presented.

Vice President Kilkelly asked about combining certain roles. Staff is looking into this and will return with an answer. With the retitling of certain roles, the District is aligning with best practices.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried

I. Motion to Approve FSS Technologies Agreement

Motion by Treasurer Johnson, seconded by Commissioner Bridges to approve FSS Technologies Agreement, as presented.

Ms. Mendez noted that this agreement covers the same alarm monitoring services with a new company, due to a corporate buyout.

On the roll call, the vote was as follows:

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

Motion carried

J. Motion to Approve Memorial Endowment Account Consolidation

Staff recommends consolidation of the following accounts: M11: Junior Golf \$20,661.48 and M25: Partners in Parks \$71,242.40. This will create one golf Memorial Endowment Account in M25 and will reduce the Memorial Endowment Accounts to 29 sub accounts.

Motion by Commissioner Bridges, seconded by Treasurer Johnson to approve Memorial Endowment Account Consolidation, as presented.

On the roll call, the vote was as follows:

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

Motion carried

K. Motion to Approve Resolution 2022-08 – Classification of Capital Funds

The board received for review the yearly resolution committing the Capital Funds in the budget and audit for projects for FY2022-23. This resolution also helps with tax objections as funds can be transferred from the Corporate Fund to the Capital Fund as part of the 1997 referendum. This promotes the District's ongoing capital investment back into the community for current and future projects.

Motion by Commissioner Bridges, seconded by Commissioner Bridges to approve Resolution 2022-08 – Classification of Capital Funds, as presented.

Mr. Beckmann noted that it is best to commit the funds as capital funds within the budget.

On the roll call, the vote was as follows:

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

Motion carried

L. Motion to Approve Ordinance 22-03 – An Ordinance Authorizing Certain Intrafund Line Item Transfers in the FY 2021-22 Budget and Appropriation Pursuant to Section 4-4 of the Park District Code

Motion by Commissioner Bridges, seconded by Treasurer Johnson to approve Ordinance 22-03 – An Ordinance Authorizing Certain Intrafund Line Item Transfers in the FY 2021-22 Budget and Appropriation Pursuant to Section 4-4 of the Park District Code, as presented.

This amends the District’s legal spending authority and will be filed by the end of the fiscal year.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried

M. Motion to Approve Ordinance 22-05 - An Ordinance Making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2021 and Ending April 30, 2022

Motion by Commissioner Bridges, seconded by Treasurer Johnson to approve Ordinance 22-05 - An Ordinance Making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2021 and Ending April 30, 2022, as presented.

This will add additional spending authority to cover expenses related to extra security and to cover paying off the ERI early.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried

N. . Motion to Approve 2022-23 Budget and Capital Improvement Plan (CIP)

Motion by Commissioner Mathews, seconded by Treasurer Johnson to approve 2022-23 Budget and Capital Improvement Plan (CIP), as presented.

Ms. Mendez noted that the charts and graphs have been updated to allow for easier reading and interpretation. Staff also condensed the narrative to streamline the information. She thanked all the staff and leadership for assistance in budget preparation. Mr. Beckmann stated that the table of contents notes various sections. The financial overview section condenses everything that is happening in the District. The total budget and yearly comparison is also included. The District has a surplus, which is mostly related to grants and a private donation.

Commissioner Bridges asked if the long-range financial plan includes a scenario projection. Staff affirmed that this is included and assists with forecasting. Mr. Lerner noted that Mr. Beckmann and Ms. Mendez did an excellent job on the budget preparation.

On the roll call, the vote was as follows:
AYE: Mathews, Bridges, Johnson, and Kilkelly
NAY: None
ABSTAIN: None
ABSENT: Herrera Giron

Motion carried

- O.** Reminder: at the May 10th Meeting, officers will be selected as well as liaisons to the Recreation, Cultural Arts, Golf, Special Recreation and Parks and Open Space Master Plan Advisory Committees

Mr. Lerner reminded the Board that the officer election and liaisons will be selected at the Board's next meeting. Mr. Beverly thanked Vice President Kilkelly for her efficient running of the meeting. He also noted that he is proposing that one or two commissioners, rather than the current number of three, be selected to represent the recreation committees, to improve efficiency.

Commissioner Bridges stated that he supports this change and will be flexible with where the District needs him to serve. Vice President stated that she also supports the change, if the current structure is not working.

VII. ANNOUNCEMENTS

Upcoming Board of Commissioners Meeting: Tuesday, May 10, 2022 at 4:30 pm

VII. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Mathews thanked the staff. He attended the Egg-stravaganza, which was an amazing family event and very well attended. He also commended Javi Martinez and the team at BRC. He commended Mr. Bejster and the parks team on all of the work they put into Friendship Park. He has received several compliments from Midlane residents. He appreciates the hard work of all of the staff members. Commissioner Mathews noted that he has just marked his anniversary as a Board member, and that it has been an awesome year. He extended his heartfelt thanks to the staff and board.

Commissioner Bridges echoed all of Commissioner Mathews' comments.

Treasurer Johnson thanked the staff and noted that he hopes the weather turns warmer soon.

Vice President Kilkelly stated that it is nice to see the positive articles in the media about the District. She commended staff on the volunteer and patron newsletter that was mailed out recently. She hopes that the District will be able to return to a social event in the future.

IX. ADJOURNMENT

There being no further business, Commissioner Mathews moved, seconded by Commissioner Bridges to adjourn the meeting at 5:07 p.m.

On a unanimous voice vote, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary