

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
May 10, 2022
REMOTE VIRTUAL MEETING
Public Dial in and Access Code provided

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. CONSENT AGENDA

The Consent Agenda Items which included the Minutes of the April 12, 2022 (Board of
Commissioners Meeting), April 26, 2022 (Special Board Meeting), Bills, Payroll, and Financial
Statements. (Page 9 minutes)

Motion by Treasurer Johnson, seconded by Commissioner Mathews to approve the April 12, 2022
(Board of Commissioners Meeting), April 26, 2022 (Special Board Meeting), Bills, Payroll, and
Financial Statements.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

IV. PUBLIC COMMENT

None

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. Bejster noted that staff would like to recognize several employees throughout the Park District for their work and all that they have done in the community. The following employees were recognized and honored:

- Jose Dominguez – Full time Employee of the Year
- Jesus Campos – Part time Employee of the Year
- Santos Reya – Part time Employee of the Year
- Kaitlyn Fischer – Commissioners Award

A. Donation from North Shore Gas for SwimSmart and Nature Programs

Ms. McDonald stated that the District recently received a check for \$10,000 to support swim programs.

B. Introduction of HR/Risk Management Coordinator Lizandra Garcia

Mr. Beckmann introduced Ms. Garcia as the new HR/Risk Management Coordinator. Ms. Garcia introduced herself to the Board and provided an overview of her background.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and noted that staff received the remaining balance from the donor for the Carnegie project. He also stated that the District is again a Gold Medal finalist. Ms. Sandine sent out the information about the NRPA Conference and he reminded the Board to coordinate with Ms. Sandine if they plan to attend.

Vice President Kilkelly asked for clarification about the internal management system that the staff uses.

B. Attorney Report: Attorney Florip noted that the District has been keeping her busy over the past month with various items including contract, letter, and policy review.

C. Legislation/ IAPD Update: The Governor issued another Executive Order, allowing for various items, including remote meetings. Lake County has moved to medium transmission and the LCHD is recommending masks in highly trafficked areas.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report and noted that the District has an exciting weekend with back-to-back events coming up. Spring concerts, Juneteenth, and Dandelion wine are being planned. Staff continue to work on the Carnegie and the special recreation building. He noted that he and Mr. Lerner met with a group that was interested in what the Waukegan Park District has done.

Commissioner Mathews commended Mr. Beverly on the new hires from Waukegan that were described in his report. Vice President Kilkelly asked for clarification on the coding within his report.

Ms. McDonald stated that Field House membership is 7819. Staff is preparing for a family swim night on May 21st. May is water safety month, which will be the focus. Fishing Derby is scheduled for June 4th. Staff is staying busy with summer hiring and programming.

D2. Parks: Mr. Bejster presented his report. He highlighted that they continue to make progress on Victory Park. The restroom work should be finished this week. The plan is for final grade to finish next week. He is hopeful that a ribbon cutting will be scheduled in June. The first community park day was this past Saturday at Bowen Park. Fifteen volunteers attended. The next community park day is June 25th at Country Lane. They plan to host one park enhancement day in each ward throughout the summer. There is a Washington Park cleanup scheduled on May 25th with sixty students from Rosalind Franklin volunteering to assist. Mowing has increased with the improving weather and rains. He thanked Josue and Shelby for producing the Arbor Day video. The Splash pads will be opened throughout this week. Clearview was opened today.

Vice President Kilkelly asked about the trail monitor. Staff noted that this is a volunteer who tracks the bird houses at the SportsPark.

D3. Community Relations: Ms. McDonald presented her report. She highlighted that the District is a gold medal finalist and will kick off the campaign with a video. Website proposals are due next week. The District received \$60,000 from CDBG funding for Besley Park. The District also received \$20,000 from the Crime Victims Assistance Fund.

Vice President Kilkelly asked where the Lions Club plaque will be located. Staff will get back to the Board with an exact location.

D4. Finance and Administration: Mr. Beckmann presented his report and noted that PPRT tax had a strong showing, with the District showing 286% over budget. This has been put into the District's long-term savings plan. The District will begin investing in CD's on a short term basis. The District's preliminary audit is next week, so staff is beginning the research and planning for this.

Commissioner Mathews asked about the employee and patron injuries noted in the report. Mr. Beckmann provided an update on the District's procedures for both incidents.

Vice President Kilkelly asked about the PA system at Bonnie Brook. Mr. Beckmann noted that it has been installed.

VII. ELECTION & APPOINTMENT OF OFFICERS

- A. Motion to Approve Election & Appointment of Officers
 - President
 - Vice President
 - Treasurer & Deputy Treasurer
 - Secretary & Deputy Secretary

Vice President Herrera Giron deferred to Attorney Florip to conduct elections. The election of officers proceeded by way of nominations from the floor for each position.

Vice President Kilkelly nominated Vice President Kilkelly for President, which was seconded by Commissioner Bridges.

No other nominations were made at which time Attorney Florip declared the nominations closed.

On the roll call, the vote was as follows:

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

Result: Vice President Kilkelly elected President.

Commissioner Mathews nominated Treasurer Johnson for Vice President, which was seconded by Commissioner Bridges.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

Result: Treasurer Johnson elected Vice-President.

Commissioner Bridges nominated Commissioner Mathews for Treasurer, which was seconded by Treasurer Johnson.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Mathews, Bridges, Johnson, and Kilkelly

NAY: None

ABSTAIN: None
ABSENT: Herrera Giron

Motion carried.

Result: Commissioner Mathews elected Treasurer.

Commissioner Bridges nominated Jon Beckmann for Deputy Treasurer, which was seconded by Commissioners Mathews.

No other nominations were made at which time Attorney Florip declared the nominations closed.

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

Motion carried.

Result: Mr. Beckmann elected Deputy Treasurer.

Treasurer Johnson nominated Attorney Florip for Secretary and Director Lerner for Deputy Secretary, which was seconded by Commissioner Bridges

No other nominations were made at which time Attorney Florip declared the nominations closed.

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

Motion carried.

Result: Attorney Florip elected Secretary and Mr. Lerner elected Deputy Secretary.

- B. Motion to Approve Appointment of Officials
 - Local Election Official
 - IMRF Officer
 - PDRMA Representative
 - PDRMA Alternate Representative

Motion by Commissioner Bridges, seconded by Commissioner Mathews, to approve the appointment of Director Lerner as Local Election Official; Mr. Beckmann as IMRF Officer, and PDRMA Representative; and Tanya Brady as PDRMA Alternate Representative. There was no discussion on this matter. On the roll call, the vote was as follows:

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

Motion carried.

VIII. RECESS (Newly Elected/Appointed Officers to Preside)

President Kilkelly read a statement into the record prepared by Immediate Past President Jacqueline Herrera Giron.

IX. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve Appointment/Reappointment of Advisory Committee Chairpersons and Members
Golf
Recreation
Master Plan
Foundation

Motion by Treasurer Johnson, seconded by Commissioner Bridges, to approve the members who will serve on the Advisory Committees as presented, with Vice President Johnson being the Board Liaison for Golf Advisory, Commissioner Bridges and Commissioner Herrera Giron being the Board Liaison for Recreation, Treasurer Mathews being the Board Liaison for Master Plan, and President Kilkelly being the Board Liaison for Foundation.

There was no discussion on this matter.

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

Motion carried.

- B. Motion to Approve the following Resolutions:
 2022- 10 - Designating Depository

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve Resolution 2022-10 – Designating Depository, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly
NAY: None
ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

- 2022- 11 - First Midwest Bank Authorization
- 2022- 12 - Associated Bank Authorization
- 2022- 13 - First Midwest Bank Signature Authorization
- 2022- 14 - First Midwest Bank Signature Authorization
- 2022- 15 - Associated Bank Authorization

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Resolutions: 2022- 11 - First Midwest Bank Authorization, 2022- 12 - Associated Bank Authorization, 2022- 13 - First Midwest Bank Signature Authorization, 2022- 14 - First Midwest Bank Signature Authorization, 2022- 15 - Associated Bank Authorization, as presented.

There was no discussion on this matter.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

C. Motion to Approve BS&A ERP Software

Staff recommends accepting the quote of \$63,185.00 from BS&A. BS&A will install and train on a new cloud enterprise resource planning software package to replace the districts existing MSI accounting system. This will include a new account software as well as fixed assets and work order and preventative maintenance scheduling management. BS&A will be a fully cloud based software solution to allow for modern security and accessibility. BS&A was vetted among staff, is used by many different municipalities in Illinois including several park districts and is highly recommended by the district's auditors, Lauterbach and Amen. Staff feels that this will allow better communication and make reporting easier.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve BS&A ERP Software, as presented.

There was no discussion on this matter.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

D. Motion to Approve Access Control Solutions for Special Recreation Building

Staff recommends accepting quote of \$56,776.00 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 presented to the Board.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Access Control Solutions for Special Recreation Building, as presented.

This purchase is for the McAlister property and is similar to the system in the administrative building.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

E. Review Ordinance 22-06, An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Fiscal Year Beginning May 1, 2022 and ending April 30, 2023

Ordinance 22-06 will be available for public inspection for not less than 30 days beginning May 6, 2022. A Public Hearing Notice will be published in the News-Sun as required by Illinois statute at least one week prior to the hearing on May 13, 2022. The Public Hearing will be held prior to Board approval at the June 14, 2022 meeting.

- F. Motion to Approve Amended/New Policies
- A. 4.12 Maternity Leave and Pregnancy Rights (deletion)
 - B. 4.29 Non-Discrimination and Anti-Harassment (amended)
 - C. 4.42 HIPAA Privacy and Security (new)

The Maternity leave policy is already included and will be deleted due to redundancy. PDRMA requested a language match for 4.29. The District has always been practicing HIPAA, but has not previously had a policy on it.

Motion by Vice President Johnson, seconded by Treasurer Mathews, to Approve new policies 4.12, 4.29, and 4.42, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

G. Motion to Approve McAlister Building Roof Improvements

The project was publicly advertised and bid packets were sent to approximately 40 contractors. Five contractors attended the pre-bid meeting and three contractors submitted bids. Staff recommends acceptance of the low bid of \$90,000 from Waukegan Roofing for the 2022 – 540 McAlister Roof Improvement project. This will provide a 10-year warranty on the roof.

Motion by Commissioner Bridges, seconded by Treasurer Johnson, to Approve McAlister building roof improvements, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

H. Motion to Approve McAlister Building HVAC Improvements

The project was publicly advertised and bid packets were sent to approximately 20 contractors. Five contractors attended the pre-bid meeting and two contractors submitted bids. Staff recommends acceptance of the low bid of \$75,875 from Cahill Heating and Air Conditioning for the 2022 – 540 McAlister HVAC Replacements project. This would resolve many of the problems that the District has been handling.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve McAlister Building HVAC improvements, as presented.

Vice President Johnson asked if companies that are paying the prevailing wage. Mr. Bejster noted that the District collects the certified payroll prior to issuing checks.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

I. Motion to Approve Groundmaster 4000-D Mower Purchase

Staff recommends accepting the purchase of one (1) Groundmaster 4000-D Mower with Universal Shade through the Sourcewell Contract #57943 for the price of \$85,235.81 from Reinders. This would be located at the SportsPark and matches the current fleet. Staff has been told this is a 12-18 month lead time for delivery.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Groundmaster 4000-D Mower Purchase, as presented.

President Kilkelly asked what the lifespan is for mower. Staff noted 10-15 years is expected.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

X. NEXT MEETING

A. Committee of the Whole Meeting, Tuesday, May 24th at 4:30 pm

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Bridges thanked Quincy for making sure that he hit the multiple vendors when the District bids. He thanked staff for caring for the Juniper and Bluff area. He also thanked staff for the Washington ravine clean up. He noted that he will not be at the next meeting.

Treasurer Mathews thanked staff for all that they do. He congratulated the new board and thanked Commissioner Herrera Giron for her past service as President. He thanked the April employees of the month. He congratulated Field House member, Tina, on guessing the correct number of Skittles in the jar. He enjoys the side games at the Field House. He thanked staff for the park clean up. He thanked Josue and Shelby for the social media innovativeness. He enjoyed the Arbor Day video. He is proud to be a part of this organization.

Vice President Johnson congratulated the new board and wished the best to Commissioner Herrera Giron. He hopes that the Board can continue to meet in person.

President Kilkelly noted that she booked her flight for the NRPA conference and encouraged everyone

to schedule their flights soon. The Mayor's lunch is coming up and encouraged staff and the Board to rsvp to Sally. She stated that Victory Park is looking wonderful and asked if Vista is contributing to the serenity area of the park. Staff attended their Board meeting previously with this contribution request. He noted that a group of nurses contributed personally for a bench. She asked if the District will be participating in the Pride Parade. Staff noted that the District is a premier sponsor. She congratulated staff for all that they did to earn the gold medal nomination.

XII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Vice President Johnson to adjourn the meeting at 5:34 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary