

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
June 14, 2022  
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

President Janet Kilkelly  
Vice President Jeremiah Johnson  
Treasurer Anton Mathews

Commissioner Jacqueline Herrera Giron

COMMISSIONERS ABSENT

Commissioner George Bridges

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 HEARING – Budget and Appropriation Ordinance 22-06**

The hearing was called to order at 4:30 pm. The purpose is to receive public comment on the  
2022-23 budget. \$47,129,266.00, 19% above the total budget. The estimated revenue is  
\$41,685,065.00.

A copy of the budget and ordinance has been available since May 6, 2022 and publication of the notice  
of meeting was published on May 13, 2022. Mr. Beckmann offered to answer questions from the  
public.

Motion by Treasurer Mathews and second by Vice President Johnson to close the public hearing.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

The hearing was closed at 4:33 pm.

#### **IV. CONSENT AGENDA**

The Consent Agenda Items which included the Minutes of the May 10, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson to approve the May 10, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

#### **V. PUBLIC COMMENT**

Resident Tony Frizzo stated that he goes to Hinkston Park almost every day. He stated that yesterday someone had a tent pitched in the back. He called the Police Department's non-emergency line. He also stated that he is hearing complaints that the therapy pool is closed often and when open, children in their diapers are going into the therapy pool. Some of the older people are concerned. He also noted that the net that divides the gym does not reach the floor. He was told that the District does not have enough maintenance people to fix this.

Mr. Beverly stated that staff is aware of the recent closures and are working on fixing this. He also stated that they are making announcements regarding children in diapers in the pool.

#### **V. ACKNOWLEDGEMENTS & PRESENTATIONS**

- A. Scholarship Presentations to: Jackie Cruz, Juan Guerrero, Julien Lopez, Denise Perez and Serafin Valencia

Josue presented the scholarship presentation to the recipients. He noted that there was an impressive field of applicants and five students were selected to receive the \$1000 scholarship award.

- B. Presentation of Resolution 2022-16 to Jacqueline Herrera Giron for Service as President

President Kilkelly read Resolution 2022-16 into the record, honoring Jacqueline Herrera Giron for her

time serving as President of the Waukegan Park District Board.

## VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and noted that the District is receiving \$3 million in grant funding from the state and are waiting on the \$3 million from the federal government. Round Lake has left SRSNLC and Lindenhurst is rumored to also be leaving the group.

B. Attorney Report: Attorney Florip noted that she has been working with staff.

C. Legislation/ IAPD Update: A

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He stated that the Park District and recreation department are in good hands for the future, as most of the scholarship recipients are from the Recreation Department. Over 300 people attended the fishing derby. Movies in the park was well attended. The next one is June 25<sup>th</sup> at Yeoman. Dandelion Wine Festival is being planned. Summer camp began, as well as the other District camps. They are working on the new SRSNLC building and Carnegie Building. Finally, Field House membership has met and exceeded the staff's goal.

Commissioner Mathews asked for clarification about involvement numbers. President Kilkelly asked for information about the Dandelion Wine event. This will be held August 20<sup>th</sup> at Bowen Park.

Motion by Commissioner Herrera Giron, seconded by Treasurer Mathews to seat Commissioner Bridges at 4:55 pm. On all ayes, the vote carried and Commissioner Bridges was seated.

D2. Parks: Mr. Bejster presented his report. M2 is grading at Victory Park. If the weather holds, they should be able to finish, allowing for tree planting to occur near the end of this week. Sealcoating and striping of the parking lot will also happen later this week. Seeding and blanketing will occur next week, and planting will occur thereafter. They are working on securing the ComEd connection for the bathroom. The dugout and fencing are still waiting for the capstones. The playground is inspected and safe, so children are being allowed to play. All fencing has been removed from the playground. Staff still plans for construction to finish in June.

Things are going well at the McAlister Building. New heating and air conditioning units have been installed. The recreation department will finalize painting and flooring choices. Besley Park fitness equipment will be going out to bid soon.

All splash pads were open in May and staff is anticipating heavy use. They had a pre-bid meeting for Carnegie this morning. Bid opening will be June 28<sup>th</sup>. They have gone out to bid on several other projects as well. Mowing has been a challenge, but the staff has been working tirelessly. The District has received several park permits. June 25<sup>th</sup> is the next park cleanup day at Country Lane Park.

Treasurer Mathews asked for an update on park security. Staff noted that there have been no major incidents to report yet.

Vice President Johnson asked about the end of June being a completion date for Victory. Staff stated that they are hoping for this, but can't commit to a ribbon cutting event date.

D3. Community Relations: Ms. McDonald presented her report. Best of the Best voting is now open until July 5<sup>th</sup>. Next Thursday, the foundation is having an ice cream social at Bevier Park.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that the Personal Property Replacement Tax (PPRT) is coming in strong, with the first collection at over 50% with six more collections throughout the year. Golf's unaudited financials look healthy. In the near future, the District will request funds to be deposited back to the recreation fund. Investments are moving in the right direction.

Treasurer Mathews thanked the finance team for keeping the District in a strong financial position. He asked for information about the individual who passed out at the sauna. Mr. Beverly stated that it was a minor incident and the patron was fine.

## **IX. REVIEW, DISCUSS, DECIDE**

### **A. Carnegie Project Presentation**

Mr. Aulisio stated that the last time he was at a board meeting was in February. Since then, they have been working on finalizing the construction packets which were broken into trade projects. These are out to bid now and will be returned on June 28<sup>th</sup>. The hope is to present recommendations on all of the bid packages in July. The documents will also be sent to the City of Waukegan for permits.

The IDOT acquisition is complete and the District now owns the property. They can now do further testing on the property. They have completed 2/3 of the due diligence with the City of Waukegan. The final due diligence aspect was filed this week.

In the memo, there was an updated project cost estimate. The numbers have remained largely the same as the last time this was presented to the Board. There was a slight increase in investigative work. They are hoping that when the bids are returned that they will continue to align with the budget estimates. There is close to \$1.4 million in contingencies.

Commissioner Herrera Giron asked if any soil testing was done prior to purchase and if the new testing revealed anything different. Mr. Aulisio stated that they did not find any surprises in the soil. He further explained that the contingencies were anticipated from the start of the project.

Elizabeth Trail from Harboe Architects was also in attendance. She presented images of what she hopes the building will look like at completion. She presented the site plan. She began by showing the two accessible parking spaces that are near to the building and the accessible entrance, which will be constructed. Other parking will be offsite.

Commissioner Herrera Giron asked for clarification about the two parking spaces.

The southwest corner will hold the primary entrance. They will be recreating the historic stairs and a plaza with benches. To the south is where buses will be able to pull in to let children off to enter the building.

The basement will be primarily storage with one room that is climate controlled for sensitive materials. There will also be a room for a workspace for staff to work on specific exhibits. On the next level will be exhibits and a classroom. The addition will be used for accessible restrooms, storage, and a janitor's closet. The main floor will hold a welcoming reception space, offices, a library, multipurpose room, and a dedicated room for Ray Bradbury. The addition to the north includes a breakroom, single use restroom, and storage.

Vice President Johnson asked about the timeframe. They noted it would be about a year.

B. Legat Presentation of the Golf Driving Range – President Kilkelly noted that the speaker is detained and will move this to next meeting.

C. Motion to Approve Agreement with Waukegan Township

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve agreement with Waukegan Township, as presented.

Mr. Beverly stated that there were no major changes and the name is updated to reflect the new name of the facility.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Resolution 2022-16, Acknowledging Service as President of Jacqueline Herrera Giron

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Resolution 2022-16, Acknowledging Service as President of Jacqueline Herrera Giron, as presented.

There was no discussion on this matter.

On a voice vote, the motion carried with all Ayes.

E. Motion to Approve Closed Session Minutes of February 22, 2022

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve closed session minutes of February 22, 2022 as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve Purchase of a Compact Track Loader

Staff recommends acceptance of the proposal of \$36,500 from Burris Equipment for one (1) 2019 Wacker Neuson, ST35 Track Loader. Proposal meets the needs of the District based on the specifications outlined in our Request for Proposals.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve purchase of a compact track loader, as presented.

Vice President Johnson asked about the lead time for arrival. Mr. Bejster states it is available now.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. Motion to Approve Ordinance 22-06, an Ordinance Adopting the Combined FY 2022-23 Annual Budget and Appropriation of Funds for the Fiscal Year Beginning May 1, 2022 and ending April 30, 2023

The FY2022-23 Combined Annual Budget & Appropriation Ordinance (B & A) is included in the Board packets, and it was presented for review at the May 10th Board Meeting. It has been available for public inspection since May 6, 2022, and a Public Hearing Notice was published in the News-Sun on May 14, 2022 as required by Illinois statute.

The Public Hearing will be held prior to the June 14th Board meeting, and staff recommends that the Board approve the B & A Ordinance 22-06.

The only change made to the Capital Projects Fund to the line item Interfund Transfer from \$2,000 to \$100,000. The District annually budgets for \$100,000 in Future Land Purchases. The Capital Projects Fund does not have a good tracking system if we don't use those funds like Master Plan Capital Projects Fund. If we don't use any of the budgeted \$100,000, that whole amount or whatever is left will be deposited.

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve Ordinance 22-06, an Ordinance Adopting the Combined FY 2022-23 Annual Budget and Appropriation of Funds for the Fiscal Year Beginning May 1, 2022 and ending April 30, 2023, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

- H. Motion to Approve Amended/Deleted Policies
  - a. 2.02 Purchasing (Amended)
  - b. 4.10.2 Families First Coronavirus Response Act (FFCRA) Leave (deleted)

Motion by Commissioner Herrera Giron, seconded by Treasurer Mathews, to Approve amended/deleted policies, as presented.

The purchasing policy is being amended by SB2050, which amends the bid limits from \$25,000 to \$30,000 for public bidding. FFCRA is no longer needed per the act.

On the roll call, the vote was as follows:

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

Motion carried.

- I. Motion to Approve Interfund Transfers

<b>Fund</b>	<b>From</b>	<b>To</b>
	Memorial/Endow. (#43) (16-11-11-583-9999)	\$30.50
		Recreation (02-46-44-473-9999) \$30.50

**Purpose:** A transfer for one (1) swim lesson scholarship awarded.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve interfund transfers, as presented.

On the roll call, the vote was as follows:

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

ABSENT: None

Motion carried.

J. Motion to Approve Administrative Debt and Bond Annual Review

Staff completed the annual review of current debt and bond issues per the District's Debt Management and Bond Policy, 2.05. As the District's Bond Compliance Officer, Mr. Beckmann reviewed the bond documentation in accordance with the "Post-Issuance Compliance Checklist for Illinois Governmental Use Bonds" for the following Bond Series: 2015A, 2017A, 2020, and 2022A. At this time the District appears to be in post-issuance compliance

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron, to approve administrative debt and bond annual review, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

K. Motion to Approve Amendment of FY 2022-23 Wage Schedules B and C

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to approve amendment of FY 2022-23 Wage Schedules B and C, as presented.

Mr. Beckmann stated that the District consolidated their wage schedules in February and this is a follow up to that initial consolidation. This streamlines salaries and categorization for the District. Some were unchangeable because they are unique to the CBA and some are no longer in existence.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

## **X. NEXT MEETING**

- A. Committee of the Whole Meeting, Tuesday, June 28<sup>th</sup> at 4:30 pm
- B. Board of Commissioners Meeting, Tuesday, July 12<sup>th</sup> at 4:30 pm

## **XI. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Commissioner Bridges thanked the District on behalf of the City for being so responsible and professional to work with. He apologized for the delay on the City's response to parking.

Commissioner Herrera Giron thanked the District for the kind words shared in her resolution. She congratulated the scholarship recipients.

Treasurer Mathews stated that it feels good to be back with everyone. He offered his condolences to Supervisor Jones and Emeritus Supervisor Jones on the passing of the family's grandmother and mother. He congratulated the May winner of guessing the Skittles in the jar. He thanked the grass cutting teams for their hard work. He also congratulated Maria Owens on being the May Employee of the Month. He stated that staff did a terrific job at the fishing derby. He congratulated the Field House Member of the Month. He stated that 861 people were in attendance on the opening day of SplashZone. He thanked staff for their awesome job at the Pride Festival. He noted that the Movies in the Park event was wonderfully done. He welcomed new hires and congratulated the scholarship winners.

Vice President Johnson thanked Parks staff for all their work. He loves seeing the Parks full of kids and is happy to see the community using their parks. He wished everyone a happy Flag Day.

President Kilkelly reminded the Board about the Independence Day parade. She stated that she appreciated all of the work and leadership of Commissioner Herrera Giron as President. The foundation will be hosting the ice cream social and golf outing. She realizes that Park District signs are renovated on a cycle and asked staff to look at the Washington Park sign.

Mr. Beverly asked if any commissioners would like to ride in a golf cart in place of the float.

President Kilkelly asked if the Board would like to cancel the next meeting in light of Election Day. On a consensus, the Board agreed.

## **XII. ADJOURNMENT**

There being no further business, Commissioner Bridges moved, seconded by Vice President Johnson to adjourn the meeting at 5:40 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip  
Secretary