

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
July 12, 2022

**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 George Bridges  
Commissioner Jacqueline Herrera Giron

COMMISSIONERS ABSENT

STAFF PRESENT:

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

**III. CONSENT AGENDA**

The Consent Agenda Items which included the Minutes of the June 14, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron to approve the June 14, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

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.

#### **IV. PUBLIC COMMENT**

Tony stated that the parade was awesome. Before the parade started he was standing with the Sheriff and State's Attorney. An activist began to charge Congressman Schneider and Tony attempted to protect the Congressman and was hit by the activist. He followed the activist the entire parade route.

President Kilkelly asked Treasurer Mathews to make a few comments about Highland Park. He asked that the board observe a moment of silence for the victims.

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

- A. Golf Operating Results – Mr. Beckmann recognized the golf operations team. He noted that golf has produced very positive operating results. This is a great course with great leadership. He commended the golf operations team and staff for their fantastic jobs.
- B. Promotions: Recreation – Mr. Beverly recognized the promotions in the recreation department. The employees thanked the Board and staff for the opportunities.

Javier "Javi" Martinez, Manager of Fitness & Aquatics

Tony Strack, Supervisor of Aquatics

New Employee: Brielle Johnson, Recreation Specialist, Youth Athletics

#### **VI. PROGRESS REPORTS**

A. Executive Director Lerner: Mr. Lerner presented his report. He noted that the District held the bid opening for the Carnegie projects. With advice of the project manager, the District will go out for re-bid in order to receive more competitive bids. The goal is to approve the new bids in August.

Commissioner Herrera Giron asked why the bids were higher than anticipated. Mr. Lerner stated that most projects result in a higher cost than the estimate and they plan for this. He also noted that obtaining more competitive bids will help close this gap a bit. He stated that staff is not surprised by the returned amounts.

Mr. Lerner noted that the District received the OSLAD grant for Bevier.

CAPRA National Reaccreditation – Mr. Lerner noted that the District completed the reaccreditation which is required every five years. The District received the highest score it has ever received. He thanked Ms. Sandine for spearheading this project, as it is time consuming and a great deal of work.

Article from IP&R Magazine re: Splash Zone/Rose Park – Mr. Lerner stated that the Splash Zone was featured in the IP&R Magazine. Several communities regularly visit the facility to see Splash Zone.

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

C. Legislation/ IAPD Update: OSLAD funding was released. Attorney Florip reviewed

three recent PAC decisions.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Camps are going well. Staff is getting ready for the community yard sale. The parade went well. Mr. Beverly thanked the commissioners for their participation. Residents thanked the District for hosting the parade again this year. Movies in the Park is at Victory. Staff is working on the Touch a Truck and Dandelion Wine events. Arts Park will be at King Park. Ms. Fischer noted that Field House membership count is at 8,030. Parents Night Out and Family Swim Night are both coming up.

D2. Parks: Mr. Bejster presented his report. He highlighted that Victory Park has seen significant progress. Staff is working on a few final items. The dugout capstone should arrive the week of July 18<sup>th</sup> and expect to have that finished soon thereafter. The fence company will then be able to finish. They are excited to host Movie in the Park this coming weekend. They anticipate a formal opening in late August. He shared that the District received its ComEd incentive check for Grosche Field, showing a great deal of energy savings. McAlister also continues to make progress. The roof work should finish later this week. They will be going out to bid for flooring and paint. He thanked the Parks Department for their hard work this summer. They are on pace to break their permit record for the year.

Treasurer Mathews asked for clarification about the picnic pad and sculpture described in Mr. Bejster's Board report. President Kilkelly asked for information about how the memorial sculpture will be funded.

Commissioner Herrera Giron asked if there has been thought put into solar panels. Mr. Bejster stated they just met with a solar company, who stated it was not in the District's best interest at this time.

D3. Community Relations: Ms. McDonald presented her report. She highlighted that the Partners in Parks golf outing is next Wednesday and encouraged Board members to attend. President Kilkelly asked for clarification about a portion of the report regarding exhibit meetings for the Carnegie.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that interest rates are on the rise. This month's interest income is double the amount from last month. Bond proceeds have been invested. Projected interest income was over \$139,000. This will be a positive operating result. The District is at 86% of their PPRT collection.

Ms. Mendez noted that the District will be doing three audits at the same time this year. They are reviewing and streamlining the SRSNLC financials to be more accurate in reporting. They are waiting on their project manager to connect with them for their new software. GFOA has recognized the District for excellence in financial reporting, which is the highest level of recognition. They thanked the board, leadership team, and District for helping them to achieve this recognition.

Treasurer Mathews asked for clarification about the Greenshire rounds being down. Mr. Beckmann noted they have been down just recently, but they expect to see this change, as Greenshire has a great deal of activity.

President Kilkelly asked about the Rose Park crossing. Ms. Brady and Mr. Bejster created a plan to review the safety aspect of where to place the crosswalk. He has been working with the City to place a flashing light at the crosswalk. President Kilkelly also asked if there has been a study done of a potential crosswalk at Clearview. Mr. Bejster stated this has not been studied. He noted that no one has asked for this, but staff will monitor feedback specific to this.

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

### **A. Legat Presentation of the Golf Driving Range**

Mr. Haug from Legat Architects shared ideas on an interactive golf driving range, as this was an idea identified by the Board for a potential capital project. He noted that this would be by the SportsPark. There are a number of potential issues including access. Backup occurs on Green Bay Road and parking is limited when the SportsPark hosts large events. He also noted that the Airport expansion will impact Green Bay Road in the future as well.

He presented the first draft of a space review showing size, which would be slightly less than 10,000 square feet. This would not be limited to a driving range, but would be an event center with a lounge space, both exterior and interior. This would include a full-service kitchen and bar.

The Waukegan Airport expansion results in Green Bay Road being tunneled, which will limit site access from Green Bay. He believes this could be an opportunity to explore alternative entry off of West Beach.

President Kilkelly asked if a schedule is available for the Airport expansion. It will most likely be years before this is complete.

Mr. Haug presented one-story and two-story options. He encouraged the Board to look at what they like functionally and aesthetically in the models. He presented examples of preexisting Morton Buildings that are already in existence. He then showed an overall site plan, noting that Mr. Lerner asked that portions of the site be reserved for future development.

Treasurer Mathews asked for clarification about the single story design. Commissioner Bridges noted that he likes the two story option, as does Commissioner Herrera Giron. Vice President Johnson stated that Mr. Haug described the design very well. President Kilkelly asked for clarification about the images presented. Commissioner Bridges asked what type of technology would be used. Mr. Lerner stated it would be Top Tracer, which is the technology that Top Golf uses. Mr. Lerner stated that this technology offers several options to golfers. President Kilkelly asked if unisex toilets would be included.

Commissioner Bridges left the meeting at 5:32 pm.

President Kilkelly asked if this would be open 12 months a year. Mr. Haug stated it would be designed for that. She asked if the District ever hosted a cross country ski opportunity in that area. This has not been done. Mr. Lerner stated that staff has many different ideas for expansion in the area, which is why

he asked it to be designed in a manner that reserved space for future development.

If the Board is interested, Mr. Lerner will bring a proposal to the Board to hire Mr. Haug for the design services.

B. Motion to Approve Field House Gymnasium Floor Refinishing Bid

Staff recommends acceptance of the low bid of \$80,000 from Specialty Floors Inc. for the Field House Gymnasium Floor Refinishing.

Motion by Vice President Johnson, seconded by Treasurer Johnson, to approve Field House gymnasium floor refinishing bid, as presented.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

C. Motion to Approve Pavement Maintenance Program Bid

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to approve pavement maintenance program bid, as presented.

Staff recommends acceptance of the low bid of \$127,339.00 from NP & Son Brick Paving Company for the 2022 Pavement Maintenance work at Rose Park, Bowen Park and PMF.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

D. Parks and Facilities Security Discussion

Mr. Beverly stated that staff received a quote for evening hours for security at the Field House. This would be \$40-50,000 per year for 5 hours per night. No other Park District is currently doing this.

Commissioner Herrera Giron asked why we feel the need for security. Mr. Beverly stated that the Field House has not seen an increase in crime, but that this would eliminate the need for staff to be involved in fights and theft. Commissioner Herrera Giron asked if this would be a true deterrent. President Kilkelly noted that it is a sad state of affairs that the District has to go to this level to protect the patrons. She believes it would be a deterrent and patrons would feel more confident having increased security. Commissioner Herrera Giron asked if employees have asked for this. Ms. Fischer stated that every situation is different, but having a security guard would be a benefit to staff. Mr. Beverly noted that a security guard would also serve as a barrier for staff until the police arrive.

Commissioner Herrera Giron asked staff to look at other options to deter criminal behavior at the Field House. Mr. Lerner stated that the District utilizes the police and Signal 88 throughout the Park District and is able to show data of far less incidents when those services are being used.

Treasurer Mathews recommended adding the security for six months and evaluating the incident data and patron response following that time period. Commissioner Herrera Giron suggested that the staff survey the patrons and employees. President Kilkelly stated that the District should implement this and then judge the results after a six month time period. Mr. Lerner noted that staff can implement this immediately for the six month trial.

E. Motion to Approve Purchase of Graham Park Playground Equipment

Staff recommends acceptance of the purchase of the BC Burke Company LLC playground equipment from Play Illinois for the playground equipment at Graham Park through the Sourcewell co-op in the amount of \$111,401.00.

Motion by Commissioner Herrera Giron, seconded by Treasurer Mathews, to approve purchase of Graham Park playground equipment, as presented.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

F. Motion to Approve Hitchcock Design Group Design Development and Construction Phase Services Proposal

Staff recommends the acceptance of the presented proposal from Hitchcock Design Group for the Bevier Park OSLAD Design Development and Construction Phase Services. The total estimated professional fees are \$90,800.00 and include the presented scope of services based on a \$1,200,000 total project cost estimate.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to approve Hitchcock

Design Group Design Development and Construction Phase Services Proposal, as presented.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

G. Motion to Approve 2022 Bowen Park Greenhouse Purchase and Installation Proposal

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron, to Approve 2022 Bowen Park Greenhouse Purchase and Installation Proposal, as presented.

Staff recommends acceptance of the low proposal of \$57,425.00 from Wisconsin Greenhouse Company for the new Bowen Park Greenhouse purchase and installation.

President Kilkelly asked if this will replace what is currently on site. Mr. Beverly stated this is for a partial replacement. It will build on what the District currently has. This is an insurance claim for the damage that occurred.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

H. Motion to Approve Field House Fitness Equipment Purchase

Motion by Vice President Johnson, seconded by Treasurer Mathews, to Approve Field House Fitness Equipment Purchase, as presented.

Staff recommends accepting the purchase of One (1) Cybex Eagle NX Chest Press, One (1) Cybex Eagle NX Overhead Press, One (1) Cybex Eagle NX Pulldown, One (1) Cybex Eagle NX Row, One (1) Cybex Eagle NX Arm Curl, One (1) Cybex Eagle NX Arm Extension, One (1) Cybex NX Hip Ab/Ad, One (1) Cybex Prestige Fly/Rear Delt, One (1) Cybex Prestige Lateral Raise, One (1) Prestige Heavy Stack Option – Lateral Raise, One (1) Prestige Heavy Stack Option – Fly/Rear Delt, One (1) Cybex Bravo Functional Trainer (Tall Chin Up), One (1) Cybex Power Play Core, One (1) Cybex Power Play Dual Handle Lat Pull, One (1) Cybex Power Play Dual Handle Low Row, One (1) Cybex Power Play Dip/Chin Assist from Midwest Commercial Fitness to upgrade and replace the Field House fitness center strength equipment.

This was budgeted for in the FY 22/23 approved CIP.

Cybox strength equipment products for the fitness center in the Field House. The Field House fitness center is already setup with Cybox 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. Sole source justification was presented to the Board.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

I. Motion to Approve Interfund Transfers

<b>Fund</b>	<b>From</b>	<b>To</b>
	Memorial/Endowment (#43) (16-11-11-583-9999)	\$82.50
	Recreation (02-16-20-473-9999)	\$82.50

**Purpose:** A transfer for three (3) scholarships for the T-ball program that were issued for the Spring 2022 youth athletics programs.

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

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

J. Motion to Approve Policies

1. 2.14 Signature Authority and Delegation - Amended

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve amended policy 2.14, as presented.

This is being amended to match policy.

On the roll call, the vote was as follows:



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

Motion carried.

K. Motion to Approve Update to Memorial Endowment Fund per Policy 2.15

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to approve Update to Memorial Endowment Fund per Policy 2.15, as presented.

Mr. Beckmann thanked staff for their assistance with this. Combining this will allow for more flexibility and ease of use. This will reduce the Memorial Endowment Accounts to 15 sub accounts from 28 accounts.

President Kilkelly asked if the accounts are legally allowed to be combined. Staff stated that they are. She also asked if the naming schemes that include personal names were combined and if those individuals were notified. Mr. Beverly stated that the specific funds were kept specific.

On the roll call, the vote was as follows:

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

Motion carried.

L. Motion to Approve Invex Design Website Redesign and Implementation

Josue presented a short slideshow of the website design company the District selected. Staff met with several firms and decided on Invex Design, which is a local company based in Chicago. Invex has an in depth understanding of RecTrac/WebTrac. Invex can also develop a mobile app that will match the website, streamlining the process and maintaining consistency across the platforms. They are able to provide social media integration and daily back up. The website will also be ADA compliant and will allow for the website to be translated into multiple languages.

Commissioner Herrera Giron asked for information about implementing the app in Spanish in the future.

Motion by Commissioner Herrera Giron, seconded by Treasurer Mathews, to approve Invex Design Website Redesign and Implementation, as presented.

On the roll call, the vote was as follows:

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

ABSTAIN: None  
ABSENT: Bridges

Motion carried.

**X. NEXT MEETING**

A. Committee of the Whole Meeting, Tuesday, July 26<sup>th</sup> at 4:30 pm – Mr. Lerner noted that the Carnegie bid opening will not occur at this meeting so it is not necessary to hold this meeting, unless the Board would like one.

B. Board of Commissioners Meeting, Tuesday, August 9<sup>th</sup> at 4:30 pm

**XI. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Commissioner Herrera Giron noted that the parade was amazing and she thanked staff. She appreciated the accommodations that staff provided to her. She stated it was a wonderful time coming out of COVID. That said, she recognized that a tragedy occurred the following day. She refuses to live in fear and asks that this is a lesson to not allow the tragedy to put fear in our lives. She hopes that we can move forward and embrace the good that surrounds us.

Treasurer Mathews offered his thoughts and prayers to the families of Highland Park. He noted that coming off such a high from our parade to experience such a low from that tragedy. In addition, he thanked staff for their continued greatness every day. Ben Diamond fence looks great. He saw the crosswalk at Rose Park as well, and is eager to share this with residents. He thanked staff for attending Scoop the Loop. He attended the recent park clean up. He congratulated the new promotions and new hires.

Vice President Johnson thanked Treasurer Mathews for holding the moment of silence for the Board. He thanked staff and the police for hosting our parade. He received several comments from residents who were happy to have the parade back.

President Kilkelly concurred with the Board members that staff did an outstanding job with the parade. She thanked staff for the community park clean up. She asked if the golf project would qualify for OSLAD. Staff said it most likely would not. She also asked how the District advertises scholarships. Staff noted it is in the brochure and through social media.

**XII. ADJOURNMENT**

There being no further business, Commissioner Herrera Giron moved, seconded by Vice President Johnson to adjourn the meeting at 6:34 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip  
Secretary