

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
August 9, 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 Marketing and Community Relations 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 July 12, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Commissioner Herrera Giron, seconded by Treasurer Mathews to approve the July 12, 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 Frizzo stated that he has received feedback from patrons of Hinkston Park gym that things are breaking, such as the steam shower and stalls in the shower room. He also noted that there are problems in the pool. Mr. Beverly and Mr. Bejster stated that staff works to fix items as quickly as possible. He stated that the parts have been ordered for the steam room and they are waiting for their arrival to fix it. The parts are of premium quality, but at times it takes time for shipping.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Association of Minority Contractors of Lake County Award – Ms. McDonald noted that the District accepted an award from the Association of Minority Contractors of Lake County, noting their appreciation of the partnership with District.
- B. Daily Herald Best of the Best Awards – Ms. McDonald announced that the final round of voting concluded last month. The Field House was selected to be the Best of the Best.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report. He also noted that staff is working with Legat to continue moving forward with the Top Golf facility. Staff is continuing to talk with the Boys & Girls Club to discuss purchase of the building.

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

C. Legislation/ IAPD Update: Mr. Lerner stated that the OSLAD cycle will begin soon and the match has increased to \$600,000.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Touch a Truck was last weekend and he thanked everyone for attending. Senator Johnson attended. There were numerous attendees and all had a good time. Arts Park is going very well and is coming to an end. Dandelion Wine and Bradbury Literary Walk are coming up. Staff is working hard on the Carnegie. Movies in the Park is also going well.

Ms. Fischer noted that Field House membership is at 8,021. The Glow Walk is coming up at Bevier. They also have Parents Night Out and Family Swim Night. Staff is also getting ready for the George Bridges 5K.

D2. Parks: Mr. Bejster presented his report. He stated that Rosalind Franklin Medical School had students at the parks for community work day. This is the third time they have volunteered since May and makes a huge impact on the parks. Victory Park is nearly all open to the public. Staff hopes to open the dog park with the ribbon cutting later this month. Staff is also working on the OSLAD grant. Parks maintenance crews continue to do an outstanding job, working through the

hot weather. They have bids coming in for the Yorkhouse barn and playground installation. They worked with BA Solutions on a ComEd incentive to do an LED light installation.

D3. Community Relations: Ms. McDonald presented her report. She highlighted that September 6th will be the public input meeting for Dugdale from 4-6pm. The brochures were mailed out earlier this week.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that fixed assets have always been a tough project and complimented Jean Williams on the implementation of the new software. The auditors were pleased. Investment income is coming in well. Personal Property Replacement Tax (PPRT) is at 90% collection. Revenue streams are strong.

Ms. Mendez stated that the audit went smoothly. She will be shifting her attention to the special recreation coalition finance structure. She is also working on scheduling the District's annual flu shot day.

IX. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve Plumbing and Steel Bids for the Carnegie Project, Reject, and Rebid Other Bid Packages

Motion by Treasurer Mathews, seconded by Vice President Johnson, to Approve Plumbing and Steel Bids for the Carnegie Project, Reject, and Rebid Other Bid Packages, as presented.

Mr. Bejster noted that this will build up competition and improve the turnout. They have combined some with the general trades. Some are extremely unique, which resulted in a low response rate.

Treasurer Mathews noted he is happy that the companies are from Waukegan.

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.

- B. Motion to Approve Agreement with Restoration Road for filming at the Carnegie

Desert Center Films, LLC ("Producer"), Discovery Communications, LLC ("Company") and affiliates, licensees, successors and assigns would like to feature the Waukegan History Museum at the Carnegie for the program "Restoration Road With Clint Harp." "Restoration Road" features historic structures in the process of rehabilitation and restoration. They film from start to finish to show how a structure has been brought back to life and adaptively reused. Episodes run on the Magnolia Network and Discovery+. The Carnegie project would be the first large-scale project for "Restoration Road" and the first filmed in the Chicagoland area.

Filming for the episode would occur over the next year during the construction phase of the project. The film crews would come out starting August 21-23, 2022, for the first shoot, which would consist of a walk-thru of the building in its current state with architect T. Gunny Harboe. The film crew would return once or twice during construction to capture special and momentous occasions in the construction process. A final shoot would occur upon the completion of construction, most likely in conjunction with a grand opening celebration.

District staff recommend that the district enter into an agreement with “Restoration Road” for the purpose of filming an episode on the Waukegan History Museum at the Carnegie.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to Approve Agreement with Restoration Road for filming at the Carnegie, as presented.

Mr. Beverly noted that this agreement includes a \$10,000 payment in exchange for filming the project.

President Kilkelly asked if the District would be able to use part of the footage. Attorney Florip will check on the contract language regarding the District’s ability to use the video at later dates and times.

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.

C. Motion to Approve McAlister Building Interior Painting

Staff recommends acceptance of the low bid of \$34,200.00 from Integrity Developers, Inc. for the 2022 – 540 s. McAlister Avenue Interior Painting.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve McAlister Building interior painting, 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.

D. Motion to Approve Purchase of Besley Park Turf

Staff recommends acceptance of the purchase and installation of the Artificial Turf Surfacing from Forever Lawn Chicago for Besley Park based on the following: (1) Staff has researched artificial turf options and with research and has determined Forever Lawn is the preferred product for this application. (2) Artificial turf manufacturers sell through representatives in set sales territories. Therefore, there are no competitors with the same products. (3) The qualities of this product which require custom/proprietary manufacturing of products and are difficult to bid competitively and maintain quality. (4) Contract #031622-FVL is available to public agencies nationwide via the Sourcewell Cooperative Purchasing. This contract was publicly bid and awarded to Forever Lawn Chicago for purchase of material and installation.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve purchase of Besley Park turf, 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.

E. Motion to Approve Besley Park Fitness Equipment Installation

Staff recommends acceptance of the low quote of \$22,500.00 from Hacienda Landscaping Inc. for the 2022 Besley Park Fitness Equipment Installation.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to approve Besley Park fitness equipment installation, 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 Upland Design for Dugdale Park OSLAD Renovation

Park District staff are recommending to hire Upland Design as architect for Dugdale Park improvements. Dugdale Park renovations have been identified by staff as an ideal project to apply for funding through the upcoming OSLAD Grant cycle.

Planned improvements were already scheduled for Dugdale Park as part of the FY 2023-24 CIP. This included a new playground, soccer and baseball field maintenance, and parking lot maintenance. Additionally, we have identified several other improvement projects that would be made possible should we receive the \$600,000 OSLAD Grant money that we plan to ask for. These projects include a walking path, improved picnic areas, restroom improvements, and development of a savanna area.

Motion by Commissioner Herrera Giron, seconded by Commissioner Bridges, to approve Upland Design for Dugdale Park OSLAD renovation, 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.

G. Motion to Approve General Obligation Limited Bonds 2022B Series Planning Letter, Schedule and Engagement Letter

This is the District's annual rollover bond to pay short-term outstanding debt with a capital proceeds component. Total cost is approximately \$18,100. There are bond proceeds for capital which pays for some improvements at Besley Park and the Field House.

Motion by Vice President Johnson, seconded by Commissioner Bridges, to Approve General Obligation Limited Bonds 2022B Series Planning Letter, Schedule and Engagement Letter, 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 Access Control System at the Field House

Staff recommends accepting the quote of \$152,584.00 from LaForce, Inc.

LaForce, Inc. 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.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to Approve access control system at the Field House, 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.

I. Motion to Security Camera Project at the McAlister Building

Staff recommends acceptance of \$31,750.00 from Griffon Systems.

Griffon Systems will install an Avigilon camera product and storage network video recorder (NVR). The district uses Avigilon to centralize access to all facility security camera systems and have found it to meet the needs for high resolution storage and easy software usage to recall security camera footage. Griffon Systems have worked with us in the past and have provided timely support for security camera issues with previous installations in the district.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to approve security camera project at the McAlister Building, as presented.

President Kilkelly asked if the camera was also focused on the park. Staff noted it is the front door and a portion of the parking lot, but won't catch the playground.

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 August 23rd at 4:30 pm – Mr. Lerner asked if the board would like to hold the grand opening on Monday, August 22nd, instead of the Committee of the Whole meeting. President Kilkelly reminded the board that in September the board will only meet once due to the NPRA meeting. There will be a 16-inch softball meeting following the ribbon cutting.

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron congratulated the District on the two awards they have received this month. She hears nothing but great things about what the District does for the community. She noted that the lifeguards do great work as well. She also offered her condolences to the Johnson family. She thanked everyone for the joy they bring to families.

Treasurer Mathews began by offering his condolences to the Johnson family on the passing of Dawn Johnson. He thanked staff for their tremendous job. He regretted being unable to attend touch a truck. He congratulated his friends who were just married. He noted that special recreation was recently featured in an article. He congratulated the Field House member of the month. He noted that it looks as though the kids had a blast at summer camp this year. He thanked his cousin for the Waukegan Park District tie personalized for him.

Commissioner Bridges echoed condolences for the Johnson family.

Vice President Johnson also echoed condolences for the Johnson family. He asked how the District publicizes bids. Ms. McDonald stated that there is a link on the website. Mr. Bejster stated that they advertise in the paper and also send directly to the database. Contractors are able to request to be added to the list.

President Kilkelly noted that the recent award from minority contactors is evidence of the outreach that the District does. She thanked the minority contractors for the recognition. She stated that Dawn Johnson was a force to be reckoned with and will be missed. She further stated that she realizes summer is a big season for the District and thanked them for all their work.

XII. ADJOURNMENT

There being no further business, Treasurer Mathews moved, seconded by Vice President Johnson to adjourn the meeting at 5:10 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary