

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
September 13, 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 Jacqueline Herrera Giron

COMMISSIONERS ABSENT

Commissioner George Bridges

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Director of Community Relations and Marketing Shelby McDonald, Director of Finance & 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 August 9, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Treasurer Mathews, seconded by Vice President Johnson 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, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

IV. PUBLIC COMMENT

Tony Frizzo stated that the George Bridges 5K was a great time and everyone had fun. He completed the race in 36 minutes.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Presentation by Joseph J. Legat

Mr. Legat thanked the Board for including him on the agenda. He asked if the Board had an opportunity to review the items he submitted. He reviewed the information in the packet. He noted that the management team he has proposed are all interested in the golf facility project that the District is investigating. He further stated that past performance is quite important and should be a top consideration for the Board. He also stated that he spoke with Skip Goss from the Waukegan Airport and noted that the FAA needs to be included in the process. He advised that the District get permission from the FAA for the project.

President Kilkelly asked for clarification about the obstruction levels required by the FAA.

B. IAPD Best of the Best Awards and Dinner – October 14th

Ms. McDonald stated that the District won 3 awards and the dinner is on October 14th at 6:30pm. She asked for a count of who will be attending.

C. Outstanding Achievement Award from the Government Finance Officers Association (GFOA)

Ms. Mendez announced that the District has received the outstanding achievement award. She thanked Mr. Lerner and the Board for their support.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report. He highlighted that the NRPA conference is next week in Phoenix. Monday is the night for the Gold Medal reception. He asked that the Board attend early for pictures. The winners will be announced on Tuesday. Wednesday evening is the Best of the Best ceremony. The CAPRA accreditation will also be presented at the conference.

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

C. Legislation/ IAPD Update: Veto session begins on November 15th. Attorney Florip briefed the Board on several laws that were signed by the Governor. Mr. Lerner added that with the signing of the local government efficiency law, a committee will need to be formed to show how the District is efficient.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He highlighted that the District had over 100 runners at the George Bridges 5K. The Recreation Advisory committee went well. The Oakwood Cemetery walk went well. The Field House was closed for cleaning two weeks ago but has since reopened. The gym should be ready the first week of October. He thanked Attorney Florip for her extra help this month.

Ms. Fischer noted that the Field House has been busy this month with the gym floor being redone and annual cleaning. She stated that the number of Field House members is at 7,572. Parents Night Out and Family Swim Night are coming up. The underwater STEAM event will be held at the Waukegan beach. There are also two free family events at Rose Park.

Mr. Beverly thanked Ms. Fischer and Mr. Motley for their work on the City/Park District partnership of providing yoga at the beach.

President Kilkelly asked for clarification about the District's visit to Cristo Del Rey. Staff noted they have been looking at various locations for future events. She also asked if there were any complaints about the gym closing. Staff noted they were proactive in getting the word out to members and they were prepared. Treasurer Mathews asked if the District prorated membership fees. Mr. Beverly stated that members receive reimbursement of a percentage of their fees during the closure time. President Kilkelly stated that the Clerk's office called about the Jane Addams rental for elections. Staff will look into this. Commissioner Herrera Giron stated that they also reached out to her.

D2. Parks: Mr. Bejster presented his report. He noted that Besley Park fitness equipment is going up and looks tremendous. The District will be waiting on the turf to finish that project. The District's recycling event will be October 8th at the Parks Maintenance Facility. McAlister is moving along nicely. The District is waiting on the city for a demo permit to do quite a bit of work. The maintenance staff has done a lot of clean up from the rain, including several downed trees. They are making preparations for Graham playground renovation and are ready to jump into it after Board approval. They have been busy with Bevier Park design meetings. Staff also received a park permit for alcohol use which is included in the Board packet.

Commissioner Herrera Giron asked why the Board is seeing this, since it does not require Board approval. Staff noted that this is unique, due to the alcohol request. She also asked how many special permits the District normally grants. Staff noted that this is only the second request since December of 2020 and both requests were from the same applicant.

President Kilkelly noted that a gentleman from Park in the Glen had contacted her regarding a downed tree. Mr. Bejster noted that staff normally does nothing if a tree falls. He also checked the bridge and saw that the water was flowing properly. He will follow up with the individual.

Commissioner Herrera Giron asked further what staff looks at with a park permit request. Mr. Bejster explained the process staff follows in looking at permit requests.

D3. Community Relations: Ms. McDonald presented her report. She added that she is finishing the Best of the Best award nominations. Staff is working hard on the new website. Later this week, the District will have a Hispanic Heritage marketing campaign that goes out noting events and promotions from the District.

President Kilkelly asked if a press release will be put out encouraging people to apply to the Park District Board.

D4. Finance and Administration: Ms. Mendez presented her report. She noted that they are going to begin working with the software company and their treasurer's report in the upcoming weeks.

IX. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Carnegie Museum Project Bids

Mr. Aulisio noted that this is the result of a rebid. They reorganized and included alternates that would enhance the bid. This resulted in a \$950,000 reduction from the previous bid process. He would recommend approval of Bid Packages 2-7 and 9 -15, to the respective contractors in the amount shown in the table presented to the Board. Based on a scope review with the apparent low bidders for these packages, it has been determined that they have met all the required bidding conditions and included all project requirements in their bids.

Trade Package 8 will be rebid. There was only one bidder for this work. During the scope review it was determined that the contractor did not include all the required scope items. For this reason, their bid was determined to be non-responsive. Since this work is not critical to the construction schedule, it will be rebid over the next few months. An estimate for the full scope of the landscaping has been included in the summary so a fair representation of the full construction cost can be made. They would recommend that Twin Oak's bid be rejected.

The final construction cost for the project is \$11,811,358.00.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to Approve Carnegie Museum project bids not to exceed \$10,166,255.00, 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.

Mr. Lerner stated that the groundbreaking ceremony will be Tuesday, October 18th at the Carnegie.

B. Motion to Approve Driving Range Proposal to Provide Professional Architectural Services

Mr. Haug noted that they did some preliminary designs, and he is looking forward to working with the District on this project.

Vice President Johnson asked if this is dependent on the FAA. President Kilkelly noted that this could impact the double floor. Mr. Haug stated they are still in the preliminary stages and will explore that aspect. Mr. Lerner noted that the lighting was approved for the SportsPark several years ago. He also stated that this step is to begin the research to make these determinations.

Motion by Treasurer Mathews, seconded by Vice President Johnson, to Approve Driving Range Proposal to Provide Professional Architectural Services, 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 IMEG Golf Facility Proposal

Mr. Bejster noted that they have worked with IMEG previously and recommends using them for the services outlined.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to approve IMEG golf facility 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.

D. Motion to Approve AT Group Golf Facility Proposal

The AT Group presented their proposal and letter agreement to provide Project Management and Owner's Representative services for the development of a golf range/top golf style facility for the Waukegan Park District.

Mr. Lerner noted that the AT Group has been great to work with on the Carnegie and Rose Park. He stated that Mr. Aulisio is an asset to staff.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to approve AT Group golf facility 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.

E. Motion to Approve Quote for Graham Park Concrete Installation

Staff recommends acceptance of the low quote of \$29,000.00 from Playgroundsafes LLC for the 2022 Graham Park concrete installation and repairs.

President Kilkelly asked if this is a new playground. Mr. Beverly stated that this is an existing playground, but the concrete has sunken and needs to be raised for repair.

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve Quote for Graham Park Concrete Installation, 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 Graham Park Playground Installation Bid

Staff recommends acceptance of the low bid of \$40,859.00 from Playgroundsafes LLC for the 2022 Graham Park Playground Installation. Mr. Bejster noted that the District has used this company in the past and is excited to work with them again. They previously did Park in the Glen playground.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to Approve Graham Park Playground Installation 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.

G. Motion to Approve Tree Planting and Maintenance Plan

Staff recommends acceptance of the low bid of \$63,800.00 from Arthur Weiler Inc. Nursery for the 2022 Fall/2023 Spring Planting and Maintenance Plan.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to Approve Tree Planting and Maintenance Plan, 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.

H. Motion to Approve McAlister Building Flooring Installation

Staff recommends acceptance of the low bid of \$95,100.00 from Iskalis Interiors for the 2022 – 536 S. McAlister Avenue Flooring.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to Approve McAlister Building Flooring Installation, 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.

I. Presentation on Dugdale Park Renovation

Maria from Upland Design Group presented the Dugdale Park renovation design plan. She included multiple aspects of the plan and noted that this presentation is the second community input meeting. The project timeline began on August 9th with the kickoff meeting and will conclude on September 30th with the OSLAD grant submission. She highlighted all aspects of the proposed design and allowed the Board to ask questions about it. She noted that the plan includes open space combined with rental areas. The main introduction to the park would be an 8-foot-wide asphalt track, which will be about 7

miles around, including one portion, which is .3 miles from the regional trail.

Maria presented three playground options, all for a wide variety of ages. Included in the plan were the results from the community input survey. The budget for the project is \$1.3 million, with \$600,000 being the matching grant from the state.

J. Motion to Approve Resolution 2022-17 OSLAD Grant Program Resolution of Authorization for Dugdale Park Renovation

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to approve Resolution 2022-17 OSLAD Grant Program Resolution of Authorization for Dugdale Park Renovation, 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.

K. Motion to Approve York House Barn Restoration Bid

Staff recommends acceptance of the low bid of \$101,500.00 from LZ Design Build Group for the 2022 York House Barn Restoration. Mr. Beverly noted that the District had great interest in this project. This will allow the District to use the recycled wood from the trees from other parks. This will preserve the barn and will be the only barn that the District owns.

President Kilkelly asked what the timeframe is. Mr. Bejster noted that they will begin work this fall and should be done in the spring.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to approve York House Barn Restoration 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.

L. Motion to Approve Agreement for Audit Services

Lauterbach and Amen, along with the assistance of the Finance & Operations Department, will collaborate to create a comprehensive audit of all financial records with a report for outcomes

and recommendations. They possess a high degree of professional skill with their ability to provide auditing services, make operational recommendations, and assist with tax objection processes.

Last year's three-year audit commitment was \$ 80,410, which is a two-year agreement that only increased by 2.1%. If agreed upon, would also match Special Recreation Services of Northern Lake County (SRSNLC), with which our auditors have agreements already and staff perform that audit as well.

Staff recommends not to exceed auditing services for a two-year price of \$56,680 for auditing services for April 30, 2023, through April 30, 2024.

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron, to approve Agreement for Audit Services, 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.

M. Motion to Approve Concrete Repairs at Various Facilities

Staff recommends the quote not to exceed \$22,195.00 from Mag Construction.

The repairs will be done at Bonnie Brook Golf Course, Field House Sports, Fitness, Aquatics Center, Belvidere Recreation Center, and Greenshire Golf Course. CRC Concrete, after review, can only do mudjacking and/or small concrete repairs with leveling. The concrete repairs at these sites need more extensive repairs than settling, root damage, or erosion repairs beyond the one inch leveling. We did a comprehensive quote process in which CRC Concrete quoted other projects the District is looking at along with other vendors.

Motion by Vice President, seconded by Commissioner Herrera Giron, to approve Concrete Repairs at Various Facilities, 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. Board of Commissioners Meeting, Tuesday October 11th at 4:30 pm

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron thanked staff for all of the work they do. She ran into a high school friend who told her that the 5K was well done.

Treasurer Mathews offered his condolences to the family of Karen Jones on her passing. He thanked staff for their hard work. He thought the Glow Walk was outstanding and Kaitlin and Shelby did an excellent job. He gave a shout out to the new teen queens and their mentor. The literacy walk was outstanding. He thanked Angela and the team for their work on Dandelion Wine. He congratulated the Field House member for guessing how many flags were in the jar. He congratulated the August Field House Member of the month. He congratulated the winners from the George Bridges 5K race.

Vice President Johnson heard great things about the 5K and noted that it is regularly held in Waukegan.

President Kilkelly stated that she looks forward to seeing everyone in Arizona and reminded the board not to discuss business.

XII. ADJOURNMENT

There being no further business, Treasurer Mathews moved, seconded by Commissioner Herrera Giron to adjourn the meeting at 6:06 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary