

# WAUKEGAN PARK DISTRICT

**MEETING OF THE BOARD OF COMMISSIONERS  
TUESDAY, NOVEMBER 14, 2023 – 4:30 pm  
1324 GOLF ROAD  
WAUKEGAN IL 60087**

## **AGENDA**

- I. Call to Order
- II. Roll Call
- III. Motion to Approve the Following Consent Items
  - A. Minutes
    - October 24, 2023 (Board of Commissioners Meeting)
  - B. Bills
    - Travel Expenses
  - C. Payroll
  - D. Financial Statement
- IV. Public Comment
- V. Acknowledgements & Presentations
  - A. Introduction of new Parks Department Employee, Feliciano Lopez, Park Maintenance Worker II
- VI. Progress Reports
  - A. Executive Director
  - B. Attorney
  - C. IAPD/Legislative
  - D. Division Reports
    - D.1 Director of Recreation
      - A. Superintendent of Sports, Fitness and Aquatics
    - D.2 Director of Parks
    - D.3 Director of Marketing and Community Relations
    - D.4 Director Finance and Operations
      - A. Superintendent of Finance and Operations

VII. Review, Discuss, Decide

- A. Motion to Approve Change Order for Secondary Com Ed Service Cable at Carnegie Library Renovation
- B. Motion to Approve Board Meeting Calendar for 2024 (Lerner)
- C. Motion to Approve Amendment to the Commissioner's Handbook (Florip)
- D. Motion to Approve Fiscal Year Annual Comprehensive Financial Report and Golf Financial Audit Report (Beckmann)
- E. Motion to Approve Resolution 2023-27 Old National Money Market Account Golf (Beckmann)
- F. Financial Update (Beckmann)
- G. Motion to Approve Interfund Transfers (Mendez)
- H. Review Draft of Ordinance 23-06 for the Levy and Assessment of Taxes for the Waukegan Park District for 2023 (Mendez)
- I. Motion to Approve Estimated Tax Levy (Mendez)
- J. Motion to Approve Resolution 2023-26 Truth in Taxation Law (Mendez)
- K. Motion to Approve Salary and Wage Schedules for Minimum Wage Compliance (Mendez)
- L. Motion to Approve Updated Policies (Beckmann)
  - a. 1.02 Request and Complaint
  - b. 1.03 Freedom of Information
  - c. 1.04 Ethics Ordinance
  - d. 1.06 Record Retention
  - e. 1.07 Public Comment at Board Meetings
  - f. 1.08 Internal Control
  - g. 1.09 Whistleblower Protection (Safe-T-Act)
  - h. 1.10 Public Assembly
  - i. 2.05 Debt Management Bond Policy
  - j. 2.09 Fund Balance
  - k. 2.11 Disposal of Fixed Assets
  - l. 2.13 Outstanding Check
  - m. 3.02 The Arts
  - n. 3.04 Program Operations and Participation
  - o. 3.09 Travel, Meetings and Vehicle Use
  - p. 3.23 Weapons and Firearms
  - q. 3.26 Website Accessibility
  - r. 4.05 Pay Periods and Time Reports
  - s. 4.11 Funeral and Bereavement
  - t. 4.14 Jury Duty
  - u. 4.17 Employee Health and Life Insurance
  - v. 4.24 Retirement Fund
  - w. 4.37 Employee Blood Leave Act
  - x. 4.39 Victims' Economic Security and Safety Act (VESSA)
- M. Motion to Approve Marquee at Bonnie Brook (Beckmann)
- N. Next meeting: Board of Commissioners, Tuesday, December 12, 2023
- O. Commissioner Comments

XI Adjournment

**OUR COMMITMENT TO YOU!**

**MISSION STATEMENT**

The Waukegan Park District is committed to providing parks, facilities and leisure opportunities to our culturally diverse population through the resources of community involvement, dedicated staff and sound management.

**VISION STATEMENT**

An innovative park district that creatively adapts to our evolving community and provides exceptional parks, recreation and cultural arts that benefit all.

**VALUE STATEMENTS**

•Accountability...We will work to achieve the most effective and efficient use of our financial resources while striving for the best return on the use of our assets.

•Excellence...We will strive for the best in everything we do.

•Integrity...We will practice steadfast adherence to a high moral and ethical code, and we will reliably deliver on what we say we are going to do.

•Service Oriented...We will focus our efforts on our customers and will operate the District based on the needs of the community.

•Working Together...The Board and staff will use a collaborative and cooperative team based approach that results in the best possible decisions for the greater good of the community. We will work WITH one another.