

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
October 11, 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

COMMISSIONERS ABSENT

Commissioner George Bridges
Commissioner Jacqueline Herrera Giron

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Director of Community Relations 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 September 13, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Treasurer Mathews, seconded by Vice President Johnson to approve the September 13, 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 stated that everything is great at the Field House. He is enjoying the new gym, which is now open.

Motion by Treasurer Mathews, seconded by Vice President Johnson to seat Commissioner Herrera Giron at 4:32 pm.

On all ayes, the motion carried.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Introduction of New Employee: Matthew Trujillo, Recreation Supervisor, General Recreation

Mr. Beverly introduced new employee, Matt Trujillo. Mr. Trujillo provided a brief background of his education and professional background to the Board. He is excited for all of the opportunities the District will provide to him.

B. Best of the Best Gold Medal Finalist

Ms. McDonald stated that the District accepted the finalist award, as well as the GFOA award.

C. Presentation regarding Carnegie Museum – Waukegan Historical Society – Mr. Bill and Ms. Nerheim presented to the Board and thanked the District for the decade-long partnership. He highlighted several items from the Vision Book, which the Board received. The Historical Society has worked to ensure that the museum has exhibits, which are presented in the best manner. The Society worked with luci Creative for the production of the Vision Book. Mr. Bill walked the Board through the exhibits they are proposing. All exhibit material will be in both English and Spanish.

Ms. Nerheim noted that she is thrilled to be before the Board to share the designs that they have worked with luci Creative on. She recognized the Exhibit Design Committee for all of the work they have done on this project. Their main focus for opening day will be the main mezzanine levels. They are working on a phased and flexible approach, which will allow them to build on each vision going forward.

Treasurer Mathews stated that the new renderings look remarkable. He asked for clarification about the future cost expectations and the projected budget. He asked if the District is falling into the average expense projection. Ms. Nerheim noted that the District is in the high end of the range but is looking at various cost saving options such as creating exhibits in house in earlier phases. Treasurer Mathews also asked how many exhibits were included in the cost expectation.

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron to seat Commissioner Bridges at 4:58 pm.

On all ayes, the motion carried.

Treasurer Mathews also asked how the historical narratives would be stored. Mr. Bill noted that storage could be in the cloud, although they still need to explore options. He stated that the oral histories would ultimately become part of the collection.

Commissioner Herrera Giron stated that it is exciting to be at this point. She asked how they planned to cast a wide net to make sure they are tapping into the pulse of the community. Ms. Nerheim stated they have had some stakeholder meetings and continuously work to build the list out. They have worked with various organizations and churches, and have utilized the connections within their Board of Directors. Luci Creative has been helpful in this regard as well. Commissioner Herrera Giron noted she is excited for the story sharing, but would like to know how they determine which stories are told. Mr. Bill stated that the process will have to be thoughtful and reflective. They want to make sure that people see themselves in the exhibits. To a large extent, they will lean on luci to assist with this. Commissioner Herrera Giron asked if there has been community outreach done in Spanish. They have not yet, but will consider that during the design phase. She also asked if the exhibits will morph and change. They hope to have that change within the exhibits.

Vice President Johnson asked who the stakeholder groups are. Mr. Bill noted that they have been working heavily with the CAG group, as well as the center for Ray Bradbury studies. They have also partnered with several churches and hope to build that out to involve more people. It is essentially anyone within the community who has a story to tell.

President Kilkelly asked if they have identified a donor wall and what it will look like, as they move into their aggressive fundraising campaigns.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report. He highlighted that he has been working with Legat Architects to work on the golf facility and food and beverage operation. He thanked everyone for attending the NRPA conference.

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

C. Legislation/ IAPD Update: Attorney Florip stated that the current Executive Order will be expiring soon. She believes the Governor will be signing another but these may soon be coming to an end. She also noted that she plans to attend the legal symposium in early November. Mr. Lerner noted that Ms. Sandine has registered the Board for the IAPD conference.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He stated that staff is working on the Carnegie project and the special recreation building. Day of the Dead and Turkey Trot are special events that are quickly approaching. Arts Park won a Best of the Best award.

Ms. Fisher noted that the Field House gym is back open. Membership count is 7,540. They have a few Halloween themed events coming up including family swim night, zombie walk, Halloween Zumba event, and parents night out.

Treasurer Mathews stated that the new gym floor looks incredible.

Mr. Beverly stated that the Fishing Debry was a success, with more participants than ever before.

D2. Parks: Mr. Bejster presented his report. There was extensive damage to the tot lot play structure at Western Tot Lot Park last night. The tot lot will be closed until the parts are replaced. President Kilkelly asked if the District should re-do the park, given that everything needs to be replaced. Mr. Lerner noted that the park has relatively new equipment. He also stated the men's restroom is closed at Clearview, due to a trashcan issue.

In more positive news, Grand Park playground equipment was delivered on Saturday and they expect to finish by the end of the month. They began the painting and light transition at the McAlister building. Besley Park is nearly complete. They are waiting on the turf to arrive, as it is on back order. They expect to finish before the winter. They had a great turnout for the recycling event, with 110 cars.

D3. Community Relations: Ms. McDonald presented her report. She also noted that the new website is coming along well and should be launched next year. She reminded the board that the IAPD dinner is this Friday in Wheeling.

D4. Finance and Administration: Mr. Beckmann noted that they District collected the reimbursement for the McAlister Building. Ms. Mendez noted that she is working on the Foundation reports.

IX. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve Carnegie Museum Project Bids
 - a. Resolution 2022-18 Authorizing a Change Order to the Contract with Berglund Construction
 - b. Motion to Approve Carnegie Project Change Order #8

AT Group recommends that Project Change Order 8 be approved in the amount of \$390,908.00. They also recommend that Addendum number 1 be approved to identify the actual costs of the contract requirements in the amount of \$606,272.07 with a construction contingency of \$450,000.00. Mr. Aulisio noted that the addendum codifies the percentage referenced into a real number, now that costs have been identified.

Motion by Commissioner Herrera Giron, seconded by Vice President Johnson, to Approve Resolution 2022-18 Authorizing a Change Order to the Contract with Berglund Construction, as presented.

Vice President Johnson asked if any budgetary changes have occurred due to this. Mr. Aulisio noted it does not.

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.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to Approve Carnegie Project Change Order #8, 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.

B. Motion to Approve Interfund Transfers

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	\$86.50	
Recreation (02-46-44-473-9999)		\$86.50

Purpose: A transfer for 3 scholarships for the General Learn to Swim Program.

Fund	From	To
Memorial/Endow. (#42) (16-11-11-583-9999)	\$809.00	
Special Recreation (08-48-24-473-9999)		\$809.00

Purpose: For financial assistance provided for the Comeback Club Day Camp for the summer of 2022.

Fund	From	To
Memorial/Endow. (#42) (16-11-11-583-9999)	\$468.25	
Special Recreation (08-16-00-473-9999)		\$468.25

Purpose: For financial assistance provided from April through September 2022.

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	\$52.00	
Recreation (02-97-24-473-9999)		\$52.00

Purpose: For financial assistance awarded for Ranger Day Camp for summer of 2022.

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	\$378.00	
Recreation (02-97-24-473-9999)		\$378.00

Purpose: For financial assistance awarded for Explorers Day Camp for summer of 2022

Fund	From	To
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Memorial/Endow. (#51) (16-11-11-583-9999) \$2,000.00
Recreation (02-97-24-473-9999) \$2,000.00

Purpose: To use funds received from the Waukegan Parks Foundation to offset Rangers' Camp expenses, helping keep the cost of summer camp low.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	\$2,000.00	
Recreation (02-97-24-473-9999)		\$2,000.00

Purpose: To use funds received from the Waukegan Parks Foundation to offset Outdoor Escape Camp expenses, helping keep the cost of summer camp low.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	\$2,000.00	
Recreation (02-97-24-473-9999)		\$2,000.00

Purpose: To use funds received from the Waukegan Parks Foundation to offset Before/After Care Camp expenses, helping keep the cost of summer camp low.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, 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.

C. Motion to Approve New Master Plan Capital Project Accounts

Staff recommends board authorization to create the following Master Plan Capital Projects Accounts to track these funds. This new fund is for large-scale projects, grant compliance, and a savings tool when other capital is identified in the Master Plan or grant submissions/awards.

Dugdale Capital Project:

Established: In 2022 Purpose of Fund: To provide funding and tracking for future Master Plan or grant projects related to Dugdale Park.

Authorized Agent: Executive Director and Director of Parks

SportsPark Driving Range Capital Project:

Established: In 2022 Purpose of Fund: To provide funding and tracking for future Master Plan or grant projects related to the SportsPark Driving Range.

Authorized Agent: Executive Director and Board of Commissioners

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve new master plan capital project accounts, 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 the Low Bidder for General Obligation Limited Refunding Park Bonds, Series 2022B

Mr. Gold from Speer Financial presented the results of the competitive bond sale. The sale took place on Thursday, October 6th at 10:15A, as outlined in the August 9th board meeting approved planning letter and schedule. The results are being presented to the board now, seeking approval to approve the low bidder or bidders. The preliminary term sheet for bond sale was sent to all local and national banks. He noted that the Board has the authority to authorize the bonds without going out to referendum. Mr. Gold framed the current interest rate climate for the Board to better explain the change from the previous year.

Bids were received for the \$1,974,325 General Obligation Limited Tax Park Bonds, Series 2022B. There were 6 bids received which are listed at the bottom of this letter in accordance with the bids received. Speer recommends that the bid of Park Ridge Community Bank, Park Ridge, Illinois is the best bid received, and is favorable to the District and should be accepted. After the sale, to optimize the Bond Fund Debt Service Extension Base, the issue size was decreased by \$9,695 to \$1,964,630. Speer therefore recommends that the Bonds be awarded to the Purchaser at a revised price of \$1,964,630, being at a net interest rate of 3.50%.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve the Low Bidder for General Obligation Limited Refunding Park Bonds, Series 2022B, 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 Ordinance 22-07, Consideration and Action on an Ordinance providing for the issue of approximately \$1,974,325 General Obligation Limited Tax Park Bonds, Series 2022B, of the Waukegan Park District, Lake County, Illinois, for the payment of land for parks, for the building, maintaining improving and protecting of the same and the existing land and facilities of the District and for the purpose of refunding certain outstanding bonds of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds., and authorizing the sale of said bonds to the purchase thereof.

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve Ordinance 22-07, Consideration and Action on an Ordinance providing for the issue of approximately \$1,974,325 General Obligation Limited Tax Park Bonds, Series 2022B, of the Waukegan Park District, Lake County, Illinois, for the payment of land for parks, for the building, maintaining improving and protecting of the same and the existing land and facilities of the District and for the purpose of refunding certain outstanding bonds of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds., and authorizing the sale of said bonds to the purchase thereof., as presented.

Mr. Beckmann explained that this is the legal document, which needs to be filed with the City.

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.

Commissioner Herrera Giron asked about the strikethrough. Mr. Beckmann noted that there was a revision. Mr. Gold stated it began as an approximate sizing, and the adjustment was made post sale.

F. Discussion regarding 2022 Levy Process and Direction

The board has elected towards capturing the maximum allowed amount under the Property Tax Extension Limitation Law (PTELL) last levy cycle, referred to as the tax cap, while staying under Truth and Taxation (TNT) requirements to avoid a hearing. Staff is looking for a consensus on this to keep supporting operations, capital projects, and new initiatives. Especially now more than ever because of inflation (8.3% through August 2022), we need to capture additional revenue. It will help in the planning process with updates to the board in November through December of legal adoption.

Mr. Beckmann is looking for a Board consensus. Based on the data provided by the assessors, the District is looking at an increase of 4.29% from last year. We are a tax capped organization and are limited in what we can receive.

X. NEXT MEETING

- A. Committee of the Whole Meeting, Tuesday October 25th at 4:30 pm – Next Tuesday, October 18th at noon is the Carnegie groundbreaking
- B. November 8 or 15, 2022 – Board of Commissioners Meeting, 4:30 pm (Change to 15th due to Election Day on the 8th?) – Staff recommends changing the date of the meeting to the 15th

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron apologized for not attending the NRPA meeting but echoed Treasurer Mathews that the award is all due to the incredible staff. She does not think it would be possible without all of the hard work done by staff.

Commissioner Bridges thanked staff and thanked Ms. Sandine on providing accommodations. He asked that more staff attend the conference next year. He described a course he took at NRPA about uncomfortable conversations, which was incredible. He thanked everyone for the George Bridges 5K. He also stated that his wife attended the cemetery walk and it was very well done. He noted that the gym floors are amazing.

Treasurer Mathews congratulated and welcomed the new employees to the District. He thanked staff and noted that the District was a gold medal finalist and that is due to the staff. He also thanked Ms. Sandine for securing NRPA accommodations. He thanked the District for offering programming focused on Hispanic Heritage Month. He also thanked staff for the Oakwood Cemetery Walk. He congratulated Ms. Gonzalez on being the September Member of the month. He also congratulated Attorney Florip on her marathons.

Vice President Johnson echoed the sentiments of the Board, in that staff is great. The facility, organization, and staff make the Field House stand out. Basketball leagues begin soon.

President Kilkelly noted that the District won the nomination and it says a lot about the organization. She appreciated being in Arizona to see how Top Golf works and listening to the keynote speaker talk about adaptive playgrounds was extremely interesting. She stated that she received a call about Greenshire Golf from someone who did not understand why the course was closed for the season already.

XII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Vice President Johnson Giron to adjourn the meeting at 5:46 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary