

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
November 15, 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

Treasurer Anton Mathews

Commissioner George Bridges

COMMISSIONERS ABSENT

Vice President Jeremiah Johnson

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 October 11, 2022 (Board of Commissioners Meeting), Bills, NRPA Travel Expense Reports, Payroll, Financial Statements, and Permission to Accept Bids for Printing of the 2023-24 Program Guide

Motion by Treasurer Mathews, seconded by Commissioner Mathews to approve the October 11, 2022 (Board of Commissioners Meeting), Bills, NRPA Travel Expense Reports, Payroll, Financial Statements, and Permission to Accept Bids for Printing of the 2023-24 Program Guide

Ms. McDonald noted changes in the registration brochure.

Motion to seat Johnson by Bridges, second by Mathews.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

Motion by Commissioner Bridges, second by Vice President Johnson to move Review, discuss, and decide

All ayes

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

Tony noted that Javier stays on top of parks maintenance and he appreciates it.

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

##### **A. Introduction of New Employee: Ashley Rouse, Recreation Specialist, Aquatics**

Mr. Beverly introduced Ms. Rouse to the Board. She is a Waukegan resident and has previously worked at the District. Ms. Rouse spoke to the Board and detailed her experience with the District previously.

##### **B. Presentation of Check and Update by the Waukegan Parks Foundation**

Mr. Hintz updated the Board on some of the work that has been done by the Foundation. He highlighted the current Board of Directors of the Parks Foundation. He noted that the Foundation has focused on growth and expansion, building life skills within the community. The Foundation set the goal of raising \$100,000 each year in 2025, and met that goal early in 2021. Recent accomplishments include the group's robust fundraising efforts, completion of Percussion Playground at Rose Park, back-to-back record setting at the golf outing, restarting SwimSmart 2<sup>nd</sup> grade swim program post covid, healing garden fundraising match, and additional awareness throughout various media. The Foundation has begun working on a pollinator project encompassing honeybee hives at undeveloped Park District land near the airport.

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

A. Executive Director Lerner: Mr. Lerner presented his report. The Carnegie is underway and staff continues to meet with Legat regarding the driving range.

B. Attorney Report: None

C. Legislation/ IAPD Update: Mr. Lerner noted that the District will need to form a committee in order to comply with the Local Government Efficiency Report. He will update the Board on next steps throughout the next few months.

### C. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that the District hosted the Turkey Trot and broke an attendance record at the Halloween event. They also hosted a WSO concert. They are working on holiday events, Carnegie and McAlister buildings.

Ms. Fischer noted that there are currently 7,664 members at the Field House. Events include Parents Night Out and Family Fun Night. They also have a Zumba fitness night. They are also working on the Winter Wonder alk.

D2. Parks: Mr. Bejster presented his report. He highlighted that the McAllister Building painting is in progress. Mr. Bejster noted that they received their official ComEd closeout payment for the LED transition. Beasley Park should be completed soon. They are awaiting fences for Grand Park, but the playground installation is complete. They are preparing to go out to bid for Bevier Park. All outdoor restrooms have been winterized for the season and parks staff are picking up tables and garbage bins for storage. Snow equipment is being prepared and tested.

President Kilkelly asked if the healing garden is finished. Mr. Bejster noted that it has been completed. She also asked for clarification about an item in his report.

D3. Community Relations: Ms. McDonald presented her report. She noted that the District submitted a grant for the Carnegie and plans to submit an additional grant request later in the month. The new website is still on track for release at the beginning of January. The Foundation annual letter will be going out later in the week. The 2023 Winter/Spring program guide is being printed and will be in homes in the beginning of December.

D4. Finance and Administration: Mr. Beckmann stated that the PPRT is coming in strong. Interest rates are on the rise and the District has surpassed the budget there. They are working on their year end processes. He thanked his staff for helping with the ACA.

Ms. Mendez is working on the midyear report and is updating the Department handbook.

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

### A. Motion to Approve 2023 Board of Commissioners Meeting Calendar

The Board of Commissioners typically meet on the 2nd and 4th Tuesdays of each month. They will meet on the following dates and times in 2023. The meetings are held at the Waukegan Park District Administrative Center, 1324 Golf Road, Waukegan IL 60087, unless otherwise noted.

Motion by Vice President Johnson, seconded by Treasurer Mathews, to Approve the 2023 Board of Commissioners Meeting Calendar, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None  
ABSTAIN: None  
ABSENT: Herrera Giron

Motion carried.

- B. Motion to Approve IAPD Credentials Certificate for January 2023 Conference – choose representative

Commissioner Mathews was nominated as the delegate and Vice President Johnson as the alternate for the conference.

Motion by Treasurer Mathews, seconded by Commissioner Bridges, to Approve IAPD Credentials Certificate for January 2023, as presented.

On the roll call, the vote was as follows:

All ayes.

Motion carried.

- C. Motion to Purchase of a 2023 Ford Super Duty F250 4x4

Staff recommends acceptance of the proposal for \$46,106.00 from Highland Park Ford for a 2023 Ford Super Duty F250 4 x 4. This vehicle replaces P23 in the Parks Department fleet.

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve the purchase of a 2023 Ford Super Duty F250 4x4, as presented.

Mr. Bejster noted that the old vehicles would be put on auction.

On the roll call, the vote was as follows:

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

Motion carried.

- D. Motion to Approve the Purchase of a 2023 Ford Super Duty F250 4x2

Staff recommends acceptance of the proposal for \$41,902.00 from Highland Park Ford for a 2023 Ford Super Duty F250 2 x 4. This vehicle replaces P16 in the Parks Department fleet.

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve the purchase of a 2023 Ford Super Duty F250 4x2, as presented.

Mr. Bejster noted that this is part of the vehicle replacement plan.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

E. Motion to Approve the Purchase of Two (2) 2023 Ford Explorers

Staff recommends acceptance of the proposals for \$45,030.00 per vehicle from Highland Park Ford for two (2) 2023 Ford Explorers XLT for a total of \$90,060.00. The purchase of these vehicles will provide the Director of Finance & Operations and the Director of Marketing & Community Relations a work vehicle. These vehicles would be newly added to the fleet.

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve the purchase of two (2) Ford Explorers, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

F. Motion to Approve Interfund Transfers

<b>Fund</b>	<b>From</b>	<b>To</b>
Corporate (01-11-11-583-9999)	\$1,000,000.00	
Capital (30-11-11-473-9999)		\$1,000,000.00

**Purpose:** A partial budgeted Capital Fund transfer for FY2022-23.

<b>Fund</b>	<b>From</b>	<b>To</b>
Corporate (01-11-11-583-9999)	\$300,000.00	
Master Plan Capital Projects MP 6A (29-11-11-473-9999)		\$300,000.00

**Purpose:** A budgeted Master Plan Capital Projects Fund transfer for FY2022-23. This contribution will be for Dugdale Park Improvements

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve interfund transfers,

as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

**G. Motion to Approve Purchase of Special Recreation Services FFE for the Sensory Room at the McAllister Building**

Staff recommends acceptance of the purchase, installation, and training for the Sensory (Snoezelen) room from Flaghouse, Inc. for the new Special Recreation facility at 540 S McAllister Ave in the amount of \$61,750.82. Staff has researched Sensory Room equipment and installation service options and with this research has determined Flaghouse, Inc. is the preferred provider for this project. Sensory Room equipment, installation, and training sell through representatives in set sales territories. Flaghouse, Inc. is a trusted provider in which items have previously been purchased from. One other Sensory room provider is based in Canada, serves USA with design only. The qualities of this product which require custom/proprietary manufacturing of products and are difficult to bid competitively and maintain quality.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Purchase of Special Recreation Services FFE for the Sensory Room at the McAllister Building, as presented.

Mr. Beverly noted that this includes 19 pieces of equipment. Consult, design, and installation is included in the pricing. President Kilkelly asked what the purpose of a sensory room is and if the District has had one previously. Staff noted that this is new and will include new technology. A camera will not be in this room.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

**H. Motion to Approve Fiscal Year Annual Comprehensive Financial Report and Golf Financial Audit Report**

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Fiscal Year Annual Comprehensive Financial Report and Golf Financial Audit Report, as presented.

Ms. Mendez offered to answer questions about the report included for the Board.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

### **I. Financial Update**

In accordance with Policy 2.09 Fund Balance section VI. Authority and Reporting staff has prepared the documentation to show the status of the District's balances compared to desired targets. The District's auditing firm also provided a review at this meeting, and staff reviewed balances, plans of action, and tax objection information. The District has met all targets for 2022. They will need to monitor the police and museum fund in 2023.

### **J. Review Draft of Ordinance 22-08 For the Levy and Assessment of Taxes for the Waukegan Park District for 2022**

Mr. Beckmann noted that this will be up for approval at the next meeting. He reviewed the funds which were altered.

### **K. Motion to Approve Estimated Tax Levy**

Motion by Vice President Johnson, seconded by President Kilkelly, to approve estimated tax levy, as presented.

Staff is recommending the board approve the estimated levy as presented for 2022 for adoption and approval at the December 13th meeting with no "Truth in Taxation" hearing required as the aggregate estimated levy is under a 5% increase from the prior year's levy at 4.90%. The tax levy ordinance is due by Tuesday, December 7th.

Staff has prepared the estimated 2022 Tax Levy of \$12,664,129.82. This is an increase of approximately \$520,684.44 or 4.29% over last year's levy of \$12,143,445.38 in new tax dollars. After discussing the District's Equalized Assessed Valuation (EAV) with the Township Assessors several times, staff based the Levy on an overall EAV increase of 1.78% between the five townships the Park District is in. The Consumer Price Index (CPI) used for the 2022 Levy is 5.0%, which is higher than last year of 1.4%. Actual CPI was 7.0%, but the District is tax capped at 5.0%.

Truth in Taxation Act (35 ILCS 200/18-55, Sec.200/18-60 Estimated of Taxes to be Levied) requires no less than 20 days prior to the adoption of its aggregate levy, the taxing district (Park District) estimated necessary to be raised by taxation for the upcoming property tax year. No notice of a public hearing is required. The estimated tax rate would increase by .020846 or 2.46% from 0.846034 to

0.866880.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

**L. Motion to Approve Resolution 2022-19 Truth in Taxation Law**

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Resolution 2022-19 Truth in Taxation Law, as presented.

The District will not be going over 5%, so no public hearing is necessary.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

**M. Motion to Approve Illinois Community Solar Subscription ComEd Agreement – Pivot Energy**

Included in Board packets are two agreements to participate in Community Solar without putting solar products on our buildings or on-premises by using the ComEd program. This is in line with our other energy reduction efforts through energy audits and ComEd energy-efficiency programs.

In exchange for helping developers in Illinois to provide community solar energy to resident ComEd is offering us a bill credit of approximately \$27,187.00 a year or approximately \$543,740 in saving over the next twenty years. This savings will be deposited mostly in the Recreation Fund.

These agreements were vetted by our Attorney, who is familiar with this initiative through her work with Lake County Municipal League. E4, LLC also maximized our investment by splitting the Field House and all the energy bills into two separate agreements. The first agreement is with Pivot Energy which will take all the bills besides Field House.

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve Illinois Community Solar Subscription ComEd Agreement – Pivot Energy, as presented.



Mr. Beckmann noted that the District will be receiving a bill credit for helping developers throughout the community. Over the next 20 years, it will be over a half million dollars in savings. This is an ongoing deposit that will go into the recreation fund.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

**N. Motion to Approve Illinois Community Solar Credit Purchase and Sale Agreement – Nexamp Inc.**

The second agreement covers the same subject matter as that discussed in the item just prior, but is with Nexamp which will only be the Field House

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Illinois Community Solar Credit Purchase and Sale Agreement – Nexamp Inc., as presented.

This will ensure that the Field House as an agreement of its own, due to its large capacity.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

**O. Motion to Approve Resolution 2022-20 Flex Spending Account (FSA) Agreement Document**

Staff presented the FSA certified copy of company resolutions relating to the restatement of the flexible benefit plan and plan document restatement acceptance, which must be renewed every five years. The last time the board approved it was November 14, 2017.

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve Resolution 2022-20 Flex Spending Account (FSA) Agreement Document, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

**P. Motion to Approve Resolution 2022-22 IMRF Resolution Document**

The Board reviewed IMRF Form 672, including pensionable wages for major medical (premiums: health, dental, vision) and flexible spending account as IMRF wages. This was found after reviewing the Flexible Spending Account (FSA) agreement. The District passed IMRF resolution 2018-01 or Form 675, which includes healthcare benefits as part of IMRF earnings for full-time employees. This resolution 2018-01 was passed on March 13, 2018. This resolution was presented for review as well. To have all medical match, staff is seeking approval of IMRF Form 672 with the effective date of December 18, 2022, as the check date is January 6, to submit the wage report to IMRF for two checks in January.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Resolution 2022-22 IMRF Resolution Document, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

**Q. Motion to Approve Resolution 2022-21 Adoption of the 2022 Parks, Facilities, and Open Space Master Plan**

Motion by Vice President Johnson, seconded by President Kilkelly, to approve Resolution 2022-21 Adoption of the 2022 Parks, Facilities, and Open Space Master Plan, as presented.

Mr. Bejster asked Mr. Girmscheid to present the information regarding the plan. Treasurer Mathews has worked with staff on the master plan. They focused less on assessment and more on recommendations. He noted that the Board will be able to use the master plan for future decision making in relation to the Capital Improvement Plan of the District. He noted that after obtaining feedback from the community and staff, it became clear that maintaining and improving the District's current infrastructure is critical to meeting community needs.

Although the District meets the national standards for land holding, they hope to continue to add more land and create open space. Mr. Girmscheid reviewed the number of community and neighborhood parks within the City. He also noted that there is great potential of connecting greenways through linear connections, especially along the lakefront.

Future CIP projects should include land acquisition to create new parks, maintaining and improving the current infrastructure, and incorporating the master plan when selecting CIP projects and strategic planning. New recommendations include improvement of outdoor bathrooms, additional 2-5 age playground equipment, more picnic structures, more trails, trail markings, benches, sport accessories, additional dog park areas, lighting and surveillance, and monitoring boundary conflicts. Mr. Girmscheid went on to provide individual park recommendations within the District that are included within the plan. He also highlighted facility improvement recommendations.

Mr. Mathews thanked Mr. Girmscheid for the outstanding presentation. He also thanked the entire team for all of their work on this plan. He asked what the plan would be for undeveloped property in the future. Mr. Girmscheid noted that some of the properties have proposed plans and others are still open for discussion. Vice President Johnson noted that restrooms have incurred vandalism in the past and asked what the District has spent on these issues this season. Mr. Bejster stated that they are still awaiting full costs. He also noted that restrooms do incur operational and remediation costs regularly. He stated that the District continues development they will look into options. President Kilkelly asked what the national standards are for open space and how the District compares to those.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

## **X. NEXT MEETING**

- A.** Committee of the Whole Meeting, Tuesday December 13<sup>th</sup> at 4:30 pm

## **XI. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Commissioner Bridges had none.

Treasurer Mathews thanked the staff for all of the hard work they do. He congratulated the Field House member of the month. He stated it was exciting to see the community participating in the Halloween events. He thanked Congressman Schneider for attending the Day of the Dead event. He noted the Halloween trick or treat trail was brilliant. The Turkey Trot was well done. He got to be Principal for the Day at Washington School and noted that it was a surreal moment, as he attended that school. He wished everyone a happy and blessed Thanksgiving.

Vice President Johnson noted that he was unable to attend the Turkey Trot. He thanked the staff for their hard work and stated that they are doing great with the many events the District is hosting.

President Kilkelly thanked Treasurer Mathews for handing out frozen turkeys at the trot.

## **XII. ADJOURNMENT**

There being no further business, Treasurer Mathews moved, seconded by Commissioner Bridges to adjourn the meeting at 5:37 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip  
Secretary