

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
April 11, 2023

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

COMMISSIONERS ABSENT

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 March 14, 2023 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Treasurer Mathews, seconded by Vice President Johnson to approve the Minutes of the March 14, 2023 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

On the roll call, the vote was as follows:

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

Motion carried.

IV. PUBLIC COMMENT

Tony noted that there was an incident at the Hinkston Park gym. He heard a patron screaming and yelling in the locker room. He spoke to Javi. He asked that the phone policy be clearer, as to what is allowed and what is not allowed in the locker rooms. He also stated that the Easter brunch at Bonnie Brook was acceptable this year.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Introduction of new of new Marketing & Community Relations staff member: Cynthia Bull – Ms. McDonald introduced Ms. Bull as the newest staff member. Ms. Bull spoke to the Board and introduced herself, reviewing her background and noting why she is looking forward to working with the District.

Commissioner Herrera Giron entered the meeting at 4:35 pm. Motion by Commissioner Bridges, Second by Commissioner Mathews to seat Commissioner Herrera Giron. On all ayes, the motion carried.

VI. PROGRESS REPORTS

- A. Executive Director Lerner: Mr. Lerner presented his report.

B. Attorney Report: Attorney Florip stated that she has been working with staff on a few incidents, one of which she emailed the Board earlier with. She also continues to work with staff on contract renewals. The District also filed a petition requesting that the court authorize sale of a land parcel less than three acres, based on the Board's decision to sell the Bristol Road property.

Vice President Johnson asked for clarification about how the District handles incidents and asked if we can tighten rules. Attorney Florip commented on normal protocol. Mr. Beverly added that the District follows the steps set in place for discipline. Commissioner Herrera Giron asked for numbers on past discipline. Treasurer Mathews asked for information on patrons who return from a ban. Ms. Fischer noted that probation is also added to discipline at times.

- C. Legislation/ IAPD Update: Mr. Lerner noted that NRPA will be held in Dallas this year and asked Board members to respond to Ms. Sandine if they plan to attend.

- D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that the District held a successful Eggstravaganza Trail event, with the most people they have seen in a long time. Staff made sure everyone was able to enjoy the event. They saw a lot of progress at Carnegie. The special recreation building is also making great progress. The parade is right around the corner, and staff is planning. Mr. Beverly further noted that the District is providing free and low cost programs that incorporate nature to residents.

Commissioner Herrera Giron noted that the Eggstravaganza event was very well done. She stated that staff did a great job of managing the large crowds. She asked for clarification about the activity list with participation numbers. Staff noted that if numbers are not associated with an event, the class may have been cancelled. They further noted that the area referenced only applies to special recreation programs.

Treasurer Mathews asked if the pony ride time was extended from last year. Staff affirmed. Treasurer Mathews said that a patron who attended later in the morning was upset because her daughter was not able to ride the ponies. Staff stated that they extended the time this year and that they do the best they can to serve every patron. Treasurer Mathews asked if scholarships apply to the nature program. Staff stated that they do.

Superintendent of Recreation – Ms. Fischer stated that Field House membership count is at 8,670. She noted that Parents Night Out, Family Swim Night, and the first Go Waukegan Walk are coming up. The District just hosted a well-attended family Zumba night as well.

Treasurer Mathews asked how the Field House is promoted.

D2. Parks: Mr. Bejster presented his report. He noted that they have several service days coming up, partnering with Waukegan High School, Abbott Middle School, YCC, and Gewalt Hamilton. He stated that they are making progress at McAlister, most recently working on the sensory room. Bevier work has begun with island restoration and will be phased throughout the year. Park restrooms have begun to be opened and should all be opened by early next week. Pickleball and tennis courts have gone up at Rose Park. Parks crews have been busy with fallen branches and tree limbs after the latest round of storms. Pollinator Park is ready for the beehives. The new Bowen Greenhouse was installed last week. Bowen playground repairs will be done this week. Staff has been working on a lot of trash pick-up throughout the parks.

D3. Community Relations: Ms. McDonald presented her report. She noted that this Tuesday is Volunteer Patron Day at Bonnie Brook. She will be emailing scripts by the end of the week. Her department is working on the fall/holiday brochure. The summer brochures should be out this weekend.

D4. Finance and Administration: Mr. Beckmann presented his report. The District continues to take advantage of the strong interest rates. He sent a note to the County about trash pick up on Bonnie Brook and Lewis to get the area cleaned up, as well.

Vice President Kilkelly asked about the incident with the Boys and Girls Club. Mr. Bejster noted that they are working with Ms. Brady to have the insurance adjuster approve that the quoted amounts for repairs will be covered. Staff noted that there were no injuries, and a full investigation was completed to make sure the post is safe.

Superintendent of Finance and Operations: Ms. Mendez stated that the Department is working on the budget book to modernize the look. They are also working to clean up the software.

VII. REVIEW, DISCUSS, DECIDE

A. SportsPark Golf Facility Update

Mr. Haug noted that in March the District went before the Planning and Zoning Committee seeking three amendments. There were a number of neighbors concerned about traffic on Beach Road, and the committee asked that staff meet with the residents to discuss options. Staff met with the neighbors and the Village of Beach Park several times. They were unwilling to accept any of the remedial ideas presented by the staff, as to utilizing Beach Road as an access point.

Mr. Haug presented solutions to the current traffic issues on Beach Road, which happen 3-4 times each summer, due to large scale events at the SportsPark. He further recommended that all traffic for the new facility enter off of Green Bay Road. This will delay the project process because IDOT is extremely backlogged on work. The access point will be a three-point access, without a left turn out. By doing this before the road improvement project, the District will have to bear the cost of the project. This will not impede access to the facility, as you can enter from either direction. A berm will be created along Beach Road to reduce the impact of the facility.

Mr. Haug is looking for Board input as to the solution proposed. Mr. Lerner noted that staff is supportive of the three-point access off of Green Bay Road. He stated that the cost of having an assigned access point is extremely prohibitive. Treasurer Mathews asked for clarification on the Beach Road widening that is intended to happen with the IDOT/Green Bay project.

The Board reached a consensus to move forward with the project with the Green Bay Road access point.

B. Motion to Approve Field House Front Desk Lobby Redesign

Staff recommends the following plans for the redesign of the Field House front desk and lobby for the amount of \$213,375. The lobby redesign will help control intended users of the facility. The front desk redesign will add additional workspaces to the main desk, allowing 5 stations instead of the current 3 stations. The front desk redesign will also position workstations to allow staff to monitor the entire lobby area. Both the lobby and front desk redesign will help increase security for the facility and staff.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Field House front desk lobby redesign, as presented.

Commissioner Bridges asked about the turnstiles incorporated into the design. Ms. Fischer explained how they would operate. He further asked if the turnstiles will gather data. Commissioner Herrera Giron stated that it would be helpful to have accurate data based on time of day as well, to reach appropriate staffing levels. Commissioner Bridges asked if the walkers are counted. Staff noted they are counted. Commissioner Herrera Giron asked if this would impact the climbing wall. Staff stated it would not. Construction will begin as soon as possible for this project. This will be considered a capital project. Commissioner Herrera Giron asked if additional staff will be needed. There will be workstations added, so more staff members will be present.

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 Renewal of Indoor and Outdoor Lifeguard Agreements with USA Management

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve renewal of indoor and outdoor lifeguard agreements with USA Management, as presented.

Mr. Beverly noted that this is the updated lifeguard agreement for the new term.

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 Carnegie Change Order – Fire Pump Concrete revisions – Baumgartner/Waukegan

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve Carnegie Change Order – Fire Pump Concrete revisions for an amount not to exceed \$22,000 – Baumgartner/Waukegan, as presented.

Mr. Aulisio noted that they have run into some unsuitable soil under the basement of the building. Water was collecting under the slabs, and when they pulled the existing slabs up to replace them, they found extreme water damage to the soils.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

E. Motion to Approve Carnegie Change Order – Undercut Basement Existing Slabs-Baumgartner

During removal of the existing basement slabs, it was discovered that the underlying soils were excessively wet and spongy. The soils were tested by the Park District's geotechnical consultant and deemed to be unsuitable as a subbase for the new slab. The geotechnical consultant recommended that the soil be removed and replaced with stone or compacted fill. The contractor removed the soil under the direction of the geotechnical consultant. Compacted stone was installed as a new concrete slab subbase. The cost for this was \$11,828.00.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Carnegie Change Order not to exceed \$12,000.00 – Undercut Basement Existing Slabs-Baumgartner, as presented.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Bridges, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

F. Motion to Approve Carnegie Change Order – Structural Wall Reinforcing – Berglund Masonry

The construction documents indicate various locations that require penetrations through structural masonry walls. There were no details noted in drawings showing structural modifications or reinforcement for these conditions. The structural engineer reviewed the opening sizes, location and stability of the existing masonry to determine if additional reinforcing would be necessary. It was determined that in locations where multiple penetrations were close together, additional reinforcing in the form of steel lintels would be required to protect the masonry openings. The total cost for this is \$11,928.40.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve Carnegie Change Order – Structural Wall Reinforcing not to exceed \$12,000.00 – Berglund Masonry, as presented.

President Kilkelly asked for clarification on location. Mr. Aulisio noted that all four walls needed to be reinforced. She further asked if this would impact the new addition. Mr. Aulisio stated it would 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.

G. Motion to Approve Board Policy Language Revision

Motion by President Kilkelly, seconded by Treasurer Mathews, to approve Board Policy Language Revision #2, as presented.

Commissioner Bridges asked why the Board feels that it is necessary to bring sponsorships in front of the Board. President Kilkelly noted that this option lends to transparency and provides clarity to the staff. Vice President Johnson clarified that this option allows sponsorships to continue, with Board approval. Commissioner Herrera Giron noted that this option does not provide specific criteria for the Board to weigh when making the decision, and it would be more equitable to state that no sponsorships are allowed. Commissioner Bridges does not understand why each of these sponsorships needs to be brought before the Board. He agrees that Commissioners should only sponsor Park District events. Commissioner Bridges noted that option 2 would allow for two or more commissioners to sponsor an event.

Treasurer Mathews noted that option 2 is the best option to move forward with. He does not believe an event should be named with a commissioner name.

On the roll call, the vote was as follows:

AYE: Mathews, Johnson, and Kilkelly

NAY: Herrera Giron, Bridges

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Herrera Giron moves that Option 4 be added to Option 2, seconded by Commissioner Bridges.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Bridges, and Mathews

NAY: Kilkelly

ABSTAIN: Johnson

ABSENT: None

Motion carried.

H. Motion to Approve Commissioners Award Nomination

Motion by Treasurer Mathews, seconded by Commissioner Bridges, to approve Commissioners Award nomination, as presented.

On all ayes, the motion carried.

I. Review Decennial Committee Local Government Efficiency Act

Mr. Beckmann stated that the Board needs to select two people to appoint to this committee. Staff is recommending that the committee be officially created during the May meeting with the suggested members.

J. Monetary Support for Local Organizations

President Kilkelly noted that staff has provided a list of the current organizations that the District financially contributes to. She has asked the Board to consider the relationship and if it makes sense to continue the relationships currently in place. Commissioner Bridges stated that the District should continue to provide funds to the organizations, and express expectations for partnership to each of the groups. Commissioner Herrera Giron asked for clarification on the funds and if organizations are aware that they can request funding.

Mr. Lerner stated that for the most part, these are organizations that provide a service for the District, such as youth baseball programs. Commissioner Herrera Giron asked if a process could be developed to allow other organizations to be vetted to be included in these opportunities. President Kilkelly asked if the District has something on the website to allow organizations to ask for funding. Ms. McDonald stated that there is not a formal application, beyond emailing staff to be considered. Ms. McDonald will look at how other Park Districts handle funding partnerships. President Kilkelly recommended that the District move forward with the current list of organizations and look at options for the future. Commissioner Herrera Giron asked for clarification about organizations that do not provide a service to the District.

K. OSLAD Grant Application Ideas Discussion

Mr. Bejster stated that they anticipate the grant to open in May or June. They have identified three projects they plan to apply for and are looking for feedback from the Board. Staff recommends enhancing the application for Dugdale Park and re-applying. They also believe Roosevelt Park playground and Hinkston Park improvements could be good projects to apply for. The Board came to a consensus to apply for Dugdale.

L. Resolutions for Approval

1. 2023-09 Volunteer of the Year
2. 2023-10 Patron of the Year
3. 2023-11 Jack Benny Arts and Humanities

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Resolutions 2023-09, 2023-10, and 2023-11, as presented.

On all ayes, the motion carried.

M. Motion to Approve Interfund Transfers

Fund	From	To
Corporate (01-11-11-583-9999)	\$100,000.00	
Insurance (13-11-11-473-9999)		\$100,000.00

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

Fund	From	To
Corporate (01-11-11-583-9999)	\$60,000.00	
Police (07-11-11-473-9999)		\$60,000.00

Purpose: A unbudgeted Police Fund transfer for FY2022-23 to meet fund balance requirements per policy 2.09 Fund Balance.

Fund	From	To
Corporate (01-11-11-583-9999)	\$40,000.00	
FICA (14-11-11-473-9999)		\$40,000.00

Purpose: A unbudgeted FICA Fund transfer for FY2022-23 23 to meet fund balance requirements per policy 2.09 Fund Balance.

Fund	From	To
Memorial/Endowment M42 (16-11-11-583-9999)	\$115,000.00	
Master Plan MP 3A (29-11-11-473-9999)		\$115,000.00

Purpose: A budgeted Memorial/Endowment transfer for FY2022-23 in the Master Plan account for the new Special Recreation building.

Fund	From	To
Capital (30-11-11-583-9999)	\$100,000.00	
Master Plan MP 1C (29-11-11-473-9999)		\$100,000.00

Purpose: A budgeted transfer for FY2022-23 for unused land acquisition funds to be carried over in the Master Plan Capital Projects fund.

Treasurer Mathews moved, and Commissioner Herrera Giron seconded, to approve the interfund transfers, as approved.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Bridges, and Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried

- N. Budget Workshop II:
 - 1. Draft of FY2023-24 Budget & Capital Improvement Plan (Mendez)
 - 2. Draft of Three-Year Capital (Mendez)

Treasurer Mathews asked for clarification on the special recreation funding. Mr. Beckmann noted that the District manages the county-wide special recreation program, so it is unrelated to the District's individual budget.

- 3. Financial Update (Beckmann) – Mr. Beckmann noted that the District is sitting in a good position financially and continues to be mindful of spending.

- 4. Draft of Ordinance 23-02 – Supplemental Budget and Appropriation Amended for Fiscal Year 5/1/22 to 4/30/23 (Beckmann)

VIII. NEXT MEETING

- A. April 25, 2023 – Special Board Meeting
- B. May 9, 2023 - Board of Commissioners Meeting

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Vice President Johnson noted that the parks are beautiful and looks forward to seeing everyone at the patron reception.

Commissioner Herrera Giron thanked staff for all of the work they do.

Commissioner Bridges noted that the District has the two best financial professionals in the county. He thanked the Finance Department for all the good work they do. He noted that if staff ever feels threatened, they should not hesitate to suspend or revoke memberships. He thanked staff for their professionalism in dealing with Beach Park and Waukegan. He also highlighted that District lifeguards had 21 saves this past month. Great job at the Eggstravaganza Trail. He stated that the District is going to win at NRPA.

Treasurer Mathews thanked staff for all they do. He welcomed Cynthia Bull. He congratulated the Field House member of the month. He thanked Shelby and Josue for their work at events. He thanked everyone at the Jack Benny Center. He noted that The Lion King was packed on opening night. He attended Eggstravaganza and stated it was a great event.

President Kilkelly stated that the District does a great job supporting local organizations and is a respected member of this community. She appreciates all that the District does to support all causes.

XII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Commissioner Herrera Giron to adjourn the meeting at 6:28 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary