

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
May 9, 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
Commissioner Jacqueline Herrera Giron

COMMISSIONERS ABSENT

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 April 11, 2023 (Board of Commissioners Meeting), April 25, 2023 (Committee of the Whole Meeting), Bills, Payroll, and Financial Statements.

Motion by Vice President Johnson, seconded by Treasurer Mathews to approve the Minutes of the April 11, 2023 (Board of Commissioners Meeting), April 25, 2023 (Committee of the Whole Meeting), Bills, Payroll, and Financial Statements.

Commissioner Herrera Giron asked that the minutes include clarifying language of her encouragement of commissioner sponsored events, and the final version be sent to the Board.

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.

IV. PUBLIC COMMENT

Tony noted that the parks are beautiful.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Administration of Oath to Janet Kilkelly

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report. He stated that Ms. Sandine was able to register all Board members today for the NPRA. He also noted that Ted Haug submitted a request to IDOT for full access from Green Bay Road.

President Kilkelly asked if Gewalt Hamilton is looking for specific projects.

B. Attorney Report: Attorney Florip stated that she has been working with staff on a few incidents. She also noted that she has spoken with several commissioners about the implications of the City of Waukegan's liquor code and the restriction on alcohol sales on Sundays for Bonnie Brook. Attorney Florip has submitted a proposed amendment for the City to consider and is working with the City attorneys. She also noted that the Park District has a court date later this month to seek permission to sell the plat of land on Bristol Road.

C. Legislation/ IAPD Update: Attorney Florip noted that the executive order ends this week.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Staff is working hard on projects. Summer camp is approaching quickly. They hosted a children's concert. The Fourth of July parade is approaching, as well as other summer events. Four additional parking spaces have been added at the Field House.

Superintendent of Recreation – Ms. Fischer stated that Field House membership count is at 8,720. They have Parents Night Out and Family Swim Night coming up. The Family Zumba Night for May was well attended. The next one will be on June 3rd at Rose Park. Family Health and Wellness Day will be on June 10th. Yoga at the beach will begin in June. SplashZone will open May 27th.

Treasurer Mathews noted that he saw a video of the Zumba night and it looked like a lot of fun.

D2. Parks: Mr. Bejster presented his report. He noted that the parks are open with grills, tables, and restrooms. Parks operation is in full swing. They have pavilion rentals scheduled every weekend. They are making progress at the McAlister building. Staff will be transitioning over

later this month. Programs will be ready to begin in June in the McAlister building. The service days went well. He thanked Ms. McDonald for her assistance in promoting the events.

Treasurer Mathews asked if there has been anything unusual reported from Waukegan Police, as they have begun their patrol. Mr. Bejster noted that there has not been anything unusual, aside from the ice cream trucks entering unlawfully and ATV's. Commissioner Bridges stated that the City of Waukegan is going to be acting on the unlawful actions of mobile vendors.

D3. Community Relations: Ms. McDonald presented her report. She noted that next Thursday is the Party for the Parks at the SplashZone. They are working on their fall program guide. She noted that with the help of Cynthia, they produced the highest number of videos yet in April. The Park Grant has opened, for the indoor aquatics center, with a due date of mid-June.

Treasurer Mathews complimented Ms. McDonald on all of the videos that the District has been posting. Commissioner Herrera Giron thanked Ms. McDonald for making changes to the website and thanked her for participating in National Victims Week. She also noted that the videos are good to see. Commissioner Bridges also thanked the District for participating in National Victims Week and commended the staff for implementing training.

D4. Finance and Administration: Mr. Beckmann presented his report. He thanked Attorney Florip for helping with the MidAmerican Energy contract. President Kilkelly asked how much damage was done to the hot water faucet at Douglas House. The cleaning company will be responsible for the damage and has been put on notice. Mr. Bejster noted that the damage is not extensive and will not meet the deductible. President Kilkelly also asked for information about the reported bounce house injuries. Staff noted that this happened on a Field Trip. She also asked how children were left alone at the pool. Mr. Beverly stated that this occurs somewhat frequently, and staff implement discipline when this happens. Treasurer Mathews asked for clarification about "child's play". Mr. Beckmann noted that this would include rough behavior among children. Treasurer Mathews also asked about an incident where a minor's injury was included in the report. Staff noted the minor is fine. Commissioner Herrera Giron asked for clarification about patrons entering without an ID. Staff noted that this happens when a patron is trying to sneak in another patron. President Kilkelly noted that the new entrance configuration will end this.

Ms. Mendez stated that staff is working on the budget book for GFOA submission with the active links. They are completing fiscal year end processes and are preparing for the audit.

VII. ELECTION & APPOINTMENT OF OFFICERS

A. Motion to Approve Election & Appointment of Officers

President Kilkelly deferred to Attorney Florip to conduct elections. The election of officers proceeded by way of nominations from the floor for each position.

Treasurer Mathews nominated Vice President Johnson for President, which was seconded by Commissioner Bridges.

No other nominations were made at which time Attorney Florip declared the nominations closed.

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.

Result: Vice President Johnson elected President.

President Johnson nominated Treasurer Mathews for Vice President, which was seconded by Commissioner Herrera Giron.

No other nominations were made at which time Attorney Florip declared the nominations closed.

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.

Result: Treasurer Mathews elected Vice-President.

Vice President Mathews nominated Commissioner Herrera Giron for Treasurer, which was seconded by Commissioner Kilkelly.

No other nominations were made at which time Attorney Florip declared the nominations closed.

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.

Result: Commissioner Herrera Giron elected Treasurer.

Commissioner Bridges nominated Jon Beckmann for Deputy Treasurer, which was seconded by Treasurer Herrera Giron.

No other nominations were made at which time Attorney Florip declared the nominations closed.

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.

Result: Mr. Beckmann elected Deputy Treasurer.

Vice President Mathews nominated Attorney Florip for Secretary and Director Lerner for Deputy Secretary, which was seconded by Treasurer Herrera Giron.

No other nominations were made at which time Attorney Florip declared the nominations closed.

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.

Result: Attorney Florip elected Secretary and Mr. Lerner elected Deputy Secretary.

B. Motion to Approve Appointment of Officials

Local Election Official

IMRF Officer

PDRMA Representative

PDRMA Alternate Representative

Motion by Commissioner Bridges, seconded by Vice President Mathews, to approve the appointment of Director Lerner as Local Election Official; Mr. Beckmann as IMRF Officer, and PDRMA Representative; and Tanya Brady as PDRMA Alternate Representative. There was no discussion on this matter. On the roll call, the vote was as follows:

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.

VIII. RECESS (Newly Elected/Appointed Officers to Preside)

IX. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve Appointment/Reappointment of Advisory Committee and Foundation Liaisons/Chairpersons and Members
 - Golf (Beckmann)
 - Recreation (2) (Beverly)
 - Foundation (Liaison only)

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve the members who will serve on the Advisory Committees as presented, with President Johnson being the Board Liaison for Golf Advisory, Commissioner Bridges and Vice President Herrera Giron being the Board Liaisons for Recreation, and Vice President Mathews being the Board Liaison for Foundation.

There was no discussion on this matter.

On all ayes, the motion carried.

- B. Carnegie Update and Presentation, Ty Rohrer and Bryan Escobar

Mr. Beverly introduced Mr. Rohrer and Mr. Escobar. They provided an overview of the operations plan for the Carnegie. At this point, they are looking at 12pm-4pm with operation days of Monday-Saturday. Evenings will be available for programming. They would also be open for special events. Outside of programming, they have volunteer support from the historical society. They are looking to be comparable, if not more affordable, than other museums. They will also have discounted rates for class field trips, with a deeper discount for Waukegan schools. The building will have a rental space available for additional fees. They anticipate two staff members being needed for operations. They plan to transition to the space late this year, and begin programs late next spring.

The exhibit team continues to work with Luci Creative to create the visitor experience. They are designing the exhibit space in a way that will display a rotation of exhibits. The space will also include an area for the community to curate their own exhibits. Concurrently they are working on the children's reading room, featuring Ray Bradbury. They are processing the collection currently.

Commissioner Kilkelly asked if there would be a caterer's kitchen for people to rent out. Mr. Rohrer noted that there is a server area that will be accessible. They hope to be able to serve liquor as well. President Johnson asked if it is common in the museum industry to be closed on Sundays. Mr. Rohrer noted that Sundays are a common closed day. Vice President Mathews thanked them for visiting the Board. He asked if patrons will be able to use scholarships to enter the museum. Mr. Beverly noted that scholarships are only for programming, but the museum will have free days and that there will be multiple opportunities to visit for free. He also asked if 12-4pm is a set schedule, as the hours fall within a workday schedule. Mr. Escobar noted that this is the schedule that museums generally follow.

Vice President Mathews also asked if the staff positions would be newly created positions or utilize current staff. Mr. Beverly stated that there will likely be current staff members rotated, and may also include a new staff member. Treasurer Herrera Giron asked if the communities they looked at for comparable hours regarding setting a schedule are comparable to our community. She also asked if there was data supporting the 12-4pm timeframe as favorable to visits. Mr. Rohrer noted that they looked at Kenosha and Buffalo Grove. Mr. Beverly stated that they will look further into the hour structure. Commissioner Kilkelly asked where the school buses will park when they bring students for field trips. Mr. Beverly noted that they will likely drop off the students and turn around at the Metra station.

President Johnson stated that they may need to be flexible with the open hours, especially at the opening.

C. Motion to Approve Asbestos Abatement at Carnegie

Staff recommends acceptance of the quote of \$21,500.00 from Bower Group LLC. for the 2023 Carnegie Asbestos Abatement.

Motion by Commissioner Bridges, seconded by Vice President Mathews, to approve asbestos abatement at Carnegie, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Approve the following Resolutions:

- 2023-15 - Designating Depository

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron, to approve Resolution 2023-15 – Designating Depository, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- 2023- 16 – Old National Bank Authorization
- 2023- 17 - Wintrust Bank Authorization
- 2023- 18 – Old National Bank Signature Authorization (WPD)
- 2023- 19 – Old National Bank Signature Authorization (Golf)
- 2023- 20 - Wintrust Bank Signature Authorization

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron, to approve Resolutions: 2023-16 – Old National Bank Authorization, 2023- 17 - Wintrust Bank Authorization, 2023- 18 – Old National Bank Signature Authorization, 2023- 19 – Old National Bank Signature Authorization, 2023- 20 - Wintrust Bank Signature Authorization, as presented.

There was no discussion on this matter.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- E. Motion to Approve Resolution 2023-21 – Decennial Committee Local Government Efficiency Act

Motion by Vice President Mathews, second by Commissioner Kilkelly, to approve Resolution 2023-21 Decennial Committee Local Government Efficiency Act, as presented.

Mr. Beckmann noted that four residents are proposed to be included in this committee. The schedule will be set in 2024.

There was no discussion on this matter.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

F. Motion to Approve Bid for Spring Tree Planting and Maintenance Plan

Staff recommends acceptance of the low bid of \$39,900.00 from Arthur Weiler Incorporated for the 2023 Spring Tree Planting and Maintenance Plan. Trees will be planted at Bowen Park and Hinkston Park. This will include 76 trees in total and is covered by an anonymous donation.

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron, to approve bid for spring tree planting and maintenance plan, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

G. Motion to Approve Purchase of Bevier Park Playground Equipment

Staff recommends acceptance of the purchase of GameTime playground equipment from Cunningham Recreation for the 2023 Bevier Park Playground Equipment through IPRA Funding Initiative and the National IPA/Omnia Partners Co-op Joint Purchasing Alliance, in the amount of \$ 268,401.37. Mr. Bejster noted that staff is very excited about how this turned out and that it fits the nature center at the Park.

Motion by Commissioner Bridges, seconded by Vice President Mathews, to approve purchase of Bevier Park playground equipment, as presented.

Commissioner Kilkelly asked what will happen to the fence currently there. Mr. Bejster noted that it will be replaced with the same fencing used at all parks and will be around the playground. There will be two access gates. Treasurer Herrera Giron asked if the flooring is wood chips. Mr. Bejster stated that it will be grass, as well as some pour and play surface and wood chips. She also asked if there are any benches. Mr. Bejster stated that there will be three different bench pads, similar to what is at all of the other parks. She asked if there will be shade options available. Mr. Bejster noted that there will be more shading at this park than others. Treasurer Herrera Giron expressed concern about the current bench comfort, and how hot they get in the sun. Mr. Lerner noted that they are durable and withstand the elements. He also stated that staff can look at bench placements to make sure they are shaded, if possible. She noted that she has seen parents unable to sit due to the heat of the benches, and asked the District to be aware of this as they select seating optio

On the roll call, the vote was as follows:

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

Motion carried.

H. Motion to Approve Updated Community Solar Credit Purchase and Sale Agreement – Nexamp Inc.

Motion by Vice President Mathews, seconded by Commissioner Kilkelly, to approve updated community solar credit purchase and sale agreement, as presented.

Mr. Beckmann noted that there was an allocation percentage that needed to be updated.

On the roll call, the vote was as follows:

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

Motion carried.

I. Motion to Approve Carnegie Data/Voice Low Voltage Wiring Project

iWire Technologies, formerly Kellenberger Technologies, will install, test and certify all voice, data communications cabling for computer/data processing networking, Wi-Fi networking, telephone communications and security camera systems for the Carnegie Historical Building restoration. This is justified under the park district code: 70 ILCS 1205/8-1 paragraph c. iWire has worked with the park district in the past and has had a reliable and highly professional team with prompt installation, support and follow-up. Staff recommends acceptance of the quote of \$47,145.00.

Motion by Commissioner Bridges, seconded by Vice President Mathews, to approve Carnegie data/voice low voltage wiring project, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

J. Motion to Approve Amended/New Policies

- A. 5.01 Land Dedication Regulating the Donation of Land by Developer for Park Purposes
- B. 5.02 Recycling and Zero Waste Plan
- C. 5.03 Environmental

Motion by Commissioner Kilkelly, seconded by Treasurer Herrera Giron, to approve amended/new policies, as presented.

Mr. Beckmann noted that we review a section each year.

On the roll call, the vote was as follows:

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

Motion carried.

K. Motion to Approve Ordinance 23-03 Declaring Surplus Property

Motion by Commissioner Bridges, seconded by President Johnson, to approve Ordinance 23-03 Declaring Surplus Property, as presented.

Ms. Mendez that this includes a tractor and bus which will be put up for auction.

On the roll call, the vote was as follows:

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

Motion carried.

L. Review Ordinance 23-04, An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for Fiscal Year Beginning May 1, 2023 and ending April 30, 2024

Ms. Mendez noted that this will be available for inspection on May 12th and thanked Ms. Sandine for setting this up for the District.

VIII. NEXT MEETING

A. May 23, 2023 – Committee of the Whole Meeting – There is nothing on the agenda for this meeting so the Board decided to cancel this meeting.

B. June 13, 2023 - Board of Commissioners Meeting

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

President Johnson thanked everyone for the nomination and title. He noted that the Board is all here to work together. He thanked President Kilkelly for her leadership this past year. He stated that the City of Waukegan had a tragedy his past weekend, with the loss of one of its own. He wished everyone a Happy Mother's Day.

Treasurer Herrera Giron thanked staff for all of the hard work they do and for the exciting things that are happening in the District. She thanked President Kilkelly for her work over the past year and is excited to see President Johnson lead the Board this year. She noted that it is exciting to see the camps starting.

Commissioner Bridges thanked President Kilkelly for representing the District so well this past year. He thanked everyone who attended the legislative day at the capital. He thanked staff for hosting the dog obedience class. He also thanked the special recreation team at the police and fire basketball game. They put on the best show of the night. Feliz dia day las madre tomorrow, May 10th and Happy Mother's Day on May 14th.

Vice President Mathews thanked staff for their outstanding work. He also echoed Commissioner Bridges in thanking President Kilkelly for her outstanding leadership last year. He congratulated President Johnson and looks forward to working together this year. He congratulated the employee of the month in April. He shared a story about Matt's character and generosity. He congratulated Ariana on being named a full-time employee. He congratulated the April Field House member of the month. He thanked Mr. Bejster and his team and all of the volunteers on the Park clean up days. He especially noted that it is encouraging to see all of the youth involved. He stated that he had a great time at the super hero concert. He shared thoughts from the IAPD legislative reception – He thanked Ms. Sandine for handling the travel accommodations. He had a great time and was able to network with other agencies and state legislators. He wished his mother and all of the mothers a Happy Mother's Day.

Commissioner Kilkelly thanked all staff and commissioners for making the last year seamless. She is interested in hearing how Parks Day went in Springfield. She also asked for an update about the golf committee meeting. Mr. Lerner provided the highlights. She also spoke to Mr. Lerner about a District response correcting the misinformation regarding the new golf facility.

XII. ADJOURNMENT

There being no further business, President Johnson moved, seconded by Vice President Mathews to adjourn the meeting at 6:28 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary