

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
September 12, 2023

**I. CALL TO ORDER**

The meeting was called to order at 4:30 pm.

**II. ROLL CALL OF COMMISSIONERS**

COMMISSIONERS PRESENT

President Jeremiah Johnson  
Vice President Anton Mathews

Commissioner Janet Kilkelly

\*Entered the meeting at 4:35 pm

COMMISSIONERS ABSENT

Treasurer Jacqueline Herrera Giron  
Commissioner George Bridges\*

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 August 22, 2023 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Commissioner Kilkelly, seconded by Vice President Mathews to approve the Minutes of the August 22, 2023 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Page 9 will be amended to read President Johnson.

On the roll call, the vote was as follows:

AYE: Kilkelly, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges, Herrera Giron

Motion carried.

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

Tony noted that he went to the pickleball court and there is a note on the court that an option exists for pickleball. The Field House looks great and the parks are beautiful.

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

##### **A. Introduction of new and promoted staff in Recreation:**

Mr. Beverly introduced the new and promoted staff in the Recreation Department to the Board. He noted that the Park District likes to promote from within, as evidenced by the promotions presented. Each employee provided an introduction to the Board.

- Alexjandra “Lexi” Zayas, Recreation Program Coordinator for School Age Programs
- Ariana Garcia, Recreation Clerk at the Field House Sports, Fitness & Aquatic Center
- Jazmin Gonzalez, Recreation Department Support Aide
- Kelsey Benson, Recreation Program Coordinator for Special Recreation/SRSNLC

Commissioner Bridges entered the meeting at 4:35 pm. Motion by President Johnson second by Vice President Mathews.

##### **B. Daily Herald Best of the Best Award - Field House Sports, Fitness & Aquatic Center**

Ms. McDonald stated that the Field House was voted best health and fitness club in the Daily Herald. The Board took a photo with the award plaque.

#### **VII. PROGRESS REPORTS**

**A. Executive Director Lerner:** Mr. Lerner presented his report. He noted that he has been looking at real estate options at the lakefront.

Commissioner Kilkelly asked how many FOIA requests the District receives. Mr. Lerner noted it is between 6-10 per month. She also asked about the current status of Douglas House. Mr. Lerner stated it is currently being used as a staging area for Carnegie. They are unsure of the future of the building at this point. She also asked if the District has Cristo Rey students. Ms. Fischer stated that there is a student that works at the Field House.

**B. Attorney Report:** Attorney Florip noted that the Park District closed on Thursday, August 24<sup>th</sup> for 3323 Bristol Road, which was the result of the closed bid auction we previously held. She has sent a contract to the the Boys and Girls Club for the sale of the property. It is currently under review by their attorney.

C. Legislation/ IAPD Update: Mr. Lerner stated that he believes that the Board is set for the NPRA conference, and Sally is currently working on arrangements for the IAPD/IPRA Conference in January.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He stated that they held the Oakwood Cemetery walk and received television coverage on CBS. Many programs are happening in special recreation. They are working on Halloweenfest and Day of the Dead events. Mr. Beverly noted that 105 people attended the Cemetery Walk.

Superintendent of Recreation – Ms. Fischer stated that the Field House membership count is at 8,845. They are gearing up for the 5K on Saturday at Hinkston Park. The SplashZone is closing this weekend. They have a family Zumba night, parents night out, and yoga on the beach coming up.

Vice President Mathews asked if there had been discussion about recording the performance at Oakwood Cemetery. Ms. McDonald noted that they did record and will be posting a video recap.

D2. Parks: Mr. Bejster presented his report. He noted that Bevier Park is progressing. They removed and excavated the playground area. A portion of the equipment has been delivered. The basketball court was painted. The ARC building is receiving an installation of new locks. The exterior doors will be replaced next week. The beaver problem at Bowen Park has been resolved. Staff has been preparing for the 5K and parades on Sunday. The community recycling event will be held at the end of the month.

Commissioner Kilkelly asked how the District will be able to attend both parades. The District will be at the front for the first parade. They have not yet received their placement for the second parade. The parades are along the same route.

D3. Community Relations: Ms. McDonald presented her report. She noted that staff will send out a confirmation email with parade details. Friday starts Hispanic Heritage Month, and they will be posting about events during that time. The Park District has been nominated for five “wonders” in Senator Johnson’s 30th District. The District was also awarded \$40,000 in IDNR grant dollars for Hinkston Park pathways.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that they are preparing to present at the IGFOA conference. He is also preparing a video connecting students with careers in government finance.

A. Superintendent of Finance and Operations – Ms. Mendez stated that they are still adjusting to their new software. They are wrapping up last-minute audit details.

B. FY 2024-25 Budget Task Schedule – Mr. Beckmann stated that they are moving adoption of the budget to the first meeting in April, which will allow staff more time to upload items into the system. All of the budget workshops will be during the first meeting of the month, with the first meeting being in December.

## **VIII. REVIEW, DISCUSS, DECIDE**

### **A. Motion to Approve Puzzle Off Program Flyer/Name**

No motion was made so the motion died on the floor.

### **B. Motion to Approve Puzzle Off Program Funds Recipient**

Motion by Commissioner Kilkelly, seconded by President Johnson, to approve Puzzle Off Program Funds Recipient, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Bridges, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

### **C. Motion to Approve Board of Commissioners Handbook**

Motion by Commissioner Kilkelly, second by Vice President Mathews, to approve Board of Commissioners Handbook, as presented.

The Board must review the handbook periodically and provide their approval. Attorney Florip reviewed the most recent revisions which are both on page 6 of the document, or 3 of the handbook.

On all ayes, the motion carried.

### **D. Motion to Approve FOIA Officers Continuation for 2024-25**

The FOIA officers must be approved by the Board periodically. Staff recommends that Jay Lerner, Sally Sandine, and Jon Beckmann continue in their roles as FOIA officers.

Motion by Vice President Mathews, seconded by Commissioner Kilkelly, to approve Motion to Approve FOIA Officers Continuation for 2024-25, as presented.

On all ayes, the motion carried.

## **VII. CLOSED SESSION**

None.

## **X. NEXT MEETING**

- A. Next meetings: Committee of the Whole Meeting, Tuesday, September 26, 2023 and Board of Commissioners Meeting on Tuesday, October 24, 2023

Mr. Lerner noted that they do not have anything pressing for the next meeting.

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

Commissioner Kilkelly was not able to attend the Cemetery Walk but watched the video.

Commissioner Bridges thanked the commissioners for supporting the Puzzle Off. He asked everyone to come out for the 5K.

Vice President Mathews thanked staff for their work and efforts. He congratulated the employee of the month. He shared a phone call he had with a resident regarding trees that were dying. He also stated that the resident did not always feel safe in the parks and appreciated the security in the parks. He congratulated Trinity AME. They have received a historical dedication. He thanked Reverend Brown for the good work they are doing. He spotlighted Executive Director, Jay Lerner, and congratulated him on 25 years with the Park District. He also wished Jay an early happy birthday and a happy birthday to all September birthdays.

President Johnson thanked the staff for a good summer. He thanked staff for working hard and putting things out into the community. He also noted that he supports security in the parks to keep everyone safe. He congratulated Mr. Lerner on his 25 years with the District.

## **XII. ADJOURNMENT**

Motion by Commissioner Kilkelly, second by Commissioner Bridges to adjourn.

On all ayes, the motion carried.

The meeting was adjourned at 5:11 pm.

Respectfully submitted,

Mandi Florip  
Secretary