

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
December 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  
Treasurer Jacqueline Herrera Giron  
Commissioner George Bridges  
Commissioner Janet Kilkelly

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 November 14, 2023 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, Authorization to Accept bids/quotes for Field House Custodial Services, Recreation Facility Custodial Services, and Garbage Disposal Services.

Motion by Vice President Mathews, seconded by Commissioner Kilkelly to approve the Minutes of the November 14, 2023 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, Authorization to Accept bids/quotes for Field House Custodial Services, Recreation Facility Custodial Services, and Garbage Disposal Services.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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

Tony stated that the parks turned out great. He asked for a status on a few parks. Mr. Bejster provided updates. He noted that patrons are putting scented items on the heating element in the steam room at the Field House. He is concerned with the health impact and smells. Commissioner Kilkelly asked how this is occurring and noted that a lot of people are allergic to certain smells. Mr. Beverly will look into this.

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

- A. Introduction of new Recreation Department staff member, Elliott Srnick, Recreation Specialist, Adult Athletics

Ms. Fischer introduced new employee, Elliott Srnick. Mr. Srnick introduced himself to the Board and provided a brief background of his employment history. He thanked the Board for the opportunity.

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

- A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer questions. He noted that he heard from the Village Administrator from Beach Park regarding an engineering design for Beach Road. He will provide more information after the meeting. Commissioner Kilkelly asked for clarification on the proposed shared cost for this.

- B. Attorney Report: Attorney Florip has been working with staff on various contracts that are up for renewal.

- C. Legislation/ IAPD Update: None.

- D. Division Reports:

- D1. Recreation: Mr. Beverly presented his report. Miracle on 34<sup>th</sup> Street is coming up, as well as Holiday Spectacular. They are also planning for Polar Bear Plunge. Commissioner Kilkelly asked how the fundraiser is going for the Polar Bear Plunge event. Mr. Beverly stated that it has been going well and thanked Vice President Mathews for his recent donation. President Johnson stated that he will be plunging this year. Vice President Mathews asked if the new location for the Messiah will be permanent because there was a possible ADA compliance issue. A patron who was in a wheelchair had a difficult time moving around the auditorium. Mr. Beverly noted that the District has outgrown the churches they have previously used and need the space offered by the auditorium. He will look into the accessibility features of the auditorium in the future. Commissioner Bridges stated that residents have asked that the event be returned to a faith-based facility. Mr. Beverly will provide him with attendance numbers so that they can look into options. Ms. McDonald noted that the Milwaukee singers brought their families, which added to the attendance numbers this year.

Commissioner Kilkelly asked if there was an ADA compliant bathroom at the auditorium. Mr. Beverly stated he will look into what is offered, as he is unsure. Commissioner Kilkelly noted that the information should be provided to attendees.

Superintendent of Recreation – Ms. Fischer stated that the Field House membership count is at 8,790. They hosted 25 participants at family Zumba night and many toys were donated. Parents Night Out and Family Swim Night are both approaching.

Commissioner Kilkelly noted that the George Bridges 5K did not make any money for the special recreation charity. She asked if a table of expenses could be provided at the next meeting. She also would like a breakdown of staff and volunteer time.

D2. Parks: Mr. Bejster presented his report. He noted that the Powell Park installation and inspections are complete. They are waiting on two parts to finish the project. They are making progress at Bevier Park. The fishing piers are complete, which was a highly sought after feature during the resident meeting. Grading and fencing needs to be completed. Site restoration will also need to be done. The Rose Park backstop is going well, with plans to finish the concrete as weather allows. Staff has continued mulching leaves throughout the parks. They have completed preparation for Park District snow removal.

Vice President Mathews complimented the trades staff on the lighting outside of the BRC. He asked for updates regarding significant incidents reported by Signal 88. Mr. Bejster stated that no major incidents have occurred.

D3. Community Relations: Ms. McDonald presented her report. She stated that the winter/spring program guide should go out to homes later this week. Party in the Parks fundraiser is coming up. The CDBG grant application for Hinkston Park improvements was submitted.

D4. Finance and Administration: Mr. Beckmann presented his report. They are looking into long term investment options. Staff is working on the Clear Gov digital budget book.

Vice President Mathews asked for clarification on the diabetic emergency drills. Mr. Beckmann stated that staff runs training twice a year and this type of emergency training is included. They are adding sugared items to the kits, and money to purchase items out of the vending machines, in the event of a diabetic emergency. Vice President Mathews stated that he appreciates the District being proactive with this training. He asked if the District could have orange juice on hand. Mr. Beckmann stated that orange juice is difficult to maintain as it expires quickly

A. Superintendent of Finance and Operations – Ms. Mendez stated that they are preparing for the budget. They are working on a request for grant funds as well.

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

- A. Motion to Approve Carnegie Museum Change Order for the Final Exhibit Design Elements to Accommodate and House the Bradbury Collection

Mr. Aulisio referenced the memo provided to the Board. They are seeking an aggregation of five items. The items include the final design and implementation of lighting, wall changes, cabinet

revisions, and electrical data outlets. He offered to answer any questions from the Board.

Commissioner Kilkelly asked for the total amount.

Motion by Commissioner Kilkelly, seconded by Vice President Mathews, to approve Carnegie Museum Change Order for the Final Exhibit Design Elements to Accommodate and House the Bradbury Collection, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

B. Semi Annual Review of Closed Session Minutes

a. July 11, 2023 Closed Session Minutes

President Johnson recommended that the minutes remain closed as they relate to a property transaction that is still ongoing.

Motion by President Johnson, seconded by Vice President Mathews, to keep the closed session minutes closed.

On all ayes, the motion carried.

C. Motion to Approve Interfund Transfers

**Fund**

Memorial/Endow. (#51) (16-11-11-583-9999)	\$8,172.82	
Recreation (02-13-13-473-9999)		\$8,172.82

**Purpose:** For the American Independence Parade from remaining funds from the credit card rebate received in the FY2021-22 fiscal year for the 2023 parade.

Motion by Commissioner Bridges, second by Mathews to approve interfund transfers, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Ordinance 23-06 for the Levy and Assessment of Taxes for the Waukegan Park District for 2023

Motion by Vice President Mathews, second by Commissioner Kilkelly, to approve Ordinance 23-06 for the Levy and Assessment of Taxes for the Waukegan Park District for 2023, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Review 2023-24 Mid-Year Report

Ms. Mendez noted that the District made a large amount of interest income reflecting a 385% increase. Part time wages are being increased to comply with the state mandated minimum wage law. She also thanked everyone involved in the process.

Commissioner Kilkelly asked about Douglas House options. Mr. Beverly noted that options are being explored such as: a golf simulator, storage, and honey production. Commissioner Kilkelly asked if there have been conversations with Brushwood. Mr. Lerner noted that they had a discussion. She also asked about Lilac Cottage. Mr. Bejster noted that intern housing will remain there. She stated that a resident had reached out about using the space for fiber arts.

Vice President Mathews stated that he was pleased to see that there is a line item for Roosevelt Park improvements. However, he was troubled by the fact that the last upgrade for the nature area was in 2009. He further stated that the restrooms were last renovated in 2012 and the playground was last updated in 2002. He noted that this is unacceptable and the District has to do better on park upgrades. He asked Mr. Bejster about the tracking mechanisms for park updates.

Mr. Lerner stated that a ten year lifespan for park bathroom upgrades is common. He stated that the District has renovated and/or built 15-20 playgrounds in the last six years. While Roosevelt Park is on the list, parks and park bathrooms have long life cycles. President Johnson stated that this conversation can be saved for the budget planning portion of the meeting. Vice President Mathews asked how the District determines which park receives renovations. Mr. Bejster stated that it is a balance of the age of the park with the results of the safety inspection reports. Vice President Mathews asked if there is an industry standard that suggests a lifecycle for park equipment. Mr. Bejster noted that it is typically 20-25 years, but each park has its own unique impacts such as usage and weather elements. Mr. Lerner stated that Waukegan Park District is a large district with variable funding for projects. He further noted that the District has extensive protocols in place to determine which renovations should be made.

F. Motion to Approve the Updated Park Ordinance Book

There is one change, which includes reference to a City of Waukegan code.

Motion by Vice President Mathews, second by Commissioner Kilkelly, to approve the updated park ordinance book, as presented.

On all ayes, the motion carried.

G. Motion Budget Workshop I

a. Budget Planning Process, Calendar and Process

Mr. Beckmann noted that the District is in a solid financial position. He walked the Board through the documents provided in the Board packets. The District is nearly finished with the minimum wage compliance increases. He also highlighted the various property transactions that the District is planning on in 2024. By doing this workshop in December, staff is able to streamline the budget planning process. Vice President Mathews stated that he appreciates the ADA investments in properties that are being made.

b. Current Financial Position, Budget Assumptions and Short-Term Issues

Mr. Beckmann highlighted that the District is applying for the OSLAD grant again for Dugdale. They will begin working on their next strategic plan as well.

c. Draft of Significant Service Level Changes

Mr. Beckmann asked each staff member to highlight their changes. He noted that PDRMA is changing their member contribution approach. This will have a budget impact for 2024. Insurance costs will increase due to staff moving from HMO to PPO. The District has also seen an increase in family coverage, versus single. Ms. Mendez stated that the rollover bond proceeds will be transferred over to cover the Field House locker room renovations. The District will also be replacing the phone system, as it is dated, and replacement parts are now unavailable.

Mr. Beverly stated that towels will be eliminated at the Field House, as they are spending over 5,000 hours a year folding towels and they have experienced a high level of theft. Treasurer Herrera Giron asked if the District has a contract with a towel company. Mr. Beverly noted that the District does not. Commissioner Bridges asked if the District has a problem with the disposable wipes causing maintenance issues. Mr. Bejster noted that the District previously had a problem but resolved it by turning up the flow on the toilets. Mr. Beverly stated that more disposable wipes and garbage cans will be available. Commissioner Bridges noted that maintenance should be prepared for this transition. Vice President Mathews asked when this will be implemented. Mr. Beverly would like to begin this on January 1<sup>st</sup> with advance notice being given. Mr. Beverly noted that most patrons have their own towels that they bring to the Field House. President Johnson asked if the towels could be given to patrons. Commissioner Bridges is in favor of giving the towels to patrons. Treasurer Herrera Giron asked that shelters be offered the towels first. Treasurer Herrera Giron asked how much money will be saved by this initiative. Mr. Beverly stated that the District will be saving around \$50,000 annually.

Mr. Beverly stated that membership fees have never been raised. In fact, fees were decreased in 2016. In that time, all Field House expenses have increased. Staff is suggesting a \$4 increase for each level. This is still more affordable than surrounding gyms. Daily rates and swimming will not change. The increase is being proposed for January 1, 2024 with ample notice provided to members.

Mr. Bejster noted that they will increase their professional tech services in 2024 for ADA assessments. He further noted that they will have an increase in park patrol services with increased fees from Signal 88. They have to do additional preventive maintenance on wetlands. They are also converting one part-time mechanic position to a full-time position, as the amount of equipment they are responsible for continues to increase.

Ms. McDonald stated that they will be reintroducing their intern position. Printing costs are being slightly increased, due to the cost of paper increasing.

d. Draft of FY 2024-25 and Three-Year CIP

Proposed capital improvements within the finance department include: Bonnie Brook roof at the maintenance facility, youth and family golf initiatives, golf simulators, and multi-sport simulators. Also proposed was a lightening detection system at the SportsPark, and an improved system at Bonnie Brook. Recreation CIP proposals included gym curtains, free weights, and SportsPark golf carts. Parks CIP proposals included Dugdale Park renovations, Upton Park renovations, exterior building improvements at various buildings, vehicle replacement, development at Yorkhouse property, 542 McAllister development, Hinkston Park restrooms, and Bevier pond dredging. Marketing CIP proposals included new camera and video supplies and the strategic plan.

Mr. Beckmann noted that staff will begin including these items in the budget.

e. Preliminary Salary Schedules 2024-25

Mr. Beckmann provided a salary range for all employees. They are proposing an increase in the ranges. This number could change, pending the final inflationary data. This is preliminary and will be approved at the April Board meeting.

f. Update on Commissioner for Accreditation of Park and Recreation Agencies (CAPRA) and Distinguished Accreditation (DA)

Staff is working on these accreditations. A lot of staff effort is put into this to ensure best practices. Waukegan Park District is one of nine CAPRA agencies in the nation. This is a testament to what we do as an organization. He thanked staff and especially Ms. Sandine for ensuring they are meeting all of the deadlines associated with this accreditation.

## VII. CLOSED SESSION

None.

## X. NEXT MEETING

A. Next meetings: Board of Commissioners, Tuesday, January 9, 2024

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

Commissioner Kilkelly stated that she spoke with Mr. Lerner about the garbage cans at Bevier Park. She has received complaints that they had been removed and sought to have them returned for dog waste. Mr. Bejster stated that most garbage cans are removed for the winter but he was happy to return one to the referenced area.

Commissioner Bridges asked staff to send him information on the safety scavenger hunt. He expressed his appreciation of the inter-agency work effort the District has with the City. He especially thanked Ben Richards for all for the assistance he has provided to the City. He said that the District did a great job on the tour of homes. It was incredibly organized. He thanked staff for an amazing year. He noted that staff is an example of professionalism and thanked everyone for being exceptionally responsive. He noted that the staff always exceeds expectations in the programs the District offers, which reflect the changing cultures we are serving. He thanked staff for ensuring they hosted a certified run in the City.

Treasurer Herrera Giron thanked staff and board members for all of their work this year. She noted that being a gold medal finalist again speaks to the work of the District. She wished everyone a happy holiday season. She asked that the District seek community input in 2024 and would like to see soccer being a initiative.

Vice President Mathews thanked staff for all of their work. He wanted to recognize a few individuals from last month including the special recreation team for being November employees of the month and the November Field House employee of the month. He also recognized the outstanding performance by the concert chorus. He thanked Senator Johnson for her awards reception. Turning to December, he congratulated the Field House staff on the winter wonderland walk. He said it was nice to see everyone at the tree lighting. He offered his congratulations to the December Field House member of the month and December employees of the month. He stopped by the Urban AG fundraiser. He also attended the tour of homes, which he noted was well attended. He attended the Do-it-yourself Messiah. He wished all of the individuals with November and December birthdays a happy one. He noted that Mr. Beverly has an upcoming birthday on December 30<sup>th</sup>. He wished everyone a happy holiday season.

President Johnson wished everyone a wonderful holiday season. He thanked staff and board members for all that they do each day.

## **XII. ADJOURNMENT**

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

On all ayes, the motion carried.

The meeting was adjourned at 5:55 pm.  
Respectfully submitted,

Mandi Florip  
Secretary