

MINUTES OF COMMITTEE OF THE WHOLE MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
TUESDAY, FEBRUARY 28, 2022 at 4:30 p.m.
Administrative Office Building
1324 Golf Road, Waukegan IL 60087

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 and 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. PUBLIC COMMENT

Tony noted that the locker room at the Hinkston Park gym is extremely crowded.

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

V. REVIEW, DISCUSS, DECIDE

A. Draft of GolfVisions Budget

Mr. Beckmann presented the GolfVisions FY2023-24 budgets for Bonnie Brook and Greenshire. Staff has reviewed the budgets and found nothing irregular after discussions and workshops with GolfVisions staff. The combined golf operations budget indicates a net profit of (\$249) for FY2023-24 compared to a \$104,653 net profit for FY2022-23. The ten-year average subsidy is (\$121,335).

To date, golf has been self-sustaining and no subsidy has been needed for FY2022-23. For the past three years, because of the efforts of GolfVisions and their team, no subsidy. The Recreation Fund received \$100,000 in revenue back this fiscal year. This year, Mr. Beckmann also prepared an overall side-by-side comparison from FY2023-24 to FY2022-23 of expenditure and revenue categories in addition to the budgets.

GolfVisions representatives Joe Cervantes, Greg Benson, Elizabeth “Ellie” Gerdt and John Miles. John Miles attended the budget workshop to answer Board questions.

Mr. Miles noted that they have gone through the budget planning several times. The new General Manager and Food and Beverage Manager were introduced to the Board. He stated that Bonnie Brook is expected to increase round numbers this year. Mr. Miles expanded on revenue numbers from golf, food and beverage, and merchandise. He then discussed expected operating expenses for 2023. He stated that Greenshire was slightly below budget this past year. He then reviewed golf and food and beverage revenue expectations for the year at Greenshire.

President Kilkelly noted that the pandemic drove the higher numbers for recreation and asked how GolfVisions intends to capture that missing revenue. Mr. Miles stated that competition comes from the area golf courses and he hopes they will be able to attract those golfers. There have been numerous upgrades to the facilities and food and beverage menu that will give them a competitive edge. She further asked how golf outing numbers are. He stated that they can pull the numbers but they know that several outings are returning and have scheduled. President Kilkelly asked if Bonnie Brook had other improvements. Staff noted that they have explored a patio banquet area, but they are prioritizing other items at the course.

B. Motion Budget Workshop 1

1. Budget Planning Process, Calendar, and Process (Beckmann)

Mr. Beckmann provided an overview of the planning cycle. President Kilkelly asked about the Waukegan Main Street funding. Mr. Beckmann noted that it has been a longstanding partnership where the District has provided funding for their initiatives. Treasurer Mathews noted that Waukegan Main Street is an organization that has rebuilt the downtown area. He further stated that the organization always promotes District events and asked what the District would like to see in the partnership. She noted that the District should invest in the community but would like the District to review what the organization does. President Kilkelly asked that this be revisited in the future.

Treasurer Mathews would like to know what the District is getting out of the other organizations they donate to, as well. President Kilkelly stated that they should all be looked into and amounts assessed. Staff answered many of the inquiries and noted that they can compile information on those that they are unable to provide context on.

2. Current Financial Position, Budget Assumptions and Short- Term Issues (Beckmann)

He noted that the District has been experiencing a great increase of personal property replacement tax (PPRT), nearly 200% over, with two additional collections this fiscal year.

3. Draft of Significant Service Level Changes (Beckmann)

The property casualty premiums have gone down significantly and the IMRF rate has gone down with a large projected savings. President Kilkelly asked if the ERI payments have been completed. Staff

noted that they have been paid in full and he would like to plan this fully the next time it is offered.

Ms. McDonald stated that she has experienced material cost savings that will be put toward changing the Digital Marketing Specialist position from a part-time to a full-time position. They have completed interviews for this position and intend to introduce the employee to the Board at the April Board meeting. Ms. Mendez noted that they are eliminating the part time Finance Specialist position and reallocating the duties among existing staff. They are also going to focus on increasing interest income. President Kilkelly asked to see an organizational chart of staffing.

Mr. Bejster stated that they are planning to add a full-time maintenance position by combining part-time positions. They had a record year in park rentals, with 514, more than doubling their numbers within a three-year span. They have seen an increase in donation plaques. He also noted an increase in alarm systems and custodial services in many of the buildings.

Mr. Beverly noted that with more members, the operating costs have gone up. Part-time positions in recreation have also been combined to create full-time positions. Revenues have also gone up for all facilities. They plan to enhance their special event programming. President Kilkelly asked if the SplashZone charges would increase. Staff noted prices would not.

4. Draft of Fiscal Year 2023-24 and Three-Year CIP (Mendez)

Ms. Mendez reviewed capital improvement costs for the District's proactive initiatives around safety throughout the District. Mr. Beckmann stated that golf equipment costs are high so they are working on different formats to bring costs down. Mr. Bejster noted that the CIP highlights for the Parks Department are Bevier Park, Powell Park playground, Roosevelt Park, and the Larsen dog park. Mr. Beverly stated that replacements in recreation include the pool boiler and the Field House audio. The theater will be upgraded as well.

5. Preliminary Salary Schedules 2023-24 (Mendez)

Ms. Mendez noted that Schedule A includes the Attorney position and they removed grade overlap and duplicates. There were no changes to Schedule B and C. Minimum wage increases were also included, as mandated and required.

VI. ANNOUNCEMENTS

Upcoming Board of Commissioners Meeting: March 14, 2023 at 4:30 pm.

VII. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Bridges stated that the staff is doing an awesome job on the budget planning process. He commended staff on all of the time and effort that they put into it.

Treasurer Mathews thanked staff for all of their hard work on the budget planning. He is very happy about the ADA projects, IT upgrades, and updates at the Jack Benny Center, among other items. He

appreciates that the District is continually investing in the community. He thanked Ben Richards for all of his working securing grants. He is also excited about the newly created Digital Marketing Specialist position. He had the opportunity to attend Soul Food with Sylvia and noted it was an outstanding event. He suggested that the District should begin promoting this event earlier. He also attended the Handel performance and it was an outstanding event by the Waukegan Concert Chorus. He is appreciative of the opportunity to serve the community.

President Kilkelly reminded the Board about Sunday's event with the Waukegan Concert Chorus. She thanked the District for sending flowers to the memorial for Barb Reckling.

VIII. ADJOURNMENT

There being no further business, Treasurer Mathews moved, seconded by Commissioner Bridges to adjourn the meeting at 5:28 p.m.

On a unanimous voice vote, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary