

MINUTES OF THE COMMITTEE OF THE WHOLE
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
March 14, 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 February 14, 2023 (Board of Commissioners Meeting), Minutes of the February 28, 2023 (Committee of the Whole Meeting), Bills, Payroll, and Financial Statements.

Motion by Treasurer Mathews, seconded by Vice President Johnson to approve the Minutes of the February 14, 2023 (Board of Commissioners Meeting), Minutes of the February 28, 2023 (Committee of the Whole Meeting), Bills, Payroll, and Financial Statements.

Commissioner Herrera Giron asked that the February 14th minutes be amended to include staff response in item B.

The motion as amended to include the change.

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

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Introduction of new Recreation Department staff member: James Quinn – Ms. Fischer introduced James (Jim) Quinn, who is the new morning custodian at the Field House. Mr. Quinn noted that he is so happy to be with the District.
- B. Waukegan Parks Foundation Board President Nathan Hintz presenting check to the Waukegan Park District for scholarships and programs

Mr. Hintz thanked the Board for the park name change. He acknowledged the Foundation Board members in attendance. Mr. Hintz presented a check for \$8,000 for scholarship funds from the Foundation.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and noted that staff had attended Waukegan's planning and zoning commission last week to discuss the proposed golf facility. The project has been tabled until next month. The District also has a meeting with the Village of Beach Park tomorrow to discuss the access point of Beach Road.

President Kilkelly received a call from Diane Hewitt, who has been contacted by the residents on Beach Road. She invited her to attend a Board meeting. She also asked for an update from Boys and Girls Club. Mr. Lerner noted that they are still waiting for a response. She asked about the recent accident. Mr. Bejster noted that the area has been blocked off and are working with PDRMA on repair. Treasurer Mathews asked for clarification about the accident. Commissioner Herrera Giron asked when the patron reception will be held. Staff noted it is scheduled for April 18th.

B. Attorney Report: Attorney Florip stated that she had been working with staff consistently on various items. She reminded the Board about their statements of economic interest that need to be submitted soon.

C. Legislation/ IAPD Update: Attorney Florip updated the Board on problematic bills, including a bill that would increase the minimum wage for lifeguards. Mr. Lerner noted that the District did not receive the OSLAD grant for Dugdale. He stated that the District can re-apply for Dugdale and is currently looking at options which they will bring in front of the Board next month.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He thanked all of the women in the room and wished them a belated women's day. He noted that his management team is mainly women. The Recreation Advisory Committee meeting was held last night. The Carnegie building is moving along well. The Eggstravaganza event is quickly approaching. Staff put out a new parade application, as they begin preparations for the event in July.

A. Superintendent of Recreation – Ms. Fischer noted that the Daily Herald has named the Field House as a finalist for the best fitness center. They are at 8,438 members. Family Zumba night, Parent's Night Out, and Family Swim Night are all coming up. President Kilkelly asked for clarification about the Daily Herald contest.

B. 2022 Turkey Trot Report – Mr. Beverly offered to answer any questions.

D2. Parks: Mr. Bejster presented his report. He stated that they anticipate staff moving into the McAlister Building this spring. Staff is working on restrooms and paint touch ups. They are hoping to hear about grant funding for window replacement. Trades staff is working on the Field House and pool maintenance. Park maintenance has been busy with ice and snow removal. They have also cleaned up tree branches that had fallen throughout the winter. They have set up beehives at Pollinator Park, anticipating an April 1st delivery. Park permits have been open. Bid results are back for Bevier Park and are planning for the big renovation.

President Kilkelly asked about the gardening plots, which cost \$25 per plot. Mr. Bejster noted that 6/9 were rented out last year.

D3. Community Relations: Ms. McDonald presented her report. She registered the board for a table at Parks Day at the Capitol. Volunteer Patron event invites have been sent. She reviewed the Best of the Best awards.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that the District invested money in CD's this month. Interest percentages are high. Staff is working on the budget. The next budget workshop is April 11th. Treasurer Mathews asked about the budget numbers at Greenshire. Mr. Beckmann stated that this was in regard to a delayed trash pick up and the District should expect a credit back.

A. Superintendent of Finance and Operations: Ms. Mendez stated that they are working with the new software. They are cleaning up old data and streamlining processes.

VII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Bevier Park Construction Bid

Staff recommends acceptance of the low bid of \$740,501.00 from Hacienda Landscaping for the 2023 Bevier Park Renovation. This includes their Base Bid and our acceptance of Alternate 2.

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Bevier Park Construction bid, as presented.

Mr. Bejster provided pictures of the park and playground for the Board to review. He noted that they have worked with Hacienda before and their quote will keep the District in budget. The plan would be to complete this project prior to the winter 2023 season.

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.

B. Motion to Approve Carnegie Change Order from Doetsch

During excavation, the contractor encountered buried concrete structures and foundations that were left after demolition of previous structures on the site. The contractor removed the obstructions.

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Carnegie Change Order from Doetsch, as presented.

Mr. Bejster noted that the additional demolition was required and feel that this was a fair value for the work.

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 Carnegie Change Order Pieper Power

This change order is to provide electrical unit heaters to allow interior construction for the library renovation to begin and carry over into the winter and early spring and provide a drying out of various areas. Pieper Power furnished and installed the heaters and breakers. They will be turned over to the District for reuse at the completion of the project. The cost for the work was \$10,588.99.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve Carnegie Change Order Pieper Power, as presented.

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 Berglund

During demolition it was discovered that the existing stone foundation walls in the fire pump room and other spaces do not have footings. In order to place the new concrete slabs, the walls required remedial work and the installation of stone on the walls. The amount for this work was \$15,154.04.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve Carnegie Change Order Berglund, 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.

E. Motion to Approve clarifying language to the Board of Commissioner Policy Handbook Representation Clause

Commissioner Bridges asked for clarification about the clarifying language. He noted that he does not believe that the clarifying clause is necessary, as Board members are not acting unlawfully.

President Kilkelly noted that she supports the clarification. Commissioner Herrera Giron asked if there were any specific laws about an elected official acting in this manner. Attorney Florip stated that there is not.

Commissioner Bridges noted that this arose from the Puzzle Off competition, which he had offered to sponsor, as there is nothing like this in the area. He also noted that there are many sponsors to events throughout the community. He wanted the public to be aware that District funds were not being used to support the event.

Treasurer Mathews passed around a document that stated the District's mission statement. He noted that this is an important message to him as a Board member and should also be of importance to all members and staff. He noted that under values, it states "working together" and "we will work with one another". He stated that the Board should be working together. He thinks commissioner

sponsorship is a bad idea. He feels that donations are proper if you are passionate about causes. He was upset when he saw the Puzzle Off competition being named as it was, since it was never discussed at a Board meeting. He further stated that the team should work together, with the President as the face of the organization.

President Kilkelly asked for Vice President Johnson's position. He noted that Commissioner Bridges has been passionate about events that he has spearheaded and begun in the District. He is neutral on this subject. To that degree, he does believe that there should be language set to clarify this practice, as there should be limitations in the future.

Commissioner Herrera Giron noted that there are two issues at hand; one being that of adding clarifying language that would prohibit a name being attached to an event. She believes it is a good thing that commissioners have the option to financially support the District and it merits the District to have language that would define and clarify this. She also noted that it would provide guidance to the staff. The other issue is that the District should examine its representation of a single cause or interest group. She saw two different versions of the Puzzle Off event, in which the proceeds were being directed to different sources.

Treasurer Mathews added that it is a slippery slope as to when an election period starts, and what would constitute campaigning when sponsoring events.

President Kilkelly noted that the District does such a good job of promoting and putting the commissioners forward as board members. She believes this language would be helpful to provide parameters to the staff.

Motion by Vice President Johnson to postpone this motion to April 11th, seconded by Commissioner Herrera Giron.

On all ayes, the motion carried.

F. Motion to Approve name for McAlister Special Recreation building: Adaptive Recreation Center

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve name for McAlister Special Recreation building: Adaptive Recreation Center, as presented.

Mr. Beverly noted that staff is recommending this name change, as it is more inclusive. President Kilkelly stated that she feels this name is excellent. Treasurer Mathews asked for the opening date. Mr. Beverly stated that he will provide the date in the future to make sure it is good for all.

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 SportsPark Ball Diamond Seating Improvements

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve SportsPark Ball Diamond Seating Improvements, as presented.

Staff recommends acceptance of the low quote of \$28,000.00 from NP Paving & Brick. There are four ball diamonds with two rows each, totaling twenty-four areas of leveling brick areas back to its normal level area and preventing slips, trips, and falls in the seating area. This project is supported by Personal Property Replacement Tax (PPRT) funds.

Mr. Beverly noted that the Board can select the contractor they would like to work with, despite the staff recommendation, as this is not part of competitive bidding requirements. President Kilkelly asked for clarification about the appearance of the bricks. Treasurer Mathews asked for a completion date. Mr. Beckmann noted they are aiming for the first week of April.

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.

H. Motion to Approve Interfund Transfers

Fund	From	To
Memorial/Endowment #43 (16-11-11-583-9999)	\$64.00	
	Recreation (02-46-44-473-9999)	\$64.00

Purpose: A transfer for two swim lesson scholarships totaling \$64, one for Preschool Learn to Swim and one for General Learn to Swim.

Fund	From	To
Memorial/Endowment #51 (16-11-11-583-9999)	\$5,000.00	
	Recreation (02-46-44-473-9999)	\$5,000.00

Purpose: To transfer funds received from the Foundation for the 2022 North Shore Gas grant they received to support FY 2022/23 aquatic program supply expenses related to SwimSmart and Family Swim Nights.

Fund	From	To
Memorial/Endowment #51 (16-11-11-583-9999)	\$1,000.00	
	Recreation (02-13-13-473-9999)	\$1,000.00

Purpose: From the North Shore Gas Energy Efficiency program participation in 2022 to cover expenses for the Eggstravaganza Trail.

Fund	From	To
Memorial/Endowment #51 (16-11-11-583-9999)	\$5,000.00	
	Recreation (02-48-88-473-9999)	\$5,000.00

Purpose: The funds should be used as directed, \$1,610 – Garden and Nature programs, to offset expenses already incurred in 2022 Nature/Garden/Greenhouse programs. \$3,390 to cover purchases anticipated for nature craft kits used for the spring/summer programming and equipment for the Greenhouse once installed and start up soil for the garden beds that done in early May. Funds used are remaining North Shore Gas grant from 2021 and 2022.

Fund	From	To
Memorial/Endowment #43 (16-11-11-583-9999)	\$111.00	
	Recreation (02-97-81-473-9999)	\$111.00

Purpose: To cover a financial assistance award for B.A.S.E for the spring of 2023.

Fund	From	To
Recreation (02-13-13-473-9999)	\$7,673.16	
	Memorial/Endowment #43 (16-11-11-583-9999)	\$7,673.16

Purpose: Transferring proceeds from Polar Bear Plunge event to support future special recreation programming.

Fund	From	To
Memorial/Endowment #51 (16-11-11-583-9999)	\$500.00	
	Recreation (02-97-81-473-9999)	\$500.00

Purpose: Funds from the Waukegan Parks Foundation to support the After School Programming (School Vacation Programs) Spring Break adventures for anticipated craft projects and field trips.

Fund	From	To
Corporate (01-11-11-583-9999)	\$9,000.00	
	Paving (09-11-11-473-9999)	\$9,000.00

Purpose: A budgeted Paving Fund transfer for FY2022-23.

Fund	From	To
Corporate (01-11-11-583-9999)	\$400,000.00	
	Capital (30-11-11-473-9999)	\$400,000.00

Purpose: A budgeted Capital Fund transfer for FY2022-23.

Fund	From	To
Corporate (01-11-11-583-9999)	\$20,000.00	

Museum (10-11-11-473-9999)

\$20,000.00

Purpose: A budgeted Museum Fund transfer for FY2022-23.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve interfund transfers, as presented.

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.

I. Motion to Approve Bowen Park Marquee Replacement

Motion by Treasurer Mathews, seconded by Commissioner Bridges, to approve Bowen Park Marquee Replacement, as presented.

Mr. Beckmann noted that the marquee is at its end of life.

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.

Commissioner Bridges left the meeting at 5:43 pm.

VIII. NEXT MEETING

- A. Board of Commissioners Meeting, Tuesday April 11th, 2023 at 4:30 pm

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Vice President Johnson apologized for missing last month's meeting, as he had an employee incident.

Commissioner Herrera Giron noted that even when conversations get tense, they are necessary, and she is glad that the board can discuss things as colleagues.

Treasurer Mathews wished all of the women a Happy Women's Day. He recognized the February employee of the month. He thanked Congressman Schneider and Senator Johnson for stopping by the Haines History Museum. He thanked Ty and Brian for being there as well. He thanked Washington School and its Principal for the experience of reading to the students. He welcomed Jim as the new custodian of the Field House. He thanked Shelby for her work on the new website. He wished all of the March birthdays a happy one.

President Kilkelly asked Vice President Johnson about the 16-inch softball leagues. Staff noted it is in the brochure. They will do a one-day tournament. She asked if players can drop in or if they need to be preassembled as a team. Ms. McDonald stated that staff will help to create teams, if necessary.

XII. ADJOURNMENT

There being no further business, Vice President Johnson moved, seconded by Commissioner Herrera Giron to adjourn the meeting at 5:49 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary