

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
June 13, 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 May 9, 2023 (Board of Commissioners Meeting), May 4, 2023 (Golf Advisory Committee Meeting), June 6, 2023 (Special Board Meeting), Bills, Payroll, and Financial Statements.

Motion by Vice President Mathews, seconded by Commissioner Kilkelly to approve the Minutes of the May 9, 2023 (Board of Commissioners Meeting), May 4, 2023 (Golf Advisory Committee Meeting), June 6, 2023 (Special Board Meeting), Bills, Payroll, and Financial Statements.

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.

IV. PUBLIC COMMENT

Tony noted that he likes the trees at Hinkston Park and asked if any additional had been planted. He also said there was graffiti at the skate park. Mr. Lerner noted that the District received a grant for the tree planting and over 100 new trees were planted this spring. Mr. Bejster stated that the graffiti will be removed and fence replaced at the skate park.

V. PUBLIC HEARING – BUDGET AND APPROPRIATION ORDINANCE 23-04

The hearing was called to order at 4:32 pm. The purpose is to receive public comment on the 2023-24 budget. The public is invited to respond to the appropriation ordinance. The total is 68,321,354.00, 19% above the total budget.

A copy of the budget and ordinance has been available since May 9, 2023 and publication of the notice of meeting was published on May 12, 2023. Ms. Mendez offered to answer questions from the public. No comments from the public.

Motion by Commissioner Bridges and second by Treasurer Herrera Giron to close the public hearing.

On all ayes, the motion carried.

Motion carried.

The hearing was closed at 4:34 pm.

VI. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Waukegan Park District Memorial Endowment Fund Scholarship Presentation to Sofia Aguilar, Tytiana Davis, Daniela Rios, Eileen Rodriguez, and John Venisnik

Mr. Richards noted that in late 2018, the Board and administrative staff asked him to begin the memorial fund scholarship program. This program has grown exponentially. Mr. Pasillas provided an overview of the scholarship. The District received 13 applications. Every student selected will receive a \$1000 scholarship which will go toward their college tuition. The goal of the scholarship is to cultivate future leaders.

Mr. Pasillas introduced each winning student, providing an overview of their academics and extracurricular involvements. Each student had the opportunity to speak briefly to the Board.

- B. Parks Department Employee Promotion, Marco Palencia – Mr. Bejster introduced Mr. Palencia – He has worked with the Park District since 2021. He was recently promoted to a new supervisor position in the parks department. Mr. Palencia thanked the Board for the opportunity and is excited to continue serving the community in this new role.

C. Parks Department New Employee Introduction, Antonio Rios Gallegos – Mr. Bejster introduced new parks employee, Mr. Rios Gallegos. He began on June 5th as a maintenance worker with the remote crew. He stated that he enjoys the job and the community. He has lived in Waukegan for 25 years.

VII. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report. He noted that staff went back to planning and zoning last Thursday. They received a letter from IDOT granting conceptual approval for access from Green Bay Road. Planning and zoning provided approval. They will have another meeting in July. The Village of Beach Park wrote a letter to the District. Mr. Lerner has reached out several times and has not received correspondence back.

B. Attorney Report: Attorney Florip stated that she has been working with staff on a few incidents. She noted that the Park District received judicial approval a couple of weeks ago, to sell the Bristol Road property, by way of a closed auction bid process.

C. Legislation/ IAPD Update: Attorney Florip noted that session ended.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Summer camp started last week and is off to a great start. Carnegie has made huge progress. The parade, Dandelion Wine, and Touch a Truck are all approaching quickly. The Juneteenth Journey is also coming up. He further stated that NRPA has used Waukegan Park District photographs six times in the last 12 months.

Superintendent of Recreation – Ms. Fischer stated that Field House membership count is 8,889. Events coming up include family swim night, GO Waukegan walk, and yoga at the beach continuing on Saturdays at 8am.

D2. Parks: Mr. Bejster presented his report. He noted that May began very busy with Bowen Park. The drought has been nice in some ways for their mow crew. They have been busy with vandalism and graffiti. Ben Diamond, Rose, and the Skate Park were all hit. The Larsen Dog Park received its new dog agility equipment; however, someone drove over several pieces of equipment with their vehicle. They will repair it soon. The garden plots are open at Washington Park and are fully reserved. All splash pads were open by Memorial Day weekend. Commissioner Kilkelly asked where the garden plots were located within the Board packet. Mr. Bejster provided an overview of the diagram for the Board. President Johnson asked what has been going on with graffiti. Mr. Bejster stated many structures have been hit.

Continued progress is being made at the adaptive recreation center and they will be able to host camps next month. Bevier work is scheduled to start July 7th and will be completed in phases, with the basketball court and baseball field work first. They expect to finish later this fall. They have a service day scheduled this Thursday at Bowen with a group of middle of school students. Commissioner Kilkelly noted that the barn at Yorkhouse looks stunning. Mr. Bejster agreed and noted that it is nearly complete. Commissioner Kilkelly asked if the property was on city or well water. Mr. Bejster stated that it was previously on well water but the District capped it on purchase. Vice President Mathews

asked if Bevier Park will be open during the restoration phased. Mr. Bejster stated various sections would remain open, and they will alert the public.

D3. Community Relations: Ms. McDonald presented her report. She stated that the District was again in the NRPA newsletter. They are finishing up the fall program holiday guide. July is parks month so they have a few events planned. Partners in Parks is Wednesday, July 26th. Sign up can be in person or online. The PARC grant application is due this week. She thanked the Board for attending the public hearing. Commissioner Kilkelly asked what changes would be incorporated in the new program guide. Ms. McDonald stated that they included QR codes so residents can scan the code and immediately see registration numbers for various programs.

D4. Finance and Administration: Mr. Beckman presented his report. He noted that the District wrapped up their interest income for the year. He worked on several golf projects at the golf course. He stated that the District will be subject to a special audit this year, due to the amount of grants received. He noted that the District will have four audits in July. The District saw a 229% return on their auction today. Commissioner Kilkelly asked if the District has a striping machine, as the picture included in the packet showed manual striping by an employee. Mr. Bejster stated that they do have a machine, but also do manual striping on more sensitive properties. Vice President Mathews asked if the District has no vaping signs posted and if there is an update on the Bonnie Brook fence. Mr. Beckmann stated that they regularly repair fences, as good neighbors. The signage is a general no tobacco sign, which covers all tobacco use, including vaping.

Ms. Mendez stated that the District is working on fiscal year end procedures. They had their first training today for the new software.

VIII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Carnegie Library Renovation Doetsch Change Order #3

During excavation for the new addition, the contractor encountered buried concrete structures and foundations that were left after demolition of the previous structure that had occupied the site. The contractor removed the obstructions were required. The excess materials were removed and disposed of properly at a concrete fill and recycling site. The work was done on a time and materials basis. The Design/Construct team has reviewed with staff and recommends acceptance of the \$23,769.00 charge.

Motion by Commissioner Bridges, seconded by Vice President Mathews, to approve Carnegie Library Renovation Doetsch Change Order #3, as presented.

Commissioner Bridges noted that this is an older property and the District likely will keep finding structures to remove. Staff noted they are still within their contingency.

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.

B. Motion to Approve Lilac Cottage Restoration Bid

The Request for Bids was publicly advertised and sent to 21 local contractors. Two bids were received. Staff recommend acceptance of the Base Bid and Alternates 2, 3, and 4 from Red Feather Group. Alternates 1 and 5 to be declined. The base bid is an insurance claim and the alternates are additional repairs we are looking to complete while the contractor is on site. The amount is not to exceed \$100,000.

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron, to approve Lilac Cottage restoration bid, as presented.

Commissioner Kilkelly asked for clarification about the alternates. Mr. Bejster explained why staff is electing not to accept certain alternates. She also asked if the District still uses the cottage to offer residence options to interns. Staff noted that they did not this year, due to the damage, but they intend to continue this practice.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

C. Motion to Approve Resolution 2023-22, Park and Recreation Facility Construction Act (PARC) Grant

Motion by Treasurer Herrera Giron, second by Commissioner Bridges, to approve Resolution 2023-22, Park and Recreation Facility Construction Act (PARC) Grant, as presented.

Ms. McDonald noted that this is necessary for the grant application.

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. Motion to Approve Administrative Debt and Bond Annual Review

Each year the District must complete an annual review of current debt and bond issues per the District's Debt Management and Bond Policy, 2.05. This year, as in prior years, Mr. Beckmann worked closely with Kalina Mendez throughout the process and he is grateful for her assistance. The review was completed on May 31, 2023.

As the District's Bond Compliance Officer, Mr. Beckmann reviewed the bond documentation in accordance with the "Post-Issuance Compliance Checklist for Illinois Governmental Use Bonds" for the following Bond Series: 2015A, 2017A, 2022A, and 2022B. At this time, the District appears to be in post-issuance compliance.

Motion by Commissioner Bridges, seconded by Commissioner Kilkelly, to approve administrative debt and bond annual review, 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.

E. Motion to Approve New Master Plan Accounts

Motion by Vice President Mathews, seconded by Treasurer Herrera Giron, to approve new master plan accounts, as presented.

Mr. Beckmann noted that this will include Clearview parking lot, and several golf items.

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 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

The FY2023-24 Combined Annual Budget & Appropriation Ordinance (B & A) was included in Board packets and presented for review at the May 9th Board Meeting. It has been available for public inspection since May 12, 2023, and a Public Hearing. Notice was published in the News-Sun as

required by Illinois statute on May 12, 2023. The Public Hearing will be held prior to the June 13th Board meeting, and staff recommends the B & A Ordinance 23-04 be approved by the Board. No changes were made to the ordinance since the last board meeting.

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

Commissioner Kilkelly asked how the public can view this. Mr. Beckmann noted that anyone can come to the building and request to view it. The newspaper contains this in the notice.

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 Updated Golf Advisory Committee Members

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron, to approve updated golf advisory committee members, as presented.

Two new additions are being made.

On all ayes the motion carried.

IX. CLOSED SESSION – 5 ILCS 120/2 (c)(5) Sale of Real Estate

Motion by Commissioner Bridges, seconded by Vice President Mathews to move into closed session pursuant to 5 ILCS 120/2 (c)(5) Real Estate.

On all ayes, the motion carried.

The Board began closed session at 5:29 pm.

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron to leave closed session and enter open session.

On all ayes, the motion carried.

The Board ended closed session at 5:41 p.m.

X. NEXT MEETING

A. June 27, 2023 – Committee of the Whole Meeting – The Board reached a consensus to cancel the meeting.

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

President Johnson thanked staff. He noted that summer is a great time to see the community out and about. The golf project is getting closer and he is excited to see it coming to fruition.

Treasurer Herrera Giron noted it was good to see everyone and thanked staff for all of the work that they do.

Commissioner Kilkelly stated that she would like a golf cart for the parade. Staff provided feedback on how they would like to participate in the parade.

Commissioner Bridges thanked staff for all of their hard work. He noted that this Park District is amazing and he was happy to see the scholarship recipients tonight. He stated that it is the mentoring that is appreciated and seen in the students. He also stated that the District is trying to build something remarkable and he is thankful for the extra work that the staff is putting into this effort.

Vice President Mathews thanked staff for their hard work and dedication. He congratulated the scholarship recipients. He also congratulated the employees who attended the meeting this evening for their promotion and new hire status. He congratulated the May employee of the month and congratulated Park District staff graduates. He noted the Partners in the Park event was great, despite the weather. He also stated that staff's professionalism in regard to the golf project is outstanding. He thanked staff for all of their extra work on the project. He wished a happy birthday to the June birthday people. He thanked Mr. Bejster for mentoring a group in planting flowers.

XII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Vice President Mathews to adjourn the meeting at 5:42 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary