

MINUTES OF THE COMMITTEE OF THE WHOLE
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
February 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 January 17, 2023 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Permission to Receive Proposals for Food and Beverage.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron to approve the Minutes of the January 17, 2023 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Permission to Receive Proposals for Food and Beverage.

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

Tony noted that he was at Hinkston Park gym and informed staff that work needed to be done in the men's restroom. He thanked staff for working on the restrooms so quickly.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Presentation by Skip Goss, Waukegan Port District about Airport Runway Project and the Impact on the SportsPark – Review letter from former Mayor Morris

Mr. Goss thanked the Board for inviting him to speak about the airport runway project. He noted that this is a large economic driver for the County. There are 5,000 airports in the US, only 10% are commercially used. Waukegan is a National general aviation airport, one of only 90 in the US. The runway at the Waukegan airport is reaching the end of its useful life and needs to be fixed. The existing runway no longer meets FAA safety standards. The entire runway needs to be replaced. Reconstruction is not practical, as it will take three years and many users would not return. A modern 7,000 foot runway that meets FAA safety design criteria would allow the airport to remain open during construction.

Mr. Goss reviewed the changes that the airport would undertake in order to come into compliance with the FAA safety protocol including a new runway, new taxiways, and new safety areas. There would not be any commercial air traffic or cargo operations. There also would not be a significant increase in flights or a change in type of aircraft using the airport. Community benefits include the widening of Green Bay Road near the airport, a five-lane road would go underneath replacement runway similar to a railroad grade separation, and through traffic would be maintained during construction. The multi-use trail would link Waukegan and North Chicago to the Forest Preserve trail network.

The project will be funded by federal and state capital grants. The remainder would be paid by airport users. No local taxes will be required or raised to pay for this project.

President Kilkelly asked what impact this project will have on Park District property. Mr. Goss stated that there is a .001 acre of District property that the airport will need to acquire. There is also a portion of land that will require an aviation easement disallowing lights to be a certain height on a small portion of the land. Commissioner Herrera Giron asked what impact the air traffic will have on the SportsPark. Mr. Goss noted that the traffic will not increase substantially. Mr. Lerner stated that the Board previously approved the land sale to the Airport. President Kilkelly stated that the District will be building an indoor/outdoor golf facility and asked what the height restriction would be. He noted there is a transitional surface that slopes away. He further stated that he has been working with the District engineers to ensure the building will be in compliance.

Treasurer Mathews asked when the environmental report will be released. Mr. Goss noted that if the Forest Preserve approves the non-binding agreement, it will be released to the public in May. They will also host an open house for the public in June to address questions and concerns. Treasurer Mathews also asked about the increase in traffic and activity. Mr. Goss stated that the forecast calculated that in ten years there may be three more take offs and landings each day.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions. He noted that staff has been working on the Top Golf facility and are working on a food and beverage provider.

B. Attorney Report: Attorney Florip stated that she had been working with staff consistently on various items.

C. Legislation/ IAPD Update: The renewed executive orders will end in May, ending the remote meeting allowance. A bill has been introduced which will allow remote meetings to continue, if desired.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that the District has been in the media a lot lately highlighting all of our great events. Congressman Schneider will be visiting the museum later this month. The District hosted a Black History event earlier this month. Staff continues to work on the Carnegie and Special Rec building. Eggstravaganza is quickly approaching. The Field House has over 8,200 members.

Commissioner Herrera Giron asked about the hotel partnership program. Ms. Fisher stated that she works with local hotels for tournament attendees.

A. Superintendent of Recreation – Ms. Fisher stated the Field House membership is thriving. She highlighted some of the District’s free and low cost programs such as the family Zumba nights, family swim nights, and parents night out. All have large attendance numbers.

D2. Parks: Mr. Bejster presented his report. He stated that staff has been working hard on snow and ice removal. They have also finished winter maintenance and been working on dead tree removal and stump grinding. Trades staff has been working on McAllister building work. He also noted that Tim has been working with the School District in developing the Brookside property, which is a total of 4 acres. There are two adjoining properties, jointly owned by the District and School District. Ideas include a walking trail, preserve area, and a park. President Kilkelly asked about parking options. Staff noted this would be a neighborhood park and would not include a parking lot.

D3. Community Relations: Ms. McDonald presented her report. She noted that the volunteer patron reception will be April 18th at Bonnie Brook. The Foundation fundraiser will be May 18th at SplashZone. Partners in Park outing will be July 26th. Staff is doing a final review of the website.

D4. Finance and Administration:

A. Superintendent of Finance and Operations: Mr. Beckman presented his report. He noted that the District made \$95,000 in interest in December. He also noted that the inflation data came out and provided an update to the District. Ms. Mendez has been working on budget worksheets and has continued working on the software implementation. Golf Visions also hired a food and beverage staff member. They will be at the next Board meeting to provide a budget overview.

VII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Bid for Bevier Park Basketball Court Repaving

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve bid for Bevier Park basketball court repaving, as presented.

Staff recommends acceptance of the low bid of \$42,000.00 from Patriot Pavement Maintenance for the 2023 Bevier Park Basketball Court Repaving.

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 Employment Agreement for Mandi Florip as Park District Attorney

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve employment agreement for Mandi Florip as Park District attorney, as presented.

Commissioner Herrera Giron asked about the attorney-client relationship between the District and the Attorney and for clarification on the 32-hour position status. She also asked that the contract include a defined note of all staff and board members. She asked about the list of duties. Staff noted that the contract could be amended to include the defined representation. Staff also affirmed that the position was 32 hours and the contract would be corrected to state that.

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 5:35 pm.

C. Motion to Approve New Master Plan Capital Accounts

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

Staff recommends authorization to create the following Master Plan Capital Projects Accounts to track funds. This new fund is for large-scale projects, grant compliance, and a saving tool when other capital is identified in the Master Plan or grant submissions/awards.

Field House Member Locker Room:

Established: In 2023

Purpose of Fund: To provide funding and tracking for future Master Plan related to the Field House member locker room.

Authorized Agent: Executive Director and Director of Recreation

Bonnie Brook Golf Maintenance Facility:

Established: In 2023

Purpose of Fund: To provide funding and tracking for future Master Plan related to the Bonnie Brook Golf Maintenance Facility.

Authorized Agent: Executive Director and Director of Finance and Operations

Greenshire Irrigation System:

Established: In 2023

Purpose of Fund: To provide funding and tracking for future Master Plan related to the Greenshire Irrigation System.

Authorized Agent: Executive Director and Director of Finance and Operations

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

D. Motion to Approve Resolution 2023-01 Retirement Healthcare Funding Plan and Agreement

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Resolution 2023-01 Retirement Healthcare Funding Plan and Agreement, as presented.

Staff is recommending approval to have a plan like this in place which is 100% funded by the employees in an effort to improve the retirement outlook of District employees. Once approved staff will work on plan design, education, and implementation.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

- E. Motion to Approve Resolution 2023-02 Addition of the National Public Pension Fund Association (NPPFA) Deferred Compensation Plan as an Employee Benefit

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron, to approve Resolution 2023-02 Addition of the National Public Pension Fund Association (NPPFA) Deferred Compensation Plan as an Employee Benefit, as presented.

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly
 NAY: None
 ABSTAIN: None
 ABSENT: Bridges

Motion carried.

- F. Motion to Approve Resolution 2023-03 IMRF Resolution

Motion by Commissioner Herrera Giron, seconded by Treasurer Mathews, to approve Resolution 2023-03 IMRF Resolution, as presented.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly
 NAY: None
 ABSTAIN: None
 ABSENT: Bridges

Motion carried.

G. Motion to Approve Interfund Transfers

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron, to interfund transfers, as presented.

Fund	From	To
Memorial/Endowment #48 (16-11-11-583-9999)	\$4,156.00	
	Recreation (02-91-11-473-9999)	\$4,156.00

Purpose: To offset the Joseph A. Favero Do-It-Yourself Messiah Concert

Fund	From	To
Memorial/Endowment #51 (16-11-11-583-9999)	\$1,000.00	
	Recreation (02-24-30-473-9999)	\$1,000.00

Purpose: To support the Children’s Youth Theater from funds provided by the Waukegan Parks Foundation.

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

Purpose: To support the BASE Before and After School Programming from funds provided by the Waukegan Parks Foundation.

Fund	From	To
Memorial/Endowment #43 (16-11-11-583-9999)	\$157.50	
Recreation (02-97-81-473-9999)		\$157.50

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

Fund	From	To
Memorial/Endowment #43 (16-11-11-583-9999)	\$35.00	
Recreation (02-46-44-473-9999)		\$35.00

Purpose: A transfer for 1 swim lesson scholarship awarded

Fund	From	To
Corporate (01-11-11-583-9999)	\$500,000.00	
Capital (30-11-11-473-9999)		\$500,000.00

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

Fund	From	To
Corporate (01-11-11-583-9999)	\$19,606.00	
Capital (29-11-11-473-9999)		\$19,606.00

Purpose: A Master Plan Capital Projects Fund transfer for FY2022-23 for Dugdale Park.

Fund	From	To
Corporate (01-11-11-583-9999)	\$200,000.00	
Capital (29-11-11-473-9999)		\$200,000.00

Purpose: A Master Plan Capital Projects Fund transfer for FY2022-23 for Dugdale Park

On the roll call, the vote was as follows:

- AYE: Herrera Giron, Mathews, Johnson, and Kilkelly
- NAY: None
- ABSTAIN: None
- ABSENT: Bridges

Motion carried.

- H. Motion to Approve Updated Policies
 - a. 3.20 Park District Policy Manual
 - b. 4.01 Residency Hiring Requirement and Promotion Process
 - c. 4.02 Status of Employment
 - d. 4.03 Conditions and Requirements of Employment
 - e. 4.04 Introductory Period for Employees
 - f. 4.10 Sick Leave and Family Medical Leave Act (FMLA)
 - g. 4.10.1 Unused and Unpaid Sick Leave Service Credit
 - h. 4.11 Funeral and Bereavement Leave
 - i. 4.13 Military Leave
 - j. 4.14 Jury Duty Leave
 - k. 4.15 Leave of Absence Without Pay
 - l. 4.16 Absence Without Official Leave
 - m. 4.17 Employee Health and Life Insurance
 - n. 4.18 On the Job Injury/Illness
 - o. 4.19 Training, Education, and Tuition Reimbursement
 - p. 4.20 Conference and Workshop Attendance/Visits
 - q. 4.21 Employee Privileges for Activities/Programs and Facilities
 - r. 4.22 Uniforms/Clothing
 - s. 4.23 Resignation
 - t. 4.24 Retirement Fund
 - u. 4.25 Alcohol and Drug-Free Workplace
 - v. 4.26 Discipline
 - w. 4.27 Grievance
 - x. 4.28 Expense Reimbursement
 - y. 4.29 Non-Discrimination and Anti-Harassment
 - z. 4.30 Overtime Compensation
 - aa. 4.31 Commercial Driver's License Alcohol and Drug Testing
 - bb. 4.32 Search of Waukegan Park District Property
 - cc. 4.33 Performance Evaluation and Development
 - dd. 4.34 Children in the Workplace
 - ee. 4.35 Wellness
 - ff. 4.36 Telecommuting
 - gg. 4.37 Employee Blood Leave Act
 - hh. 4.38 School Visitation Rights Act
 - ii. 4.39 Victims' Economic Security and Safety Act (VESSA)
 - jj. 4.40 Equal Employment Opportunity
 - kk. 4.41 Pregnancy and Disability Accommodation
 - ll. 4.42 HIPAA Privacy and Security
 - mm. 2.08 Donations, Gifts, Bequests, and Naming Rights
 - nn. 3.28 Use of Service Animals on Park District Property

Motion by Commissioner Herrera Giron, seconded by Treasurer Mathews, to approve updated policies, as presented.

Vice President Johnson asked for clarification about the employee blood leave act. Commissioner

Herrera Giron asked if policies are continuously updated. Staff noted that they do. President Kilkelly asked about the new policy for service animals. Mr. Beckmann stated that staff worked with the attorney on this policy. Commissioner Herrera Giron asked if the District provides a day off under VESSA.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

I. Motion to Approve Park Ordinance Book as Amended

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve park ordinance book as amended, as presented.

Staff added the service animal language.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Mathews, Johnson, and Kilkelly

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

J. Review Decennial Committee Local Government Efficiency Act

Mr. Beckmann noted that a committee needs to be formed by June 10th to review the District's efficiency and produce a report within 18 months.

VIII. NEXT MEETING

A. Board of Commissioners Meeting, Tuesday February 28th, 2023 at 4:30 pm

B. Board of Commissioners Meeting, Tuesday, March 14th, 2023 at 4:30 pm

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Vice President Johnson noted that it was good to see everyone and wished everyone a Happy Valentine's Day. He stated that it was a great conference and he attended a very informative presentation about transformation and adjusting to the ever-changing world.

Commissioner Herrera Giron thanked Vice President Johnson for the pizza. She also thanked Mandi

for joining the District on a deeper level. She thought the conference was very informative but noted that the District has been doing a lot of the work already.

Treasurer Mathews thanked Vice President Johnson for the pizza. He also thanked staff for their tremendous work. She congratulated the employee of the month and welcomed the new custodian at the Field House. He congratulated staff for the great Black History Month events and thanked the District for the awesome programming. He also stated that he learned a lot at the IAPD conference. He thanked staff for the travel accommodations. He wished everyone a Happy Valentine's Day.

President Kilkelly asked Ms. McDonald about the video captioning. She also received a question from a resident regarding a church 16-inch softball league. Staff noted that they have the capabilities to host a 16-inch league if interest is there. Vice President Johnson noted that he can assist in the development of this.

XII. ADJOURNMENT

There being no further business, Treasurer Mathews moved, seconded by Vice President Johnson to adjourn the meeting at 5:57 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary