

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
November 14, 2023

I. CALL TO ORDER

The meeting was called to order at 4:35 pm.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

Vice President Anton Mathews
Treasurer Jacqueline Herrera Giron
Commissioner George Bridges

COMMISSIONERS ABSENT

President Jeremiah Johnson

Commissioner Janet Kilkelly

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 October 24, 2023 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron to approve the Minutes of the October 24, 2023 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

IV. PUBLIC COMMENT

Tony stated that the Turkey Trot was great.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Introduction of new Parks Department Employee, Feliciano Lopez, Park Maintenance Worker II

Mr. Bejster introduced Mr. Lopez. He has worked seasonally with the Park District since 2020. Mr. Lopez thanked the Board for hiring him as a full-time employee and stated he is looking forward to working with the District.

VII. PROGRESS REPORTS

- A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer questions.

- B. Attorney Report: Attorney Florip filed the paperwork with the courts for the Boys and Girls Club building.

- C. Legislation/ IAPD Update: Attorney Florip attended the IAPD legal symposium and is working with staff on implementing the new changes.

- D. Division Reports:

- D1. Recreation: Mr. Beverly presented his report. He noted that the resurgence of the theater was in the paper. Halloween fest was a good event with a large turnout. The turkey trot went amazingly well. The canned food drive was highly successful. He provided dates for upcoming concerts and holiday events, including the Polar Bear Plunge on January 1st. Vice President Mathews asked when donations for Food for Paws would be open. November 20th is when drop off begins.

Superintendent of Recreation – Ms. Fischer stated that the Field House membership count is at 8,853. Last night was the family Zumba night with 27 people attending. The next one will be in December. Parents Night Out and Go Waukegan Winter Wonder Walk are both coming up as well.

- D2. Parks: Mr. Bejster presented his report. He noted that they have made great progress at Bevier Park. The new LED lights are installed. There are a few punch list items and then they will begin site restoration. The playground is installed. Some grading work around the playground remains, as well as fence installation. The kayak launch and discovery launch still remain to be done. Rose Park ball field work is going well. Arbor Park walking path has been installed and trip hazards have been removed. Winterization is complete. Picnic tables and grills are currently being picked up for the season.

Vice President Mathews noted that Mr. Bejster did well on his video. Ms. McDonald stated that his video has received the highest number of views.

- D3. Community Relations: Ms. McDonald presented her report. She noted that the winter/spring program guide will be in homes the beginning of December. The District was awarded \$300,000 for the DNR Museum grant to help with inflation costs.

- D4. Finance and Administration: Mr. Beckmann presented his report. He reviewed significant service level changes. The first budget workshop will be in December. They are working on record disposal.

Treasurer Herrera Giron asked what Faith's law is. Mr. Beckmann will follow up with the Board on this item. She also asked for clarification on a contract redline.

A. Superintendent of Finance and Operations – Ms. Mendez stated that they are working on budgeting and year end processes. They are also looking into p-card vendors.

VIII. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve Change Order for Secondary Com Ed Service Cable at Carnegie Library Renovation

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron, to approve Change Order for Secondary Com Ed Service Cable at Carnegie Library Renovation, as presented.

Mr. Bejster stated that this is to connect electricity to the Carnegie building.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

Motion carried.

- B. Motion to Approve Board Meeting Calendar for 2024

Motion by Treasurer Herrera Giron, seconded by Commissioner Bridges, to approve the board meeting calendar for 2024, as presented.

Mr. Lerner provided an overview of the calendar for 2024.

On all ayes, the motion carried.

- C. Motion to Approve Amendment to the Commissioner's Handbook

The section regarding remote meeting participation is being amended to allow commissioners to attend remotely if unexpected childcare obligations arise. This is consistent with the amendment to the Open Meetings Act.

Motion by Commissioner Bridges, second by Treasurer Herrera Giron, to approve the amendment to the Commissioner's Handbook, as presented.

Vice President Mathews asked that all gender terms be changed to gender neutral.

The motion was amended to include the gender change.

On all ayes, the motion carried.

- D. Motion to Approve Fiscal Year Annual Comprehensive Financial Report

Motion by Commissioner Bridges, second by Treasurer Herrera Giron, to approve fiscal year annual comprehensive financial report, as presented.

The Park District auditor attended the meeting and noted that the audit has been completed. He thanked Mr. Beckmann and the finance team for their assistance through the process. He reviewed the clean audit opinion, which is the highest level of assurance that they are able to provide. He reviewed portions of the audit report.

Mr. Beckmann stated that this is the last year the Board will receive a paper copy of the audit report. He noted that it is a team effort and thanked everyone.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

Motion carried.

E. Motion to Approve Resolution 2023-27 Old National Money Market Account Golf

Mr. Beckmann presented an Authorization Resolution to open an additional money market account for positive operating proceeds. The District will deposit approximately \$315K into the money market account.

Motion by Commissioner Bridges, second by Treasurer Herrera Giron, to approve Resolution 2023-27 Old National Money Market Account Golf, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

Motion carried.

F. Financial update

Mr. Beckmann noted that per the District's fund balance policy, he is required to give an update to the Board. He reviewed the report included in the Board packet.

G. Motion to Approve Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$600,000.00	
Capital (30-11-11-473-9999)		\$600,000.00

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

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$700,000.00	
Master Plan Capital Projects MP 1B (29-11-11-473-9999)		\$700,000.00

Purpose: A budgeted Master Plan Capital Projects Fund transfer for FY2023-24. This contribution will be for various Park Improvement projects such as the Corrine J. Rose Park baseball backstop and Larsen Nature Preserve dog park fence.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999) Recreation (02-46-92-473-9999)	\$160.00	\$160.00

Purpose: For four scholarships awarded for the Junior Bulldogs Basketball League offered for our fall 2023 youth athletics programs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$2,400.00	\$2,400.00

Purpose: For Halloween Trail from various sponsors.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$250.00	\$250.00

Purpose: For Touch a Truck from Waukegan Community Bank.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$2,552.00	\$2,552.00

Purpose: For the American Independence Parade from various sponsors.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$500.00	\$500.00

Purpose: For the Turkey Trot from Senator Adriane Johnson.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$4,631.00	\$4,631.00

Purpose: These funds are designated for SwimSmart and the Family swim program from the North Shore Gas grant funds.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999) Recreation (02-46-44-473-9999)	\$120.00	\$120.00

Purpose: This transfer covers 3 scholarships awarded for swim lessons.

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

Ms. Mendez reviewed the transfers.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

Motion carried.

- H. Review Draft of Ordinance 23-06 for the Levy and Assessment of Taxes for the Waukegan Park District for 2023

Ms. Mendez noted that this will need to be approved at the December board meeting.

- I. Motion to Approve Estimated Tax Levy

Staff recommends the board approve the 2023 estimated tax levy, as presented, for adoption and approval at the December 12th meeting with no “Truth in Taxation” hearing required, as the aggregate estimated levy is under a 5% increase from the prior year's levy at 4.90%. The tax levy ordinance is due Tuesday, December 26th. Ms. Mendez reviewed the amounts presented and proposed. She also noted that the District depicted how the numbers were calculated and how the amounts compare to the other area park districts.

Vice President Mathews thanked the finance team for making sure the District is fiscally strong.

Motion by Commissioner Bridges, second by Vice President Mathews, to approve estimated tax levy, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

- J. Motion to Approve Resolution 2023-26 Truth in Taxation Law

Motion by Commissioner Bridges, second by Vice President Mathews, to approve Resolution 2023-26 Truth in Taxation Law, as presented.

Ms. Mendez noted that no hearing is needed.

On the roll call, the vote was as follows:

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

Motion carried.

K. Motion to Approve Salary and Wage Schedules for Minimum Wage Compliance

Motion by Commissioner Bridges, second by Vice President Mathews, to approve salary and wage schedules for minimum wage compliance, as presented.

Ms. Mendez noted this is to keep compliance.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

Motion carried.

L. Motion to Approve Updated Policies

- a. 1.02 Request and Complaint
- b. 1.03 Freedom of Information
- c. 1.04 Ethics Ordinance
- d. 1.06 Record Retention
- e. 1.07 Public Comment at Board Meetings
- f. 1.08 Internal Control
- g. 1.09 Whistleblower Protection (Safe-T-Act)
- h. 1.10 Public Assembly
- i. 2.05 Debt Management Bond Policy
- j. 2.09 Fund Balance
- k. 2.11 Disposal of Fixed Assets
- l. 2.13 Outstanding Check
- m. 3.02 The Arts
- n. 3.04 Program Operations and Participation
- o. 3.09 Travel, Meetings and Vehicle Use
- p. 3.23 Weapons and Firearms
- q. 3.26 Website Accessibility
- r. 4.05 Pay Periods and Time Reports
- s. 4.11 Funeral and Bereavement
- t. 4.14 Jury Duty
- u. 4.17 Employee Health and Life Insurance
- v. 4.24 Retirement Fund
- w. 4.37 Employee Blood Leave Act
- x. 4.39 Victims' Economic Security and Safety Act (VESSA)

Motion by Commissioner Bridges, seconded by Vice President Mathews, to updated policies, as presented.

Vice President Mathews asked who the ethics advisor is. Mr. Beckmann noted that the Board can identify this individual. Treasurer Herrera Giron asked for a language change in policy 3.23, weapons and firearms. She asked that “may” be changed to “shall” to align with the zero-tolerance language at the beginning of the policy.

The motion was amended to include the language change.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

Motion carried.

M. Motion to Approve Marquee at Bonnie Brook

Motion by Commissioner Bridges, second by Treasurer Herrera Giron, to approve Marquee at Bonnie Brook not to exceed \$32,000, as presented.

Mr. Beckmann noted it has broken and needs replacement.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Johnson

Motion carried.

VII. CLOSED SESSION

None.

X. NEXT MEETING

A. Next meetings: Board of Commissioners, Tuesday, December 12, 2023

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Bridges had none.

Treasurer Herrera Giron wished everyone a Happy Thanksgiving and thanked everyone for their work.

Vice President Mathews thanked staff for their hard work. He noted that they are top notch in all that they do. He stated that the trick or treat trail went well and that the vendors liked the new placement of everything. He thanked Mario Garcia for the invitation to the Day of the Dead event at the Lakehurst Center. He thanked Mr. Bejster for showing him the Yorkhouse barn property. He stated that the Turkey Trot was outstanding. He congratulated the winners of the event. He provided feedback that patrons may not have known that porta potties were on site. He stated that November is pancreatic cancer month and he is wearing purple in recognition of this. He stated that a good friend passed away from pancreatic cancer and he took the moment to recognize him. He provided facts and figures about pancreatic cancer and its devastating effect. As a diabetic, Vice President Mathews noted that it is important for him to spread awareness about this terrible disease to the community.

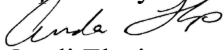
XII. ADJOURNMENT

Motion by Commissioner Bridges, second by Treasurer Herrera Giron to adjourn.

On all ayes, the motion carried.

The meeting was adjourned at 5:24 pm.

Respectfully submitted,


Mandi Florip
Secretary