

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
December 13, 2022

I. CALL TO ORDER

The meeting was called to order at 4:30 pm.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

Vice President Jeremiah Johnson
Treasurer Anton Mathews
Commissioner George Bridges
Commissioner Jacqueline Herrera Giron

COMMISSIONERS ABSENT

President Janet Kilkelly

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Director of Marketing & 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 November 15, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

Motion by Treasurer Mathews, seconded by Commissioner Bridges to approve the November 15, 2022 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statements.

On the roll call, the vote was as follows:

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

Motion carried.

IV. PUBLIC COMMENT

Mr. Hutchinson addressed the Board. He is a Beach Park resident and resides across the street from the SportsPark. He noted that there have been issues with parking and traffic near his home. He has some ideas that he would like to share with the Board to help with traffic congestion. He stated that it is an inconvenience for residents that live on the road, as well as patrons that visit the SportsPark. He noted that he saw that the District was considering building a large golf style facility and would like to talk through options for traffic egress.

Tony Frizzo noted that there is some black mold in the shower. Staff stated that it will be taken care of.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. Introduction of New Employee: Mike Jesse, Manager of Operations, Finance – Ms. Mendez presented Mike Jesse, as the newest member of the Operations team. He is working on budgets, capital projects, and learning new tasks of the job. He thanked the team, Mr. Lerner, and the Board for the opportunity to work with the Park District.

VI. PROGRESS REPORTS

- A. Executive Director Lerner: Mr. Lerner presented his report. He noted that the staff is continuing to work on Carnegie and has received a temporary permit for construction on the site.

- B. Attorney Report: Attorney Florip stated that she had been working with staff consistently on various items. She also provided an update about the Local Government Efficiency Act.

- C. Legislation/ IAPD Update: None.

- D. Division Reports:

- D1. Recreation: Mr. Beverly presented his report. He noted that the District held the Winter Wonder Walk, Messiah Concert, Christmas with the Clauses. The Polar Bear Plunge is coming up. They are working on the Carnegie and Special Recreation McAlister building.

- A. Superintendent of Recreation

- Ms. Fisher noted that Field House membership is at 7,735. They received 12 new pieces of equipment in the fitness center. Parents Night Out is coming up, as well as Family Swim Night. She also noted that Family Zumba Night is coming up and has been very popular.

- B. 2022 George Bridges 5K Report

- D2. Parks: Mr. Bejster presented his report. He noted that the McAlister building is coming along well. Painting should be finished by the end of the week and flooring is scheduled to start on Monday. Electrical work has been completed. Installation of the fire and burglar alarm is next. Besley Park fitness equipment opened last week. Graham Park playground equipment was installed

and is open to the public. Parks staff has finished winterizing the parks. Park name signs are beginning to be refreshed.

Treasurer Mathews noted that the barn on Yorkhouse Road looks fantastic.

D3. Community Relations: Ms. McDonald presented her report. The Winter/Spring program guide has been mailed out and registration is open. She noted that the Polar Bear Plunge is planned for January 1st and Commissioner Bridges asked if the District is still taking sponsorships. He asked that someone reach out to Mayor Taylor.

D4. Finance and Administration:

A. Superintendent of Finance and Operations

Mr. Beckmann stated that the 2023 IMRF employer contribution is down to 2.95. The District has the second lowest IMRF rate among Waukegan governments. The first budget workshop will be in February.

Ms. Mendez noted that staff is working on training Mr. Jesse and will be sharing budget worksheets shortly.

B. Budget Task Schedule 2023-2024

VII. REVIEW, DISCUSS, DECIDE

A. Review 2022-23 Mid-Year Report

Ms. Mendez noted that the Department is happy with the mid-year report. Revenue streams are strong and well over the 50 percent mark.

B. Motion to Approve New Master Plan Capital Accounts

Motion by Treasurer Mathews, seconded by Commissioner Bridges, to Approve new master plan capital accounts, as presented.

Staff recommends board authorization to create the following Master Plan Capital Projects Account to track these 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.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

C. Motion to Approve Ordinance 22-08 for Levy & Assessment of Taxes for the Waukegan Park District for 2022

Staff recommends approval that \$10,685,500.00 be assessed and levied for anticipated objects and purposes hereinafter specified against all taxable property within the District at full, fair cash value as the same is assessed and equalized for State and County purposes for the 2022 tax year.

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve Ordinance 22-08 for Levy & Assessment of Taxes for the Waukegan Park District for 2022, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

D. Motion to Approve Interfund Transfers

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	\$12,777.00	
Recreation (02-13-13-473-9999)		\$12,777.00

Purpose: To offset American Independence Parade expenses from various 2022 parade sponsors and the p-card rebate program.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	\$5,814.46	
Recreation (02-13-13-473-9999)		\$5,814.46

Purpose: To offset Halloween Trail expenses from various 2022 sponsors and past year's remaining funds.

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

Purpose: To offset Turkey Trot expenses from the 2022 Vista Health System sponsorship.

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve the interfund transfers, as presented. Motion amended by Bridges, second by Mathews.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

E. Motion to Approve Updated Salary Schedule – Minimum Wage Compliance

The Board received salary schedule A, which reflects a salary range increase of the minimums for Grades 8 from \$13.65 to \$14.00 and Grade 9 from \$14.06 to \$15.00. Grades 8-9 were adjusted to comply with January 1, 2023, to follow the new minimum wage standard of \$13 dollars. As they are full-time positions with benefits, the District will increase the minimum starting wages slightly above the minimum wage.

The Board also received wage schedules B ranges for part-time, seasonal, and temporary employees which will be adjusted to comply with January 1, 2023, to \$13 dollars. Schedule B Grade 7-10 minimums were increased from \$12.00 to \$13.00 or 8.3% with the minimum wage increase. Grade 11 minimum was adjusted from \$13.00 to \$14.00 or 7.6% with minimum changes and required pay slightly above minimum wage due to job responsibilities.

Wage Schedules C ranges will be adjusted to comply with January 1, 2023, to \$13 dollars. Schedule C minimums were increased from \$12.00 to \$13.00 or 8.3% with the minimum wage increase. There will be wage compressions in the salary ranges and current part-time wages, as part-time wages are growing faster than full-time wages. The Finance Department will make the wage adjustments in December 2022 (January 6 check effective December 18 pay period) to comply with Senate Bill 1.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to approve updated salary schedule – minimum wage compliance, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

F. Motion to Approve Updated Policies

a. 2.16 Payroll Checks, Replacing Checks, and Return Fee

b. 4.06 Discretionary Time for Exempt Staff

c. 4.07 Vacation Time

d. 4.08 Holidays

e. 4.09 Personal Time

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve 2.16 Payroll Checks, Replacing Checks, and Return Fee, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

Motion by Treasurer Mathews, seconded by Commissioner Bridges, to approve 4.06 Discretionary Time for Exempt Staff, 4.07 Vacation Time, 4.08 Holidays, and 4.09 Personal Time, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

G. Motion to Approve New Memorial Endowment Account

Motion by Treasurer Mathews, seconded by Commissioner Bridges, to approve new memorial endowment account, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly

Motion carried.

VIII. NEXT MEETING

- A. Board of Commissioners Meeting, Tuesday January 10th, 2023 at 4:30 pm – Treasurer Mathews requested a date change to Tuesday, January 17th, 2023. There was a consensus of the Board.
- B. No December Committee of the Whole Meeting due to the holiday

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Bridges wished everyone a Merry Christmas and new year.

Commissioner Herrera Giron noted that it was good to see everyone and wished everyone happy holidays and happy new year. She thanked everyone for all of the work they do and is happy to see the first submission for the tree of life.

Treasurer Mathews thanked staff for their exemplary efforts in all that they do. He congratulated the employee of the month and Field House member of the month. He thanked the team as a whole for their work on the Winter Wonder Walk and for staying for the tree lighting. He noted that Vice President Johnson and he attended the event for Commissioner Favero. He wished everyone a happy holiday season and a safe new year.

Vice President Johnson noted that the Messiah concert was really good. He wished everyone a happy holiday season. He recognized the passing of Mark Reckling and Ginger Durkin.

XII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Treasurer Mathews to adjourn the meeting at 4:59 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary