

MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
April 25, 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

COMMISSIONERS ABSENT

Commissioner Jacqueline Herrera Giron

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. PUBLIC COMMENT

Tony stated that it is amazing what the Parks Department does for the community.

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

A. 2022 Full Time, Part Time Employees of the Year, and Commissioner Award Honorees

Mr. Bejster introduced the full time employee of the year, Rafael Murillo. He highlighted the work that he has been involved with at the District. His supervisor shared a story with the Board, and noted that Rafael is a great mentor to kids, teaching them how to use tools and garden effectively. Rafael thanked the District. He enjoys working with the community.

Commissioner Herrera Giron entered at 4:35 pm. Treasurer Mathews moved to seat the Commissioner, seconded by Commissioner Bridges. On all ayes, the motion carried.

Mr. Beckmann recognized Dayna Wick as a part-time employee of the year. He noted that she has transformed the training for all staff members, increasing efficiency. As a previous full time recreation employee, she has great perspective that she integrates in all that she does. Her supervisor noted that she has brought a lot of insight to the District. Dayna thanked the District for bringing her back. She noted that most people are still with the District, a testament to the great working environment.

Mr. Beverly recognized Shannon Smith as the part-time employee of the year. She is active with the recreation programs and has grown the private music lessons to break a record on enrollment. Her supervisor noted that Shannon hit the ground running, embracing arts park and grew a teaching program to accompany the programs. Shannon thanked the staff and Board for providing her this position, and opportunity to grow with the District.

Mr. Beverly recognized Angela Marcum as the 2022 Board of Commissioners Award winner, noting that she has brought the children's theater program back. She re-vamped the arts in the park program. Angela volunteers at all of the events she does not work at. President Kilkelly read the resolution drafted in her honor and presented her with the award. Angela noted that it takes a village, and she feels as though she has so many cheerleaders from staff and Board members that have supported her from day one. She stated that feels grateful and encouraged by the Waukegan Park District, having never encountered a similar support system.

Mr. Lerner congratulated all of the staff. He stated that due to all of the hard work, the Park District is once again, a National Gold Medal finalist.

V. CONSENT ITEMS

A. Authorization to Accept Bids for CIP 2023-24

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron to approve the authorization to accept bids for CIP 2023-24.

On all ayes, the motion carried.

VI. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Boys and Girls Club Masonry Repair Quote

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve Boys and Girls Club masonry repair quote, as presented.

Staff recommends acceptance of the low quote of \$24,100.00 from Stuckey Construction Company for the 2023 Boys and Girls Club masonry repairs related to the car accident. Insurance will cover the cost of the project.

Treasurer Mathews asked if there was an update on the purchase of the property. Mr. Lerner noted there was not.

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 Bevier Park Field Lighting Improvements

Motion by Commissioner Bridges, seconded by Vice President Johnson, to approve Bevier Park field lighting improvements, as presented.

Staff recommends acceptance of the proposal of \$87,517.00 from BA Solutions for demolition of outfield poles, installation of two (2) new poles, and replacement of all field lights to LED lights at the Bevier Park baseball field. The proposal includes a \$54,960.00 ComEd Incentive. The project is through The Interlocal Purchasing System (TIPS), a national co-op.

Vice President Johnson asked for clarification on the incentive. President Kilkelly asked for information about the current lighting. Staff noted it does not meet the minimum level of lighting, so the field is not being used for night games.

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 Adaptive Recreation Center Window Improvements

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve Adaptive Recreation Center window improvements, as presented.

Staff recommends acceptance of the proposal of \$85,706.87 from BA Solutions for removal and replacement of windows at the Adaptive Recreation Center. The proposal includes new energy efficient windows for the whole building and a \$4,150.64 ComEd incentive. The project is through The Interlocal Purchasing System (TIPS), a national co-op.

President Kilkelly asked if the replacement windows need to be adjusted for migratory birds. Staff said that this was not necessary for the windows in the Adaptive Recreation Center.

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 the Parapet Rebuild at Carnegie Library on a Time and Material Basis

Motion by Vice President Johnson, seconded by President Kilkelly, to approve the parapet rebuild at Carnegie Library on a time and material basis, in an amount not to exceed \$298,000, as presented.

Staff is recommending that the Board approve that the contractors proceed on a time and materials basis with a not to exceed (NTE) cost limit of \$300,000. Final costs will be presented in a formal change order once the work is completed. The contractor has developed a unit cost of \$1,306 for the scope of the required masonry work based on a linear foot of parapet. This estimate is based on the roughly 27 feet of parapet that has been exposed. There are approximately 150 lineal feet of parapet that could potentially need to be rebuilt.

In investigating the roof, they discovered the parapet wall was falling apart. There was no way to see this in the original design, as the roof material covered the deterioration. Mr. Aulisio noted that the repair may not be as extensive as 150 feet, however they are unsure until they open it up further. This is a safety issue that must be addressed.

President Kilkelly stated that it sounds as though the District must go forward with this repair, and is thankful that the District has the funding to perform this work. Commissioner Bridges asked what the total liability cost would be, and clarification on the health of the substructure. Mr. Aulisio stated that the substructure has not been subject to the harsh elements and is believed to be healthy.

Commissioner Bridges asked for justification for the time and material cost, versus a hard price. Mr. Aulisio noted that he believes this is the most efficient way to handle this project. Commissioner Herrera Giron asked where the skylight removal would be integrated. Mr. Aulisio explained where the parapet was located. Vice President Johnson asked how this would impact the contingency funding. Treasurer Mathews asked how much the District has committed already to this project. Mr. Lerner noted that Mr. Beckmann could run numbers and provide that to him. Through the end of March, the District has spent \$1.9 million.

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 Purchase of Carnegie Security Camera System

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve purchase of Carnegie security camera system, as presented.

Staff recommends accepting the low bid of \$38,645.00 from Griffon Systems, Inc. Griffon Systems will install the security camera system for the Waukegan History Museum at the Carnegie. Griffon is the authorized reseller and installer for Avigilon Cameras which are the district's proprietary software

system. This will include software support for the life of the system and technical support for troubleshooting any issues. Griffon Systems has been a reliable partner with the park district, and offers timely support and service for all security camera systems currently in use.

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.

F. Motion to Approve Interfund Transfers

Fund	From	To
	Corporate (01-11-11-583-9999) \$90,000.00	
		Master Plan (29-11-11-473-9999) \$90,000.00

Purpose: A transfer for FY2022-23 for MP10A Field House Member Locker Room (\$50K), MP11A Bonnie Brook Maintenance Facility (\$10K), and MP12A Greenshire Irrigation System (\$10K), and MP8A SportsPark Champ Field Artificial Turf (\$20K). This will be startup money for master plan work related to the given areas.

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.

G. Motion to Approve FY 2023-24 Salary Wage Schedules

The proposal does three things:

1. Increases minimum and maximum ranges for the red items to keep with the past practice of moving those ranges with the Consumer Price Index (CPI). Schedule B & C increases to \$14 an hour will take place before January 1, 2024.
2. Consolidates titles for full-time positions to not have duplicate titles of Coordinator in Grades 13 and 12. Coordinator now will be a Grade 12 title only.
3. Removes the Communications Specialist part-time on Schedule B as it was converted during the budget process to full-time.

Motion by Treasurer Mathews, seconded by Commissioner Bridges, to approve the FY2023-24 salary wage schedules, 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.

H. Motion to Approve Resolution 2023-08 – Classification of Capital Funds

Commissioners reviewed the yearly resolution committing the District's Capital Funds in the budget and audit for projects for FY2023-24. This resolution also helps with tax objections as the District can interfund transfer funds from the Corporate Fund to the Capital Funds as part of the 1997 referendum.

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to approve Resolution 2023-08 – Classification of Capital Funds, 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 2023-24 Budget and Capital Improvement Plan (CIP)

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron, to approve 2023-24 Budget and Capital Improvement Plan (CIP), as presented.

Staff made changes addressing the GFOA's reviewer comments and within their webinar. They added social media platforms with hyperlinks and pictures to the Board of Commissioners. They added their organizational goals. Total revenues and expenditures are included, and easily able to compare with previous years. Ms. Mendez noted that the Board should be strategic in timing of CIP projects. Commissioner Herrera Giron asked for clarification about the projected amounts. Staff noted that they were following GFOA's advice on how to display this information. Mr. Lerner followed up that the Park District needs to be reimbursed for the various grants it has been awarded, when planning CIP projects. Treasurer Mathews thanked Mr. Beckmann and Ms. Mendez for all of their work on the budget. He appreciates that this budget invests in people, security, and parks, and encouraged the staff

to continue to reach out to state and local legislators for funding opportunities.

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.

- J. Motion to Approve Ordinance 23-02 Supplemental Budget and Appropriation Amended for Fiscal Year 5/1/2022 to 4/30/2023

Motion by Commissioner Bridges, seconded by Vice President Johnson, to Approve Ordinance 23-02 Supplemental Budget and Appropriation Amended for Fiscal Year 5/1/2022 to 4/30/2023, as presented.

Mr. Beckmann noted that nothing has changed from the last meeting, when the Board first reviewed this.

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.

- K. Reminder: at the May 9th Meeting, officers will be selected as well as liaisons to the Recreation (2 liaisons) and Golf Committees.

Motion by President Kilkelly, seconded by Vice President Johnson to move into closed session pursuant to 5 ILCS 120/4 (c)(5) Real Estate.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried. Closed session began at 5:40 pm.

Motion by Vice President Johnson, seconded by Commissioner Herrera Giron to move into open session.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried. Open session resumed at 5:55 pm.

VIII. NEXT MEETING

- A.** May 9, 2023 - Board of Commissioners Meeting

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Vice President Johnson had none.

Commissioner Herrera Giron congratulated all employees who won awards and the District on being a gold medal nominee.

Commissioner Bridges echoed that and acknowledged all of the volunteers and thanked them for all that they do for the Park District.

Treasurer Mathews thanked staff for all of their hard work and diligence. He offered his congratulations to the Field House member of the month. He noted that the volunteer reception was great and thanked the volunteers. He congratulated all of the award winners tonight. He thanked staff for their work on the Earth Day clean up.

President Kilkelly noted that the gold medal finalist award was a nice surprise. She stated that there is a new infusion of ideas and thoughts on how to improve cultural arts.

XII. ADJOURNMENT

There being no further business, Commissioner Bridges moved, seconded by Commissioner Herrera Giron to adjourn the meeting at 5:58 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary