

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
January 17, 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 December 13, 2022 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Authorization to Receive Bids for FY2023-24 Sports Courts Maintenance.

Motion by Treasurer Mathews, seconded by Vice President Johnson to approve the November 15, 2022 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Authorization to Receive Bids for FY2023-24 Sports Courts Maintenance.

President Kilkelly asked why the District paid people to play at the Marie Osmond concert. Mr. Beverly noted that they paid our musicians.

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 stated that one of the pickleball nets has loops in the middle and asked if staff could repair it. He also asked if the District could look into extra equipment. Mr. Beverly stated that new equipment should be in this week.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions. He also noted that all Board members have reached notable board member status in the IAPD Board Development program. He also reminded the Board that the conference is next week.

Treasurer Mathews asked if there was an update regarding the Boys and Girls Club. Mr. Lerner noted that he is awaiting communication from them. President Kilkelly asked if there was an update regarding the other property sale.

B. Attorney Report: Attorney Florip stated that she had been working with staff consistently on various items. She provided an update on the property sale the District is looking at.

C. Legislation/ IAPD Update: Staff will keep the Board updated on Parks Day in May.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He stated that Polar Bear Plunge had amazing weather this year. A lot of people attended. They are preparing for the father daughter dance and Eggstravaganza. They are also working on the driving range project and events for Black History Month. Field House membership is over 8,000.

A. Superintendent of Recreation – Ms. Fischer noted that they are preparing for parents night out and family swim night. Treasurer Mathews asked why a tarp had been placed over the windows. Ms. Fischer stated that it was for the gymnastics meet to block the sun.

B. Halloween Trick or Treat Trail Report

D2. Parks: Mr. Bejster presented his report. He noted that the abatement work finished on the McAlister building. They have begun installation of the fire and burglar alarms. IT networking began today and the flooring company will begin tomorrow. Bevier Park bid documents should be finished and ready to go out later this month or early next month. Ground should be broken in the spring. The fence for Pollinator Park has been completed. A pipe broke at Lilac Cottage and staff

has been working on restoration. Park staff has done a lot of work at Rudd Farm and Park in the Glen. They have also been working on picnic table maintenance.

President Kilkelly asked if the District still has interns at Lilac Cottage. Staff noted that they do not work over the winter. She also asked when the special recreation move will happen. Staff is hoping for the spring.

D3. Community Relations: Ms. McDonald presented her report.

D4. Finance and Administration:

A. Superintendent of Finance and Operations: Mr. Beckmann presented his report.

VII. REVIEW, DISCUSS, DECIDE

A. Update on the SportsPark Golf Driving Range

Mr. Haug provided an update on the SportsPark golf driving range to the Board. He noted that there are three things that have to be done with the city including a map amendment, conditional use permit, and a text amendment. All properties are under the CR zoning, and will allow the District flexibility within their properties. They are working toward a final submission and plan to be on the March zoning agenda with the City of Waukegan. They are working on a traffic study. They also sought out a study from a trajectory consultant to ensure that the height of the netting is within the clearance allowability from the FAA.

The overall site plan is similar to what the Board saw previously and includes an overflow parking lot. Mr. Haug reviewed site access options and upgraded roads to alleviate congestion. Both the traffic consultant and the City of Waukegan are in agreement with their plans. Board members asked questions about the proposed netting and fencing. Commissioner Herrera Giron asked what the increased traffic would be. Mr. Haug noted that his traffic consultant is performing this study now and will be included in their submissions to the City.

Mr. Haug reviewed the first and second floor site plans. President Kilkelly asked what the atrium would be used for. Mr. Haug stated it is an open space only. Mr. Haug stated that the second floor could be used for rental options, with the proposed layout. He then presented the anticipated costs and schedule. Mr. Lerner asked that the Board discuss any concerns at this point. The Board asked that the project keep moving forward.

B. Motion to Approve Stuckey Construction as Construction Manager

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve Stuckey Construction as Construction Manager, as presented.

The District issued an RFP for the construction management services to three prequalified firms. Staff recommends selection of Stuckey Construction Company, as they represent the best combination of experience, strength of team, and cost for the required services. They are from Waukegan and have shown success on local projects. They have also worked well on past Park District projects. Finally,

they have the lowest cost proposal for the required services.

Mr. Aulisio noted that this is included in the project budget. This is only the decision on who will be performing this task.

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 Independent Laboratory Testing Services for Carnegie Construction

Motion by Treasurer Mathews, seconded by Commissioner Herrera Giron, to approve Independent Laboratory Testing Services for Carnegie Construction, as presented.

The testing services are required by the contract documents to assure that certain construction elements such as soil placement and compaction, concrete reinforcing and strength, masonry grout, and structural steel connections meet the specific project requirements. Staff reviewed proposals with the AT Group and are recommending the approval of the TSC proposal in the amount of \$38,218, with a contingency of \$2,000. Mr. Aulisio noted that both firms have done work in Waukegan and with the current construction manager.

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 Quote for McAlister Abatement

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve quote for McAlister abatement, as presented.

Staff recommends acceptance of the low quote of \$28,000 from Bower Group for Asbestos Containing Materials Abatement emergency work. Mr. Bejster noted that this was an unforeseen issue when the District began putting in flooring. Sections of the vinyl tile were coming up and it did require abatement.

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.

E. Motion to Approve Resolution 2023-04 Sale of 3323 Bristol Road Real Estate Parcel

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve Resolution 2023-04 Sale of 3323 Bristol Road Real Estate Parcel, as presented.

This resolution is necessary in order to obtain approval to seek court approval to sell a parcel of property owned by the District. This parcel is less than 3 acres and is covered under the Park Commissioners and Land Sale Act. Mr. Bejster noted that the District is looking to sell this property. It is a very small parcel of about 9500 square feet, which was acquired from the City in 1963. It has limited access and is not large enough to develop. The District has two properties within walking distance of this piece of property.

President Kilkelly asked if there is an interest from the neighbors. Mr. Bejster stated that they have had interest expressed.

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.

F. Motion to Approve Parade Theme and Grand Marshal

Mr. Beverly noted that staff is seeking direction for the parade them and Grand Marshal. The Board discussed the options provided by staff. President Kilkelly asked for the staff input as to the Grand Marshal.

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve parade theme of “Star Spangled Celebration”.

On all ayes, the motion carried.

Motion by Treasurer Mathews, seconded by Commissioner Bridges to make Senator Adriane Johnson grand marshal.

On all ayes, the motion carried.

G. Motion to Approve Ordinance 23-01 An Ordinance abating the tax hereto levied for the year 2022 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, and General Obligation Park Bonds (Alternate Revenue Source), Series 2022A of the District

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to Approve Ordinance 23-01 An Ordinance abating the tax hereto levied for the year 2022 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, and General Obligation Park Bonds (Alternate Revenue Source), Series 2022A of the District, 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 Interfund Transfers

Fund	From	To
Corporate (01-11-11-583-9999)	\$25,000.00	
	Police (07-11-11-473-9999)	\$25,000.00

Purpose: A budgeted Police Fund transfer for FY2022-23 to support additional park patrol coverage by the vendor.

Fund	From	To
Corporate (01-11-11-583-9999)	\$15,000.00	
	Audit (12-11-11-473-9999)	\$15,000.00

Purpose: A budgeted Audit Fund transfer for FY2022-23.

Fund	From	To
Corporate (01-11-11-583-9999)	\$430,394.00	
	Debt (17-11-11-473-9999)	\$430,394.00

Purpose: A budgeted Debt Service Fund transfer for FY2022-23

Motion by Commissioner Bridges, seconded by Treasurer Mathews, 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.

I. Motion to Approve Access Control Systems at Various Sites

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve access control systems at various sites, as presented.

Staff recommends acceptance of a quote of \$160,014.00 from LaForce, Inc. LaForce, Inc. is the authorized reseller for IdentiCard access control security software and hardware integration with Allegion engage lock hardware. District uses Allegion engage door hardware which is designed to work directly with the access control software. LaForce, Inc. has provided timely installation for the district and has offered excellent support. The district, over a multi-year project, is installing and replacing door hardware with access control systems to allow for key fob usage to help lessen the need for keys and better control access/security protection through software solutions. Funds from Personal Property Replacement Taxes (PPRT) from the State of Illinois will fund this project.

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 Updated Policies
a. 4.05 Pay Periods and Time Reports

Motion by Vice President Johnson, seconded by Treasurer Mathews, to approve Policy 4.05 Pay Periods and Time Reports, as presented.

On all ayes, the motion carried.

b. 4.12 Meal and Rest Periods

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve Policy 4.12 Meal and Rest Periods, as presented.

On all ayes, the motion carried.

K. Motion to Approve Doors at Belvidere Recreation Center for Access Control

Motion by Commissioner Bridges, seconded by Treasurer Mathews, to approve doors at Belvidere Recreation Center for access control, as presented.

Staff recommends acceptance of a quote of \$29,240.46 from LaForce, Inc. LaForce, Inc is a long time provider of door hardware and access control security systems for a wide range of government, school and commercial customers. District has used Allegion in the past to replace doors and door hardware. The door replacements at the Belvidere Recreation Center are necessary in order to install and configure fully electronic access control at this facility. The existing doors are too damaged and not able to access the access control systems required. LaForce, Inc. has provided timely installation for the district and has offered excellent support. The district, over a multi-year project, is installing and replacing door hardware with access control systems to allow for key fob usage to help lessen the need for keys and better control access/security protection through software solutions.

Funds from Personal Property Replacement Taxes (PPRT) from the State of Illinois will fund this project.

Commissioner Herrera Giron asked for clarification on what is included within the door proposal.

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.

L. Motion to Approve Naming of the Park Property at Eagle Ridge and Lewis Avenue

Motion by Treasurer Mathews, seconded by Vice President Johnson, to approve doors at Belvidere Recreation Center for access control, as presented.

Staff recommends naming the property located at Eagle Ridge & Lewis Avenue “Pollinator Park”. This property has not been identified with a formal name up to this point. The new name suggestion identifies with the upcoming improvement to the park. The Waukegan Parks Foundation will begin construction of a fence this winter to house the bee project early spring 2023.

On all ayes, the motion carried.

M. Motion to Approve Bid for Printing of the Seasonal Program Guides 2023-24

Motion by Commissioner Bridges, seconded by Commissioner Herrera Giron, to approve Printing of the Seasonal Program Guides 2023-24, as presented.

Staff recommends the acceptance of the low bid of \$67,834.71 from KK Stevens Publishing Company for the 2023/2024 Printing and Binding of the Seasonal Program Guides.

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.

VIII. NEXT MEETING

- A. Board of Commissioners Meeting, Tuesday February 14th, 2023 at 4:30 pm

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

The Commissioners each presented updates from the previous month.

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