

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
February 13, 2024

I. CALL TO ORDER

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

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Jeremiah Johnson
Vice President Anton Mathews

Commissioner George Bridges

COMMISSIONERS ABSENT

Treasurer Jacqueline Herrera Giron

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 January 23, 2024 (Board of Commissioners Meeting), Bills (IAPD/IPRA Expense Reports), Payroll, Financial Statements, Authorization to Accept bids/quotes for Strategic Plan and Community Assessment.

Motion by Vice President Mathews, seconded by Commissioner Bridges to approve the Minutes of the January 23, 2024 (Board of Commissioners Meeting), Bills (IAPD/IPRA Expense Reports), Payroll, Financial Statements, Authorization to Accept bids/quotes for Strategic Plan and Community Assessment, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly and Herrera Giron

Motion carried.

IV. PUBLIC COMMENT

Tony stated that the parks need a spring clean up after the winter. He noted that the trees have several branches down. He also said that there are stickers at Hinkston stating no smoking but people are smoking in the parking lot and close to the door. He also asked if cameras could be installed in the shelters at the parks. He noted that the steam room light is out at the Field House.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

VII. PROGRESS REPORTS

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

B. Attorney Report: Attorney Florip noted she has been working with staff on various items and provided an update on a trailer bill to the trail signage law.

C. Legislation/ IAPD Update: Several bills are being introduced that deal with FOIA and OMA. If any progress, Mr. Lerner and Attorney Florip will bring the details to the Board.

Vice President Mathews asked for clarification about the grant denial. Mr. Lerner provided an update about the disqualification status and changes the District will make in the future.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that this last weekend was father daughter date night and a Black History event. They are working on the Carnegie. The Eggstravaganza event is quickly approaching. Soul food cooking with Sylvia was also held last week. He congratulated Mr. Lerner and President Johnson on their awards. Vice President Mathews complimented Mr. Beverly and the Special recreation team for their outstanding work on the Polar Bear Plunge and their diabetic training.

A. Superintendent of Sports, Fitness, and Aquatics – Ms. Fischer stated that the Field House membership count is at 8,952. Family Zumba was held last night and drew a lot of new patrons. Parents Night Out is this Friday and Family Swim Night is on Saturday. Commissioner Bridges noted that the females in sports marketing was done very well. He commended staff on their marketing outreach.

B. Turkey Trot Report

D2. Parks: Mr. Bejster presented his report. He noted that the Larsen Dog Park fence replacement is ongoing and should be finished later this week. He stated that utilities were disconnected at 542 McAlister and demolition should begin soon. He has been working with the Police Department on four-wheeler users entering our parks and damaging the property. Commissioner Bridges noted that the City has a police task force to address this issue and is working with the District. Vice President Mathews asked if there is signage posted restricting motorized vehicles from park use. Mr. Bejster noted that there is signage, and the District has added more.

D3. Community Relations: Ms. McDonald presented her report. She noted that the volunteer patron event will be April 25th. The foundation fundraiser is February 29th. Vice President Mathews complimented Ms. McDonald on being recognized by IAPD for the District's showcase.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that the District had a successful month of interest income. He stated that the District is combining pin numbers for the Carnegie property. Vice President Mathews asked about a report within the Board packet. Mr. Beckmann provided details around the incident. Commissioner Bridges asked

when the turnstiles would be installed at the Field House. Ms. Fischer provided an overview of the timeline.

- A. Superintendent of Finance and Operations – Ms. Mendez noted that they are working on a budget book and finalizing budget numbers.

VIII. REVIEW, DISCUSS, DECIDE

- A. Change Order for Carnegie Project Water Service Disconnect

The project’s Contract Documents call for the plumbing contractor to provide a new water service and to disconnect and cap the existing service that previously served the building. Once the work was started and after an initial on-site investigation, the city could not determine where the shut off was located.

The City representatives requested the contractor to investigate along the line from the building to the water main in Sheridan Road to locate the presumed valve. This required hand digging by the plumber and excavation by the on-site excavation contractor to unearth the service line from the building to the main line in Sheridan Road. The valve was located buried in Sheridan Road just off the main. There was no evidence of a valve box or other identifying feature anywhere along the service line.

Once discovered, the operation required multiple road closures, traffic control and downtime waiting for direction from the City during the investigation and while the City turned off the main to allow the plumber to cap and backfill the line. The entire process extended over three days. The contractor is seeking reimbursement for the time spent by his crews and the excavation contractor’s operator over and above the allowance. This includes backfill and removal of unsuitable soils from the site. The total is \$12,000.

Motion by Commissioner Bridges, seconded by Vice President Mathews, to approve the change order for Carnegie Project Water Service Disconnect, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Kilkelly and Herrera Giron

Motion carried.

- B. Motion to Approve Hitchcock Design Group’s Proposal of Services for Hinkston Park

Staff recommends the acceptance of the presented proposal from Hitchcock Design Group for the Hinkston Park Pavilion and Restroom Construction Phase Services. The total estimated professional fees are \$64,925.00 and include the design work.

Motion by Commissioner Bridges, seconded by Vice President Mathews, to approve Hitchcock Design Group’s Proposal of Services for Hinkston Park, as presented.

On the roll call, the vote was as follows:

AYE: Bridges, Mathews, and Johnson

NAY: None

ABSTAIN: None
ABSENT: Kilkelly and Herrera Giron

Motion carried.

C. Motion to Approve Upland Design Group's Proposal of Services for Dugdale Park

Staff recommends the acceptance of the presented proposal from Upland Design Ltd. for the Dugdale Park Renovation Development and Construction Phase Services. The total estimated professional fees are \$135,000.00.

Motion by Vice President Mathews, second by Commissioner Bridges to approve Upland Design Group's proposal of services for Dugdale Park, as presented.

Vice President Mathews noted he is very excited by this design.

On the roll call, the vote was as follows:

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

Motion carried.

D. Motion to Approve USA Management FY 2024-25 Price Increase

Staff recommends the presented pricing approval for USA Management services for 2024-2025: Indoor Pool Coverage: \$296,570, Aquatic Director: \$60,160, Outdoor SplashZone Coverage: \$47,510. The total increase from 2023-2024 is \$53,670.

Motion by Commissioner Bridges, second by Vice President Mathews, to approve USA Management FY 2024-25 Price Increase, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

E. Motion to Approve Interfund Transfers

Fund
Corporate (01-11-11-583-9999)

From
\$92,000.00

To

budgeted Memorial/Endowment Fund transfer for FY2023-24.

<u>Fund</u>	<u>From</u>	<u>To</u>
Debt (17-11-11-583-9999)	\$1,960,471.80	
Corporate (01-11-11-473-9999)		\$1,960,471.80
Corporate (01-11-11-583-9999)	\$1,960,471.80	
Master Plan Capital MP11A (29-11-11-473-9999)		\$772,908.00
Master Plan Capital MP2B (29-11-11-473-9999)		\$1,187,563.80

Purpose: A budgeted transfer for FY2023-24 to correct past allocations to debt service that needed to go to capital.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$700,000.00	
Capital (30-11-11-473-9999)		\$700,000.00

Purpose: A budgeted Capital Fund transfer for FY2023-24.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #43 (16-11-11-583-9999)	\$67.00	
Recreation (02-46-44-473-9999)		\$67.00

Purpose: A transfer for two swim lesson scholarships totaling \$67. One for Preschool and one for General Learn to Swim.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #43 (16-11-11-583-9999)	\$42.50	
Recreation (02-46-92-473-9999)		\$42.50

Purpose: A transfer for one Bulldog Pups scholarship and one All-Around Basketball skills scholarship for the 2024 winter/spring youth athletics program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #43 (16-11-11-583-9999)	\$30.00	
Recreation (02-83-22-473-9999)		\$30.00

Purpose: A transfer for one Soccer Skills and Drills scholarship for the 2024 winter/spring youth athletics program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #2 (16-11-11-583-9999)	\$6,328.00	
Recreation (02-24-50-473-9999)		\$6,328.00

Purpose: A transfer to cover private music scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #48 (16-11-11-583-9999)	\$3,000.00	
Recreation (02-91-11-473-9999)		\$3,000.00

Purpose: A transfer to offset expenses already made for the 2023 Joseph A. Favero Memorial Do It Yourself Messiah Concert.

<u>Fund</u>	<u>From</u>	<u>To</u>
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Memorial/Endowment #29 (16-11-11-583-9999)	\$3,060.00	
Recreation (02-91-11-473-9999)		\$3,060.00

Purpose: A transfer to offset expenses already made for the 2023-24 WSOCC season.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #51 (16-11-11-583-9999)	\$345.00	
Recreation (02-48-88-473-9999)		\$345.00

Purpose: A transfer to offset expenses of the Father Daughter Date Night with remaining sponsorship funds from previous years.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #51 (16-11-11-583-9999)	\$1,000.00	
Recreation (02-13-13-473-9999)		\$1,000.00

Purpose: A transfer in the anticipation of sponsorships for the Eggstravaganza Trail event.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #51 (16-11-11-583-9999)	\$2,891.00	
Recreation (02-48-88-473-9999)		\$2891.00

Purpose: A transfer to offset expenses already made for 2023/24 Nature and Garden/Greenhouse programs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #51 (16-11-11-583-9999)	\$2,109.00	
Recreation (02-48-88-473-9999)		\$2,109.00

Purpose: A transfer in anticipation of purchases of nature craft kits used for spring/summer programming and greenhouse equipment and soil for planting and garden beds done now through early May. Funds used are from the remaining 2023 North Shore Gas grant funds.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #43 (16-11-11-583-9999)	\$718.50	
Recreation (02-97-81-473-9999)		\$718.50

Purpose: A transfer to cover three financial assistance awards for B.A.S.E.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #43 (16-11-11-583-9999)	\$21.00	
Recreation (02-97-81-473-9999)		\$21.00

Purpose: A transfer to cover three financial assistance awards for the W.H. O. program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Recreation (02-13-13-583-9999)	\$11,149.55	
Memorial/Endowment #42 (16-11-11-473-9999)		\$11,149.55

Purpose: Transferring proceeds from Polar Bear Plunge event to support future special recreation programming.

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

Purpose: A transfer for After School Programming (School Vacation Program) Spring Break Adventures for anticipated craft projects and field trips.

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

Purpose: A transfer for B.A.S.E. programming anticipated craft projects and offset staff expenses.

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

Purpose: A transfer for Stage One – Youth Theatre offsetting some production expenses.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment #51 (16-11-11-583-9999)	\$500.00	
Recreation (02-24-11-473-9999)		\$500.00

Purpose: A transfer to offset the expenses for the Women’s Day event in March 2024 sponsorship funds from previous years.

Motion by Commissioner Bridges, second by Vice President Mathews to approve USA Management FY 2024-25 Price Increase, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

F. Motion to Approve 2024 Recycling and Solid Waste Collection and Disposal Services Quote

Staff recommends acceptance of the low quote of \$22,479.69 from Waste Management for the 2024 Recycling and Solid Waste Collection/Disposal Services.

Motion by Commissioner Bridges, second by Vice President Mathews, to Motion to Approve 2024 Recycling and Solid Waste Collection and Disposal Services Quote, as presented.

On the roll call, the vote was as follows:

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

- G. Motion to Approve Ordinance 24-02, Consideration and action on an Ordinance abating the tax hereto levied for the year 2023 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Seies 2015A, and General Obligation Park Bonds (Alternate Revenue Source), Series 2022A of the District

Motion by Commissioner Bridges, second by Vice President Mathews to approve Ordinance 24-02, Consideration and action on an Ordinance abating the tax hereto levied for the year 2023 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Seies 2015A, 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: Bridges, Mathews, and Johnson
NAY: None
ABSTAIN: None
ABSENT: Kilkelly and Herrera Giron

Motion carried.

- H. Motion to Approve Updated/Amended Policy, 3.05 Participant Behavior Policy

Motion by Commissioner Bridges, second by Vice President Mathews to approve 3.05 Participant Behavior Policy, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

- I. Motion to Approve Open Meetings Act Officers Continuation for 2024-25

The OMA Officers for 2024-25 are Jay Lerner, Sally Sandine and Jon Beckmann.

Motion by Commissioner Bridges, second by Vice President Mathews to approve Open Meetings Act officers continuation for 2024-25, as presented.

On all ayes, the motion carried.

- J. Motion to Approve Parking License Agreement Golf Group LLP and Waukegan Park District

Motion by Vice President Mathews, second by President Johnson to approve parking license agreement Golf Group LLP and Waukegan Park District, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

- K. Motion to Approve Parking License Agreement Dental Dreams and Waukegan Park District

Motion by Vice President Mathews, second by Commissioner Bridges to approve parking license agreement Dental Dreams and Waukegan Park District, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

VII. CLOSED SESSION

None.

X. NEXT MEETING

- A. Next meetings: Decennial Meeting, Tuesday, February 27, 2024 and Board of Commissioners Meeting, Tuesday, March 12, 2024

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Bridges congratulated Mr. Lerner and President Johnson on their IAPD awards. He also thanked President Johnson for participating in the Polar Bear Plunge.

Vice President Mathews thanked staff for all of the work that they do. He wished everyone a Happy Black History Month. He congratulated Shiloh Church on their debt retiring ceremony. He also congratulated the employee of the month. He congratulated Javi on being named the top 30 under 30. He congratulated Tony Strack on receiving his CPRP certification. He complimented Mr. Beverly on the Soul Food with Sylvia event and the full attendance numbers. He thanked Ms. Sandine for setting up travel accommodations to IAPD. He congratulated Mr. Lerner and President Johnson on their awards. He noted that on Sunday he attended Gideon Baptist Church and shared a message that the Pastor gave about teamwork.

President Johnson noted that yesterday the District excelled in transparency and customer service during their recent FOIA in-person request. He thanked staff for their excellence and professionalism.

XII. ADJOURNMENT

Motion by Commissioner Bridges, second by President Johnson to adjourn.

On all ayes, the motion carried.

The meeting was adjourned at 5:10 pm.

Respectfully submitted,

Mandi Florip
Secretary