

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
March 12, 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  
Treasurer Jacqueline Herrera Giron  
Commissioner George Bridges  
Commissioner Janet Kilkelly

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 February 13, 2024 (Board of Commissioners Meeting), Minutes of the February 27, 2024 (Decennial Committee Meeting), Bills, Payroll, and Financial Statements.

Motion by Commissioner Kilkelly, seconded by Vice President Mathews to approve Minutes of the February 13, 2024 (Board of Commissioners Meeting), Minutes of the February 27, 2024 (Decennial Committee Meeting), Bills, Payroll, and Financial Statements, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

#### **IV. PUBLIC COMMENT**

Tony stated that the parks look awesome.

#### **V. ACKNOWLEDGEMENTS & PRESENTATIONS**

- Parks Foundation - Presentation of Check for Scholarships and Program – The Parks Foundation presented a check for \$9,000 to the District for various scholarships and programs.
- Recreation Department: Ms. Fischer introduced Brooklyn Mattner, a new hire who began in February as a Recreation Specialist in aquatics. Ms. Mattner provided an introduction to the Board.

#### **VII. PROGRESS REPORTS**

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer questions. He noted that the Village of Beach Park sent an IGA regarding traffic issues on Beach Road.

- Letter from Tracey Crawford regarding Distinguished Agency Visit – Mr. Lerner shared the results and scores from the visit. He congratulated staff and Board members for all of the work they put into the accreditation.

Commissioner Kilkelly asked for clarification about an item contained in the letter from the distinguished agency visit. Mr. Bejster explained the parameters and calculations utilized in the program.

B. Attorney Report: Attorney Florip noted she has been working with staff on various items. She has worked with nearly every Department over the last month on returning contracts and a few new issues.

C. Legislation/ IAPD Update: Attorney Florip provided an update on a few bills that are making their way through the legislature.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. They opened the greenhouse early. The theater production of Matilda is this weekend. Eggstravaganza is approaching. The recreation advisory meeting was held last night and went well.

A. Superintendent of Sports, Fitness, and Aquatics – Ms. Fischer stated that the Field House membership count is at 9,000. Over the past weekend they hosted the Libertyville Gymnastics Meet with over 1,265 athletes. Parents Night Out and Family Zumba are approaching.

B. Polar Bear Plunge Report

D2. Parks: Mr. Bejster presented his report. Bevier Park playground is open and getting heavy use. There are a few items left to do, but nothing safety related. The press box is progressing. They are still working with the contractor on the kayak launch. Staff has been dealing with a lot of graffiti with the warmer weather. 542 McAlister is fully demolished and planning has begun for future development.

Commissioner Kilkelly asked about the parking expansion at the Adaptive Recreation Center. Mr. Bejster noted that they expect 8-10 spots will be added. She also asked if the District has a policy regarding replacement of American flags. Mr. Bejster stated that the District does have a policy.

Vice President Mathews noted that he was sad to see that Powell Park was hit with graffiti and thanked staff for quickly cleaning it up.

D3. Community Relations: Ms. McDonald presented her report. The gold medal application has been submitted. The volunteer patron event will be April 25<sup>th</sup> at Bonnie Brook. The District received \$75,000 from CDBG. She thanked everyone for attending Party in the Parks.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that they are reviewing Comcast agreements which will result in substantial cost savings. Investment income at the end of February is at \$1.6 million.

Vice President Mathews asked for an update on the SportsPark and Bonnie Brook marquee replacements. Mr. Beckmann noted that the parts are on order. Once the District receives them, they will get them up.

A. Superintendent of Finance and Operations – Ms. Mendez noted that staff is focusing on the budget and budget book preparation.

## **VIII. REVIEW, DISCUSS, DECIDE**

### **A. Motion to Approve Change Order for Carnegie Project – Berglund Schedule Extension**

Mr. Aulisio presented a proposed change order from Berglund Construction Company. It is related to an extension of their construction phase services to align with the most recent construction schedule. The original construction schedule anticipated a project duration of 50 weeks with a completion date of mid-October 2023. That schedule has been extended due to factors beyond the construction manager's control. The most recent schedule anticipates a construction completion date in May, 2024, which equates to an extension of approximately 25 weeks or 75 weeks total.

Mr. Aulisio stated that this is the last change order that deals with an extension of time.

Motion by Commissioner Kilkelly, seconded by Vice President Mathews, to approve the Change Order for Carnegie Project – Berglund Schedule Extension, as presented.

President Johnson asked how much was remaining in the contingency fund. Mr. Aulisio noted that there is none.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

#### B. Review of GolfVisions Draft Budget

Staff reviewed the budgets after discussions and workshops with GolfVisions staff. The combined golf operations budget indicates a net profit of \$105,647 for FY2024-25 compared to a budgeted (\$4,331) net profit for FY2023-24. The twelve-year average subsidy is (\$66,494), which does not include annual management fees. Due to GolfVisions' efforts, golf has been self-sustaining and no subsidy has been needed since April 24, 2020.

GolfVisions staff presented additional information to supplement the report contained in the Board packet.

Commissioner Kilkelly asked for a breakdown of golf merchandise. Staff noted it includes everything in the pro shop. President Johnson asked what the season is for passes. Staff stated it is March 15 – October 15.

GolfVisions has 16 events planned, 51 banquet events, and several weddings planned for the upcoming season. Staff is actively marketing events. President Johnson noted that the banquet hall looks very nice. Vice President Johnson asked what is being charged for the Easter brunch. Pricing is at \$39.99 for adults.

#### C. Motion to Approve Bid for Carnegie Project Fencing

A request for bids was publicly advertised and distributed to six contractors from the District's Contractor Master List. Staff recommends acceptance of the low bid of \$41,975.00 from Action Fence Contractors for the 2024 Carnegie Library Fencing project.

Motion by Commissioner Bridges, second by Vice President Mathews to approve the bid for Carnegie project fencing for an amount not to exceed \$42,000.00, as presented.

Commissioner Kilkelly asked what the fence will look like and what the perimeter will be. Mr. Bejster described the appearance and location of the fencing. President Johnson asked how tall it will be and stated that he'd like the building to be protected from graffiti and vandalism. Mr. Bejster stated it would be six feet tall. President Johnson noted a security fence may save the District from future repairs. Commissioner Kilkelly noted that the District has cameras on the building.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None  
ABSENT: None

Motion carried.

D. Motion to Approve Bid for Carnegie Project Landscape

A Request for Bids was publicly advertised and distributed to 21 contractors from the District's Contractor Master List. Staff recommends acceptance of the low bid of \$269,885.00 from Landworks, Ltd. for the 2024 Carnegie Library Landscaping project.

Motion by Treasurer Herrera Giron, second by Vice President Mathews to approve bid for Carnegie project landscape not to exceed \$269,885.00, as presented.

Mr. Bejster noted that this quote includes car stops, grade work, benches and pavers. Treasurer Herrera Giron asked if this pricing is higher than the General Contractor. Mr. Bejster noted that the pricing is similar but includes more of what the District needs. She also asked how much property would be landscaped within this quote. Commissioner Kilkelly asked what the pavers would be used for.

On the roll call, the vote was as follows:

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

Motion carried.

E. Motion to Approve Ordinance  
a. 24-03 Declaring Surplus Property

Motion by Commissioner Bridges, second by Treasurer Herrera Giron to approve Ordinance 24-03, Declaring Surplus Property, as presented.

Mr. Beckmann stated that there are five items that are no longer needed by the District. They would like approval to put these items on the auction site and the funds would go back into a surplus fund.

On the roll call, the vote was as follows:

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

Motion carried.

F. Motion to Approve Interfund Transfers

| <b>Fund</b>                   | <b>From</b> | <b>To</b>   |
|-------------------------------|-------------|-------------|
| Corporate (01-11-11-583-9999) | \$25,000.00 |             |
| Police (07-11-11-473-9999)    |             | \$25,000.00 |

**Purpose:** A Police Fund transfer for FY2023-24 to maintain fund balance targets per policy 2.09 Fund Balance.

| <b>Fund</b>                   | <b>From</b> | <b>To</b>   |
|-------------------------------|-------------|-------------|
| Corporate (01-11-11-583-9999) | \$35,000.00 |             |
| FICA (14-11-11-473-9999)      |             | \$35,000.00 |

**Purpose:** An unbudgeted FICA Fund transfer for FY2023-24 to maintain fund balance targets per policy 2.09 Fund Balance.

| <b>Fund</b>                                | <b>From</b> | <b>To</b> |
|--|-------------|-----------|
| Memorial/Endowment #43 (16-11-11-583-9999) | \$184.50    |           |
| Recreation (02-97-81-473-9999)             |             | \$184.50  |

**Purpose:** A transfer to cover a financial assistance award for B.A.S.E. for Spring 2024.

Motion by Commissioner Bridges, second by Vice President Mathews, to approve interfund transfers, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

- G. Motion to Approve Resolutions (McDonald)
- 2024-02 Volunteer of the Year
  - 2024-03 Patron of the Year
  - 2024-04 Jack Benny Arts and Humanities

Motion by Vice President Mathews, second by Treasurer Herrera Giron to approve Resolutions, as presented.

On all ayes, the motion carried.

H. Sports Dome Discussion

Mr. Lerner stated that he was asked to place this on the agenda to discuss if the District would like a

dome over the synthetic field at the SportsPark. There is only one synthetic field at the SportsPark currently. Commissioner Bridges asked if the dome would be for year-round use. Mr. Lerner stated that it would be a permanent structure, up all year.

Commissioner Kilkelly asked what the reason would be for a dome. Mr. Lerner noted that there would be an alternate option for indoor soccer, baseball, or football. Treasurer Herrera Giron noted that she has received calls from residents that would like a facility to play soccer year-round. Commissioner Kilkelly stated that Waukegan has an indoor soccer field already and asked if the District would be in competition. Treasurer Herrera Giron stated that this would be an affordable option that is family friendly. She further stated that the indoor soccer facility currently in Waukegan has a liquor license and often there is drinking on site. Commissioner Kilkelly noted that this is not on the CIP or the 5-year plan. She noted that the District should use the community assessment survey to see if there is an interest for this. She thinks this needs to be vetted more completely.

Mr. Lerner said that the assessment will definitely include this for feedback. Commissioner Bridges asked what challenges the District would have with an enclosed space, for example staffing, security, etc. Mr. Lerner noted that staffing, operations costs, sustainability would all be challenges which you would have with any new facility. Commissioner Bridges asked what other businesses use our facility. Mr. Lerner provided an overview of the groups that run leagues and programs. Mr. Lerner stated that there is availability for groups to rent fields.

Commissioner Kilkelly asked what the longevity would be of a dome. Mr. Lerner noted that he would be guessing, however an estimate would be 25 years. He would have to get more information to answer this. Vice President Mathews noted that Commissioner Kilkelly made good points. He highlighted that soccer is already played nine months out of the year at the SportsPark. He noted that this would challenge a small business located in our community. Treasurer Herrera Giron stated that the goal is just to gather information about this potential project.

Ms. McDonald stated that the RFP should be posted in April for the assessment. They hope to begin this process during the summer. President Johnson stated that the Board should revisit this after the information has been gathered. Commissioner Kilkelly agreed that the residents need to drive this, if they want it.

Treasurer Herrera Giron would like funds allocated to research this item. Commissioner Kilkelly would like the assessment completed first. Commissioner Bridges would like the assessment completed first. Vice President Mathews would also like the assessment completed first. President Johnson would like the assessment completed first.

Treasurer Herrera Giron asked if the practice is to do a community assessment before a new project. Mr. Lerner stated it has been done both ways historically. She asked what determines whether a community assessment should be done or not. Mr. Lerner noted that the Board does. She stated that she believes a community assessment is a great tool for the District. Commissioner Kilkelly noted that the five year strategic plan is also created with community input. Mr. Bejster noted that the master plan was done with the community survey and several one-on-one meetings with community partners. Treasurer Herrera Giron noted that this is only for those that fill out the surveys. Mr. Bejster stated that the surveys are pushed out to all residents in multiple ways and individual one-on-one meetings. Mr. Bejster stated that they have hosted town hall meetings, both virtually and in-person.

I. Budget Workshop II

a. Draft of FY2024-25 Budget & Capital Improvement Plan – Ms. Mendez highlighted items from the proposed budgets. She gave a summary of items which have been included in the Board packet. Mr. Beckmann noted that \$8.5 million is due back to the District as a grant reimbursement. He stated that the District needs to be mindful in choices they make for capital projects.

Commissioner Kilkelly asked what the plans are for Yorkhouse Road. Staff is exploring options. Staff is planning a community input meeting at the park.

b. Updated Preliminary Salary Schedules FY 2024-25 – Ms. Mendez stated that the ranges were increased by 3.4% using US labor statistics. Commissioner Kilkelly asked if the District is meeting the minimum wage requirements. Mr. Beckmann noted that December will be the last minimum wage increase.

c. Financial Update - Mr. Beckmann stated that he presents this update twice a year and reviewed the report he provided to the Board. Commissioner Kilkelly asked for information about the special recreation consortium the District is a member of.

d. Draft of Ordinance 24-04 – Supplemental Budget and Appropriation Amended for Fiscal Year 5/1/23 to 4/30/24 – Mr. Beckmann noted that this will amend the Budget and Appropriation Ordinance and reviewed the changes with the Board.

J. Next meeting: Board of Commissioners Meeting, April 9, 2024

**VII. CLOSED SESSION**

None.

**X. NEXT MEETING**

**XI. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Commissioner Bridges had no comment.

Commissioner Kilkelly asked if the District has scholarships for seniors. Ms. McDonald stated that they are available for specific programs and noted that it is available on the website, in the newsletter, and in the program guide. She expressed her appreciation to all of the women in honor of women's appreciation month.

Treasurer Herrera Giron thanked the Board and staff for sending her flowers while she was hospitalized. She hopes to give testimony to the life she has been given. She thanked Ms. Sandine and Mr. Lerner for answering her late night emails and being so responsive. She noted that the District is doing great work keeping the kids active and busy.

Vice President Mathews wished a happy women's month to all of the Park District women. He thanked staff for their top-notch work. He has received a lot of great feedback about Powell and



Bevier. He congratulated the Field House member of the month. He attended the Black History celebration and noted it was packed full of people. He is happy to see so many attendees. He attended the legislative breakfast hosted by the Vernon Hills Park District. He attended the CLC Salute to Gospel. He noted that the party in the parks fundraiser was incredibly well done. He thanked the foundation board. He attended the Brushwood reception and appreciated the invitation. He attended Brad's bookworms, which highlighted the importance of reading for children and was hosted by Congressman Brad Schneider. He also attended the Chamber Wakeup Breakfast. He attended the Women's History Month celebration and it was outstanding. He gave kudos to the team for the distinguished accreditation. He noted that he hopes to see everyone in the parks this spring.

Mr. Beverly stated that he is incredibly proud of this team for accomplishing the distinguished agency accreditation. The entire Park District was audited and excelled. He noted that the auditing group was amazed with the facilities and staff members. He congratulated Mr. Lerner and his team on receiving the highest score the Park District has ever received.

President Johnson seconded all that was said. He looks forward to seeing everyone in the parks this spring.

## **XII. ADJOURNMENT**

Motion by Vice President Mathews, second by Commissioner Bridges to adjourn.

On all ayes, the motion carried.

The meeting was adjourned at 6:04 pm.  
Respectfully submitted,

Mandi Florip  
Secretary