

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
WAUKEGAN PARK DISTRICT  
April 9, 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 March 12, 2024 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Authorization to Accept Bids for FY 2024-25 Capital Improvement Projects.

Motion by Vice President Mathews, seconded by Treasurer Herrera Giron to approve Minutes of the March 12, 2024 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Authorization to Accept Bids for FY 2024-25 Capital Improvement Projects, 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.

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

Tony noted that the Easter celebrations had quite a bit of clean up for the staff, who did a good job. He also noted that homeless people were sleeping at Hinkston Park. He said there were patrons smoking at Hinkston Park as well.

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

A. Employee Awards for 2023 (Commissioner Award, Employee of the Year Awards, Full and Part Time)

Mr. Javier Martinez was presented with the 2023 Commissioner Award. Mr. Artemio Aguirre was presented with the 2023 Employee of the Year award. Ms. Caretha Swift and Ms. Sara Dick were presented with the 2023 Part Time Employees of the Year awards.

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

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer questions. He held another meeting with the Village of Beach Park regarding Beach Road. Commissioner Kilkelly asked how the District would convey the message to patrons that they must pay when they exit. Mr. Beverly noted that they will have signage and will have staff alerting patrons. She also asked if people drop off and come back. Mr. Beverly noted that they receive a ticket to exit and return.

B. Attorney Report: Attorney Florip noted she has been working with staff on various items. She stated that closing on the Boys and Girls Club property will occur on May 14<sup>th</sup>.

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. He noted that they returned to pre-pandemic numbers at Egg Fest, with 3,000 in attendance. Touch a Truck is approaching, and they are getting ready for the parade, with new entertainment. They are working hard on the Carnegie. Vice President Mathews stated that the turnstiles at the Field House look efficient and well placed. Mr. Beverly noted that customers are happy and appreciate the extra security measures the District is investing in. Treasurer Herrera Giron stated that when she visited there was a staff member at the turnstile and asked what the purpose was. Ms. Fischer noted that this is temporary, and is just to orient and assist patrons with the new process.

A. Superintendent of Sports, Fitness, and Aquatics – Ms. Fisher stated that the Field House membership count is at 9,047. She stated that the District should break its highest numbers this month. Family Zumba Night, Parents Night and Family Swim Night are all coming up.

D2. Parks: Mr. Ayala presented his report. He stated that bathrooms are being opened. He updated the Board on recent vandalism that staff is addressing. They are hosting a volunteer event with the YMCA for a park clean up. They are preparing picnic tables and trash containers for the summer months. Vice President Mathews asked for details about the YMCA volunteer event. He also asked about the vandalism. Commissioner Kilkelly asked about the homeless situation at Hinkston Park pavilion. Ms. Fisher noted this park has been added to the Signal 88 coverage for their normal rounds. Commissioner Kilkelly asked for clarification about trash left after a rental event at Hinkston Park pavilion. Mr. Ayala noted that they do have the ability to retain the deposit. She also noted that she had been told that Park District trucks are going around the District posts. Mr. Lerner stated that they will make a note of it and address it with staff. Treasurer Herrera Giron has stated that in the past we have worked with social service organizations and Mr. Lerner noted that we will continue to do so.

D3. Community Relations: Ms. McDonald presented her report. Thursday, April 25<sup>th</sup> is the volunteer patron event at Bonnie Brook. Coming up is Arbor Day and the District will be working with various school districts on events. The Foundation bees have all been installed and there are currently five hives. Commissioner Kilkelly asked if the Board would be going to the Capitol for Parks Day and if the District would have a display. Ms. McDonald stated that they have already registered and are preparing for this.

D4. Finance and Administration: Mr. Beckmann presented his report. He stated that the District recently held an auction for golf items and earned higher than expected. He thanked staff for maintaining their equipment. Vice President Mathews congratulated Dana for obtaining her mental health and first aid certification. He thanked staff for being proactive on pursuing constant training.

A. Superintendent of Finance and Operations – Ms. Mendez noted that staff is focusing on the budget book preparation for GFOA. She noted that she is pregnant and she will be preparing staff for her maternity leave. She thanked everyone for their support with the budget book.

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

### **A. Motion to Approve Agreement with the Waukegan Historical Society**

Motion by Commissioner Kilkelly, seconded by Treasurer Herrera Giron, to approve the agreement with the Waukegan Historical Society, as presented.

The Waukegan Historical Society gave a presentation to the Board, sharing a mockup of the planned exhibits. The exhibit galleries will be laid out chronologically. The plan is to have an oral history booth where patrons can share their stories, which will ultimately be archived. Vice President Mathews asked if the exhibits would rotate. The Historical Society noted that there will be both permanent and temporary exhibit spaces. Treasurer Herrera Giron asked if there is a list of what is planned and if the society would share it. They stated that they would share the list.

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 Motion to Approve Amendment to Prior Agreement for Exhibit Layout

Motion by Commissioner Kilkelly, seconded by Vice President Mathews, to approve the amendment to prior agreement for exhibit layout, 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.

C. Motion to Approve Payment to the Waukegan Historical Society for Exhibits

Staff is seeking approval for payment to the Waukegan Historical Society for not to exceed \$500,000.00 for the design, fabrication, and installation of exhibits which was eliminated from the project budget back in February 17, 2021. This was agreed upon support for this phase of the project and the Historical Society is ready to start.

Motion by Vice President Mathews, second by Treasurer Herrera Giron to approve payment to the Waukegan Historical Society for exhibits, 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.

D. Motion to Approve Sport Court Maintenance Bid

A Request for Bids was publicly advertised and distributed to 9 contractors from the District's Contractor Master List. Staff recommends acceptance of the low bid of \$30,471.20 from Perm-A-Seal, for the 2024 Sports Courts Maintenance.

Motion by Treasurer Herrera Giron, second by Vice President Mathews to approve sport court maintenance bid, 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.

E. Motion to Approve Bevier Park Parking Lot and Asphalt Repair Bid

A Request for Bids was publicly advertised and distributed to 23 contractors from the District's Contractor Master List. Staff recommends acceptance of the low bid of \$158,000.00 from Patriot Maintenance, Inc. for the 2024 Bevier Park Pavement Maintenance. This includes their Base Bid and our acceptance of all Alternates.

Motion by Commissioner Kilkelly, second by Treasurer Herrera Giron to approve Bevier Park parking lot and asphalt repair bid, 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.

F. Motion to Approve Carnegie Project Change Order Addition of External Roof Ladder

During a project orientation visit for the Waukegan Fire Department, it was noted that fire department access to equipment in one of the attic spaces via an internal ladder was inadequate. In a follow up email, Chief Zupec asked that exterior access be provided to this attic area. To achieve this access, an exterior ladder needs to be added to the project. This ladder will provide a connection from a point on the accessible lower roof to the higher roof where there is currently an exterior access hatch for the referenced attic space. Plans for the new ladder were sent to the fire department and have been approved. The total will be \$11,846.00.

Motion by Treasurer Herrera Giron, second by Commissioner Kilkelly, to approve Carnegie project change order addition of external roof ladder, as presented.

Commissioner Kilkelly asked for clarification on the placement. Mr. Lerner noted that the ladder connects the original building to the addition.

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 Custodial Bid for the Field House

A Request for Bids was publicly advertised and distributed to 18 contractors from the District's Contractor Master List. Staff recommends acceptance of the low bid of \$95,964.00 from Eco Clean Maintenance, Inc. for the 2024 – 2025 Recreation Building Custodial Service Agreement.

Motion by Treasurer Herrera Giron, second by Vice President Mathews to approve custodial bid for the Field House, 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.

H. Motion to Approve Custodial Bid for the Jack Benny Center, Jane Addams Center, Adaptive Recreation Center and Belvidere Recreation Center

A Request for Bids was publicly advertised and distributed to 18 contractors from the District's Contractor Master List. Staff recommends acceptance of the low bid of \$35,904.00 from Eco Clean Maintenance, Inc. for the 2024 – 2025 Recreation Building Custodial Service Agreement.

Motion by Treasurer Herrea Giron, second by Vice President Mathews to approve Custodial Bid for the Jack Benny Center, Jane Addams Center, Adaptive Recreation Center and Belvidere Recreation Center, 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.

I. Motion to Approve Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)		\$46,000.00
Museum (10-11-11-473-9999)		\$46,000.00

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

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$90,000.00	
FICA (14-11-11-473-9999)		\$90,000.00

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

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$100,000.00	
Mater Plan Capital MP 9B (29-11-11-473-9999)		\$100,000.00

Purpose: An unbudgeted Master Plan Fund transfer for FY2023-24 to support the future Roosevelt Park Playground due to positive operating results.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$250,000.00	
Mater Plan Capital MP 9A (29-11-11-473-9999)		\$250,000.00

Purpose: An unbudgeted Master Plan Fund transfer for FY2023-24 to support the future Artificial Turf replacement due to positive operating results.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)		\$314,000.00
Mater Plan Capital MP 1B (29-11-11-473-9999)	\$314,000.00	

Purpose: An unbudgeted Master Plan Fund transfer for FY2023-24 to support future pliance projects requirements due to positive operating result

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.

J. Motion to Approve FY 2024-25 Salary Wage Schedules

Motion by Commissioner Bridges, second by Vice President Mathews to approve FY 2024-25 salary wage schedules, 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.

K. Motion to Approve FY 2024-25 Budget and Capital Improvement Plan

Motion by Vice President Mathews, second by Treasurer Herrera Giron to approve FY 2024-25 budget and capital improvement plan, as presented.

Vice President Mathews thanked the finance team for their work on this.

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.

L. Motion to Approve Resolution

a. 2024-05 Classification of Capital Funds

Ms. Mendez reviewed the yearly resolution committing the District's Capital Funds in the budget and audit for projects for FY2024-25. This resolution also helps with tax objections as we can interfund transfer funds from the Corporate Fund to the Capital Funds as part of the 1997 referendum. This is the District's ongoing capital investment back into the community for current and future projects.

Motion by Treasurer Herrera Giron, second by Vice President Mathews to approve Resolution 2024-05 classification of capital funds, 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.

- M. Motion to Approve Policies (Beckmann)
- 3.29 Boundary Violations
  - 3.30 Electronic Communications with Minors and Vulnerable Adults
  - 3.31 Overnight and Travel Abroad Events and Programs
  - 5.01 Land Dedication Regulating the Donation of Land by Developers for Park Purposes

Motion by Commissioner Bridges, second by Vice President Mathews to approve policies 3.29, 3.30, 3.31, and 5.01, 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.

N. Motion to Approve Ordinance 24-04 Supplemental Budget and Appropriation as Amended for FY 5/1/2023 to 4/30/2024

Motion by Commissioner Bridges, second by Vice President Mathews to approve Ordinance 24-04 Supplemental Budget and Appropriation as Amended for FY 5/1/2023 to 4/30/2024, 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.

- O. Next meeting: Decennial Committee Meeting, April 23, 2024 and Board of Commissioners Meeting, May 14, 2024
- P. Reminder – At the May 14, 2024 meeting, officers will be selected as well as liaisons to the Recreation (2) and Golf Advisory Committees and the Waukegan Parks Foundation Board

## VII. CLOSED SESSION

None.

**X. NEXT MEETING**

**XI. QUESTIONS/COMMENTS FROM COMMISSIONERS**

Commissioner Bridges had none.

Commissioner Kilkelly had none.

Treasurer Herrera Giron congratulated the employees who received awards this evening. She noted that it's very important to award and recognize staff members. She invited a parent of a friend of her son to schedule a birthday party at the District and received great feedback about the District. She commended staff and encouraged them to keep up their great work and kindness.

Vice President Mathews thanked staff for their hard work. He congratulated the March employee of the month and Julia Sanchez on her promotion. He shared a story about when she first began with the District. He congratulated Ms. McDonald on the popularity of the pet photo contest. He congratulated the Field House member of the month. He attended multiple Lake County events. He also attended the Matilda opening night, which was a success. He noted the Egg Trail was a hit and well attended. He received an email from the Lake County Health Department who had a number of glowing comments on the staff.

President Johnson stated that this is his last meeting as the President and thanked everyone for the last year. He noted it has been an honor, and always is.

**XII. ADJOURNMENT**

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

On all ayes, the motion carried.

The meeting was adjourned at 5:30 pm.  
Respectfully submitted,

Mandi Florip  
Secretary