

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
January 23, 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 December 12, 2023 (Board of Commissioners Meeting), December 7, 2023 (Golf Advisory Meeting), Bills, Payroll, Financial Statements, Authorization to Accept bids/quotes for Sports Court Maintenance, Upton Park Playground, Hinkston Park Restroom and Pavilion Improvements, Hinkston Park Trail Improvements, Bevier Pond Maintenance and Improvements, Bevier Parking Lot Improvements, Bowen Park Pergola, 542 McAlister Development, and Bonnie Brook Maintenance Building Roof Improvements.

Motion by Vice President Mathews, seconded by Commissioner Kilkelly to approve the December 12, 2023 (Board of Commissioners Meeting), December 7, 2023 (Golf Advisory Meeting), Bills, Payroll, Financial Statements, Authorization to Accept bids/quotes for Sports Court Maintenance, Upton Park Playground, Hinkston Park Restroom and Pavilion Improvements, Hinkston Park Trail Improvements, Bevier Pond Maintenance and Improvements, Bevier Parking Lot Improvements, Bowen Park Pergola, 542 McAlister Development, and Bonnie Brook Maintenance Building Roof Improvements.

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 stated that the Hinkston Park gym looks great and he is happy the benches are back. He noted that the turnstile may not stop people from entering. He is happy about the progress.

Commissioner Kilkelly stated that Todd Johnson, a Field House member, is unable to be here today and asked that she read his letter into public comment.

Commissioner Bridges objected to this, stating that the resident should attend personally to read his letter. Section 8 of the Park District's Policy Regarding Public Comment at Board Meetings allows for written comments to be presented by Board members, so the letter was read by Commissioner Kilkelly. The letter detailed the patron's concerns with the elimination of towel service at the Field House.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

VII. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer questions. He noted that the District is moving forward with the Distinguished Agency award. Vice President Mathews commended Ms. Sandine on completing training.

B. Attorney Report: Attorney Florip has been working with staff on various contracts that are up for renewal. Attorney Florip noted that the District will be attending court on January 25th to seek judicial permission to sell Boys and Girls Club property.

C. Legislation/ IAPD Update: Mr. Lerner noted that the Conference is a few days away. Ms. Sandine sent out a schedule and arrangements to all members.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. Commissioner Kilkelly asked about the programs at Douglas House. Mr. Beverly will follow up with an answer. He stated that they are always working on Carnegie. Father-Daughter Date Night is quickly approaching and plans are beginning for the Egg Hunt. Polar Bear Plunge broke all of the records with over 540 plungers and 7 news outlets. Membership fees and towel service ending have been announced and they have received

very little negative feedback. Treasurer Herrera Giron asked what the projected date for completion of Carnegie is. Mr. Bejster imagines occupancy should be granted in June, 2024. Mr. Lerner noted that it is fluid, as there are many variables in this process. Treasurer Herrera Giron asked if the money saved on towel service will be reallocated for a specific area. Staff noted it will be used for operational and salary purposes. Commissioner Bridges added that the benefit will be seen in the reallocation of staff as well. Treasurer Herrera Giron asked about the Field House remodeling. Mr. Beverly stated that there was a delay, but they are hoping for mid-February.

Mr. Beverly shared recreation statistics with the Board. They cancelled 50% fewer programs and had a 20% increase in participation. Cultural Arts programs went up by 50%. The Messiah also had record attendance from 225 to 600. BASE is up by 50%. Fitness increased by 36%. He further recognized other programs which have all increased from 2022 to 2023. Treasurer Herrera Giron asked for clarification about cancellation. She also asked how programs are being decided upon. Mr. Beverly stated that they work from post-participant survey data and the strategic plan of the District. He stated that they balance the needs of the community with the ability and skills of staff.

Vice President Mathews thanked Mr. Beverly and Ms. Fischer for hosting swim lessons for Waukegan Public School students at the Field House.

Superintendent of Sports, Fitness, and Aquatics – Ms. Fisher stated that the Field House membership count is just under 9,000. Family Zumba Night and Family Swim Night are approaching in February.

A. George Bridges 5K – Commissioner Kilkelly noted that she asked for this to be discussed. She asked for a report of expenses and revenue, as the purpose is to give back to special recreation. She stated that she thinks it has exceeded the timeframe for growth, as the expenses exceed the revenue. She further noted that the expenses extend beyond the Park District to police and fire. She thinks that the race should be suspended at this point.

President Johnson stated that it drew money in 6 of the past 8 years. He further noted that this is the only 5K in town and is an option for people to run in Waukegan. He thinks the race should stay.

Commissioner Bridges asked why this is being revisited and noted that it seems like she has a personal issue with the race. He further stated that many Park District events are subsidized by the District. In its inception, the purpose was to host a run for Waukegan residents. Commissioner Bridges asked Commissioner Kilkelly why she is looking at taking something away from the community, instead of adding something. Commissioner Bridges noted that she did not discuss the Turkey Trot, Go Waukegan walks, or Winter Wonder walks, as they also did not produce revenue.

President Johnson stated that the Board needs to discuss whether the District should continue this event and asked to redirect the conversation. Treasurer Herrera Giron noted that the Board was not provided with the data about the race, so she is unprepared to have a discussion on this topic. She stated that there are two issues that have been brought up. She recognized the policy that the Board decided upon in terms of handling events with a Commissioner's name. She noted that the argument that the race operates at a deficit is unpersuasive, as the District should provide services to residents and a 5K aligns with the mission of keeping people active.

Vice President Mathews stated that he thinks the issue is that an event is named after a current Commissioner. He suggested that a name change would result in the race being continued and noted that the conversation should be directed toward that.

Commissioner Kilkelly noted that her intent for the discussion was not in regard to the name of the event. She stated that she wanted this event discussed because staff is in the beginning stages of budget planning.

President Johnson asked for a Board consensus on keeping a 5K race or not, regardless of a name. Treasurer Herrera Giron asked that the naming of the event be brought back up at a future meeting. She believes that this is an issue that merits future conversation. Vice President Mathews asked if Commissioner Bridges would be willing to remove his name from the 5K. Commissioner Bridges noted that the race has been in existence as the George Bridges 5K for eight years and has an established name and reputation.

D2. Parks: Mr. Bejster presented his report. He noted that ice rinks are opened at Arbor and Victory Parks and have been used. Sled Hills are open at Ben Diamond and Bowen. Staff has been very busy with snow and ice removal. Trade staff has also dealt with HVAC issues in the cold weather. The Bevier Park playground is complete. The majority of the site restoration is complete. Commissioner Kilkelly asked about the OSLAD grant submission for Dugdale. Mr. Bejster stated that the application was submitted in September. Mr. Lerner noted that there were technicalities with the application that may result in grant disqualification. Treasurer Herrera Giron asked for clarification about the technicalities. Vice President Mathews asked for the opening date for Powell.

D3. Community Relations: Ms. McDonald presented her report. She stated that staff is working on the gold medal application and NPRA awards. The Foundation's annual fundraising event is on February 29th and tickets are available online or at the door.

D4. Finance and Administration: Mr. Beckmann presented his report. He stated that staff decided to lock up CD's for next fiscal year, as the interest rates are coming down.

A. Superintendent of Finance and Operations – Ms. Mendez stated that they are preparing for the budget. They are working with Mr. Richards to request grant funds as well. They are working on 1099's and filing electronically for the first time.

VIII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Carnegie Museum Renovation Change Order for the Elevator Shunt Trip

As part of the final elevator design approval, the City of Waukegan's elevator inspector is requiring the addition of a shunt trip to shut power to the elevator in the event a sprinkler head is activated in the elevator shaft, the elevator equipment room or the elevator pit. Since fire protection is required by code for these areas, the shunt trip with an initiating device is required. A requirement for this device was never included in the bid documents. A proposal of \$22,977.86 would provide the necessary equipment and connections to complete this work. The Design/Construct team has reviewed the Proposed Change Order with Staff and would recommend the Board's approval. The funds will come

from the Construction Manager's Construction Contingency.

Motion by Treasurer Herrera Giron, seconded by Commissioner Bridges, to approve Carnegie Museum Renovation Change Order for the Elevator Shunt Trip, 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.

B. Approval of Nominee for the Commissioners' Award

Motion by Commissioner Bridges, seconded by Treasurer Herrera Giron, to approve the nominee for the Commissioners' Award, as presented.

On all ayes, the motion carried.

C. Motion to Approve Proposal for Professional Services from Gewalt Hamilton Associates for 542 McAlister Parking and Site Improvements Conceptual Plan

Gewalt Hamilton Associates, Inc. (GHA) provided a proposal to provide professional engineering services for site development of the District's new acquisition, 542 S. McAlister Avenue. The goal will be to increase parking and add usable outdoor space for the park district facility to the north. The total for the proposal is \$36,958.00.

Motion by Vice President Mathews, second by Treasurer Herrera Giron to approve Proposal for Professional Services from Gewalt Hamilton Associates for 542 McAlister Parking and Site Improvements Conceptual Plan, 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. ADA Coordinator Memo

Mr. Lerner reminded the Board that Quincy Bejster, Director of Parks, serves as the ADA (Americans with Disabilities Act) Coordinator for the District.

E. Review of ADA Transition Plan

Mr. Bejster noted that the plan was contained in the Board packet and needs approval every ten years. Staff is doing a review of all facilities with planning and budget.

Motion to approve by Treasurer Herrera Giron, Seconded by Vice President Mathews.

Commissioner Kilkelly asked if there is a follow up report from the 2012 transition plan. Mr. Bejster stated that there is a large excel tracking sheet.

On all ayes, the motion carried.

F. Motion to Approve Interfund Transfers

Fund	From	To
	Corporate (01-11-11-583-9999)	\$430,393.75
	Debt (17-11-11-473-9999)	\$430,393.75

Purpose: A budgeted Debt Service Fund transfer for FY2023-24. For Debt Service Payments 2015A \$122,143.75, 2017A \$8,250.00, and 2022A \$300,000.00 due June 15, 2024.

Fund	From	To
	Memorial/Endow. (#43) (16-11-11-583-9999)	\$887.50
	Recreation (02-97-24-473-9999)	\$887.50

Purpose: To provide 3 financial assistance awards for Ranger Day Camp in the summer of 2023.

Fund	From	To
	Memorial/Endow. (#43) (16-11-11-583-9999)	\$1,987.00
	Recreation (02-97-24-473-9999)	\$1,978.00

Purpose: To provide 6 financial assistance awards for Explorers Day Camp in the summer of 2023.

Motion by Treasurer Herrera Giron, second by Vice President Mathews, to approve the 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 Ordinance 24-01 Declaring Surplus Property

This includes two towel tracker systems, which are no longer needed by the District.

Motion by Vice President Mathews, second by Commissioner Bridges to approve Ordinance 24-01 Declaring Surplus Property, 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 Sole Source Concrete Improvements at the Waukegan SportsPark R.A Works Concrete LLC Waukegan IL

Staff is seeking approval for Sole Source repair to all four baseball diamond fence areas. The concrete at the base of the fence is heaving, and they are concerned that it will affect the fence's stability. This business is a local and minority-owned small businesses.

Motion by Commissioner Bridges, second by Treasurer Herrera Giron to approve Sole Source Concrete Improvements at the Waukegan SportsPark R.A Works Concrete LLC Waukegan IL, 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 New Master Plan Accounts

Parks Capital Projects:

Established: In 2024

Purpose of Fund: To provide funding and tracking for future Master Plan or grant projects.

Authorized Agent: Executive Director and Director of Parks

Recreation Capital Projects:

Established: In 2024

Purpose of Fund: To provide funding and tracking for future Master Plan or grant projects.

Authorized Agent: Executive Director and Director of Recreation

Golf Operations Capital Projects:

Established: In 2024

Purpose of Fund: To provide funding and tracking for future Master Plan or grant projects.

Authorized Agent: Executive Director and Director of Finance and Operations

Motion by Vice President Mathews, second by Treasurer Herrera Giron to approve new master plan accounts, 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 Purchase of three Ford Super Duty F-250 4x4 Trucks

Staff recommends acceptance of the proposal for \$48,600.00 per vehicle from Highland Park Ford Lincoln for three (3) 2024 Ford Super Duty F-250 4x4 trucks for a total of \$145,800.00.

Motion by Commissioner Bridges, second by Vice President Mathews to approve purchase of three Ford Super Duty F-250 4x4 trucks, 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 Purchase of one Ford Transit Passenger Van XL

Staff recommends acceptance of the proposal for \$57,848.00 from Highland Park Ford Lincoln for a 2024 Ford Transit Passenger Van XL.

Motion by Commissioner Bridges, second by Treasurer Herrea Giron to purchase of one Ford Transit

Passenger Van XL, 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

L. Motion to Approve FY 2024-25 Program Guide Printing Bid

Staff recommends the acceptance of the low bid of \$61,072.59 from Action Printing for the 2024/2025 Printing and Binding of the Seasonal Program Guides.

Motion by Commissioner Bridges, second by Vice President Mathews to approve FY 2024-25 Program Guide Printing Bid, as presented.

Treasurer Herrera Giron asked if the District will consider paperless guides in the future. Ms. McDonald stated that they will be including this in surveys in the future. Treasurer Herrera Giron also asked about feedback on the QR codes. Ms. McDonald noted that patrons enjoy the codes and find them easy to use.

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. Review Single Audit Grants Report

Ms. Mendez presented the FY2022-23 Waukegan Park District Single Audit for Grants report. This is the first audit of the Park District kind. The Single Audit Act requires an annual audit of non-Federal entities that expend \$750,000 or more of Federal Financial Assistance in a fiscal year.

N. N. Motion to Approve Policies

a. 2.02 Purchasing

b. 2.18 Conflict of Interest and Statement of Economic Interest

Motion by Vice President Mathews, second by President Johnson to approve polices 2.02 Purchasing and 2.18 Conflict of Interest and Statement of Economic Interest, as presented.

Mr. Beckmann noted that the purchasing policy is being updated to include emergency purchase language. He stated that the conflict of interest and statement of economic interest policy is new and required by Lake County.

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.

VII. CLOSED SESSION

None.

X. NEXT MEETING

A. Next meetings: Board of Commissioners, Tuesday, February 13, 2024

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Kilkelly stated that the Polar Bear Plunge has been in existence for 25 years and that is amazing. The publicity was unprecedented, and this will reap benefits for special recreation. She is glad the party in the parks has been revamped and she has her tickets.

Commissioner Bridges told everyone who plunged that they did a great job. He also asked Mr. Bejster and Mr. Lerner to thank the staff for keeping our facilities and patrons safe during the harsh weather. He received comments about the Field House pipe breaking.

Treasurer Herrera Giron stated that feels humbled and amazed with all of the work that happens at the District to keep the residents active. She thanked everyone for their leadership and noted that none of this would be possible without everyone's passion. She is grateful to be a part of this. She thanked everyone and noted that unity and collaboration are important for the District.

Vice President Mathews wished everyone a Happy New Year. He stopped by the Waukegan Chamber holiday event and saw staff. He noted that the Polar Bear Plunge was knocked out of the park. He recognized several patrons and staff members who took the plunge. He thanked special recreation staff for all that they do. He congratulated the January employee of the month. He also congratulated the Special Recreation All Stars on the wins. He attended the Ministers Alliance MLK event and the township MLK breakfast. He congratulated the award winners. He thanked Mr. Bejster for providing a great deal of information about the park improvement schedule. He also thanked Mr. Beckmann for providing the CIP for the next three years. He thanked the Parks Maintenance team for all of their hard work, especially in the cold weather. He wished Kali and Jon a happy birthday. He is looking forward to the conference. He revisited the 5K discussion and stated that he wished Commissioner Bridges would voluntarily change the event name.

President Johnson thanked the Board for moving the meeting date. He wished everyone a Happy New Year. He hopes to foster communication amongst Board members, as they are a team and have to move forward together.

XII. ADJOURNMENT

Motion by President Johnson, second by Vice President Mathews to adjourn.

On all ayes, the motion carried.

The meeting was adjourned at 5:52 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mandi Florip".

Mandi Florip
Secretary