MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
December 9, 2025

I. CALL TO ORDER

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

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT	COMMISSIONERS ABSENT
President George Bridges	
Vice President Jacqueline Herrera Giron	
Treasurer Anton Mathews	
Commissioner Jeremiah Johnson	
Commissioner Janet Kilkelly	

STAFF PRESENT:
Executive Director Jay Lerner
Executive Assistant Sally Sandine, Director of Parks Quincy Bejster, Director of Recreation Errick Beverly, Director of Community Relations Shelby McDonald, Director of Finance and Operations Jon Beckmann, Superintendent of Sports, Fitness and Aquatics, Kaitlin Fischer, Superintendent of Finance and Operations Kalina Mendez, and Attorney Mandi Florip.

III. PUBLIC HEARING

Truth in Taxation Public Hearing – Public notice is hereby given that the Board of Commissioners of the Waukegan Park District, Lake County, Illinois will hold a Truth in Taxation Public Hearing on the 9th day of December, 2025, at 4:30 o'clock p.m. at the Administrative Center, 1324 Golf Road, Waukegan, IL 60087.

The public hearing was called to order at 4:31 pm. All posting and publication requirements have been met.

Ms. Mendez reviewed the financial implications for the District. Public comment was opened. None was offered.

The public hearing was closed at 4:33 pm.

Motion by Treasurer Mathews, seconded by Vice President Herrera Giron.

On all ayes, the motion carried.

IV. CONSENT AGENDA

Consent Agenda Items included the Minutes of the November 11, 2025 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statement.

Motion by Commissioner Johnson, seconded by Vice President Herrera Giron to approve the Minutes of November 11, 2025 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statement, as presented.

Treasurer Mathews asked that the minutes be amended with a non-content edit.

On the roll call, the vote was as follows:

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

Motion carried.

VI. PUBLIC COMMENT

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- Introduction of Amerie Fortune, Registration Clerk – Field House
- Promotion of Marco Palencia, Parks to Maintenance Worker III - Horticulturist

Both employees introduced themselves to the Board.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Commissioners. He noted that the District is opting not to submit a gold medal application in 2026.

B. Attorney Report: Attorney Florip noted that she has been working with staff on various items.

C. Legislation/ IAPD Update: Attorney Florip stated that she is working with staff on implementation of bills, as the due dates become available.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He stated that the Charlie Brown Christmas production is coming up, as well as Photos with Santa and Polar Bear Plunge.

A. Superintendent of Sports, Fitness, and Aquatics - Ms. Fischer stated that the Field House membership is at 9,609. Member locker room improvements are progressing, and the men's locker room will be completed soon. Family Swim Night and Merry Fitmas programming are both approaching.

D2. Parks: Mr. Bejster presented his report. He noted that his team has been busy with snow removal. They are nearing completion of Dugdale Park. They have reached a stable stopping point at Hinkston Park with the pavilion. Commissioner Kilkelly asked for a status report of Bevier Park dredging. Mr. Bejster stated that they are waiting on the Army Corps of Engineers for finalization.

D3. Community Relations: Ms. McDonald presented her report. She stated that all IPRA submissions have been completed and they are working on Agency Showcase. The Winter/Spring programming registration is now open.

D4. Finance and Operations: Mr. Beckmann presented his report and offered to answer any questions. He stated that the District submitted a PGA award for Mr. Mike Jesse. He thanked Ms. Mendez and Mr. Jesse for their assistance with the budget, as well as the staff's assistance in meeting reporting goals.

A. Superintendent of Finance and Operations – Ms. Mendez noted that they are currently working on year-end processes.

VII. REVIEW, DISCUSS, DECIDE

A. Future Field House Expansion

Mr. Lerner stated that the community survey reported a high interest in health and fitness, which drove this initiative to look into the possible expansion of the Field House. Additionally, the membership numbers have continued to increase each year, stressing the capacity limits of the building. Mr. Ted Haug performed a zoning analysis and outlined the restrictions, including the setback requirement. Mr. Haug then gave an overview of the proposed addition, that best suit the site and existing structure.

Treasurer Mathews confirmed that additional parking would not be required by the City of Waukegan. Commissioner Johnson asked for clarification about the changes to the existing structure, and its proximity to the walking path. Commissioner Kilkelly asked Mr. Bejster what the capacity is of the north parking lot. Vice President Herrera Giron asked if property acquisition would be necessary with the setback requirements. Mr. Lerner noted that it may be, depending on the decision of additional building placement. Treasurer Mathews asked how many additional offices can be added for staff. Mr. Haug answered that nine or ten offices could be possible, however four to five is more realistic. Estimated costs were discussed.

Mr. Lerner stated that this would be a long-term objective and is seeking input from the Board as to their interest level. Commissioner Kilkelly noted that there are a lot of factors to consider and future discussions to have about this. Commissioner Johnson stated that Field House membership has increased to such a degree that an expansion of the fitness center would be beneficial. Ms. Fischer stated that the basketball courts are fully booked in the winter, and additional courts would allow

fitness classes to expand to that area, as well as allow additional areas for members during rental events. Commissioner Kilkelly also noted a concern about parking limitations with the expansion. The Board discussed further parking options. Mr. Lerner will take all of the Board's comments and continue discussion around this.

B. Motion to Approve 2026 Board Meeting Schedule

Mr. Lerner stated that the meeting schedule is included in the commissioner packets.

Motion by Vice President Herrera Giron, seconded by Treasurer Mathews, to approve the 2026 Board Meeting schedule, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

C. Discussion on Seasonal Program Guide Distribution

Ms. McDonald stated that the District has two options for moving forward with the seasonal program guide distribution, with a recommendation to move forward with the second option. The guide would be available at facilities, and patrons would have the option to request a mailed copy. This would produce a cost savings of around $70,000 for the year, which would be used for targeted marketing on social media and toward the master plan.

D. Discussion on Merchant Card Processing Fees and Recovery

Mr. Beckmann provided an analysis within the Board packet of a new procedure to consider implementing with merchant card processing fees. Staff is recommending option number one, which adds an additional fee to all transactions. Cost savings of $56,000 per year are anticipated. This is a best practice of IGFOA and GFOA. Commissioner Kilkelly asked if debit cards are excluded from the fee mandate. Cash, checks, and ACH provide alternatives which would not incur a processing fee. President Bridges asked that the District explore incentives that can be offered, as well as full transparency for patrons. Vice President Herrera Giron asked if the District can work out a process for families to sign up with ACH payment in person versus entering the sensitive information online. She also reinforced that options be transparent.

E. Motion to Approve Amended Policies

a. 2.03 Investments
b. 2.14 Signature Authority
c. 4.12 Meal and Rest Periods
d. 4.13 Military Leave Act
e. 4.28 Expense Reimbursement

f. 4.37 Employee Blood Leave Act
g. 4.39 Victims' Economic Security and Safety Act (VESSA)

Motion by Commissioner Johnson, seconded by Treasurer Mathews, to approve amended policies as presented.

Mr. Beckmann thanked the staff for assistance on these.

On the roll call, the vote was as follows:

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

Motion carried.

A motion was made by Vice President Herrera Giron to establish a consent agenda under omnibus vote on items G and I, seconded by Commissioner Johnson.

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

Motion carried.

F. Review 2025-26 Mid-Year Report

Ms. Mendez provided a review of the mid-year report and offered to answer questions.

G. Motion to Approve Interfund Transfers

Fund	From	To
Corporate (01-11-11-583-9999)	$4,120.00	
Museum (10-11-11-473-9999)		$4,120.00

Purpose: To align the Museum Fund with auditor recommendations and Fund Balance Policy 2.09 via an unbudgeted transfer noted in the management letter from the April 30, 2025 year end audit. Staff will need to monitor again close to year end for April 30, 2026 to ensure it isn't repeated at year end.

Motion by Commissioner Johnson, seconded by Treasurer Mathews, to approve interfund transfers, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

H. Draft FY 2026-27 Operating Budget

Mr. Beckmann noted that this is an update of the budget previously presented to the Board.

I. Motion to Approve Ordinance 25-05 for the Levy and Assessment of Taxes for the Waukegan Park District for 2025

Motion by Commissioner Johnson, seconded by Treasurer Mathews to approve Ordinance 25-05 for the Levy and Assessment of Taxes for the Waukegan Park District for 2025, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

J. Upcoming Meeting: Board of Commissioners Meeting, Tuesday January 13, 2026

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Johnson is looking forward to Breakfast with Santa and the polar bear plunge.

Commissioner Kilkelly wished everyone a happy and healthy holiday season and wonderful new year.

Treasurer Mathews thanked staff for all their work and efforts. He congratulated the November employee of the month and the Field House member of the month. He thanked Nathan Hintz for his service on the Parks Foundation. Treasurer Mathews attended various events throughout the county and provided a summary to the Board of them. He wished everyone a Merry Christmas and Happy New Year, as well as an early Happy Birthday to Mr. Beverly.

Vice President Herrera Giron wished everyone a happy holiday and hopes to one day make it to the polar bear plunge.

President Bridges wished everyone a Merry Christmas and Happy New Year.

XII. ADJOURNMENT

There being no further business, Treasurer Mathews moved, seconded by Commissioner Johnson, to adjourn the meeting at 5:41 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary