

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
March 11, 2025

I. CALL TO ORDER

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

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Anton Mathews
Vice President George Bridges
Treasurer Jeremiah Johnson

Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

*Commissioner Jacqueline Herrera Giron

*Commissioner entered meeting after roll call.

STAFF PRESENT:

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

III. CONSENT AGENDA

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

Motion by Commissioner Kilkelly, seconded by Treasurer Johnson to approve the Minutes of the February 11, 2025 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statement, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Johnson, Bridges and Mathews

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

V. PUBLIC COMMENT

None.

VI. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

VII. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Commissioners. He noted that they have a Carnegie meeting upcoming and provided tentative dates for opening events. Commissioner Kilkelly asked questions about the remaining work to be completed before opening. President Mathews asked for clarification about the donor event.

B. Attorney Report: Attorney Florip noted that she has been working with staff on various items and reminded the commissioners to complete their statements of economic interest by May 1st.

C. Legislation/ IAPD Update: Session is moving bills through the houses. There is not a need for witness slips at this time.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted the Women's Day event went well. Shrek was sold out and the Eggstravaganza Trail is coming up. They are working on the parade. He provided updates on upcoming events. Commissioner Kilkelly asked for clarification about an item in Mr. Beverly's report.

*Motion to seat Commissioner Herrera Giron at 4:40 pm by Vice President Bridges, second by Treasurer Johnson. On all ayes, the motion carried.

A. Superintendent of Sports, Fitness, and Aquatics - Ms. Fischer stated that the Field House membership count is at 9,590. Libertyville Gymnastics Academy hosted a gymnastics meet this past weekend and received many compliments from the patrons. Upcoming events include Field House Fitness Games, Parents Night Out, and Family Night Zumba.

B. 2025 Polar Bear Plunge Report – Commissioner Kilkelly asked if timed entry would be an option to ease the congestion. Mr. Beverly noted they tried a timed entry previously and it did not work. He stated that they are considering registration options for 2026 to aid in traffic control.

D2. Parks: Mr. Bejster presented his report. He stated that the ice rinks were done for the year. Pickleball and tennis nets are now open. Benches, grills, and summer amenities are being put out. Demolition at Dugdale Park has begun.

D3. Community Relations: Ms. McDonald presented her report. She noted that the Gold Medal Award nomination has been submitted. Volunteer Patron invitations have been sent out. Financial scholarship applications are now open. President Mathews asked why the invitations are mailed out to the Commissioners. Ms. McDonald answered that there is an external company that handles the mailing.

Treasurer Johnson asked when the Bevier pond dredging would be completed. Mr. Bejster stated the temperatures need to warm up.

D4. Finance and Administration: Mr. Beckmann presented his report and offered to answer any questions. He stated that the fiscal year is nearly complete. The District needs to be mindful as they move forward. The National Public Pension Fund has made a financial planning tool available for staff, which will be introduced soon.

A. Superintendent of Finance and Administration: Ms. Mendez stated that they are working on staff evaluations and the budget book. She thanked everyone who has assisted with development of the budget.

VIII. REVIEW, DISCUSS, DECIDE

A motion was made by Vice President Bridges to establish a consent agenda under omnibus vote on items A, B, C, D, F, and G, seconded by Treasurer Johnson.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

A. Motion to Approve Resolution 2025-04 Commissioners Award

Motion by Treasurer Johnson, seconded by Commissioner Herrera Giron to approve Resolution 2025-04 Commissioners Award, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

B. Motion to Approve Upland Design's Proposal of Services for Roosevelt Park

Staff recommends the acceptance of the proposal from Upland Design Ltd. for the Roosevelt Park Renovation Development and Construction Phase Services. The total estimated professional fees are \$131,280.00 which includes a \$10,060 optional fee to design and bid an alternate parking lot expansion. The Professional Service Fees for the Roosevelt Park Renovations are included in the FY 2025/26 CIP Budget.

President Mathews stated that he is excited to see this coming to fruition and asked when completion is anticipated. Staff noted it will be in September, 2026.

Motion by Treasurer Johnson, seconded by Commissioner Herrera Giron to approve Upland Design's Proposal of Services for Roosevelt Park, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

C. Motion to Approve Recycle and Waste Services Bid

Staff recommend acceptance of the low bid of \$19,033.04 from Lakeshore Recycling Systems for the 2025 Recycling and Solid Waste Collection/Disposal Services. The resulting one-year contract is renewable for up to two more years at the District's discretion. In addition to the annual bid prices above, staff calculated an annual estimate for service based on our expected use of on-call services and any overage and contamination fees. Using this estimate, Lakeshore Recycling Systems bid was still \$713.10 less expensive. Staff thoroughly vetted Lakeshore's bid resulting in this recommendation.

Motion by Treasurer Johnson, seconded by Commissioner Herrera Giron to approve recycle and waste services bid, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Motion to Approve Services Proposal for Access Audit and Transition Plan

Staff recommends the acceptance of the attached proposal from WT Group for services to complete the Park District's Access Audit and Transition Plan update. The total estimated professional fees are \$63,469.00. The Professional Service Fees for the updated Access Audit and Transition Plan are included in the FY 2025/26 CIP Budget.

Motion by Treasurer Johnson, seconded by Commissioner Herrera Giron to approve the Services Proposal for Access Audit and Transition Plan, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

E. Review Draft of GolfVisions Budget

Staff presented the GolfVisions FY2025-26 budgets for Bonnie Brook and Greenshire for Board review. They reviewed the budgets after discussions and workshops with GolfVisions staff. The combined golf operations budget indicates a net profit of \$93,730 for FY2025-26 compared to a budgeted \$134,090 net profit for FY2024-25. The thirteen-year average subsidy is (\$45,967.17), 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. Staff also prepared a comparison of expenditure and revenue categories for FY2024-25 and FY2025-26, in addition to the budgets.

President Mathews asked for information about the youth golf lessons. Mr. Beckmann provided an update on the program plans for 2025 and 2026.

2026 will be the 100-year anniversary for Greenshire and plans are underway for celebratory events.

F. Motion to Approve Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M43 (16-11-11-583-9999)	\$70.00	
Recreation (02-46-44-473-9999)		\$70.00

Purpose: To cover 2 scholarships awarded for swim lessons.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M42 (16-11-11-583-9999)	\$1,303.80	
Recreation (02-13-13-473-9999)		\$1,303.80

Purpose: To offset expenses for the Polar Bear Plunge. Funds being transferred from various Polar Bear Plunge sponsorships obtained this fiscal year.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M42 (16-11-11-583-9999) Recreation (08-16-00-473-9999)	\$2,730.00	\$2,730.00

Purpose: To offset expenses, staff costs and financial assistance for sports & fitness programs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment M51 (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$500.00	\$500.00

Purpose: These funds are obtained sponsorship funds in support of the 27th Eggstravaganza Trail.

<u>Fund</u>	<u>From</u>	<u>To</u>
Capital (30-11-11-583-9999) Master Plan (29-11-11-473-9999) MP15A	\$35,114.00	\$35,114.00

Purpose: A carryover capital project golf equipment spreader.

<u>Fund</u>	<u>From</u>	<u>To</u>
Capital (30-11-11-583-9999) Master Plan (29-11-11-473-9999) MP16A	\$28,129.00	\$28,129.00

Purpose: A carryover capital project recreation vehicle.

<u>Fund</u>	<u>From</u>	<u>To</u>
Master Plan (29-11-11-583-9999) Memorial/Endowment (16-11-11-473-9999) M58	\$4,000,000.00	\$4,000,00.00

Purpose: A planned budget transfer into the Memorial/Endowment fund from Master Plan.

<u>Fund</u>	<u>From</u>	<u>To</u>
Capital (30-11-11-583-9999) Master Plan (29-11-11-473-9999) MP16A	\$57,724.00	\$57,724.00

Purpose: A carryover capital project golf rough mower.

<u>Fund</u>	<u>From</u>	<u>To</u>
Capital (30-11-11-583-9999) Master Plan (29-11-11-473-9999) MP17A	\$3,000.00	\$3,000.00

Purpose: A carryover capital project Haines Museum porch.

<u>Fund</u>	<u>From</u>	<u>To</u>
Capital (30-11-11-583-9999)	\$15,000.00	
Master Plan (29-11-11-473-9999) MP16A		\$15,000.00

Purpose: A carryover capital project strategic plan.

<u>Fund</u>	<u>From</u>	<u>To</u>
Capital (30-11-11-583-9999)	\$50,000.00	
Master Plan (29-11-11-473-9999) MP1C		\$50,000.00

Purpose: Unused land acquisition fees deposited into Master Plan Capital for Future Use.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$1,200,000.00	
Capital (30-11-11-473-9999)		\$1,200,000.00

Purpose: A budgeted transfer to support capital.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried

G. Motion to Approve Speaker System at Bonnie Brook Golf Course

Staff recommends acceptance of Speaker Equipment from Sound Design for \$24,350.01. Proposals were internally vetted and the selected and recommended item best meets the needs of the Waukegan Park District.

Motion by Treasurer Johnson, seconded by Commissioner Herrera Giron to approve speaker system at Bonnie Brook Golf Course, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

H. Budget Workshop II

a. Draft of 2025-26 Budget and Capital Improvement Plan – Ms. Mendez provided an overview of the budget materials provided to the Board, and supplemental information on each of the funds.

b. Financial Update – Mr. Beckmann stated that this is a required bi-annual update. He outlined the projections provided in the Board materials and gave clarification on areas of potential concern.

c. Draft of Ordinance 25-02 Supplemental Budget and Appropriation amended for Fiscal Year 5/1/2024 to 4/30/2025 – Ms. Mendez summarized the draft ordinance for the Board and noted it will come up for approval at the next meeting.

K. Upcoming Meeting: Board of Commissioners Meeting, Tuesday, April 8, 2025

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron had none.

Commissioner Kilkelly had none.

Treasurer Johnson stated that the weather is getting warmer, and he is seeing crowds in the parks. He is looking forward to the summer. He was happy to see the Field House activity this weekend with the gymnastics meet.

Vice President Bridges noted that the Field House was packed this weekend and thanked staff. He asked if there was any notification sent to members about the gym closure. Ms. Fischer stated the closure is posted in all areas. He further asked if staff could keep an eye on the screening on the fence at Bevier. He commended President Mathews on his speech. He thanked Mr. Bejster and his team for working with the City of Waukegan on the day of service in April. He also commended staff on consistently ensuring accessibility for all patrons.

President Mathews asked Vice President Bridges to send out the information about the day of service. He wished everyone a Happy Women's History Month. He noted that the first woman commissioner for the District was elected in 1957 and he recognized Commissioners Kilkelly and Herrera Giron. He congratulated the February employee of the month and the Field House February member of the month. President Mathews thanked Mr. Beverly for the fantastic programs and events around Black History Month. He attended the Salute to Gospel and was thankful for the invitation. He attended an urban leader call hosted by the NRPA, which was a fruitful experience. He also attended the Legislative Breakfast and enjoyed the networking opportunity. He attended the sold out Shrek performance and thanked Treasurer Johnson for the pizza donation. Finally, he was happy to attend the Wake Up Waukegan breakfast.

XII. ADJOURNMENT

There being no further business, Vice President Bridges moved, seconded by Treasurer Johnson to adjourn the meeting at 5:31p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary