MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
September 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 Community Relations and Marketing Shelby McDonald, Director of Finance and Operations Jon Beckmann, Superintendent of Finance and Operations, Kalina Mendez, Director of Recreation Errick Beverly, Superintendent of Sports, Fitness and Aquatics, Kaitlin Fischer, and Attorney Mandi Florip.

III. CONSENT AGENDA

Consent Agenda Items included the Minutes of the August 12, 2025 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statement.

Motion by Commissioner Mathews, seconded by Treasurer Johnson to approve the Minutes of the August 12, 2025 (Board of Commissioners Meeting), Bills, Payroll, and Financial Statement, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

VI. PUBLIC COMMENT

Ismael spoke regarding the union contract proposal, specifically the difference in pay and benefits between full and part-time employees.

Ignacio Turuco attended and stated that only three parks maintenance workers were present. He noted that the union has abandoned them and they do not know what is happening.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

None.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Commissioners. He reminded the Board that the NRPA conference is next week, and the time zone for the meetings on their calendars will adjust when in Orlando.

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

C. Legislation/ IAPD Update: Attorney Florip stated that they are awaiting the lame duck session.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He stated that Halloween Trail is coming up. The Waukegan Symphony Orchestra, tour of homes, and turkey trot are just a few events that are approaching. Treasurer Mathews commended special recreation on all the work that they do.

A. Superintendent of Sports, Fitness, and Aquatics - Ms. Fischer stated that the Field House membership is at 9,775. Annual cleaning has just concluded, and the patrons have been pleased. They are working on completing the women's locker room. Yoga at the Beach will end in September. The 5K is approaching. Commissioner Kilkelly asked for information about the fishing derby raffle ticket color. Ms. Fischer noted that the differentiation in color denotes where the raffle tickets are placed.

B. 2025 Fishing Derby Report – Mr. Beverly offered to answer questions regarding the event.

D2. Parks: Mr. Bejster presented his report. He stated that construction is moving quickly at Dugdale Park, and provided an update on the work items. The demo of the Hinkston Pavilion has been completed. The recycling event will be held on September 20th. President Bridges asked if the Dugdale issue has been resolved with the city. Mr. Bejster stated that conversations are working toward a resolution.

D3. Community Relations: Ms. McDonald presented her report. She noted that all of the IAPD award submissions have been completed. The banquet dinner is in October. She is working with recreation to promote Hispanic Heritage month. The parade is Sunday. Honey has been bottled with the Foundation. The honey will be sold at the Field House on various dates. Treasurer Mathews asked if the District could set up a table at the Messiah concert as well. He also commended the Community Relations team for their presence throughout the city.

D4. Finance and Administration: Mr. Beckmann presented his report and offered to answer any questions. He stated that there are many legislative updates that will need to be incorporated before 2026. Commissioner Kilkelly asked for clarification about the art leasing agreement. She also asked about the cart path bids. Mr. Bejster stated that there are several considerations including ADA accessibility and wetland delineation to take into account. Commissioner Johnson stated that he received a message from a patron regarding lack of accessibility for season pass holders.

A. Superintendent of Finance and Operations Mendez noted that they are working on finalizing the audit. She also stated that flu shots will be held next month, noting they are working with a new vendor.

VII. REVIEW, DISCUSS, DECIDE

A. Consideration of Collective Bargaining Agreement Between Waukegan Park District and Service Employees International Union, Local 73

A motion was made by Commissioner Johnson, seconded by Vice President Herrera Giron, to approve the Collective Bargaining Agreement Between the Waukegan Park District and Service Employees International Union, Local 73, as presented.

Commissioner Kilkelly asked what the part time employees' range of pay is currently. Mr. Beckmann provided a range of what had been approved previously. Vice President Herrera Giron asked for clarification about the job classifications. There are currently 217 part-time employees that are budgeted for. Treasurer Mathews asked what the financial impact would be to the District if this were to be put forward. Mr. Beckmann that it would be approximately $300,000 for the first year, not including IMRF and other benefits.

On the roll call, the vote was as follows:

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

Motion fails.

B. Motion to Approve Purchase of Bowen Spider Climber

Staff recommends acceptance for the purchase of GameTime playground equipment for $155,608 from Cunningham Recreation for the 2025 Bowen Park Spider Net Climber replacement.

Motion by Treasurer Mathews, seconded by Commissioner Johnson to approve Bowen Spider Climber, as presented.

Commissioner Kilkelly asked what the age of the current structure is and if there are safety concerns. Mr. Bejster stated that they have repaired the apparatus but it has reached end of life. Commissioner Herrera Giron asked when this will be installed. Mr. Bejster noted it would be a spring installation.

On the roll call, the vote was as follows:

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

Motion carried.

C. Motion to Approve Purchase of Hinkston CXT Restroom Building

Staff recommends acceptance of the purchase of the CXT Dakota Restroom building for $138,401 for the Hinkston Park pavilion renovation project.

Motion by Commissioner Johnson, seconded by Treasurer Mathews to approve Hinkston CXT restroom building, as presented.

Commissioner Kilkelly asked if this building is able to be hosed down.

On the roll call, the vote was as follows:

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

Motion carried.

D. Motion to Approve Interfund Transfers

Fund	From	To
Memorial/Endowment - M51(16-11-11-583-9999)	$5,000.00	
Recreation (02-97-24-473-9999)		$5,000.00

Purpose: To reduce the cost of program operations or offset expenses for program supplies keeping program fees low for Explorers Summer Camp.

Fund	From	To
Memorial/Endowment - M51(16-11-11-583-9999)	$2,000.00	
Memorial/Endowment (02-97-24-473-9999)		$2,000.00

Purpose: To reduce the cost of program operations or offset expenses for program supplies keeping program fees low for Summer Camp, Before/After Care.

Fund	From	To
Memorial/Endowment - M51(16-11-11-583-9999)	$1,000.00	
Memorial/Endowment (02-24-11-473-9999)		$1,000.00

Purpose: To reduce the cost of program operations or offset expenses for program supplies keeping program fees low for Stage One Youth Theatre Program.

Fund	From	To
Memorial/Endowment - M51(16-11-11-583-9999)	$500.00	
Memorial/Endowment (02-97-81-473-9999)		$500.00

Purpose: To reduce the cost of program operations or offset expenses for program supplies keeping program fees low for Before and After School Experience (BASE).

Fund	From	To
Memorial/Endowment - M51(16-11-11-583-9999)	$500.00	
Memorial/Endowment (08-16-00-473-9999)		$500.00

Purpose: To reduce the cost of program operations or offset expenses for program supplies keeping program fees low for SRS Special Olympics (Sports & Fitness, All Star Swim Camp).

Fund	From	To
Memorial/Endowment – M43(16-11-11-583-9999)	$948.00	
Memorial/Endowment (02-97-24-473-9999)		$948.00

Purpose: To cover four financial assistance awards for Explorers Day Camp for the summer of 2025.

Fund	From	To
Memorial/Endowment – M42(16-11-11-583-9999)	$484.00	
Memorial/Endowment (08-48-24-473-9999)		$484.00

Purpose: To cover three program assistance requests.

Fund	From	To
Memorial/Endowment - M55(16-11-11-583-9999)	$1,782.47	
Recreation (02-24-50-473-9999)		$1,782.47

Purpose: To support scholarships for students taking music lessons at Jack Benny Center for Arts. This will close out this fund.

Fund	From	To
Memorial/Endowment – M37(16-11-11-583-9999)	$3,344.52	
Recreation (02-24-50-473-9999)		$3,344.52

Purpose: To support scholarships for students taking music lessons at Jack Benny Center for Arts. This will close out this fund.

Fund	From	To
Memorial/Endowment – M49(16-11-11-583-9999)	$2,909.01	
Recreation (02-24-50-473-9999)		$2,909.01

Purpose: To support scholarships for students taking music lessons at Jack Benny Center for Arts.

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

On the roll call, the vote was as follows:

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

Motion carried.

E. Motion to Approve Amended Policy 2.02 Purchasing

Motion by Commissioner Johnson, seconded by Treasurer Mathews to approve amended Policy 2.02 Purchasing, as presented.

Mr. Beckmann noted that the bid limits have changed for supplies and this policy needs to be amended.

On the roll call, the vote was as follows:

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

Motion carried.

F. Upcoming Meeting: Board of Commissioners Meeting, Tuesday October 14, 2025

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Johnson is looking forward to seeing everyone at the conference and wishes a Gold Medal win to the District.

Commissioner Kilkelly congratulated the District for getting into the Gold Medal circle. She asked for a detailed report following the 5K this weekend.

Treasurer Mathews attended many events including the Chamber breakfast and the Glow Walk. He congratulated the new communications supervisor and park services supervisor. He complimented Mr. Bejster on working closely with organizations and securing their time to volunteer with the District.

Vice President Herrera Giron noted she will miss the District at the conference and wished them a Gold Medal victory.

President Bridges stated the Park District will bring back the Gold Medal this year. He wished everyone safe travels. He is looking forward to seeing everyone at the 5K race this weekend.

XII. ADJOURNMENT

There being no further business, Commissioner Johnson moved, seconded by Vice President Herrera Giron to adjourn the meeting at 5:13 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary