

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
February 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

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant/Accreditation Administrator Sally Sandine, Director of Community Relations 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 January 28, 2025 (Board of Commissioners Meeting), December 5, 2024 (Golf Advisory Committee Meeting) Bills, Payroll, Financial Statement, and Travel Expense Reports.

Motion by Commissioner Kilkelly, seconded by Treasurer Johnson to approve the Minutes of the January 28, 2025 (Board of Commissioners Meeting), December 5, 2024 (Golf Advisory Committee Meeting) Bills, Payroll, Financial Statement, and Travel Expense Reports, as presented.

The minutes will be amended with a page 5 edit of name change to President Mathews.

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

A. Waukegan Historical Society Check Presentation to the Waukegan Park District

The Waukegan Historical Society noted that they have made a great deal of progress on the Carnegie Museum. An update was provided to the Board regarding the museum. A soft launch will occur on March 1st at 10am and the Board and leadership staff are invited to attend. A donor appreciation event will also be held in March. The grand opening is tentatively planned for April. Commissioner Kilkelly and President Mathews asked for clarification about the donor wall. The Historical Society presented a check to the Park District for the museum.

- a. Illinois State Senator Adriane Johnson 30th District – The Historical Society thanked Senator Johnson for her tremendous support in securing a large grant of \$500,000 to support the HVAC system of the museum.

B. BerryDunn and aQuity Research Update on District Strategic Plan and Community Assessment

Ms. Wilson from BerryDunn provided an update on the strategic plan and community assessment. She noted that the initial timeline is still on track. She reviewed some key points of the progress made and an overview of the next steps toward completion. Mr. Andreason from aQuity presented the preliminary, high-level results from the community assessment.

President Mathews asked about the resident response rate. Mr. Andreason answered that it was very challenging to get the number of responses necessary for the study. Mr. Beverly asked how the statistics compare to other Park Districts. Mr. Andreason answered that the scores were aligned with other Districts. Commissioner Kilkelly asked how the demographics of the respondents compared to some of the responses. Mr. Andreason noted that the responses are all in line with what they generally see from other agencies. Treasurer Johnson stated that he was pleased to see that language was not a barrier for the majority of respondents.

VII. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Commissioners.

B. Attorney Report: Attorney Florip noted that she has been working with staff on contract updates in light of the new Child Labor Law.

C. Legislation/ IAPD Update: Attorney Florip stated that the chambers both continue to be in session and as new bills are passed, she will provide updates. Ms. Sandine sent out the updates for Parks Day at the Capital.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that the Carnegie is coming along well. This month, the District has several Black History Month events. They hosted a father daughter date night recently which went very well.

- A. Superintendent of Sports, Fitness, and Aquatics - Ms. Fischer stated that the Field House membership count is at 9,441. She noted that there are a few fitness programs coming up – Family aquafit, Family swim night, and a Valentine’s Day partner workout.

B. 2024 Turkey Trot Report

D2. Parks: Mr. Bejster presented his report. He noted that the ice rinks are open. They are preparing for a big snow event tomorrow. President Mathews stated that the new handrail installed at Bowen is a nice addition.

D3. Community Relations: Ms. McDonald presented her report. She stated that they are working diligently on the Gold Medal application and NRPA awards. They continue to work on the strategic plan. They are also on the second draft of the summer program guide.

D4. Finance and Administration: Mr. Beckmann presented his report and offered to answer any questions. He stated that GolfVisions hired a new superintendent, who is familiar with maintenance and has experience with private golf courses.

A. Superintendent of Finance and Administration: Ms. Mendez stated that they are working on budget projections and a new P-card system for the District.

VIII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Independence Day Parade Theme and Grand Marshal

The Board has options for the theme, presented within the packet, as well as a recommendation for the Grand Marshal.

Motion by Vice President Bridges, seconded by President Mathews to approve Independence Day parade theme and Grand Marshal, as presented.

On all ayes, the motion carried.

B. Motion to Approve Commissioner Award Nominee

Motion by Vice President Bridges, seconded by Treasurer Johnson, to approve Commissioner Award nominee, as presented.

On all ayes, the motion carried.

C. Motion to Approve Lawn Quote for Maintenance Services

Staff recommend acceptance of the low quote of \$26,962.00 from Yellowstone Landscape for the 2025 Contractual Lawn Maintenance Services with an option to renew for a second year at \$27,768.00 and a third year at \$28,604.00 as listed in the quote proposal. Renewals will be at the discretion of the Waukegan Park District at the end of each service year.

Motion by Vice President Bridges, seconded by Treasurer Johnson, to approve lawn quote for maintenance services, 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.

D. Motion to Approve Bid for Printing of Seasonal Program Guide for 2025-26

Staff recommends the acceptance of the low bid of \$60,661.68 from Action Printing for the 2024/2025 Printing and Binding of the Seasonal Program Guides.

Motion by Treasurer Johnson, second by Vice President Bridges to approve bid for printing of seasonal program guide for 2025-26, 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.

E. Motion to Approve Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$89,541.52	
Memorial/Endowment M58 (16-11-11-473-9999)		\$89,541.52

Purpose: A budgeted Memorial/Endowment Fund transfer for FY2024-25.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$700,000.00	
Capital (30-11-11-473-9999)		\$700,000.00

Purpose: A partial budgeted Capital Fund transfer for FY2024-25.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999)	\$425.00	
Recreation (02-48-88-473-9999)		\$425.00

Purpose: These funds are to offset the expense of the Father Daughter Date Night, funds allocated from the Credit Card 2023-24 Reward program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999)	\$500.00	
Recreation (02-24-11-473-9999)		\$500.00

Purpose: To offset the expense of the 2025 Women's Day Event. These funds are allocated from the Credit Card 2023-24 Reward program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999)	\$1,000.00	
Recreation (02-13-13-473-9999)		\$1,000.00

Purpose: To use the remaining AT&T sponsorship funds from Eggstravaganza.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999)	\$235.00	
Recreation (02-97-81-473-9999)		\$235.00

Purpose: To cover financial assistance awarded in FY2024-25.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999)	\$500.00	
Recreation (02-97-81-473-9999)		\$500.00

Purpose: To cover anticipated craft projects and field trips. Funds provided from the FY2024-25 Waukegan Parks Foundation sponsorship.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999) Recreation (08-16-00-473-9999)	\$500.00	\$500.00

Purpose: To offset All-Stars Swim Camp expenses. Funds provided from the FY2024- 25 Waukegan Parks Foundation sponsorship.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-48-88-473-9999)	\$5,000.00	\$5,000.00

Purpose: To offset expense already made for 2024/2025 Nature and Garden /Greenhouse programs and cover expenses that have yet to be made for anticipated purchases of nature Craft kits used for spring/summer programming, greenhouse equipment and soil for planting and garden beds that's done now through early May. Funds used are from the 2024 North Shore Gas grant funds.

Motion by Vice President Bridges, second by Treasurer Johnson to approve interfund transfers, as presented.

Commissioner Kilkelly asked for clarification about an allocation date within the transfers.

On the roll call, the vote was as follows:

AYE: Kilkelly, Johnson, Bridges and Mathews

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron

Motion carried.

F. Review Single Audit Grants Report

Mr. Beckmann noted that there is nothing for the Board to review at this point. He thanked Ms. Mendez for her assistance with this report.

G. Motion to Approve Resolution 2025-01 Patron of the Year

Motion by Treasurer Johnson, seconded by President Mathews, to approve Resolution 2025-01 Patron of the Year, as presented.

On all ayes, the motion carried.

H. Motion to Approve Resolution 2025-02 Volunteer of the Year

Motion by Treasurer Johnson, seconded by Vice President Bridges, to approve 2025-02 Volunteer of the Year, as presented.

On all ayes, the motion carried.

I. Motion to Approve Resolution 2025-03 Jack Benny Arts & Humanities Award

Motion by Treasurer Johnson, seconded by President Mathews, to Approve Resolution 2025-03 Jack Benny Arts & Humanities Award, as presented.

On all ayes, the motion carried.

J. Budget Workshop I

a. Budget Planning Process, Calendar and Process – Ms. Mendez reviewed the overview of the process and funds of note. She further noted that this brings the District in line with their budget planning steps. Commissioner Kilkelly asked for clarification about items within the budget workshop documents. Mr. Beckmann noted that the items would be updated accordingly with her concerns.

b. Current Financial Position, Budget Assumptions & Short-Term Issues – Ms. Mendez reviewed the District's current financial position, with notes included in the Board packet.

c. Draft of Significant Service Level Changes – Each Department head reviewed service level changes for FY 25-26. Mr. Beverly noted that the Recreation Department includes additional staff members, an increase in special recreation programs, and membership revenue growth. Mr. Bejster stated that the Parks Department will have an increase in grounds maintenance, a decrease in professional tech services, and an increase in custodial maintenance. Ms. McDonald has no significant service level changes in Communications.

d. Draft of Fiscal Year 2025-26 and Three-Year CIP – The proposed capital improvement projects were outlined. The commissioners asked questions regarding each of the projects.

e. Preliminary Salary Schedules FY 2025-26 – Ms. Mendez reviewed the proposed increases.

f. Update on Commission for Accreditation of Park and Recreation Agencies (CAPRA) and Distinguished Accreditation.

K. Upcoming Meeting: Board of Commissioners Meeting, Tuesday, March 11, 2025

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Kilkelly thanked the Board and staff members for their work.

Treasurer Johnson thanked the Board and staff members for their work.

Vice President Bridges asked how often the youth within the SwimSmart program are allowed to use the therapy pool. Ms. Fischer provided the dates and times the program is run. She also clarified why the therapy pool is utilized for the younger students. He thanked the Field House staff for their professional response to the medical emergency which recently occurred. Vice President Bridges specifically noted that Javi Martinez was excellent in his response to this incident.

President Mathews thanked staff for all of their excellent work for the community. He acknowledged Mr. Beverly in respect to Black History Month. He also noted that Vice President Bridges was the first

African American elected to this Board. He attended the special recreation tournament at the Field House. He congratulated the January employee of the month and January Field House member of the month. He wished Elizabeth Fallon a happy birthday.

XII. ADJOURNMENT

There being no further business, Vice President Bridges moved, seconded by Commissioner Kilkelly to adjourn the meeting at 6:09 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary