

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
January 28, 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 Jacqueline Herrera Giron
Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Superintendent of Community Relations Shelby McDonald,
Superintendent of Finance & Administration Jon Beckmann, Deputy Superintendent of Finance and
Administration, Kalina Mendez, Superintendent of Recreation Errick Beverly, Deputy
Superintendent of Sports, Fitness and Aquatics, Kaitlin Fischer, and Attorney Mandi Florip.

III. CONSENT AGENDA

Consent Agenda Items included the Minutes of the December 10, 2024 (Board of Commissioners Meeting), Bills, Payroll, Financial Statement, and Authorization to Accept Bids/Quotes for the SportsPark Champion Field Turf Replacement.

Motion by Vice President Bridges, seconded by Treasurer Johnson to approve the Minutes of the December 10, 2024 (Board of Commissioners Meeting), Bills, Payroll, Financial Statement, and Authorization to Accept Bids/Quotes for the SportsPark Champion Field Turf Replacement, as presented.

A non-content change was requested within the December minutes.

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.

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 thanked everyone for attending the conference. He noted that NRPA is quickly approaching. President Mathews thanked Mr. Lerner for the response letter sent to Mr. Larsen.

B. Attorney Report: Attorney Florip discussed the option of adding a consent agenda under an omnibus vote. The Board discussed this formatting change.

C. Legislation/ IAPD Update: Attorney Florip provided an update on the federal freeze on grant funding.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that he has been with the Park District for 15 years and attended the IPRA conference many times. He stated that Waukegan Park District is incredibly respected on both the local and national levels. The Polar Bear Plunge broke a lot of records. They are preparing for the Egg trail. They are rolling out a self-esteem program and nature's classroom events. Sensory events are also included. The fall holiday events included 876 events with a total participation of 17,001. 9% were free programs, up from 4% the prior year. Free participation numbers are 4,452 for the three months. The District has been focused on providing free and low cost events.

President Mathews noted that the program numbers continue to be outstanding and thanked Mr. Beverly and Ms. Fischer for their hard work. Commissioner Kilkelly asked if registration will continue at Jack Benny or move to the Jane Adams building.

A. Superintendent of Sports, Fitness, and Aquatics

Ms. Fischer stated that the Field House membership count is at 9,347, a new record. They recently held another gymnastics meet. Family Zumba Night, Family Swim Night, and Parents Night Out are approaching. Commissioner Kilkelly asked how the Field House is able to absorb parking lot overage. Ms. Fischer described how spots are utilized when large events are held at the facility.

B. 2024 Halloween Trick or Treat Trail Report

D2. Parks: Mr. Bejster presented his report. He noted that the ice rinks and sledding hills are open. The Parks team is preparing for construction at Dugdale Park. Commissioner Kilkelly asked for clarification about a training that was recently held. President Johnson asked if the rinks will be impacted by the higher temperatures which are expected this week.

D3. Community Relations: Ms. McDonald presented her report. She noted that they are working on the Gold Medal and NRPA awards. They are also working on the strategic plan. The volunteer patron reception is Tuesday, April 15th. The District's Facebook reach, content interaction, and total visits have all increased from last year.

D4. Finance and Administration: Mr. Beckmann presented his report and offered to answer any questions. President Johnson thanked Mr. Beckmann and his team for ensuring the AED and first aid kits in the District are upkept.

A. Superintendent of Finance and Administration: Ms. Mendez stated that she is currently working on projects and the new P-card program. She is also

working on remedying the budget glitches the team has encountered.

VIII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Bevier Sediment Removal Change Order #2

Staff recommends approval of the proposal for Change Order #2 for \$119,995.00 to the existing contract with Organic Sediment Removal Systems (OSRS). Mr. Bejster noted that this is the final major cost to complete the restoration.

Motion by Vice President Bridges, seconded by Treasurer Johnson to approve Bevier sediment removal change order #2, as presented.

Commissioner Kilkelly asked how the original work order could have been underestimated at such a high rate. Mr. Bejster noted that the contractor used data that was not accurate enough to provide an appropriate estimate.

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 Purchase of Romtec Shelter

Staff recommends acceptance of the purchase of the Romtec Pavilion from Romtec, Inc. for the Dugdale Park Renovation Project in the amount of \$71,035.23. This will be an identical shelter to King Park.

Motion by Vice President Bridges, seconded by Treasurer Johnson, to approve purchase of Romtec shelter, 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 Purchase of Dugdale Playground Equipment

Staff recommends acceptance of the purchase of Landscape Structures playground equipment from NuToys for Dugdale Park through the Sourcewell Cooperative Joint Purchasing Alliance in the amount of \$200,010.00.

Motion by Vice President Bridges, seconded by Commissioner Herrera Giron, to approve purchase of Dugdale playground equipment, as presented.

Commissioner Kilkelly asked how many elements are included that are ADA accessible. Mr. Bejster stated that there are many components within the structure, although it is not fully inclusive.

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 Deny Dugdale Park Renovation Bids

Staff recommends denying all bids from the bid opening on November 21, 2024 for the Dugdale Park Renovation. Project was rebid with design changes to reduce cost.

Motion by Vice President Bridges, second by President Johnson to deny Dugdale Park renovation bids, 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. Motion to Approve Dugdale Park Renovation Bid

For the Dugdale Park Renovation, staff recommends accepting low Base Bid and Alternate 1 plus Alternate 2 opened January 9, 2025 from Copenhaver Construction for a total of \$1,764,263.

Motion by Treasurer Johnson, second by Vice President Bridges to approve Dugdale Park renovation bids, as presented.

Commissioner Kilkelly asked what the change was between the first and second bids. Mr. Bejster reviewed the differences in the bids.

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.

F. Motion to Approve Hinkston Park Renovation Design Services Proposal

Staff recommends the acceptance of the presented proposal from Legat Architects for the Hinkston Park Pavilion and Restroom Construction Phase Services. The total estimated professional fees are \$54,000 with the detailed proposal attached. The Professional Service Fees for the Hinkston Park Improvements are included in the FY 2024/25 CIP Budget. The plan is go out to bid this spring and finish the project before the winter.

Motion by Treasurer Johnson, seconded by Commissioner Herrera Giron, to approve Hinkston Park renovation design services proposal, as presented.

Commissioner Kilkelly asked what features will be demolished. Mr. Beverly explained the overall plan for the pavilion and restroom. Treasurer Johnson noted that the new layout will also make it safer and more accessible for patrons.

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 Ordinance 25-01, Consideration and action on an Ordinance abating the tax hereto levied for the year 2024 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, and General Obligation Park Bonds (Alternate Revenue Source), Series 2022A of the District

Motion by President Mathews, seconded by Commissioner Kilkelly, to approve Ordinance 25-01, Consideration and action on an Ordinance abating the tax hereto levied for the year 2024 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, and General Obligation Park Bonds (Alternate Revenue Source), Series 2022A of the District, as presented.

Ms. Mendez explained the purpose of the ordinance.

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. Motion to Approve Updated Policies (Beckmann)
 - a. 2.08 Donations, Gifts, Bequests and Naming Rights
 - b. 2.10 Capital Asset/Fixed Assets
 - c. 2.12 Match Policy: Grants Committing District Resources
 - d. 2.15 Endowment/Memorial Fund Creation and Usage
 - e. 3.22 Media, Public Information, and Communications
 - f. 4.03 Conditions and Requirements of Employment
 - g. 4.10 Sick Time and Family Medical Leave Act (FMLA)

Motion by Treasurer Johnson, seconded by Vice President Bridges, to approve updated policies, 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.

I. Motion to Approved Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-48-88-473-9999)	\$200.00	\$200.00

Purpose: These funds were obtained sponsorship funds in support of the 2024 Decorate the Turkey contest.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$700.00	\$700.00

Purpose: These funds are obtained sponsorship funds in support of the 2024 Photos with Santa.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$3,070.00	\$3,070.00

Purpose: These funds were obtained from the 2024 Waukegan Park District Credit Card rewards program and were designated for the 2024 Halloween Trail event.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$5,070.00	\$5,070.00

Purpose: These funds were obtained from the 2024 Waukegan Park District Credit Card rewards program and were designated for the 2024 American Independence Parade event.

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

Purpose: These funds were obtained from the 2024 Waukegan Park District Credit Card rewards program and were designated for the Glow Walk program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51) (16-11-11-583-9999) Recreation (02-24-11-473-9999)	\$2,000.00	\$2,000.00

Purpose: These funds were obtained from the 2024 Waukegan Park District Credit Card rewards program and the Waukegan Parks Foundation at \$1,000 each. These funds were designated for the Stage One Youth Theatre program.

Motion by Vice President Bridges, 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.

J. Upcoming Meeting: Board of Commissioners Meeting, Tuesday, February 11, 2025

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron congratulated Mr. Lerner on his leadership and all of the amazing work the staff does. She noted that the awards cement all of the work the staff has done.

Commissioner Kilkelly thanked staff for their assistance making arrangements for the conference. He thanked the staff for all that they do for the District and residents.

Treasurer Johnson stated that it was a great conference. He noted that Waukegan was highly regarded by all for all of their awards. He also stated that the keynote speaker was excellent. He said it was a good way to kick off the new year.

Vice President Bridges thanked Ms. Sandine for coordinating the travel details for all of the commissioners. He commended staff for all of their hard work and on all of the well deserved awards. He thanked everyone for what they do.

President Mathews thanked staff for all that they do. He thanked Ms. Sandine for the seamless travel arrangements. He congratulated the December employee of the month and the January Field House member of the month. He highlighted the SwimSmart program and thanked District staff and USA Management for their work on this class. He attended A Christmas Carol and the kids did a tremendous job performing. He thanked Quonset Pizza for donating pizza for the party after. He attended Breakfast with Santa at Bonnie Brook. He further noted that the Polar Bear Plunge was a great event. He thanked Governor Pritzker for the OSLAD grant awarded to the District. He participated in the United Way MLK celebration and thanked the organization for their warm welcome. He attended the Township Dreams breakfast and thanked the Township for the Drum Major Award. He noted that the IAPD conference was a great time and congratulated Mr. Lerner and Mr. Bejster on their awards. President Mathews wished staff members belated happy birthdays.

XII. ADJOURNMENT

There being no further business, Treasurer Johnson moved, seconded by Vice President Bridges to adjourn the meeting at 5:34 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary