MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
April 8, 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

Treasurer Jeremiah Johnson
Commissioner Jacqueline Herrera Giron
Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

*Vice President George Bridges

*Commissioner entered the meeting after roll call.

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

III. CONSENT AGENDA

Consent Agenda Items included the Minutes of the March 11, 2025 (Board of Commissioners Meeting), March 10, 2025 (Recreation Advisory Committee Meeting), Bills, Payroll, Financial Statement, and Authorization to Accept Bids for FY 2025-26 Capital Improvement Plan Projects.

Motion by Commissioner Kilkelly, seconded by Commissioner Herrera Giron to approve the Minutes of the March 11, 2025 (Board of Commissioners Meeting), March 10, 2025 (Recreation Advisory Committee Meeting), Bills, Payroll, Financial Statement, and Authorization to Accept Bids for FY 2025-26 Capital Improvement Plan Projects, as presented.

Commissioner Kilkelly asked for clarification about a capital project.

*Motion to seat Vice President Bridges at 4:31 pm by Commissioner Herrera Giron, seconded by Treasurer Johnson.

On all ayes the motion carried.

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

Bryan and Ty announced to the Board that they have received two awards from the Illinois Association of Museums.

A. 2024 Employee Awards (Commissioners Award and Employee of the Year Full and Part Time Awards)

Mr. Bejster introduced Mr. Wedge and presented the Commissioners Award to him. President Mathews read the award commendations and shared comments with the Board about Mr. Wedge.

Mr. Beckmann and Ms. Mendez introduced Mr. Jesse and presented the Full Time Employee of the Year Award to him.

Mr. Beverly and Ms. Fischer introduced Ms. Ulloa and presented the Part Time Employee of the Year Award to her.

Mr. Beverly and Ms. Sanchez introduced Mr. Lima and presented the Part Time Employee of the Year Award to him.

Mr. Beverly introduced Ms. Sanchez and presented the Full Time Employee of the Year Award to her.

VII. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Commissioners. He noted that there are several events coming up this month for the Commissioners.

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: The deadline for bills to make it out of both chambers is this Friday.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He noted that the Lake County News Sun has featured several programs from the District. He also stated that the Nature Center drop ins have been going well and the Eggstravaganza Trail is coming up. He noted that the Field House membership has hit an all-time high with over 9,800 members. He also provided an update to the Board that as patron issues are raised, they are immediately addressed.

Commissioner Kilkelly asked for clarification about one of the report items.

A. Superintendent of Sports, Fitness, and Aquatics - Ms. Fischer stated that the Field House membership count is at 9,817. Family swim night and Zumba fitness night are coming up. The District is looking at incorporating a Zumba at the Beach this summer in partnership with the City of Waukegan. President Mathews stated that he is looking forward to these new summer events and commended staff on their continued growth and community outreach.

D2. Parks: Mr. Bejster presented his report. They have processed and approved more than 60 park permits. The Parks Department began opening outdoor restrooms and water features. Dugdale Construction began on March 24th. They also had a great service day this past weekend, with more than 30 volunteers kicking off Earth Month. Commissioner Kilkelly asked for information about two items in Mr. Bejster's report.

D3. Community Relations: Ms. McDonald presented her report. She also noted that the Volunteer Patron Event is approaching and the Carnegie grand opening will take place on May 1st at noon. Commissioner Kilkelly asked what the capacity is at the Carnegie building. Ms. McDonald summarized the limitations presented when food and drink are involved. President Mathews asked how this public announcement will be handled. Ms. McDonald stated that the ribbon cutting will be open to the public, and available on social media, the website, and newsletter. The Foundation event will be held on May 15th and invitations have been sent.

D4. Finance and Administration: Mr. Beckmann presented his report and offered to answer any questions. He stated that both Mr. Jesse and Ms. Jozefiak received their CPRP certification. The telecom contract has just been renegotiated and shows savings for the District. The Finance and Operations Department also secured a grant from Paycom for the Foundation.

A. Superintendent of Finance and Administration: Ms. Mendez stated that the budget book is complete. She also noted that they performed a tour with Paycom for the case study they are preparing.

VIII. REVIEW, DISCUSS, DECIDE

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

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.

President Mathews congratulated Ms. Mendez and Mr. Beckmann on the work they put into the budget. He is happy to see everything that is being planned.

A. Motion to Approve USA Management Agreements (2) for Indoor and Outdoor Aquatics

Motion by Treasurer Johnson, seconded by Vice President Bridges to approve USA Management Agreements (2) for Indoor and Outdoor Aquatics, 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 IPRA Environmental Report Card completed in March 2025

Staff recommends the approval of the presented IPRA Environmental Report Card. The report card was completed by a seven person staff team recruited by Manager of Planning Services, Tim Girmscheid. The team did a thorough, honest, and efficient job. The Park District's rating increased from 77% in 2020 to 86%, which reflects improvements made over the last five years and puts the District close to the top category.

Motion by Treasurer Johnson, seconded by Vice President Bridges to approve the IPRA Environmental Report Card completed in March 2025, 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 Amended Policy 5.02 Recycling and Zero Waste and Recycling and Zero Waste Plan

Motion by Treasurer Johnson, seconded by Vice President Bridges to approve Amended Policy 5.02 Recycling and Zero Waste and Recycling and Zero Waste 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.

D. Motion to Approve Sole Source Rough Mower from Reinders for the Bonnie Brook Golf Course

Staff recommends the acceptance of the off-lease Groundsmaster 4700-D in the amount of $56,745.00, as the best option to meet the needs of the Waukegan Park District and Golf Operations. The current price for a new model would range between $100,000 and $120,000.

Motion by Treasurer Johnson, seconded by Vice President Bridges to approve Sole Source Rough Mower from Reinders for 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.

E. Motion to Approve Interfund Transfers

Fund	From	To
Capital Projects (30-11-11-583-9999)	$50,000.00	
Master Plan (29-11-11-473-9999) MP 1C		$50,00.00

Purpose: A planned budget transfer of unused future land acquisition funds into the Master Plan fund from the Capital Projects fund.

Fund	From	To
Master Plan (29-11-11-583-9999) MP 2B	$2,000,000.00	
Memorial/Endowment (16-11-11-473-9999) M58		$2,000,00.00

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

Motion by Treasurer Johnson, seconded by Vice President Bridges, 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.

F. Motion to Approve FY 2025-26 Salary and Wage Schedules

Motion by Treasurer Johnson, seconded by Vice President Bridges, to approve FY 2025-26 Salary and Wage Schedules, 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 Resolution 2025-05 Classification of Capital Funds

Mr. Beckmann presented the yearly resolution committing the District's Capital Funds in the budget and audit FY2025-26 projects. This is the ongoing capital investment back into the community for current and future projects.

Motion by Treasurer Johnson, seconded by Vice President Bridges to approve Resolution 2025-05 Classification of Capital Funds, 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. Motion to Approve Ordinance 25-02 Supplemental Budget and Appropriation amended for FY 5/1/24 to 4/30/25

Motion by Treasurer Johnson, seconded by Vice President Bridges, to approve Ordinance 25-02 Supplemental Budget and Appropriation amended for FY 5/1/24 to 4/30/25, 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 Approve FY 2025-26 Budget and Capital Improvement Plan

Motion by Treasurer Johnson, seconded by Vice President Bridges, to approve FY 2025-26 Budget and Capital Improvement 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

J. Reminder: At the May 13, 2025 Board Meeting, Officers will be selected as well as liaisons to the Recreation (2) and Golf Advisory Committees and the Waukegan Parks Foundation Board

K. Upcoming Meeting: Board of Commissioners Meeting, Tuesday, May 13, 2025

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron congratulated the award recipients. She noted that it speaks volumes as to how happy the employees are at the District. She congratulated the Commissioners and City Clerk on their victorious elections.

Commissioner Kilkelly congratulated the winning commissioners and looks forward to the next years together.

Treasurer Johnson stated that it will be nice to see the Commissioners at all of the upcoming events in May. He congratulated the employee winners.

Vice President Bridges congratulated the employee honorees. He also congratulated the commissioners and City Clerk on their elections. He congratulated the District on their awards as well. He asked the Board to provide a status report on the indoor golf facility at an upcoming meeting.

President Mathews thanked the staff for all of their work for the District and congratulated the employee award winners. He congratulated the March employee of the month and Field House member of the month. He welcomed the new recreation specialist, Jordan White. He recognized Mr. Jesse on his CPRP certification. He attended the Bulldog Jazz Foundation fundraiser and Prayer Breakfast at First Baptist Church. He also attended the Eddie Washington graduation and Focus Gala, where he was recognized with an award. He noted that the District won an award from the Lake County Tech Campus. He also stated that he attended the Boys and Girls Club Gala, where the District was presented with a Youth Advocate Award. He congratulated Commissioners Bridges and Johnson on their victories in the recent election.

XII. ADJOURNMENT

There being no further business, Vice President Bridges moved, seconded by Treasurer Johnson to adjourn the meeting at 5:27 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary