MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
December 10, 2024

I. CALL TO ORDER

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

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT	COMMISSIONERS ABSENT
President Anton Mathews	
	*Vice President George Bridges
Treasurer Jeremiah Johnson	
	*Commissioner Jacqueline Herrera Giron
Commissioner Janet Kilkelly	

*Commissioner arrived after the meeting began.

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

III. PUBLIC HEARING

Public Notice is hereby given that the Board of Commissioners of the Waukegan Park District, Lake County Illinois will hold a Truth in Taxation Public Hearing on December 10, 2024 at 4:30 pm at the Waukegan Park District Administration Building Board Meeting Room, 1324 Golf Road, Waukegan, Illinois 60087.

The public hearing was called to order at 4:30 pm. All posting and publication requirements have been met.

*Motion to seat Commissioner Herrera Giron by Treasurer Johnson, second by President Johnson at 4:32pm. On all ayes, the motion carried.

Mr. Beckmann reviewed the financial implications for the District. Public comment was opened. None was offered.

The public hearing was closed at 4:34 pm.

IV. CONSENT AGENDA

Consent Agenda Items included the Minutes of the November 12, 2024 (Board of Commissioners Meeting), Bills, Payroll and Financial Statements.

Motion by Commissioner Kilkelly, seconded by Treasurer Johnson to approve the Minutes of the November 12, 2024 (Board of Commissioners Meeting), Bills, Payroll and Financial Statements, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

V. PUBLIC COMMENT

Mr. Frizzo noted that there was no hot water in the showers at Hinkston Park gym for two weeks. He stated that this has since been remedied. He has told staff members that the door to the steam room has been faulty, which he believes was fixed today. He stated that last week he noticed a large tent in Powell Park, which he alerted staff to.

*Motion to seat Commissioner Bridges by Treasurer Johnson, seconded by President Mathews at 4:36 pm. On all ayes, the motion carried.

Mr. Larsen stated that he has worked for the Park District for 60 years. He asked the Commissioners to consider a policy change regarding part-time employee use of the Field House. He is requesting that part-time employees be allowed to use the facility throughout the year, regardless of their employment status.

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. Commissioner Kilkelly asked if the simultaneous lottery drawing had been completed for the upcoming election. President Mathews stated that the Park District was recently featured in the newspaper.

B. Attorney Report: Attorney Florip stated that the Carnegie title policy had been procured from the title company and that she and Mr. Lerner continue to work with the City on securing the parking on a permanent basis.

C. Legislation/ IAPD Update: Attorney Florip noted that the new federal overtime rule was struck down just after our last Board meeting. This law would have increased the minimum salary threshold for certain exempt positions and will not go into effect on January 1, 2025 as previously thought. Mr. Lerner noted that the IAPD conference is upcoming.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. He stated that the Messiah concert was a success, despite the high temperatures. The holiday show is coming up. He thanked the Board members and staff for attending the holiday walk. Photos with Santa and Polar Bear plunge are both coming up as well. Commissioner Kilkelly asked for the final attendance count for the Messiah. Vice President Bridges asked for a summary of the Fitsgiving event. He also asked about donations for the Aladdin event. President Mathews commended Mr. Beverly and Ms. Fischer for the basketball and aquatic participant numbers.

A. Superintendent of Sports, Fitness, and Aquatics

Ms. Fischer stated that the Field House membership count is at 8,947. The Field House has been extremely busy, including hosting a gymnastics meet this past weekend. Last night the District hosted a Family Zumba event. Upcoming events include parents night out and a family swim night. President Mathews noted that the women's fitness classes appear to be growing.

B. George Bridges 5K Run/Walk Report

D2. Parks: Mr. Bejster presented his report. He thanked the trades staff and park maintenance team for getting the parks ready for the winter season. The Dugdale Park renovation bid opening resulted in higher than anticipated bids. They hope to work with the architect on lower cost options. Commissioner Kilkelly asked about the District's practice for the removal of buckthorn. Mr. Bejster noted that they work on it throughout the year with controlled burns and other removal methods. Commissioner Kilkelly also asked about the remaining silt removal at Bevier Pond. President Mathews asked that Mr. Bejster give a brief summary of the urban forestry program.

D3. Community Relations: Ms. McDonald presented her report and noted that the Foundation has two new members. She is working on agency showcase and has begun work on the gold medal award application. Winter/spring program guide arrive to residents this week. The Polar Bear Plunge sponsorships are on track. Commissioner Kilkelly asked if honey was sold at the Messiah. President Mathews thanked the marketing team for all of their work on the social media videos.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that the District made a large investment, capitalizing on the current interest rates. He commended the communications team for their help with the financial report submitted to the IGFOA.

A. Superintendent of Finance and Administration: Ms. Mendez stated that she is currently working on the budget clean up and preparing for the calendar year end.

VIII. REVIEW, DISCUSS, DECIDE

A. Motion to Approve Purchase of Two Carryall Utility Carts

Staff recommends acceptance of the purchase of two (2) Club Car Carryall 502 Utility Carts and supporting Equipment for $22,966.66 from Nadler Golf through Sourcewell Cooperative Purchasing Alliance.

Motion by Vice President Bridges, seconded by Commissioner Herrera Giron to approve purchase of two carryall utility carts, as presented.

Mr. Bejster noted that these would replace the current carts at the SportsPark.

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 F-350 Pickup Truck

Staff recommends accepting the purchase of one (1) Ford Chassis Cab F-350 XL 2 x 4 for the price of $51,060.00 from Highland Park Ford Lincoln.

Motion by Vice President Bridges, seconded by President Mathews, to approve purchase of F-350 pickup truck, 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 Ford Escape

Staff recommends accepting the purchase of one (1) Ford Escape for the price of $28,129.00 from Highland Park Ford Lincoln.

Motion by Commissioner Herrea Giron, seconded by Vice President Bridges, to approve purchase of Ford Escape, 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 Field House Locker Room Renovations

Following a bid process, Legat Architects recommends the Waukegan Park District consider awarding the Contract for Construction, inclusive of the base bid proposal ($517,000.00) for a total contract amount to LZ Design Build Group.

Motion by Commissioner Herrera Giron, second by Vice President Bridges to approve Field House locker room renovations, as presented.

Commissioner Herrera Giron asked when it was last renovated. Ms. Fischer noted they have not been renovated yet. Commissioner Kilkelly asked for clarification on the timing and for a description of the impact on members. Ms. Fischer explained the anticipated renovation process and how they plan to communicate this to members. Commissioner Herrera Giron asked if the family rooms will be included in the renovation. Staff noted they would not be renovated, as they are not due for an upgrade at this time.

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 Bevier Pond Shoreline Stabilization

Staff recommends acceptance of the low base bid of $98,645.36 and alternate 1 of $16,512.51 for = stabilization of the island shoreline from Integrated Lakes Management for a total of $115,157.87.

Motion by Vice President Bridges, seconded by President Mathews, to approve Bevier Pond shoreline stabilization, as presented.

Mr. Bejster highlighted the images included in the Board packet showing the sediment and projected shoreline stabilization. They are hopeful that a grant will be available for this work from SMC. Vice President Bridges thanked staff for working with a Waukegan company for this work. Commissioner Kilkelly asked for clarification about the alternates. President Mathews asked if the District has a contingency plan if a grant is not available. Mr. Bejster noted that this has been planned for within the budget.

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 Board of Commissioners Meeting Calendar for 2025

Motion by Commissioner Herrera Giron, seconded by Commissioner Kilkelly, to approve the Board of Commissioners meeting calendar for 2025 removing the committee of the whole meeting dates and adjustment of the January date to January 21, 2025, as presented.

Commissioner Kilkelly noted that the District has not needed the Committee of the Whole meetings previously, and asked if this should be reevaluated. Mr. Lerner stated that staff is comfortable removing the dates and scheduling special meetings as needed.

On all ayes, the motion passed.

G. Draft of 2025-26 Operating Budget

Staff has been working on a draft budget this year to align with the new property tax request and the justification for the increase. Mr. Beckmann reported that the District's operating budgets are balanced and reviewed information with the Board. Mr. Beckmann thanked staff for all of their input and assistance to creating the operating budget from 2025-26.

President Mathews thanked Mr. Beckmann for providing this information in an understandable manner and congratulated and District staff on the balanced budgets.

H. Motion to Approved Ordinance 24-09, Levy and Assessment of Taxes for the Waukegan Park District for 2024

Staff recommends the board approve the 2024 estimated tax levy, as presented, for adoption and approval with a "Truth in Taxation" hearing required, as the aggregate estimated levy is over a 5% increase from the prior year's levy at 6.35%. Staff has prepared the estimated 2024 Tax Levy of $14,130,650.78. This is an increase of approximately $683,873.09 or 4.84% over last year's levy of $13,446,777.69 in new tax dollars. After discussing the District's Equalized Assessed Valuation (EAV) with the Township Assessors several times, staff based the Levy on an overall EAV increase of 3.48% between the five townships the Park District is in. The Consumer Price Index (CPI) used for the 2024 Levy is 3.4%, which is lower than last year of 5.0%.

Motion by President Mathews, seconded by Commissioner Herrera Giron, to approve Ordinance 24-09, Levy and Assessment of Taxes for the Waukegan Park District for 2024, as presented.

On the roll call, the vote was as follows:

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

Motion carried.

I. Motion to Approve Auditing Services for Waukegan Park District and Golf Operations for 2025-2027

Motion by Treasurer Johnson, seconded by Vice President Bridges, to approve auditing services for Waukegan Park District and Golf Operations for 2025-2027, as presented.

Commissioner Kilkelly asked for clarification about these services.

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. Motion to Approve New Policies

a. 2.19 Credit Union
b. 4.43 Personnel Records Review Act
c. 4.44 Captive Audience Meetings and Communications
d. 4.45 Pay Transparency Act

Motion by Commissioner Herrera Giron, seconded by Treasurer Johnson, to approve new 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.

K. Motion to Approve Interfund Transfers

Fund	From	To
Memorial/Endow. (#4B) (16-11-11-583-9999)	$130,572.72	
Master Plan Capital Projects (#2D) (29-11-11-473-9999)		$130,572.72

Purpose: For the Waukegan History Museum at the Carnegie. A planned transfer from Callahan 4A memorial endowment that was November 2018 of $120,000 into 4B Museum Expansion to earn interest income.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$2,500.00	
Recreation (02-97-24-473-9999)		$2,500.00

Purpose: To offset Ranger's Camp expenses and keep summer camp cost low, from funds received from the Waukegan Parks Foundation.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$2,500.00	
Recreation (02-97-24-473-9999)		$2,500.00

Purpose: To offset Explorer's Camp expenses and keep summer camp cost low, from funds received from the Waukegan Parks Foundation.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$2,000.00	
Recreation (02-97-24-473-9999)		$2,000.00

Purpose: To offset Before/After Care Camp expenses and keep summer camp cost low, from funds received from the Waukegan Parks Foundation.

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	$369.00	
Recreation (02-97-24-473-9999)		$369.00

Purpose: For three scholarships awarded for the 2024 Summer-Ranger Day Camp.

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	$1,124.50	
Recreation (02-97-24-473-9999)		$1,124.50

Purpose: For six scholarships awarded for the 2024 Summer-Explorers Day Camp.

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	$174.00	
Recreation (02-97-81-473-9999)		$174.00

Purpose: For one scholarship awarded for the 2024 Fall-B.A.S.E program.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$250.00	
Recreation (02-97-81-473-9999)		$250.00

Purpose: To sponsor the 2024-Touch a Truck event from the Waukegan Savings Bank.

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	$110.00	
Recreation (02-46-44-473-9999)		$110.00

Purpose: For three scholarships awarded for swim lessons.

Fund	From	To
Memorial/Endow. (#43) (16-11-11-583-9999)	$80.00	
Recreation (02-46-92-473-9999)		$80.00

Purpose: For two scholarships awarded for the junior Bulldogs Basketball League.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$1,000.00	
Recreation (02-24-11-473-9999)		$1,000.00

Purpose: To support the 24th Annual Ray Bradbury's Dandelion Wine Arts & Music Festival with funds received from sponsorship.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$2,500.00	
Recreation (02-13-13-473-9999)		$2,500.00

Purpose: To support the 2024 Halloween Trick or Treat Trail with funds received from sponsorship.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$350.00	
Recreation (02-24-30-473-9999)		$350.00

Purpose: To support the Bowen Park Theatre for Youth's Production of Disney's Aladdin Jr. with funds received from sponsorship.

Fund	From	To
Memorial/Endow. (#51) (16-11-11-583-9999)	$1,500.00	
Recreation (02-13-13-473-9999)		$1,500.00

Purpose: To support the 25th Annual Turkey Trot with funds received from sponsorship.

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.

L. Review 2024-25 Mid-Year Report

Ms. Mendez thanked everyone who assisted with the mid-year report and noted that this is a team effort. She offered to answer questions from the Board.

M. Upcoming Meeting: Board of Commissioners Meeting, Tuesday, January 14, 2025 – This meeting has been changed to January 21, 2025.

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron stated that there are amazing programs happening at the Jack Benny Center, and noted that Aladdin and Day of the Dead were both very well done. She hopes that the theater will soon be renovated. She wished everyone a happy, healthy holiday season.

Commissioner Kilkelly wished everyone a happy holiday season and is looking forward to seeing everyone at the Polar Bear Plunge.

Treasurer Johnson thanked everyone for a great year and noted that they are passing so quickly. He thanked the Board for being the teammates they are. He wished everyone a happy holiday season and happy new year.

Vice President Bridges agreed with Commissioner Herrera Giron about the Jack Benny Center needing an update. He asked if the turnstiles have been effective at the Field House. He also asked for guidance about the Carnegie opening and talking points. Vice President Bridges also thanked Mr. Richards for all of the work he has done to secure grants for the District. He thanked President Mathews for his representation of the District and Board at all of the events.

President Mathews thanked staff for their hard work throughout the year. He congratulated the November employee of the month and Field House member of the month. He also congratulated the federal and state legislators who have secured their places following the election. He congratulated the Parks Foundation on their receipt of funding from the American Casino. He attended the November after hours chamber event. He also thanked the Field House for their Cool Food Pantry partnership. He enjoyed the hot chocolate walk and tree lighting and appreciates the work the staff put into the event. He attended the Great Lakes Construction award dinner and noted it was a great event. He thanked the staff and foundation for the effort put into the Messiah. He wished a happy early birthday to Mr. Beverly. He wished everyone a happy holiday season and happy new year. He looks forward to working together in 2025.

XII. ADJOURNMENT

There being no further business, Treasurer Johnson moved, seconded by Commissioner Herrera Giron to adjourn the meeting at 5:44 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary