

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
April 10, 2018

I. CALL TO ORDER

President George Bridges called the meeting to order at 4:15 p.m.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President George Bridges
Vice President Marc Jones
William Sarocka

COMMISSIONERS ABSENT

Treasurer Patricia Foley (Arrived 4:35 pm)
Janet Kilkelly (Arrived 4:20 pm)

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Superintendent of Finance & Administration Jon Beckmann,
Superintendent of Recreation Errick Beverly, Superintendent of Parks Scott MacLean, Deputy
Superintendent of Recreation and Arts Mike Mayfield, Deputy Superintendent of Sports Quincy
Bejster, and Attorney Martin Walker.

III. CONSENT AGENDA

The Consent Agenda Items which includes the Minutes of March 13, 2018, and March 27, 2018, Board Meetings, Accounts Payable, Payroll, Travel Expenses, and Financial Report.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve the Consent Agenda Items as presented. There was no discussion on the motion. On the roll call, the vote was as follows:

AYE: Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Kilkelly, Foley

Motion carried.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Mr. Beverly introduced Javier Martinez, a recent hire, as the Recreation Specialist for Family Youth

and Environmental Programs; and the promotion of Shelby McDonald as Manager of the Field House and Aquatics.

Commissioner Kilkelly arrived at 4:20 p.m. Motion by President Bridges, seconded by Commissioner Jones, to seat Commissioner Kilkelly. The motion carried by a majority voice vote.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report. Commissioner Jones questioned the process for being considered for the Daily Herald Readers' Choice Award. Mr. Bejster stated every fitness center in Lake County is eligible to be considered for the Recreation and Activity Award, and the Waukegan Park District is one of the three finalists being considered.

B. Attorney Report: None.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Parks: Mr. MacLean presented his monthly written report. Commissioner Jones asked Mr. MacLean to make sure that as they begin to stage the parks with trash receptacles, picnic tables, and grills, they make a concerted effort to equalize the placements throughout the District. Mr. MacLean stated they started the equitable placement of park equipment last year, and they have additional tables and grills to meet the need. Commissioner Jones asked about the Thor-Guard lightning detection system being installed at the Sports Park. Mr. MacLean stated the Thor-Guard was acquired to keep staff apprised of severe weather threats. He said its lightning prediction technology would provide an early audible and visible warning to the public, should the potential for lightning develop.

Mr. Tim Rayner provided an update on the Pool's Mechanical Room issues. Mr. Rayner stated over the past weeks they have had representatives and owners of the equipment at the Field House working on developing solutions to reduce and eliminate pool closures. He said they had switched some of the equipment which seems to have reduced the mechanical issues. President Bridges asked if they had been able to address and repair the chronic recurring problems with the pool. He said he is still troubled by the number of mechanical shutdowns at the Aquatic Center and asked why hadn't the vendors made good on their warranties. Mr. Rayner stated the owners of the companies who sold the District the equipment, have been at the Field House working on a solution and they have pledged to fix the problem.

Commissioner Foley arrived at 4:35 p.m. Motion by Commissioner Foley, seconded by Commissioner Jones, to seat Commissioner Foley. The motion carried by a majority voice vote.

Mr. MacLean provided an update on work that has been done and what still needs to be accomplished to repair the skylight and rooftop. Mr. Bejster stated the owners have been very responsive to the District's concerns regarding the skylight, and since their most recent temporary repair, they have not experienced any further leaks.

D2. Finance & Administration: Mr. Beckmann presented his monthly written report. Commissioner Kilkelly reported the new carpet at the Bonnie Brook Clubhouse has a large stain or burn mark. She requested maintenance take a look at the carpet and attempt some type of clean up. Mr. Beckmann state he would have Mr. Jesse look into the matter.

D3. Recreation: Mr. Beverly presented his written report. Deputy Superintendent Mayfield stated the Field House membership has increased to more than 6000 members. President Bridges asked if the additional memberships had caused any backup to use the fitness equipment. Mr. Bejster stated they had not experienced any problems as of yet, and that they will continue to monitor the situation. Mr. Beverly advised the Board that the theme for the upcoming 2018 American Independence Parade would be “Dreams come true under the Red, White, and Blue.” He stated the Waukegan Historical Society Members had been elected to be this year's Grand Marshal.

VII. REVIEW / DISCUSS / DECIDE

A. Approval of Interfund Transfers.

Mr. Beckmann presented his memorandum seeking authorization to make a number of Interfund Transfers as listed.

<u>Funds</u>	<u>From</u>	<u>To</u>
Working Cash (11-11-11-583-9999)	\$ 3,530.00	
Corporate (01-11-11-473-9999)		\$ 3,530.00
Purpose: Annual budgeted interest transfer.		

Motion by Commissioner Foley, seconded by Commissioner Jones, to approve the Interfund Transfers. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

B. Approval of Website Accessibility Policy 3.26.

Ms. Anderson presented the Website Accessibility Policy 3.26, and asked the Board to approve it. Motion by Commissioner Foley, seconded by Commissioner Sarocka to approve the Website Accessibility Policy. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

C. Approval of the 2018-19 Contractual Custodial Service Agreement.

Mr. MacLean requested approval of the 2018-19 Contractual Custodial Service Agreement for the custodial services of the different park facilities. He stated the scope of services called for them to provide engineering and construction documents for the playground design of Belvidere Park. President Bridges questioned the need for such services when vendors of playground equipment include design services. Mr. MacLean stated playground equipment vendors would not provide design services for undeveloped playgrounds.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Contractual Custodial Service Agreement with MultiSystems Management Company, Schaumburg, Illinois in the amount of \$90,600.00. Commissioner Sarocka asked if they had used MultiSystems Management for any previous projects. Mr. Bejster stated they had not, but their references had checked out. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

D. Approval of the Illinois Department of Transportation (IDOT) *De Minimis* classification of land on Greenbay Road.

Director Lerner presented IDOT's letter asking the Board to accept their *De Minimis* classification of District land along Greenbay Road. Motion by Commissioner Sarocka, seconded by Commissioner Jones, to accept IDOT's *De Minimis* classification of District land along Greenbay Road. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

E. Update on the Belvidere Park Project.

Director Lerner provided an update on the progress of the Belvidere Park Project.

F. Review of FY 2017-18 Strategic Plan Goals Progress.

Mr. Beckmann presented and reviewed the 2017-18 Strategic Plan goal progress with the Board.

G. Park District App Presentation.

Ms. Shelby McDonald demonstrated the District's App that was developed for use with smartphones. Commissioner Jones asked when the App would be available for use by the general public. Ms. McDonald stated the target date is May 1, 2018.

VIII. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly questioned why the *per diem* on the travel expenses was different for certain employees when it should be the same for everyone. Mr. Beckmann stated it might be due to the number of days that employees remained at the Conference. He said he didn't have the answer, but he would look into the matter and get back to the Commissioners. Commissioner Sarocka stated he hopes the District would have a banner year at Bonnie Brook, and that golf leagues would be starting next week. President Bridges read a letter from Carla Wyckoff, Lake County Clerk thanking the District for the use of the Jane Addams Center as an Early Voting Site.

IX. ADJOURNMENT

There being no further business, Commissioner Sarocka moved, seconded by Commissioner Jones, to adjourn the meeting at 5:45 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary