

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
May 14, 2024

I. CALL TO ORDER

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

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President Jeremiah Johnson
Vice President Anton Mathews
Treasurer Jacqueline Herrera Giron
Commissioner Janet Kilkelly

COMMISSIONERS ABSENT

Commissioner George Bridges

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, Superintendent of Parks Quincy Bejster, and Attorney
Mandi Florip.

III. CONSENT AGENDA

The Consent Agenda Items which included the Minutes of the April 9, 2024 (Board of Commissioners Meeting), April 23, 2024 (Decennial Committee Meeting), Bills, Payroll, Financial Statements, and Authorization to Solicit a Request for Proposal for professional auditing services.

Motion by Commissioner Kilkelly, seconded by Treasurer Herrera Giron to approve the April 9, 2024 (Board of Commissioners Meeting), April 23, 2024 (Decennial Committee Meeting), Bills, Payroll, Financial Statements, and Authorization to Solicit a Request for Proposal for professional auditing services.

On the roll call, the vote was as follows:

AYE: Kilkelly, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

IV. PUBLIC COMMENT

Tony spoke with the 7th ward alderman about the motorcycles which are destroying the property.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

A. Introduction of new employee Jonathan Taube, Parks Services Supervisor

Mr. Bejster introduced Jonathan Taube, who started in March. Mr. Taube introduced himself to the Board.

B. Introduction of promoted employee Jason Dominguez, Mechanic

Mr. Bejster also introduced Jason Dominguez, who was promoted to a full time mechanic. Mr. Dominguez introduced himself to the Board.

C. NRPA Awards

Mr. Lerner presented awards that the District had received.

VI. PROGRESS REPORTS

A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Commissioners. Vice President Mathews noted that he is excited for the upcoming strategic plan and community assessment.

B. Attorney Report: Attorney Florip noted that the Boys and Girls Club closing has been pushed to June.

C. Legislation/ IAPD Update: None.

D. Division Reports:

D1. Recreation: Mr. Beverly presented his report. WSO had a large celebration. The Carnegie update was covered in the News Sun. They are preparing for several events including the parade, community yard sale, and summer camp. Vice President Mathews noted that Mr. Beverly and Ms. Fisher have done a wonderful job managing the SportsPark.

A. Superintendent of Sports, Fitness, and Aquatics – Ms. Fisher stated that the Field House membership count is at 9,064. They held a new program and received great feedback. Zumba in the parks also begun for the summer season. They are planning for the fishing derby and yoga in the parks. The SplashZone will open on May 25th.

D2. Parks: Mr. Bejster presented his report. He noted that they have had struggles with the Bevier Park contractor and are working with several independent contractors to complete the

work. Park maintenance staff has been busy mowing and working extremely hard to keep up with the parks. Volunteer Service Day is being planned on May 23rd with Rosalind Franklin University.

D3. Community Relations: Ms. McDonald presented her report. She noted that the District is working on their gold medal submission. She noted that Partners in Parks is July 24th.

D4. Finance and Administration: Mr. Beckmann noted that interest income is high and the District has a low IMRF rate. He noted that the District will be sharing a golf aerator, which will result in large cost savings. Vice President Mathews noted that he is appreciative of Signal 88 for effectively handling an incident.

- A. Superintendent of Finance and Operations – Ms. Mendez noted that she has been working on audit materials. The preliminary audit is in June. She is continuing to train fellow staff members for when she is on maternity leave.
- B. Youth Golf Updates – Mike Jesse reviewed the golf clinics that the District will be offering this summer. Mr. Beckmann noted that Mr. Jesse has reached out to the local school districts to market the programs. Treasurer Herrera Giron asked for information about how the youth program is being advertised. Mr. Jesse provided an overview of the marketing campaign that the District is driving. He confirmed that the materials are available in English and Spanish. Commissioner Kilkelly asked if the flyer will be available at summer camps as well. Mr. Jesse noted that it can be.

VII. ELECTION & APPOINTMENT OF OFFICERS

- A. Motion to Approve Election & Appointment of Officers
 - President
 - Vice President
 - Treasurer & Deputy Treasurer
 - Secretary & Deputy Secretary

President Johnson deferred to Attorney Florip to conduct elections. The election of officers proceeded by way of nominations from the floor for each position.

President Johnson nominated Vice President Mathews for President, which was seconded by Treasurer Herrera Giron.

No other nominations were made at which time Attorney Florip declared the nominations closed.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

Result: Vice President Mathews elected President.

President Mathews nominated Commissioner Bridges for Vice President, which was seconded by Immediate Past President Johnson

Treasurer Hiron nominated herself for Vice President. A second was not made.

No other nominations were made at which time Attorney Florip declared the nominations closed.

A vote was conducted on the first motion.

AYE:, Kilkelly, Herrera Giron, Mathews, and Johnson

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

Result: Commissioner Bridges elected Vice-President.

Commissioner Kilkelly nominated Immediate Past President Johnson for Treasurer, which was seconded by President Mathews.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

Result: Immediate Past President Johnsons elected Treasurer.

Treasurer Johnson nominated Jon Beckmann for Deputy Treasurer, which was seconded by President Mathews.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

Result: Mr. Beckmann elected Deputy Treasurer.

Treasurer Johnson nominated Attorney Florip for Secretary and Director Lerner for Deputy Secretary, which was seconded by Commissioner Kilkelly.

No other nominations were made at which time Attorney Florip declared the nominations closed.

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

Result: Attorney Florip elected Secretary and Mr. Lerner elected Deputy Secretary.

- B. Motion to Approve Appointment of Staff Officers
 - FOIA Officers
 - OMA Officers
 - ADA Coordinator

Motion by Commissioner Herrera Giron, seconded by Commissioner Kilkelly, to approve the appointment of Director Lerner, Ms. Sandine, and Mr. Beckmann as FOIA Officers; Director Lerner, Ms. Sandine, and Mr. Beckmann as OMA Officers; and Quincy Bejster as ADA Coordinator. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

- C. Motion to Approve Appointment of Officials
 - Local Election Official
 - IMRF Officer
 - PDRMA Representative
 - PDRMA Alternate Representative

Motion by Commissioner Herrera Giron, seconded by Commissioner Kilkelly, to approve the appointment of Director Lerner as Local Election Official; Mr. Beckmann as IMRF Officer, and PDRMA Representative; and Tanya Brady as PDRMA Alternate Representative. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None
ABSTAIN: None
ABSENT: Bridges

Motion carried.

VIII. RECESS (Newly Elected/Appointed Officers to Preside)

IX. REVIEW, DISCUSS, DECIDE

- A. Motion to Approve Appointment/Reappointment of Advisory Committee Chairpersons and Members
Golf
Recreation
Foundation

Motion by Commissioner Kilkelly, seconded by Treasurer Johnson, to approve the members who will serve on the Advisory Committees as presented.

There was no discussion on this matter.

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

Motion carried.

- B. Motion to Approve Purchase of Gym Curtains and Dividers

Motion by Commissioner Kilkelly, seconded by Treasurer Johnson, to approve purchase of gym curtains and dividers, as presented.

There was no discussion on this matter.

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

Motion carried.

- C. Motion to Approve District Strategic Planning and Community Assessment Bid

Staff recommends the acceptance of the low bid of \$66,184 from Berry Dunn for the Waukegan Park District Strategic Planning & Community Assessment.

Motion by Treasurer Johnson, seconded by Commissioner Herrera Giron, to approve District strategic planning and community assessment bid, as presented.

Commissioner Kilkelly asked for clarification about who conducted this previously for the Park District and why the change was recommended. She also asked for the timeline and anticipated completion date.

There was no discussion on this matter.

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

D. Motion to Approve the following Resolutions:

- 2024- 07 - Designating Depository

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve Resolution 2024-07– Designating Depository, 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.

- 2024-08 - Old National Bank Authorization
- 2024-09 - Wintrust Bank Authorization
- 2024-10 - Old National Bank Signature Authorization (WPD)
- 2024-11 - Old National Bank Signature Authorization (Golf)
- 2024-12 - Wintrust Bank Signature Authorization

Motion by Commissioner Kilkelly, seconded by Commissioner Herrera Giron, to approve Resolutions: 2024-08 - Old National Bank Authorization, 2024-09 - Wintrust Bank Authorization, 2024-10 - Old National Bank Signature Authorization (WPD), 2024-11 - Old National Bank Signature Authorization (Golf), and 2024-12 - Wintrust Bank Signature Authorization, as presented.

There was no discussion on this matter.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None
ABSTAIN: None
ABSENT: Bridges

Motion carried.

E. Motion to Approve Purchase of Ford Escape

Staff recommends accepting the purchase of one (1) Ford Escape for the price of \$34,203.00 from Highland Park Ford Lincoln. Vehicle will be used by Recreation Department staff.

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve purchase of Ford Escape, as presented.

There was no discussion on this matter.

On the roll call, the vote was as follows:

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

Motion carried.

F. Motion to Approve Purchase of Ford F-350 XL Truck

Motion by Commissioner Herrera Giron, seconded by Commissioner Kilkelly, to approve purchase of Ford F-350 XL truck, as presented.

Staff recommends accepting the purchase of one (1) Ford Chassis Cab F-350 XL 2 x 4 for the price of \$46,525.00 from Highland Park Ford Lincoln. Vehicle replaces Water Truck P42 in Park Maintenance Fleet.

On the roll call, the vote was as follows:

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

Motion carried.

G. Motion to Approve Purchase of Upton Playground Equipment Main Structure

Staff recommends acceptance of the purchase of the BCI Burke Company, LLC playground structures

in the amount of \$89,000.00 for playground equipment from PLAY Illinois, LLC for Upton Park through the Sourcewell Cooperative Joint Purchasing Alliance.

Motion by Commissioner Herrera Giron, seconded by Commissioner Kilkelly, to approve purchase of Upton Playground equipment main structure, as amended.

President Mathews asked for clarification about the playground equipment features. Commissioner Herrera Giron asked if the structures will absorb heat. Mr. Bejster noted that it could, but Upton has a lot of trees to provide shade.

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

H. Motion to Approve Purchase of Upton Playground Equipment Additional Components

Staff recommends acceptance of the purchase of the Playworld Systems individual play components for playground equipment in the amount of \$30,359.00 from Imagine Nation, LLC for Upton Park through the Sourcewell Cooperative Joint Purchasing Alliance.

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve purchase of Upton playground equipment additional components, as presented.

Mr. Bejster noted that the pieces would complete a unique playground experience. He answered several questions about the functionality and appearance of the equipment.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

I. Motion to Approve Upton Playground Installation Bid

A Request for Bids was publicly advertised and distributed to 10 contractors from our Contractor Master List. Staff recommends acceptance of the low bid of \$64,000.00 from Playground Safe LLC for the 2024 Upton Park Play Equipment Installation project.

Motion by Commissioner Herrera Giron, seconded by Treasurer Johnson, to Approve Upton playground installation bid, 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.

J. Motion to Approve Bevier Pond Sediment Removal Work

Staff recommends approval of the work in the amount of \$481,795.00 from Organic Sediment Removal Systems.

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve Bevier Pond sediment removal work, as presented.

Tim Grimsheid provided a presentation to the Board regarding the sediment removal project and the sole source justification. President Mathews asked if the price is firm for the project. Tim affirmed that it was. Board members asked additional questions about the project. Commissioner Herrera Giron asked about the environmental impact of the sediment bags. Commissioner Kilkelly asked what the depth of the pond will be. Commissioner Kilkelly stated that the District should notify the public of this project so that residents know of the improvement.

On the roll call, the vote was as follows:

AYE: Herrera Giron, Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Bridges

Motion carried.

K. Review Ordinance 24-05, An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for Fiscal Year Beginning May 1, 2024 and ending April 30, 2025

Ms. Mendez noted that the official ordinance will be provided to the Board in June. This is a review for the Board to begin considering.

L. Motion to Approve Lightning Detection System for Bonnie Brook and the SportsPark

Staff recommends acceptance of Perry Weather lightning detection system in the amount of \$46,100.00. Replacing the end-of-life system at the SportsPark and adding one at Bonnie Brook Golf Course.

Motion by Treasurer Johnson, Seconded by Commissioner Herrera Giron, to approve lightening detection system for Bonnie Brook and the SportsPark.

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

Motion Carried.

M. Motion to Approve Golf Course Equipment Fairway Mower

Staff recommends acceptance of Sourcewell (National Joint Purchasing Program) publicly bid proposal for Toro Reelmaster 5410-D for \$87,276.20 from Reinders.

Motion by Treasurer Johnson, Seconded by President Mathews to approve golf course equipment fairway mower, as presented.

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

Motion carried.

X. NEXT MEETING

A. Committee of the Whole Meeting, Tuesday, June 11th at 4:30 pm

XI. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Herrera Giron congratulated Tony and Javi on their NRPA awards. She congratulated the new hires and promoted staff members. She also noted that she is glad that the Park District is making efforts to bring kids into a sport that they may not have not access to. She is glad the District is offering affordable and accessible programs. She congratulated the new officers.

Commissioner Kilkelly noted that Glencoe has welcomed goats into their local parks. She noted that she appreciates Mr. Jesse's presentation regarding youth golf programs. She is glad to hear that the plant sale was a success. She noted that she wished the City had recognized the 50th anniversary of the Waukegan orchestra on the vehicle stickers.

Treasurer Johnson stated that the golf ad is already up on Facebook, which is exciting. He attended Tim Flynn's dedication at Bowen Park. He thanked Mr. Bejster and the entire parks maintenance staff for keeping up with the parks. He noted that the parks look crowded and well used.

President Mathews offered a prepared statement to the Board of Commissioners. He congratulated the new officers on their leadership roles. He also commended Immediate Past President Johnson on his

leadership and gave a summary of all projects completed during his year as President. He further wished a Happy Mother's Day to all of the mother's. He thanked the parks maintenance staff for planting flowers at King Park. He congratulated the new hires and promoted employees. He visited Springfield and met with several legislators to discuss funding opportunities for the District. He also noted that the WSO 50th Anniversary was a fantastic event.

XII. ADJOURNMENT

There being no further business, Treasurer Johnson moved, seconded by Commissioner Kilkelly to adjourn the meeting at 6:02 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary