

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
November 12, 2024

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 Janet Kilkelly

COMMISSIONERS ABSENT

Vice President George Bridges

Commissioner Jacqueline Herrera Giron

STAFF PRESENT:

Executive Director Jay Lerner

Executive Assistant Sally Sandine, Director of Parks Quincy Bejster, Director of Community Relations Shelby McDonald, Director of Finance & Operations 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. CONSENT AGENDA

Consent Agenda Items included the Minutes of the October 15, 2024 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Travel Advance Reports.

Motion by Commissioner Kilkelly, seconded by Treasurer Johnson to approve the October 15, 2024 (Board of Commissioners Meeting), Bills, Payroll, Financial Statements, and Travel Advance Reports, as presented.

On the roll call, the vote was as follows:

AYE: Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron, Bridges

Motion carried.

IV. PUBLIC COMMENT

Tony Rizzo stated that the Turkey Trot was a great time had by all. He noted that parking was difficult at the Bowen Park Halloween event and suggested that the District consider charging an entry fee next year.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

- A. John Prue, American Academy for Parks and Recreation Administration – Gold Medal Award Finalist Recognition

Mr. Prue attended the meeting representing IAPD, to present the District with the Gold Medal Award Finalist award. He congratulated the Park District for earning this outstanding accomplishment. He recognized that Waukegan Park District has received this honorable status in the last five of six years, in a category that generates the highest number of applications.

- B. 2024 Innovation in Health Award – Waukegan Park District, Waukegan Parks Foundation, Anthony Strack

Ms. McDonald stated that Waukegan Park District was honored with this award and recognized Mr. Strack as the swim program director.

- C. 2024 Robert W. Crawford Young Professional Award - Javier Martinez

Ms. McDonald recognized Mr. Martinez on his receipt of this award and the Board congratulated him.

VI. PROGRESS REPORTS

- A. Executive Director Lerner: Mr. Lerner presented his report and offered to answer any questions from the Commissioners. He provided an update to the Board regarding parking for the Carnegie building. Board members asked questions regarding parking. President Mathews asked for information regarding the damage repair at Ben Diamond Park.

- B. Attorney Report: Attorney Florip noted that she attended the Legal Symposium last week and is happy to report that the Waukegan Park District has already made nearly all the mandated changes for 2025. She provided updates to staff of anything of note.

- C. Legislation/ IAPD Update: Attorney Florip stated that veto session is set to begin tomorrow with both chambers set to return. Mr. Lerner noted that the Conference is approaching.

- D. Division Reports:

- D1. Recreation: Mr. Beverly presented his report. He noted that the Halloween Fest was very well attended. The Day of the Dead event and Turkey Trot both went

well. The District presented three sold out shows of Aladdin. Polar Bear Plunge is approaching. Commissioner Kilkelly asked if there are increases that can be made to parking at Bowen Park for the Halloween Fest. Mr. Beverly described the parking format and traffic control that was provided. The Board also discussed space options for the Day of the Dead event, based on the increasing participation numbers.

A. Superintendent of Sports, Fitness, and Aquatics

Ms. Fischer stated that the Field House membership count is at 8,902. Parents Night Out, Kids Zumba Turkey Shuffle, Family Fitness Night, and Go Waukegan Winter Hot Chocolate Walk are coming up.

B. Touch a Truck Event Report – President Mathews stated that this was a great event, as always.

D2. Parks: Mr. Bejster presented his report. He noted that the new ARC parking lot is complete. Winterization is complete in all of the parks, except for Roosevelt Park. Picnic tables and grills are being moved inside to examine for repairs. Commissioner Kilkelly asked about the remaining sediment in Bevier Pond. Mr. Bejster stated that they are examining the remainder and will provide a stabilization plan to the Board in the coming months.

D3. Community Relations: Ms. McDonald presented her report and noted that they continue to work on the strategic plan. The winter/spring program guide is in production and will be out to homes in December. She also noted that Waukegan Park District was NRPA's picture of the week today for the Day of the Dead event.

D4. Finance and Administration: Mr. Beckmann presented his report. He noted that the Fed cut their interest rates, so the District locked up interest income for next year's budget. He offered to answer questions from the Board.

A. Superintendent of Finance and Administration

Kali stated that she is working on a new P-card program which will offer a higher rebate in the future. She is also working on the mid-year report.

VIII. REVIEW, DISCUSS, DECIDE

A. Credentials Certificate – delegate to attend January 2025 IAPD Meeting

Motion by President Mathews to nominate himself for the delegate position with Vice President Bridges as an alternate, seconded by Commissioner Kilkelly. On all ayes, the motion passed.

B. Motion to Approve Emergency Repairs for the SportsPark Well

Staff recommends approving the emergency repairs for the SportsPark south 6” well as proposed by Water Well Solutions in the amount of \$35,713.75.

Motion by Commissioner Kilkelly, seconded by Treasurer Johnson, to approve emergency repairs for the Sports Park well, as presented.

Board members asked various questions. Mr. Bejster provided information about the well and the repair.

AYE: Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron, Bridges

Motion carried.

C. Motion to Approve Fiscal Year Annual Comprehensive Financial Report and Golf Financial Audit Report

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve Fiscal Year Annual Comprehensive Financial Report and Golf Financial Audit Report sale, as presented.

The Park District’s auditors attended the meeting virtually to provide a brief overview of the audit report. Hannah thanked the staff for their assistance with the audit report. The Park District received an unmodified, clean audit report, which is the highest level of achievement that can be provided.

Commissioner Kilkelly asked for clarification regarding the golf course information presented. President Mathews thanked Mr. Beckmann and Ms. Mendez for their work on the audit.

AYE: Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron, Bridges

Motion carried.

D. Financial Update

Mr. Beckmann noted that this is an annual update to the Board and offered to answer questions on the information presented.

- E. Review Draft of Ordinance 24-09 – For the Levy and Assessment of Taxes for the Waukegan Park District for 2024

Mr. Beckmann reminded the Board that they will see this again at next month’s meeting. It is in draft form for the Board to review.

- F. Motion to Approve the Estimated Tax Levy

The Board considered an ordinance for the levy and assessment of taxes for the Park District. Mr. Beckmann noted that the levy is estimated to be at 6.35% this year. The estimated 2024 Tax Levy is \$14,130,650.78, an increase of approximately \$683,873.09 or 4.84% over last year’s levy of \$13,446,777.69 in new tax dollars.

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve the estimated tax levy as presented.

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

Motion passed.

- G. Motion to Approve Resolution 2024-15 Truth in Taxation Law

Staff recommends the board approve the 2024 estimated tax levy, as presented, for adoption and approval at the December 10th meeting 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%.

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve Resolution 2024-15 Truth in Taxation Law, as presented.

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

Motion carried.

- H. Motion to Approve Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$411,943.75	
Debt Service (17-11-11-473-9999)		\$411,943.75

Purpose: A budgeted Debt Service Fund transfer for FY2024-25 for June 15, 2024, bond payments.

<u>Fund</u>	<u>From</u>	<u>To</u>
Debt Service (17-11-11-583-9999)		\$519,741.25
Master Plan Capital Projects MP 16A (29-11-11-473-9999)	\$519,741.25	

Purpose: A budgeted Master Plan Capital Projects Fund transfer for FY2024-25 for the Field House locker room project from the 2024 Bond Series capital proceeds.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)		\$450,000.00
Master Plan Capital Projects MP 17A (29-11-11-473-9999)	\$450,000.00	

Purpose: A budgeted Master Plan Capital Projects Fund transfer for FY2024-25. This contribution will be for the Hinkston Pavilion.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999)	\$110.00	

Purpose: To provide 3 scholarships for swimming lessons.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999)	\$50.00	
Recreation (02-46-92-473-9999)		\$50.00

Purpose: To provide 2 scholarships for the All-Around Basketball Skills program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999)	\$30.00	
Recreation (02-83-22-473-9999)		\$30.00

Purpose: To provide 1 scholarship for the Soccer Skills and Drills program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999)	\$127.50	
Recreation (02-46-92-473-9999)		\$127.50

Purpose: To provide 3 scholarships for the Junior Bulldogs Basketball League.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#43) (16-11-11-583-9999)	\$127.50	
Recreation (02-46-92-473-9999)		\$127.50

Purpose: To provide 3 scholarships for the Junior Bulldogs Basketball League.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#25) (16-11-11-583-9999)	\$19,121.05	

Recreation (29-11-11-473-9999) \$19,121.05

Purpose: To offset equipment, open house expenses, bathroom rentals, golf polos, hats, Facebook ads, marketing, and Greenshire free golf rounds for the youth golf program for 97 participants.

<u>Fund</u>	<u>From</u>	<u>To</u>
Recreation (02-11-11-583-9999)	\$2,527.50	
Memorial/Endow. (#25) (16-11-11-473-9999)		\$2,527.50

Purpose: To transfer revenue from the youth golf program to the memorial endowment account for future use.

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve interfund transfers, as presented.

AYE: Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron, Bridges

Motion carried.

I. Motion to Approve Salary and Wage Schedules for Minimum Wage Compliance

Wage schedule ranges for part-time, seasonal, and temporary employees will be adjusted to comply with January 1, 2025 minimum wage requirements to \$15 dollars. The Finance and Operations Department will make the wage adjustments in December 2024 (December 1 to 14 check effective December 20 pay period) to comply with Senate Bill 1.

Motion by Treasurer Johnson, seconded by Commissioner Kilkelly, to approve salary and wage schedules for minimum wage compliance, as presented.

AYE: Kilkelly, Johnson, and Mathews

NAY: None

ABSTAIN: None

ABSENT: Herrera Giron, Bridges

Motion carried.

J. Upcoming Meeting: Board of Commissioners Meeting, Tuesday, December 10th, 2024

X. QUESTIONS/COMMENTS FROM COMMISSIONERS

Commissioner Kilkelly thanked the Park District staff and Board members for making the Park District a gold medal finalist. She is looking forward to the Hot Chocolate Winter Walk.

Treasurer Johnson wished everyone a Happy Thanksgiving. He noted that the Turkey Trot was a great event and enjoyed running in it. He is looking forward to the Messiah Concert.

President Mathews thanked staff for all that they do, especially in the spirit of Thanksgiving. He acknowledged a Happy Heavenly Birthday to former Commissioner Duffy. He congratulated the November Field House member of the month. President Mathews provided a summary of the community events he was able to attend in October and November. He complimented Mr. Beverly on the great success of the Halloween event. He congratulated the Best of the Best award winners. He thanked United Way for providing him the opportunity to speak to the National Honor Society at Abbott Middle School. He stated that November is pancreatic cancer month and noted statistics around the disease. He noted that when he worked with Senator Johnson, she was able to pass SB 968, legislation for pancreatic screening. He wished everyone a Happy Thanksgiving.

Mr. Beverly thanked Senator Johnson for attending the Turkey Trot and cheering on the runners.

XII. ADJOURNMENT

There being no further business, Commissioner Kilkelly moved, seconded by Treasurer Johnson to adjourn the meeting at 5:47 p.m.

On all ayes, the motion carried.

Respectfully submitted,

Mandi Florip
Secretary