

**WAUCONDA PARK DISTRICT**  
**Board Meeting**  
**April 23, 2019 – 7:00 p.m.**  
**Community Center**

At 7:00 p.m., Commissioner Kadlec called the meeting to order. Commissioners Bader, Berrelez and Geary were present, along with Director Burton, Superintendent Staton and Peggy Amundson.

Approval of Minutes

Approval of the Regular Session Minutes from April 9, 2019 was motioned by Commissioner Berrelez and seconded by Commissioner Geary. Roll Call: all aye.

Comments from Public

None

Communications

None – Director Burton informed the Board of the Chamber Outing event on June 7<sup>th</sup>. Commissioners Berrelez and Kadlec stated they would attend.

Approval of Bills

Approval of the disbursements from April 9, 2019 to April 23, 2019 in the amount of \$27,631.06 was motioned by Commissioner Geary and seconded by Commissioner Bader. Roll Call: all aye.

Committee Reports

- A. Recreation – No report. Superintendent Staton informed board members that staff is getting ready for the summer programs and the summer brochure will be out next week. Superintendent Staton also informed board members that the person doing the last few brochures has taken a full-time job with another park district and they will not allow her to do work for any other district. She will only be able to do the fall brochure. Superintendent Staton advised that he and Marketing Coordinator Freeman will be meeting with her next week to go over the brochure time line. Commissioner Kadlec asked about the numbers for this year's summer camp. Superintendent Staton advised that we are currently double our numbers from last year at this time. Commissioner Kadlec also inquired about staffing and if he had any worries, and if it was due to the pay scale. Superintendent Staton advised he is slightly worried in regards to Supervisor Buchenberger leaving, but stated that yes pay is a very competitive factor. Commissioner Geary asked how many employees will be returning; he advised 75% of staff will be returning. Commissioner Geary also stated that she knew the program was limited by space and wanted to know the ratios between counselors to children. Superintendent Staton advised that it is 1 counselor to 8 children for Kindergarten – 1<sup>st</sup> grade, 1 to 10 for 2<sup>nd</sup> through 5<sup>th</sup> grade and 1 to 12 for 6<sup>th</sup> through 8<sup>th</sup> grade.

- B. Finance – No report.
- C. Maintenance – No report. Director Burton informed board members that Superintendent Drinkwine was out sick. Director Burton informed board members that maintenance staff has already had to mow the parks, have prepped the playing fields for baseball/softball season, rewired and replaced softball lights and installed 2 trial LED lights in the softball parking lot. Additionally, the installation of the marina has been completed and opened early this year. The aerator at Saddlewood has been installed along with all outdoor water fountains being turned on. She advised that she and Superintendent Drinkwine will be conducting interviews for the open full-time position tomorrow. Commissioner Berrelez asked if maintenance would be repairing the boardwalk. Director Burton advised yes; it is on their list of things to do.
- D. Risk Management – Written report submitted. Director Burton advised that Supervisor Ftacek was out due to a family matter. She reviewed his report with board members.
- E. W-Fest – Director Burton advised that the next meeting will be May 16<sup>th</sup> at 6:30 p.m. and that volunteers would be discussed. She also advised that Maria Weisbruch suggested increasing by \$1, the cost for wine and craft beer. Commissioner Kadlec asked if staff could determine what the increase could generate in additional dollars. Director Burton stated that she should be able to determine that amount by reviewing the records from last year's Fest.
- F. Administration – Director Burton reviewed her report with board members. A backup date for the ground breaking at Phil's Beach was discussed due to the predicted snow storm for Saturday. It was decided to be held the next day, Sunday at 10 a.m. Also included in report were the final, official voting results for the four expired Park District Commissioner positions held on April 2, 2019.

### Business

- A. Personnel Policy Manual Review Sections 6, 9, 10 & Appendices - A motion to approve Sections 6, 9, 10 and Appendices was made by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye. Regarding Appendix D, Blood Borne Pathogens and Infectious Diseases Guidelines, Director Burton advised that there is a test that employees must take for this policy. Commissioner Berrelez suggested that this section be digitalized, as it is quite lengthy. Commissioner Geary advised to check if the training could be done on-line by staff members. Director Burton stated that staff will look into that process.
- B. Fund Transfer Ordinance 2019-01 – A motion to approve the Fund Transfer Ordinance 2019-01 allowing the transfer of funds for the 2018/2019 fiscal year ending April 30, 2019 was made by Commissioner Bader and seconded by Commissioner Geary. Roll Call: all aye.

- C. Wodarz Property Callahan Road – Director Burton informed the Board that the District has been approached by Peter Wodarz in regards to possibly purchasing or leasing District property which is contiguous to his property off of Callahan Road. Director Burton discussed the options available to the Board. She informed the Board that currently Mr. Wodarz landscaping business is encroaching on District property. The property that he is currently using it not suitable park land. She stated that the District could sell 3 acres of land without going to referendum to do so. However, the District would need court approval, leasing was also another option available to the District. Commissioner Kadlec said she definitely would not want to deal with leasing this property. Commissioner Kadlec stated that she was comfortable with selling the land, but also believed the requestor should incur all costs associated with the purchase such as a survey and appraisal, even if he decides not to purchase the land. Director Burton advised that a letter of agreement for the requestor could be done outlining these issues. Consensus of the Board was to have Director Burton move forward with a letter of agreement in regards to purchasing less than 3 acres of land.
- D. Salary Range Policy Recommendation – A motion to approve the recommended Salary Range Policy along with recommended salary adjustments effective May 1, 2019 was made by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.
- E. Employee Discount Program – Director Burton presented the updated version of the policy. The Board agreed to the changes as discussed at the last board meeting. Director Burton stated that the policy is part of the Personnel Manual and the manual will be approved all at once and this policy will be included in it

Unfinished Business

- A. Sponsorship Plan – No update. This is still being worked on.

Commissioners Comment

Commissioner Kadlec asked who would be maintaining the book libraries the Park District has installed in town. Director Burton advised that she needs to get confirmation from the Library that their van driver will be making sure there are books in the book libraries. Commissioner Kadlec asked about the open Athletic position. Superintendent Staton advised that he did in fact offer the job to an applicant today and was awaiting a response back.

Director Burton asked board members which meetings they would like to have the swearing in and elections held. It was decided to have both at the May 14, 2019 meeting.

Executive Session

None

Adjournment

At 8:04 p.m., Commissioner Berrelez motioned to adjourn, seconded by Commissioner Geary. Roll Call: all aye.