

**WAUCONDA PARK DISTRICT**  
**Board Meeting**  
**February 13, 2018 – 7:00 p.m.**  
**Community Center**

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

Approval of Minutes

Approval of the Regular Session Minutes from January 23, 2018 was motioned by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.  
Approval of the Special Meeting Minutes from February 6, 2018 was motioned by Commissioner Berrelez and seconded by Commissioner Geary. Roll Call: all aye.  
Approval of the Executive Session Minutes from February 6, 2018 was tabled at this time.

Comments from Public

None

Communications

Oak Grove Subdivision – An e-mail was received from a resident requesting a basketball court be installed at Oak Grove Park and how to proceed making a formal request. Director Burton responded to the resident and a copy of the e-mail was included in board packets.

Approval of Bills

Approval of the disbursements from January 24, 2018 to February 13, 2018 in the amount of \$121,985.70 was motioned by Commissioner Leahy and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

- A. Recreation – Written report submitted. Superintendent Staton reviewed his report with board members. Included with report was an e-mail received from a preschool parent about Ms. Marie and how important she has been in her son's development the past two years. Commissioner Kadlec asked if the 5K-10K would be held on Sunday morning. Director Burton advised that this is currently under discussion and that staff will present their decision at the next meeting.
- B. Finance – No report. Director Burton advised that the budget report will be available at the next meeting.
- C. Maintenance – Written report submitted. Superintendent Drinkwine was not in attendance and Director Burton reviewed his report with board members.

- D. Risk Management – No report.
- E. W-Fest – Director Burton advised the next meeting will be sometime in March 2018 and that on the agenda will be entertainment for Sunday. In addition, she advised that food vendor applications will be going out soon.
- F. Administration – Director Burton reviewed her report with board members.

### Business

- A. Sponsorship Program Draft – Board members reviewed the sponsorship packet draft. Commissioner Kadlec stated that she would prefer a different color be used. There was also discussion regarding changing names of certain packages and making sure there was a definite difference between the package levels. Staff informed the Board that they would revise the document and bring back to the Board for their review.
- B. Board Vacancy Process – Director Burton included in the Administration report the options the Board has to fill the vacated position. It was decided to post the vacancy on the website, social media, digital sign and newspapers. Board members would review the all letters of interest at the March 13<sup>th</sup> board meeting and determine interview times for prospect candidates. The Board did decided that they would schedule a Special Meeting to be held on March 20, 2018 at 6:30 p.m., for interviews.
- C. Kloss Distributing/W-Fest 2018 – A motion to accept the proposal from Kloss Distributing as submitted was made by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.
- D. Diamond Rules of Order – Director Burton informed board members that she had notified Ancel, Glink of the Park District’s interest in their test program using Diamond Rules of Order and will inform the board members if the District is chosen.
- E. Community Garden – Director Burton informed board members that the Wauconda Historical Society is currently developing a “kitchen garden” and staff has reached out to them in possibly partnering with them. Director Burton will keep board members updated.
- F. Creation of Park Foundation – Director Burton informed board members of the steps to form a Park Foundation to include; incorporation and obtain 501(C)(3) status, create a mission statement and by-laws, and a committee of at least 3 people, but preferably 5 and the committee must meet at least once a year.

### Unfinished Business

- A. Phil’s Beach Project – Under Administration Report.

B. Smart Watt Energy – Under Administration Report.

Commissioners Comment

Commissioner Berrelez thanked Superintendent Staton, Marketing Coordinator Magee and Director Burton for all their hard work on the sponsorship packet.

Executive Session

At 8:49 p.m., a motion to go into Executive Session for the purpose of discussing (1) Litigation pending or imminent 5 ILCS 120/2 (c)(11), (2) Personnel appointment, employment, compensation, discipline, performance or dismissal of specific employees 5ILCS 120/2(c)(1) or (3) Real Estate purchase or lease (Buy) 5 ILCS 120/2(c)(5) or setting price for sale/lease 5 ILCS 120/2(c)(6), was made by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.

At 9:23 p.m., a motion to come out of Executive Session and return to the regular board meeting was made by Commissioner Berrelez and seconded by Commissioner Geary. Roll Call: all aye.

Issues to be voted on by Board that were discussed in executive session

None

Adjournment

At 9:24 p.m., Commissioner Berrelez motioned to adjourn, seconded by Commissioner Geary. Roll Call: all aye.