

WAUCONDA PARK DISTRICT
Board Meeting
April 9, 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, Business Manager Malloy and Peggy Amundson.

Approval of Minutes

Approval of the Regular Session Minutes from March 26, 2019 was motioned by Commissioner Berrelez and seconded by Commissioner Bader. Roll Call: all aye.

Comments from Public

Glenn and Linda Starkey were in attendance.

Communications

Village of Wauconda – A contribution form for this year’s annual fireworks display was received.

Approval of Bills

Approval of the disbursements from March 27, 2019 to April 9, 2019 in the amount of \$63,909.27 was motioned by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

- A. Recreation – Written report submitted. Superintendent Staton reviewed his report with board members. Commissioner Kadlec inquired about staffing for Preschool this year. Superintendent Staton advised that current preschool employee Beth Christianson has accepted the position for Preschool/EC Supervisor, which will become effective May 1st. Superintendent Staton advised that he is looking for one teacher, plus an aide for Pre-K classes. He also advised that he has received 12-14 applications for the Athletic Supervisor position and would be setting up interviews in the near future.
- B. Finance – No report. The February budget report was included in board packet for review. Business Manager Malloy also included a report of the cash investments as of March 31, 2019 for review.
- C. Maintenance – Written report submitted. Director Burton reviewed the report with board members. She advised that the marina piers have been installed, but need additional attention prior to opening on May 1st. She also advised that interviews are being scheduled for the full-time parks position. Commissioner Kadlec asked about the seasonal positions. Director Burton advised that two part-timers will be returning, but

they are still looking for more to hire. Commissioner Kadlec stated that the flower pots out by the marquee look great and to let the maintenance staff know this.

- D. Risk Management – No report.
- E. W-Fest – Director Burton advised that the next meeting will be May 16th at 6:30 p.m. and that volunteers would be discussed, she also advised she had received the buttons and passed one around to board members. She advised that she will be looking into having a hand held credit card machine that could be used for beer and maybe ride tickets during the wristband sales. She advised that staff needs to make sure we can get WIFI access to the Fest lot. Commissioner Geary asked if there could be dividers set up to create lines at the beer trailer.
- F. Administration – Director Burton reviewed her report with board members.

Business

- A. Personnel Policy/Employee Discount Program – Staff reviewed the current policy and the recommended changes they would like to see with Board members. Commissioner Geary asked how many employees used the discount program. Superintendent Staton advised 5 full-time and 11 part-time employees, for a total of 16. Staff was advised to make the recommended changes which included no discounts for marina, launch and athletic leagues and then bring the policy back for Board approval.
- B. Village of Wauconda Fireworks – By board member consensus the budgeted \$3,000 donation will be made towards this year’s annual fireworks event.
- C. Salary Range Policy Recommendation – Director Burton reviewed her report with the Board and outlined her recommended salary range schedule for full-time employees. She stated that based on the salary range schedule it would be necessary to make salary adjustments to a few full-time employees. These adjustments were included in the 2019/20 budget draft. Board members did not adopt the proposed schedule due to the fact that some of them wanted additional time to review the matter.
- D. Budget Presentation 2019/2020 – Business Manager Malloy along with Director Burton reviewed the upcoming budget with board members.

Unfinished Business

- A. Sponsorship Plan – A draft copy of the sponsorship packet was included in board packets for board members to review. Commissioner Bader stated it was more straight forward, than the previous one. Commissioner Kadlec asked how staff would reach out to possible sponsors. Superintendent Staton advised there may be a mailing and then follow-up. Director Burton advised that staff would target current sponsors and advertise the packet in the Chamber of Commerce newsletter. Commissioner Kadlec asked the other board members to review the packet and get back to Director Burton or

Superintendent Staton with any changes.

Commissioners Comment

Commissioner Geary wished Director Burton "Happy Birthday".

Commissioner Kadlec asked about ground breaking at Phil's Beach. There was discussion on asbestos and building removal at the site. After checking schedules, it was decided to have the ground breaking on Saturday, April 27th at 10:00 a.m.

Executive Session

None

Adjournment

At 8:32 p.m., Commissioner Geary motioned to adjourn, seconded by Commissioner Berrelez. Roll Call: all aye.