

WAUCONDA PARK DISTRICT
Board Meeting
March 28, 2017 – 7:00 p.m.
Community Center

At 7:00 p.m., Commissioner Schlick called the meeting to order. Commissioners Berrelez, Geary, Kadlec and Leahy were present, along with Director Burton, Superintendent Drinkwine, Business Manager Malloy, Supervisor Ftacek and Peggy Amundson.

Approval of Minutes

Approval of the Regular Session Minutes from March 14, 2017 was motioned by Commissioner Geary and seconded by Commissioner Kadlec. Roll Call: Commissioners Schlick, Geary, Kadlec and Leahy voted aye. Commissioner Berrelez abstained.

Approval of the Executive Session Minutes from March 14, 2017 was motioned by Commissioner Leahy and seconded by Commissioner Geary. Roll Call: Commissioners Leahy, Geary, Kadlec and Schlick voted aye. Commissioner Berrelez abstained.

Commissioner Schlick stated that the date on the Executive Session minutes was incorrect and should have been March 14, 2017.

Comments from Public

None

Communications

None

Approval of Bills

Approval of the disbursements from March 15, 2017 to March 28, 2017 in the amount of \$52,004.41 was motioned by Commissioner Berrelez and seconded by Commissioner Leahy. Roll Call: all aye. Commissioner Kadlec inquired about the reimbursement to Sara Schuring for various items, she asked why she would not have used the District credit card for purchases. Director Burton stated the staff does try to use the credit card as often as possible but there are times when it is not available for use. Commissioner Kadlec asked if the District should get two cards, Director Burton stated that they preferred to have only one at this time.

Committee Reports

- A. Recreation – Director Burton stated that Superintendent Staton was on vacation. She informed the board members that staff was working on finishing the summer brochure.
- B. Finance – No written report. Time Pro Recommendation under Administration report.
- C. Maintenance – No report. Superintendent Drinkwine advised board members that staff is getting the parks ready for spring and that they will be putting in the piers in the next

couple of weeks if weather cooperates. Superintendent Drinkwine was also in attendance to answer board members questions regarding the purchase of new mowers.

- D. Risk Management – Written report submitted. Supervisor Ftacek reviewed his report with the board members. Included was a re-cap of rentals and birthday parties for this same time last year. Director Burton advised that staff is looking to increase the pricing for the birthday parties.
- E. W-Fest – Director Burton advised the next meeting is scheduled for March 30th at 6:30 p.m. She advised that entertainment selections will be finalized and this year's button design will be worked on. April 18th is also the deadline for food vendor applications to be submitted. She advised that due to the number of vendors applying; the Park District drink booth may need to be re-located to allow 1 – 2 additional spaces and this would also be discussed.
- F. Administration – Director Burton reviewed her report with board members.

Business

- A. Scag Mower Recommendation – A motion to allow staff to purchase two Scag Mowers from Russo Power Equipment for the cost of \$20,110 was made by Commissioner Geary and seconded by Commissioner Leahy. Roll Call: all aye. Commissioner Kadlec asked how soon we could get the mowers. Superintendent Drinkwine advised that Russo had one in stock and would order the other, which would take approximately 3 weeks. Commissioner Leahy asked what kind of warranty was on the mowers and could we get an extended warranty. Superintendent Drinkwine advised there is only a 1 year warranty available, along with replacement blades and oil filters. Director Burton explained to board members that the new mowers have a larger mowing deck than the current ones which allows the District the ability to not replace the existing WAM (wide area mower) saving the District approximately \$20,000.
- B. Time Pro System Recommendation – A motion to allow staff to purchase the Time Pro System in the amount of \$6,710 from Commeg Systems was made by Commissioner Berrelez and seconded by Commissioner Leahy. Roll Call: all aye. Business Manager Malloy explained to the board members that a lot of man hours are spent on doing payroll by the supervisors and herself; this new timekeeping system would alleviate this. She also advised that there are more expensive systems out there, but generally they continue to charge a yearly fee. She advised that the park district would actually purchase this system and that it could be used with any accounting software update/change.
- C. Phil's Beach Project/Meeting Update – By consensus, board members agreed to hold a public workshop to review the designs for Phil's Beach on May 9th at 7:30 p.m. and change the regular board meeting time to 6:00 p.m. instead of 7:00 p.m. on that date.

Director Burton advised that this public workshop information would be in the summer brochure scheduled for release mid-April and she would email the individuals who attended the previous workshop in February to inform them of the meeting.

Commissioner Kadlec stated that during the focus group sessions she had heard that attendance is low at the current beach due to the summer camp children being at the beach. She inquired if campers would be using Phil's Beach. Director Burton advised that they would be going to Phil's Beach, but that they could post the hours the campers would be there or possibly reduce the days they go to the beach. Commissioner Berrelez asked if Phil's Beach was larger than the current beach. Director Burton advised that the beachfront is larger than the existing beach.

- D. 2017/2018 Budget Presentation – Director Burton and Business Manager Malloy reviewed the draft budget with board members and answered any questions board members had.

Unfinished Business

- A. Parking Lot Lighting – No update.

Commissioners Comment

Commissioner Berrelez asked if board members had name tags to wear while attending community events. Both Commissioner Kadlec and Geary stated they had them. Director Burton advised that she would get new badges for the commissioners. Commissioner Schlick reminded the other board members to turn in their economic statements.

Executive Session

None

Adjournment

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