

**WAUCONDA PARK DISTRICT**  
**Board Meeting**  
**November 22, 2016 – 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, Business Manager Malloy, Supervisor Ftacek and Peggy Amundson.

Approval of Minutes

Approval of the Regular Session Minutes from November 8, 2016 was made by Commissioner Geary and seconded by Commissioner Leahy. Roll Call: all aye.

Comments from Public

None

Communications

None

Approval of Bills

Approval of the disbursements from November 9, 2016 to November 22, 2016 in the amount of \$293,208.02 was motioned by Commissioner Berrelez and seconded by Commissioner Leahy. Roll Call: all aye. Commissioner Kadlec asked if the invoice for ice packs from Grainger should have been for ice packs instead of ice dace. Director Burton advised yes. Commissioner Schlick inquired about the payment of \$212,035.55 to Maneval Construction Company for the reconstruction and paving of the Community Center main parking lot. He asked Director Burton if the District was retaining any portion of the total payment until the job was completed. Director Burton advised that approximately \$12,000 was being held back.

Committee Reports

- A. Recreation – No report submitted. Director Burton advised board members that Superintendent Staton was on vacation. She informed board members that the annual tree lighting is scheduled for Saturday, December 3<sup>rd</sup> at 6 p.m. The firework show will coincide with Santa's arrival. She stated that Lori Magee, Marketing Coordinator recently posted several preschool pictures on the District's Facebook page that had received over 4,000 likes in a matter of a few hours. She also informed board members that the Winter/Spring brochure will be delivered Friday to the USPS for distribution.
- B. Finance – Written report submitted. Business Manager Malloy reviewed her report with board members. Business Manager Malloy updated the board on the status of new accounting software. She stated that at this time they are reviewing two programs and will be making a recommendation to the Board hopefully at the December 13<sup>th</sup> meeting.

Commissioner Kadlec asked that our IT service provider makes sure the Park District computer system is compatible with this software. She was also concerned about the software being long term capable. Business Manager Malloy stated that PartnerTek has been contacted in regards to software needs and she felt that the new software would be able to meet the District's future needs. Director Burton stated that the accounting software has not been changed for over 20 years.

- C. Maintenance – No report submitted. Director Burton advised that Superintendent Drinkwine was currently on vacation. She informed board members that park staff have been kept busy with mulching of leaves, winterizing equipment and putting up tree lights for the upcoming Tree Lighting event. Commissioner Kadlec asked about the pile of black dirt by the Garland parking lot; advising it's been there awhile. Director Burton stated that she would check on the matter.
- D. Risk Management – Written report submitted. Supervisor Ftacek reviewed his report with board members.
- E. W-Fest – Director Burton advised that the next meeting would be Tuesday, December 6<sup>th</sup> at 6:30 p.m. She stated that she would be forwarding entertainment selections for the Committee prior to the Fest meeting. She stated that Commissioners Geary, Berrelez and she recently attend the NISRA fashion show that had Midwest Dueling Pianos perform; she stated this would be a good addition for Saturday or Sunday afternoon.
- F. Administration – Director Burton reviewed her report with board members. She updated board members on the status of the marina ADA matter. She stated that the Phase I environmental study was just completed and is being reviewed by the staff and the District's attorney. She also stated that survey work is currently being completed on the parcels.

### Business

- A. Hitchcock Design Proposal – A motion to approve the fee proposal from Hitchcock Design in the amount of \$30,000 to develop a Master Plan for Phil's Beach was made by Commissioner Geary and seconded by Commissioner Kadlec. Roll Call: all aye.
- B. Proposed Job Re-classification/Comp Time Policy to address revised FLSA – The board members had an extensive discussion regarding this upcoming change in the law effective December 1, 2016. After discussion, it was determined to re-classify the two positions that do not meet the FLSA exempt classification to non-exempt. The board consensus was not to approve staff's recommendation to have the two non-exempt positions be paid a fixed salary or establishing a comp time bank be used in lieu of overtime pay if chosen, these positions would be paid an hourly rate and be eligible for overtime if they worked over 40 hours per week. Board members advised Director

Burton that they wanted to review this matter in six months to see exactly how much overtime was being paid out.

- C. 2017 Board Meeting Calendar – The calendar for the 2017 board meetings was approved by board consensus.
- D. Community Center Parking Lot Lights – Director Burton passed out some options for board members to review. Commissioner Schlick advised Director Burton and staff to come back to the Board with their top two choices.

Unfinished Business

- A. Accounting Software – Under Finance.
- B. Lagoon Park Paving – No update.

Commissioners Comment

None

Executive Session

None

Adjournment

At 8:02 p.m., Commissioner Kadlec motioned to adjourn, seconded by Commissioner Geary.  
Roll Call: all aye.