

WAUCONDA PARK DISTRICT
Board Meeting
April 14, 2020 – 7:00 p.m.
Community Center

At 7:00 p.m., Commissioner Kadlec called the meeting to order. Commissioners Bader, Berrelez, Geary and Starkey were present, along with Executive Director Burton, Director Staton, Director Drinkwine and Accounting Manager Malloy.

Approval of Minutes

Approval of the Regular Session Minutes from March 10, 2020 was motioned by Commissioner Bader and seconded by Commissioner Starkey. Roll Call: all aye.
Approval of the Emergency Meeting Minutes from March 24, 2020 was motioned by Commissioner Berrelez and seconded by Commissioner Geary. Roll Call: all aye.

Comments from Public

None

Communications

None

Approval of Bills

Approval of the disbursements from March 25 – April 14, 2020, in the amount of \$321,973.81 was motioned by Commissioner Berrelez and seconded by Commissioner Geary. Roll Call: all aye.

Committee Reports

- A. Recreation – Written report submitted. Director Staton informed board members that staff chose not to print the summer brochure due to uncertainty with the timing of programs. Staff is moving forward with completing the brochure so it can be posted on the District’s website. Director Staton provided updates on program cancellations due to COVID-19. He stated camp registration has been put on hold with 100 participants. Staff will continue to monitor the situation and will take additional registrations if possible. If social distancing practices need to be in place, it will limit the amount of campers we can have. Director Staton stated that staff held an Egg Grab & Go with the Bunny on April 10, 2020. Staff made 500 goody bags that included eggs and candy and distributed them via a drive thru setting. It was a very popular event and staff ran out of goody bags within a 1 ½ hours. He stated that there were many positive comments on social media regarding the event. Commissioner Kadlec commented that the families were very appreciative of the District for holding the event under the circumstance. Director Staton stated that recreation staff were working remotely and reviewed projects they were currently working on.

- B. Finance – Accounting Manager Malloy, reviewed her financial report with board members.
- C. Maintenance –Director Drinkwine reviewed his report with board members. He stated that the marina was installed three weeks early. Staff have been adding mulch to various playground and will begin mowing grass next week. Staff installed new grates for the spillways at Phil’s Beach and informed board members that the admission booth is almost complete. Commissioner Kadlec asked if park staff will be seal coating the Beach parking lot since the facility is currently closed. Director Drinkwine stated that was on the project list but will have to wait until the asphalt plants are open.
- D. Risk Management – Executive Director Burton reviewed Administrative Support Supervisor Ftacek’s report with board members. She stated that he was currently contacting marina/launch users in regards to organizing a key/sticker pick up for marina and launch users.
- E. W-Fest –Executive Director Burton stated that the March meeting was cancelled due to COVID-19. Commissioner Kadlec asked if the May 4, 2020 was going to be cancelled. Executive Director Burton stated that it probably would be if the Shelter In Place order was still in effect.
- F. Administration – Executive Director Burton reviewed her report with board members. She recommended delaying the approval of the Budget and Appropriation ordinance for the 20/21 fiscal year. She stated that Adam Simon, Ancel Glink was recommending to delay the process in order to hopefully have additional information available to make sound financial decisions. Executive Director Burton stated that it is very difficult to make revenue/expense projections based on assumptions. The Board agreed to delay the approval of until July. Commissioner Starkey commented that at his business they are determining 1-5 assumptions in regards to financial forecasts.

Business

- A. Resolution 2020-04 Adopting Temporary Rules for Public Comment during the Governor’s Declaration of Emergency – Commissioner Geary made a motion to adopt the resolution, seconded by Commissioner Berrelez. Roll Call: all aye.
- B. Sikich Audit Proposal – Accounting Manager Malloy reviewed staff’s recommendation in in regards to audit services. Commissioner Bader made a motion to approve the proposal from Sikich to provide audit services for the 2020, 2021 and 2022 year, seconded by Commissioner Berrelez. Roll Call: All aye
- C. Liberty Lake HOA Easement Landscaping – Executive Director Burton reviewed the HOA proposal regarding landscaping maintenance for walking path area in Liberty Lakes. She stated that the HOA wishes to have consistency with their landscaping services throughout the HOA and was requesting the District consider using Perricone

landscapers to maintain the walking path area from April-November. Executive Director Burton explained that the District budgets to contract out for these services from April-June since this is the busiest time for the parks department. She stated that the HOA is offering to pay 30% of the cost for these services for 9 months and the actual monthly cost would lower than last year. Cost for the service for the season would be \$5,040. The consensus of the Board was to allow Executive Director Burton to work with Adam Simon, Ancel Glink to review the HOA agreement and when completed bring it back for Board approval.

- D. 2020 License Agreements Northern Ice, Wauconda Baseball/Softball and WAYSC . Director Staton reviewed with the Board the annual renewal agreements for the affiliate groups. Commissioner Geary inquired about the organizations paying after the season in December. Director Staton stated that at the end of the playing seasons each organization receives an invoice and no deposits are received prior to the season starting.
- E. COVID 19 Update District Operations – Executive Director Burton provided board members with updates on District operations including staffing status, financial forecast, status of summer programming and events.
- F. Phil’s Beach Project Update – Director Burton informed the Board that Stuckey Construction is back on the site and the landscaping contractor should begin next week weather pending. She stated that picnic tables and trash cans have been delivered but the park benches are now on backordered due to the closing of the manufacturing facility. Staff is currently finalizing concession menu and ordering appropriate equipment. Executive Director Burton reviewed staff’s recommendation in regards to Wibit Inflatables for the water. The Board agreed with staff choices and their recommendation to only purchase the hand inflatable since there was limited quantities and the item will be discontinued after this year. Staff recommended holding off on purchasing the larger module due to the \$25,000 cost and the uncertainty of if and when the beach would open. Commissioner Starkey made the motion to approve the purchase of the Wibit Hand from Commercial Recreation for a cost of \$2,000, motion seconded by Commissioner Geary. Roll Call: All aye.

G. Unfinished Business

None

Commissioners Comment

Commissioner Berrelez expressed her appreciation to all staff members for their efforts during this time. Commissioner Starkey asked how everyone was doing. Executive Director Burton stated that staff are adjusting and adapting. She stated that the District has great staff and a great team work attitude and will do whatever it takes get through this.

Executive Session

None

Adjournment

At 8:23 p.m., Commissioner Geary motioned to adjourn, seconded by Commissioner Berrelez. Roll Call: all aye.