

WAUCONDA PARK DISTRICT
Board Meeting
August 17, 2021
Community Center

At 7:00 p.m., Commissioner Starkey called the meeting to order. Commissioners Bader, Berrelez, Carr and Micelli were present, along with Executive Director Burton and Director Staton.

Approval of Minutes

Approval of the Regular Session Minutes from July 13, 2021 was motioned by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Approval of the Regular Session Minutes from July 27, 2021 was motioned by Commissioner Bader and seconded by Commissioner Micelli. Roll Call: all aye.

Approval of the Executive Session Minutes from June 15, 2021 was motioned by Commissioner Berrelez and seconded by Commissioner Carr. Roll Call: all aye.

Approval of the Executive Session Minutes from July 13, 2021 was motioned by Commissioner Carr and seconded by Commissioner Bader: Roll Call: all aye.

Approval of the Executive Session Minutes from July 27, 2021 was motioned by Commissioner Berrelez and seconded by Commissioner Micelli: Roll Call: all aye.

Comments from Public

None

Communications

None

Approval of Disbursements

Approval of the disbursements from July 28 – August 17, 2021 in the amount of \$96,062.16 was motioned by Commissioner Bader and seconded by Commissioner Carr. Roll Call: all aye.

President Starkey stated that he would like to move up the Hitchcock Design presentation before the Committee reports since Steve Konters, Hitchcock Design was present. Board members agreed with this request.

Committee Reports

- A. Recreation – Written report submitted. Director Staton stated that the fall program guide was mailed out to Wauconda and Island Lake residents this week. This was the first guide that was mailed since the start of COVID. The last concert for the summer was held on August 5. The Senior Summertime Picnic is scheduled for September 15. The Club

program starts on August 18. The School District has requested that our enrollment at each site be limited to 30 kids. Currently we are still looking for additional part-time staff for the program. Training will take place next week. It may be necessary to evaluate our current pay scales earlier than anticipated in order to attract and retain staff. Cindy Babich was hired as the new Director of Recreation and will begin on August 30.

- B. Finance –Executive Director Burton reviewed the June financial reports. The District has received almost 50% of its property tax revenue. Recreation program revenue is up compared to 2020/21 year but not equal to pre COVID. Commissioner Carr asked if the figures given were for the month as report or for the year. Executive Director Burton stated that they were for the year not the month as stated in the report. Fitness revenue continues to be down by 50%. The triathlon income will be reflected in the July budget report. Phil’s Beach revenue is lower than anticipated but the weather plays a major factor in this. Marina income continues to subsidy the beach operations. Commissioner Carr asked why marina revenue was higher in June compared to the previous year. Staff indicated that it is the way it is being accounted for. The \$52,000 figure represents the total income for the marina for the season. The previous year was accounted throughout the entire marina season May-October. The District had three major expenditures in June. The purchase of two new mowers, one John Deere Gator and payment for the seal coating of lots in Cook Park.
- C. Maintenance – Written report submitted by Director Drinkwine. Executive Director Burton stated that two of the three park seasonals that were hired have returned to college. The new tractor has finally arrived. The Wubit piece began to deflate again and staff is trying to determine if the leak is coming from one of the patched areas.
- D. Risk Management – No report.
- E. W-Fest – Executive Director Burton stated that the Fest Recap meeting with the Committee is scheduled for August 24.
- F. Administration – Written report submitted by Executive Director Burton.

Business

- A. Hitchcock Design Master Plan Presentation – Steve Konters, Hitchcock Design presented to board members the steps involved in creating a master plan for the District. A master plan is a living document and will set priorities and provide direction for the District for the next 5-10 years. There are four steps involved in the process; analyze, envision, prioritize and implement. The process includes community input meeting, in addition to staff and board workshops. The process can take up to 6-8 months to complete the plan. In order to begin, the District would need to determine exactly what they would like to include in the process, set a schedule, establish a budget and engage a consultant. Board members discussed the importance of having a plan for future planning and asked future Executive Director Staton if this could be an agenda item at a September meeting.

- B. Electronic Attendance Meeting Policy – A motion to approve the Electronic Attendance Meeting Policy as presented was made by Commissioner Berrelez and seconded by Commissioner Micelli. Roll Call: all aye.
- C. Wauconda Fire Department Phil’s Beach Usage – A motion to approve the Wauconda Fire Department’s request to serve beer and wine at their Firefighter Picnic on September 11, 2021 at Phil’s Beach was made by Commissioner Bader and seconded by Commissioner Carr. Roll Call: all aye.
- D. IDNR Resolution Wauconda Parks Marina Project – A motion to approve the LWCF Grant Program Resolution of Authorization for the Wauconda Parks Marina Project was made by Commissioner Berrelez and seconded by Commissioner Bader. Roll Call: all aye.
- E. Staffing Change Recommendation – Director Staton reviewed his staffing plan proposal with board members. He stated it is his goal to evaluate current salaries to make sure the District is staying competitive with other Districts similar in size and EAV. The review will also look at position responsibilities and workloads. A motion to approve the change in status of the Early Childhood/Preschool Supervisor from part-time to full-time status effective August 17, 2021 was made by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Unfinished Business

- A. None.

Commissioners Comment

None

Executive Session

At 8:20 p.m., a motion to go into Executive Session for the purpose of discussing litigation, pending or imminent 5 ILCS 120/2 (c)(11), Personnel, the appointment, compensation, discipline, performance or dismissal of specific employees 5 ILCS 12/2 (c)(11), Real Estate, the 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 Berrelez and seconded by Commissioner Bader. Roll Call: all aye.

At 9:35p.m., a motion to come out of executive session and return to the regular board meeting was made by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Issues to be voted on by the Board that were discussed in Executive Session

None

Adjournment

At 9:36 p.m., a motion to adjourn was made by Commissioner Berrelez and seconded by Commissioner Micelli. Roll call: all aye.