

WAUCONDA PARK DISTRICT
Board Meeting
February 8, 2022
Community Center

At 7:00 pm, Commissioner Starkey called the meeting to order. Commissioners Bader, Berrelez, Carr, and Micelli were present, along with Executive Director Staton and Director Babicz. Steve Konters from Hitchcock Design was in attendance at the meeting.

Approval of Minutes

Approval of the Regular Session Minutes from January 11, 2022, was motioned by Commissioner Berrelez and seconded by Commissioner Bader. Roll Call: all aye.

Approval of the Executive Session Minutes from January 11, 2022 was motioned by Commissioner Carr and seconded by Commissioner Micelli. Roll Call: all aye.

Comments from Public

None

Communications

An email from Melissa Greenthal at Northbrook Park District was received inviting the Board to the upcoming Legislative Breakfast on February 28. Commissioner Micelli would like to attend if her work schedule allows, and Executive Director Staton will attend.

Approval of Disbursements

Approval of the disbursements from January 12-January 25, 2022 in the amount of \$65,353.62 was motioned by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Approval of the disbursements from January 26, 2022 to February 8, 2022 in the amount of \$43,439.91 was motioned by Commissioner Micelli and seconded by Commissioner Carr. Roll Call: all aye.

Committee Reports

A. Recreation – Director Babicz reviewed her written report with the Board. Highlights included the Sweetheart Dance, Horseback Riding Lessons, Senior Trips, and Youth Basketball.

B. Finance – Nothing new to report since the last meeting. The December Budget Report was put in the Commissioners mailbox at the Park District.

C. Park Maintenance – No written report. Executive Director Staton advised that work had begun on the bathrooms at Cook Park and the Lagoon. Some upgrades to the electrical panel at the Maintenance Shop was almost finished. One park staff has been helping with the custodial duties at the Community Center, and the department has been dealing with snow removal.

D. Risk Management – No report.

E. W-Fest – All of the bands have been booked for 2022 Fest. The Food Vendor Committee met and made a recommendation to the Fest Committee to allow vendors to sell drinks for an additional \$75 to the vendor fee. No straws or glass containers will be allowed. The committee recommended reworking the draft button design and possible partner with the high school to have a student produce this. The next Fest meeting will be on Tuesday, March 1 at 6:30 pm. Commissioner Micelli will attend to represent the Board.

F. Administration – The Triathlon Committee will meet tomorrow at 6:00 pm. The Committee's focus at this time of the year is to get athletes to register. We have been offering several promos around the different holidays. The Triathlon Committee accepted a new member, Gary Vicari. Gary is a long-time triathlete and will be helping get word out about our race to various tri, running, and biking clubs in the suburbs.

We have had a hard time with the ice rink at Fieldbrook Park. Staton recommended reevaluating this offering next winter. The rink gets vandalized and is difficult to get up and running. To this date the rink at Fieldbrook has not been open this season. The rink at Beach Park has been open for about three weeks and has had some consistent use.

Staton provided the Board with an update on pricing for a new skate park and advised he had not talked with Cyle Frycek in some time noting that he would follow-up with him.

New Business

A. Wauconda Boat – The closing was held on Tuesday, February 8, 2022. Everything went well. Executive Director Staton recommended to the Board an opening date of the bait shop and office of April 1. At this time there is not a lot of bait being sold and it doesn't make financial sense to have a staff person down there all day when the sale of slips and inquires can be done at the Community Center. The Board agreed. Over the next several weeks the Board will need to come up with a new name as Wauconda Boat will retain that name for their maintenance services.

The Board discussed fees for the new Marina and agreed the fee would be \$1125 similar to the pricing strategy under previous marina ownership.

B. Employee Recognition – It was discussed to do a simple coffee and cake presentation of our most recent 20 year employee. It is hard for this individual to make it to the Board meeting on Tuesday evening. Staff will let the Board know when this is planned.

C. Affiliate Agreements – Director Babicz presented the Board with a draft of the 2022 Affiliate Agreement. These are done annually with each affiliate and outline responsibilities of the Park District and the affiliate group. A motion to approve the affiliate agreements for 2022 was made by Commissioner Micelli and seconded by Commissioner Carr. Roll Call: all aye.

D. Ball Field Lights – A recommendation to continue with the program to replace the ballfield lights at Cook Park was reviewed with the Board by Executive Director Staton. A motion to approve this recommendation and purchase an additional 10 LED lights in the amount of \$10,290 was made by Commissioner Bader and Seconded by Commissioner Carr. Roll Call: all aye.

E. HVAC Recommendation – Executive Director Staton made a recommendation to the Board to replace the two HVAC units on the main part of the Community Center in the amount of \$18,424.10. The units will be purchased from A & L Heating and Cooling. These units are approximately sixteen years old and have been repaired by the parks department numerous times over the past several years. Commissioner Bader inquired if this was a budgeted expense. Director Staton advised that it was budgeted for. Commissioner Carr inquired if both units were for this building, to which Staton confirmed they were. A motion to approve the purchase of two HVAC units for the Community Center in the amount of \$18,424.10 was made by Commissioner Micelli and Seconded by Commissioner Berrelez. Roll Call: all aye.

Unfinished Business

A. Master Plan – Steve Konters from Hitchcock Design was in attendance to review the revised Master Plan proposal with the Board. The plan involves spreading the process over two separate fiscal years. The Board will receive the contract for approval at the next Board meeting.

Commissioner Starkey asked for an update to the Organizational Chart.

Commissioners Comments – Commissioner Micelli reminded staff to make sure the Dance Studio and front doors were open by 6:00 am on days when Jazzercise class is held early. Director Babicz advised we had a new staff member and that this issue has been addressed.

Commissioner Berrelez asked if we could develop a postcard to distribute at the business expo making people aware of our upcoming survey.

Commissioner Carr also suggested the bulletin board in the lower level of the Community Center needed to be updated for our new park partners.

Executive Session

Executive Session was not needed.

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

None

Adjournment

At 8:20 pm a motion to adjourn was made by Commissioner Bader and seconded Commissioner Carr. Roll Call: all aye.