

Wauconda Park District
Board Meeting
April 11, 2023
Community Center

At 6:00 pm Commissioner Starkey called the meeting to order. Commissioners Bader, Berrelez, Carr, and Micelli were present, along with Executive Director Staton and Director Babicz. JoAnn Freeman, Marketing Coordinator and a Village of Island Lake resident was in attendance to observe the meeting.

Approval of Minutes

Approval of the Regular Session Minutes from March 14, 2023 was motioned by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Comments from the Public

None

Communications

Executive Director Staton shared Thank You notes from Frassati Catholic School and the Wauconda Grade School for the District's support of their recent fundraisers. The District donated an annual Phil's Beach family pass to each event.

Approval of Disbursements

Approval of Disbursements from March 15, 2023 – March 28, 2023, in the amount of \$47,050.47 was motioned by Commissioner Berrelez and seconded by Commissioner Micelli. Roll Call: all aye.

Approval of Disbursements from March 29, 2023 – April 11, 2023, in the amount of \$86,744.19 was motioned by Commissioner Carr and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

A. Recreation – Director Babicz reviewed her written report. Babicz reviewed the recent Easter events, provided an update on the Days Off School Program, and informed the Board that registration for Day Camp was closed due to registration being full. Day Camp registration filled in less than ten days. Adult Volleyball is ending in the next couple of weeks and Adult Softball is due to begin on April 18. Supervisor Yakimisky and Director Babicz attended the PDRMA Aquatics Risk Management Institute at Fox Valley Park District on April 5.

B. Finance – Staton will provide a written report at the next meeting.

C. Park Maintenance – Staton reviewed Director Drinkwine's written report with the Board. Highlights of the report included Director Drinkwine and Foreman Emmerich will attend a PDRMA training on the Supervisor's Role in Injury Prevention later this month. Some repairs are needed on two of the trucks and during the budget process staff will investigate the cost of replacing at least one truck this coming fiscal year. Staff has also reached out to a landscaping company to investigate the cost of mowing some of our smaller parks. This will help with the workload since we have been having a hard time hiring staff the past couple of summers.

D. Risk Management/Support Services – Manager Ftacek provided a written report outlining rentals of the District facilities to date, notice that the bait shop is opening, and details previously mentioned regarding staff attending PDRMA trainings in the near future.

E. Wauconda Fest – The next Wauconda Fest meeting will be on April 12 at 6:00 pm.

F. Administration – Staton reviewed his written report. Staton reported that staff continue to work with PDRMA to complete our cyber-liability coverage application for the upcoming year. PDRMA has partnered with a company called KYND that will test internal and external vulnerabilities of our computer system and make recommendations for improvement prior to the application deadline of July 1.

Staton also provided the Board with an update on the RFP process to select an audit firm. We have had a hard time getting a response from the firms who were sent an RFP. Five firms declined to submit a proposal and only two have shown an interest at this time.

Commissioner Starkey provided the Board with an update on discussions between LCB and the Park District regarding Beach Park.

New Business

A. 2023 Fireworks Donation – The District received an inquiry from the Village of Wauconda for the annual fireworks donation. In the past the Park District has sponsored the fireworks for \$3000 and in return the Village sponsors WaucondaFest for an equal amount. A motion to approve a donation to the Village of Wauconda for the annual Fireworks display was made by Commissioner Bader and seconded by Commissioner Micelli. Roll Call: all aye.

B. 2023 Clark Aquatic Shoreline Treatment – Executive Director Staton recommended that the District continue with the annual herbicide application at Cook Park, Beach Park, Phil’s Beach, and the Bangs Lake Marina. The cost for the application is \$2875. The District will apply to the Village of Wauconda to be reimbursed 50% of this cost. A motion to approve the herbicide application performed at Cook Park, Beach Park, Phil’s Beach, and Bangs Lake Marina for a cost of \$2875 was made by Commissioner Berrelez and seconded by Commissioner Carr. Roll Call: all aye.

C. New Accounting Software – Over the past several months, the District has experienced some issues with our current accounting software. The District’s Accounting Firm of Lauterbach and Amen have offered to allow the District to use their accounting software at no charge to the District. This would allow the District to have a broader number of staff on hand to assist the District, as all Lauterbach and Amen employees are familiar with the software.

A motion to approve the transition of the Park District’s accounting software from Sage 50 to ACS at no cost to the District was made by Commissioner Berrelez and seconded by Commissioner Carr. Roll Call: all aye.

D. New Commissioner Process – Commissioner Micelli has submitted a letter of resignation for her position on the Board effective May 17, 2023, due to her moving out of the District. Executive Director Staton reviewed a preliminary timeline with the Board to fill her vacancy. The Board agreed with the timeline as presented by Staton and agreed to solicit resumes and conduct in-person interviews as part of the process.

E. Village Proposal for Beach Park – The Village of Wauconda is slowly moving out of the Citizen’s Activity Center on Main Street. Part of this process is to relocate a generator for Main Street that is in this building. The Village of Wauconda has proposed to place the generator in Beach Park located by the sewer lift station. In a letter from Luke Markko, Superintendent of Public Works, the Village is asking permission to place a gas meter along the side of the As We Grow Preschool building and run a gas line to this area. A motion to approve the request made by the Village of Wauconda to install a gas meter and gas line to the lift station in Beach Park for the purpose of relocation of one of the Village’s generators was made by Commissioner Bader and seconded by Commissioner Micelli. Roll Call: all aye.

F. FY23/24 Budget Draft – The draft review of the FY23/24 budget was tabled until the next meeting. Executive Director Staton provided the Board with a new timeline for the Budget and Appropriation process.

Unfinished Business

A. Phil’s Beach After Season Hours – Staff discussed trying to have Phil’s Beach open on Sundays this coming Fall and see how attendance is during that time. Having the Beach open and unsupervised presents several challenges including vandalism, opening and closing of the facility, and cost of staffing and additional signage.

B. FAQ Topics – Staff continues to develop information to include on this page of the website.

C. Bangs Lake Marina Logo and Signage – Staff is looking into some generic signage letting the public know we are open. We will temporarily put on hold the development of a new logo and additional signage until we complete a Master Plan for the area.

Director Staton and Commissioner Starkey will organize their thoughts for the next meeting. Commissioner Micelli stated the old sign on Route 176 is in bad shape.

Commissioner Comments – Commissioner Starkey inquired if we would be able to fix the roofing on the pavilion in Cook Park prior to the Summer Concert series. Staton stated that he thought this could be done.

Executive Session

No Executive Session

Issues to be voted on by Board that were discussed in executive session.

None

Adjournment

A motion to adjourn at 7:16 pm was made by Commissioner Berrelez and seconded by Commissioner Bader. Roll Call: all aye.