

Wauconda Park District
Board Meeting
August 8, 2023
Community Center

At 6:00 pm Commissioner Starkey called the meeting to order. Commissioners Carr, Tallman, and Bianco were present, along with Executive Director Staton and Director Babicz. Commissioner Berrelez was absent due to a conflict with her work schedule. JoAnn Freeman, Marketing Coordinator and a Village of Island Lake resident was in attendance to observe the meeting. Steve Konters from Hitchcock Design was also in attendance to present a draft version of the Comprehensive Plan to the Board.

Approval of Minutes

Approval of the Public Hearing Minutes from July 11, 2023 were tabled.

Approval of the Regular Session Minutes from July 11, 2023 were tabled.

Approval of the Executive Session Meeting Minutes from May 30, 2023 were tabled.

Approval of the Executive Session Meeting Minutes from June 13, 2023 were tabled.

Comments from the Public

None

Communications

Executive Director Staton provided the Board a letter from the Wauconda Fire District thanking the District for their assistance in providing buses to act as cooling stations during a recent fire at Liberty Arms.

Approval of Disbursements

Approval of Disbursements from July 12, 2023 – July 25, 2023, in the amount of \$69,527.41 was motioned by Commissioner Tallman and seconded by Commissioner Bianco. Roll Call: all aye.

Approval of Disbursements from July 26, 2023 – August 8, 2023, in the amount of \$105,482.97 was made by Commissioner Bianco and seconded by Commissioner Tallman. Roll Call: all aye.

Committee Reports

A. Recreation – Director Babicz reviewed her report with the Board. Highlights included a review of Camp Wauconda numbers, openings in the Preschool program, an update on the Club program, and an increase in dance numbers this summer.

B. Finance – The month end May 2023 Budget Summary was presented to the Board. Due to the switchover of accounting software and the loss of our lead accountant at Lauterbach and Amen, reports have been delayed. Staton hopes to have the June and July reports for the next meeting and then we will be back on track.

Dance Coordinator, Meghan Reimers, resigned her position with the District effective July 31, 2023. This past year she was hired as a counselor at District 118 and due to this full-time position and a commitment to her family she is unable to continue in her role as Dance Coordinator. Meghan was with the District in this role the past twelve (12) years. Dance Instructor, Cari Holmes, will be our new Dance Coordinator effective August 1, 2023.

C. Park Maintenance – Director Drinkwine submitted a written report, there was no discussion on this report.

D. Risk Management/Support Services – Due to a change in staff roles, this information will be provided in Director Staton and Director Babicz’s reports in the future. The Board agreed to take this report off of the agenda for future meetings.

E. Wauconda Fest – A Fest wrap-up meeting has been planned for Wednesday, August 30, at 6:00 pm in Room C. Staton asked the Board to send any comments they had regarding this year’s Fest to him by Tuesday, August 29, so that he could share with the Committee.

F. Administration – Staton reviewed his written report with the Board. Highlights included Wauconda Triathlons record numbers of participation and background on New Business Agenda Items.

Staton will be on vacation from August 14-18 and again on August 23 and 24.

New Business

A.) Bulldog Youth Sports Agreement – Director Babicz reviewed the annual agreement between the District and Bulldog Youth Sports for use of Park District facilities during the upcoming football season. A motion to approve the agreement was made by Commissioner Carr and seconded by Commissioner Tallman. Roll Call: all aye.

B.) FY22-23 Audit Engagement Letter – Director Staton reviewed an Engagement Letter from Roger Wooten, CPA, outlining responsibilities between his accounting practice and the District regarding the upcoming year ending April 30, 2023 Audit. A motion to approve the Engagement Letter provided by Roger Wooten, CPA to perform the District Financial Audit for the year ending April 30, 2023, was made by Commissioner Bianco and seconded by Commissioner Tallman. Roll Call: all aye.

C.) Comprehensive Plan Presentation - Steve Konters from Hitchcock Design was in attendance at the meeting to present the Board with a draft version of the Comprehensive Plan. The Board engaged Konters with questions throughout the presentation.

Next steps in the process are for the Board to hold a workshop meeting to discuss the plan in more detail and make suggestions or edits to the plan after their review. Director Staton will send the Board dates to consider for a meeting.

D.) Osage Park – OSLAD Grant – Steve Konters from Hitchcock Design presented the Board with a proposal from his firm outlining details of the services they will provide the District during the design and construction phases of this project. A motion to approve a contract from Hitchcock Design in the amount of \$105,400 for professional services including design development, construction documentation, permitting, bidding, construction administration, and post grant award services was made by Commissioner Carr and seconded by Commissioner Tallman. Roll Call: all aye.

Unfinished Business

A. FAQ Topics – Staff is making progress on this topic and hopes to have a live page in place by the end of September.

B. Bangs Lake Marina Logo and Signage – Commissioner Starkey and Director Staton will be meeting with Ed Salisbury from Wauconda Boat to discuss naming and signage.

Commissioner Comments

Commissioner Starkey welcomed the new commissioners to the Board.

Commissioner Bianco asked for a copy of the presentation Hitchcock Design presented this evening. Staton will email a copy to the Board.

Commissioner Carr informed the Board that he would not be at the October 10 meeting.

Executive Session

None

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

None

Adjournment

A motion to adjourn at 8:13 pm was made by Commissioner Bianco and seconded by Commissioner Tallman. Roll Call: all aye.