

Wauconda Park District
Board Meeting
May 30, 2023
Community Center

At 6:00 pm Commissioner Starkey called the meeting to order. Commissioners Bader, Berrelez, and Carr were present, along with Executive Director Staton and Director Babicz. JoAnn Freeman, Marketing Coordinator, and a Village of Island Lake resident and Park District residents Andy Dunham, Kristen Todoroff, and Kathy Bianco were in attendance to observe the meeting.

Approval of Minutes

Approval of the Regular Session Minutes from May 9, 2023 was motioned by Commissioner Bader and seconded by Commissioner Carr. Roll Call: all aye.

Comments from the Public

None

Communications

Executive Director Staton talked with the Board about text messages that he has been receiving from Kathy Reilly regarding excessive seaweed at Phil's Beach and on the lake. He also shared with them a PDRMA At A Glance flyer outlining the District's use and participation in PDRMA's Health program for 2022.

Approval of Disbursements

Approval of Disbursements from May 10, 2023 – May 23, 2023, in the amount of \$79,053.19 was motioned by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

A. Recreation – Director Babicz updated the Board on the Preschool Graduations last week, the last day of Club, Phil's Beach opening June 3 and summer programs, along with Day Camp beginning on June 5.

B. Finance – Executive Director Staton presented to the Board the April Month Ending Budget Summary report. Overall, the District continues to be in good financial shape. April marks the end of the District's fiscal year. There will be a few adjustments made to this report, but the District will still end the year in a strong financial position.

C. Park Maintenance – The Parks Department continues to maintain all park sites. We have done a good job with hiring seasonal staff and look to hire an additional full-time staff member this year. The maintenance barn at Cook Park has all of the visible siding replaced in time for the Memorial Day Parade. The tent for day camp will be set-up later this week.

D. Risk Management/Support Services – No written report. Manager Ftacek will provide a report for the next meeting.

E. Wauconda Fest – The next Fest meeting will be on Thursday, June 8. This will be the final committee meeting prior to the Fest.

F. Administration – Executive Director Staton reviewed his written report with the Board. We have received two Letters of Interest for the open Board positions. Staff attended an intergovernmental meeting this afternoon to discuss the closing of Main Street for the Triathlon. The next Triathlon meeting will be on Wednesday, June 14.

The easement agreement with John Leopardo has stalled due to issues with their insurance. Staton doesn't believe that this will be resolved for this boat season.

Beach staff has been working nonstop to collect all of the seaweed that is floating into the shore of the Beach. Some lifeguards have reported swimmer's itch early this season. The Board asked Staton and Babicz to pass along to Supervisor Yakimisky their appreciation of her efforts in cleaning the seaweed.

New Business

A. **Ordinance 2023-04 – Budget and Appropriation Ordinance FY23/24** – Executive Director Staton shared the Budget and Appropriation Ordinance with the Board. The ordinance will be on display for public viewing on our website and at the front desk of the Community Center for the next 30 days. The Board will approve the Ordinance at the July 11 meeting.

B. **PTO Tracking System Purchase** – The District currently keeps track of employees paid time off by using an excel spreadsheet. Director Babicz spends a day or more each month calculating accruals and expenditures of paid time off. Over the past few weeks, she has been researching different software packages that will make the process of requesting and approving time off easier for the employee, as well as more accurately keep track of each employee's accumulated time off. After reviewing her findings with the Board and making a recommendation to upgrade our current system. A motion to upgrade the current Time Pro system to include employee benefits tracking for a total cost of \$5647 was made by Commissioner Bader and Seconded by Commissioner Berrelez. Roll Call: all aye.

C. **Intergovernmental Agreement for the Purchase of Services Between the Wauconda Fire Protection District and the Wauconda Park District Approval** – This was tabled until the next meeting as Staton has not received a final draft.

D. **National Park and Recreation Conference Attendance** – Director Babicz submitted a recommendation to the Board to allow staff the opportunity to attend the National Park And Recreation Conference or the Illinois Park and Recreation Conference. In her recommendation if an employee chose to attend the National Parks Conference they would have to pay for the airfare and all other expenses would be paid by the District. Her recommendation was to try to stay close to what we budgeted for in FY23/24 for employee training. The Board agreed that if we chose to send people to the National Conference the airfare should be paid by the District and maybe attendance at the National Conference could be limited to one or two individuals each year and put on a rotating basis. Staff will look to refine the recommendation based on the Board's input.

Unfinished Business

A. FAQ Topics – Staff will have something prepared for the June 13 meeting.

B. Bangs Lake Marina Logo and Signage – The Board discussed having some directional signage for people to get to the Bait Shop and Wauconda Boat Maintenance Garage.

Commissioner Comments – Commissioner Bader wanted to pass along that he received superior customer service at the Bangs Lake Marina while purchasing gas.

Commissioner Berrelez wanted to commend Supervisor Yakimisky for her work at the Beach over the Memorial Day Holiday.

All Commissioners thanked Commissioner Bader for his service to the Board and the community.

Executive Session

At 6:55 pm a motion to enter executive session for the purpose of:

1. Litigation – Pending or Imminent 5 ILCS 120/2 (c)(11)
2. Personnel – Appointment, employment, compensation, discipline, performance or dismissal of specific employees 5 ILCS 120/2 (c) (1)
3. Real Estate – Purchase or Lease (Buy) 5 ILCS 120/2(c)(5)
Setting Price for Sale/Lease 5 ILCS 120/2 (c) (6)

was made by Commissioner Bader and Seconded by Commissioner Berrelez. Roll Call: all aye.

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

None

Adjournment

A motion to adjourn at 7:23 pm was made by Commissioner Bader and seconded by Commissioner Carr. Roll Call: all aye.