

Wauconda Park District
Board Meeting
October 24, 2023
Community Center

At 6:00 pm Commissioner Starkey called the meeting to order. Commissioners Berrelez, Carr, Tallman, and Bianco were present, along with Executive Director Staton and Director Babicz. JoAnn Freeman, Marketing Coordinator and Island Lake resident was in attendance to observe the meeting. Roger Wooten, CPA was present to present the Board with the District's Annual Audit Report.

Approval of Minutes

A motion to approve the Regular Session Minutes from October 10, 2023, was motioned by Commissioner Berrelez and seconded by Commissioner Bianco. Roll Call: all aye.

Comments from the Public

None

Communications

The District received a letter from PDRMA outlining the reimbursement the District would receive this year corresponding to how well the lifeguards did on our aquatic audits this past summer.

Approval of Disbursements

Approval of Disbursements from October 11, 2023 – October 24, 2023, in the amount of \$38,871.61 was motioned by Commissioner Carr and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

A. Recreation – Director Babicz reviewed her written report with the Board. Babicz reported on the progress staff is making with the District's SMART Goal for PDRMA and the Slips, Trips, and Falls assessment to be completed by November 15. Some of the office staff recently participated in the Lions' Club Trivia Night and as a group won best costume. Staff is also preparing for the upcoming Basketball and Volleyball seasons.

B. Finance – Executive Director Staton reviewed his written finance report with the Board. We continue to do well financially. Revenues are projected higher for the year in most funds. Expenses are also trending up. This is primarily due to the increased wages that we are paying staff which have been driven up by increases in minimum wage and salary adjustments.

C. Park Maintenance – In addition to routine maintenance of all parks, the parks department has been working on installing two new HVAC units at the Community Center and removing the piers from both marinas. Over the next few weeks, the parks department will continue to complete winterization of our outdoor facilities and bathrooms, aerate the athletic fields and common areas of the parks and complete the siding on the Barn.

D. Wauconda Fest – Nothing to report.

F. Administration – Staton reviewed his written report with the Board. He, Director Babicz, Coordinator Freeman, and Commissioner Bianco attended a social media training at the Village Hall. Registration for the annual IAPD/IPRA Conference is approaching soon. Staton reviewed the Conference itinerary with the Board.

New Business

A.) Audit Review – Fiscal Year Ending April 30, 2023 – Roger Wooten, CPA performed the District’s Audit for Fiscal Year ending April 30, 2023. Mr. Wooten presented his report to the Board and stated that everything was in good order. One area to note was cash handling due to the volume of cash we take in at our special events. He stated that we have good procedures in place for handling this, particularly at large events such as Wauconda Fest. A motion to approve the Audit report for the fiscal year ending April 30, 2023, was motioned by Commissioner Bianco and seconded by Commissioner Tallman. Roll Call: all aye.

B.) Approval of Comprehensive Plan – Executive Director Staton presented the Board with the final draft of the Comprehensive Plan. A motion to approve the plan was made by Commissioner Tallman and seconded by Commissioner Berrelez. Roll Call: all aye. Commissioner Starkey asked Staton to bring to the Board for the next meeting a plan to have regular quarterly follow-ups on the progress of the components in the plan.

C.) Approval of 2024 Board Meeting Dates – Staton presented the Board with a list of dates for the 2024 Board Meetings. This includes meetings to be held on the second and fourth Tuesday of each month with only one meeting on the first Tuesday of the month in June and July. All meetings are scheduled to begin at 6:00 pm at the Community Center in Wauconda. After a brief discussion, a motion to approve the Board Meeting Dates for 2024 as presented by staff was made by Commissioner Carr and seconded by Commissioner Berrelez. Roll Call: all aye.

D.) Appointment of Delegate to Annual IAPD Business Meeting – After a brief discussion, Commissioner Bianco made a motion to appoint Executive Director/Board Secretary Staton as the District’s Delegate to the annual IAPD Conference in January 2024. The motion also included alternate delegates Board President Glenn Starkey, Board Vice President Cari Berrelez, and Board Treasurer James Carr. Commissioner Berrelez seconded the motion. Roll Call: all aye.

Unfinished Business

None

Commissioner Comments

None

Executive Session

At 7:02 pm a motion to enter Executive Session for:

Personnel – Appointment, employment, compensation, discipline, performance, or dismissal of specific employees 5 ILCS 120/2 (c) (1)

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 Carr 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

A motion to adjourn at 8:28 pm was made by Commissioner Berrelez and seconded by Commissioner Bianco. Roll Call: all aye.