

Wauconda Park District

Board Meeting

December 13, 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. Dan Berg from Sikich, LLP was in attendance to review the District's annual audit with the Board.

Approval of Minutes

Approval of the Regular Session Minutes from November 22, 2022 was motioned by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Approval of the Special Session Board Meeting Minutes from December 6, 2022 was motioned by Commissioner Carr and Seconded by Commissioner Micelli. Roll Call: all aye.

Comments from the Public

None

Communications

The Board received an invitation to the annual Chamber of Commerce Awards Dinner on Friday, January 20. The cost is \$65 per person. Executive Director Staton asked the Board to let him know if they would like to attend by the next meeting on January 10.

The District also received an invitation from the Village of Wauconda to attend a reception for the retirement of Sergeant Tim Burke of the Wauconda Police Department on December 28. Executive Director Staton plans to attend.

The Board received a thank you letter from the Wauconda Women's Club thanking the District for the use of picnic tables for their annual fundraiser in September.

Last, Executive Director Staton accepted a thank you plaque from Star Charities for the District's assistance with the annual Turkey Trot.

Approval of Disbursements

Approval of Disbursements from November 23, 2022 – December 13, 2022 in the amount of \$109,953.29 was motioned by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Executive Director Staton noted that we have begun to pay expenses for the 2023 Wauconda Fest and Triathlons. These expenses will be deferred to the next fiscal year. He also noted that we had received some late invoices for concessions items this past summer for Phil's Beach.

Commissioner Berrelez asked about the disbursement to Backyard Chocolate. Executive Director Staton advised that this was for “thank you” gifts for our 2022 Fest and Triathlon sponsors.

Committee Reports

A. Recreation – Director Babicz reviewed her written report with the Board. Highlights included the District’s participation in the annual Holiday Walk on Main Street and Tree Lighting and Lights Parade. Santa made thirty-one (31) calls from the District to local children. Santa wrote over forty (40) responses to children this year and visited with seventy-seven (77) individuals at the pancakes with Santa event. Recreation programs are wrapping up for the Fall and staff is preparing for winter break activities.

B. Finance – Executive Director Staton shared with the Board the end of November Budget Report, Statement of Cash Balances, and property tax collected. The District will have three bond payments due on December 15. Overall, the District is in a good financial position.

C. Park Maintenance – The Parks Department continues to do routine maintenance of all park sites. The District recently passed the boiler and backflow inspections. Director Drinkwine will be getting some estimates on the cost of a new roof, soffits, and fascia for the Community Center. Commissioner Starkey mentioned that we should have the picnic shelter at Cook Park looked at as well. Director Staton agreed.

D. Risk Management/Support Services – This month’s risk management report was included in the recreation report due to only one meeting this month. This past month Manager Ftacek trained five (5) employees in First Aid and CPR. In addition, three (3) dance instructors took advantage of an on-line refresher course to renew their CPR certification. On January 12 the Wauconda Fire Department will conduct a CPR class for all full-time staff to be recertified. Manager Ftacek attend a Safety Committee Workshop offered by PDRMA on December 7.

E. Wauconda Fest – The Fest meeting scheduled for December 6 was cancelled due to a lack of attendees. A future meeting will be set for the beginning of January.

F. Administration – Thirty (31) participants took advantage of our Black Triday Sale through USAT. This was down from fifty-five (55) in 2021.

Staton Shared with the Board the Annual Report from the Choose Your Path Coalition. Staton hopes to do something similar for the District in the future.

All staff and commissioners attending the annual IPRA conference have been registered and hotel rooms have been booked. The event will take place at the Hyatt Regency-Downtown January 25-January 28.

The Village of Wauconda was not able to get to the concrete work to create the path from the War Memorial at Memorial Park to the 9-11 Memorial. It was estimated that this work would be completed in early Spring 2023.

New Business

A. Approval of Annual Audit – Dan Berg From Sikich, LLP attended the meeting to discuss the District FY 21/22 Audit. Overall, the District received good marks on the Audit. A motion to approve the Audit as presented was made by Commissioner Berrelez and seconded by Commissioner Bader. Roll Call: all aye.

B. Tax Levy Ordinance 2022-06 - This ordinance is the annual request by the District to the County to receive the taxes collected. The District has a maximum levy capacity of 5% or CPI whichever is lower. This year's levy came in at 4.9997% which means the District will not have to hold a special meeting on the levy or post the levy in the newspaper. A motion to approve Ordinance 2022-06 – An Ordinance For The Levy and Assessment Of Taxes For the Fiscal Year May 1, 2023, and Ending April 30, 2024, was motioned by Commissioner Carr and seconded by Commissioner Berrelez. Roll Call: all aye.

C. 2023 PT Salary Adjustments – Director Babicz presented to the Board with proposed part-time salary adjustments effective January 1, 2023, due to an increase in minimum wage going into effect at the beginning of the new year. After brief discussion Commissioner Bader made a motion to approve the 2023 part-time salary structure presented by staff. That motion was seconded By Commissioner Micelli. Roll Call: all aye.

D. Revision to Ordinance 2.51 Vehicles – During the current school year we have had several problems with students parking illegally in our parking lots. After reviewing our current ordinance with Adam Simon, Ancel Glinck and Chief Wermes it was suggested to tighten up some of the verbiage in our ordinance to better help enforce the parking rules in our parks. Staton presented the Board with the current ordinance and Adam Simon's recommendation for changes to the ordinance. A motion to approve the changes to Ordinance 2.52 Vehicles as presented by staff and counsel was made by Commissioner Bader and seconded by Commissioner Carr. Roll Call: all aye.

E. Beach Park Letter of Intent – The Board discussed changes previously made to a draft LOI for the sale of a portion of Beach Park. A motion to approve an LOI for the sale of a portion of Beach Park was made by Commissioner Bader and seconded by Commissioner Micelli. Roll Call: all aye.

The Board had asked Executive Director Staton to deliver the LOI and Stakeholders packet to the potential buyer by the end of the week.

Unfinished Business

A. Phil's Beach After Hours – Nothing new to report.

B. FAQ Topics – Nothing new to report.

Commissioner's Comments

Commissioner Starkey wanted to thank Executive Director Staton for the time that he put into researching the Beach Park project.

Executive Session

None

Adjournment

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

