

WAUCONDA PARK DISTRICT
Virtual Board Meeting
May 12, 2020 – 7:00 p.m.
Community Center

At 7:00 p.m., Commissioner Kadlec called the meeting to order. Commissioners Berrelez, Geary were present, along with Executive Director Burton, Director Staton and Accounting Manager Malloy. Commissioner Starkey joined the meeting at 7:02 pm. Commissioner Bader was absent due to family commitment.

Approval of Minutes

Approval of the Regular Session Minutes from April 28, 2020 was motioned by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.

Comments from Public

Executive Director Burton stated that no emails were received to be included in public comment.

Communications

None

Approval of Bills

Approval of the disbursements from April 29 – May 12, 2020, in the amount of \$75,654.12 was motioned by Commissioner Geary and seconded by Commissioner Berrelez. Commissioner Kadlec inquired about changing how we pay for park staff uniforms. Executive Director Burton stated that she is still looking into the matter. Roll Call: all aye.

Committee Reports

- A. Recreation – Director Staton reviewed his written report. Director Staton stated that the summer program guide is currently on the website. He said that for the first time users would be able to click on the program code and it will take directly to information regarding that program in Active. He stated that some summer registration has been received. Staff is looking at delaying the start of camps and programs to June 15, 2020, due to COVID-19. Recreation staff are currently working on developing virtual programs such a yoga, dance, guitar and magic. In addition staff have organized drive thru pickups for both preschool and dance programs. This allowed parents the opportunity to pick up either dance costumes or projects their child completed in preschool. Director Staton stated that adult softball leagues are currently postponed and staff is possibly looking at having one league this year which would combine both summer and fall seasons. Director Staton reviewed the results of a camp survey that staff sent out to past participants regarding whether or not they would be returning to camp this year and what concerns they had relating to COVID-19. He updated board members of the status of the Triathlon series the District is part of and stated that the Triathlon

Committee is scheduled to meet next week and discuss options for our upcoming event. Other updates he provided included the cancellation of LYAA's summer season and Northern Ice's cancellation of their Memorial Day tournament. Commissioner Starkey asked if any other triathlons have been cancelled before such as Lake Zurich's. Staff informed him that at this time Lake Zurich's event was still scheduled to run.

- B. Finance – Accounting Manager Malloy, reviewed financial reports including a budget forecast for the next 5 months. She explained to the board that the budget forecast report reflected a reduction in revenues being generated from recreation programs, fitness center and Wauconda Fest. Executive Director Burton stated that it is very difficult to forecast out when there are so many assumptions that need to be accounted for. Commissioner Starkey inquired if the report could show cost comparisons to previous year. Executive Director Burton stated that the monthly budget reports that show that information per fund. She stated that staff is currently working on month end reports but it is more difficult to complete due to the amount of refunds from COVID-19. Commissioner Starkey commented that it may prove beneficial to develop 4 case scenarios, best case, worst case and two other options. Staff explained that the report reviewed indicated what they thought would happen in regards to revenue in the next few months.
- C. Park Maintenance – Executive Director Burton reviewed Director Drinkwine's report with board members. She stated that park staff have completed electrical and drainage upgrades in the Fest lot. In addition, staff have installed playground mulch at various park sites and working on fertilizing parks and mowing is in full swing. She stated next week staff will begin asphalt repair.
- D. Risk Management – Executive Director Burton reviewed Administrative Support Supervisor's report with board members. She stated that Mark Ftacek, was continuing to work on distributing marina/launch keys, registration and preparing for reopening. In addition he has organized a car parade in honor of Nancy Jagielski's retirement which will be held on May 13, 2020.
- E. W-Fest –Executive Director Burton stated that the Fest Committee met on May 4, 2020 to discuss whether or not it was feasible to hold the Fest this year. The consensus of the Committee was that it would be in the best interest of our patrons, volunteers, vendors and staff not to hold the event. She stated that staff has been able to cancel contracts or push deposits towards next year. She stated that the District will lose approximately \$6,000 which was less than originally thought.
- F. Administration – Executive Director Burton reviewed her written report with board members. She stated that the Lake County Board voted in favor of tax relief for property owners. Individuals will have the ability to pay property taxes in four installments this year. This decision does have an effect on the District since tax payments will be extended out another 60 days. She stated normally the District receives all its property tax revenue by September, this year it will be pushed back until

November. Executive Director Burton informed board members that there is a provision in the CARES Act that allows for governmental agencies who pay the cost of unemployment through a reimbursable method to be reimbursed for 50% of the costs. She stated the District uses this method and should be eligible for the reimbursement. She recommended to the Board that that the annual meeting which is usually the first meeting in May, be postponed until the Board could meet in person. The Board agreed to hold off on elections until the June 9, 2020 meeting.

Business

- A. Resolution 2020-05 – Resolution Authorizing IMRF Benefit Protection Leave Services. A motion was made by Commissioner Geary to adopt Resolution 2020-05, seconded by Commissioner Berrelez. Roll Call: all aye.
- B. Service Agreement Liberty Lakes HOA – This item was tabled, HOA is still reviewing draft agreement.
- C. Wauconda Fest 2020 – A motion was made by Commissioner Starkey to cancel this year’s Wauconda Fest due to COVID19, seconded by Commissioner Berrelez. Roll Call: all aye.
- D. COVID-19 Update District Operations
 - a.) Summer Program Status – Executive Director Burton stated that at this time all summer programs are on hold and the earliest any type of programming will begin is June 15. This past week the Governor rolled out a Restore Illinois plan she stated and under this program we are currently in Phase 2. She stated it appears that the District will not be able to hold any programs until Phase 4 of the plan. Phase 4 would still include face coverings and social distancing practices, in addition groups must be less than 50. Staff continues to plan for summer camp because they feel there will be a need for childcare when parents return to work. She stated staff continue to monitor the situation on a daily basis and make adjustments to programs where necessary. She did inform board members that it was not looking favorable for opening Phil’s Beach especially if no groups larger than 50 can gather. She stated that a decision did not need to be made at this time and is hoping there is more direction from IDPH relating to aquatic facilities before the next meeting.
 - b.) Employee Status – Executive Director updated the Board on the status of employees currently working. She stated that Recreation staff are still currently working but with limited programming revenue coming in it may be time to consider furloughing staff two days a week. Commissioners asked if there was additional work recreation staff could do in different departments. Executive Director Burton stated that some staff are already assisting in the parks department. They will also be painting the Beach House. They also inquired if

there has been any discussion with staff regarding furloughing. Executive Director Burton stated not at this time. Staff is aware of the fact that the recreation revenue is not coming in. Commissioners did not want to see staff leave to take another job, if we furloughed them for a short period since we will need them back once we reopen. The consensus of the Board was not to furlough any recreation staff at this time.

- E. Phil's Beach Update – Executive Director Burton stated that staff does not feel it will be feasible to open the beach this summer due to COVID 19 issues such as social distancing and no gathering larger than 50. She stated staff has reworked the budget to reflect a reduction of staff for only opening the shallow end of the swim area. Even with those changes which saw a saving of \$14,000, the facility is still projected to have a loss of \$30,000. At this time, she was not recommending the Board make a final decision on whether to open or close for the season. She stated that staff will continue to monitor the situation and hopefully IDPH will provide guidance prior to the next board meeting. Executive Director Burton informed board members that the paver bricks have been installed, the admission booth has been moved into place, landscaper contractor has begun work and Comcast has installed cable for internet. She stated that IDPH has notified the District that they are currently unable to do the inspection for our license due to the fact that they have been reassigned. No inspections can occur until the Governor allows nonessential businesses to reopen. She stated that this could affect the opening of the beach if the District does open.

Unfinished Business

None

Commissioners Comment

Commissioner Starkey stated he thought the article in the Daily Herald was good in regards to Phil's Beach. Commissioner Kadlec stated the Sweeps and Skulls enclosure looked nice, Commissioner Geary agreed it was very nice

Executive Session

None

Adjournment

At 8:23 p.m., Commissioner Geary motioned to adjourn, seconded by Commissioner Berrelez. Roll Call: all aye.