

**WAUCONDA PARK DISTRICT**  
**Virtual Board Meeting**  
**April 28, 2020 – 7:00 p.m.**  
**Community Center**

At 7:00 p.m., Commissioner Kadlec called the meeting to order. Commissioners Bader, Berrelez, Geary and Starkey were present, along with Executive Director Burton, Director Staton and Director Drinkwine.

Approval of Minutes

Approval of the Regular Session Minutes from April 14, 2020 was motioned by Commissioner Bader and seconded by Commissioner Starkey. Roll Call: all aye.

Comments from Public

None

Communications

None

Approval of Bills

Approval of the disbursements from April 15 - 28, 2020, in the amount of \$46,728.95 was motioned by Commissioner Bader and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

- A. Recreation – Director Staton stated that he was working on processing refunds for Preschool and Club programs. In order to complete refunds it was necessary to transfer funds into Active.Net. He informed board members that recreation staff continue to work remotely. Staff will also be painting the interior of the Beach House in the near future. In addition staff members have been assisting the Parks Department two days a week with mowing responsibilities.
- B. Finance – Executive Director stated that staff is currently working on forecasting out income and expense figures through the month of August. She stated that it may be necessary to furlough staff members if no income is being generated from recreation programs. Commissioner Starkey stated that it is difficult to forecast income for cash flow purposes with so much uncertainty. Commissioner Geary asked if there were any tax credits available to governmental agencies. Executive Director Burton stated not at this time but there has been discussion to include funding with the next stimulus package.
- C. Maintenance –Director Drinkwine informed board members that his staff was currently cutting grass and fertilizing parks. He stated upcoming projects include power washing

playground equipment and seal coating walking path and parking lots. Commissioner Kadlec asked if the hole in the fishing pier road was repaired. Director Drinkwine stated that one hole was repaired but now there is another that will need repairing. He stated that he has made arrangements with the Township to borrow their roller. Once staff has that they will make the necessary repairs.

D. Risk Management – No report.

E. W-Fest –Executive Director Burton stated that she did not feel it would be possible to hold the Fest based on the fact that it would be very difficult to implement and monitor social distancing requirements. Logistically the set-up of the Fest would need to be changed. She stated that it was important to take into consideration the safety of our patrons, volunteers and staff. She informed board members that the District has approximately \$12,000 out in deposits for entertainment, sound production and staging. However there is still an outstanding balance on contracts for an additional \$28,000, if all contracts need to be paid out. She stated that she has begun contacting vendors to discuss options available such as carrying deposits over to the next year. Executive Director Burton stated that she has a Fest Committee meeting scheduled for May 4, 2020, and the major discussion point will be whether or not to hold the Fest this summer. She is recommending that the Board make a final determination on the Fest at the May 12, 2020 meeting.

Commissioner Berrelez asked if the Fest could be pushed back to a later date. Commissioner Kadlec stated that Skinner Amusements may not be available later in the season. Commissioner Geary stated that it will be disappointing to cancel the event and inquired about maybe having one band play in June. Executive Director Burton stated that staff was still planning on trying to have the summer concert series in June. Staff is looking at ways that social distancing can be implemented even if it means marking off specific spaces for patrons. She stated the expense associated with these concerts is much less than Fest entertainment. Commissioner Starkey inquired about the possibility of having smaller scale entertainment events in neighborhood parks for the community. Executive Director Burton stated that staff would look into that idea. She thought Fieldbrook Park would be a great location to do something like that and maybe the HOA would partner with the District. She informed board members that this may be a great opportunity for the District to create a new event in September or October on a smaller scale than Wauconda Fest.

F. Administration – Executive Director Burton reviewed her report with board members. She stated that the District has received the final figures for the tax levy and the EAV did increase. The District will see an additional \$49,500 over last year's levy. She stated that staff continue to monitor the COVID-19 updates on a daily basis and are developing contingency plans for various scenarios when we are able to open. Executive Director Burton stated that she has had discussions with Village staff regarding the Fireworks event and no decision has been made regarding cancelling the event at this time.

## Business

### A. COVID-19 Operations Update

- a.) Summer Program Status – Executive Director Burton stated that at this time all summer programs are on hold. Staff is continues to plan for summer day camp and pee wee camp. She stated that social distancing will be a major factor in the amount of campers the District will be able to accommodate. Staff is discussing with school administrators the possibility of using space at their facilities.
- b.) Wauconda Fest – Discussed under W-Fest Committee Report.
- c.) Phil’s Beach Opening – Executive Director Burton stated that with the Shelter In Place order until May 30, 2020, the earliest the beach could open would be June 20, 2020. She stated that the reason for this was due to the fact that no staff training has been able to occur due to COVID-19. She stated staff is reviewing the possibility of only opening the shallow area of water since there will be no Wubit inflatable this season. By doing this it would reduce the number of guards needed which would provide a cost savings to the District. Staff was also reviewing the idea of scheduling specific time slots for the splash pad if social distancing requirements must be met. She stated that within the next two weeks many Districts will be making the decision on whether or not to open their facilities. Board members discussed if there was a possibility of opening just the park area and not the swim area. Staff stated that this could probably be done. Executive Director Burton stated that the District would still want to have staff down at the facility to monitor especially if social distancing practices were still in place. She indicated that staff will continue to monitor the situation and update the board at the next meeting.

- B. Phil’s Beach Project Update – Executive Director Burton stated that she was informed that the Prate easement was currently at the title company but the process has been slowed down due to COVID-19. She stated that the dumpster enclosure stills needs to be installed and will cost approximately \$5,500. Staff recommended that the Board allow them to look into building a temporary enclosure. The reason for this was to prevent pouring footings for the posts since there was discussion about relocating the enclosure once improvements were completed on the Prate building. She stated that the District would need to get Village approval for this change. The consensus of the Commissioners were to allow staff to move forward with this plan. Commissioner Starkey commented that he thought the decision to not move the location was already made in the fall. Executive Director Burton stated that the decision was to readdress the situation after the first beach season was over.

### C. Unfinished Business

None

### Commissioners Comment

Commissioner Starkey inquired about the community meal program for the summer. Executive Director Burton stated that the summer lunch program will continue at Cook Park this summer. He also inquired about the Skate Park equipment and if it was possible to move the pieces into the middle to indicate that the park was closed. Director Drinkwine stated he could do that could be done if that is what the board wanted. Commissioner Starkey also asked if the Sweeps & Skulls season was going to be limited and what were they doing with the larger skulls if they could not be used. Staff explained that the club was finishing up fencing in their area and will be using the smaller skulls in order to adhere to social distancing requirements. The larger skulls would still be stored on site on racks.

### Executive Session

None

### Adjournment

At 8:22 p.m., Commissioner Geary motioned to adjourn, seconded by Commissioner Berrelez. Roll Call: all aye.