

WAUCONDA PARK DISTRICT
Board Meeting
January 11, 2022
Community Center

At 7:00 pm, Commissioner Starkey called the meeting to order. Commissioners Berrelez, Carr, and Micelli were present, along with Executive Director Staton and Director Babicz. Commissioner Bader was absent due to a work commitment.

Approval of Minutes

Approval of the Regular Session Minutes from December 14, 2021, was motioned by Commissioner Berrelez and seconded by Commissioner Micelli. Roll Call: all aye

Comments from Public

None

Communications

A thank you from the Wauconda Police Department was received for the District participation in the Shop with a Cop program. Staff contributed enough money to sponsor two kids in the program. In addition, Recreation Supervisor Seidenzahl drove one of the Park District vans to the shopping site and to breakfast afterwards.

A notice was received from the Wauconda Chamber of Commerce regarding the annual Awards Dinner being changed to a virtual event.

Last, an invitation from Ancel Glink to their annual dinner at the IAPD/IPRA conference on January 28 was provided to the Board.

Approval of Disbursements

Approval of the disbursements from December 15, 2021 to December 28, 2021 in the amount of \$251,531.18 was motioned by Commissioner Berrelez and seconded by Commissioner Carr. Roll Call: all aye.

Approval of the disbursements from December 29, 2021 to January 11, 2022 in the amount of \$35,320.69 was motioned by Commissioner Carr and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

A. Recreation – A written report was submitted by Director Babicz. She reviewed her report with the Board. Commissioner Starkey mentioned he was happy to see the wide variety of

programs that our staff has put together. He also asked if the banners for the Park Partner Program were reusable from year to year. Executive Director Staton stated that moving forward the banners will be reusable from year to year. In 2022, we added the year that the business became a sponsor to the banner, so the old ones needed to be redone to include the year.

B. Finance – Executive Director Staton noted the December budget reports should be out by the end of the week.

C. Park Maintenance – A written report was submitted by Director Drinkwine. Recently the Department has been dealing with a few small snow showers. Bathroom renovations have begun at Lagoon Park. Mike is putting together some quotes for ballfield lights; we are hoping to bring this to the next meeting. A quote will be provided to continue with our current program of replacing ten lights per year and to replace all of the lights at one time, which is about seventy-two. The cost to rent the lift each year is around \$4000. A savings may be seen by doing the lights all at one time.

The front end of the flatbed truck was recently fixed.

D. Risk Management – No written report and the Board will receive the next report second meeting in January. We have hired a new front desk attendant to work hours that full-time staff is currently covering. We also hope to add some night and weekend hours when this person is comfortable with the duties.

E. W-Fest – The monthly committee meeting was held last week. We are still looking for one more band for Saturday night. The Committee had recommended Hillbilly Rockstarz, but they were not available. The next band suggested by our booking agent is \$2000.

F. Administration – Wauconda Boat will need to be discussed in Executive Session. Commissioner Starkey and Executive Director Staton met with Mayor Sode and Village Administrator Matson to discuss the comprehensive plan for the downtown area.

The District has seen a surge in COVID cases among staff and patrons. The Park District is currently following guidance provided by the CDC. A letter went out to all employees explaining the new guidance. A chart was provided explaining when and for how long people needed to quarantine/isolate.

Executive Director Staton presented a per diem recommendation to the Board based on the recommendation of the US General Services Administration. The Board agreed to provide staff with these per diems based on when they were attending the conference.

The next triathlon meeting is scheduled for tomorrow night. The committee is focusing on marketing and trying to recruit athletes to participate.

The Parks Department is working on the ice rinks and we hope to have them up sometime next week. We continue to have issues with the Fieldbrook Rink. Commissioner Starkey asked how we promote this activity. Executive Director Staton stated promotion was done primarily on the District's website and on social media.

Staton will be off on Friday, January 14 and Monday January 17.

New Business

A. Staff Plan – A discussion on changes to staffing was held in Executive Session.

Unfinished Business

A. Master Plan – Staton received a follow-up recommendation from Steve Konters of Hitchcock Design regarding development of the Master Plan. It was decided to try and split the costs of the plan into two fiscal years. During year one all data will be collected and the analysis and writing of strategies will take place in the next fiscal year. Commissioner Starkey asked that Staton talk with Konters again regarding the pricing as it seems to have gone up in some areas and the goal was for the pricing to come down. He also asked if we could have Stave come out again before we make a final decision to discuss the process again.

The formal process for this will most likely begin in March.

Commissioners Comments – None

Executive Session

At 8:06 pm a motion to go into executive session for the purpose of discussing litigation, pending or imminent 5 ILCS 120/2 (c)(11), Personnel, the appointment, compensation, discipline, performance, or dismissal of specific employees 5 ILCS 12 (c)(11), Real Estate, the purchase or lease (Buy) 5 ILCS 120/2 (c)(5) or Setting Price for Sale/Lease 5 ILCS 120/2 (c)(6), was made by Commissioner Berrelez and seconded by Commissioner Micelli. Roll Call: all aye.

Issues to be voted on by the Board that were discussed in Executive Session

None

Adjournment

At 8:52 pm a motion to adjourn was made by Commissioner Carr and seconded Commissioner Berrelez. Roll Call: all aye.