

WAUCONDA PARK DISTRICT
Board Meeting
December 8, 2020
Community Center

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

Approval of Minutes

Approval of the Regular Session Minutes of November 10, 2020, was motioned by Commissioner Berrelez and seconded by Commissioner Starkey. Roll Call: all aye.

Comments from the Public

None

Communications

Social media posts regarding dance classes and Santa calls.

Approval of Bills

Approval of disbursements from November 11 – 24, 2020 in the amount of \$25,290.08 was motioned by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: All aye

Approval of disbursements from November 25 – December 8, 2020 in the amount of \$207,978.99 was made by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: All aye.

Committee Reports

- A. Recreation – Written report submitted. Director Staton updated the Board on the current status of recreational programs being held during Tier 3 restrictions. A reservations system has been implemented for Fitness First. Reservations can be made up to 48 hours in advance. Maximum capacity of the center will remain at ten. Session Two of Virtual Preschool began on November 30, 2020, with thirty three participants enrolled. All dance classes went to a virtual format in order to adhere Tier 3 guidelines. Dance staff is working on developing a video/show so classes can still have their holiday performance. Adult and youth athletic programs have been cancelled due to Tier 3 guidelines. The District launched its WPD online store, which features various Phil's Beach gear, Gift certificates, Buy-A-Brick and Phil's Beach ornaments. The District participated in the Holiday Lights Parade on December 5, 2020 which was sponsored by the Chamber of Commerce. The parade went through the communities of Wauconda, Island Lake, Volo, and Lakemoor. The parade was well received by everyone. Currently, there are 11 homes in the Holiday House Decorating Contest. Commissioner Geary inquired if a map of the houses in the contest would be available so individuals could go to see them. Commissioner Kadlec asked if the home owners already gave permission to list their addresses. Executive Director stated that staff would be contact individuals

to get their approval. Director Staton also stated that a map could be created and posted on the website.

- B. Finance – Executive Director Burton reviewed the October 2020 budget report. Due to COVID-19 both the Recreation and Fitness fund ended the month at a loss. Fitness First continues to operate at loss of approximately \$3,500 per month. Staff is currently reviewing possible reduction of hours in the afternoon to help offset the loss.
- C. Maintenance – Written report submitted. Executive Director Burton reviewed with the Board photos of the work being done on the boardwalk at Cook Park. Park staff have installed the framework for the ice rink at Fieldbrook. In addition, staff have winterized all mowers and prepped trucks for snowplowing.
- D. Risk Management – No report.
- E. W-Fest – No report.
- F. Administration – Written report submitted. Executive Director Burton stated that Sweeps & Skulls has removed all their equipment and boats from Cook Park. The District received confirmation that monies (\$313,000) from the Land, Water, and Conservation Fund grant should be received within the next 60 days. In addition to that funding, the District will also be receiving funding from Lake County for the e-learning program. Currently there have been no individuals expressing an interest in the two open board seats. Filing of petition papers begin on December 14, 2020.

New Business

- A. Tax Levy Ordinance 2020-07 – A motion to approve the Tax Levy Ordinance 2020-07 for the levy and assessment of taxes for the fiscal year beginning May 1, 2021 and ending in April 30, 2021, totaling \$1,664,301 was made by Commissioner Berrelez and seconded by Commissioner Bader. Roll Call: all aye.
- B. Beach Park Drainage – Executive Director Burton informed the Board that staff recently met with Village representatives to discuss an ongoing issue with stormwater wash out in the northeast corner of Beach Park parking lot. She stated that the Village engineer has done a preliminary review of the issue which was included in the board packet. In order to prevent the erosion that happens after heavy rains, it is recommended that a larger concrete flume be installed in the beach area. To improve the flow pattern of the stormwater it is being recommended that curb and gutter be installed along the fire lane. The approximate cost of the work is \$55,000. The Village has offered to share the cost of these improvements with the District. Staff feels that this is a very worthwhile project and is recommending that the Board accept the offer to partner with Village. Board consensus was to allow staff to move forward with discussions including budgeting for the project in the 2021/22 budget.

- C. COVID Budget Projections Update 20/21 – Executive Director Burton reviewed the financial report provided outlining the cash flow projections for the remainder of fiscal year 20/21, including capital projects still remaining for the year. She stated that the District’s position is better than originally projected when COVID first hit. The year-end loss is anticipated to be approximately \$100,000. This loss can be directly tied to loss of revenue from Wauconda Fest, Fitness First and Recreation programming. She stated staff have done an excellent job of reducing costs to the District by laying off part-time staff, not replacing one full time position, not publishing two program guides and seeking out grant opportunities whenever possible. Executive Director Burton stated when the 2020/21 budget was approved in July, a merit pool of 3% was included in the budget. However, at that time she recommend holding off on increases and review the issue at a later date once a better understanding of the impact COVID-19 had on the District. At this time, she was requesting the Board consider releasing the merit pool for employees which would allow for retro-active increases. She presented the Board with two options for increases. She felt staff have done an outstanding job during the pandemic in accomplishing the District’s goal of providing recreational services to the community. Board members discussed the issue and all agreed staff have done an excellent job given the circumstance of the pandemic. They felt that staff have adapted quickly to the changing environment of COVID and have done an excellent job in keeping the District operating. A motion to approve the release of the 3% merit pool budgeted was made by Commissioner Geary and seconded by Commissioner Bader.
Roll Call: All aye

Unfinished Business

None

Commissioners Comments

None

Executive Session

At 8:13 p.m., 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 12/2 (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 Geary. Roll Call: all aye.

At 9:14 p.m., a motion to come out of executive session and return to the regular board meeting was made by Commissioner Bader and seconded by Commissioner Starkey.

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

None

Adjournment

At 9:15 p.m., Commissioner Geary made a motion to adjourn, seconded by Commissioner Berrelez. Roll call: all aye.

