

WAUCONDA PARK DISTRICT
Board Meeting
February 18, 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 Peggy Amundson.

Approval of Minutes

Approval of the Regular Session Minutes from January 28, 2020 was motioned by Commissioner Starkey and seconded by Commissioner Geary. Roll Call: all aye.
Approval of the Executive Session Minutes from December 10, 2019 was motioned by Commissioner Berrelez and seconded by Commissioner Bader. Roll Call: all aye.

Comments from Public

Sweeps and Skulls – Sue Koscielski, Kellie Bianchi, Jenn Novello and Diane Bergan were in attendance regarding their 2020 Operational Proposal for the Board.

Communications

None

Approval of Bills

Approval of the disbursements from January 29, 2020 to February 11, 2020 in the amount of \$281,882.52 was motioned by Commissioner Berrelez and seconded by Commissioner Geary. Roll Call: all aye.

Committee Reports

- A. Recreation – Written report submitted. Director Staton reviewed his report with board members. He stated that the Sweetheart Dances were well attended and thanked Wauconda Township and Messiah Lutheran Church for the use of chairs.
- B. Finance – No report. The budget report for December 2019, along with the reports on the cash balances as of February 13, 2020 and deposit account balances as of February 13, 2020. Executive Director Burton stated that the District will not receive any property tax revenue until June.
- C. Park Maintenance –Written report submitted. Executive Director Burton reviewed the report with board members. She stated that staff was currently working on the admission booth for Phil’s along with staining decking boards for slide. She informed board members that staff will not be trying to establish ice rinks this season since it is already mid-February.

- D. Risk Management – No report.
- E. W-Fest –Executive Director Burton informed board members that the next meeting would be Tuesday, February 25th at 6:30 p.m. She added that the food vendor applications have been mailed and Village permits have been submitted. She advised that entertainment would be on the Fest agenda and she was going to introduce the idea of raising the cost of the buttons for discussion. Commissioner Starkey asked how the W-Fest committee worked and if there were meeting minutes. Executive Director Burton gave him a quick summary of the committee duties and responsibilities.
- F. Administration – Executive Director Burton reviewed her report with board members. She advised that 157 bricks for Phil’s Beach had been purchased; that we had an influx of purchases due to marketing. Regarding the Lion’s Club donation, she asked if any of the commissioners would be interested in doing a photo op next week. She also informed board members that staff is currently looking at tables, chairs and benches for Phil’s. Commissioner Geary asked about aquatic amenities. Executive Director Burton advised that this issue needs to be re-evaluated. They inflatable that staff was reviewing was too large for the area. She advised that staff recommendations would be presented at the next board meeting. Commissioner Starkey asked about the marketing plan for Phil’s Beach prior to Memorial Day and after the facility opens. Executive Director Burton stated that there will be a social media push publicizing the opening of the facility. Staff is also going to push for residents to purchase passes early and is considering having three days down at Phil’s prior to opening for individuals to purchase passes and take a sneak peak of the facility. Commissioner Kadlec asked that the marketing include that the J-slide would not be in the water. Executive Director Burton stated that this information can be put in the summer brochure.

Business

- A. Sweeps & Skulls 2020 Recommendation – Sue Koscielski prepared as requested, a report outlining their operational plan for 2020. Included in board packet was the standard affiliate lease with changes made based on the presented operational plan. Executive Director Burton informed the board members that the location of the storage area was moved closer to the barn. She advised that she would have the area staked so Commissioners could see the exact location. Commissioner Geary wanted to make sure that the fencing used would be aesthetic to the Park District. Sue Koscielski stated that if they used the chain link fencing, it would have a privacy screen. It was added to the lease that the fencing would need prior approval by the Park District Board. Commissioner Kadlec asked Executive Director Burton what other costs for the Park District would this include. She advised that only the attorney review of the lease. All other costs, including Village permits would be the responsibility of the Club. Commissioner Kadlec asked that the percentage of fees collected for any future classes be included in the lease agreement. She also wanted clarification on the \$1,000 donation, if it included the cost of the porta potties. There was another paragraph using the term “good weather” and if it should be included in the lease agreement. Executive

Director Burton advised that this is a PDRMA template and that she is waiting to hear back from PDRMA on whether it is necessary. She advised that she would also get clarification from the attorneys. Commissioner Kadlec also questioned the \$40 fee being charged for usage, she thought that it should be higher. Executive Director Burton reminded her that this is just for temporary storage and that it could always be increased if a permanent storage facility was built. Commissioner Kadlec also requested that the payment installment plan be omitted.

- B. Executive Session Semi-Annual Review/Resolution 2020-03 – A motion to approve Resolution #2020-03, authorizing release of certain closed session minutes was made by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.
- C. Employment Contract/Burton – A motion to accept the employment contract for Executive Director Burton as of February 18, 2020 and expires on March 1, 2023 was made by Commissioner Starkey and seconded by Commissioner Geary. Roll Call: all aye.

Unfinished Business

None

Commissioners Comment

Commissioner Kadlec included a vehicle expense report for the other board members to review, so that they knew when there may be necessary future expenditures of Park District vehicles.

Executive Session

None

Adjournment

At 8:21 p.m., Commissioner Geary motioned to adjourn, seconded by Commissioner Berrelez. Roll Call: all aye.