

WAUCONDA PARK DISTRICT
Virtual Board Meeting
June 16, 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, Maura Malloy, Accounting Manager and Jon Seidenzahl, Recreation Supervisor.

Approval of Minutes

Approval of the Regular Session Minutes from May 26, 2020 was motioned by Commissioner Bader and seconded by Commissioner Starkey. 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 May 27 –June 16, 2020, in the amount of \$65,141.84 was motioned by Commissioner Geary and seconded by Commissioner Berrelez. Roll Call: all aye.

Committee Reports

- A. Recreation – Director Staton reviewed his written report and provided a summary of recreation programs that are currently starting under Phase 3, Restore Illinois plan. The District’s traditional day camp program had to be restructured to meet Phase 3 guidelines and was limited to 50 participants. Staff was disappointed that only 8 registrations were received for this program to date. Youth sport classes such as T-Ball and Basketball are running outdoors. Jazzercise has begun offering outdoor classes. Dance classes are still being held virtual. Affiliate sport groups have begun practicing on ball fields in groups of ten with a coach. Director Staton also informed the Board that staff is currently working on the Fall program guide.

- B. Finance – Accounting Manager Malloy, stated that she has been working on the 20/21 budget document. In addition, our District is part of a group of Lake County Park Districts that have submitted a letter to the Lake County Board requesting that they be eligible to apply for reimbursable costs that qualify under CARES Act funding. She stated that the County Board has received funding from the federal government to disperse to local governmental units.

- C. Park Maintenance – Executive Director Burton reviewed Director Drinkwine’s report.
- D. Risk Management – Mark Ftacek, Administrative Support Supervisor’s reviewed his written report. He stated that he has been preparing the Community Center for reopening including developing additional cleaning procedures and checklists. Plexiglass shields have been installed in office area, along with social distancing decals on the floor. Employee training guides relating to COVID have been developed. All returning staff will be trained new policies and procedures.
- E. W-Fest – No report.
- F. Administration – Executive Director Burton reviewed her written report. She stated that the June 5, 2020 assembly at Cook Park went well without any issues. Approximately 200 people were in attendance and the police monitored the activity. She stated that there has been no change in staff status since the last board meeting.

Business

- A. Board Elections –
 - 1. President – Commissioner Geary nominated Commissioner Kadlec for President and Commissioner Bader seconded. No other nominations were made. Vote carried 5-0, to make Commissioner Kadlec Board President.
 - 3. Vice- President – Commissioner Geary nominated Commissioner Berrelez for Vice-President and Commissioner Starkey seconded. No other nominations were made. Vote carried 5-0, to make Commissioner Berrelez Vice-President.
 - 4. Treasurer – Commissioner Geary nominated Commissioner Bader for Treasurer and Commissioner Kadlec seconded. No other nominations were made. Vote carried 5-0, to make Commissioner Bader Treasurer.
 - 5. Secretary – Commissioner Kadlec nominated Director Burton for Secretary and Commissioner Berrelez seconded. No other nominations were made. Vote carried 5-0, to make Executive Director Burton Secretary.
- B. COVID 19 Update District Operations – Executive Director Burton updated the Board on Phase 4 operations which will be starting on June 26, 2020. At that time, groups of no more than 50 may gather. This would allow for additional summer programming opportunities. However, there is still no guidance from the Illinois Department of Public Healthy on beaches/swimming pools in regards to opening.
- C. 2020/21 Budget Review - Staff reviewed the budget draft with the Board. Executive Director Burton stated it was difficult to develop the budget due to the fact that there is so much uncertainty on when the District will return back to normal in regards to

recreational programming. Staff have budgeted revenue figures very conservative in the 2002/21 year. Executive Director Burton stated that the next step in the budget process will be developing the Budget & Appropriation Ordinance for approval. She stated the Board will need to have an additional meeting in July in order to approve the ordinance and have a public hearing.

- D. Phil's' Beach Project Update – Executive Director Burton stated that IDPH will be doing their inspection on June 24, 2020. Staff is working on installing buoy lines, lifeguard chairs and safety equipment in order to be ready for the inspection. Landscaping is 95% complete with only a few items left to be planted. Since there has been no guidance yet from IDPH in regards to swimming facilities it is difficult to plan. Staff training has been put on hold and the earliest Phil's Beach would open would be July 1, 2020. Executive Director Burton stated that the Board can continue to wait for guidance from governing agencies to see if it will be possible to open. Or they can make the decision now not to open for the season. Board members all agreed that they wish to try and open the facility even if it is for a shorten season. Commissioner Kadlec asked if staff could look at the triangular cross walk sign, it appeared that it was loose. Commissioner Bader commented that the facility looked great from the water. Commissioner Kadlec asked if staff were going to address the weeds in the beach area. Jon Seidenzahl, Recreation Supervisor stated that once the beach is dragged they will no long appear.

Unfinished Business

None

Commissioners Comment

Commissioner Kadlec asked if staff could look at the triangular cross walk sign by Phil's Beach, it appeared that it was loose. Commissioner Bader commented that the facility looked great from the water. Commissioner Kadlec asked if staff were going to address the weeds in the beach area. Jon Seidenzahl, Recreation Supervisor stated that once the beach is dragged they will no long appear.

Executive Session

None

Adjournment

At 8:29 p.m., Commissioner Berrelez motioned to adjourn, seconded by Commissioner Geary. Roll Call: all aye.