

WAUCONDA PARK DISTRICT
Virtual Board Meeting
May 26, 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, Mark Ftacek, Adm. Support Supervisor and Accounting Manager Malloy.

Approval of Minutes

Approval of the Regular Session Minutes from May 12, 2020 was motioned by Commissioner Geary and seconded by Commissioner Starkey. Roll Call: all aye.

Comments from Public

None

Communications

Executive Director Burton stated that she received correspondence from the Wauconda Chamber of Commerce asking if the District would provide picnic tables to restaurants who are interested in expanding their outdoor seating capacity so they can open during Phase 3 of the Restore Illinois Plan. She stated the Village and Chamber are working together to assist businesses any way they can to reopen. Board members agreed to allow staff to move forward with this request and suggested a deposit be taken on the tables in case damaged occurs.

Approval of Bills

Approval of the disbursements from May 13 - 26, 2020, in the corrected amount of \$27,967.57 was motioned by Commissioner Berrelez and seconded by Commissioner Geary. Executive Director Burton explained that the amount of the disbursements was less due to the fact that only the first portion of property taxes on the 336 Main Street property were being paid. The second portion will be paid later in September. Roll Call: all aye.

Committee Reports

- A. Recreation – Director Staton reviewed his written report. He provided board members with an update on virtual programs that recreation staff have developed and being marketed on social media and website. Director Staton informed board members that staff met with the Triathlon Committee on May 14, to discuss this year's event. The Committee decided that in the best interest of public safety the event should be cancelled. He reviewed the new Summer Care program that will be offered instead of day camp. It will be necessary to limit this program to 50 children in order to adhere to the Phase 3 requirements. Registration is going to be done by a lottery system.

- B. Finance – Executive Director Burton and Accounting Manager Malloy, reviewed the budget reports and offered an overview on the preliminary figures for the fiscal year of 2019/20. Staff also reviewed the financial forecast models in regards to loss of revenue from COVID-19. Executive Director Burton stated that staff is preparing the budget draft and will be using this information to determine revenue projections for the 2020/21. Commissioner Geary asked if the District has enough reserves to weather the COVID-19 pandemic. Executive Director Burton stated, the District should be able to cover the losses, however it all depends on how long it takes the District to get back to normal operations.
- C. Park Maintenance – No written report submitted.
- D. Risk Management – Mark Ftacek, Administrative Support Supervisor reviewed his report with board members which included the COVID-19 Protocol Response Plan he has developed. He informed board members that he is working on Summer Care manuals, staff training, assisting patrons with marina/launch issues and preparing the Community Center for reopening.
- E. W-Fest – No report.
- F. Administration – Executive Director Burton reviewed her written report with board members and thanked them for their continued support of staff during these days of uncertainty.

Business

- A. Skinner Amusement Amendment – A motion to approve the 2020 Contract Amendment from DRS Skinners Amusements was made by Commissioner Bader, seconded by Commissioner Berrelez. Roll Call: all aye.
- B. Liberty Lake HOA Service Agreement – A motion to approve the Service Agreement between the Wauconda Park District and Liberty Lakes Homeowners Association for landscape maintenance was made by Commissioner Geary, seconded by Commissioner Berrelez. Roll Call: all aye.
- C. Copier Lease – A motion to approve the proposal by Image Systems and Business Solutions for a 36 month lease for a Savin Copier was made by Commissioner Starkey, seconded by Commissioner Geary. Roll Call: all aye.
- D. COVID-19 Update District Operations
 - a.) Phase 3 Overview/Programs – Executive Director Burton reviewed a presentation outlining District operations during the Restore Illinois Phases.

- b.) Financial Impact – Executive Director Burton reiterated that COVID-19 has significantly impacted District revenues. She stated that under Phase 3, the District is very limited on types of programs it can offer. Phase 4 would allow for more programming options including possibly opening the fitness center. She stated that staff continues to monitor the situation daily.

- c.) Phil’s Beach Status – Executive Director Burton explained that the earliest the facility could open would be July 1, 2020, pending IDPH guidance. Staff training still needs to occur. However, if the facility is able to open she stated that the total capacity would be limited to 50 people at any one time. Social distancing requirements would need to be adhere to. She stated that the splash pad is considered a playground and currently cannot be open. Staff was looking into the possibly of scheduling time slots for both the beach and splash pad if there the facility was able to open. She noted that the facility would be operating at a loss due to the shorten season. She informed the Board that this time they had two options. Option 1, make the decision to close the facility for swimming this season due to COVID-19 restrictions. Option 2, to continue to monitor the situation and wait for IDPH guidance on whether or not aquatic facilities can open. The consensus of the Board was to wait to see what the IDPH guidance requirements will be.

- d.) Phil’s Beach Project Update – Executive Director Burton provided the board an update on the project stating that landscapers have begun working. Stuckey still has some items to address and staff is working on setting a date for a walk thru with Dewberry and Hitchcock.

Unfinished Business

None

Commissioners Comment

Commissioner Kadlec stated that the Village cancelled the Fireworks this year. She also asked to postpone the annual meeting to elect officers to June 9, 2020, with the hopes of being able to meet in person instead of virtually. Board members agreed with her recommendation. Commissioner Starkey commented that the letter that was recently sent out via social media to update residents on District operations was very good.

Executive Session

None

Adjournment

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