

**Wildwood Park Districts
Regular Board Meeting
Monday, January 20, 2020 at 7:00pm
Held at Rule House, 33325 N. Sears Blvd.**

Minutes

- I. Call to Order:** The meeting was called to order at 7:02pm. The Pledge of Allegiance was recited.
- II. Roll Call**
Present: Commissioners Anna Nelson, Matt Brueck, (by audio conference via telephone due to employment purposes/travel) Becky Jante, Dan Bundalo.
Absent: Commissioner David Rupp
- Park District Staff Present:** Brandon Magnini, Recreation Supervisor
Zach Saulmon, Maintenance Supervisor
- III. Approval of Agenda**
Commissioner Nelson made a motion to approve the agenda of the Regular Board Meeting of Monday, January 20, 2020. Commissioner Bundalo seconded the motion, all in favor motion carried.
- IV. Approval of Minutes**
Commissioner Brueck moved to approve the minutes of the Monday, December 16, 2019 Regular Board Meeting. Commissioner Bundalo seconded. All in favor, motion carried.
- V. Public Comment**
There was no public comment.
- VI. Financial Report**
Kathy Atkins gave the financial report. Commissioner Nelson asked if the Park District would receive any more tax money for FY 2019-2020. Kathy Atkins stated that there may be some very small amounts of property tax coming in for FY 2019-2020 due to the fact that some people may have paid their taxes later; but that the next tax levy received would be in June for FY 2020-2021, and that the Park District received slightly less tax money in FY 2019-2020 than was budgeted for. Commissioner Jante asked Kathy about the ICS Cash Sweeps Savings account through Huntington Bank. Kathy asked the board if she could transfer funds from the ICS account to the Huntington General Checking Account to cover current operating costs until FY 2020-2021 begins. The Board stated that funds transfers were handled by the Director in years past without Board approval and Kathy could move the appropriate funds from the Huntington ICS account into the General Checking Account. Commissioner Bundalo stated that it was voted upon and approved by the board four years ago that the Park District would deposit \$5,000 per year into a "Rainy-Day Fund" that is not to be touched in order to cover immediate operating expenses in the event of a natural disaster or emergency before an insurance check could cover. Commissioner Nelson stated that the \$5,000 will be deposited into the "Rainy-Day Fund" at the beginning of May 1, 2020. Commissioner Brueck stated that he would like to continue the practice of keeping the "Rainy-Day Fund" separate from the General Fund as not to be touched. The Illinois Funds account is currently being used as the "Rainy-Day Fund" as a separate fund with \$50,000.00 currently in place.

VII. WSRA

Commissioner Nelson stated that she went to the January 13th meeting and all of WSRA's programs were doing well. They received professional recognition from IPRA and will be honored at IPRA/IAPD Conference IPRA Annual Business Meeting at 5pm Grand Ballroom East Tower on January 24th, 2020. The award stated that: "WSRA is a proud recipient of the IPRA Exceptional Workplace Award. This award recognizes park and recreation agencies that have gone above and beyond to identify high levels of achievements of wealth and wellness with their employees". Commissioner Nelson asked if representatives of the Wildwood Park District would attend this meeting at Conference to honor WSRA. Commissioner Nelson stated she would be at this meeting to honor WSRA.

VIII. GLCC

Commissioner Brueck stated there was no meeting.

IX. Valley Lake

Commissioner Bundalo stated that there was no meeting. The next meeting will be April 27th.

X. Valley Lake Shoreline Restoration Committee Report

Commissioner Nelson stated that the committee had their first meeting on January 15th. The members of said committee include Anna Nelson, Becky Jante, Dan Bundalo, Brandon Magnini, Zach Saulmon, Alicia Corrigan, and Dean Fritz. The group is pulling data and research together; and will announce the next meeting date when that information is ready to be presented.

XI. Staff Reports

A. Recreation: The Recreation Supervisor report was read.

B. Maintenance: The Maintenance Supervisor report was read.

XII. Unfinished Business

A. Rip Rap Installation Research

Commissioner Jante stated that no progress has been made due to the weather/winter. Commissioner Jante asked if the \$800 remaining in the grant that was awarded to the Park District has to be spent by a certain timeline on rip rap; or rolled into a larger future project. Kathy Atkins stated that she would speak with individual that she sends the Park District's Quarterly Grant Report for more information on the matter.

B. Valley Lake Drain

Commissioner Jante stated that we are still waiting on the project permit from the Army Core of Engineers. Commissioner Jante and Commissioner Nelson will use the Valley Lake Shoreline Restoration Committee to do further research on the Drain Project going forward.

C. Sunset Beach Seawall

Commissioner Jante stated that we are still waiting on the signed permit from the Lake County Government from McHenry Piers to sign off on the completion and satisfaction of the project before any payment is made.

XIII. New Business

A. FY 2020-2021 Budget Discussion Commissioner Jante asked Maintenance Supervisor Zach Saulmon if his intention was for the Maintenance Team to handle all mowing (without outsourcing) throughout the parks starting in the 2020-2021 FY. She also stated that \$8,000.00 would be budgeted for future mowing costs in-house for the 2020-2021 FY. Zach stated that the other main Maintenance expenses for next fiscal year include staffing, tree removal, repairs, and fuel. Commissioner Nelson asked Commissioner Brueck if he was okay at having \$17,000.00 for Public Safety of FY 2020-2021. Commissioner Jante suggested we budget higher for Public Safety for worst case scenario, in case we would have to rely solely on the Lake County Sheriff. Commissioner Brueck stated that it all depends on how much we would use the Sheriff in the summer. Commissioner Bundalo stated that he would not like to use the Sheriff at all. Commissioner Brueck suggested we use the Sheriff one day a week for 17 weeks. Commissioner Brueck stated that the Park District could cover 20 weeks of Boat Ramp Monitors, 17 weeks of Park Patrol, and one day a week for the Lake County Sheriff for 3 hours at a time. Kathy Atkins stated that the District spent \$19,037.00 in Public Safety in FY 2018-2019. Commissioner Jante stated that a specific number for Public Safety will be voted on at the February Regular Board Meeting for the Tentative Budget for FY 2020-2021. Commissioner Nelson stated that we will have \$33,000.00 for Capital Improvements in FY 2020-2021. She stated that her main priority for that Capital Improvement List is the Valley Lake Drain/Shoreline Restoration.

B. Policy and Procedure Manuals Update

Commissioner Jante asked that the Board decide on Recreation/Maintenance Supervisor spending limits therein listed in the Policy and Procedure Manual before they have to come to the Board for Approval. Commissioner Jante suggested that the limit is \$1,000 to spend before they come to the Board for approval for larger purchases. The Board agreed on this number. Commissioner Nelson made a motion to accept the changes to the Policy and Procedure Manual. Commissioner Bundalo. All in favor, motion carried.

C. 2020 IPRA/IAPD Conference Attendees Discussion

Commissioner Jante stated that Commissioner David Rupp will not be attending the IPRA/IAPD Soaring to New Heights Conference from January 23rd-25th 2020 after committing to going and the Park District having already paid for his registration and hotel stay. Commissioner Nelson suggested the Board eat the money at this point since no other candidates within the Wildwood Park District and elsewhere were able to attend in Commissioner Rupp's place. The Board decided that Commissioner Rupp would reimburse the Park District next year if a similar situation occurs.

D. Secretary of the Board Re-Appointment

Commissioner Jante stated that she would like to recommend appointing Recreation Supervisor Brandon Magnini as the Board Secretary. The Board has the power of appointing a secretary, and that person does not have to be an official member of the Board. In place of Commissioner Rupp not attending meetings and not signing the minutes, Brandon Magnini would be able to take the minutes and sign as the Board Secretary along with the Board President the approved Regular Board Meeting Minutes at each meeting. Commissioner Brueck made a motion to appoint Brandon Magnini as Secretary of the Board. Commissioner Bundalo seconded the motion. All in favor, motion carried.

E. Full-Time Staff Vacation/PTO Policy Updates

Commissioner Jante stated that she had not completed all the necessary work to lay out an official policy for full-time staff for this meeting. She mentioned that past full-time staff did not have a clear understanding of what official policy was on said issues. She also suggested that the Wildwood Park District close the building/office from December 24th-January 1st each year going forward due to the lack of activity and slow business. This time could be considered paid time off for Full-Time staff but said staff would need to stay in-state to deal with any emergency issues that may arise in or around the building/parks during that time. Commissioner Jante said she would have more information available at the February meeting.

F. Equipment

Commissioner Jante stated that Maintenance Supervisor Saulmon has committed to handling all mowing for the Park District for the upcoming Summer. With roughly 28 acres of parks to cut, the equipment that the Park District currently has is not nearly enough. The Park District owns a Kubota tractor that can only be used for two parks and does not do well in muddy or wet grass. The Park District also owns a John Deere mower that is also used for mowing. Maintenance Supervisor Saulmon suggested the Park District purchase another zero-turn John Deere 54" mower to help the Maintenance Team mow more efficiently. Commissioner Jante stated that while attempting to sell the Kubota, it had an online value between \$5,000-\$7,000 dollars. Commissioner Bundalo stated that he wanted to make sure that the Park District had a backup plan for a third-party service in case Maintenance could not staff enough to do all mowing in-house. Commissioner Jante asked that the Board has proposals for the February Regular Board Meeting ready to discuss regarding equipment selling/purchases.

XIV. Public Comment

No additional questions or comments.

XV. Adjournment

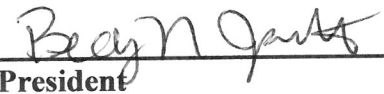
Commissioner Brueck made a motion to adjourn the Regular Board Meeting of January 20, 2020 at 8:25pm. Commissioner Bundalo seconded the motion. All in favor, motion carried. Meeting adjourned.



Secretary
Board of Park Commissioners

2/24/2020

Date



President
Board of Park Commissioners

2/24/2020

Date