

**Wildwood Park District
Regular Board Meeting
Monday, September 19, 2016 at 7:00pm**

Minutes

The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.

I. Roll Call

Present: Commissioners Ben Richards, Dan VanErden, Jim Neel, Maj Kowalski and Dan Bundalo.

Park District Staff Present: Colleen Broderick, Executive Director.

II. Approval of Consent Agenda

Commissioner Kowalski moved, seconded by Commissioner VanErden to approve the Consent Agenda with the addition of the Greater Chicago Bass Club request. Roll call, all in favor, motion carried.

III. Public Comment - None

IV. Approval of Minutes

Commissioner Kowalski moved, seconded by Commissioner Neel to approve the Minutes of the April 18, 2016 Regular Board Meeting. Roll call, all in favor, motion carried.

Minutes are still outstanding for the May 9, 2016 Executive Session.

Commissioner VanErden moved, seconded by Commissioner Kowalski to approve the Minutes of the August 15, 2016 Committee of the Whole Meeting. Roll call, all in favor, motion carried.

Commissioner Kowalski moved, seconded by Commissioner Neel to approve the Minutes of the August 15, 2016 Regular Board Meeting. Roll call, all in favor, motion carried.

Commissioner VanErden moved, seconded by Commissioner Kowalski to approve the Minutes of the August 15, 2016 Executive Session. Roll call, all in favor, motion carried.

Commissioner Kowalki moved, seconded by Commissioner Neel to approve the Minutes of the September 12, 2016 Committee of the Whole Meeting. Roll call, all in favor, motion carried.

Commissioner Kowalski moved, seconded by Commissioner VanErden to approve the Minutes of the September 12, 2016 Executive Session. Roll call, all in favor, motion carried.

000005

V. Financial Report

Commissioner Bundalo inquired regarding the status of the accounts at the Credit Union. He was informed that the checking and saving accounts have been closed and that will be reflected in next month's bank balance report.

VI. WSRA Report – No Report

VII. Committee Reports

A. GLCC: Commissioner VanErden stated that a meeting was held this month. They are working with DNR to have them complete a lake survey. Weed treatment was successful and additional areas are being reviewed to treat. Fish stocking will be completed in the next six weeks. Highway clean up will be completed on Tuesday, September 27.

B. Valley Lake: Commissioner Bundalo stated there was no report. The next meeting will be held Monday, October 3.

VIII. Staff Reports

A. Director: Auditor is completing the audit. He stated that the threshold to check all receipts was \$3,200. The other receipts are reviewed as a random sampling. Maintenance Supervisor interviews are being held. Completed election training and currently have the election packets in the office. It was decided to have the port a potties removed at the end of September when the billing cycles end.

B. Recreation: No additional information.

C. Maintenance: No additional information.

IX. Unfinished Business

A. Park Tour: The next tour will take place on Tuesday, October 11 at 5:30pm starting at Pebble Beach Park and then go to Willow Point Park. The Committee of the Whole meeting will take place after the tour at 6:30pm. Monday, October 17 at 6pm the tour will take place at Rule Park prior to the Board Meeting at 7:00pm. Commissioner Bundalo stated that discuss should be had at the next meeting regarding how the Park District wants to maintain the parks (i.e. area around trees).

B. Tax Levy: The Board asked when they need to vote on the tax levy. They were informed that the attorney has stated that the Board should vote on the estimated tax levy in October and the final vote in November. It was explained that the Liability Fund is being reduced since the Park District does not have a Safety Coordinator and the tax revenue is being split between General and Recreation. Tax levy was tabled until the October meeting.

C. Ordinances: Tabled until January.

D. Yingling Grant: Waiting to hear back from Realtor Association regarding if the grant has been approved.

X. New Business

000006

- A. Salary Ranges:** Commissioner VanErden stated the Executive Director position should be removed from the salary range list. Commissioner VanErden stated it would make sense for the Accounting/Payroll Clerk to be \$10-\$20 and Lifeguards to be \$8.25-\$15. Commissioner Bundalo motioned, seconded by Commissioner Neel to approve the salary ranges with the two changes made. Roll call, all in favor, motion carried.
- B. Office Hours:** Commissioner VanErden motioned, seconded by Commissioner Bundalo to approve the proposed office hours for 2017. Roll call, all in favor, motion carried.
- C. Health Insurance:** Board discussed health insurance for full-time staff. Commissioner Kowalski motioned, seconded by Commissioner Bundalo for the Park District to pay 100% of full-time staff insurance of the Single HMO Rx1 plan through PDRMA. Any additions or other coverage (including PPO plan, Vision Plan or Dental Plan) will be paid 100% by the employee. Health insurance will be reviewed each year. Roll call, all in favor, motion carried.
- D. Budget:** It was decided to wait to discuss the budget until next meeting.
- E. Chicago Bass Club:** Commissioner VanErden informed the Board that three members of the club are current boat ramp key holders and it is a catch and release program. Commissioner Kowalski motioned, seconded by Commissioner Bundalo to waive the visitor fees on October 1 for the Chicago Bass Club members.
- F. Maintenance Supervisor Vacation Time:** Commissioner VanErden motioned, seconded by Commissioner Kowalski to pay the previous maintenance supervisor what was calculated to be the remaining days of his vacation time, 4.67 vacation days. Roll call, four ayes and Commissioner Richards was a nay, motion carried.

XI. Executive Session: Commissioner VanErden motioned, seconded by Commissioner Bundalo to move the Regular Board Meeting into Executive Session for the purpose to discuss staff issues at 8:19pm.

The Board returned from Executive Session to the Regular Board Meeting at 8:43pm.

XII. Adjournment: Commissioner Kowalski motioned, second by Commissioner Neel to adjourn the Regular Board Meeting at 8:43pm.



Secretary
 Board of Park Commissioners



President
 Board of Park Commissioners

October 17, 2016

Date

October 17, 2016

Date