

**Wildwood Park District
Committee of the Whole Meeting
Monday, August 8, 2016 at 6:00pm**

Minutes

The meeting was called to order at 6:02pm.

I. Roll Call

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

Park District Staff Present: Colleen Broderick, Executive Director

Others Present: Brian Fredrickson

II. Public Comment

None

III. Auditor Introduction

Commissioner Richards introduced Kevin Kinnavy who has been preparing the annual audits for the Park District. Commissioner VanErden asked Kevin what the process was for completing the audit. Mr. Kinnavy stated that they do not review every receipt but do a random sampling of receipts. Commissioner VanErden asked if it would be possible to get a copy of the auditor's work papers so the Board knows what was checked during the audit. Mr. Kinnavy said it is not normal practice to give the work papers so the Board asked for a check list of what was checked during the audit. Commissioner VanErden is looking for confirmation that our process is correct. Commissioner Bundalo asked how receipts are selected to review as some bills in the past were paid with no receipt. Mr. Kinnavy stated the receipts are randomly selected based on sample size and the dollar amount of the receipt. He was unaware of the dollar amount that all receipts are reviewed as it is a formula that is calculated to determine the dollar amount. Commissioner VanErden asked that Kevin Kinnavy let the Board know the dollar amount that all receipts above that amount are reviewed. Mr. Kinnavy stated the Park District is cash basis which means it is determined when the receipts are paid and not when they are purchased.

IV. Committee Items

A. GLCC: No meeting was held this month.

B. Valley Lake: Commissioner Bundalo informed the Board that a party will be held on September 10 at Valley Lake South and all the Commissioners are invited. They would like to have it be a community wide event next year and advertise in the brochure. Commissioner Bundalo will find out the time for the event and email it to the Director. Some algae is showing in the lake. Commissioner Kowalski stated the

company was out and treated the lake along the edge. Commissioner Bundalo stated a meeting will be held next month with the company treating it to evaluate this summer. The Director will attend the meeting and take over maintaining the contract.

- C. **Strategic Planning:** It was decided to keep on the agenda but start the process in October. After discussion, it was determined the surveys that were taken in the past would no longer be valid.

V. Unfinished Business

- A. **Security in Parks:** Director contacted Tim Schaefer whose security company was previously hired for park patrol. Mr. Schaefer is in the process of finding additional people to help patrol. They are patrolling the boat ramps at Sunset and Pebble Beach Parks. Lake County Sheriff is still patrolling as well. The Sheriff will be informed to expand their patrol at Valley South. Commissioner Bundalo stated that another fishing sign needs to be installed on the west side. Commissioner Richards stated that he would like to meet with the attorney regarding what the Park District's jurisdiction is.

After discussion, it was determined that the ordinances for the Park District should be reviewed and possibly updated.

VI. New Business

- A. **November Board Meeting:** Due to two Commissioners not attending November Board meeting, the meetings will be changed to Regular Board Meeting on November 14 at 7:00pm and the Committee Meeting changed to November 7 at 6:00pm. The change in Board meetings will be put on the Regular Board meeting agenda of August 15 for approval.
- B. **Lake Shore Drive Park:** Stacks of wood are being stored in trees by the Park. The Maintenance Supervisor is unaware of where the property line is. Commissioner Kowalski and the Director will meet with the homeowner to determine the property line.
- C. **Staff Holiday Schedule 2016 & 2017:** A revised proposed staff schedule of holidays was presented. Additional information regarding other days off being proposed was presented. Commissioner VanErden asked for the backup of other districts' days off.
- D. **Park Tour with Board:** Commissioner Richards stated the intent is so that each Commissioner is familiar with each park and it will assist the Board in talking about and making decisions regarding the parks. After discussion, it was decided that the Board will review Sunset, Lakeshore Drive, Boulder and Cove parks at 6:00pm on August 15 prior to the Regular Board meeting. Old Plank, Pebble Beach, Willow Point and Rule Parks will be reviewed on September 12 at 6:00pm with the Committee of the Whole meeting starting at 7:00pm.

- E. Tax Levy:** The Board will need to vote on the tax levy in November. The Board stated they have learned the process from previous years. The Board would like to start the budget process in September.

Commissioner VanErden stated that he would like to look at redoing the boat ramps.

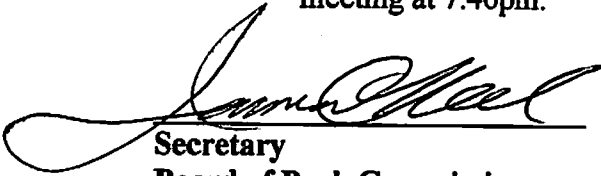
VII. Executive Session

Commissioner VanErden motioned, seconded by Commissioner Bundalo to move the Committee of the Whole Meeting into Executive Session for the purpose to discuss staff issues at 7:22pm.

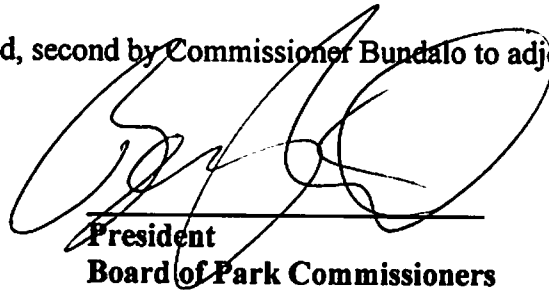
The Board returned from Executive Session to the Committee of the Whole Board Meeting at 7:46pm.

VIII. Adjournment

Commissioner VanErden motioned, second by Commissioner Bundalo to adjourn the meeting at 7:46pm.



Secretary
Board of Park Commissioners



President
Board of Park Commissioners

August 15, 2016

Date

August 15, 2016

Date