



Charles M. Christensen Terrace Centre - 11500 S. Beloit Ave - Worth, IL

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING**

April 15, 2020

6:00 p.m.

MINUTES

President Paula Marr read the following notice:

NOTICE IS HEREBY GIVEN that the April 15, 2020 Committee of the Whole Meeting of the Worth Park District Board of Park Commissioners will be held via teleconference as permitted by the Gubernatorial Disaster Proclamation in response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Park Commissioners at the meeting and permitting Park Commissioner attendance via teleconference.

President Marr welcomed Brian Piszczek, who was recently promoted to the position of Superintendent of Parks.

I. CALL TO ORDER - The meeting was called to order at 6:01 p.m. by President Paula Marr.

II. ROLL CALL

Park Commissioners Present: Paula Marr, Mike McElroy, Melissa Brancato, Dan Feltz and Matt Urban.

Park Commissioners Absent: None

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Kara Jelderks, Superintendent of Recreation; Brian Piszczek, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager and Secretary to the Board.

Attorney Present: Joe Cainkar, Louis F. Cainkar, Ltd.

III. VISITOR AND CITIZEN COMMENTS

There were no visitors or citizens present on the teleconference.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Review of Minutes and Financial Reports

The following meeting minutes were reviewed:

- Committee of the Whole Meeting - February 19, 2020
- Regular Board Meeting - February 19, 2020

The February and March disbursements totaled \$77,583.39 and were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$403,539.69 as of March 31, 2020.

Recommended Action: That the Board of Park Commissioners approves the Minutes and Financial Reports as presented as part of the Administrative Matters/Consent Agenda during the Regular Board Meeting.

B. Annual Audit - FY 2018-19

A completed bound copy of the Park District audit for FY 2018-19 was distributed to the Board prior to the meeting. Finance and Human Resources Manager Pezdek presented the final audit.

Recommended Action: That the Board of Park Commissioners approves the Annual Audit for the Park District, reflecting financial operations during the fiscal year May 1, 2018 - April 30, 2019.

C. Annual Treasurer's Report/Statement of Receipts and Disbursements - FY 2018-19

The Annual Treasurer's Report and Annual Statement of Receipts and Disbursements was presented. This document reflects the audited amounts of the fund balances as of April 30, 2019 and the revenues and expenses during the Fiscal Year 2018-19. It is required of the Park District to file this report 6 months following the end of the fiscal year. It is noted that due to the audit not being completed in a timely fashion, an extension was requested and accepted from Cook County allowing a late filing.

Recommended Action: That the Board of Park Commissioners approves the Annual Treasurer's Report/Annual Statement of Receipts and Disbursements - FY 2018-19 and directs the report to be filed accordingly with the Clerk of Cook County.

D. Operations Budget - Tentative - FY 2020-21

The Operation Budget for FY 2020-21 in its tentative form was presented. A copy of the budget was distributed to the Board prior to the meeting.

Because of the COVID-19 pandemic, the final budget may be affected - depending on the return date to normal operations. The tentative budget is reflective of operations before the pandemic began.

The budget document is the result of all key staff being involved in its creation. As has been a consistent process over the past budget years, the budget has been developed as a balanced budget in both the Corporate and Recreation funds.

The process and timeline call for the budget to be approved this month (in tentative form) with the final adoption in May.

Recommended Action: That the Board of Park Commissioners approves the Operations Budget - Tentative - Fiscal Year 2020-21.

E. Ordinance 2020-01 - Tentative Budget and Appropriation Ordinance

The Tentative Budget and Appropriation Ordinance reflecting the operation budget amounts was presented. As per the Illinois Park District Code, the Tentative Budget and Appropriation Ordinance must be posted on display and be available for public review for 30 days prior to final approval. A public notice must then be published at least one week prior to the Public Hearing on the ordinance. The Public Hearing will be held prior to the Regular Board Meeting on May 20.

Recommended Action: That the Board of Park Commissioners approve the posting of the Tentative Budget and Appropriation Ordinance as per the Illinois Park District Code, making it available for public review and to publish a Public Notice in regard to the Public Hearing on the ordinance.

F. Audit Services

The Board reviewed a memorandum from Finance and Human Resources Manager Pezdek regarding the audit services. An RFP was sent out to prospective auditing firms. Four (4) firms submitted a proposal.

Recommended Action: That the Board of Park Commissioners enters into a 3-year contract with IL NFP Audit & Tax, LLP of Chicago for the Park District's annual audit services.

G. Financial Action in Response to COVID-19 Pandemic

Director of Parks and Recreation O'Shaughnessy presented financial action recommended in response to the COVID-19 Pandemic. It is becoming evident that the "shelter in place" and school closings will more than likely be extended. If this is the case and operations do not resume to coincide with the next fiscal year, then adjustments will have to be made to the tentative budget and the possible reduction of staff.

At the present time, the fund balances in both the Corporate and Recreation funds are solid and do meet the minimum requirements as per the Fund Balance policy that was approved by the Board in 2017. In review, the policy requires a minimum of 4 months in the Corporate fund and 4½ months in the Recreation fund for the purpose of any emergency that may befall the Park District.

Options are available that do not need action currently. These options may include but are not limited to small business loans for local governments and tax anticipation

warrants. In addition, it has been learned that another phase of the federal stimulus package is to occur soon which is slated for park districts, libraries and the other smaller units of local government.

A detail of the classes, programs and rentals that were affected by the pandemic in the months of March and April was included in the board meeting information and was presented by Superintendent of Recreation Jelderks.

In the meantime, it would be beneficial for the Park District to be proactive in anticipating a longer extension of being closed. The following three items are being recommended of which one (1) will require official Park Board action.

(1) Effective May 1, all salaries/wages for full-time employees will be frozen until normal operations and revenue streams resume.

(2) Any and all major capital projects be deferred until further notice.

(3) Defer the issuing of new park bonds until at least 2021.

Recommended Action: That the Board of Park Commissioners approves the freezing of wages for full-time employees until normal operations and revenue streams resume.

Items 2 and 3 will only require a Board consensus.

H. Job Descriptions - Full and Part-time Positions

The Board reviewed the following full and part-time job descriptions:

Full-time: Director of Parks and Recreation; Finance and Human Resources Manager; Receptionist, Superintendent of Recreation; Recreation Supervisor; Superintendent of Parks; Parks Maintainer I.

Part-time: Receptionist; Parks Maintainer II; Seasonal Parks Maintainer.

Job descriptions are to be revised and/or updated periodically. The last revisions were made in 2017.

Recommended Action: That the Board of Park Commissioners approve the Park District's Job Descriptions for the specified Full and Part-time positions.

V. *FACILITY, PARKS & PLANNING*

A. Capital Projects Update - FY 2019-20

Director of Parks and Recreation presented an update on the capital projects thus far into the fiscal year.

Recommended Action: No Action Recommended

VI. RECREATION

Superintendent of Recreation Jelderks presented the proposed rates for the Terrace Centre, Field Reservations and Shelter Reservations for FY 2020-21:

A. Terrace Centre Rental and Birthday Party Rates - FY 2020-21

Recommended Action: That the Board of Park Commissioners approves the Terrace Centre Rental and Birthday Party Rates for the Fiscal Year 2020-21.

B. Field Reservation Rates - FY 2020-21

Recommended Action: That the Board of Park Commissioners approves the Field Reservation Rates for the Fiscal Year 2020-21.

C. Shelter Reservation Rates - FY 2020-21

Recommended Action: That the Board of Park Commissioners approves the Shelter Reservation rates for the Fiscal Year 2020-21.

VII. UNFINISHED BUSINESS

There was no Unfinished Business.

VIII. NEW BUSINESS

There was no New Business.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 6:54 p.m.

Paula Marr, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board