



Charles M. Christensen Terrace Centre - Room 106 - 11500 S. Beloit Ave - Worth, IL

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

September 19, 2018

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:00 p.m. by President Paula Marr.

II. ROLL CALL

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

Park Commissioners Absent: None

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

Visitors: Bonnie Price, Village Clerk - Village of Worth

III. ADMINISTRATION, FINANCE & LIABILITY

A. Financial Reports

The August disbursements totaled \$30,428.61 and were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$776,980.72 as of September 6, 2018.

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

B. Goals - Fiscal Year 2017-18

Director of Parks and Recreation O'Shaughnessy presented a review/status of the goals that were presented to the Board for the Fiscal Year 2017-18. Whether goals have been achieved or ongoing are highlighted in red under each section or department. This is an annual part of the Board Meeting each year for the purpose of update and discussion.

Recommended Action: No action recommended.

C. Annual Report - FY 2017-18

The Annual Report was tabled until the October meeting.

Recommended Action: No action recommended.

D. Annual Audit - Fiscal Year 2017-18

Director of Parks and Recreation O'Shaughnessy presented the annual audit for the Park District that was completed by Knutte & Associates. A copy of the audit was included in the board meeting information. The audit is an extensive document and details the status of each fund. The summary of the audit results is highlighted on pages 3-8 under the Management's Discussion and Analysis. Overall the Park District remains in good financial standing which is reflective in the overall net position of the Park District.

The **End of Year Net Position** found on page 10 is a key figure to look for each year. Over the past 8 fiscal years, the average net position for the Park District has been approximately \$1,835,000. This year surpasses the average.

Director of Parks and Recreation O'Shaughnessy also noted that the Park District has continued to apply for an "Excellence in Financial Reporting" Award through the Government Finance Officers Association (GFOA). The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves. The Park District did receive this recognition for FY 2015-16 and FY 2016-17.

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, 2017 - April 30, 2018.

IV. FACILITY, PARKS & PLANNING

A. Museum Transition Update

Superintendent of Parks Werner reported on the update. The lights and ceiling tiles remain to be installed.

Recommended Action: No action recommended.

B. Capital Projects Update

Director of Parks and Recreation O'Shaughnessy reviewed the current fiscal year's capital projects.

Recommended Action: No action recommended.

V. RECREATION

A. Notice of Termination of Intergovernmental Agreement - Worth Days Festival

Director of Parks and Recreation O'Shaughnessy reported that the Park District, through an intergovernmental agreement with the Village of Worth, has managed the annual Worth Days Festival since 2014. This event has traditionally been held during the fourth weekend of August.

The elements of the Worth Days Festival are numerous in the planning and organization of the event along with the management and supervision throughout the four days and after the festival has concluded. These elements include but are not limited to:

- Securing a carnival company for four days.
- Obtaining sponsorships/contributions.
- Recruiting and managing food vendors.
- Booking live entertainment.
- Booking children's and adult entertainment.
- Operating the beer garden.
- Organizing business or community vendors.
- Marketing the event through news media, social media, signage, etc.
- Soliciting volunteers and managing volunteers throughout the four days.
- Working with the local Police and Fire departments and other security organizations.
- Setting up the festival grounds and dismantling following the festival.
- Managing the admissions area to the festival grounds.

Director of Parks and Recreation O'Shaughnessy referred the Board to the financial summary of the festival, reflecting all years since 2014. It is very evident that the festival is a losing venture, as the revenues received do not support the festival services. In the five years that the Park District has managed the festival, on the average, the festival has lost \$6,000 each year.

Director of Parks and Recreation O'Shaughnessy stated that the focus of the future of this event needs to steer away from the Park District. For the past five years, the event has been run by four people - the full-time management staff. Operations have improved, expenses controlled; sponsorships increased and outstanding entertainment provided. But the attendance and support is not there. Volunteers are minimal and in many cases, Park District staff is paid to fill positions. In the five years, no civic organization has expressed any interest in being involved with the Festival, nor has the School District, Library, Township, etc. with the exception of participating in the Parade. Sponsorships have been helpful, but it is only a fraction of what the community could provide.

Director of Parks and Recreation O'Shaughnessy stated that the Festival is very taxing on the Park District and as a result, the daily operations are affected. Through the Intergovernmental Agreement, the Park District does not benefit financially from the Festival.

Recommended Action: That the Board of Park Commissioners terminates its obligation to manage the Worth Days Festival and authorize the President of the Board

of Commissioners to provide written notice of termination of that obligation to the Village of Worth.

B. Resolution No. 2018-02 - Dissolution of the Worth Days Festival Fund and Distribution of Funds to the Village of Worth

The Park District is obligated by the Intergovernmental Agreement to return all monies to the Village of Worth within 30 days after the Agreement is terminated. Resolution No. 2018-02 was presented, which dissolves the Worth Days Fund and distributes all monies to the Village of Worth.

Recommended Action: That the Board of Park Commissioners approves Resolution No. 2018-02 - Dissolution of the Worth Days Festival Fund and Distribution of Funds to the Village of Worth.

VI. UNFINISHED BUSINESS

There was no Unfinished Business.

VII. NEW BUSINESS

There was no New Business.

VIII. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:26 p.m.

Paula Marr, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board