



WILMETTE PARK DISTRICT
Financial Planning & Policy Committee
Meeting Minutes

Monday, September 21, 2020
Virtual Meeting via "Zoom"

Attendees

Commissioners/Committee: Chair Julia Goebel, Bryan Abbott and Todd Shissler
Staff: Sheila Foy

Staff: Executive Director Steve Wilson, Libby Baker

Visitors: Mary Lawlor, Pamela Lurie

Absent

None

I. Meeting Called to Order

Meeting was called to order at 6:32 p.m.

II. Communication and Correspondence

None

III. Public Comment/Recognition of Visitors

Attendance Sheet will become part of the permanent record.

IV. Unfinished Business

A. 2019 Comprehensive Annual Financial Report – Discussion

Staff received the final document from the auditors and will be delivered to the board. It will be included in the October board packet for approval. Superintendent Foy reported that nothing has changed in the document.

B. Diversity/Inclusion Policy - Discussion

Director Wilson reported that all district policies are being reviewed and some policies have already been identified as needing adjustments. Staff is also contacting other park districts and other local entities to review statements they have issued. Information will be provided in October.

V. New Business

A. August Income Statement and 2020 Financial Projections

Superintendent Foy reported that August actuals show results that are better than what the July projections showed for August. Revenue is up approximately \$86,000, and expenses are down. Unemployment costs will decrease as a result of federal funds covering COVID related costs.

Commissioner Shissler expressed his satisfaction with the results.

Commissioner Abbott reminded the committee that reserves will be lower than anticipated.

Superintendent Foy asked if all capital money is usually spent each year. Director Wilson replied that projects sometimes come in over or under budget and also could roll over to the next year.

In response to a question from Commissioner Abbott about PDRMA fees, Superintendent Foy replied that member district were given an initial rebate for unemployment fees. Wilmette received a \$27,000 rebate, and may receive a health insurance premium refund soon.

B. Debt Servicing Options for the Golf Cart Path

Director Wilson reported that as a result of the motion from the board meeting, Eric Anderson from Piper Sandler has started calling around and spoke with someone from Wintrust. Their response is they would not be inclined to purchase a 20 year note. Mr. Anderson will continue to make calls. If a 20 year option is not available, the board will need to discuss this topic again.

Engineers are working on the final bid documents, and have said that work could possibly begin in November. Director Wilson replied to Commissioner Abbott that some money would probably be expended this year.

C. Capital Spend Planning for the Remainder of 2020

Director Wilson reported that the capital plan was reviewed today by staff, and noted that several items need to be relabeled. The committee reviewed the plan and discussed. The committee supported staff's recommendations to move forward with the diving well cover. Following discussion, the committee agreed to pursue a comprehensive plan for the Lakeview Center.

In response to a question from Commissioner Shissler about security cameras, Director Wilson explained that equipment is being received and installation is being planned.

Commissioner Abbott asked for clarification on shoreline protection and golf cart path spending in the plan. Superintendent Foy explained that the plan will be updated to reflect current dollars.

Staff will prepare a revised plan to be presented at the October board meeting.

D. 2021 Budget Planning Calendar

Director Wilson reviewed the anticipated schedule for budget reviews. He noted that some changes have been made to the meeting dates compared to prior year calendars. Meeting dates will be confirmed with the full board.

VI. Next Meeting

The next meeting of the Financial Planning & Policy Committee is scheduled for October 19, 2020 at 6:30 p.m.

VII. Adjournment

There being no further business to conduct, Commissioner Shissler moved and Commissioner Abbott seconded a motion to adjourn the Financial Planning & Policy Committee meeting at 7:22 p.m.

Minutes Approved by Committee on _____

Committee Chair

Department Head