



**Westmont Park District Board of Commissioners
Minutes of the Special Meeting
By Remote Attendance
April 15, 2020 5:00 pm**

Agenda Item #1 Call to Order

President Long called the Meeting to order at 5:08 pm.
The meeting was held remotely through Zoom on-line meeting attendance.

Agenda Item #2 Roll Call

Commissioners Conneely, Karesh, Long, Moffett, Zapinski
Executive Director Fleck

Agenda Item #3 Pledge of Allegiance

Agenda Item #4 Board to Consider COVID-19 Impact on District Operations and Programs

a. Special Events and Programs.

The Meeting began with discussion of 2020 Special Events. Topics included:

1. In consideration of the certain lost revenue due to COVID-19 and potential lack of funding through the Village's Hotel/Motel tax Grant program, should certain special events be cancelled or postponed?
2. Board agreed to cancel summer 2020 Concerts in the Park series. No formal motion was made but all approved by a thumbs up.
3. Any decision on Haunted Forest can be delayed until early August. Board is interested to know if it can become a cost neutral event without a Hotel/Motel Grant.
4. Smaller inexpensive programs like the Museum's Last Straw Fall Event or Take me Fishing may continue if stay at home order is rescinded.
5. Summerfest softball tournament also OK to continue if Stay at Home order is rescinded.
6. No action on Holly Days at this time. Need to know what and if the Village will contribute after their May 1 budget is approved. Director Fleck is to share the Holly Days budget with the Board. Park District should not assume expenses on our own to conduct this event at a loss.
7. Director Fleck will need to speak with Tom Walsh regarding his fall beer fest at Ty Warner Park conducted by the TW Group to raise funds for PRC. COVID-19 could impact his event. Board may also be interested in the date to reschedule our own events.
8. District should continue working to acquire masks for staff, now and when the return to work is authorized. At this time staff is following CDC recommendations to create their own.

b. Budget

Next topic of discussion was the budget impact and preparation of the Tentative Budget in May.

1. Director Fleck advised the Board that the development of a COVID-19 budget should be for our planning purposes only, not for use as the Tentative Budget. If used,

the District could be bound to lower revenue and expense expectations. It is better to forecast more but spend less if necessary.

2. The Board agreed to not attend NRPA's October National Conference in Orlando. This includes the Director.

3. The Board remains committed to attending our own State Conference in January.

4. At this time all full time staff wages will be frozen. The Director will budget for possible raises if the District is able to re-open, the tax levy revenue is received and other miscellaneous revenues are received avoiding a budget crisis. Increases could then be considered at any time during the fiscal year.

5. Any necessary part time wage increases to meet the State's minimum requirements will be given.

c. Other

The next Special Meeting will be held by remote attendance on Wednesday, April 22, 2020, starting at 5:00 pm.

Agenda Item #5 Adjournment

Seeing no further business to discuss, a motion was made by Commissioner Conneely and seconded by Commissioner Zapinski to adjourn the Special Meeting.

Roll Call Vote:

Ayes: Commissioners Conneely, Zapinski, Karesh, Moffett, Long

Nays: None

Absent: None

Motion Carried.

The Special Meeting was adjourned at 6:16 pm.