

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**April 18, 2016 6:00PM**  
**Washington Park District, 105 S. Spruce St., Washington, IL**

**1.0 Call to Order**

The regular meeting of the Washington Park District Board of Commissioners, Tazewell County, Illinois was held on March 21, 2016 at the Washington Park District office located at 105 S. Spruce Street, Washington, Illinois. President Cox called the meeting to order at 6:03pm. Commissioners present were: Doug Bradley, Jim Bremner, Lorelei Cox, John Foy and Jeff Schultz. Staff present was Doug Damery, Director; Brian Tibbs, Recreation Manager; Brad Kanaga, Superintendent of Parks; Kim Hess, Finance Manager, and Jackie Hofer, Administrative Assistant.

**2.0 Petition and Public Comment**

None

**3.0 Approval of March 21, 2016 Regular Meeting Minutes**

- A motion was made to approve the regular meeting minutes (Foy, Schultz; C-Un)

**4.0 Financial Report**

- A motion was made to approve the Financial Report (Bradley, Foy; C-Un)

**5.0 Review and Approval of Claims**

- A motion was made to approve the claims (Bremner, Schultz; C-Un)

**6.0 Committee Reports**

**6.1 Update from HISRA Representative-** No meeting

**6.2 Update from the WACC Representative-** Commissioner Bremner reported they discussed the changes that will be made to the south entrance of the building. Fundraising has ceased for that project and PJ Hoerr has been contacted to redo the specs for the amount of fundraising that was attained. They have hired a security person to discuss their overall security of the facility and get a recommendation on how to move forward. The Conklin Theatre is doing good and well attended.

**7.0 Staff Reports**

**7.1 Parks and Property-** Brad had no additions to his report

**7.2 Recreation Manager-** Brian had no additions to his report

**7.3 Athletic Manager-** Jean had no additions to her report

**7.4 Executive Director-** Director Damery had no additions to his report but highlighted items under Administration, Washington Recreation Trail and Meadow Valley Park.

## **8.0 Old Business**

### **8.1 Discussion of Financial Policies and Procedures**

Director Damery met with Dan Bender of Clifton Larson Allen to review the Financial Policies and Procedures and presented it to Commissioners. Commissioner Foy suggested some changes to Director Damery, with one of the changes being to implement a Finance Committee. The role of the Finance Committee will be to meet prior to the board meeting and will discuss financial policy and procedure and recommend policy, procedure as well as provide oversight and segregation of duties. The Finance Committee will be made up of 2 Board Members, the Director and the Finance Manager. Director Damery recommended that we create the committee to do a final review of the Policies and Procedures before implementation and advise on implementation of certain recommendations.

- A motion was made to nominate John Foy, Doug Bradley, Doug Damery and Kim Hess to be the members of the Finance Committee (Bremner, Schultz; C-Un)

## **9.0 New Business**

### **9.1 Discussion and Potential Action of Working Budget for FY2016-2017 and Capital Projects**

Director Damery explained there are a lot of Capital Project expenditures listed and he has tried to narrow down pricing in order to better prioritize projects. Some of the projects that are of most concern include: Athletic Field upgrades at Washington Park and Oak Ridge, Maintenance Office renovation, parking lots, Recreation Facility gym roof, boiler system, windows, bathrooms and accessibility.

Director Damery met with Rick Joseph to discuss funding options. We do not have many funding options until the Alternate Revenue Bonds are callable in 4-6 years. We have approximately \$300k available from the recreation fund and \$100k in the Construction Fund in addition to \$155k in Capital Fund and \$10k in Paving.

Discussion was held on how the park district would handle certain situations to this building: for instance if the boiler system was to quit and also some projects that need to be done at Oak Ridge Park.

President Cox recommended that we consider the idea to plan for these things happening before they actually happen. Director Damery agreed and stated if any Commissioners feel a bit more strongly about some project over others he would like to know. He is going to continue to work on a 3 to 5 year Capital Projects Plan.

## **10.0 Adjournment**

- A motion was made at approximately 7:08pm to adjourn from the regular meeting. (Foy, Schultz; C-Un)

Respectfully Submitted,

John Foy, Secretary  
Washington Park District  
Board of Commissioners