



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

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

March 21, 2024

6:00 p.m.

MINUTES

I. *CALL TO ORDER* - The meeting was called to order at 6:01 p.m. by Vice President Melissa Nagel.

II. *ROLL CALL*

Park Commissioners Present: Melissa Nagel, Donald Dambek, Rebecca Roberts and Kari Lynn Fickes.

Park Commissioners Absent: Mike McElroy (excused).

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

Visitors Present: None.

III. *VISITOR AND CITIZEN COMMENTS*

There were no visitors or citizens present.

IV. *ADMINISTRATION, FINANCE & LIABILITY*

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole - February 15, 2024

Regular Meeting - February 15, 2024

The February disbursements totaling \$72,817.46; the income statement through February 2024; P-card expenses of \$4,765.01; and payroll of \$59,656.35 were reviewed by the Park Commissioners.

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. Copier/Printer Agreement - Proven IT

The leased equipment details for a new Toshiba copier for the front office were presented. The current copier lease expires in April. The brand and model are comparable to the existing copier and staff are satisfied with the service it provides. The new lease will realize a very moderate increase in the monthly rate (\$634 vs. \$650). The lease agreement would begin May 1.

Recommended Action: That the Board of Park Commissioners approves the Lease Agreement with Proven IT for a Toshiba Copier/Printer Model #ESTUDIO5516AC, at a lease rate of \$650 per month for 60 months.

V. ***FACILITY, PARKS & PLANNING***

A. Master Plan Update Discussion

Discussion and updates were held on the following items:

1. Homerding Park - Improvements Project
2. Altman Park
3. Lucas-Berg Site
4. Veterans Memorial Park

B. Capital Projects Update - FY 2023-24

The Capital Projects from FY 2023-24 were updated to the Board.

Recommended Action: No action recommended.

C. Republic Bank Building Loan Application for Terrace Centre Roof

Discussion was held regarding securing a construction loan for the maintenance or replacement of the Terrace Centre roof. Finance and Human Resources Manager Pezdek met with representatives from Republic Bank, and they have expressed interest in working with the Park District to secure this loan so that the work can be expedited as soon as possible in the next fiscal year.

Depending on the date signed (application), the Park District would receive the current interest rate of 9%. The loan would be paid in stages, similar to a line of credit. Invoices would be submitted and then checks to pay the vendors. Once the project is completed, a fixed rate loan would then go into effect with monthly or possibly annual payments until the loan is paid in full (6-7 years potentially).

The first step is to have Board support for this project and this support is communicated as such to Republic Bank. Once the analysis of the roof is completed, it will be clearer what the estimated costs will be and whether a complete replacement is recommended.

Recommended Action: That the Board of Park Commissioners approves the application for a construction loan through Republic Bank for the maintenance or replacement of the Terrace Centre roof.

D. Professional Roof Consulting Services Agreement - IRSC - Terrace Centre Roof

Director of Parks and Recreation presented the agreement included in the meeting information. IRSC was referred to and recommended from the Alsip Park District as they have completed comparable services for their Apollo Center and other facilities. IRSC is not a roofing contractor, so they are not selling their product. They are roofing professionals who will evaluate and recommend the best direction to take in the care of the Terrace Centre. The costs will be included in the upcoming FY 2024-25 budget.

Recommended Action: That the Board of Park Commissioners enters into a Professional Roof Consulting Service Agreement with Interstate Roof Systems Consultants, Inc. of Elgin, IL for services related to the maintenance or replacement of the Terrace Centre roof.

E. Professional Services Agreement - Design Perspectives - FY 2024-25

The professional services agreement proposed by Design Perspectives for the FY 2024-25 was presented. The services would include two Master Plans and an OSLAD grant application. Dependent on which park is selected to apply for an OSLAD, there would more than likely be a reduction in the costs proposed if Stahlak Park is reapplied for, due to the majority of the work already being completed.

Recommended Action: That the Board of Park Commissioners enter into a Professional Services Agreement for FY 2024-25 with Design Perspectives of Naperville, IL for the services of two Master Plans and an OSLAD grant application.

F. Fixed Asset Report - Through FY 2023-24

Superintendent of Parks Piszczek presented the Fixed Asset Report for the Park District through FY 2023-24. This report is to be presented and updated every two years.

Recommended Action: No action recommended.

G. Parks Department Update

The Parks Department Report was included in the meeting information and presented by Superintendent of Parks Piszczek.

Recommended Action: No action recommended.

VI. RECREATION

A. Terrace Centre Rental Rates - FY 2024-25

The proposed rates for FY 2024-25 were presented.

Recommended Action: That the Board of Park Commissioners approves the Terrace Centre Rental Rates for FY 2024-25.

B. Field Reservation Rates - FY 2024-25

The proposed rates for FY 2024-25 were presented.

Recommended Action: That the Board of Park Commissioners approves the Field Reservation Rates for FY 2024-25.

C. Shelter Reservation Rates - FY 2024-25

The proposed rates for FY 2024-25 were presented.

Recommended Action: That the Board of Park Commissioners approves the Shelter Reservation rates for FY 2024-25.

D. Recreation Department Update

1. Recreation Program Statistics Report - Fall Season 2023

The Recreation Department Report was included in the meeting information and presented by Superintendent of Recreation Analitis. The Fall 2023 statistics report was presented.

Recommended Action: No action recommended.

VII. UNFINISHED BUSINESS

There was no Unfinished Business.

VIII. NEW BUSINESS

A. Board Development Recordkeeping

Commissioner Dambek presented a spreadsheet/form for each Commissioner to use when tracking their points for the IAPD Board Development Program.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:32 p.m.



Melissa Nagel, Vice President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board