



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

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

**April 21, 2021**

**6:00 p.m.**

***MINUTES***

***I. CALL TO ORDER*** - The meeting was called to order at 6:02 p.m. by President Paula Marr.

***II. ROLL CALL***

Park Commissioners Present: Paula Marr, Mike McElroy, Melissa Nagel and Dan Feltz.

Park Commissioners Absent: Matt Urban (excused) - called in at 6:12 p.m.

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 - March 17, 2021

Regular Meeting - March 17, 2021

The March disbursements totaling \$29,934.61 and the income statement through March 31, 2021 were reviewed by the Park Commissioners.

**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. Operations Budget - Tentative - FY 2021-22***

The Operations Budget for FY 2021-22 in its tentative form was presented by Director of Parks and Recreation O'Shaughnessy. A copy of the budget was included in the

board meeting information along with a copy of the Tentative Budget and Appropriation Ordinance (No. 2021-02).

The budget document is the result of all key staff being involved in its creation. As has been a consistent practice over the past budget years, it has been developed with a zero balance in both the Corporate and Recreation funds.

The process and timeline call for the budget to be approved this month (in tentative form) with the final adoption in May.

**Recommended Action: That the Board of Park Commissioners approves the Operations Budget - Tentative - FY 2021-22.**

C. Ordinance No. 2021-03 - Declaring Surplus Property

Ordinance No. 2021-03 - Declaring Surplus Property was presented. This property was compiled from the Terrace Centre and has been determined as unnecessary. The ordinance reaffirms the listed property, and gives Park District the options of selling, donating, or disposing of it.

**Recommended Action: That the Board of Park Commissioners approves Ordinance No. 2021-03 - Declaring Surplus Property to be sold, donated, or disposed of properly.**

D. Job Descriptions - Full and Part-time Positions

The following job descriptions were presented:

Full-time: Director of Parks and Recreation; Finance and Human Resources Manager; Receptionist, Superintendent of Recreation; Recreation Supervisor; Superintendent of Parks; Parks Maintainer I.

Part-time: Receptionist; Parks Maintainer II; Seasonal Parks Maintainer.

Job descriptions are to be revised and/or updated annually.

**Recommended Action: That the Board of Park Commissioners approve the Park District's Job Descriptions for the specified Full and Part-time positions.**

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

A. Competitive Bid - Terrace Centre Parking Lot

A competitive bid process was let this month for the Terrace Centre Parking Lot. Vendors/contractors were given the option to bid the project by options (1) the main parking lot (2) the remaining back portion of the building and (3) a lump sum of options 1 and 2. The bids were opened and read aloud on April 15. Four bids were received, and the tabulated results were presented. \$120,000 was budgeted for this project from the Capital Projects Fund.

**Recommended Action: That the Board of Park Commissioners award the competitive bid for the Terrace Centre Parking Lot to Matthew Paving, Inc. of Oak Lawn, IL for a lump sum of \$95,000.**

B. Professional Services Proposal - Master Plan Update

A proposal from Design Perspectives to update the Park District's Master Plan was presented. This company conducted the development of the original plan, along with items for the Accreditation. This amount is included in the FY 2021-22 budget.

**Recommended Action: That the Board of Park Commissioners enter into a Professional Services Contract with Design Perspectives of Naperville, IL for the Park District's Master Plan Update.**

**Item to be tabled for Board to have more questions answered regarding.**

C. Professional Services Proposal - OSLAD Grant Preparation

A proposal from Design Perspectives was presented for assistance in the OSLAD Grant Application when the program is restored. They have successfully assisted many park district projects through the OSLAD program. It would be beneficial to have this relationship in place and be ready when the funds become available. It can also be noted that some of the task items are reimbursable as per the grant guidelines. In addition, there is a potential donor to the Parks Foundation who has expressed interest in funding this support.

**Recommended Action: That the Board of Park Commissioners enter into a Professional Services Contract with Design Perspectives of Naperville, IL for assistance in the OSLAD Grant preparation.**

**Item to be tabled for Board to have more questions answered regarding.**

D. Veterans Memorial Park

Director of Parks and Recreation O'Shaughnessy provided an update on Veterans Memorial Park. A proposal requesting support was submitted to Congresswoman Marie Newman through the "Community Project Program." The application included letters of support which were received from the Village, School District, Library, American Legion and the state representatives and state senator.

**Recommended Action: No action recommended.**

E. Parks Department Update

Superintendent of Parks Piszczek presented an update of the Parks Department.

**Recommended Action: No action recommended.**

**VI. RECREATION**

A. Recreation Department Update

Superintendent of Recreation Analtis presented an update of the Recreation Department.

**Recommended Action: No action recommended.**

***VII. UNFINISHED BUSINESS***

There was no Unfinished Business.

***VIII. NEW BUSINESS***

A Special Board Meeting was called for April 28, 2021 at 6 p.m. A Zoom link will be provided.

***IX. ADJOURNMENT***

The Committee of the Whole Meeting adjourned at 7:52 p.m.

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Paula Marr, President  
Board of Park Commissioners

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Kelly Pezdek  
Finance and Human Resources Manager  
Secretary to the Board