



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

**BOARD OF PARK COMMISSIONERS  
COMMITTEE OF THE WHOLE MEETING  
April 21, 2022  
6:00 p.m.**

***MINUTES***

***I. CALL TO ORDER*** - The meeting was called to order at 6:00 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.

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Stephanie Analitis, Superintendent of Recreation; Sarah DeWolf, Recreation Supervisor; Brian Piszczek, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager/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 Meeting - March 17, 2022

Regular Meeting - March 17, 2022

Minutes of the Special Meeting- March 22, 2022

Minutes of the Special Meeting- March 31, 2022

The February disbursements totaling \$29,654.51 and payroll from March 24, 2022, and April 7, 2022 were reviewed by the Park Commissioners.

**Recommended Action: That the Board of Park Commissioners approves the Minutes, Financial Reports and Payroll as presented as part of the Administrative Matters/Consent Agenda during the Regular Board Meeting.**

B. Operations Budget - Tentative - FY 2022-23

A brief overview of the Tentative Operations Budget was given. A final budget will be presented in May.

**Recommended Action: No action recommended.**

C. Job Descriptions - Full and Part-time Positions

The job descriptions for the following positions were included in the meeting information for the Board's review:

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: Parks Maintainer II; Seasonal Parks Maintainer; Preschool Coordinator; Preschool Aide; Recreation Assistant; Before & After School Counselor; Day Camp Counselor; and Facility Attendant.

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

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

D. Resolution No. 2022-01 - Changing the Commencement Time for Regular Meetings

As per discussion last month, Resolution No. 2022-01 was reviewed. This change would go into effect beginning in May.

**Recommended Action: That the Board of Park Commissioners approves Resolution No. 2022-01 - Changing the Commencement Time for Regular Meetings from 7:00 p.m. to 6:30 p.m. effective in May.**

V. *FACILITY, PARKS & PLANNING*

A. Master Plan Update Discussion

Director of Parks and Recreation O'Shaughnessy gave an update on the Master Plan, distributing a copy of the administrative, recreation and park and facility goals.

**Recommended Action: No action recommended.**

B. Capital Projects Update - FY 2021-22

An update on the Capital Projects from FY 2021-22 was given. The update was a final summary of the projects for the fiscal year. All projects were completed with the exception of the Sand Volleyball Court - which was deferred to the OSLAD grant and the HVAC system at the Goy which was not needed to be replaced this year.

**Recommended Action: No action recommended.**

C. ARPA Funds Discussion

Discussion was held regarding the ARPA Funds request to the Village of Worth.

**Recommended Action: No action recommended.**

D. Subrecipient Agreement for Award of Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

The restrictions of the agreement were noted and discussed. The Board would act on the agreement pending clarification of a few items.

**Recommended Action: That the Board of Park Commissioners enters into a Subrecipient Agreement (pending clarification on restrictions) for the Award of Coronavirus State and Local Fiscal Recovery Funds (SLFRF) with the Village of Worth.**

E. Veterans Memorial Park Improvements Update

Director of Parks and Recreation O'Shaughnessy updated the Board on the upcoming improvements to the Veterans Memorial Park – most notably the restored mosaic POW plate and the lettering of the monument, benches, podium and bricks.

**Recommended Action: No action recommended.**

F. Penny Park Presentation

Superintendent of Parks Piszczek and Finance and Human Resources Manager Pezdek presented the plans for Penny Park to restore the park to include a playground area for youth ages 2-5 years old. The design and cost and proposals submitted by playground equipment companies were distributed to the Board for review.

**Recommended Action: That the Board of Park Commissioners approves the purchase and installation of playground equipment at Penny Park through Burke - Play Illinois at a cost of \$39,756.00.**

G. 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 Analitis presented an update of the Recreation Department.

**Recommended Action: No action recommended.**

**VII. UNFINISHED BUSINESS**

There was no Unfinished Business.

**VIII. NEW BUSINESS**

There was no New Business

**IX. ADJOURNMENT**

The Committee of the Whole Meeting adjourned at 7:11 p.m.

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Melissa Nagel, Vice President  
Board of Park Commissioners

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Kelly Pezdek  
Finance and Human Resources Manager  
Secretary to the Board