



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

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

**May 18, 2023**

**6:00 p.m.**

***MINUTES***

**I. *CALL TO ORDER*** - The meeting was called to order at 6:11 p.m. by President Mike McElroy.

**II. *ROLL CALL***

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

Park Commissioners Absent: None.

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

Visitors Present: None.

**III. *VISITOR AND CITIZEN COMMENTS***

**IV. *ADMINISTRATION, FINANCE & LIABILITY***

**A. Review of Minutes and Financial Reports**

The following minutes were reviewed:

Committee of the Whole - April 20, 2023

Regular Meeting - April 20, 2023

The April disbursements totaling \$46,897.79; the income statement through April 30, 2023; P-card expenses of \$4,103.89; and payroll of \$46,452.99 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. Operations Budget - Final - FY 2023-24

The Operations Budget for FY 2023-24 in its final form was presented. Following the last presentation, some adjustments have been made to reflect more accurate revenues and expenses based on figures from the last fiscal year.

The budget document is the result of all key staff being involved in its creation. This budget is being proposed with the Corporate and Recreation funds balanced.

The Operations Budget is just a guide and is dependent on the success of programs and services throughout the year. Staff is confident that it is a good working tool to assist the Park District in its operations.

**Recommended Action: That the Board of Park Commissioners adopts the Operations Budget - Final - FY 2023-24 in its final form.**

C. Ordinance No. 2023-02 - Budget and Appropriation Ordinance

The Budget and Appropriation Ordinance reflecting the operations budget amounts was presented. As per the Illinois Park District Code, the Budget and Appropriation Ordinance (in tentative form) must be posted on display and be available for public review for 30 days prior to final approval. A public notice must then be published at least one week prior to the Public Hearing on the Ordinance. The public notice was sent to The Reporter and published on May 5.

**Recommended Action: That the Board of Park Commissioners adopt Ordinance 2023-01 - Budget and Appropriation Ordinance and direct appropriate staff to file a certified copy of the ordinance with the Cook County Clerk within 30 days of adoption.**

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

A. Master Plan Update Discussion

Director of Parks and Recreation O'Shaughnessy presented to the Board a grant opportunity (PARC) for the improvement to an existing facility. Discussion was held to consider improvements to the Terrace Centre in the event that constructing a new facility is not realistic. It was the consensus of the Board to pursue this opportunity through professional services to include at a minimum a full-sized gymnasium and a walking track above it.

**Recommended Action: No action recommended.**

B. Capital Projects Update - FY 2023-24

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2023-24.

**Recommended Action: No action recommended.**

C. Award of Contract - Peaks Park Improvements (OSLAD grant project)

The memorandum from Design Perspectives detailing the bid opening on April 5 and the recommendation for the project contractor, along with the alternate awards (asphalt and shelter) that are to be acted upon separately were reviewed. The contract (reviewed by counsel) was also presented.

**Recommended Action: That the Board of Park Commissioners award the Peaks Park Improvements construction contract to D&J Landscapes of Shorewood, IL at a not to exceed contract cost of \$208,462.81.**

D. Alternate Award for Asphalt - Peaks Park Improvements (OSLAD grant project)

**Recommended Action: That the Board of Park Commissioners award the alternate proposal of asphalt for the Peaks Park Improvement project to Matthew Paving, Inc. of Oak Lawn, IL at a cost of \$29,100.00.**

E. Alternate Award for Shelter - Peaks Park Improvements (OSLAD grant project)

**Recommended Action: That the Board of Park Commissioners award the alternate proposal of a shelter for the Peaks Park Improvement project to RCP Shelters, Inc. of Westmont, IL at a cost of \$33,746.94.**

F. Landscaping Services Contract - Veterans Memorial Park

The contract for landscaping services at the Veterans Memorial Park was presented. These services were donated by the American Legion which resulted in the development of a Memorandum of Understanding to follow.

**Recommended Action: That the Board of Park Commissioners approves the agreement for landscaping services at the Veterans Memorial to be performed by Straightline Landscaping of Homer Glen, IL. The payment for these services will be paid (donated) by the Marrs-Meyer American Legion Post #991.**

G. Memorandum of Understanding - American Legion Post #991

A copy of the Memorandum of Understanding which has been approved by the American Legion and signed by its Commander was presented.

**Recommended Action: That the Board of Park Commissioners enter a Memorandum of Understanding with the Marrs-Meyer American Legion Post #991 for landscaping services of the Veterans Memorial Park**

H. Parks Department Update

The Parks Department Report was included in the meeting information.

**Recommended Action: No action recommended.**

**VI. RECREATION**

A. Recreation Department Update

The Recreation Department Report was included in the meeting information.

**Recommended Action: No action recommended.**

**VII. UNFINISHED BUSINESS**

There was no Unfinished Business.

**VIII. NEW BUSINESS**

A. Elections

1. President
2. Vice President
3. Treasurer
4. Alternate Treasurer

**Recommended Action: Action to be determined by the Board of Park Commissioners. Following discussion, it was the consensus of the Board to keep the current slate of officers in place for the next fiscal year.**

B. Appointments

1. Director of Parks and Recreation

**Recommended Action: That the Board of Park Commissioners appoint Robert O'Shaughnessy as the Director of Parks and Recreation for the Worth Park District.**

2. Park District Law Firm

**Recommended Action: That the Board of Park Commissioners appoints the firm Louis F. Cainkar, Ltd. to provide legal services to the Worth Park District.**

3. Ethics Officer

**Recommended Action: That the Board of Park Commissioners appoint Robert O'Shaughnessy, Director of Parks and Recreation as the Ethics Officer for the Worth Park District.**

4. Freedom of Information Act (FOIA) Officer

**Recommended Action: That the Board of Park Commissioners appoints Robert O'Shaughnessy, Director of Parks and Recreation as the Freedom of Information Act (FOIA) Officer for the Worth Park District.**

5. Open Meetings Act (OMA) Officers

**Recommended Action: That the Board of Park Commissioners appoint Kari Lynn Fickes, Commissioner and Kelly Pezdek, Finance and Human Resources Manager, as the Open Meetings Act (OMA) Officers for the Worth Park District.**

6. Secretary to the Board

**Recommended Action: That the Board of Park Commissioners appoint Kelly Pezdek, Finance and Human Resources Manager, as the Secretary to the Board of Park Commissioners.**

C. Committees

1. Administration, Finance & Liability
2. Facility, Parks & Planning
3. Recreation

**Recommended Action: That the Board of Park Commissioners establish three working committees of the Board: (1) Administration, Finance & Liability; (2) Facility, Parks & Planning; and (3) Recreation to meet one time per month as a Committee of the Whole.**

*IX. ADJOURNMENT*

The Committee of the Whole Meeting adjourned at 7:30 p.m.

---

Mike McElroy, President  
Board of Park Commissioners

---

Kelly Pezdek  
Finance and Human Resources Manager  
Secretary to the Board