



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

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

February 19, 2020

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:00 p.m. by President Paula Marr.

II. ROLL CALL

Park Commissioners Present: Paula Marr, Mike McElroy, Melissa Brancato, Dan Feltz and Matt Urban.

Park Commissioners Absent: None

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

Visitors: None

III. VISITOR AND CITIZEN COMMENTS

There were no visitors or citizens present.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Financial Reports

The January disbursements totaled \$36,157.65 and were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$303,894.60 as of January 31, 2020.

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. Annual Audit - FY 2018-19

The Annual Audit was not received for the meeting. This item will be tabled until the March Board Meeting.

Recommended Action: No Action Recommended.

C. Agency and Department Goals - FY 2020-21

Director of Parks and Recreation O'Shaughnessy presented a compilation of goals devised by staff for the next fiscal year 2020-21. The Park District should have a set of comprehensive agency goals which reflect the relationship of the mission statement and providing an overall direction it should be pursuing.

In addition, the Park District should have department goals, which take into consideration and are related to the mission statement, as well as the agency goals. The department goals are divided into long-term (2-5 years) and short-term (1 year).

Each year, as part of the budget process, the Park Board is to review the goals and offer any input to staff regarding. The goals for the present fiscal year will be evaluated at the conclusion of the fiscal year.

Recommended Action: That the Board of Park Commissioners approves the Agency and Department Goals (long-term and short-term) as part of the budget process for Fiscal Year 2020-21.

D. Full-Time Employee Salary and Pay Rates - FY 2020-21

The proposed salary and pay rates for full-time employees for the fiscal year 2020-21 were presented.

Recommended Action: That the Board of Park Commissioners approves the Full-Time Employee Salary and Pay Rates for the fiscal year 2020-21.

E. Part-Time Employee Pay Rates - FY 2020-21

The proposed pay rates for part-time positions for the fiscal year 2020-21 were presented.

Recommended Action: That the Board of Park Commissioners approves the Part-Time Employee Pay Rates for the fiscal year 2020-21.

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

A. Capital Projects Update - FY 2019-20

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects thus far into the fiscal year.

Recommended Action: No Action Recommended

B. Capital Projects - FY 2020-21 and Beyond

Director of Parks and Recreation O'Shaughnessy presented a list of the capital projects for consideration in the next fiscal year and beyond. The list details the needs in all parks, equipment and general purchases. The projects are prioritized in each section with the highest priorities listed first.

As the budget continues to be developed and a determination is made with the next bond issue - a clearer plan can be established with targeting which fiscal years the projects can be applied to.

Recommended Action: That the Board of Park Commissioners approves the Park District's capital projects.

C. General Obligation Limited Tax Park Bonds, Series 2020

Director of Parks and Recreation O'Shaughnessy presented information on the upcoming GO Park Bonds for 2020. The information detailed the different options and the amounts projected for capital purposes. A consensus of the Board was requested of the following:

- (1) To continue the practice of issuing bonds for capital purposes.
- (2) Which option (2 or 3-year bond) to pursue.

The 2017 series will be paid in full in December, but the Park District is in the position to begin the next series before that time.

It was the consensus of the Board to pursue the 2-year bond option.

Recommended Action: No action recommended.

D. Proposal - Hot Water Installation - Terrace Centre

A proposal from Gene A. Meyers, Inc. to complete the project was presented. The proposal was highlighted as such:

- (1) Installing point of use water heaters in all Terrace Centre restrooms.
- (2) Furnishing new power circuits for each heater; running new conduits as required, pulling new conductors, and furnishing and installing the required breakers.
- (3) Connecting all water lines to and from each heater to faucet sets.
- (4) Furnishing new water heater and expansion tank in the kitchen; running new power supply from local panel.

Recommended Action: That the Board of Park Commissioners accept the proposal from Gene A. Meyers, Inc. for the electrical work and installation of point of use water heaters at the Terrace Centre at a cost of \$14,500.00.

VI. RECREATION

A. Recreation Program Statistics Report - FY 2019-20

This item was moved to Department Reports - Recreation of the Regular Board Meeting.

B. Summer 2020 Program Offerings

This item was moved to Department Reports - Recreation of the Regular Board Meeting.

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 7:30 p.m.

Paula Marr, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board