



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

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

**January 15, 2020**

**6:00 p.m.**

***MINUTES***

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

***II. ROLL CALL***

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

Park Commissioners Absent: Matt Urban

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.

Attorney Present: Joe Cainkar, Louis F. Cainkar, Ltd.

Visitors: 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 meeting minutes were reviewed:

- Committee of the Whole Meeting – December 18, 2019
- Regular Board Meeting – December 18, 2019

The December disbursements totaled \$40,701.61 were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of 340,052.25 as of December 31, 2019.

**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. Personnel Practices Manual

Director of Parks and Recreation O'Shaughnessy presented the Personnel Practices Manual, which was last updated in 2016. Manuals are to be updated periodically within a 3-4-year time period. A completed copy (approx. 110 pages) was available for review at the meeting with distribution to follow. The revisions include the following:

Section 2.02	Non-Discrimination and Anti-Harassment Policy (updated in 2017)
Section 2.18	Alcohol and Drug Abuse Policy (updated December 2019)
Chapter IX.	Disciplinary Action

**Recommended Action: That the Board of Park Commissioners approves the revisions made to the Park District Personnel Practices Manual.**

C. Resolution No. 2020-01 - Anti-Harassment Policy for Elected Officials

With the enactment of Public Act 101-0221 in August, governmental bodies in Illinois are now required to adopt ordinances or resolutions establishing a policy for reporting and reviewing of allegations of sexual harassment made by an elected official against another elected official. Resolution 2020-01 and the accompanying policy was presented.

**Recommended Action: That the Board of Park Commissioners approves Resolution No. 2020-01 - Anti-Harassment Policy for Elected Officials.**

D. FY 2020-21 Board of Park Commissioners Meeting Schedule

The FY 2020-21 Meeting Schedule was presented.

**Recommended Action: That the Board of Park Commissioners approves the FY 2020-21 Meeting Schedule as presented.**

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. Terrace Centre Parking Lot Renovation

Director of Parks and Recreation O'Shaughnessy presented a recent proposal received for the parking lot renovation at the Terrace Centre. The proposal is for two options (1) the main parking area on the north side of the building connecting with Beloit Avenue; and (2) the remaining triangle piece in the back.

For information purposes only, the proposal does reflect that this renovation will require a Public Bid as it exceeds the \$25,000 limit. The proposal also reflects the impact from the decrease in responsibilities through the Intergovernmental Agreement with the Village. Because asphalt services are no longer part of the agreement, the Park District will be paying a significant difference to complete this renovation.

**Recommended Action: No Action Recommended**

**VI. RECREATION**

No items for discussion

**VII. UNFINISHED BUSINESS**

A. Intergovernmental Agreement

Director of Parks and Recreation O'Shaughnessy presented the following:

1. The original IGA redlined with suggestions, comments reflected from the prior Board meeting.
2. Clean copy.

**Recommended Action: That the Board of Park Commissioners enter into an Intergovernmental Agreement with the Village of Worth for the Exchange of Services.**

**VIII. NEW BUSINESS**

There was no New Business.

**IX. ADJOURNMENT**

The Committee of the Whole Meeting adjourned at 6:44 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