



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

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

APRIL 17, 2025

6:00 p.m.

MINUTES

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

II. ROLL CALL

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

Park Commissioners Absent: None.

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Stephanie Analitis, Superintendent of Recreation; Daniel Rego, Youth Coordinator; and Kelly Pezdek, Finance and Human Resources Manager/Board Secretary.

Visitors Present: None

III. VISITOR AND CITIZEN COMMENTS

Daniel Rego, the new Youth Coordinator, was introduced to and welcomed by the Board.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - March 20, 2025

Regular Meeting - March 20, 2025

The March disbursements totaling \$55,972.32; the income statement through March 31, 2025; P-card expenses of \$17,769.18 for February 2025; and payroll of \$67,233.08 for the periods ending March 20, and April 3 were reviewed by the Board.

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. Job Descriptions - Full and Part-time Positions

Director of Parks and Recreation O'Shaughnessy presented the job descriptions for the following positions:

Full-time: Director of Parks and Recreation; Finance and Human Resources Manager; Receptionist, Superintendent of Recreation; Recreation Program Manager; Sponsorship and Marketing Coordinator; Youth Coordinator; Athletic Coordinator, Superintendent of Parks; Parks Foreman, and Parks Maintainer I.

Part-time: Preschool Coordinator; Preschool Aide; Before & After School Counselor; Day Camp Counselor; Summer Camp Team Leader; Facility Attendant; Bus Driver; League Supervisor; Program Instructor; Special Event Staff; Parks Maintainer II, Seasonal Parks Maintainer and Park Community Supervisor.

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.

C. Capital Projects - 3-Year Plan - FY 2025-26 through FY 2027-28

Director of Parks and Recreation O'Shaughnessy presented the Capital Projects 3-Year Plan which was included in the meeting information. Development and equipment items were detailed, which totaled approximately 2.5 million total for the three years.

Recommended Action: That the Board of Park Commissioners approves the Capital Projects 3 Year Plan for FY 2025-26 through FY 2027-28.

D. Operations Budget - Tentative - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented the tentative operations budget for FY 2025-26 which was included in the meeting information. The budget was presented as a zero-balance budget, which is the goal each year. All staff contributed to the budget's formation totaling \$2,505,775, a .2% increase from the previous FY.

Recommended Action: That the Board of Park Commissioners approves the Operations Budget - Tentative - FY 2025-26.

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

A. Master Plan Update Discussion

Discussion included the following:

1. Altman Park

2. Veterans Memorial Park
3. Homerding Park
4. Stahlak Park

Recommended Action: No action recommended.

B. Capital Projects Update - FY 2024-25

Director of Parks and Recreation O'Shaughnessy presented an update on the Capital Projects for FY 2024-25. This was the final update for the fiscal year, noting that all major proposed projects were completed.

Recommended Action: No action recommended.

C. Discussion on Altman Park Parking Lot Transition

Recommended Action: No action recommended.

D. 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 Report was included in the meeting information and presented by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VII. UNFINISHED BUSINESS

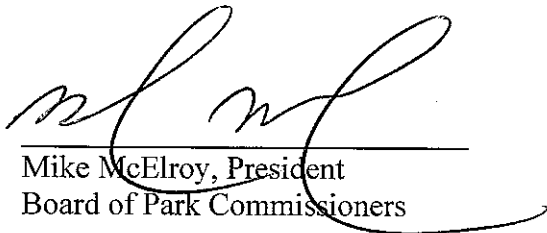
There was no Unfinished Business.

VIII. NEW BUSINESS

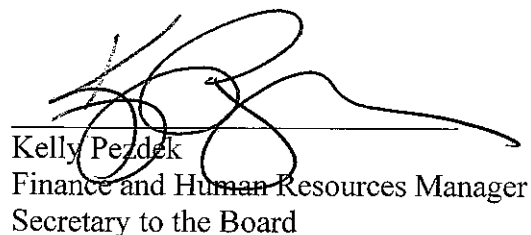
There was no New Business.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:25 p.m.



Mike McElroy, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board