



Charles M. Christensen Terrace Centre - Room 101-103 - 11500 S. Beloit Ave - Worth, IL

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING
May 19, 2021
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 and Melissa Nagel.

Park Commissioners Absent: Dan Feltz (excused) and Matt Urban (excused).

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Stephanie Analitis, Superintendent of Recreation; Brian Piszczek, Superintendent of Parks; Sarah DeWolf, Recreation Supervisor; and Kelly Pezdek, Finance and Human Resources Manager and Secretary to the Board.

Visitors Present: Donald Dambek, Park Commissioner-Elect; and Tod Stanton, Design Perspectives Inc., Naperville, IL

III. VISITOR AND CITIZEN COMMENTS

There were no visitor or citizen comments.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole - April 21, 2021

Regular Meeting - April 21, 2021

Special Meeting - April 28, 2021

The April disbursements totaling \$44,974.50 and the income statement through April 30, 2021 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 2021-22

Director of Parks and Recreation O'Shaughnessy presented the Operations Budget for FY 2021-22 in its final form. Following the last presentation, some adjustments were made to reflect more accurate revenues and expenses based on figures from the last fiscal year. The final budget was proposed with the Corporate and Recreation funds being balanced budgets.

The Operations Budget is only a guide and is dependent on the success of programs and services throughout the year. Coming out of an abnormal year, staff is confident that it is a good working tool that will assist the Park District with the flexibility to adjust as the current situation is monitored.

Recommended Action: That the Board of Park Commissioners adopts the Operations Budget - FY 2021-22 in its final form.

C. Ordinance No. 2021-02 - 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 published in the Chicago SouthTown on May 11.

Recommended Action: That the Board of Park Commissioners adopt Ordinance 2021-02 - 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.

D. New Board Member Orientation Manual

Director of Parks and Recreation O'Shaughnessy presented this manual which primarily serves as an orientation to the Park District Commissioner upon election or appointment to the Board. The information contained in the manual summarizes the Park District operations, along with highlighting key policies and procedures.

Recommended Action: That the Board of Park Commissioners approves the Board of Park Commissioners Policy Manual. The Manual will serve as a reference for all Commissioners upon election or appointment to the Board.

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

A. Professional Services Proposal - Master Plan Update

Tod Stanton of Design Perspectives addressed the Board and presented this topic in greater detail and answered questions.

Recommended Action: That the Board of Park Commissioners enter into a Professional Services Contract with Design Perspectives of Naperville, IL for the Park District's Master Plan Update.

B. Professional Services Proposal - OSLAD Grant Preparation

Tod Stanton of Design Perspectives will be at the meeting to present this topic in greater detail and answer questions. The cost for this service is included in the FY 2021-22 budget.

Recommended Action: That the Board of Park Commissioners enter into a Professional Services Contract with Design Perspectives of Naperville, IL for assistance in the OSLAD Grant preparation.

C. Service Agreement - Stanley Access Technologies

The annual Service Agreement with Stanley Access Technologies for the inspection and maintenance of the main entrance doors at the Terrace Centre was presented. The agreement does save the Park District money in service and maintenance costs throughout the year.

Recommended Action: That the Board of Park Commissioners enter into a Service Agreement (one year) with Stanley Access Technologies of Elgin, IL for inspection and maintenance services of the main entrance doors of the Park District Terrace Centre.

D. 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

A. Elections

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

Following discussion, a new slate of officers was determined for the Park Board of Commissioners for the next fiscal year.

Recommended Action: That the Board of Park Commissioners seats the following as officers for the FY 2021-22:

| | |
|----------------------------|-------------------------|
| President | Mike McElroy |
| Vice-President | Paula Marr |
| Treasurer | Melissa Brancato |
| Alternate Treasurer | Donald Dambek |
| Commissioner | Matt Urban |

B. Appointments

1. Director of Parks and Recreation

Recommended Action: That the Board of Park Commissioners appoints 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 appoints 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 appoints Mike McElroy, 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 appoints 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 7:23 p.m.

Paula Marr, President
Board of Park Commissioners

Kelly Pezdek
Secretary to the Board