



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

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

March 16, 2023

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:02 p.m. by Vice President Melissa Nagel.

II. ROLL CALL

Park Commissioners Present: Mike McElroy (arrived at 6:04 p.m.), 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; Stephanie Analitis, Superintendent of Recreation; Paula Marr, Recreation Assistant; and Kelly Pezdek, Finance and Human Resources Manager and Secretary to the Board.

Visitors Present: Audrey Dambek, Program Coordinator, Worth Public Library.

III. VISITOR AND CITIZEN COMMENTS

Audrey Dambek introduced herself and informed the Board of some upcoming events at the Library as well as working cooperatively with the Park District on future events.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole - February 16, 2023

Regular Meeting - February 16, 2023

Special Board Meeting - March 9, 2023

The February disbursements totaling \$38,546.37; the income statement through February 28, 2023; P-card expenses of \$4,023.73; and payroll of \$38,546.37 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 - Tentative - FY 2023-24

The Operations Budget for FY 2023-24 in its tentative form was presented in detail at the meeting. A copy of the budget was provided in the Administration, Finance & Liability section.

The budget document is the result of all key staff being involved in its creation. As has been a consistent process over the past budget years, the budget has been developed as a balanced budget in both the Corporate and Recreation funds.

The process and timeline call for the budget to be approved this month (in tentative form) with the final adoption in either April or May. A tentative Budget & Appropriation Ordinance will be posted and available for public inspection until final adoption. This ordinance is also in the Administration, Finance & Liability section.

Recommended Action: That the Board of Park Commissioners approves the Operations Budget - Tentative - FY 2023-24.

C. Professional Services - Auditor

The service agreement for Illinois NFP Audit and Tax, LLP to continue the Park District's audit services for the next three fiscal years was presented. Staff has been very satisfied with their work and their recommendations has resulted in neighboring Park Districts to use them as well. Their work is very thorough, and the costs are reasonable.

Recommended Action: That the Board of Park Commissioners enters into a service agreement with Illinois NFP Audit and Tax, LLP of Chicago for the Park District's audit services at the conclusion of FY 2022-23, FY 2023-24, and FY 2024-25.

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

A. Master Plan Update Discussion

1. Future Financing

An update from the sub-committee was presented.

Recommended Action: No action recommended.

B. Capital Projects Update - FY 2022-23

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2022-23.

Recommended Action: No action recommended.

C. Parks Department Update

The Parks Department report was included in the meeting information.

Recommended Action: No action recommended.

VI. RECREATION

A. Terrace Centre Rental Rates - FY 2023-24

The proposed rates for FY 2023-24 were presented.

Recommended Action: That the Board of Park Commissioners approves the Terrace Centre Rental Rates for FY 2023-24.

B. Field Reservation Rates - FY 2023-24

The proposed rates for FY 2023-24 were presented.

Recommended Action: That the Board of Park Commissioners approves the Field Reservation Rates for FY 2023-24.

C. Shelter Reservation Rates - FY 2023-24

The proposed rates for FY 2023-24 were presented.

Recommended Action: That the Board of Park Commissioners approves the Shelter Reservation rates for FY 2023-24.

D. Recreation Department Update

Superintendent of Recreation Analitis presented an update of the Recreation Department.

Recommended Action: No action recommended.

VII. UNFINISHED BUSINESS

A. Naming of Parks, Facilities, and Recreation Areas Policy

As a follow-up to the prior discussions on this topic, a policy has been drafted for consideration of approval. From the input received, the general theme throughout the policy focuses on individuals who make substantial contributions to the Park District.

The policy was presented in detail during the meeting.

Recommended Action: That the Board of Park Commissioners adopts the Naming of Parks, Facilities, and Recreation Areas Policy.

VIII. NEW BUSINESS

There was no New Business.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:11 p.m.

Mike McElroy, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board