



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

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

April 20, 2023

6:00 p.m.

MINUTES

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

II. *ROLL CALL*

Park Commissioners Present: Mike McElroy, 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; Brian Piszczek, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager and Secretary to the Board.

Visitors Present: None.

III. *VISITOR AND CITIZEN COMMENTS*

IV. *ADMINISTRATION, FINANCE & LIABILITY*

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole - March 16, 2023

Regular Meeting - March 16, 2023

The March disbursements totaling \$76,437.37; the income statement through March 31, 2023; P-card expenses of \$4,103.89; and payroll of \$49,805.42 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. Job Descriptions - Full and Part-time Positions

The job descriptions for full and part-time positions were presented:

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

Part-time: Parks Maintainer II; Seasonal Parks Maintainer; Preschool Coordinator; Preschool Aide; Before & After School Counselor; Day Camp Counselor; and Facility Attendant.

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. Resolution 2023-01 - Forming a Committee on Local Government Efficiency

Although the committee has been formed, a resolution is required to denote this formation. The IAPD has unveiled its resources to assist the committee in developing the report that is now required by law. This information can be accessed on the IAPD website.

Recommended Action: That the Board of Park Commissioners Resolution No. 2023-01 - Forming a Committee on Local Government Efficiency.

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

A. Master Plan Update Discussion

Director of Parks and Recreation O'Shaughnessy presented a Master Plan Update.

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

Superintendent of Parks Piszczek presented an update on 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

There was no New Business.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:08 p.m.

Mike McElroy, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board