



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

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

May 20, 2020

6:00 p.m.

MINUTES

President Paula Marr read the following notice:

NOTICE IS HEREBY GIVEN that the May 20, 2020 Committee of the Whole Meeting of the Worth Park District Board of Park Commissioners will be held via teleconference as permitted by the Gubernatorial Disaster Proclamation in response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Park Commissioners at the meeting and permitting Park Commissioner attendance via teleconference.

I. *CALL TO ORDER* - The meeting was called to order at 6:37 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 (Excused).

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

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

Visitors Present: None.

III. *VISITOR AND CITIZEN COMMENTS*

There were no visitors or citizens present on the teleconference.

IV. *ADMINISTRATION, FINANCE & LIABILITY*

A. Review of Minutes and Financial Reports

The following meeting minutes were reviewed:

Committee of the Whole Meeting - April 15, 2020
Regular Board Meeting - April 15, 2020

The April disbursements totaled \$28,824.06 were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$446,320.63 as of April 30, 2020.

Recommended Action: That the Board of Park Commissioners approves the Financial Reports as presented as part of the Administrative Matters/Consent Agenda during the Regular Board Meeting.

B. Operations Budget- FY 2020-21

The Operations Budget for FY 2020-21 in its final form was presented by Director of Parks and Recreation O'Shaughnessy. Following the last presentation, some adjustments have been made to reflect more accurate revenues and expenses based on figures from the last fiscal year.

As was mentioned in previous months, the budget document is the result of all key staff being involved in its creation. This budget is being proposed with the Corporate and Recreation funds as balanced budgets.

As a result of the closure due to the COVID-19, and with the consensus of the Board, there have been reductions in several line items in comparison to the Tentative Budget approved in April. What was presented is a budget reflecting 11 months of operation rather than 12. Approximately \$30,000 has been reduced from the Corporate and Recreation funds combined. With the lifting of the present "stay at home" order uncertain and if it continues throughout the summer months, there may be some adverse effects on the budget and the Park District overall operations.

Recommended Action: That the Board of Park Commissioners adopts the Operations Budget - FY 2020-21 in its final form.

C. Ordinance No. 2020-01 - 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 sent to The Reporter and published on May 7.

Recommended Action: That the Board of Park Commissioners adopt Ordinance 2020-01 - 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.

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

A. Capital Projects Update - FY 2019-20

Director of Parks and Recreation O'Shaughnessy presented the updated (and final) summary for the capital projects during FY 2019-20. Due to the COVID-19 closure,

there has been no change or expenses incurred in the past month. The main outstanding project is the hot water project for the Terrace Centre which will conclude after operations resume.

Recommended Action: No action recommended.

B. Service Agreement - Stanley Access Technologies

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

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.

VI. RECREATION

A. Reopening of Park District

The Park District will tentatively reopen on Monday, June 1, pending the end of the “Shelter in Place,” and/or if Illinois moves on to Phase 3 of the state reopening plan. Even if the Phase 3 is met, there will be several restrictions that will limit the Park District in its operations. It is anticipated that once the decision to progress is made, there will be guidelines to follow which will be recommended from the CDC.

A reopening plan for the Park District (based on a June 1 opening and beyond) and a Day Camp recommendation from the Recreation Department based on the shelter in place to be extended was presented. This recommendation was being shared primarily because Day Camp is one of the largest programs offered and wanted the Board to be abreast of the planning and procedures that will follow.

The difficulty in establishing a definite plan has always been attributed to the uncertainty of when the pandemic will end, or when the amount of cases will begin to decline. Since the pandemic and closure began in March, the Park District has relied on a variety of sources to attempt to formulate any plan of action(s). These sources include but are not limited to:

- Governor’s Executive Order
- Opening Up America Again Plan
- Restore Illinois Plan
- CDC Guidance and Recommendations
- Illinois Department of Public Health
- PDRMA
- Corporate Counsel
- Observing what other areas are doing
- Communicating with park professionals and other government officials

With all this information and uncertainty, Park District staff are planning with the focus of “doing the right thing.” With no definitive direction coming from any of the sources, it is becoming clearer that the Park District will be faced with making these decisions on its own and trust its judgment and utilize the information that is available.

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 Fiscal Year 2020-21:

President	Paula Marr
Vice-President	Mike McElroy
Treasurer	Melissa Brancato
Alternate Treasurer	Dan Feltz
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 7:41 p.m.

Paula Marr, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board