



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

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

December 21, 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, Paula Marr, Sponsorship and Marketing Coordinator; and Kelly Pezdek, Finance and Human Resources Manager and Secretary to the Board.

Visitors Present: James Howard from Governmental Accounting.

III. *VISITOR AND CITIZEN COMMENTS*

No comments were made.

IV. *ADMINISTRATION, FINANCE & LIABILITY*

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole - November 16, 2023

Regular Meeting - November 16, 2023

Special Meeting - November 30, 2023

Special Meeting - December 14, 2023

The November disbursements totaling \$85,222.65; the income statement through October 31, 2023; P-card expenses of \$12,762.06; and payroll of \$79,465.77 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. Ordinance No. 2023-04 - 2023 Tax Levy Ordinance

The Tax Levy Ordinance and accompanying information was in the Administration, Finance & Liability section. James Howard from Governmental Accounting presented the information. A Truth in Taxation Public Hearing will be held prior to the regular meeting.

Recommended Action: That the Board of Park Commissioners approves Ordinance No. 2023-04 - 2023 Tax Levy Ordinance.

C. Resolution No. 2023-03 - Approving Articles of Agreement for the South West Special Recreation Association (SWSRA)

The resolution along with the SWSRA Articles of Agreement (revised) which reflects an increase in the member contribution rate from .02 to .0225 was presented. This rate has never been increased in the history of SWSRA and has been long overdue as SWSRA has struggled over the years in maintaining a balanced budget. The decision to raise the rate with it being reviewed annually was a unanimous decision by the SWSRA Board of Directors.

Recommended Action: That the Board of Park Commissioners approves Resolution No. 2023-03 - Approving Articles of Agreement for the South West Special Recreation Association (SWSRA)

D. Board of Park Commissioners Meeting Schedule - 2024

The 2024 Meeting Schedule was presented.

Recommended Action: That the Board of Park Commissioners approves the 2024 Meeting Schedule as presented.

E. Administrative Policy and Procedures Manual

This manual was sent as a separate document to the Board and was available for viewing at the meeting. The manual serves as the “Bible” of the Park District, listing all the Park District policies and procedures that are/were approved by the Board.

Recommended Action: That the Board of Park Commissioners approves the Administrative Policy and Procedures Manual to serve as a reference of all policies and procedures approved by the Board.

F. Risk Management Manual

The manual was sent as a separate document to the Board and was available for viewing at the meeting. This is a valuable resource for staff for all aspects of safety training and information. This manual is updated every couple of years as new procedures warrant it. The complete manual includes a number of appendices that are also useful in the implementation of safety procedures.

Recommended Action: That the Board of Park Commissioners approves the Risk Management Manual.

G. Board of Park Commissioners Policy Manual

The manual was sent as a separate document to the Board and was available for viewing at the meeting.

The manual primarily serves as an orientation to the Park District 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. Each new or elected member of the Board will receive a manual and will be distributed information to include in the manual from time to time.

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.

H. Agency/Department Goals Review - FY 2022-23

A review/status of the goals for the FY 2022-23 (May 1, 2022-April 30, 2023) was presented to the Board. This is an annual part of the Board Meeting for the purpose of update and discussion.

Recommended Action: No action recommended.

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

A. Master Plan Update Discussion

Discussion and updates were held on the following items:

1. PARC Grant Update
2. Peaks Park Project
3. Homerding Park - Improvements Project
4. Altman Park
5. Lucas-Berg Site
6. Veterans Memorial Park
7. Digital Sign

Recommended Action: No action recommended.

B. Capital Projects Update - FY 2023-24

Recommended Action: No action recommended.

C. IPRA Environmental Report Card

Superintendent of Parks Piszczek presented this topic. This is part of the parks and facilities section of the accreditation process but is good practice regardless of such.

Recommended Action: That the Board of Park Commissioners approves the IPRA Environmental Report Card and informs the Board periodically of any improvements or progress in the low scoring areas.

D. Ordinance No. 2023-05 - Surplus Property

Ordinance No. 2023-05, which lists property being requested to be declared surplus, was presented.

Recommended Action: That the Board of Park Commissioners approves Ordinance No. 2023-05 - Declaring Surplus Property to be sold, donated, or disposed of properly.

E. Parks Department Update

The Parks Department Report was included in the meeting information and presented by Superintendent of Parks Piszczek.

Recommended Action: No action recommended.

VI. RECREATION

A. Recreation Department Update

1. Recreation Program Statistics Report

The Recreation Department Report and the Summer 2023 Recreation Program Statistics 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 7:17 p.m.

Mike McElroy, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board