



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

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

November 16, 2023

6:00 p.m.

MINUTES

I. *CALL TO ORDER* - The meeting was called to order at 6:02 p.m. by President Mike McElroy.

II. *ROLL CALL*

Park Commissioners Present: Mike McElroy, Melissa Nagel, Donald Dambek, and Kari Lynn Fickes.

Park Commissioners Absent: Rebecca Roberts.

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

Visitors Present: None.

III. *VISITOR AND CITIZEN COMMENTS*

There were no visitors or citizens present.

IV. *ADMINISTRATION, FINANCE & LIABILITY*

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole - October 19, 2023

Regular Meeting - October 19, 2023

Special Meeting - November 2, 2023

The October disbursements totaling \$307,372.81; the income statement through September 30, 2023; P-card expenses of \$5,363.22; and payroll of \$56,927.50 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. 2023 Tax Levy

Director of Parks and Recreation O'Shaughnessy reported that normally in November, the Tax Levy Ordinance for the next fiscal year is presented. As it was just recently learned about the additional funds generated from the referendum approval, a Truth in Taxation hearing must be held. The public hearing will be held prior to the regular meeting in December for which the Tax Levy Ordinance will then be presented for consideration of Board approval. This does not delay the process or affect the budget timeline, as the ordinance does not require it to be filed until the last Tuesday in December.

In addition to the new capital funds, a decision was made to reinstitute the Police Fund, which was drawn down to a \$0 balance a few years back. The fund was not dissolved so it can now be levied each year. The maximum amount that can be levied is \$50,000, which will allow for the purchase of cameras, security lighting and safety personnel.

Recommended Action: No action recommended.

C. Succession Procedures Policy

Director of Parks and Recreation O'Shaughnessy presented the current and proposed Succession Procedures Policy. It has been outdated for a while with positions no longer applicable and the current status of Park District operations.

Recommended Action: That the Board of Park Commissioners approves the Succession Procedures Policy.

D. Village Ordinance - Establishing Liquor Licenses for Park District

A copy of the Village Ordinance approved this week establishing liquor licenses specifically for the Park District was presented. No action is required by the Board.

Recommended Action: No action recommended.

E. Credentials Certificate - IAPD Annual Meeting

Each year, the Board of Park Commissioners is to assign delegate(s) to the Annual Business Meeting of IAPD, held at the annual conference in January. Depending on attendance and availability for the conference, delegates (to include up to one main delegate and three alternates) can consist of Board Members, the Secretary, Director, or any paid employee.

Recommended Action: That the Board of Park Commissioners assign delegate(s) to the Annual Business Meeting of the IAPD, to be held on Saturday January 27, 2024, 3:30 p.m. at the IAPD/IPRA State Conference.

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. Homering 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

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2023-24.

Recommended Action: No action recommended.

C. Change Order #1 - Peaks Park Improvements

Change Order #1 for the Peaks Park Improvements was presented. The change order reflects the costs for additional seed and the formation of the berms. This was requested as a substitute for us to remove and dispose of all the soil from ballfield #3 (basketball court location) which would have cost the Park District more to do so. K&J did a great job with the berms, and they are nice features to have in the park. It can be noted that the change order is a credit as there were two deductions in the contract.

Recommended Action: That the Board of Park Commissioners approves Change Order #1 for the Peaks Park Improvements.

D. Parks Department Update

The Parks Department Report was included in the meeting information.

Recommended Action: No action recommended.

VI. RECREATION

A. Recreation Department Update

The Recreation Department 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 7:10 p.m.

Mike McElroy, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board