



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

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

**June 15, 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, Rebecca Roberts and Kari Lynn Fickes (arrived at 6:03pm).

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 - May 18, 2023

Public Hearing - May 18, 2023

Regular Meeting - May 18, 2023

The May disbursements totaling \$69,140.39; the income statement through May 31, 2023; P-card expenses of \$6,878.98; and payroll of \$53,501.14 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. Board of Commissioners By-Laws Revision - Chapter XIV - Board Personnel Policies

A revision to Chapter XIV - Board Personnel Policies was presented. The revision included the process for hiring a new Director. This was recommended as a follow-up to the conversation held last month. Director of Parks and Recreation O'Shaughnessy stated that in speaking with other Park Districts who have conducted similar actions of succession, it is recommended to have some language in place regarding.

**Recommended Action: That the Board of Park Commissioners revise the Board of Commissioners By-Laws to include the process for hiring a new Director.**

V. *FACILITY, PARKS & PLANNING*

A. Master Plan Update Discussion

1. PARC Grant Update

The grant was submitted by the deadline. The proposal was for improvements to the Terrace Centre to include ADA updates, security updates, gymnasium improvements, preschool room improvements and the installation of a green roof. Notifications are expected to occur 6 months to a year.

2. OSLAD Grant

The next round for OSLAD applications opens on July 3<sup>rd</sup>, with a deadline of August 31. An application will be made for improvements to Stahlak Park.

**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. Professional Services - PARC Grant Assistance

The professional services agreement with Design Perspectives for assistance with the PARC grant application was presented.

**Recommended Action: That the Board of Park Commissioners enter into a Professional Services Agreement with Design Perspectives, Inc. for assistance with the PARC grant application.**

D. Conceptual Design - Terrace Centre Renovation/Expansion - PARC Grant Assistance

The proposal for the conceptual design of the Terrace Centre renovation/expansion for the PARC grant application was presented.

**Recommended Action: That the Board of Park Commissioners accept the proposal from Wold Architects and Engineers of Palatine, IL for a conceptual design for the proposed renovation and expansion of the Terrace Centre.**

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

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**

A. ARPA Funds Project Request

A request was made to the Village Trustees for additional equipment at Penny Park. Funds in the amount of \$30,000 were approved and will be distributed upon commencement of the project. The project must be completed by 12/31/24.

**Recommended Action: No action recommended.**

**IX. ADJOURNMENT**

The Committee of the Whole Meeting adjourned at 7:23 p.m.

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Mike McElroy, President  
Board of Park Commissioners

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Kelly Pezdek  
Finance and Human Resources Manager  
Secretary to the Board