



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

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING
JANUARY 16, 2025
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, Donald Dambek, Rebecca Roberts, Kari Lynn Fickes, and Melissa Nagel.

Park Commissioners Absent: None.

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation/Acting Secretary; and Brian Piszczek, Superintendent of Parks.

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 Meeting - December 19, 2024

Regular Meeting - December 19, 2024

Special Meeting - January 9, 2025

The November disbursements totaling \$94,048.61; the income statement through December 31, 2025; P-card expenses of \$9,781.16 for November 2024; and payroll of \$55,785.05 for the periods ending December 26, and January 9 were reviewed by the Board.

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. Park District Mission Statement

The final draft of the Park District Mission Statement was reviewed by the Board. The Mission Statement had been reviewed and approved with input and consensus of the Board. The Board was appreciative of Commissioner Fickes for her work with the Board and staff in developing the Mission Statement. Following adoption of the Mission Statement, it will then be transitioned to Park District operations.

Recommended Action: That the Board of Park Commissioners approves the Mission Statement for the Park District.

C. Park District Vision and Core Values

The final draft of the Park District Vision and Core Values was reviewed by the Board. Following adoption of the Vision and Core Values, it will then be transitioned to Park District operations.

Recommended Action: That the Board of Park Commissioners approves the Vision and Core Values for the Park District.

V. FACILITY, PARKS & PLANNING

A. Master Plan Update Discussion

Discussion included the following:

1. Altman Park
2. Veterans Memorial Park
3. Homerding Park
4. Stahlak Park

Recommended Action: No action recommended.

B. Capital Projects Update - FY 2024-25

Director of Parks and Recreation O'Shaughnessy presented an update on the Capital Projects for FY 2024-25.

Recommended Action: No action recommended

C. Review/Consideration of Bids - Homerding Park Improvements - OSLAD Grant Project

1. Bid Package 1A - Site Work Construction
2. Bid Package 1B - Asphalt Paving

The results from the January 15 bid opening were distributed to the Board. The results were as follows:

1A - Site Work Construction

D&J Landscape	\$404,349.01
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George's Landscape	\$414,848.00
Great Lakes Landscape	\$455,494.00
Hacienda Landscaping	\$446,335.00
Innovation Landscape	\$357,233.97
Landworks	\$504,302.00
Schwartz Construction Group	\$421,288.54

1B - Asphalt Paving Construction

Accu-Paving	\$81,590.00
J&R 1 st in Asphalt	\$77,210.00
Matthew Paving	\$73,300.00
McGill Construction	\$100,798.00
M&J Asphalt Paving	\$114,795.00
Troch-McNeil Paving	\$87,926.00
Schroeder Asphalt Services	\$109,745.00

Recommended Action: That the Board of Park Commissioners awards Bid Package 1A - Site Work Construction for the Homerding Park improvements to Innovation Landscape, Inc. of Plainfield, IL, at a cost of \$357,233.97.

Recommended Action: That the Board of Park Commissioners awards Bid Package 1B - Asphalt Paving Construction for the Homerding Park improvements to Matthew Paving, Inc. of Oak Lawn, IL, at a cost of \$73,300.00.

D. Fencing Proposal - Homerding Park Improvements - OSLAD Grant Project

The fencing proposal for the Homerding Park improvements was reviewed by the Board.

Recommended Action: That the Board of Park Commissioners awards the Fencing for the Homerding Park improvements to Peerless Fence of St. Charles, IL, at a cost of \$27,000.

E. Parks Department Update

1. Terrace Centre Roof Final Inspection Report

The Parks Department Report was included in the meeting information. The final inspection report for the Terrace Centre roof project was also presented.

Recommended Action: No action recommended.

VI. *RECREATION*

A. Recreation Department Update

1. Fall 2024 Survey Results

The Recreation Report was included in the meeting information in addition to the Fall 2024 Survey Results.

Recommended Action: No action recommended.

VII. UNFINISHED BUSINESS

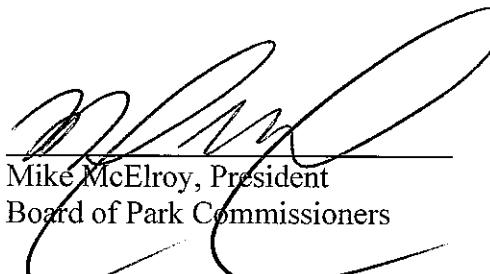
There was no Unfinished Business.

VIII. NEW BUSINESS

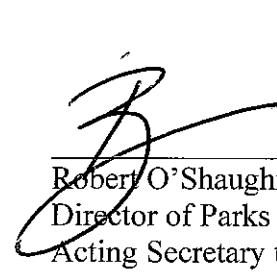
Discussion was held about the agenda item listed on the January 21, 2025, Village of Worth Trustee meeting regarding the Altman Park parking lot. Director of Parks and Recreation O'Shaughnessy will attend this meeting.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 6:51 p.m.



Mike McElroy, President
Board of Park Commissioners



Robert O'Shaughnessy
Director of Parks and Recreation
Acting Secretary to the Board



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

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING
FEBRUARY 20, 2025
6:00 p.m.**

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:01 p.m. by President Mike McElroy.

II. ROLL CALL

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

Park Commissioners Absent: None.

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

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 Meeting - January 16, 2025
Regular Meeting - January 16, 2025

The December disbursements totaling \$49,011.71; the income statement through January 31, 2025; P-card expenses of \$10,059.08 for December 2024; and payroll of \$62,990.84 for the periods ending January 23, and February 6 were reviewed by the Board.

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. Agency/Department Goals- FY 2025-26

A compilation of goals devised by staff for the next FY 2025-26 were reviewed. The Park District should have a set of comprehensive agency goals which reflect the relationship with the mission statement and provide an overall direction it should be pursuing.

The goals were presented by departments with long-term (2-5 years) and short-term (1 year) along with agency goals.

As part of the budget process, the Park Board is to review the goals and offer any input to staff regarding. The goals for the present fiscal year will be evaluated at the conclusion of the fiscal year.

Recommended Action: That the Board of Park Commissioners approves the Agency and Department Goals (long-term and short-term) as part of the budget process for FY 2025-26.

C. Full-Time Employee Pay Rates- FY 2025-26

The proposed salary and pay rates for full-time employees for FY 2025-26 were presented.

Recommended Action: That the Board of Park Commissioners approves the Full-Time Employee Salary and Pay Rates for FY 2025-26.

D. Part-Time Employee Pay Rates - FY 2025-26

The proposed pay rates for part-time employees for FY 2025-26 were presented.

Recommended Action: That the Board of Park Commissioners approves the Part-Time Employee Pay Rates for FY 2025-26.

V. *FACILITY, PARKS & PLANNING*

A. Master Plan Update Discussion

Discussion included the following:

1. Altman Park
2. Veterans Memorial Park
3. Homerding Park
4. Stahlak Park

Recommended Action: No action recommended.

B. Capital Projects Update - FY 2024-25

Director of Parks and Recreation O'Shaughnessy presented an update on the Capital Projects for FY 2024-25.

Recommended Action: No action recommended

C. Ballfield Renovations - Peaks Park

Three (3) quotes were received for the renovation of the Peaks Park ballfields and presented. This project is planned for FY 2025-26. The quotes included:

Recommended Action: That the Board of Park Commissioners approves the proposal from Sportsfields of Alsip, IL for the renovation of the Peaks Park ballfields (2) at a cost not to exceed \$27,200.00.

D. Discussion on Altman Park Parking Lot Transition

Recommended Action: No action recommended

E. Discussion on Naming Park

Recommended Action: No action recommended

F. Parks Department Update

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

VI. RECREATION

A. Recreation Department Update

1. Recreation Program Statistics Report - Fall 2024

The Recreation Report was included in the meeting information and presented by Superintendent of Recreation Analitis. In addition, the Fall 2024 Recreation Program Statistics Report was presented.

VII. UNFINISHED BUSINESS

There was no Unfinished Business.

VIII. NEW BUSINESS

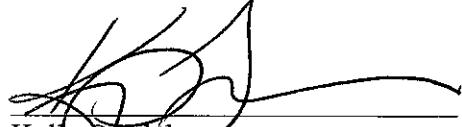
There was no New Business

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:37 p.m.



Mike McElroy, President
Board of Park Commissioners



Kelly Rezdek
Finance and Human Resources Manager
Secretary to the Board



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

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING
MARCH 20, 2025
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, Donald Dambek, Rebecca Roberts, Kari Lynn Fickes, and Melissa Nagel.

Park Commissioners Absent: None.

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Brian Piszczek, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager/Board Secretary.

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 Meeting - February 20, 2025
Regular Meeting - February 20, 2025

The February disbursements totaling \$50,059.59; the income statement through February 28, 2025; P-card expenses of \$7,283.34 for January 2025; and payroll of \$67,419.33 for the periods ending February 20, and March 6 were reviewed by the Board.

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.

V. FACILITY, PARKS & PLANNING

A. Master Plan Update Discussion

Discussion included the following:

1. Altman Park
2. Veterans Memorial Park
3. Homerding Park
4. Stahlak Park

Recommended Action: No action recommended.

B. Capital Projects Update - FY 2024-25

Director of Parks and Recreation O'Shaughnessy presented an update on the Capital Projects for FY 2024-25.

Recommended Action: No action recommended.

C. Discussion on Altman Park Parking Lot Transition

Discussion was held on this topic. It was recommended that discussion continue with the Village liaisons at the next meeting on April 17.

Recommended Action: No action recommended

D. Discussion on Stahlak Park Project

It was communicated to the Board that the OSLAD grant for Stahlak was reimbursable meaning that one-half of the grant funds would be distributed and the remaining balance to be reimbursed. As a result, the letting of the project bids would be delayed so that a line of credit could be established to assist with the project.

Recommended Action: No action recommended

E. Professional Design Services Contract - Stahlak Park

The proposed contract for design and development services for Stahlak Park was presented. These costs are included in the grant award.

Recommended Action: That the Board of Park Commissioners enter into a design and development services contract with Design Perspectives, Inc. for the Stahlak Park improvements project.

F. Parks Department Update

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

VI. RECREATION

A. Terrace Centre Rental Rates - FY 2025-26

The proposed rates for the Terrace Centre, effective May 1, 2025, were presented.

Recommended Action: That the Board of Park Commissioners approves the Terrace Centre Rental Rates for FY 2025-26.

B. Field Reservation Rates - FY 2025-26

The proposed rates for field reservations, effective May 1, 2025, were presented.

Recommended Action: That the Board of Park Commissioners approves the Field Reservation Rates for FY 2025-26.

C. Shelter Reservation Rates - FY 2025-26

The proposed for shelter reservations, effective May 1, 2025, were presented.

Recommended Action: That the Board of Park Commissioners approves the Shelter Reservation Rates for FY 2025-26.

D. Recreation Department Update

The Recreation Report was included in the meeting information.

VII. UNFINISHED BUSINESS

There was no Unfinished Business.

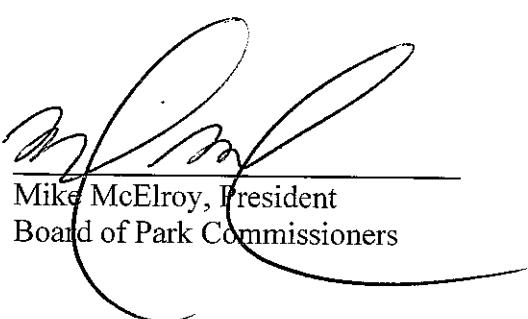
VIII. NEW BUSINESS

A. IAPD/IPRA Conference Session - Board Development Program (Commissioner Roberts)

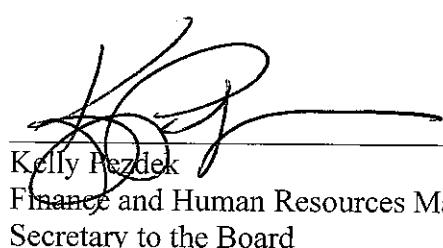
Commissioner Roberts presented that she is working with the IAPD in possibly hosting a session at the conference on the Board Development Program. She was gauging interest from some of the Board in being on the presentation panel to speak on the benefits of the program.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:26 p.m.



Mike McElroy, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING
APRIL 17, 2025
6:00 p.m.**

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:01 p.m. by President Mike McElroy.

II. ROLL CALL

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

Park Commissioners Absent: None.

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Stephanie Analitis, Superintendent of Recreation; Daniel Rego, Youth Coordinator; and Kelly Pezdek, Finance and Human Resources Manager/Board Secretary.

Visitors Present: None

III. VISITOR AND CITIZEN COMMENTS

Daniel Rego, the new Youth Coordinator, was introduced to and welcomed by the Board.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - March 20, 2025
Regular Meeting - March 20, 2025

The March disbursements totaling \$55,972.32; the income statement through March 31, 2025; P-card expenses of \$17,769.18 for February 2025; and payroll of \$67,233.08 for the periods ending March 20, and April 3 were reviewed by the Board.

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

Director of Parks and Recreation O'Shaughnessy presented the job descriptions for the following positions:

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

Part-time: Preschool Coordinator; Preschool Aide; Before & After School Counselor; Day Camp Counselor; Summer Camp Team Leader; Facility Attendant; Bus Driver; League Supervisor; Program Instructor; Special Event Staff; Parks Maintainer II, Seasonal Parks Maintainer and Park Community Supervisor.

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. Capital Projects - 3-Year Plan - FY 2025-26 through FY 2027-28

Director of Parks and Recreation O'Shaughnessy presented the Capital Projects 3-Year Plan which was included in the meeting information. Development and equipment items were detailed, which totaled approximately 2.5 million total for the three years.

Recommended Action: That the Board of Park Commissioners approves the Capital Projects 3 Year Plan for FY 2025-26 through FY 2027-28.

D. Operations Budget - Tentative - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented the tentative operations budget for FY 2025-26 which was included in the meeting information. The budget was presented as a zero-balance budget, which is the goal each year. All staff contributed to the budget's formation totaling \$2,505,775, a .2% increase from the previous FY.

Recommended Action: That the Board of Park Commissioners approves the Operations Budget - Tentative - FY 2025-26.

V. FACILITY, PARKS & PLANNING

A. Master Plan Update Discussion

Discussion included the following:

1. Altman Park

2. Veterans Memorial Park
3. Homerding Park
4. Stahlak Park

Recommended Action: No action recommended.

B. Capital Projects Update - FY 2024-25

Director of Parks and Recreation O'Shaughnessy presented an update on the Capital Projects for FY 2024-25. This was the final update for the fiscal year, noting that all major proposed projects were completed.

Recommended Action: No action recommended.

C. Discussion on Altman Park Parking Lot Transition

Recommended Action: No action recommended.

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 Report was included in the meeting information and presented by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VII. *UNFINISHED BUSINESS*

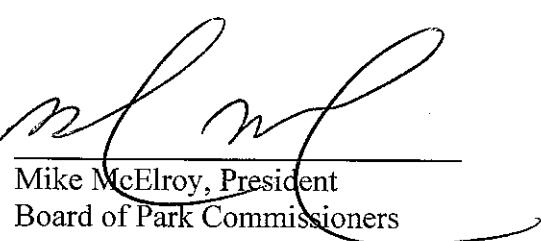
There was no Unfinished Business.

VIII. *NEW BUSINESS*

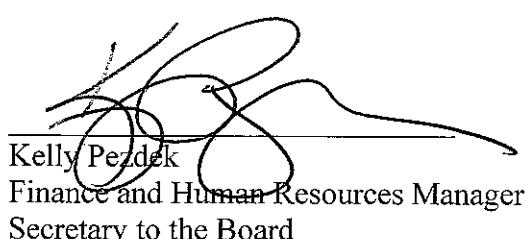
There was no New Business.

IX. *ADJOURNMENT*

The Committee of the Whole Meeting adjourned at 7:25 p.m.



Mike McElroy, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

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

**May 15, 2025
6:00 p.m.**

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:27 p.m. by President Mike McElroy.

II. ROLL CALL

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

Park Commissioners Absent: None.

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Brian Piszczek, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager/Board Secretary.

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 Meeting - April 17, 2025
Regular Meeting - April 17, 2025

The April disbursements totaling \$194,157.49; the income statement through April 30, 2025; P-card expenses of \$7,503.21 for March 2025; and payroll of \$66,701.34 for April 17, and May 1 were reviewed by the Board.

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. Operations Budget - Final - FY 2025-26

The Operations Budget for FY 2025-26 was presented in its final form by Director of Parks and Recreation O'Shaughnessy. Following the tentative budget presentation last month, 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 being balanced budgets. The overall budget increase is 8% from the previous year.

The Operations Budget is only a guide and is dependent on the success of programs and services throughout the year.

Recommended Action: That the Board of Park Commissioners adopts the Operations Budget - Final - FY 2025-26 in its final form.

C. Ordinance No. 2025-01 - 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 notice was published in The Reporter on May 8.

Recommended Action: That the Board of Park Commissioners adopt Ordinance 2025- 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.

D. Ordinance No. 2025-02 - Surplus Property

Ordinance No. 2025-02, which lists property being requested to be declared surplus was presented.

Recommended Action: That the Board of Park Commissioners approves Ordinance No. 2025-02 - Declaring Surplus Property to be sold, donated, or disposed of properly.

V. *FACILITY, PARKS & PLANNING*

A. Master Plan Update Discussion

Discussion included the following:

1. Homerding Park - Improvements Project
2. Altman Park
3. Lucas-Berg Site
4. Veterans Memorial Park

Recommended Action: No action recommended.

B. Change Order #1 - Terrace Centre Roof Replacement

Change Order #1 for the Terrace Centre roof was presented. The change order consisted of two items:

Item 1: - Replacement of 100 lineal feet of wood fascia board. After the demolition work it was found to be rotten. The location was the northwest side. Cost - \$900
Item 2: - Raising the parapet wall height in one spot, and metal coping and flashing modifications. After the demolition work, it was found to be necessary based on the existing framing condition and heights. The location was behind the sloped metal roof at the entry. Cost - \$5,302.62.

Total - \$6,202.62

Because the change order did not follow the protocol of being presented to the Board in a timely fashion, the amount was reduced to \$4,000.

Recommended Action: That the Board of Park Commissioners approves Change Order #1 for the Terrace Centre Roof Replacement.

C. Capital Projects Update - FY 2025-26

Recommended Action: No action recommended.

D. 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 Director of Parks and Recreation O'Shaughnessy.

Recommended Action: No action recommended.

VII. UNFINISHED BUSINESS

A. Discussion of Altman Park Parking Lot

Final discussion was held on this matter by the Board.

Recommended Action: No action recommended.

VIII. NEW BUSINESS

A. Elections

1. President
2. Vice President
3. Treasurer
4. Alternate Treasurer

Recommended Action: Following discussion, it was the consensus of the Board to present the slate of officers for the FY 2025-26 as follows:

Don Dambek	President
Rebecca Roberts	Vice-President
Kari Lynn Fickes	Treasurer
Melissa Nagel	Alternate Treasurer

B. Appointments

1. Director of Parks and Recreation

Recommended Action: That the Board of Park Commissioners appoint 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 Kari Lynn Fickes, 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 8:20 p.m.



Mike McElroy, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

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

June 19, 2025

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:06 p.m. by President Donald Dambek.

II. ROLL CALL

Park Commissioners Present: Donald Dambek, Rebecca Roberts, Kari Lynn Fickes, and Melissa Nagel.

Park Commissioners Absent: Mike McElroy (excused).

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

Visitors Present: Tod Stanton, Design Perspectives, Naperville, IL; Maurice and Tom Corcoran, Apex Mechanical and Electrical, Evergreen Park, IL.

III. VISITOR AND CITIZEN COMMENTS

Tod Stanton of Design Perspectives presented the Master Plan Design for Altman Park.

Maurice and Tom Corcoran of Apex Mechanical and Electrical presented a proposal for the lighting of the flame at the Veterans Memorial Park.

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - May 15, 2025

Public Hearing - May 15, 2025

Regular Meeting - May 15, 2025

The May disbursements totaling \$464,851.25; the income statement through May 31,

2025; P-card expenses of \$4,652.18 for April 2025; and payroll of \$102,392.04 for the periods ending May 15, 2025, May 29, 2025, June 12, 2025, were reviewed by the Board.

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.

V. ADMINISTRATION, FINANCE & LIABILITY

No discussion items.

VI. FACILITY, PARKS & PLANNING

A. Altman Park Master Plan - Design Perspectives, Inc.

Tod Stanton of Design Perspectives presented the Master Plan Design for Altman Park.

Recommended Action: No action recommended

B. Veterans Memorial Park - Lighting of Eternal Flame Proposal

Maurice and Tom Corcoran of Apex Mechanical and Electrical presented a proposal for the lighting of the flame at the Veterans Memorial Park.

Recommended Action: No action recommended

C. Master Plan Update Discussion

1. Homerding Park - Improvements Project
2. Altman Park
3. Stahlak Park
3. Lucas-Berg Site
4. Veterans Memorial Park

D. Capital Projects Update - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2025-26.

Recommended Action: No action recommended

E. Parks Department Update

The Parks Department Report was included in the meeting information and presented by Director of Parks and Recreation O'Shaughnessy.

Recommended Action: No action recommended.

VII. RECREATION

A. Intergovernmental Agreement between the City of Palos Heights and Worth Park

District for the Development and Implementation of Recreational Programming and Activities

Director of Parks and Recreation O'Shaughnessy presented the intergovernmental agreement with the Palos Heights Park & Recreation Department. The purpose of the IGA is to reflect cooperation in enhancing recreational opportunities.

Recommended Action: That the Board of Park Commissioners enters into an Intergovernmental Agreement with the City of Palos Heights for the development and implementation of recreational programming and activities.

B. Recreation Department Update

The Recreation Report was included in the meeting information and presented by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VIII. UNFINISHED BUSINESS

There was no Unfinished Business.

IX. NEW BUSINESS

There was no New Business.

X. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:40 p.m.



Donald Dambek, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

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

**July 17, 2025
6:00 p.m.**

MINUTES

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

II. ROLL CALL

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

Park Commissioners Absent: None

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

Visitors Present: Maurice & Tom Corcoran, Apex Mechanical, Evergreen Park, IL

III. VISITOR AND CITIZEN COMMENTS

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - June 19, 2025

Regular Meeting - June 19, 2025

June disbursements totaling \$276,010.41; the income statement June 30, 2025; P-card expenses of \$5,619.68 for May 2025; and payroll of \$80,981.73 for the periods ending June 26, 2025 & July 10, 2025, were reviewed by the Board.

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.

V. ADMINISTRATION, FINANCE & LIABILITY

No discussion items.

VI. FACILITY, PARKS & PLANNING

A. Veterans Memorial Park - Apex Electrical - Lighting of Eternal Flame Proposal

A presentation was given by Maurice and Tom Corcoran from Apex Mechanical in regard to the eternal flame lighting at Veterans Memorial Park.

No Action Recommended.

B. Professional Design Services Contract for Design Services and OSLAD Grant Assistance - Gale Moore Park - Design Perspectives, Inc.

The contract/agreement for services by Design Perspectives for the Gale Moore Park design and OSLAD Grant Assistance was presented.

Recommended Action: That the Board of Park Commissioners enter into a design and grant assistance contract with Design Perspectives, Inc. for the Gale Moore Park improvements project.

C. Capital Projects Update - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2025-26.

Recommended Action: No action recommended.

D. 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.

VII. RECREATION

A. Discussion on Possible Joint Event with Palos Heights - July 3rd

Director of Parks and Recreation O'Shaughnessy reported that as a result of the recent IGA with Palos Heights, there may be some interest in joining forces in offering a joint special event in the future. An invitation was extended for Board and staff to attend the Palos Heights Parks and Recreation Committee Meeting on September 9 to meet and discuss where interest lies.

Recommended Action: No more than 2 Board members to attend the 9/9 meeting.

B. Recreation Department Update

1. Recreation Program Statistics Report - Winter/Spring 2024-25

The Recreation Report was included in the meeting information and presented by Superintendent of Recreation Analitis. The Recreation Program Statistics Report from Winter/Spring 2024-25 was also presented.

Recommended Action: No action recommended.

VIII. UNFINISHED BUSINESS

There was no Unfinished Business.

IX. NEW BUSINESS

There was no New Business.

X. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:18 p.m.



Donald Dambek, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

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

**August 21, 2025
6:00 p.m.**

MINUTES

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

II. ROLL CALL

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

Park Commissioners Absent: None

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

Visitors Present: None

III. VISITOR AND CITIZEN COMMENTS

There were no visitors or citizens present.

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - July 17, 2025

Regular Meeting - July 17, 2025

July disbursements totaling \$49,505.61; the income statement July 31, 2025; P-card expenses of \$8,147.15 for June 2025; and payroll of \$79,878.09 for the periods ending July 24, 2025, and August 7, 2025, were reviewed by the Board.

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.

V. ADMINISTRATION, FINANCE & LIABILITY

A. Resolution No. 2025-03 - Purchasing Guidelines and Procedures Policy

The revised Purchasing Guidelines and Procedures Policy was presented. The revision was generated as a result of the recently signed Public Act 104-0114, which amends the Park District Code to establish separate competitive bidding thresholds for work and supplies and materials. As is noted in the revision:

- the bidding threshold for work remains unchanged at \$30,000.
- the bidding threshold for supplies and materials increases to \$60,000.

Recommended Action: That the Board of Park Commissioners amends and approves the Purchasing Guidelines and Procedures Policy by Resolution No. 2025-03, in response to the enactment of Public Act 104-1104, effective August 1, 2025.

B. General Use Regulations

The document in full is to be reviewed and approved periodically by the Board. There are no amendments being proposed, the document was updated to include the current status and rules on parking, large group gatherings, and motorized vehicles. Due to several updates needed, the item was requested to be tabled until September.

Recommended Action: No Action Recommended

VI. FACILITY, PARKS & PLANNING

A. Capital Projects Update - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2025-26.

Recommended Action: No action recommended.

B. 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.

VII. RECREATION

A. Recreation Department Update

The Recreation Report was included in the meeting information and presented by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VIII. UNFINISHED BUSINESS

Commissioner Roberts presented an update of the Board Development Program. The

entire Board is on track to meet the Master Board Member level by the end of the year.

Commissioner Robers also reported that she will be doing two Distinguished Accreditation reviews this Fall.

IX. NEW BUSINESS

There was no New Business.

X. ADJOURNMENT

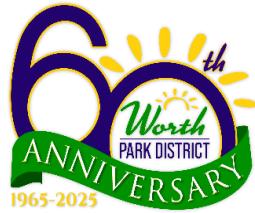
The Committee of the Whole Meeting adjourned at 6:45 p.m.



Donald Dambek, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



Charles M. Christensen Terrace Centre - 11500 S Beloit Ave. - Worth, IL - Room 105

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

September 11, 2025

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:25 p.m. by President Donald Dambek.

II. ROLL CALL

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

Park Commissioners Absent: None

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

Visitors Present: None

III. VISITOR AND CITIZEN COMMENTS

Commissioner McElroy asked for a moment of silence in remembrance of September 11th.

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - August 21, 2025

Regular Meeting - August 21, 2025

Special Meeting - August 21, 2025

August disbursements totaling \$113,014.64; the income statement August 31, 2025; P-card expenses of \$8,486.74 for July 2025; and payroll of \$71,928.60 for the periods ending August 21, 2025, and September 4, 2025, were reviewed by the Board.

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.

V. ADMINISTRATION, FINANCE & LIABILITY

A. Marquee Signs and Community Event Posting Policy

The revised Marquee Signs and Community Event Posting Policy was presented. This policy is being revised to include the addition of the LED sign and the removal of the letter board at the Goy Building.

Recommended Action: That the Board of Park Commissioners amends and approves the Marquee Signs and Community Event Posting Policy

B. Park District Use Regulations and Guidelines

The Park District Use Regulations and Guidelines (formerly the General Use Regulations) was presented. The document in full is to be reviewed and approved periodically by the Board. The updates included language amendments for motorized vehicles and a stricter fine schedule.

Recommended Action: That the Board of Park Commissioners approves the Park District Use Regulations and Guidelines.

C. Worth Park District Organizational Chart

The revised Park District Organizational Chart, updated with the new positions approved for this fiscal year was presented. This is an annual review and action by the Board in September if changes are made.

Recommended Action: That the Board of Park Commissioners approves the Organizational Chart for the Park District.

VI. FACILITY, PARKS & PLANNING

A. Capital Projects Update - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2025-26.

Recommended Action: No action recommended.

B. Parks Department Update

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

Recommended Action: No action recommended.

VII. RECREATION

A. Recreation Department Update

The Recreation Report was included in the meeting information and presented by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

There was no New Business.

X. ADJOURNMENT

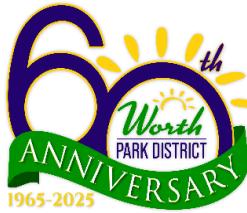
The Committee of the Whole Meeting adjourned at 7:03 p.m.



Donald Dambek, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

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

**October 16, 2025
6:00 p.m.**

MINUTES

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

II. ROLL CALL

Park Commissioners Present: Donald Dambek, Rebecca Roberts, Kari Lynn Fickes, and Melissa Nagel.

Park Commissioners Absent: Mike McElroy (excused).

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

Visitors Present: None

III. VISITOR AND CITIZEN COMMENTS

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

Review of Minutes and Financial Reports

The following minutes were reviewed:

Special Meeting Minutes - September 11, 2025

Committee of the Whole Meeting - September 11, 2025

Regular Meeting - September 11, 2025

The September disbursements totaling \$37,160.36; the income statement September 30, 2025; P-card expenses of \$8,358.25 for August 2025; and payroll of \$68,165.33 for the periods ending September 18, 2025 & October 2, 2025, were reviewed by the Board.

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.

V. ADMINISTRATION, FINANCE & LIABILITY

A. Park District Audit - FY 2024-25

The annual audit for the Park District, completed by Illinois NFP Audit & Tax, LLP, was presented. Hard copies were distributed to the Board. The audit is an extensive document and details the status of each fund.

Recommended Action: That the Board of Park Commissioners approves placing on file the Annual Audit for the Park District, reflecting financial operations during the fiscal year May 1, 2024 - April 30, 2025.

B. Annual Treasurer's Report/Statement of Receipts and Disbursements - FY 2024-25

The Annual Treasurer's Report and Annual Statement of Receipts and Disbursements were presented. This document reflects the audited amounts of the fund balances as of April 30, 2025, and the revenues and expenses during FY 2024-25. It is required of the Park District to file this report before the end of the year.

Recommended Action: That the Board of Park Commissioners approves the Annual Treasurer's Report/Annual Statement of Receipts and Disbursements - FY 2024-25 and directs the report to be filed accordingly with the Clerk of Cook County.

C. Discussion/Consideration Regarding Receiving Quotes

Director of Parks and Recreation O'Shaughnessy reported that in 2025 vendors bid or proposals for projects have been difficult to obtain. As a result, the projects are either put on hold, or they do not get accomplished in a timely manner.

The current policy requires three quotations for products and services. Due to these circumstances, it was requested of the Board to waive the three-vendor requirement as per the recommended action to follow:

Recommended Action: That the Board of Park Commissioners approves for a period not to exceed one year the option to waive the three-vendor quote requirement for purchases or projects below the competitive bid threshold under the following criteria:

1. All efforts have been exhausted in obtaining three quotes.
2. History of the vendor working with the Park District or references from other agencies.
3. Researching the quotes to verify they are within industry cost levels
4. Director must approve reducing the vendors below three before bringing them to the Board for consideration.

VI. *FACILITY, PARKS & PLANNING*

A. Capital Projects Update - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2025-26.

Recommended Action: No action recommended.

B. Fence Installation - Homerding Park Sled Hill

Proposals were sought for the installation of fencing at Homerding Park Sled Hill. This is an added amenity approved by the IDNR which can be applied to the OSLAD grant surplus. The proposals were included in the Facility, Parks & Planning section.

Recommended Action: That the Board of Park Commissioners approves the proposal from Cook County Fence Company of Bridgeview, IL for the installation of fencing for the Homerding Park Sled Hill at a cost of \$13,500.00.

C. Meeting with Representatives of MWRD - Altman Park

In speaking with the real estate attorneys from the MWRD, they are very interested in meeting with us to learn more about the future plans for Altman Park. They are very pleased that we have stayed in touch with them as most of their leaseholders do not. I was thinking of setting up a special meeting with the Board for this purpose. It is planned to have some of the MWRD board members attend as well.

Recommended Action: To schedule a Special Meeting with the MWRD to talk about Altman Park.

D. 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.

VII. RECREATION

A. Recreation Department Update

The Recreation Report was included in the meeting information and presented by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VIII. UNFINISHED BUSINESS

There was no Unfinished Business.

IX. NEW BUSINESS

There was no New Business.

X. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:16 p.m.



Donald Dambek, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

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

November 20, 2025

6:00 p.m.

MINUTES

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

II. ROLL CALL

Park Commissioners Present: Donald Dambek, Rebecca Roberts, and Melissa Nagel.

Park Commissioners Absent: Kari Lynn Fickes (excused) and Mike McElroy (excused).

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

Visitors Present: None

III. VISITOR AND CITIZEN COMMENTS

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - October 16, 2025

Regular Meeting - October 16, 2025

Special Meeting Minutes - October 30, 2025

The October disbursements totaling \$90,081.20; the income statement through October 31, 2025; P-card expenses of \$10,151.36 for September 2025; and payroll of \$110,540.78 for the period ending October 16, 2025, October 30, 2025, and November 13, 2025, were reviewed by the Board.

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.

V. ADMINISTRATION, FINANCE & LIABILITY

A. Park District Code of Ethics

The Park District Code of Ethics was presented. No changes were made or recommended for the Code which is presented annually. The document was reviewed by the Park District attorney.

Recommended Action: That the Board of Park Commissioners approves the Park District Code of Ethics.

B. FY 2026-27 Operations Budget Timeline

The timeline for the budget process and development for FY 2026-27 was presented.

Recommended Action: That the Board of Park Commissioners approves the Timeline for Operations Budget - FY 2026-27.

C. Ordinance No. 2025-04 - 2025 Tax Levy Ordinance

The Tax Levy Ordinance and accompanying information was presented by Director of Parks and Recreation O'Shaughnessy. The levy proposed is below the amount (4.99% of last year's levy) that would require a Truth in Taxation Hearing. This year's proposed levy increase is approximately 4%.

Recommended Action: That the Board of Park Commissioners approves Ordinance No. 2025-04 - 2025 Tax Levy Ordinance.

D. Agency/Department Goals Review - FY 2024-25

A review/status of the goals for FY 2024-25 was presented. This is an annual part of the Board Meeting each year for the purpose of updating and discussion. It was suggested that a more concise and shortened presentation be made for the next fiscal year. It was also recommended for the Board to have greater input with the "Agency" goals.

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 31, 2026, 3:30 p.m. at the IAPD/IPRA State Conference.

VI. FACILITY, PARKS & PLANNING

A. Capital Projects Update - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2025-26.

Recommended Action: No action recommended.

B. Parks Department Update

The Parks Department Report was included in the meeting information.

Recommended Action: No action recommended.

VII. RECREATION

A. Recreation Department Update

1. Recreation Program Statistics Report - Summer 2025

The Recreation Report was included in the meeting information and presented along with the Recreation Program Statistics Report by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VIII. UNFINISHED BUSINESS

There was no Unfinished Business.

IX. NEW BUSINESS

There was no New Business.

X. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 6:53 p.m.



Donald Dambek, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board



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

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

December 18, 2025

6:00 p.m.

MINUTES

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

II. ROLL CALL

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

Park Commissioners Absent: None

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

Visitors Present: None

III. VISITOR AND CITIZEN COMMENTS

IV. ADMINISTRATIVE MATTERS/CONSENT AGENDA

Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole Meeting - November 20, 2025
Regular Meeting - November 20, 2025

The November disbursements totaling \$63,473.10; the income statement through November 30, 2025; P-card expenses of \$12,327.36 for October 2025; and payroll of \$67,057.70 for the periods ending November 28, 2025, and December 11, 2025, were reviewed by the Board.

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.

V. ADMINISTRATION, FINANCE & LIABILITY

A. Personnel Practices Manual

The Personnel Practices Manual was sent as a separate document to the Board and was presented. The manual is presented for approval every two to three years to account for any changes, notably changes in state law.

Recommended Action: That the Board of Park Commissioners approves the Personnel Practices Manual for Park District employees (full and part-time).

B. Administrative Policies and Procedures Manual

This manual was sent as a separate document to the Board and was presented. The manual lists all the Park District policies and procedures that are/were approved by the Board. The manual is distributed to the Board and all employees and will be posted on the Park District website for public review and access.

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

C. Board of Park Commissioners Meeting Schedule - 2026

The 2026 Meeting Schedule was presented. The March meetings were noted to be held on the 4th Thursday rather than the 3rd. This is the only month affected in the schedule.

Recommended Action: That the Board of Park Commissioners approves the 2026 Meeting Schedule as presented.

VI. FACILITY, PARKS & PLANNING

A. Capital Projects Update - FY 2025-26

Director of Parks and Recreation O'Shaughnessy presented an update on the capital projects for FY 2025-26.

Recommended Action: No action recommended.

B. IPRA Environmental Report Card

Superintendent of Parks Piszczek presented this topic. This is a follow up to the last presentation in December of 2023. The improvements from 2023 were highlighted.

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

C. Parks Department Update

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

Recommended Action: No action recommended.

VII. RECREATION

A. Policy/Procedure for Program and Facility Cancellation Due to Hazardous Weather or Power Loss

Director of Parks and Recreation O'Shaughnessy presented the policy which has not been updated in several years. The policy was updated to use the word hazardous versus inclement and it now includes procedures for power loss. It was recommended that the policy include language pertaining to school closures.

Recommended Action: That the Board of Park Commissioners approves the Policy/Procedure for Program and Facility Cancellation Due to Hazardous Weather or Power Loss to include language pertaining to school closures.

B. 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.

VIII. UNFINISHED BUSINESS

There was no Unfinished Business.

IX. NEW BUSINESS

There was no New Business.

X. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 6:52 p.m.



Donald Dambek, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board