



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

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

June 19, 2019

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:09 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; and Kelly Pezdek, Finance and Human Resources Manager and Board Secretary.

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

Visitors Present: None.

III. VISITOR AND CITIZEN COMMENTS

There were no visitors or citizens present.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Financial Reports

The May disbursements totaling \$31,433.49 were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of 435,850.97 as of June 17, 2019.

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. Intergovernmental Agreement - Exchange of Services

Director of Parks and Recreation O'Shaughnessy reported that a copy (or draft) of the IGA has not been received by the Village, nor is it a discussion item for their meeting on June 18. It was requested to have the agreement or any kind of communication prior to the June Park Board meeting.

Recommended Action: No Action Recommended.

C. Meeting Agenda Format

Director of Parks and Recreation O'Shaughnessy reported that it was learned after attending the IAPD Boot Camp, that Visitor or Citizen Comments should be an agenda item for "all" meetings - whether it be a Special Meeting, Committee of the Whole and Regular. It was noted that the item is listed on this month's Committee of the Whole at the beginning of the meeting. This is proper as it gives any citizen the opportunity to comment on the forthcoming agenda items. This would hold true for any Special or Regular Meetings.

As this would be something new to be implemented, there are a few options that the Board can consider which is common with other Park Districts. For example, with a Committee of the Whole or Special Meeting, the comments could be limited to the specific agenda items to be discussed at these meetings, and the general or "off agenda" items would be more appropriate at the Regular meetings.

There is no standard format to follow as it is a Board decision on the implementation. It was always understood that we met the criteria for Visitor or Citizens Comments by having it available at the Regular Meeting, but it must be applied at all meetings of the Board.

Recommended Action: The Board recommended that a policy regarding Visitors and Citizens Comments be developed and presented at a future meeting.

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

A. HVAC Rooftop Unit - Terrace Centre

Five (5) Quotations were received for a HVAC rooftop unit at the Terrace Centre. This unit serves the RAS room. The current unit is not functional (too costly to repair) and is 20 years old. All the rooftop units have been replaced over the past four years and this unit was overlooked.

A summary of the quotes received along with the actual quotes were provided for review.

Recommended Action: That the Board of Park Commissioners approves the quote from BUDD Mechanical Systems of Hammond, IN for the replacement of the rooftop unit on the Terrace Centre at a cost of \$7,652.00.

VI. ***RECREATION***

No Items for Discussion this month.

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 7:06 p.m.

Paula Marr, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board