



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

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

May 16, 2018

6:00 p.m.

MINUTES

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

II. ROLL CALL

Park Commissioners Present: Matt Urban, Paula Marr, Dan Feltz, Melissa Brancato and Mike McElroy.

Park Commissioners Absent: None

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Kara Jelderks, Superintendent of Recreation; and Steve Werner, Superintendent of Parks.

Visitors: None

III. ADMINISTRATION, FINANCE & LIABILITY

A. Financial Reports

The March disbursements totaled \$36,243.31 and were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$713,792.78 as of May 3, 2018.

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. Operation Budget - FY 2018-19

Director of Parks and Recreation O'Shaughnessy presented the Operation Budget for Fiscal Year 2018-19 in its final form. Following the last presentation, 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 as similar to the last two fiscal years with the Corporate and Recreation funds proposed with balance budgets.

The operation budget is just a guide and is dependent on the success of programs and services throughout the year. It will remain a good working tool that will assist the Park District in the upcoming year.

Recommended Action: That the Board of Park Commissioners adopts the Operation Budget - Fiscal Year 2018-19 in its final form.

C. Ordinance No. 2018-02 - Budget and Appropriation Ordinance

Director of Parks and Recreation O'Shaughnessy referred the Board to the Budget and Appropriation Ordinance reflecting the operation budget amounts as 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 public notice was sent to The Reporter and published on April 26.

Recommended Action: That the Board of Park Commissioners adopt Ordinance 2018-02 - 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. IT Agreement - Proven IT

The agreement for IT services from Proven was presented. The transition of service from Andromeda took place on May 1 without any disruption. The agreement is for two years at varying rates per month, as Proven took into consideration the budget concerns with losing another company close to the beginning of the fiscal year. Director of Parks and Recreation O'Shaughnessy expressed that the Park District is pleased with the service Proven has provided to this point, and believes that this good service will continue.

Recommended Action: That the Board of Park Commissioners enter into an agreement with Proven Business Systems for IT service and support for the Worth Park District.

IV. FACILITY, PARKS & PLANNING

A. Americans with Disabilities Act (ADA) Transition Plan Review

Director of Parks and Recreation O'Shaughnessy presented the Park District's Americans with Disabilities Act (ADA) Transition Plan, which outlines the improvements that are needed to bring the Park District's park areas up to ADA standards and guidelines. An accessibility audit of the Park District was performed by the company Recreation Accessibility Consultants (RAC) in 2009. This audit identified areas which are outlined in the Transition Plan.

The Park Board will receive periodic updates on the Transition Plan throughout the year and will focus on integrating these requirements into the capital projects each year.

Recommended Action: No action recommended.

V. RECREATION, MUSEUM & MARKETING

VI. UNFINISHED BUSINESS

There was no Unfinished Business.

VII. NEW BUSINESS

A. Elections

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

Following discussion, a new slate of officers was determined for the Park Board of Commissioners for the next Fiscal Year, taking effect on June 1, 2018.

Recommended Action: That the Board of Park Commissioners seat the following as officers for the Fiscal Year 2018-19:

President	-	Paula Marr
Vice-President	-	Matt Urban
Treasurer	-	Dan Feltz
Alternate Treasurer	-	Melissa Brancato
Commissioner	-	Mike McElroy

B. Appointments

1. Director of Parks and Recreation

Recommended Action: That the Board of Park Commissioners appoints 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 Ancel Glink 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 Matt Urban, 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.

*The word Museum and Marketing is to be removed from the name of this committee.

VIII. ADJOURNMENT

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

Matt Urban, President
Board of Park Commissioners

Robert O'Shaughnessy
Director of Parks and Recreation