



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

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

**June 20, 2018**

**6:00 p.m.**

***MINUTES***

***I. CALL TO ORDER*** - The meeting was called to order at 6:04 p.m. by President Paula Marr.

***II. ROLL CALL***

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

Park Commissioners Absent: Matt Urban (excused).

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

Visitors: None

***III. ADMINISTRATION, FINANCE & LIABILITY***

***A. Financial Reports***

The May disbursements totaled \$26,961.66 and were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$675,783.77 as of June 11, 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. Executive Session Policy***

Director of Parks and Recreation O'Shaughnessy presented a policy regarding Executive Session. This policy will become part of the Board of Commissioner By-Laws. It is a standard policy in which the Park District has followed anyway.

**Recommended Action: That the Board of Park Commissioners approves the Executive Session Policy.**

C. Board of Park Commissioners By-Laws

Director of Parks and Recreation O'Shaughnessy presented the Board of Park Commissioners By-Laws for the Park District. The latest revision/review of the By-Laws occurred in 2015. The By-Laws serve as a working document for the Board and will be a good resource for new and/or future Commissioners. The recommended revisions included the Executive Session policy and renaming the Recreation, Museum & Marketing Committee to the Recreation Committee.

**Recommended Action: That the Board of Park Commissioners adopts the Board of Park Commissioners By-Laws for the Park District.**

D. Ordinance No. 2018-03 - Prevailing Wage Rates

Each June, public entities are required to adopt prevailing wage ordinances. Park Commissioners were distributed a copy of a ordinance which includes the latest rates for Cook County from the Department of Labor, dated September 1, 2017. The ordinance includes language that it is a valid ordinance pending the updated rates from the County. Once this occurs, the new rates will be attached to the ordinance.

Following adoption, the ordinance is then posted publicly and a certified copy of the ordinance must be filed with the Illinois Department of Labor in Springfield by July 15. Within 30 days after the filing with the Department of Labor, a public notice of the wage determination must be published in newspaper of general circulation. In addition, a copy of the ordinance must be promptly mailed to any employer, association of employers and to any person or association of employees who have filed their names and addresses requesting a copy.

**Recommended Action: That the Board of Park Commissioners adopts Ordinance No. 2018-03 - Prevailing Wage Rates.**

E. Worth Park District Organizational Chart

Director of Parks and Recreation O'Shaughnessy an updated Park District Organizational Chart. The chart is to be reviewed and approved on an annual basis.

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

**IV. FACILITY, PARKS & PLANNING**

A. Fixed Asset Report

Director of Parks and Recreation O'Shaughnessy presented what was just a sample of what is planned to be before the Board in August. Over the past month, staff has embarked on a task of completing an inventory of all assets in the Park District. This

is a concerted effort to continue in updating and improving the District's records which is mandatory for accreditation and with PDRMA.

**Recommended Action: No action recommended.**

B. Museum Transition Update

Superintendent of Parks Werner gave an update on the transition. All painting has been completed and floor tile installed. All that remains is the installation of electric. The lunchroom and records storage room are currently being used.

**Recommended Action: No action recommended.**

C. Capital Projects Update

Director of Parks and Recreation O'Shaughnessy reviewed the current and past fiscal years' capital projects. Some final adjustments will be made to the past fiscal year, to reflect some recent projects completed.

**Recommended Action: No action recommended.**

D. Proven IT Proposal - Security Cameras - Park/Facility Areas

A proposal from Proven IT for the installation of security cameras at the Terrace Centre, Peaks Park and Gale Moore Park was reviewed. The proposal is approximately \$2,000 less than the proposal from Andromeda. In addition, three additional cameras were included with this proposal - which will be installed in the RAS and Preschool rooms and in a rental room to be determined.

**Recommended Action: That the Board of Park Commissioners approves the Security Cameras proposal from Proven IT at a cost \$18,356.00.**

V. ***RECREATION, MUSEUM & MARKETING***

A. Recreation Advisory Committee

Superintendent of Recreation Jelderks presented that as a result of the recent Community Input Meeting, recreation staff has recognized that input from the community would be invaluable in the future development of recreation programs. It was requested of the Board's support in staff's efforts to form a committee to meet periodically with residents to gather information that would be beneficial. It is also recommended that the Board (up to 2 members) participate with the committee as well. Depending on the recruitment of community members, the Recreation Advisory Committee would kick off in the Fall.

**Recommended Action: That the Board of Park Commissioners approves the formation of a Recreation Advisory Committee.**

VI. ***UNFINISHED BUSINESS***

There was no Unfinished Business.

***VII. NEW BUSINESS***

There was no New Business.

***VIII. ADJOURNMENT***

The Committee of the Whole Meeting adjourned at 7:10 p.m.

---

Paula Marr, President  
Board of Park Commissioners

---

Kelly Pezdek  
Finance and Human Resources Manager  
Secretary to the Board