



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

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

March 21, 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; Steve Werner, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager/Secretary to the Board.

Visitors: None

III. ADMINISTRATION, FINANCE & LIABILITY

A. Financial Reports

The February disbursements totaled \$33,612.03 and were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$604,736.50 as of March 6, 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 - First Draft - FY 2018-19

Director of Parks and Recreation O'Shaughnessy presented the first draft of the Park District's Operation Budget - FY 2018-19.

Recommended Action: No action recommended.

IV. FACILITY, PARKS & PLANNING

A. Capital Projects - FY 2017-18

Director of Parks and Recreation O'Shaughnessy will give an update on the capital projects for FY 2017-18. Please find in the Facility, Parks & Planning tab a progress summary of the projects slated for this fiscal year.

Recommended Action: No action recommended.

B. Replacement of Doors Proposals - Terrace Centre

Proposals were sought for the replacement of doors at the Terrace Centre. The doors proposed to be replaced include the East (by park maintenance office); West (end of south hallway); North (leading to Kennelly Park); Gymnasium (leading to the bus barn); and the Kitchen door. The summary of proposals (please find in the Facility, Parks & Planning tab) received is as follows:

J&L Metal Doors - Tinley Park, IL

West	-	\$ 2,700.40
Kitchen	-	870.00
Gymnasium	-	2,615.09
East	-	3,579.20
North	-	<u>2,966.40</u>
		\$ 12,731.09

Installation - \$ 4,350.00

Total \$ 17,081.09

Evergreen Door & Window - Evergreen Park, IL

West	-	\$ 7,008.00
Kitchen	-	2,510.00
Gymnasium	-	3,602.00
East	-	6,720.00
North	-	<u>9,335.00</u>
		\$ 29,175.00

Chicago Doors and Locks, Inc. - Bridgeview, IL

Total (Lump Sum) \$ 12,750.00

Dock & Door National - St. Charles, IL

West	-	\$ 3,499.25
Kitchen	-	1,304.00
Gymnasium	-	6,077.25*
East	-	4,465.50
North	-	<u>4,640.50</u>
		\$ 19,986.50

*\$3,100 was included for tuck pointing cracks in the wall. (\$16,886.50 - Door Cost)

This project is scheduled to be completed in FY 2018-19 with a budgeted amount of \$19,000.

Recommended Action: That the Board of Park Commissioners approves the proposal from Dock & Door National of St. Charles, IL for the replacement of doors (5) at the Terrace Centre at a cost of \$16,886.50.

C. Security Cameras Upgrade/Additions - Andromeda Technology Solutions

Please find in the Facility, Parks & Planning tab, a proposal from Andromeda Technology Solutions for the upgrade/additions of the Park District's security camera system. The proposal includes upgrading the servers, cameras and hardware of the existing cameras, installing three (3) new cameras at the Terrace Centre, and installing a new camera and system at Gale Moore Park. The entire system would then include surveillance at the following areas:

Terrace Centre - Main Entrance, West Door/Hallway, East Door/Hallway, North Door/Hallway, Gymnasium, Kennelly Park, one location TBD; 3 additional (1 - front of building, 2 - back).

Peaks Park - 1 facing Park; and 1 facing Park Maintenance Garage.

Gale Moore Park

This project is scheduled to be completed in FY 2017-18 with a budgeted amount of \$7,000. Due to projects being less than originally budgeted (ie. Homerding Parking lot) and projects determined not to complete, there are funds available to complete this upgrade.

Recommended Action: That the Board of Park Commissioners approves the proposal from Andromeda Technology Solutions to replace/upgrade the current security camera system and add three (3) cameras to the Terrace Centre facility at a cost of \$14,672.89.

Recommended Action: That the Board of Park Commissioners approves the proposal from Andromeda Technology Solutions to install a camera and hardware to monitor Gale Moore Park at a cost of \$5,621.16.

D. Veterans Memorial Park - Landscape Maintenance

Please find in the Facility, Parks & Planning tab a renewal contract for service with Straightline Landscaping.

Recommended Action: That the Board of Park Commissioners approves a contract to Straightline Landscaping for the Landscape Maintenance of Veterans Memorial Park for the Fiscal Year 2018-19 at a cost of \$2,860.

RECREATION, MUSEUM & MARKETING

A. Museum Transition Update

An update on the museum transition was given at the meeting by the Superintendent of Parks, Steve Werner.

Recommended Action: No action recommended.

B. Terrace Centre Rental Rates - FY 2018-19

Recommended Action: That the Board of Park Commissioners approves the Terrace Centre Rental Rates for the Fiscal Year 2018-19.

C. Field Reservation Rates - FY 2018-19

Recommended Action: That the Board of Park Commissioners approves the Field Reservation Rates for the Fiscal Year 2018-19.

D. Shelter Reservation Rates - FY 2018-19

Recommended Action: That the Board of Park Commissioners approves the Shelter Reservation rates for the Fiscal Year 2018-19.

UNFINISHED BUSINESS

v. *UNFINISHED BUSINESS*

Employment Agreement - Director of Parks and Recreation

A copy of the Employment Agreement was distributed to the Board under separate cover reflecting the corrections made as per the Executive Session on February 21, 2018.

Recommended Action: That the Board of Park Commissioners enters into an Employment Agreement with Robert O'Shaughnessy as Director of Parks and Recreation for three years commencing on May 1, 2018.

VI. *NEW BUSINESS*

There was no New Business.

VII. *ADJOURNMENT*

The Committee of the Whole Meeting adjourned at 7:20 p.m.

Matt Urban, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board