

Minutes of the January 16, 2020 Regular Board Meeting

THE REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS of the Park District of Forest Park, Cook County, Illinois was held in the Administration Building of the Park District of Forest Park, 7501 Harrison Street, Forest Park, Illinois at 6:00 p.m. on January 16, 2020.

ROLL CALL: Commissioner Sansone chaired the meeting. Commissioners Doss, Entler, McDermott and Walsh answered present. Also present were Director/Secretary Jackie Iovinelli, Business Manager Jeff Murphy, Interim Superintendent of Parks Ryan Russ, Communication and Marketing Manager Adam Cumbee, and Recreation Supervisor Rachell Entler. Audience Members: Maria Maxium, Forest Park Review.

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA: Motion was made by Commissioner Walsh, seconded by Commissioner Entler to approve the agenda. Roll Call: Ayes: Commissioners Doss, Entler, McDermott, Walsh and Sansone; Nays: None.

Special Board Meeting Minutes October 17, 2019:

Motion was made by Commissioner Doss, seconded by Commissioner Entler, to approve the minutes of the October 17, 2019 Special Board Meeting. Roll Call: Ayes: Commissioners Doss, Commissioner Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone; Nays: None.

Regular Board Meeting Minutes December 19, 2019:

Motion was made by Commissioner Walsh, seconded by Commissioner Entler, to approve the minutes of the December 19, 2019 Regular Board Meeting. Roll Call: Ayes: Commissioners Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone; Nays: None. Abstained Commissioner Doss.

Regular Board Meeting Minutes December 26, 2019:

Motion was made by Commissioner Doss, seconded by Commissioner McDermott, to approve the minutes of the December 26, 2019 Regular Board Meeting. Roll Call: Ayes: Commissioners Doss, Commissioner Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone; Nays: None.

CORRESPONDENCE:

IPRA Letter announcing the Park District won the Outstanding Special Event for the 16" No Glove National Softball Tournament.

IAPD Joint Legislative Brunch Invite

Presentation of Financial Statements for Year Ending April 30, 2019

Tom Landcaster of Wermer, Rogers, Doran and Ruzon –

- Not ready to present and review.

PUBLIC COMMENT: None

TREASURERS REPORT:

Treasurer Murphy reviewed the lists of Disbursements for December 2019 and January 2020 totaling **\$131,069.84**. Total cash on December 31, 2019 was \$3,674,312.46.

Motion was made by Commissioner McDermott, seconded by Commissioner Doss to approve the disbursements for December 2019 and November 2020.

Roll Call: Ayes: Commissioners Doss, Commissioner Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone; Nays: None.

Treasurer Murphy explained the Schroeder and Schroeder lost check. And explained large Bond payments were made this past month.

Motion was made by Commissioner McDermott, seconded by Commissioner Walsh to accept the financial statements for the close of November 2019.

Roll Call: Ayes: Commissioner Doss, Commissioners Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone; Nays: None.

Maintenance Report –

Interim Superintendent of Parks Ryan Russ discussed the Maintenance report and answered questions. Commissioner McDermott asked about the slide resurfacing. Interim Superintendent of Parks Russ responded it is something to complete before the season, so we do not run into any issues like we did this past summer.

Recreation Report –

Recreation Department Staff Reviewed Report and answered questions.

Commissioner Walsh asked about staff attendance at the Max Galaxy conference and if staff received information in regards to how to fix our auto-payment issue with Roos memberships. Staff responded it is because Max Galaxy/Active does not communicate with our credit card processing.

Communication and Marketing Manager Report –

Introduced Adam Cumbee our new Communication and Marketing Manager. He discussed his first 4 days of employment. Working with staff for the PARC grant, social media and met with Recreation team. Commissioners welcomed Adam.

Business Report –

Business Manager Murphy reviewed his report and answered questions.

Working with Auditors to complete audit. We are running into challenges because of the transition in staff. This caused a delay in the Audit.

Set up a general account with Illinois Trust.

Grace Kenny started as the Payroll Clerk on January 6.

Director's Report –

Director Iovinelli reviewed her report and answered any questions.

Director Iovinelli reviewed the IAPD/IPRA annual conference details. Staff are finalizing all details this week. Each Board and Staff member attending received a packet of information including events, sessions and social activities.

Illinois Association of Park Districts: Conference is next week.

UNFINISHED BUSINESS:

IRPA/IAPD Annual Conference.

Director Iovinelli reviewed the Conference information in her report.

No other unfished matters to discuss.

NEW BUSINESS:

Personal Policy Manual Review.

The staff updated the entire Personnel Policy Manual It will be emailed to Board Members along with a copy distributed. They will have a month to review and make changes. We anticipate approving it in March.

Facility Use – Rental fees

Staff prepared a spreadsheet of 2018 soccer rentals. In included rental name, number of hours use and what they paid.

Commissioner Doss asked if we could include what their hourly rate was. If they were resident or non-resident.

Director Iovinelli will continue to inform the Board on Rentals. We will update the Board with additional information on soccer rentals. We will also prepare a similar spreadsheet for the Admin Building.

Legislative Brunch Host

The Park District along with WSSRA are hosting the Joint Legislative Brunch in the Admin building on the second floor. It is scheduled for Tuesday, February 11.

No other matters for discussion.

Public Comment: None

Motion was made by Commissioner Walsh, seconded by Commissioner Entler to adjourn the meeting at 7:57 p.m.

Submitted by: _____ Secretary

Approved by: _____ Board of Commissioners

Approved by: _____ Board of Commissioners

Date: _____