

# Meeting Minutes from August 27, 2020

THE REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS of the Park District of Forest Park, Cook County, Illinois was held Via Zoom.com, at 6:00 p.m. on August 27, 2020.

ROLL CALL: Commissioner Sansone chaired the meeting. Commissioners Doss (Zoom), McDermott and Walsh answered present. Commissioner Entler was excused absence. Also present were Director/Secretary Jackie Iovinelli, Business Manager Jeff Murphy, Facility and Athletic Manager Andrew Doss, Recreation Supervisor Danette Krajewski and Communication and Marketing Manager Adam Cumbee.

The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA:** Motion was made by Commissioner McDermott, seconded by Commissioner Walsh, to approve the agenda.

Roll Call: Ayes: Commissioners Doss (Zoom), McDermott, Walsh and Sansone; Nays: None; Absent: Commissioner Entler

## **REGULAR BOARD MEETING MINUTES:**

Motion was made by Commissioner Walsh, seconded by Commissioner McDermott, to approve the minutes of the July 16, 2020 Regular Board Meeting.

Roll Call: Ayes: Commissioners Doss (Zoom), McDermott, Sansone; Nays: None; Absent: Commissioner Entler.

## **CORRESPONDENCE:**

Thank you from WSSRA for the Derby Gala Sponsor.

**PUBLIC COMMENT:** Commissioner Sansone thanked the Park District for providing dinner for the passing of his sister.

## **TREASURERS REPORT:**

Treasurer Jeff Murphy reviewed the lists of Disbursements for July and August 2020 totaling **\$100,699.01**.

Current bills include our first payment to Garland for the Admin wall project. The full payment went to IPS for the water slides.

Motion was made by Commissioner Walsh, seconded by Commissioner McDermott to approve the disbursements for July and August 2020.

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

Motion was made by Commissioner McDermott, seconded by Commissioner Walsh to accept the financial statements for the close of July 2020.

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

Business Manager Murphy discussed tax receipts. He included a report.

Commissioner McDermott commented on the delay in the due date of taxes this year.

## **Maintenance Report –**

Superintendent of Parks Ryan Russ reviewed the Maintenance report and answered questions.

Commissioner McDermott asked about the doors for the outdoor washrooms near concessions. As we repair the wall can we fix the line of sight to the men's restroom.

Commissioner Doss asked how the AC is in the Roos with the hot temperatures.

Superintendent of Parks Russ that is has been working better.

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## **Recreation Report –**

Recreation Department Staff Reviewed Report and answered questions.

Director Iovinelli reiterated what a customer commented on Danette's efforts and how successful camp was because of her hard work.

Commissioner Walsh commented on how the numbers increase session after session which proves the customers satisfaction.

## **Communication and Marketing Report –**

Communication and Marketing Manager Adam Cumbee reviewed his report and answered any questions.

## **Business Report –**

Business Manager Murphy reviewed his report and answered questions.

## **Director's Report –**

Director Iovinelli reviewed the report and answered questions.

Commissioner McDermott asked about COVID-19 protocol and use of days off when staff must be out of the office.

Director Iovinelli answered with how staff can use their sick time. And they also qualify for FMLA.

## **Illinois Association of Park Districts: None**

WSSRA:

Director Iovinelli discussed updates with WSSRA.

Discussion took place on the consortium. Cicero is no longer a member. And Veteran's Park District is in the final stages of joining the consortium.

Director Iovinelli also commented on the fiscal responsibility the staff have made through the pandemic.

Commissioner Walsh how Cicero can continue to Levy special recreation taxes. Director Iovinelli responded with they can partner with another organization for services.

## **UNFINISHED BUSINESS:**

*Village Pocket Parks*

No updates at this time.

*Capital Projects – Current*

*Admin Building North and West Wall Project –*

Director Iovinelli explained the change orders. To maintain transparency, we wanted to approve the change orders individually.

A motion was made by Commissioner McDermott, seconded by Commissioner Walsh to approve the Director be authorized to make the following determination in writing that the Admin North and West Wall project change order #1 be approved in the amount of \$17,264.

Roll Call: Ayes: Commissioners Doss (Zoom), McDermott, Sansone; Nays: None; Absent: Commissioner Entler.

A motion was made by Commissioner Walsh, seconded by Commissioner McDermott to approve the Director be authorized to make the following determination in writing that the Admin North and West Wall project change order #2 be approved in the amount of \$11,794.

Roll Call: Ayes: Commissioners Doss (Zoom), McDermott, Sansone; Nays: None; Absent: Commissioner Entler.

*Phase 1 Aquatic Center – Spray Ground*

Director Iovinelli updated the Board on the timeline. One hold up is the construction approval from IDPH. Staff determine to move forward.

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Commissioner Walsh ask if we could continue to work on items while we are waiting for IDPH.

A motion was made by Commissioner McDermott, seconded by Commissioner Walsh to accept the proposal from Hitchcock Design Group for Phase 1 – Aquatic Center – Spray Ground for the preliminary design services including the program analysis phase in the amount of \$3,400 and the schematic design phase in the amount of \$16,000.

Roll Call: Ayes: Commissioners Doss (Zoom), McDermott, Sansone; Nays: None; Absent: Commissioner Entler.

### *Registration Software*

Staff continue to research

### *Park District Van*

Director Iovinelli updated with the delays are because the factory shut down during the pandemic and delayed the timing.

### *Slide Resurfacing Project*

We received the final invoice and the project is complete.

### *Day Camp (Roos Expansion) – PARC Grant*

Staff have not heard any updates.

### *Other Matters for Discussion*

We will appoint Commissioner Walsh to Treasurer at the next Board meeting.

## **NEW BUSINESS:**

### *2020-2021 Capital Projects – Discussion*

#### *In-line Skate Park*

Commissioner Walsh asked about the condition of the surface. Superintendent of Parks Russ spoke with US Tennis courts about a permanent repair. In the interim we will have the crack filled in the spring. A motion was made by Commissioner McDermott, seconded by Commissioner Walsh to approve the acceptance of the proposal from IPS Waterslides, Inc. in the amount of \$16,500 to perform general repair and coating of the In-line Skate Rink Fiberglass boards.

Roll Call: Ayes: Commissioners Doss (Zoom), McDermott, Sansone; Nays: None; Absent: Commissioner Entler.

#### *Skate Park*

Facility and Athletic Supervisor Andrew is working on a grant proposal. Director Iovinelli also passed around information that was received from a skate park design company.

Commissioners reviewed information.

Commissioner Sansone asked about the grass area around the skate park surface. Superintendent of Parks Russ responded with we will open up the green space and only fence off the actual surface with new fencing.

Director Iovinelli also discussed costs.

Staff will move forward with planning.

Commissioners are ready to move forward.

Commissioner Doss asked if there is a need to put a fence up around it?

Superintendent of Parks responded if we were in a more rural area, we could do it. But since we are out in the open, we need to have the ability to lock it up. Commissioner Walsh also discussed day camp might overlap. Staff will continue to discuss.

#### *Softball Buildings/Backstop*

Staff will continue to research.

#### *Pathway Lighting*

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Staff will continue to research lighting options for the park.

## *Other Additions*

Commissioner Walsh asked about us burying the electric poles along Hannah. Staff will look into it.

## *Policies – Updates/Additions*

Staff are looking into updating and adding two new policies. Staff will have it prepared for approval at the next Board meeting. Two policies include - Purchasing Policy and Fund Balance Policy

## *Other Matters for Discussions*

Commissioner Sansone brought up Dogs in the Park. Staff will address.

Director Iovinelli brought to the Board School District 91 remote learning need.

A discussion took place. The school district asked if we could help the families in town that both parents work outside the home and they need care/camp.

The Board agreed that we need to help the families in town and to continue discussions with the School District. Staff will move forward with the planning of a day camp program to run from 7:30 a.m. – 3:00 p.m. Monday through Friday.

Commissioner McDermott wanted to make sure no students can move from the Village program to ours. Staff confirmed we will only serve the children without an option and the Y students when their program is not longer offered.

Commissioner Walsh asked what the number of students is being served by the Y currently. We believe 38 students.

## **PUBLIC COMMENT: None**

Motion was made by Commissioner McDermott, seconded by Commissioner Walsh to adjourn the meeting at 7:38 p.m.

Submitted by: \_\_\_\_\_ Secretary

Approved by: \_\_\_\_\_ Board of Commissioners

Approved by: \_\_\_\_\_ Board of Commissioners

Date: \_\_\_\_\_