

## December 17, 2020 Meeting Minutes

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 December 17, 2020.

ROLL CALL: Commissioner Sansone chaired the meeting. Commissioners Doss, Commissioner Entler, Commissioner McDermott and Commissioner Walsh answered present. Also present Director/Secretary Jackie Iovinelli, Business Manager Jeff Murphy, Superintendent of Parks Ryan Russ, Facility and Athletic Manager Andrew Doss, Recreation Supervisor Danette Krajewski, Recreation Supervisor Rachell Entler and Communication and Marketing Manager Adam Cumbee. Guest: Kristen Lyons, Resident

### **APPROVAL OF AGENDA:**

Motion was made by Commissioner McDermott, seconded by Commissioner Entler, to approve the agenda.

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

### **REGULAR BOARD MEETING MINUTES:**

Motion was made by Commissioner Entler, seconded by Commissioner Doss to approve the minutes of the November 19, 2020 Regular Board Meeting.

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

### **SPECIAL BOARD MEETING MINUTES:**

Motion was made by Commissioner McDermott, seconded by Commissioner Entler to approve the minutes of the December 4, 2020 Special Board Meeting.

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

### **CORRESPONDENCE:**

Thank you from WSSRA for continued support.

WSSRA Celebrating our Stars event invite.

Thank you from Megan Reid for the Elf Yourself Event and all 2020 event efforts.

### **PUBLIC COMMENT: None**

### **TREASURERS REPORT:**

Treasurer Walsh reported on the larger expenses, including the cost of the in-line skate rink resurfacing and final payment to Garland for the admin wall.

Treasurer Matt Walsh discussed the disbursements for November and December 2020 totaling \$121,681.06.

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

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

Motion was made by Entler, seconded by McDermott to accept the financials for the close of November 2020.

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

Other Matters for discussion.

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Commissioner Entler discussed revisiting the Tuition Reimbursement Policy. The discussion included a cap on total amounts.

Commissioner McDermott agreed.

Commissioner Entler would like to see what it looks like in totality for the Doctorate program.

Commissioner Sansone agreed we can revisit the policy. Commissioner Sansone agreed we can discuss at one of the next two upcoming meetings.

Commissioner Doss asked by us delaying he does not want this to mess up Jeff's enrollment.

Commissioner Entler agreed not to delay Jeff's program or negatively impact Jeff or the Park District. Let him start and discuss for future tuition reimbursement requests.

Business Manager Murphy also updated the Board on the status of the Audit.

Business Manager Murphy also discussed the meeting with Speer Financial in regard to lowering our interest rate on our 2013 bond series. Speer will do an analysis on what is the best next step in the possible refinance and report back to us.

### **Maintenance Report –**

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

Board complemented the park decorations.

### **Recreation Report –**

Recreation Department Staff reviewed report and answered questions.

Commissioner McDermott Complimented Danette on a job well done on the remote learning.

Recreation Supervisor Entler discussed the Santa visit with Signature. They were happy with the reservation process. She also referenced all the compliments we are receiving for all the events.

Commissioner McDermott asked how many participated in the Santa event.

Recreation Supervisor Entler responded with 17 families registered.

Commissioner Sansone congratulated Facility and Athletic Manager Doss on the completion of his master's degree.

### **Communication and Marketing Report –**

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

Communication and Marketing Manger Cumbee added about the Home Maker Over Contest beginning today.

### **Business Report –**

Business Manager Murphy reviewed his report and answered questions.

Business Manager Murphy added we apply for grant for Cook County for \$5,000 and we have heard back. It is in the review process.

### **Director's Report –**

Director Iovinelli reviewed the report and answered questions.

Director Iovinelli added thanked staff through the last year. She also updated on Farrera Pan. We have heard back, and we are looking forward to meeting with the higher ups.

Director Iovinelli updated the Board on Building hours during the holidays.

### **Illinois Association of Park Districts:**

Commissioner Entler reminder about signing up for conference. Commissioner Entler informed his last meeting is in January.

Commissioner Sansone thanked Commissioner Entler for all his hard work on the IAPD board.

**WSSRA**

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Director Iovinelli informed the Board we received a 50% shares reimbursement on our last payment, which equates to around \$12,000.

Reminder about the Celebration of Stars virtual event.

Director Iovinelli was nominated to be the next Chairmen of the Board beginning January.

### **UNFINISHED BUSINESS:**

#### *Village Pocket Parks*

Director Iovinelli reported we have met with Hitchcock and received ideas form Commissioner Walsh.

#### *Capital Projects – Current*

##### *Admin Building North and West Wall Project –*

Director Iovinelli thank Superintendent of Parks Russ for getting the project complete. It come in at projected cost.

##### *Van*

The Handicap lift is being removed from the van and returned with all 14 seats reinstalled.

##### *In-line Skate rink*

In-line skate rink resurfacing is complete.

##### *Spray Ground*

Recreation Supervisor Entler updated that we are working on the design phase of the Spray ground.

##### *Registration Software*

Business Manager Murphy is doing reference checks for the different registration software companies. Staff are close to deciding.

##### *Skate Park*

Staff are working with American ramp on finishing the survey for the Skate Park Project. They are compiling the results.

Andrew continues to work on the grant proposal for the skate park.

Commissioner Doss asked about BMX bikes in the Skate Park. Staff informed them they are not going to be allowed.

Commissioner Walsh asked about the feedback we are receiving from the survey.

Commissioner Entler asked if it was their survey. Director Iovinelli responded the survey was done the same way as we did the Spray ground, a collaborative effort.

##### *Day-Camp Expansion*

We are still waiting to hear about the PARC Grant for the Day Camp expansion.

#### *Policies – Updates/Additions*

##### *Purchasing Policy*

Not complete yet.

##### *Cash Handling Policy*

Staff are working on.

Other Matters for Discussion: None

### **NEW BUSINESS:**

#### *WSSRA Representatives Appointments*

A motion was made by Commissioner Doss, seconded by Commissioner Walsh to Appoint Jackie Iovinelli as the Regular Representative, and Andrew Doss as the alternate to the WSSRA Board of Directors for the Park District of Forest Park for 2021.

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

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### Policies Updates/Additions

#### *Cash Handling Policy*

Staff are working with auditors on samples. Once operations are somewhat back to normal, we can better look and analysis our procedures.

#### *Rental Fees and Classifications*

Staff are working on updating levels of classification and updating current fees. Staff will prepare for Board approval at the January Board meeting.

#### *Other Matters for Discussion.*

IAPD/IPRA Conference is virtual. Any Board members interested we can get registered.

The Exhibit hall is free for members.

### **PUBLIC COMMENT: None**

Motion was made by Commissioner McDermott, seconded by Commissioner Entler to adjourn the meeting at 6:48 p.m.

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

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

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

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