

## January 21, 2021 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 6:02 p.m. on January 21, 2021.

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: Brian Moore, American Ramp Company, Maria Maxham, Forest Park Review, Kristen Lyons, Resident

### **APPROVAL OF AGENDA:**

Motion was made by Commissioner Walsh, seconded by Commissioner McDermott, 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 McDermott, seconded by Commissioner Walsh to approve the minutes of the December 17, 2020 Regular Board Meeting.

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

### **CORRESPONDENCE: None**

### **PUBLIC COMMENT: None**

### **TREASURERS REPORT:**

Treasurer Walsh reported the final payment was made to MaxGalaxy. That will get us through till July of 2021. All other payments were routine.

Commissioner McDermott sent in questions. An invoice for our previous Auditors. It was for work to prepare the new auditors. It was confirmed by our new auditors.

Another question was about a bonus written out to the Director. It was safety/holiday bonuses for all staff. Motion was made by Commissioner McDermott, seconded by Commissioner Walsh to approve the disbursements for December 2020 and January 2021.

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

Motion was made by Doss, seconded by Walsh to accept the financials for the close of December 2020.

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

### **Maintenance Report –**

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

### **Recreation Report –**

Recreation Department Staff reviewed their report and answered questions.

Recreation Supervisor Entler added the Story book planned was delayed so we are going to hold off till March. Our February book will be in honor of Black history month.

Facility and Athletic Supervisor Doss added he is turning in the skate park grant.

Commissioner McDermott asked about Esport program not being popular. Andrew responded he was surprised also. He is going to try an NBA game next.

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### **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.

Business Manager Murphy added remote learning is bringing in revenue. Tax receipts are generally slow this month, typically they come in in February and March.

### **Director's Report –**

Director Iovinelli reviewed the report and answered questions.

Director Iovinelli added we are working on options to get staff vaccine if they are interested.

Director Iovinelli also added Ferrara Pan is not able to support the Phase 1 of the Aquatic Facility. All funds are currently frozen.

Also, we are looking to replace the current vacant maintenance position. It will be an entry level position.

The planned start date is April 1.

Also, IAPD/IPRA virtual conference is scheduled for new week.

### **WSSRA**

Director Iovinelli informed the Board Veteran's Park District has jumped right in as a part of the organization.

WSSRA is organizing an Aquatics meeting for all organizations in WSSRA that have pools. This gives everyone an opportunity to share ideas and thoughts.

### **UNFINISHED BUSINESS:**

#### *Village Pocket Parks*

We look forward to beginning the planning process. Staff are ready to take over in June.

Commissioner Doss added he will put our staff in contact with the Village Recreation Committee. They are interested in being involved.

#### *Capital Projects – Current*

##### *Spray Ground*

Recreation Supervisor Entler updated the Board on our last meeting. We are preparing to apply to the State.

##### *Registration Software*

Business Manager Murphy is excited about moving forward with Smart Rec. He included in the Board packet information about the Registration Software we are looking to move forward with. He also highlighted the outstanding features that are customer service friendly. He also mentioned, WSSRA are moving forward with them and the Park District of Oak Park is using it.

Commissioner Walsh asked if they have been around for a while and if they have a lot of clients. Business Manager Murphy responded with they have been around for a while. Not in Park Districts but more in clubs like gymnastics and have grown. He also added the feedback we received from the reference is they are willing to do the work to meet the needs of the client.

***Motion was made by Entler, seconded by Walsh to accept the proposal from Smart Rec by Amelia as the host for the Park District Registration Software in the amount of \$12,000 annually, and a onetime cost of \$3,000 for training and development.***

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

#### *Skate Park*

Brian Moore from American Ramp was introduced and presented the plans for the Board to review.

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Commissioner McDermott asked if we are staying with the original footprint. Superintendent Russ responded with yes.

Commissioner McDermott asked about the grass area and where the fence will be.

Superintendent Russ responded with the fence will now go along the perimeter of the surface.

Commissioner McDermott asked how they do not run into each other. Brian from American ramp explained the flow of the skate park.

Commissioner McDermott asked about the colors. Brian explained.

Commissioner McDermott asked if Brian would like our park. He responded yes and added this will be part of the Olympics in the future. Our new design is more dynamic.

### *Day-Camp Expansion*

Director Iovinelli updated the Board, the recipients have been selected and they are waiting on the desk of the Director. It is still being discussed.

### *Policies – Updates/Additions*

#### *Purchasing Policy*

No changes.

#### *Cash Handling Policy*

Will put aside and focus on it as we go through the Smart Rec Registration change.

#### *Diversity Policy*

This was a policy suggested as we went through the Exceptional Workplace guidelines. Staff are looking into a good example to propose.

#### *Wellness Policy*

This was a policy suggested as we went through the Exceptional Workplace guidelines. Staff are looking into a good example to propose.

Other Matters for Discussion: None

### **NEW BUSINESS:**

#### *Rental Fees and Classifications*

Staff updated classifications and current fees. Staff will prepare for Board approval at the February Board meeting.

#### *Park Lighting – Comed rebates*

##### *Outdoor Lighting – Tennis Courts, In-line Skate Rink and Pool*

Staff meet with a few different vendors. We are looking to move forward with the company we have worked with in the past. We will move forward this year with the Tennis Courts, In-line Skate Rink, and the Pool.

We will also look at the same process for the indoor lights.

#### *Electric Panel – Building 4*

We received a quote to repair/replace the electric panel in building 4. It powers the east side of the park.

We are looking for ways to house the electric for that side of the park. It is a safety hazard.

#### *Other Matters for Discussion.*

Commissioner Sansone mentioned for next month's meeting we will determine if it is in person or zoom.

We will decide as it gets closer.

**PUBLIC COMMENT: None**

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Motion was made by Commissioner McDermott, seconded by Commissioner Doss to adjourn the meeting at 6:57 p.m.

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

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

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

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