

November 19 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 November 19, 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: Marianne Burko, Executive Director WSSRA

APPROVAL OF AGENDA:

Motion was made by Commissioner Entler, seconded by Commissioner Doss, 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 October 15, 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 Entler, seconded by Commissioner Doss to approve the minutes of the November 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 Opportunity Knocks for use of soccer field for their Yoga event. WSSRA Celebrating our Stars event invite.

PUBLIC COMMENT: None

TREASURERS REPORT:

Treasurer Matt Walsh reviewed the disbursements for October and November 2020 totaling \$247,995.00. Motion was made by Commissioner McDermott, seconded by Commissioner Entler to approve the disbursements for October and November 2020. Roll Call: Ayes: Commissioners Doss, Commissioner Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone. Nays: None
Treasurer Walsh reported nearly half of the disbursements total was the Admin wall project. Motion was made by Commissioner Doss, seconded by Commissioner Entler to approve the financials for the close of October 2020. Roll Call: Ayes: Commissioners Doss, Commissioner Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone. Nays: None
Other Matters for discussion – Commissioner Entler commented on the Historical Society and the Veteran's Day display along Harrison.

Maintenance Report –

Superintendent of Parks Ryan Russ reviewed the Maintenance report and answered questions. Commissioner McDermott complimented the decorations in the Park. Thank you to the staff.

November 19 Meeting Minutes

Recreation Report –

Recreation Department Staff reviewed report and answered questions.
Commissioner Entler asked how patrons are with wearing the masks.
Commissioner Entler asked about training for conflict resolution for front desk staff.

Communication and Marketing Report –

Communication and Marketing Manager Adam Cumbee reviewed his report and answered any questions.
Commissioner Entler complimented the seasonal logos.

Business Report –

Business Manager Murphy reviewed his report and answered questions.
Commissioner Entler commented on the registration software 3 finalists. Continued with how long implementation is. When will it go live? Business manager Murphy responded with our goal is to go live May 1, 2021.
Commissioner Entler also asked about price point. Are they comparable? Murphy responded with currently they are not. Some are significantly higher.

Director's Report –

Director Iovinelli reviewed the report and answered questions.
Director Iovinelli added staff met to review what their role and job looks with the new Governor guidelines.

Illinois Association of Park Districts:

Commissioner Entler discuss IAPD is working on the plans for the virtual IPRA/IAPD conference plans.

WSSRA

Marianne Burko, WSSRA Executive Director presented on the association.
Board and staff congratulated Marianne on the addition of Veteran's Park District. Marianne discussed her challenges being the most difficult was losing Cicero as a member.
Marianne mentioned the return to the district of 50% of the quarter share. This was because of the carry over.

UNFINISHED BUSINESS:

Village Pocket Parks

Commissioner Sansone thanked the Village Board and Mayor.
A motion was made by Commissioner Entler and seconded by Commissioner Doss to adopt the Resolution #201119B approving the terms and authorizing the execution of an Intergovernmental Agreement between the Village of Forest Park and the Park District of Forest Park.
Roll Call: Ayes: Commissioners Doss, Commissioner Entler, Commissioner McDermott, Commissioner Walsh and Commissioner Sansone. Nays: None
A discussion took place. Commissioner Walsh is interested in making these a priority. Commissioner Entler agreed and wants to focus on the revenue generating possibilities.
Superintendent of Parks Russ looks forward to the projects.
Commissioner Doss volunteered his experience with the Parks.
Commissioner McDermott comment on making Rieger Park a priority.

Capital Projects – Current

Admin Building North and West Wall Project –

Superintendent of Parks Russ and Director Iovinelli are doing a walk through to close out the project.

November 19 Meeting Minutes

Commissioner Sansone requested Adam put pictures to update the residents on the project.

Park District Van

Superintendent of Park Russ is waiting on the chairlift company to respond back with a plan for the van lift.

Phase 1 Aquatic Center – Spray Ground

This past week staff received more information from Hitchcock. Staff reviewed the information. Staff answered questions.

Commissioner Doss asked if we spoke with Ferrara Pan. Staff is continuing to reach out to get to the right person.

Commissioner McDermott asked what the total for the project. Staff responded with originally it was \$1,000,000. With the upgrades in features it is closer to \$1,300,000. Staff wants to do it right the first time.

Commissioner McDermott is concerned if we commit to this is it pigeon holding future boards in the renovations at the aquatic facility.

Commissioner Walsh commented on the having the separate areas incase we are not able to open the facility.

Commissioner Entler asked what the next steps are.

Director Iovinelli gave options for approval. Board members are ready to move forward.

Commissioner Walsh requested an update on the 3-5-year capital plan.

Commissioner Entler wants to look at revenue producing facilities as a priority.

Director Iovinelli will present to the Board an update on how reserves and operating capital can be used over the next 3-5 years.

Commissioner Entler requested what the assumed cost are for the pocket park upgrades.

In-line Skate Rink

Resurfacing the boards project is almost complete. Project will be done at the end of the week.

Registration Software

Staff updated on the progress. Goal is to have it implemented by May 1, 2021.

Skate Park

A motion was made by Commissioner Doss, seconded by Commissioner Walsh the Board accept the proposal from American Ramp Company in the amount of \$7,500 for the conceptual design of the Skate Park Project.

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

A discussion took place. Director Iovinelli discussed how staff got to the proposal logistics.

Commissioner Entler asked what the proposal includes. He suggested looking at other parks to have the skate park located at.

Commissioner Entler asked about the grant. Staff responded with the grant reviewer is helping us with what we need to do to reapply.

Commissioner Entler asked why we can't pause and wait to get the grant to pay this fee. Staff responded with we are going to spend the money either way.

Commissioner McDermott commented on the popularity of all ages at the skate park. Believes the \$7,500 is money well spent.

November 19 Meeting Minutes

Day Camp (Roos Expansion) – PARC Grant

No Changes. Museum grants were released.

Policies – Updates/Additions

Purchasing Policy

Not complete yet.

Fund Balance Policy

A motion was made by Commissioner Entler, seconded by Commissioner McDermott the Board accept the proposed Fund Balance Policy.

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

A discussion took place.

Tuition Reimbursement Policy

A discussion took place.

Commissioner Entler asked is the staff member leaves before the time required do they have to pay it back to the district. Director Iovinelli responded yes.

Commissioner Entler concerns where the amount of time it takes to get the degree. He recommended 5 years instead of 4 years.

Commissioner Walsh also recommended adding more years of service to the district.

Other Matters for Discussion: None

NEW BUSINESS:

Ordinance #201119A

A motion was made by Commissioner Walsh and seconded by Commissioner Doss the Board adopt Ordinance #201119A Levying taxes for the Park District of Forest Park, County of Cook and State of Illinois for the year 2020.

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

Delegates for the Annual Business Meeting of the Illinois Association of Park Districts.

A motion was made by Commissioner Entler and seconded by Commissioner Doss the Board accepts Roy Sansone as the Delegate, Matt Walsh as the 1st Alternative and Eric Entler as the 2nd Alternative are designated to serve as delegates to the Annual Business Meeting of the Illinois Association of Park Districts.

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

PUBLIC COMMENT: None

Motion was made by Commissioner McDermott, seconded by Commissioner Entler to adjourn the meeting at 7:34 p.m.

Submitted by: _____ Secretary

Approved by: _____ Board of Commissioners

Approved by: _____ Board of Commissioners

Date: _____