

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE BLUE ISLAND PARK  
DISTRICT COMMISSIONERS HELD JANUARY 4, 2022, AT 7:00PM

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Call to order: 7:01pm

Pledge of Allegiance: Led by Commissioner Ochoa

Roll call of Commissioners: William Ochoa, Michael Sinde, Vincent Franchetti and Michael Powers

Commissioners Absent: Brandon Richardella

Staff / Others Present: Executive Director Theodore Ruthenberg, Park District Attorney Robyn Molaro, Marketing Specialists Kevin and Sara Brown of Browntown Communications, Director of Operations Octavio Carbajal, Director of Recreation Joshua Edwards, Recreation Coordinator Luiz Montoya, and Minutes Secretary Karen Zielinski

Public Comments: None  
*\* Public comments are welcome. All comments should be kept to 2 minutes to assume time for all to speak.*

Additions or Revisions to the Agenda: None

AGENDA:

1. **DISCUSSION – BBQ on the Hill.** Director Ruthenberg has had a conversation with Recreation Department and asked Joshua Edwards to join the meeting to explain what expectations are for this fest. Discussion regarding dates and possible addition of rides and carnival games. Also discussed was changing the event to a blues and BBQ event. Pricing and vendors need to be obtained soon as well as deciding what the budget would be. Director Ruthenberg met with Blue Island Beer Company. They would like to have more involvement in the Fest and has connection with bands as well as vendors. This suggestion was well received by the board of commissioners. Commissioner Powers and Sinde would like to see financials from past events to see where changes can be made. Commissioners would like to keep this item on agenda moving forward.
2. **DIRECTORS REPORT:**
  - a. Browntown Marketing Proposal. Sara Brown addressed the board stating Browntown Communications and gave a description of their new proposal. She explained that they have worked for the Park District for 5 years in a supporting role and filling in full time since summer. The new agreement would allow them to meet the needs of the Park District. They are willing to define the proposal to meet the Par District needs and adjust pricing. Commissioner Sinde stated they have done a great job. Sara Brown has grant writing experience and did assist in the Hart Park and Aquatics Grants. Sara Brown stated that, if at any time the park would like to terminate the agreement, they only ask for a 30-day notice. Browntown will also rebuild the Park District website and graphic design for the program brochure and event promotions. Joshua Edwards stated that the Park District does need to create a marketing plan help move forward when applying for grants in the future. They would be beneficial in this. Commissioner Ochoa asked what the status of the current grants? Sara Brown has a new contact with the State of Illinois, and they are hopeful that in the beginning of the 2022.

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**Director's Report Continued**

- b. Cook County Mandate – According to the new mandate all guest of rentals must present vaccination card from 5 years and up with photo ID's for 18 years and above. This is for all rentals and events that will serve food and beverages.  
Winter soccer has been delated due to schools not willing to open gyms. A free soccer conditioning program will be stared in the spring. Attorney Molaro stated that the county may distribute an updated mandate soon. The mandate for sports is under 18, playing in an organized sport are exempt if food and beverages are not being served, but spectators are not exempt. All rentals will be notified and new signage on all entrances.
- c. Question was asked if the Tax Levy was received, Director Ruthenberg stated yes, they are waiting on the money from the two grants from the State of Illinois. Moving forward Commissioners are requesting monthly reports from all department heads and report on all salary and paid employees. They are also requesting program and event, expenditures, cost, and revenue. Commissioner Sinde asked for a marketing job description vs Browntown agreement and a copy of the original contract. Commissioner Powers asked if they are finding grants for the Park District or just what we are requesting. Joshua Edwards expense report for programs and events.
- d. Developing a master plan for 2022. It could cost \$30,000 for an outside company to develop a master plan. Park District will need one to apply for Grants in the future.

**EXECUTIVE SESSION:** Motion to adjourn into Executive Sessions regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2 (c ) (1). Motion made by Commissioner Powers and seconded by Commissioner Ochoa. *RC Executive session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2 (c) (1).*

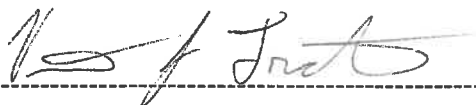
Motion to rejoin the Regular Session of the board made by Commissioner Powers and seconded by Commissioner Ochoa. Roll Call: Commissioners Powers, Sinde, Ochoa and Franchetti, all aye. Motions passes.

Director Ruthenberg asked if any commissioner would be willing to attend the upcoming IPRA Conference January 27 to 29, 2022. Director Ruthenberg and Recreation Coordinator Montoya will be attending.

Motion to adjourn the Committee of the Whole was made by commission Ochoa and seconded by Commissioner Sinde. All aye. Meeting adjourned at 8:50pm

Motion to adjourn made by Commissioner Sinde and second by Commissioner Ochoa. All Aya. Meeting adjourned at 7:18pm.

Approved



Vincent Franchetti, Secretary  
Blue Island Park District

2-15-22

Date