

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, NOVEMBER 8, 2016
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President Barz called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT: Commissioner Barz
Commissioner Reilly
Commissioner Schedin
Commissioner Feehery
Commissioner Ruvoli
Commissioner Rak
ABSENT: Commissioner Farina

3. The Pledge of Allegiance was said.

4. APPROVAL OF THE AGENDA – Approved as presented.

5. CONSENT AGENDA – Items on the consent agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a board member so requests in which event, the item will be removed from the Consent Agenda and will be considered separately. President Barz asked for a motion to approve the consent agenda as presented.

A. Approval of the Meeting Minutes of October 25, 2016.

Commissioner Feehery so moved and Motion seconded by Commissioner Reilly. A roll call vote was taken.

Aye: (6) Feehery, Rak, Reilly, Schedin, Ruvoli, Barz
Nay: (0)
Abstain: (0)
Absent: (1) Farina

Motion approved.

6. APPROVAL OF BILLS

President Barz asked for a motion to approve the bills.

Commissioner Reilly made a motion to approve payables in the amount of \$144,714.50. Motion seconded by Commissioner Feehery. There being no further questions or comments, a roll call vote was taken.

Aye: (6) Rak, Reilly, Schedin, Ruvoli, Feehery, Barz
Nay: (0)
Abstain: (0)
Absent: (1) Farina

Motion approved.

7. CITIZENS COMMENTS – Phil Simmons commented that he was very happy to see that the Dog Park was lit up.

CORRESPONDENCE – None

8. FY 2015/16 Audit Presentation – John Williams of Hearn & Associates, PC
Each commissioner had a copy of the audit and Mr. Williams gave an overview of the contents, explained the analysis and answered questions. (*Mr. Williams left the meeting at 7:08 p.m.*)

9. PRESIDENT'S REPORT –

- President Barz reported that he and Director Hassett attended Suburban Service League meeting. Gina discussed how the donated funds would be distributed.
 - They also attended a meeting of the South Suburban Parks and Recreation honoring Executive Directors and Board members and legislators.
- President Barz reminded the commissioners of the State Convention and asked that each one contact Director Hassett to confirm their attendance.

10. EXECUTIVE DIRECTOR REPORT

A. Executive Director Hassett noted the following from her written report:

- The next committee meeting is December 13, 2016.
- Gina will be working to update the FPD Policies.
- The staff is conducting an on-line survey of the Bark Park. Results will be reported at a future Regular Meeting.
- The staff has been analyzing the Districts accounting services. This will be discussed in the next Committee Meeting.
- Director Hassett and Ryne Kman will be meeting with the attorney to discuss the Tax Levy. It will be discussed at the Committee Meeting along with the Resolution.

B. Fair Labor Standards Act (FLSA)

A memo was included in the Board's packets outlining the results of reviewing the Federal Law which is set to go into effect on December 1, 2016. Options and the actions needed were discussed to bring the district into compliance. Affected employees will receive a letter explaining the changes. The letter prepared by the attorney was included in the packets. Two corrections to the letter were suggested. Proposed changes to the district's FLSA was also included. A review in 6 months was suggested.

President Barz asked for a motion to approve the FLSA Policy changes as presented in Director Hassett's memo. ***Commissioner Reilly made a motion to approve the changes to the FLSA Policy Overtime and Compensatory Time as presented. Motion seconded by Commissioner Ruvoli. There being no further questions or comments, a roll call vote was taken.***

Aye: (6) Reilly, Schedin, Ruvoli, Feehery, Rak, Barz

Nay: (0)

Abstain: (0)

Absent: (1) Farina

Motion approved.

11. COMMITTEE REPORTS

A. SPECIAL RECREATION – EXECUTIVE DIRECTOR HASSETT

A. Board meeting was today (11-08-2016).

- 1) Presentation by Abby Billups, Supt. of Recreation, LWSRA. A video was shown of recent Awards Banquet highlighting the participants. She expressed her appreciation of all the support from the Frankfort Park District Board of Commissioners. Abby and Gina commented on the scope of LWSRA. (*Abby left the meeting at 7:21 p.m.*)

B. FINANCE –BUSINESS MANAGER KMAN/ COMMISSIONER FARINA

- 1) Approval of the FY2015/16 Audit
President Barz asked for a motion to approve the Audit.
Commissioner Reilly made a motion to approve the 2015/16 Audit with the appropriate changes as noted. Motion seconded by Commissioner Schedin. There being no further questions or comments, a roll call vote was taken.

Aye: (6) Schedin, Ruvoli, Feehery, Rak, Reilly, Barz

Nay: (0)

Abstain: (0)

Absent: (1) Farina

Motion approved.

- 2) Financial fund balances, revenue and expenses were in the Boards packets. Ryne explained that the payment of \$11,097 to Diamond Tours was for the Smokey Mountains Trip and is the amount that was taken in for the reservation.
- 3) Ryne will attend a Chamber of Commerce meeting with Director Hassett on Thursday to discuss FSLA.
- 4) Ryne met with the Village of Frankfort Taxing Body Coalition to discuss the Developer Contributions and how to collect them. Gina will discuss at another meeting later in the month.

C. BUILDINGS AND GROUNDS REPORT – SUPT. STUNDINGS/COMMISSIONER REILLY

- a. The Splash Pad was cleaned by the staff with the new water pressure washer and restored it to the factory issue color.
- b. Operation Playground funded 76 tons of red granite that the staff spread around the Bark Park.
- c. The alarm system in the Puent Building needs to be updated to fire department codes. Quotes are being sought to bring the system up to code.
- d. The ice rinks have been delivered to the maintenance shop and construction will begin in November prior to the ground freezing. Gina will get an estimate for boards for the ice rink but that has not been budgeted for.
- e. The superintendent passed the national Certified Playground Safety Inspector exam.

D. RECREATION REPORT – SUPT. PROPER/COMMISSIONER SCHEDIN

- a. The Senior Fall Luncheon was held on October 4 at the Founders Community Center. Thirty five seniors attended.
- b. The annual Halloween Haunting event was held on October 21 and it was estimated that 250 children attended.
- c. The annual Howl-A-Woof took place on October 22nd at the Bark Park. Chew on This Dog Barkery sponsored the event.
- d. The Softball championship will be played tonight, November 8th.
- e. Winter/Spring Brochure proof is being reviewed.
- f. Youth Basketball registration is in progress and Phillips Chevrolet will be the sponsor.
- g. The Fall Outdoor Soccer League has concluded. A survey of successes and needed improvements will be evaluated.
- h. A fundraiser was held on Thursdays in October at the Sweet Frog. The Savory Foods fundraiser runs from October 24th through November 9th.
- i. An Income and Expense report for Halloween Haunting was included in the packets.
- j. A three year Financial Summary was also included in the packets. It compared the past three years and includes the concession stand, but not the maintenance department.

- E. PUBLIC RELATIONS REPORT - EXECUTIVE DIRECTOR HASSETT/COMMISSIONER RAK
- a. A list of items appearing in publications and social media was included in the commissioner's packets.
- F. PLANNING REPORT – EXECUTIVE DIRECTOR HASSETT/COMMISSIONER FEEHERY
None
12. ATTORNEY'S REPORT – None
13. UNFINISHED BUSINESS – None
14. COMMISSIONER COMMENTS/ANNOUNCEMENTS
- Commissioner Schedin noted that the Lincoln Way Wrestling Club has disbanded. She suggested that FPD might explore the idea of starting a program. Discussion was held. The commissioner also complimented LWSRA on their video presentation.
 - Commissioner Feehery noted that Phil Simmons did an outstanding job on the Golf Outing. He complimented Keith Wallace on his presentation at South Suburban League.
 - Commissioner Reilly told Phil Simmons that a resident voiced a concern about Fort Frankfort. He represented FPD at the recent Village of Frankfort Board Meeting. He also addressed the parking situation around LWE. He noted some concerns on the audit concerning the Bark Park and was told it was a timing issue. He also questioned IMRF payments and the liability on the property loan.
13. EXECUTIVE SESSION – President Barz asked for a motion to go into Executive session. ***Commissioner Reilly made a motion to go into Executive Session at 7:57 p.m. for the purpose of discussing: Personnel 5 ILCS 120/2(c)(1); imminent, probable, or pending litigation 5ILCS129/2(2)(c)(11). Commissioner Schedin seconded the motion. Motion passed by a voice vote.***
14. RETURN TO REGULAR MEETING. ***Commissioner Reilly moved to end the Executive Session and return to the Regular Meeting at 8:17p.m. Motion seconded by Commissioner Feehery. Motion passed by a voice vote.***
15. ACTION OF ITEMS DISCUSSED IN EXECUTIVE SESSION - None
16. ADJOURNMENT - ***Commissioner Reilly moved to adjourn the Frankfort Park District Board of Commissioners monthly meeting of November 8, 2016 at 8:18 p.m. Motion seconded by Commissioner Ruvoli. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary