

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MONTHLY MEETING
TUESDAY, SEPTEMBER 13, 2016
FOUNDERS COMMUNITY CENTER
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 Reilly
Commissioner Farina
Commissioner Schedin
Commissioner Feehery
Commissioner Ruvoli
Commissioner Barz

ABSENT: Commissioner Rak

3. The Pledge of Allegiance was said.

4. APPROVAL OF THE AGENDA – Approved as presented.

5. CONSENT AGENDA – Minutes of the Committee Meeting of July 26, 2016, the Regular Meeting of August 9, 2016, Committee Meeting of August 23, 2016 and Ex. Session Minutes of August 23, 2016 were presented for approval in one motion.

- Commissioner Reilly moved to approve the Consent Agenda and Motion seconded by Commissioner Ruvoli.
- After the motion was seconded Commissioner Farina asked that the Ex. Session Minutes of August 23, 2016 be removed from the consent agenda. Commissioner Ruvoli asked that the Minutes from the August 23, 2016 be considered separately.
- Commissioner Reilly moved to rescind the motion to approve the Consent Agenda and Motion seconded by Commissioner Farina. Motion passed by a voice vote.

Commissioner Reilly moved to approve the minutes of the Committee Meeting of July 26, 2016 and Motion seconded by Commissioner Ruvoli. A roll call vote was taken.

Aye: (5) Reilly, Schedin, Barz, Farina, Ruvoli

Nay: (0)

Abstain: (0)

Absent: (2) Rak, Feehery

Motion approved.

Commissioner Reilly moved to approve the minutes of the Regular Meeting of August 9, 2016 and motion seconded by Commissioner Ruvoli. A roll call vote was taken.

Aye: (5) Reilly, Schedin, Barz, Farina, Ruvoli
Nay: (0)
Abstain: (0)
Absent: (2) Rak, Feehery

Motion approved.

Commissioner Reilly moved to approve the minutes of the Committee Meeting of August 23, 2016 and motion seconded by Commissioner Farina.

Discussion - Commissioner Ruvoli noted that a correction needs to be made on page 2 of the August 23, 2016 minutes, item e. It should read "Dralle Family Clock" and the family name should also be "Dralle".

A roll call vote was taken.

Aye: (5) Reilly, Schedin, Barz, Farina, Ruvoli
Nay: (0)
Abstain: (0)
Absent: (2) Rak, Feehery

Motion approved.

Commissioner Reilly moved to approve the minutes of the Ex. Committee Meeting of August 23, 2016 and motion seconded by Commissioner Ruvoli.

Discussion – Commissioner Farina noted that Ryan should be Ryne and was concerned that there was personnel information in the minutes. Gina Hassett noted that these Minutes will not be posted on the website.

A roll call vote was taken.

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

Motion Approved.

6. APPROVAL OF BILLS

Commissioner Reilly made a motion to approve payables in the amount of \$168,352.60. Motion seconded by Commissioner Feehery.

Questions - Commissioner Ruvoli questioned check #39429, payable to Rainbow Farm for fibar. Gina responded that it was for mulch. **There being no further questions or comments, a roll call vote was taken.**

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

Nay: (0)
Abstain: (0)
Absent: (1) Rak

Motion Approved.

7. CITIZENS COMMENTS – None

8. PRESIDENT'S REPORT

- Everyone had their running shoes on for the Fall Fest Parade.
- Thank you Tom, Operation Playground loves you and you are doing a wonderful job.
- Thank you to everyone that participated in the Fall Fest Activities.
- Operation Playground Golf Outing is September 30th.
- Board retreat is the 15th of October.
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9. EXECUTIVE DIRECTORS REPORT

- We hired Sue Reidy as our new part-time employee.
- Sandy has hired a new part-time person to round out the Fall/Winter months.
- Donations – Gina has not heard back from the Dralle family. They are thinking clock or rose garden. Clock may be placed near the concession booth in Main Park.
- Gina has included an Updated Personnel Policy in your Board packet. There was some discussion on policy.
- Ryne and Gina are continuing to work on the finance operation. Ryne, Margaret and Gina met with a representative of the finance software company and she feels they have a comprehensive package. There is a 5 to 7 month change over. The earliest we could be on their system is April. ADP is a consideration for payroll. Recommendation will hopefully be made at the October Meeting.
- Community Outreach – Gina participated in the Historical Society's Ice Cream Social & Pie Eating Contest and volunteered at the Lions Club Wurst Fest. LWSRA is celebrating their 40th Anniversary with a fundraiser on September 25th and there is an upcoming Sports Banquet.
- Commissioner Barz, Stacy and Gina will be attending the National Recreation and Parks Association conference in October.
- September Committee meeting is September 27th.
- Starting September 20th, petitions and election material will be available for the April Election.

10. COMMITTEE REPORTS

A. SPECIAL RECREATION – EXECUTIVE DIRECTOR HASSETT

- LWSRA Sports Banquet – Gina will pass along information.

B. FINANCE – COMMISSIONER FARINA/BUSINESS MANAGER KMAN

- Recreation revenue is down from last year due to property tax levy.
- Ryne reported that Special Rec is up 41% over last year. Current fund balance is \$575,000.
- Financial fund balances, revenue and expenses were in the Board packets and Ryne gave a summary and discussion was held.

- Commissioner Farina led a discussion regarding the Special Rec fund balance and the lack of special rec equipment in the playgrounds.
- Ryne reported that the auditors will be here the 29th and 30th of September.
- Commissioner Farina reported that Ryne has updated the Website with the budget and audits for the last five years.

C. BUILDINGS AND GROUNDS REPORT – SUPERINTENDENT STUDINS/COMMISSIONER REILLY

- Fields are ready for fall sports.
- Last weekend was the Falcons Homecoming. Well attended. Refuse crews were very busy.
- Staff has been working with Fury Soccer Club at Sara Springs. A call was received on Monday regarding monitoring parking at the Disturbed Building. Recommendation is that the Disturbed Property be used for the away team and the home team will park at Jackson and walk through.
- Falcon's fields are in good shape. There were 2 spots that were topped off.
- Preschool sign is in and landscaped
- Sandy has not heard back from Ken Chastain regarding dam inspection. She has been contacting other civil engineers.
- Roof at Founders Center has been repaired and so far so good.
- Sandy is working on getting new LED lights in front of the parking lot at the Founders Center.

D. RECREATION REPORT – SUPERINTENDENT PROPER/COMMISSIONER SCHEDIN

- Fall brochure is out. Registration is going well. Fall programming is starting up. We are starting to work on our Winter/Spring Brochure.
- Maurice is really working out. He has been working with the Warriors tryouts and coaches. There were about 60 kids at tryouts. We are low on the 3rd and 4th grade division. There will be another tryout for that next Wednesday. Maurice held a parent meeting for the 6th, 7th and 8th grade division last week. There will be a meeting for the 5th grade division tomorrow. Once teams are established for the 3rd and 4th grade division there will be a meeting for them as well. He will work on getting uniforms ordered. Practice will start on October 17th. Once all participants are registered he will start looking at tournaments. There was some discussion regarding a Warriors Tournament.
- Fall Soccer has approximately 200 participants. Maurice is very involved with the league.
- The Summer Softball League ended last Tuesday with the championship game. Maurice was there to hand out the trophy. The Fall Softball League has seven teams and games will start next Wednesday.
- The Back to School Bash was held on September 19th. There was a great turnout. We do a school supply drive. District 157C took the supplies.
- Fall Family Campfire at Commissioners Park will be held next Friday. There will be a hayride, games and ghost stories around the fire.
- The Mother/Son Dance is finally a go. We have close to 60 participants signed up.

E. PUBLIC RELATIONS – DIRECTOR HASSETT/COMMISSIONER RAK

- A comprehensive Marketing Report and articles are included in the packet.
- Gina will do an update every other month or every three months as needed.

F. PLANNING REPORT – EXECUTIVE DIRECTOR HASSETT/COMMISSIONER FEEHERY

- Nothing at this time

11. Attorney Report –none

12. Unfinished Business – None

13. Commissioner Comments/Announcements

- Commissioner Ruvoli gave an update on Operation Playground. Fall Fest Parking generated approximately \$8,300. Net profit was about \$8,000. Parking was still a problem. Event coming up September 30th. Fall Fest was great. Float looked great. He has sent in a couple of options for retreat agendas. He is petitioning to have us review and consider a business continuity plan which would have systems up and running in case of emergency. Some of the parks are starting to take a look at using the park facilities as retreat centers for emergencies. There was discussion on how the Park District could be used in emergency situation. Gina brought up the School Lock Down Plan and how that relates to the Preschool. Also, there were four cars broken into at Commissioners Park and we were not notified. Commissioner Ruvoli questioned the garden plot vandalism. Sandy commented that she has not had communication from the renters.
- Commissioner Feehery asked about security cameras for the parks. He would like to see lacrosse or soccer use the main park fields. He has a foursome for the Operation Playground Golf Outing.
- Commissioner Schedin – great job on the parade. She questioned the April Election and there was discussion regarding the 4 year and 2 year term and petitions.
- Commissioner Barz is going to an IAPD sponsored transgender seminar.
- Commissioner Reilly – will have a foursome for the golf outing. There was some discussion regarding a playground for Trinity Services. Someone asked him about a job in the Park District. He is just letting the board know.
- Commissioner Farina – The Preschool sign looks wonderful. There was discussion regarding a volunteer going to the Village Board Meetings. Gina will come up with a schedule. There will be a Village Plan Commission Meeting tomorrow night and Commissioner Farina wanted to know if we would be represented. There is a proposed facility near the Trolley Barn. Thank you for your support of the Wurst Fest.

14. Executive Session – None

15. ADJOURNMENT – Commissioner Ruvoli moved to adjourn the Frankfort Park District Board of Commissioner monthly meeting of September 13, 2016 at 7:40 p.m. Motion seconded by Commissioner Feehery. **Motion passed by a voice vote.**

Respectfully submitted
Sharyn Murphy
Board Minutes Secretary