

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, FEBRUARY 14, 2017
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 Feehery
Commissioner Farina
Commissioner Ruvoli
Commissioner Rak

ABSENT: Commissioner Schedin

3. The Pledge of Allegiance was recited.

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. Commissioner Farina asked that her comments on Page 3 be amended to read that when a FPD program is cancelled and the same one is being offered by another park district, as a courtesy, the resident be notified that they could utilize the other park district program. President Barz asked for a motion to approve the consent agenda as amended.

A. Approval of the Regular Meeting Minutes of January 10, 2017

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

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

Motion approved.

6. APPROVAL OF BILLS - President Barz asked for a motion to approve the bills. Discussion was held to clarify payments to Noratek Solutions, Inc., Designs, Perspectives, and Windy City Electric.

Commissioner Farina made a motion to approve January Accounts Payables and Payroll in the amount of \$72,705.19 and February 2017 Accounts Payables and Payroll in the amount of \$66,294.95. February includes travel and lodging expenses. Motion seconded by Commissioner Feehery. There being no further questions or comments, a roll call vote was taken.

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

Motion approved.

7. CITIZENS COMMENTS – Paul Hackett commented on the use of the basketball courts for programs other than Open Gym. The staff is evaluating the programs to accommodate residents who want to utilize Open Gym.

CORRESPONDENCE – None

8. PRESIDENT'S REPORT –

- President Barz asked about the grant for Power Play. Director Hassett assured him that it was applied for.
- He made an inquiry regarding Stone Creek Park. Director Hassett noted that bids for the concrete and site grading are due in on Friday. Based on how the bids come in, the staff will be considering what kind of playground equipment they will consider. There is an alternate bid for a shade structure that will be decided upon. Gina requested a Special Meeting later in February to approve the bids.
- President Barz thanked all those who attended the convention and noted the good networking opportunities and ideas that were presented. He also congratulated Stacey and her staff on winning a 2nd Place award for FPD's brochure.
- At the convention Tom Barz was elected as President of IAPD.

9. EXECUTIVE DIRECTOR REPORT

Executive Director Hassett noted the following from her written report:

- There was no Committee Meeting in January. The next one will be held on February 28, 2017.
- Director Hassett discussed the Impact Fees that she had notified the Board would no longer be collected by the Village of Frankfort. The park's attorney is working with the village attorney to draft a new ordinance that would allow FPD to collect the fees.
- On February 9, 2017 an official request letter was sent to the Village of Frankfort asking for a land conveyance to return the parking lot at the Puent Building to FPD.
- Health Insurance discussion will be on the agenda for the February Committee Meeting.
- The Directors written report outlined the process needed to sell the LaGrange and Laraway property. This item will be on the agenda for the February Committee Meeting.
- The staff is working on updating the budget for the 2017-2018 year and preparing to conduct an inventory of equipment and facilities.
- The staff met with four IT contractors and will meet with one more to provide a review of the current IT System. It should be complete by the end of the month. Gina will make her recommendation during the budget process.
- The Frankfort Kiwanis Club has requested that another organization help them fund the annual July 4th Fireworks. Gina has followed up with Frankfort Village Mayor.
- The Legislative Breakfast is being hosted by IAPD. Mrs. Hassett asked to be notified if any of the commissioners can attend.
- Operation Playground made a donation of \$1,000 to LWSRA.
- Director Hassett introduced Ed Newton, Supt of Buildings and Grounds, to the Board.

A. Approval of HVAC Replacement at Puent Building – In Director Hassett's report included a proposal to replace the existing boiler. A grant is also available from Illinois Energy Now. It is based on the efficiency of the units. Programmable Thermostats were suggested. Concerns were voiced and discussion was held. President Barz asked for a motion to approve the contract with Dupree Heating and Air Conditioning in the amount of \$19,145 for the replacement of the heating and AC units for the Puent Building. ***The motion was made by Commissioner Farina and seconded by Commissioner Reilly. There being no further questions or comments, a roll call vote was taken.***

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

Motion approved.

- B. Approval of Falcon Football Request** – The Frankfort Youth Athletic Association (Falcon Football) Director Hassett provided an outline of the request to improve the drainage of the football field at Main Park. The request also includes a request to extend the length of the current contract. It is suggested to approve the authorization for the improvements so that work can be started soon. The approval of the contract extension will be discussed at a future Committee Meeting. President Barz asked for a motion to approve the authorization for the Frankfort Youth Athletic association to complete the drainage project at the football field at Main Park which does not include the requested extension of the current contract. **Commissioner Farina so moved and Commissioner Feehery seconded the motion. There being no further questions or comments, a roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (1) Schedin

Motion approved.

- C. Approval of Operation Playgrounds Request** - Operation Playground is seeking the Board's approval to go ahead with plans to place a modular pump track in Indian Boundary Park with access from Old Plank Trail. Phil Simmons spoke to the Board and information was included in the Board's meeting packets showing drawings, costs and naming in honor of Judy Herder. Advantages and concerns were discussed. Fund raising will be needed to afford the cost. Mr. Simmons suggested to conduct a Town Hall meeting at the Founders Center to publicize the project and get resident feedback. President Barz asked for a motion. **Commission Feehery made a motion to approve Operation Playground's request to raise funds to install a modular pump track at Indian Boundary Park and name the track the Judy Herder Memorial Pump Track. Commissioner Farina seconded the motion.** Discussion was held regarding the location and it was determined that further discussion at the next Committee Meeting will be needed before approving which park the track will be built in. **Commissioners Feehery and Farina rescinded their motion.**

President Barz asked for a new motion omitting Indian Boundary Park from it. **Commissioner Feehery made a motion to approve Operation Playground's request to raise funds to install a modular pump track at a FPD park to be determined at a later date and name the track the Judy Herder Memorial Pump Track. Commissioner Farina seconded the motion. There being no questions or comments, a roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (1) Schedin

Motion approved.

10.

COMMITTEE REPORTS

A. SPECIAL RECREATION – EXECUTIVE DIRECTOR HASSETT

- a) Board meeting was today (02-14-2017).
- b) LWSRF is still looking for new members. They are in need of four.
- c) A tentative date of May 20th has been set for a Wheel Chair Softball game between staffs and commissioners of participating park districts and LWSRA participants.

B. FINANCE –BUSINESS MANAGER KMAN/ COMMISSIONER FARINA

- a) Ryne noted that his written report included a time line of actions and meetings that need to take place in preparing the 2017-2018 Budget for approval at the May 9th Regular Meeting.

- b) The staff is working to produce a list of files that will be sent to the Local Records Commission to get approval to dispose of them at our Earth Day event. Pro Shred will be in attendance to carry out the disposal.

C. BUILDINGS AND GROUNDS REPORT – DIRECTOR HASSETT/COMMISSIONER REILLY

- a. Tree trimming is ongoing. Commissioners and Main Parks are the last two needing attention.
- b. Pricing to update the Security Systems is being sought. Ed's goal is to get all buildings under a single system.
- c. Equipment Maintenance is being performed by the staff to ensure all are ready for the warmer weather.
- d. The Ice Rink liner is being removed due to the fluctuating warm weather. It was suggested that perhaps FPD could partner with St. Anthony's to share in the cost and upkeep of the rinks.
- e. The staff made repairs to some picnic tables. New tables will have a different finish on them and will be grouped together. Older painted tables will be phased out as they become unstable and funds allow.
- f. The safety inspections of facilities and equipment is now up to date in the system after the software updates. Ed will be working with PDRMA to establish training for employees.
- g. Ed will look into the feasibility to install BBQ grills in some picnic areas.
- h. It was noted that the guard rail at Commissioners Park is damaged. It is on the list of maintenance items that need repairs when the weather is warmer.
- i. A light in the Founders Center parking lot is out and needs to be fixed.

(Commissioner Rak left the meeting at 7:40 p.m.)

D. RECREATION REPORT – SUPT. PROPER/COMMISSIONER SCHEDIN

- a. The Summer Brochure is in the planning stages. Instructors have been contacted and new ideas are being considered. The content is due to the designer by February 17th.
- b. Youth Basketball League has been successful. The Park District staff has received several compliments about the structure and overall organization of the league.
- c. The Frankfort Warriors have won several tournaments with two more scheduled. A pizza party will be held at the end of the season.
- d. Men's basketball league is going well and will end mid-April.
- e. Daddy Daughter Dances were very successful. There was a waiting list of 75 so a third dance was scheduled in the afternoon with 99 in attendance. Pictures and video are on Facebook.
- f. Preschool program held an open house to generate interest for the Fall 2017. Another will be held on April 22nd. Registration began on February 6th and non-resident registration starts on February 13.
- g. The 14th annual Wellness Fair will be held on February 25th at the Founders Center.
- h. Stacey will attend the Frankfort Community Showcase on March 18th. Her booth will highlight the programs and events of FPD.
- i. Stacey will notify the commissioners of upcoming events.
- j. April 8th will be an egg hunt with Peter Cottontail and lunch with the Easter Bunny.
- k. FPD will celebrate Earth Day on April 22nd.

E. PUBLIC RELATIONS REPORT - EXECUTIVE DIRECTOR HASSETT/COMMISSIONER RAK

- a. A comprehensive report outlined the many articles and postings in social media and printed matter.
- b. Gina is gathering information on Google Analytics to present at a Committee Meeting.

F. PLANNING REPORT – EXECUTIVE DIRECTOR HASSETT/COMMISSIONER FEEHERY

- a. A five year Capitol Replacement plan is being discussed.

11. ATTORNEY'S REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Feehery thanked Paul Hackett for attending the meeting to discuss the football field.
- Commissioner Ruvoli also thanked Paul Hackett. He expressed his appreciation to Gina, Stacy and Brian for all the preparations they handled for the conference for the Commissioners. He congratulated Stacy on the 2nd Place award for the Brochure. The commissioner noted several new products and ideas that he learned of at the conference. He cited, Frisbee baseball, portable batting cages and lavatory sinks as points of interest. Commissioner Ruvoli is arranging to have a meeting with the Will County Transportation Dept. regarding the Laraway project that borders the FPD property adjacent to Route 45. His HOA subdivision, Heritage Knolls, is also trying to have a meeting with them as well. His attendance will be a fact finding mission for both the FPD and his HOA.
- Commissioner Farina thanked Paul Hackett and Phil Simmons for their input. She welcomed Ed Newton and complimented him on the progress of trimming the trees and bushes in the parks. She congratulated President Barz on being elected President of IAPD.
- Commissioner Reilly congratulated Stacy on the Brochure and President Barz on his new IAPD position. He thanked Phil Simmons for his ideas and told him that he always brings value to the discussion. Gina will make sure he gets reminders for events and meetings.

14. ADJOURNMENT - ***Commissioner Farina moved to adjourn the Frankfort Park District Board of Commissioners monthly meeting of February 14, 2017 at 7:55 p.m. Motion seconded by Commissioner Reilly. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary