

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, OCTOBER 10, 2017
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President Barz called the meeting to order at 6:32 p.m.

2. ROLL CALL

PRESENT: Commissioner Barz
Commissioner Reilly
Commissioner Ruvoli (joined at 6:37 p.m.)
Commissioner Feehery
Commissioner Rak

ABSENT: Commissioner Schedin
Commissioner Bickett

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. President Barz asked for a motion for the following:

- A. Approval of the Regular Meeting Minutes of September 12, 2017**
- B. Approval of the Committee Meeting Minutes of September 12, 2017**

Commissioner Reilly so moved and motion seconded by Commissioner Rak. A roll call vote was taken.

Aye: (4) Rak, Feehery, Reilly, Barz
Nay: (0)
Abstain: (0)
Absent: (3) Bickett, Schedin, Ruvoli

Motion approved

6. APPROVAL OF BILLS - President Barz asked for a motion to approve the bills. Gina explained that the wording of the motion has been changed to make clearer.
September Accounts Payable and Payroll in the amount of \$295,310.31 - which includes travel and Lodging expenses.

Commissioner Reilly made a motion to approve August Accounts Payables and Payroll in the amount of \$295,310.31. Commissioner Rak seconded the motion. A roll call vote was taken.

Aye: (4) Rak, Feehery, Reilly, Barz
Nay: (0)
Abstain: (0)
Absent: (3) Bickett, Schedin, Ruvoli

Motion approved

7. CITIZENS COMMENTS – None

8. PRESIDENT'S REPORT –

- President Barz noted that the State Convention was a great opportunity to network.
- He called attention to The Best of the Best that will be held on October 13th.
- January 18-20 is the State Conference and President Barz encouraged all commissioners to plan on attending.
- He noted
- President Barz he apologized that he was unable to attend the Camp Out but heard good things about it.

(Commissioner Ruvoli joined the meeting at 6:37p.m.)

9. EXECUTIVE DIRECTOR REPORT

- A. Approval of the contract for the Puent Roof Replacement – A copy of the memo listing options and the staffs' recommendation was included in the Board's packets.

Commissioner Ruvoli moved to approve the contract for the Puent Building Roof Project to NIR Roofing not to exceed the amount of \$24,500 and Commissioner Feehery seconded the motion. Discussion was held. Hearing no further questions or comments President Barz directed that roll be called.

Aye: (5) Reilly, Ruvoli, Rak, Feehery, Barz

Nay: (0)

Abstain: (0)

Absent: (2) Bickett, Schedin,

Motion approved

- Director Hassett commended both Stacey and Cali DeBella for the great work they did by procuring Sponsorship by Town Center Bank for some park events.
- A meeting has been scheduled has been scheduled for November 2nd to discuss the Founders Center with surrounding neighbors.
- Heritage Knolls residents met with Gina and others to discuss the potential playground equipment. It was a very positive meeting.
- Gina met with the Village of Frankfort to discuss annexations. FCPD will now be included in the distribution of all annexations. She received three agreements that need to be reviewed by the attorney to prepare the appropriate paperwork. Discussion was held.

10. COMMITTEE REPORTS

- A. Special Recreation – Director Hassett

- Gina included LWSRA participation report in the Board's packets. Discussion was held.

- B. Finance – Business Manager Lisa Slattery.

- Lisa explained that the month of October has 3 payrolls that remain consistent with the summer help no longer employed.
- Refund checks totaled \$3,136.50.
- Lisa has been reducing the amount of work she has been sending out to the third party accountant.
- Information is being gathered for the upcoming audit which has not been scheduled yet.
- The auto payment system worked more smoothly on October 1st. Lisa is working on how to improve the process for next year.

- C. Building and Grounds Report –Ed Newton/Commissioner Reilly

- The staff is back to 100%.
- With the drier than normal weather the water level at Jackson Pier has receded and are showing that the footings are cracked. Ed is developing a plan for repairs.
- Ed reported that new HVAC issues at the Founders Center have been discovered over the last month. He is looking for pricing for replacement. Discussion was held.
- Lighting in the parks have issues. The staff have been making repairs. On October 9th repairs to the Puent Building parking lot lights has been scheduled. LED replacements will be installed where possible.
- The staff repaired the fascia and soffits at the Puent Building.

- An Eagle Scout project is in the works and installation of a GaGa Ball Court at Main Park will be completed October 9th.
- Discussion of Fort Frankfort lack of mulch, the need for paint on the cone tops, and the entrance sign needs to be fixed.

D. Recreation Report –Stacey Proper/Commissioner Schedin

- The Winter/Spring Brochure will be sent to the designer the week of October 9th.
- The Fall Family Campfire and Overnight Campout was very successful. Pictures were featured in the *Frankfort Station*.
- Fall softball ends October 11 and Soccer ends October 14.
- The Mother-Son Superhero Dance was attended by 125 participants.
- The Halloween Haunting will be held October 20th. The scarecrow contest is underway.

E. Public Relations – Director Hassett/Commissioner Rak

- A comprehensive report is attached to the Board's packets.

F. Planning Report – Director Hassett/ Commissioner Feehery

- Items will be discussed at the Committee

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – President Barz discussed a climbing mound to be added to one of the parks. He asked Ed to look into it. Some trees are being donated to FCPD but there is a need to contract with someone who has the proper equipment planting for large trees.

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

Commissioner Ruvoli thanked Stacy and Cali for the work they did with Town Center Bank sponsorship. He noted that the meeting with Heritage Knolls was well attended and asked that Gina contact CNN railroad to see if they are willing to contribute to the park. He congratulated the staff for the successful campout. He walked through Jackson Creek and commented how nice it looked. He warned that there have been many coyote sightings and to be careful. The Craft Beer event sponsored by Operation Playground is Oct. 21st. There will be music and a raffle.

Commissioner Rak was glad that the campout went well. She asked for an update on the Homecoming Dance on November 17th. Unfortunately no one has signed up for it.

Commissioner Feehery asked for guidance to recognize a community leader at a meeting and discussion was held. He told the staff that they are doing an outstanding job and that the parks look really great.

Commissioner Reilly suggested a candidate for an appreciation award. He mentioned that he was glad to hear that the national convention went well and hoped the attendees liked it and learned at it. He thanked Ed and his staff for all the hard work they have been doing.

Executive Director Gina Hassett reminded the commissioners that the information on the January conference was in their packets. She encouraged them to set aside the time to attend as many of the events as possible.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT – ***President Barz asked for a motion adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of October 10, 2017 at 7:30 p.m. Commissioner Reilly so moved and Commissioner Feehery seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary