

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY, APRIL 18, 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 Farina
Commissioner Ruvoli
Commissioner Schedin
Commissioner Feehery

ABSENT: Commissioner Rak

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.

A. Approval of the Regular Meeting Minutes of March 14, 2017

B. Approval of the Committee Meeting Minutes of March 28, 2017

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

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

Motion approved.

6. APPROVAL OF BILLS - President Barz asked for a motion to approve the bills.

Commissioner Farina made a motion to approve March Accounts Payables and Payroll in the amount of \$110,285.85.

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

Motion approved.

Discussion was held to clarify phone bills and Attorney's fees.

Commissioner Farina made a motion to approve April 2017 Accounts Payables and Payroll in the amount of \$58,592.08. Motion seconded by Commissioner Reilly. There being no further questions or comments, a roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Rak

Motion approved.

7. CITIZENS COMMENTS – None

CORRESPONDENCE – None

8. PRESIDENT'S REPORT –

- President Barz informed the Board that he will attend the Legal Conference in Springfield with Gina and Stacey.
- Expressed appreciation to everyone who attended the Frankfort Showcase.
- President Barz will be attending a screening of “*Tommy's Honour*”.

9. EXECUTIVE DIRECTOR REPORT

Executive Director Hassett noted the following from her written report:

- Regarding the Impact Fees, Director Hassett told the Board that the attorney is still waiting on getting a response from the Village's attorney. She felt that it would move forward now that the election is over.
- The land conveyance to return the parking lot at the Puent Building to FPD will be on the Village agenda at their April Meeting, which is post-election.
- Steve Hogan will attend the Committee Meeting to further discuss Defined Contributions for Health Insurance.
- Gina received the paperwork on Old Stone Park and filed with the County Clerk. One of the two pieces of land was not deeded to the current contractor and has a mortgage on it. Staff is being cautious to ensure the transfer to the park district is done properly. \$15,000 is in escrow with the Village.
- Operation Playground will hold a craft beer tasting event on June 16 to raise funds for the Pump Track. The event will be held at the Founders Center and tickets are available online at Operation Playground's website. Gina handed out postcards promoting the event.
- IAPD's Parks Day at the Capitol in Springfield will be on May 2nd. Gina will attend it along with the Legislative Conference held on May 3rd. She will help coordinate the booth that represents the South Suburban Professional Recreation and Association at the event.
- Refunds of \$3,124.25 were issued from March 8-March 31. Due to a mix up, registration for the Lacrosse program was cancelled and the participants had to reregister. The time of year for High School Basketball program needs to be reevaluated.
- Gina presented a proposal with a recommendation to approve \$7,800 for Pre-Design services from Williams Architects. It would include a zoning study, building code check, evaluation of building program space and provide site diagrams. If the Board agrees to move forward there would be two additional processes, Existing Conditions Study, \$9,000 and Expanded Design, \$8,200. President Barz asked for a motion to approve \$7,800 for Williams Architects for Pre-Design services.

Commissioner Ruvoli made a motion to approve proposal Williams Architects for Pre-Design Services of \$7,800. Motion seconded by Commissioner Schedin.

Discussion was held to clarify what the services included, the timeline, and feasibility and define the end goal. The land owned by FPD at Route 45 and Laraway was also brought up, but that will need to be put on a future agenda.

The motion was rescinded by Commissioners Ruvoli and Schedin.

Commissioner Ruvoli made a motion to approve the proposal by Williams Architects for Pre-Design services for the Founders Center not to exceed \$10,000. Commissioner Schedin seconded the motion. There being no further questions or comments, a roll call vote was taken.

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

Motion approved.

(President Barz left the meeting at 6:55 p.m. and Vice President Reilly lead the rest of the meeting.)

10. COMMITTEE REPORTS

A. SPECIAL RECREATION – EXECUTIVE DIRECTOR HASSETT

- a) Board meeting was held on 04-11-2017 and attended by Stacey Proper in Gina's absence.
- b) LWSRF received \$130,000 donation from an individual that had participated in some of the LWSRA activities. \$100,000 is to go to Adaptive Sports and the remainder was used for some wheelchairs for certain individuals and a portion went to 2 teams that were in a fund raising competition. The person donating the money will make an annual \$100,000 donation.

B. FINANCE –BUSINESS MANAGER KMAN/ COMMISSIONER FARINA

- a) The Board's packets included information related to Fund Balance Transfer. Vice President Reilly requested that a motion to approve the transfer.

Commissioner Farina made a motion to approve the Fund Transfer of \$21,250 to the General Fund and \$5,000 to the Recreation Fund from the Special Recreation fund for 201616-17 Fiscal Year. Commissioner Feehery seconded the motion. There being no further questions or comments, a roll call vote was taken.

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

Motion approved.

- b) A memo from Executive Director Hassett outlined changes that were made to the draft budget that was presented at the March 28th Committee Meeting. The draft budget has been posted to the District web site which is required to be posted 30 days prior to the final approval. A Public Hearing will be held at the May 9th Board Meeting. The current Board will conduct the Hearing and vote on the Budget before swearing in the new Board members. Discussion was held. Vice President Reilly asked for a motion to approve the draft Budget.

Commissioner Feehery made a motion to approve the draft Budget for the 2017-2018 Fiscal Year. Commissioner Farina seconded the motion. There being no further questions or comments, a roll call vote was taken.

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

Motion approved.

C. BUILDINGS AND GROUNDS REPORT –SUPT BLDG & GROUNDS
NEWTON/COMMISSIONER REILLY

- a. The sled hill fencing has been put away. The refuse cans were distributed to the parks and the nets for tennis and volley ball put up.
- b. The restrooms have been cleaned and opened to the public the beginning of April.
- c. The drier weather permitted the staff to start cutting and trimming at the parks.
- d. Licensing and classes has been completed by all of the staff. Licenses for the facilities are also up to date.
- e. The Puent Building permit has been issued. The grant documentation has been submitted for the Illinois Energy Now program.
- f. Parts of the Stone Creek playground were already received with the balance to be delivered within the next week.
- g. Ed has received applications for the summer seasonal staff and is conducting interviews for the summer staff. Many are returning from last year.
- h. Gina received a few emails with complaints regarding Sara Springs and the use for Soccer. She and Ed will discuss with the residents.

D. RECREATION REPORT – SUPT. PROPER/COMMISSIONER SCHEDIN

- a. Summer Brochure will be delivered to residents April 19th. It is on the website since April 10th.
- b. The Garden Plots meeting will be held on April 24th. New this year is the addition of a shed with a few tools for the publics use. Maintenance is working on getting the water supply hooked up.
- c. The Earth Day celebration will be at Main Park on April 22nd. Recycling, Electronic Recycling and Shredding services will be available.
- d. Kristen Morrison gave an overview of the Pre-School. An Open House will be held on April 22nd. Enrollments are doing well.

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. Copies of some of the articles were included in the packets.
- b. Gina noted that the media covered the candidates for Park Commissioners very nicely.

F. PLANNING REPORT – EXECUTIVE DIRECTOR HASSETT/COMMISSIONER FEEHERY - None

11. ATTORNEY'S REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Ruvoli congratulated the newly elected commissioners. He will attend Earth Day. He congratulated all that worked at the Community Showcase. Fort Frankfort Maintenance Day will be May 13 and he encouraged young people needing service hours to sign up to work at the park.
- Commissioner Feehery was happy to see that Anytime Fitness displayed a poster of the Frankfort Park District's Softball program. He thought it was very nice of them to partner with the District. He congratulated his fellow candidates for being elected.
- Commissioner Schedin congratulated the new and returning commissioners. She complimented Ed and his staff on the refurbished picnic benches.
- Executive Director mentioned that the pier at Jackson Creek is closed due to a failing concrete pilings. Ed noted that he is looking at options for replacing all the pilings.
- Commissioner Farina congratulated all the elected commissioners. She thanked all of her colleagues and staff for their support. She expressed her appreciation to the staff as well. She acknowledged some accomplishments – Budget and Audits online; Puent Sign; hiring Executive Director. She enjoyed working with all.
- Commissioner Reilly thanked the staff for all the work they did on the budget. He thanked Kristen for attending the meeting. He also thanked Jaclyn and Margaret for their service.

14. **ADJOURNMENT** – Vice President Reilly asked for a motion to adjourn ***Commissioner Feehery moved to adjourn the Frankfort Park District Board of Commissioners Special Meeting of April 18, 2017 at 7:25 p.m. and Commissioner Schedin seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary