

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, FEBRUARY 13, 2018  
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President Barz called the meeting to order at 6:31 p.m.

2. ROLL CALL

PRESENT: Commissioner Barz

Commissioner Reilly

Commissioner Ruvoli (joined at 6:35 p.m.)

Commissioner Feehery

Commissioner Rak

Commissioner Bickett (joined at 6:35 p.m.)

Commissioner Schedin

ABSENT: None

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 January 9, 2018**

**B. Approval of the Committee Meeting Minutes of January 9, 2018**

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

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

Nay: (0)

Abstain: (1) Rak

Absent: (0)

***Motion approved***

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

**Accounts Payable and Payroll in the amount of \$174,091.55- which includes travel and Lodging expenses.** Discussion of the refund amounts and typo was held. Commissioner Ruvoli asked for clarification on several bills. It was noted that the 4th quarter payment to LWSRA was included in the bills.

***Commissioner Ruvoli made a motion to approve Accounts Payables and Payroll in the amount of \$174,091.55. Commissioner Reilly seconded the motion. A roll call vote was taken.***

Aye: (7) Feehery, Rak, Barz, Reilly, Bickett, Schedin, Ruvoli

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

7. COMMUNITY SERVICE AWARDS
- A. Town Center Bank - Executive Director Gina Hassett presented A Community Service Award to President Dan Regan & Vice President Shirley Pirko of the Town Center Bank for their support of various park programs/events throughout the year.
  - B. Susan Clark Dansforth – Commissioner Feehery presented a Community Service Award to Ms. Dansforth of the Frankfort/New Lenox Running Club to express the appreciation of the Frankfort Park District. The club has 1700-2000 runners with several hundred running each week.
8. AUDIT PRESENTATION – FY 2016/2017 AUDIT – John Williams, Hearn & Associates, PC  
Cancelled due to illness.
9. PRESIDENT’S REPORT –
- President Barz said that the Holiday Party held in January was wonderful and the staff seemed to be having a great time.
  - He reminded the Board that the Meet & Greet will be held on February 27<sup>th</sup> and encouraged all to attend.
  - President Barz noted that Gina had sent the Board’s email addresses to the state and that each commissioner will be sent an Economic Interest Form by the end of the month. The completed forms are due back in May.
  - He wished Happy Birthday to Commissioner Feehery and Commissioner Ruvoli.
  - He noted that the sled hill and ice rink were being used frequently.
  - President Barz congratulated the staff on their efforts and hard work the past couple of months to run the events and programs.
  - He told the commissioners he appreciated their attendance at the conference and said it was well attended by FPD.
  - At the conference, as chairman of IAPD he presented the Chairman’s Citation Award to the Executive Director of LWSRA, Keith Wallace.
  - President Barz told the commissioners to not forget to look at the talking points for the Referendum.
9. EXECUTIVE DIRECTOR REPORT
- A. BOARD VACANCY ORDINANCE 18-2 – An Ordinance Establishing Regulations for Board Vacancies. **Commissioner Barz moved to approve Ordinance 18-2, an Ordinance Establishing Regulations for Board Vacancies and Commissioner Ruvoli seconded the motion.** Discussion was held. Hearing no further questions or comments President Barz directed that roll be called.

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

Nay: (1) Bickett

Abstain: (0)

Absent: (0)

***Motion approved***

- Director Hassett noted her report covered several items, but she wanted to bring the Mowing Bid to the commissioners attention. The staff prepared and advertised for bids with the idea that there can be some efficiencies and cost saving by contracting to a 3<sup>rd</sup> party.
10. COMMITTEE REPORTS
- A. Special Recreation – Director Hassett
    - None
  - B. Finance – Business Manager Lisa Slattery.
    - Lisa explained that this is the first time that W-2s and 1099s were being done in-house. The process went well.
    - The Quarterly Tax filing was also done in-house for the first time by Lisa. Gina noted that Lisa and staff have been going over invoices carefully to avoid finance charges and overbilling which has shown some savings.

- C. Building and Grounds Report –Ed Newton/Commissioner Reilly
- The staff's time has been taken up with snow removal to keep all the building and parking lots clear. Ed complimented them on their hard work and dedication.
  - Some ADA repairs have been done as time allows. Ed will provide a quarterly report showing the progress from the ADA Transition plan.
  - Ed's staff has been doing dry wall repairs and painting as time allows.
  - A Catch Basin in the Founders parking lot had to be repaired after is sunk during a thaw.
  - Ed is looking into the 2018 rollout for rebates on eligible lighting. He hopes to retrofit the fluorescents with LED. President Barz suggested sensors be installed at the same time.
- D. Recreation Report –Stacey Proper/Commissioner Schedin
- The staff is preparing the Summer Brochure.
  - The Father-Daughter Dance was held in 3 sessions and was a hit with all.
  - The Preschool Open House was attended by 14 families. Registration for nonresidents started February 12<sup>th</sup>.
  - The Youth Basketball was delayed due to snow so will continue until Mid-March. The Warriors are ending their season on Valentine's Day.
  - Winter on the Green was held on January 20<sup>th</sup> and it's estimated that 200 people attended.
  - The Seniors Valentines lunch was attended by 62 seniors and was sponsored by Riverside.
  - Changes were made to the rental fees and procedures for the Founders Room and the gym. A copy is attached to the Board's packets.
  - The Wellness Faire will be held on February 24<sup>th</sup>.
  - The Community Showcase will be at LWE on March 17<sup>th</sup> and Commissioner Ruvoli will volunteer for a few hours.
- 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 – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

Commissioner Bickett informed the FPD Board that he is a Board Member on the Frankfort Baseball Assoc. He has encouraged the association to write a new contract. Commissioner Bickett gave kudos to all on the very successful Daddy Daughter Dance, he enjoyed it.

Commissioner Ruvoli commended the staff on the Winter on the Green event. He told Ed that the repairs to the signage looks good and thanked him and the staff on their hard work with all the snow removal. He thanked Stacey for preparing the Calendar of Events. The holiday party was a lot of fun. He told the Board that he was pleased with the service awards tonight. He thanked Gina and her staff for making all of the arrangements for the IAPD/IPRA Conference. It was great sitting at the table with Representative McDermed. He congratulated Tom Barz on his speech at the conference. He complimented Lisa on a job well done with the W2s &1099s. He inquired on the route for Long Run on a Short Day. Discussion was held. No decision was made.

Commissioner Rak said it was great spending time and getting to know others at the conference. She thanked the staff for the awesome job on the park events and snow removal. She said she will be donating Christmas Decorations, from her office, to FPD.

Commissioner Feehery thanked Gina and President Barz for making the awards tonight very special. He complimented Commissioner Barz on his speech at the conference.

Commissioner Reilly echoed the comments of the other commissioners. He thanked Gina for making all of the arrangements for the conference. He congratulated Tom Barz on his participation on the IAPD Board and noted that it helps promote FPD. He has an idea for one of the parks to be themed as a Veteran's park. He suggested partnering with the VFW and the Village to outfit and dedicate one of the parks. Discussion was held around involving the Lions.

Executive Director

14. EXECUTIVE SESSION - None
15. ADJOURNMENT – ***President Barz asked for a motion adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of February 13, 2018 at 7:40 p.m. Commissioner Feehery so moved and Commissioner Reilly seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary