

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, MARCH 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  
Commissioner Rak (joined at 6:34 p.m.)  
Commissioner Bickett  
Commissioner Schedin

ABSENT: Commissioner Feehery

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 February 13, 2018**
- B. Approval of the Committee Meeting Minutes of February 13, 2018**

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

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

***Motion approved***

6. APPROVAL OF BILLS - President Barz asked for a motion to approve the bills.  
**Accounts Payable and Payroll in the amount of \$138,796.83- which includes travel and Lodging expenses.** Discussion of the late fees, line items

*Commissioner Ruvoli made a motion to approve Accounts Payables and Payroll in the amount of \$138,796.83. Commissioner Schedin seconded the motion. A roll call vote was taken.*

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

***Motion approved***

7. COMMUNITY SERVICE AWARDS
- A. Phil Simmons - On behalf of Frankfort Park District and the Board of Commissioners, Executive Director Gina Hassett presented Phil Simmons a Community Service Award for his participation in Operation Playground. Mr. Simmons told how Operation Playground became to be and how it evolved.
8. AUDIT PRESENTATION – FY 2016/2017 AUDIT – John Williams, Hearn & Associates, PC. Mr. Williams presented the Auditors Communication and Management letters and the Financial Statements. Several adjustments were made and recommendations were listed. A Capitol Management Policy and a Debt Management Policy were suggested. There is a very strong position on IMRF liability. Lisa noted that she is working towards an A-Rating on the Audit through controls and transparency.
9. CITIZENS COMMENTS - None
10. PRESIDENT'S REPORT –
- President Barz reminded everyone to submit the Economic Interest Form by the due date to avoid a fine.
  - He thanked everyone for attending the retreat and gave praise for the good job in setting it up. Commissioner Bickett apologized for missing the retreat.
  - President Barz noted that the Chamber After hours was successful and again thanked those responsible for setting it up.
11. EXECUTIVE DIRECTOR REPORT
- Director Hassett noted that the referendum question to sell the Laraway Road property is on the March 20<sup>th</sup> ballot.
  - The staff is still evaluating whether to fill the full time maintenance position or replace it with part time staff.
  - The low bid received for mowing services was from Beary Landscaping. Staff is evaluating the contract price versus the direct costs of doing it in house.
  - Heritage Knolls playground equipment will be ordered next month. No bid is required.
  - Staff is evaluating firms that can assist the District to develop a Capital Asset Replacement Plan. Olivieri Brothers and Hitchcock Design have met with staff.
12. COMMITTEE REPORTS
- A. Special Recreation – Director Hassett
- Keith Wallace is being nominated for Person of the Year.
  - Gina will discuss with Keith making a contribution to the Playground that LWSRA is raising funds for.
- B. Finance – Business Manager Lisa Slattery.
- Lisa referred the commissioners to her written report.
  - An historical spreadsheet has been prepared and will be available to the commissioners to help evaluate the budget.
    1. Approval of Fiscal Year 2016/2017 Audit – President Barz asked for a motion to approve the Fiscal Year 2016/2017 Audit.

*Commissioner Ruvoli made a motion to approve the Fiscal Year 2016/2017 Audit and Commissioner Rak seconded the motion. A roll call vote was taken.*

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

***Motion approved***

- C. Building and Grounds Report –Ed Newton/Commissioner Reilly
- Twenty-one park signs have been painted, refurbished and reinstalled.
  - There are 19 new picnic tables 10 of which are ADA. A few sets of legs are being refinished and rebuilt into standard tables. The ADA tables were on the Transition Plan.

- The dugout at Softball Field C at Main Park suffered damage. Staff removed the structure for safety. Ed is working with the Girls Softball organization to make repairs. They want to replace the structure, but it requires concrete footings per the building department.
- Work on the ADA transition plan continues. Staff continues to make adjustments to items that can be done in house and quotes are being gathered for other improvements which will be outsourced or require materials.
- Ed continues to work with vendors to get quotes on the improvements to the buildings lighting. The district has applied for an energy assessment from Com Ed to better identify incentives that might apply. Pricing on some upcoming projects for next year's budget are being sought now to help with budgeting.
- Ed included the ADA Transition plan updated with items completed.
- Quotes are being sought for HVAC for replacement and repair.

D. Recreation Report –Stacey Proper/Commissioner Schedin

- The staff received the first draft of the Summer Brochure.
- The Youth Basketball was delayed due to snow so will continue the first week of April.
- The Warriors are ending their season in February. We are getting dates set for August try-outs.
- Indoor soccer league begins March 17<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.
- Blood donations sponsored by the LIONS will be on March 17<sup>th</sup>.
- Bunny events will be held on March 24<sup>th</sup>.
- Stacy confirmed there is no Co-Ed Volleyball in the winter.

E. Public Relations – Director Hassett/Commissioner Rak

- A comprehensive report is attached to the Board's packets. Gina pointed out that the District is getting very good coverage.

F. Planning Report – Director Hassett/ Commissioner Feehery

- Items will be discussed at the Committee

13. ATTORNEYS REPORT – None

14. UNFINISHED BUSINESS – None

15. COMMISSIONER COMMENTS/ANNOUNCEMENTS

Commissioner Bickett apologized for not attending the retreat, but will meet with Gina to go over items that were discussed.

Commissioner Rak enjoyed the retreat and thought there were some great ideas. She thanked the staff for all they do.

Commissioner Schedin apologized for being unable to attend the retreat. He complimented the staff on all of the great work they do.

Commissioner Ruvoli thanked Gina for organizing the retreat and he looks forward to implementing some of the ideas. He thanked Lisa for the work on the Audit Report and would like to set goals with her to reach an A Rating. He complimented Stacy on the craft fair and though it was a success. He thanked Ed for refurbishing the park signs and plans to visit each one with his wife. Also he liked the updated ADA report.

Commissioner Reilly thanked Gina for putting the retreat together. He inquired about the Trivia and was disappointed that only one group signed up. He will try to get other groups.

16. EXECUTIVE SESSION - None

17. **ADJOURNMENT – *President Barz asked for a motion adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of March 13, 2018 at 7:46 p.m. Commissioner Reilly so moved and Commissioner Ruvoli seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary