

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, DECEMBER 11, 2018  
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 Ruvoli

Commissioner Bickett

ABSENT: Commissioners Rak, Feehery, Schedin

3. APPROVAL OF THE AGENDA – Approved as presented.

4. 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 November 13, 2018**

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

***Commissioner Reilly made a motion to approve the minutes as presented and motion seconded by Commissioner Ruvoli. A roll call vote was taken.***

Aye: (4) Reilly, Ruvoli, Bickett, Barz

Nay: (0)

Abstain: (0)

Absent: (3) Rak, Feehery, Schedin

***Motion approved***

6. APPROVAL OF BILLS – Lisa told the Board that next month she will generate the check for the Bond payments of about \$200,000 from the BMO Harris account. The BMO account is being phased out and about 70% of the funds are switched over to Town Center Bank, with the remainder being moved in the next two months. Questions regarding the electric bills and meters were discussed. The difference in the internet bill was discussed. Gina will look into them. The concession water bill was questioned. President Barz asked for a motion to approve the **November Accounts Payable and Payroll in the amount of \$186,921.42- which includes travel and Lodging expenses.**

***Commissioner Ruvoli made a motion to approve the November, 2018 Accounts Payables and Payroll in the amount of \$186,921.42 as presented. Commissioner Reilly seconded the motion. A roll call vote was taken.***

Aye: (4) Ruvoli, Bickett, Reilly, Barz

Nay: (0)

Abstain: (0)

Absent: (3) Rak, Feehery, Schedin

***Motion approved***

7. FY 17/18 AUDIT PRESENTATION – John Williams of Hearne & Associates, PC – The commissioners all had a copy of the audit. Mr. Williams explained the auditor’s responsibilities and opinions. He said they made few adjustments and there were no problems in obtaining the needed information from the staff. He suggested adopting a Capital Asset Policy and Gina has a copy to adopt. A Management Policy is also needed. He noted that IMRF is 90% funded. Overall the District is in a good position.
8. PUBLIC HEARING –
- A. Non-Referendum Bonds - President Barz opened the Public Hearing at 6:48 p.m. The purpose of the hearing concerns the intent of the Board of Park Commissioners to sell \$1,900,000 Park Bonds. Gina explained that the amount is the maximum that the Board could extend, but the exact amount will be determined later. Residents Phil Simmons and Mr. & Mrs. Bob Denton were in attendance and asked several questions. The bonds will be used to fund Capital Improvements, including parking lot repairs, playground improvements, payments on loans and improvements to the Founders Center. Bonds that are expiring will be replaced by the sale of new ones. The Bond repayment is 25 years. Gina will follow up with Mr. Denton on the percentage of the non-referendum bonds. President Barz closed the Public Hearing at 6:58 p.m. (residents left)
- B. TRUTH IN TAXATION – President Barz opened the Public Hearing for the Tax Levy for 2018 at 6:59 p.m. The annual ordinance and resolution were presented. President Barz asked if there were any questions or comments in the audience. Hearing none President Barz closed the Public Hearing.
- a. Ordinance #18-12 for the 2018 Tax Levy – President Barz asked for a motion to approve the ordinance.
- Commissioner Ruvoli made a motion to approve Ordinance #18-12, the 2018 Tax Levy and Commissioner Reilly seconded the motion. A roll call vote was taken.***
- Aye: (4) Bickett, Reilly, Ruvoli, Barz  
Nay: (0)  
Abstain: (0)  
Absent: (3) Rak, Feehery, Schedin
- Motion approved***
- b. Resolution #18-12 – President Barz asked for a motion to approve the Resolution.
- Commissioner Reilly made a motion to approve Resolution #18-12 to instruct County Clerks how to apportion 2018 Tax Levy Extension Reductions. Commissioner Ruvoli seconded the motion. A roll call vote was taken.***
- Aye: (4) Reilly, Ruvoli, Bickett, Barz  
Nay: (0)  
Abstain: (0)  
Absent: (3) Rak, Feehery, Schedin
- Motion approved***
9. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None
10. PRESIDENT’S REPORT –
- President Barz was happy to hear that Heritage Knolls drainage was working.
  - He commented that it was good to see that the sled hills were used a lot during the recent snow fall.
  - President Barz asked Ed about the ice rink. Ed assured him that preparations are in progress and depends on the weather.
  - He asked if the artistic stage piece had been sold yet. Ed & Gina are still working on it.
  - He asked for an update on the possession of the 5 Oaks property. No additional

- information is available at this time.
- President Barz and Gina talked separately to 'Location Finders' regarding the Laraway Property sale.
- He asked Gina to put the Employee Benefits and Capital Assessment on next month's agenda.
- A resident of the Ironwood Subdivision asked how their properties can be added to the Frankfort Park District. Currently they are in the Mokena Community Park District. Attorney Izzo relayed the process that the citizens must make. Frankfort Park District can provide the residents the information. A list of benefits to the residents could be given to them.
- He asked Gina for an update on Crystal Brook. Gina informed him that she met today with the builder and they approved the landscape plan. Currently 2 foundations are being built for models.
- 1000 acres along I57 is annexed in the Village but not in the Frankfort Park District. Gina will follow up with the Village.
- President Barz wished everyone a Merry Christmas and a Happy New Year. He thanked the staff for all their hard work this past year.

#### 11. EXECUTIVE DIRECTOR REPORT

- Bond Issue – By holding a Public Meeting today, the first step in the process has been taken. Gina included the Bond Issue Memo in the Board's packets for them to review. It will be discussed in the January Committee Meeting.
- ADA Transition Plan – Gina updated the Board on the progress of meeting the goals by using the Special Recreation Funds. Ed will provide an update of the spreadsheet in January. It will be necessary to spread out the projects over several years.
- Elections – One filing has been received for the April 2019 election of Board commissioners. The last day to file is December 17<sup>th</sup>.
- Server Upgrade – The new server was previously used by a Library and was free to the District. The completed upgrade to the software and labor to move the files are estimated to cost \$10,500.
- Mowing Contract – The staff is evaluating the costs for using a third party mowing service. Next month, the staff will bring the details and look for approval to renew the contract with Beary for 2019 season. If using the third party service in the spring as well, it will free up some of the budget to hire more part time help in the summer.
- Tax Objection- Staff has received a Tax Objection related to the Special Recreation Fund. The District's attorney will handle it as he has done in the past. Discussion was held. In January a recommendation to will be made on moving funds.
- Beginning in January Committee Meetings will be held on the fourth Tuesday of each month at 6:30 p.m.
- The Holiday schedule was presented.

#### 12. COMMITTEE REPORTS

- A. Special Recreation – Director Hassett - None
- B. Building and Grounds Report –Ed Newton/Commissioner Reilly
  - The Ice Rink liner and components are ready for the freezing weather.
  - Christmas decorations have been put up and new LED lighting made the process easier and will save money on the electric bill.
  - Some light fixtures in the building have been converted to LED. Savings will offset the cost of the products. Ed told the Board that the lights at the Ice Rink are on a timer which can be disengaged when there is no ice. The District is on the list with the ComEd Efficiency Program.
  - The Heritage Knolls playground drainage is working properly.
  - Service to the playground equipment has been taking place during the milder weather.
  - The Sara Springs building is being worked on and will result on a better space to use for storage.
  - President Barz suggested that Ed look into purchasing an enclosed trailer.
  - Quotes for floor tiles in Founders room are being sought. The project will begin

soon and removal of old tile will be done in house.

- The sled hill has been up last month and the staff is monitoring it for safety.
- Removal of stumps will resume as the ground freezes. Ed will look at the dirt that has become available on Francis Road.

C. Recreation – Superintendent Proper/Schedin

- The Winter/Spring brochure is online. Registration begins on January 3<sup>rd</sup>. Commissioner Ruvoli complimented Stacey on the cover.
- Santa workshop and meet with Santa for a photo op instead of lunch with him was held on December 8<sup>th</sup>, Paws with Clause, and the Polar Express was December 9<sup>th</sup>. The Lions club helped out.
- Indoor Flag Football ended and surveys will be sent out.
- Youth basketball league is running smoothly.
- Preschool will hold their Holiday programs the week of December 18<sup>th</sup> and then be off for 2 weeks.
- The Warriors Tournament went well and made approximately \$900.

D. Public Relations – Director Hassett/Julie Sullivan

- A copy of Julie's activities was included in the Board's packets and copies of published items in news outlets.
- Julie emailed packets to potential sponsors. Her efforts are concentrating on Athletic Basketball Leagues, Softball Banners and 3 Senior Luncheons.
- Julie has completed the 2019 Special Events Sponsorship Packets.

E. Planning Report – Director Hassett/ Commissioner Feehery

13. ATTORNEYS REPORT – John Izzo wished everyone a Merry Christmas and Happy Holidays.

14. UNFINISHED BUSINESS – None

15. COMMISSIONER COMMENTS/ANNOUNCEMENTS

Commissioner Reilly wished everyone a Merry Christmas and Happy Holidays. He complimented Stacey on the increase in program participation. He told Lisa he thought her accounting skills are great.

Commissioner Ruvoli told the Board that Operation Playground is planning Pour for the Park a little earlier in 2019 than October. It was successful and money is still being collected. He attended a Village Planning meeting and there were a number of plans being considered for vacant land. A rec center and aquatic center are the number one things requested. Merry Christmas and Happy New Year.

Commissioner Bickett wants a Planning Committee established in January. He thinks recommendations could be made in March or April 2019. Consideration of Public/Village/Private endeavor should be kept in focus for a Rec Center. He is interested in Concerts in the Park. December 22<sup>nd</sup> a concert is being held at Roma at 7:00 p.m. Happy Holidays and he thanked the staff.

President Barz told the Board that he and Gina are meeting with Village and a company contemplating building a Senior Center and want to not have to pay the impact fees.

16. EXECUTIVE SESSION –*Executive Session for the purpose of discussing the purchase or lease of real estate 5 ILCS 120/(2)(5); Personnel 5 ILCS 120/2(c)(1); imminent or pending litigation 5 ILCS 120/2(2)(c)(1); and finances.*

17. ADJOURNMENT – *President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of December 11, 2018 at 7:55 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