

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, JANUARY 8, 2019  
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 Rak  
Commissioner Feehery  
Commissioner Schedin

ABSENT: Commissioner Bickett

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 December 11, 2018**

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

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

Nay: (0)

Abstain: (1) Rak

Absent: (1) Bickett

***Motion approved***

6. APPROVAL OF BILLS – President Barz noted that Bonds were included in December's list of expenses. Discussion was held on several bills, and the timing/ printing of the reports. Lisa informed the Board that deposits from BMO to Towne Center are complete. Most of the balances have been added to the Money Markets. The account for the P-Card is still open at BMO while she and Gina look into other P-Card options. The interest on the new CDs was discussed. President Barz asked for a motion to approve the **December Accounts Payable and Payroll in the amount of \$332,082.95- which includes travel and Lodging expenses.**

***Commissioner Feehery made a motion to approve the November, 2018 Accounts Payables and Payroll in the amount of \$332,082.95 as presented. Commissioner Reilly seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

***Motion approved***

## 7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

## 8. PRESIDENT'S REPORT –

- President Barz wished everyone a Happy New Year.
- He reminded everyone that starting in 2019 there will be a Regular Meeting on the 2<sup>nd</sup> Tuesday of each month and a Committee Meeting on the 4<sup>th</sup> Tuesday of each month.
- He reminded everyone that the Holiday Party is coming up.
- The State Convention is the 24<sup>th</sup> through 26<sup>th</sup>.
- Gina and President Barz met with the Mayor regarding Cedarhurst.
- He attended Commissioner Bickett's event in December and thanked him.
- He was happy to see that the sled hill and Ice Rink were getting good use.
- He commented on how well done the Brochure is and thanked Stacey.

## 9. EXECUTIVE DIRECTOR REPORT

Executive Director Hassett wished everyone a Happy New Year.

- A. Approval of Mowing Contract Extension with Beary Landscaping Inc. – Gina included a memo outlining the renewal of the current contract. The Discussion was held on the savings, hiring a seasonal employee, extending the contract for a 3<sup>rd</sup> year and the number of mows. The staff noted that the mowing by Beary last year was a successful endeavor and their performance was good. The Staff is recommending approval of the extension. President Barz asked for a motion to approve the contract.

***Commissioner Feehery made a motion to approve the second year of the contract for mowing with Beary Landscaping for lawn maintenance for 2019 season not to exceed \$71,120. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

***Motion approved***

- B. Approval of Contract with DLA Architects for Capital Asset Replacement Plan (CARP) – A memo outlining the proposals was included in the Board's packets. The staff recommends utilizing DLA Architects to conduct the CARP. They will evaluate the conditions of the facilities and parks and recommend projects, costs and priorities. The project would take 90 days to complete. The Board and staff will review the recommended projects and costs to include in the 5-year plan. Funds from the bond proceeds will be utilized to manage the projects. Discussion was held.

***Commissioner Ruvoli made a motion to approve the contract with DLA Architects to complete a Capital Asset Replacement Plan in the amount of \$28,500 and Commissioner Rak seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

***Motion approved***

- C. Cedarhurst Development - Continued in Unfinished Business

## 10. COMMITTEE REPORTS

- A. Special Recreation – Director Hassett

- LWSRA is constructing a Sensory Room and Office Space. They are the Keith Wallace is acting as their own GC for the project.

- New Lenox has applied for an OSLAD Grant for the All Inclusive playground next to the LWSRC. They were notified that the next step is for a presentation.
- Lisa noted that payments to LWSRA will resume next month.

B. Building and Grounds Report –Ed Newton/Commissioner Reilly

- The Ice Rink liner and components are ready but the freezing weather has not materialized yet.
- The Founders Room floor project has been delayed. The options that were considered are not viable. Ed was told that the moisture content in the concrete will not allow for guarantees from any of the contractors that submitted quotes for tiles. Gina has asked Stacy to move the Father/Daughter Dance into the gym as a result of tiles coming loose. Ed will continue to look for new options.
- The Heritage Knolls Playground is draining properly. More backfill is needed and has been trucked in. Regrading will be done when conditions improve. Some small details will be addressed by the Architect and the supplier soon. Commissioner Ruvoli asked Ed to look at the sign and the drainage by it.
- Indoor projects are being addressed daily.
- Ed says that the request to ComEd to conduct an evaluation of emergency lighting is still pending.
- President Barz asked Ed if his staff could install more zone lighting in the Founders Center.
- Tree stump removal will resume once the ground is not so soft.
- President Barz suggested that Ed get saplings this spring to plant on the Laraway property. He also asked if Ed looked into getting dirt from the project being done on St. Francis Road to utilize on projects and create a dirt hill at one of the parks.
- Staffing was discussed.

C. Recreation – Superintendent Proper/Schedin

- The Winter/Spring brochure has been delivered and is online. Registration has begun on January 3<sup>rd</sup>. Non-Resident registration starts on January 10<sup>th</sup>.
- The Daddy/Daughter Dance will be moved to the gym which will open up availability to register more attendees.
- Staff is working with the Pr Coordinator to create marketing materials for upcoming programs.
- Over Winter Break the 2<sup>nd</sup> annual Nerf Wars was held with 24 participants. Stacy is scheduling another one for Spring Break.
- A countdown to New Year's Eve was held on December 31<sup>st</sup> for youngsters and began at 11:30 a.m. The kids had a great time.
- Basketball camp was held during the break as well. The new season begins on January 19<sup>th</sup> and runs through Mid-March. Uniform shirts have been received.
- Preschool registration begins February 4<sup>th</sup> for the Fall session. An open house will be held on February 2<sup>nd</sup>.
- The IAPD/IPRA Conference will have an Agency Showcase. It is the communications and marketing competition spotlighting work produced by park and recreation agencies throughout Illinois. An application for the Agency Showcase in the brochure series category was submitted by Stacey.

D. Public Relations – Director Hassett/Julie Sullivan

- Julie has received \$400 sponsorship from Old Plank Trail Bank. Also she arranged the sponsorship for the February Senior Luncheon.
- A spreadsheet showing the publicity, news articles and social media mentions and posts was included in the Board's packets.

E. Planning Report – Director Hassett/ Commissioner Feehery - None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – Continued from Executive Director Gina Hassett report.
  - A. Cedarhurst Development – A memo outlining the proposed Senior Living development was in the Board's Packets. A meeting was held with the developers in which they requested a reduction of the fees. Staff also discussed with the Village of Frankfort. Currently the property is zoned Business, so no impact fees would be collected on a business building. The developer would like to negotiate the fees. Several options were suggested in a spreadsheet. Discussion was held and it was determined that President Barz would take the lead to discuss further with The Village of Frankfort and the developer. The Board would have to approve, by vote, any reduction at a future meeting.
13. COMMISSIONER COMMENTS/ANNOUNCEMENTS -None
14. EXECUTIVE SESSION – ***President Barz requested a motion to go into Executive Session at 7:43 p.m. 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. Commissioner Reilly so moved and Commissioner Feehery seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***
15. OPEN SESSION – With nothing further to discuss, President Barz asked for a motion to return to open session. ***Commissioner Reilly moved to end the Executive Session and return to the Regular Meeting at 8:13 p.m. Motion seconded by Commissioner Ruvoli. Motion passed by a voice vote.***
16. ADJOURNMENT – ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of January 8, 2019 at 8:14 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