

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, MAY 14, 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 Feehery
Commissioner Rak
C Commissioner Ruvoli
Commissioner Schedin

ABSENT: Commissioner Bickett
Commissioner Reilly

ALSO PRESENT: Executive Director, Gina Hassett; Stacy Proper, Supt. of Recreation; Edward Newton, Supt. Building & Grounds; Lisa Slattery, Business Manager; John Rizzo, Attorney; and Mary Strand, Recording Secretary.

GUESTS: Belinda & Dennis Olszeweski

3. PLEDGE OF ALLEGIANCE

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 Board Meeting Minutes of April 9, 2019**
- B. Approval of the Committee Minutes Meeting of April 9, 2019**
- C. Approval of the Special Board Meeting Minutes of April 23, 2019**
- D. Approval of the Executive Board Meeting Minutes of April 23, 2019**

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

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

Motion approved

6. APPROVAL OF BILLS (financial reports attached) – President Bar asked for a motion to approve the **April Accounts Payable and Payroll in the amount of \$205,611.03 - which includes travel and Lodging expenses.** Lisa noted that she has been busy preparing the budget and she highlighted several of the larger bills.

Commissioner Ruvoli made a motion to approve the April, 2018 Accounts Payables and Payroll in the amount of \$205,611.03 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE –

- President Barz read a letter from a resident complimenting the service they received from Maintenance employee, Bill Urso. He noted that it is great when one of the employees are recognized and appreciated for excellent service.
- A letter was received from Operation Playground

8. PRESIDENT'S REPORT –

- President Barz told the Board that he Gina and Stacy attended the Legislative Conference where they learned a lot to help guide them with administrative issues.
- As this was the last meeting for Katy Rak and Brian Feehery, he thanked them for their service to the Park District and the community. Katy served 4 years and Brian served 10 years.
- He told everyone that there will be a Town Hall Meeting at LWSRA 7:00 p.m. tomorrow, May 15th.
- Due to soggy conditions he and others have not been able to plant in the Park's community garden.
- President Barz discussed Cedarhurst with the Village Mayor. The Village did the negotiations on the Park's behalf. The Frankfort Community Park District will not be receiving as much impact fees as was expected. Discussion will be held later in the meeting.

9. EXECUTIVE DIRECTOR REPORT

- A. PUBLIC HEARING: 2019-2020 Budget and Appropriations – At 6:37 p.m. Executive Director Hassett opened the 2019-20 Budget and Appropriations Hearing to the public. President Barz asked the meeting participants if they had any questions, comments or concerns. Hearing none, Executive Director Hassett closed the meeting at 6:38 p.m.
- B. Approval of the 2019-2020 Budget and Appropriations Ordinance 19-5 – Gina told the Board that there were several changes/updates to the draft budget. The Board had copies of the final budget prior to tonight's meeting so that they were familiar with the contents.

Commissioner Ruvoli made a motion to approve Ordinance 19-5 fixing the Budget and Appropriations as presented for the Fiscal Year ending May 31, 2020. Commissioner Schedin seconded the motion. A roll call vote was taken.

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

Motion approved

- C. Approve Fund Transfer – Annually the District transfers funds from the Special Recreation Fund to cover costs that are related to providing special recreation services. Funds are transferred from the Special Recreation Fund for expenses that were charged to the General and Recreation Fund. For FY 18/19, the expenses that require a transfer total \$35,750. At the April Board Meeting the amount was misstated as \$30, 750. Fund Transfers require Board approval. President Barz asked for a motion to approve the transfers the additional \$5,000 as presented in the memo included in the Board's packets.

Commissioner Rak made a motion to approve a transfer of \$5,000 to the Recreation Fund from the Special Recreation Fund for Fiscal Year 18/19. Commissioner Feehery seconded the motion. A roll call vote was taken.

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

Motion approved

- Laraway Property - Executive Director Hassett has not been successful in finding a Broker to sell the Laraway property. She will still be looking for one.
- Parks Day & IAPD Legislative Conference - While at the Conference, the staff participated in the conference which included a panel of Legislatures which was well received.
- Capital Asset Replacement Plan – Staff anticipates that a meeting with DLA Architects will be scheduled for next week and might be ready to present their review and plans for the facility assessment.
- Cedarhurst Housing Development – There was a memo in the Boards packets that outlines the recent communication from the Village regarding the impact fees for the proposed development.
- Founders Floor – The project is slated to be completed July 1-10. Staff is developing a plan that will allow the office to remain open and to relocate programs and supplies. A roof leak over the foyer will be fixed before the project begins.
- Sara Springs Facility – Staff is meeting with the Fire Department to conduct a preliminary evaluation of the facility to see what life safety issues would need to be done in order to occupy the space for programming use.
- Staff Training – There will be a District wide staff training for all District employees on Wednesday, May 29th. Safety precautions during fire drills and disruption by intruders will be some of the subjects covered.
- Year End – The fiscal year ends May 31st and getting all bills paid asap is a priority for the staff.
- Annexation – The District's attorney is awaiting the Village's annexation agreements or plat of surveys for each parcel/pin. It is anticipated that the documents will be available and shared with our counsel before the June Board Meeting.
- Five Oaks Park Site – The Village is in contact with the owners of the Trust that holds the property. The Trust company communicated with the Village that the owner does not intend to build a park or turn over the property. The Village is deciding what the next steps are to be taken. Hopefully it can be rezoned.
- Personnel – There are still two staff members from the Buildings and Grounds crew that are out due to injuries and are anticipated to return to work late in June. Ed has been doing a great job in directing the rest of the staff to fill in.
- Frankfort Baseball – The scope of the work needs to be communicated to the District. The Village issued a permit for the work. The group has asked the District to fund the project and Frankfort Baseball would pay it back. Staff needs to meet with the group and review their financials before making a recommendation.

10. Results of the April Election

- A. Swearing In – Elected Board Member – Delayed - Tom Barz will be sworn in at the end of the meeting.

11. COMMITTEE REPORTS

- A. Special Recreation – Director Hassett
- Gina noted LWSRA will have a 'soft opening' of their Sensory Room before the Town Hall Meeting.
- B. Building and Grounds Report – Ed Newton/Commissioner Reilly
- Rain has been a big factor that affects all aspects of this department. Staff is keeping an eye on drainage, roofs and mowing is hard to keep up with.
 - A lot more seasonal applications have been coming in.

- All the 3rd party businesses that do the mowing, weed and pond treatments as well as others also have been delayed due to rain.
 - The Rec Staff have been trying to keep Ball games as scheduled even though they have had some delays.
 - Dandelion policy was discussed.
 - Ponds are doing very well because they are being flushed due to the excessive rain.
 - Heritage Knolls Park's grass is doing well. It has been one of the driest parks.
 - Indian Boundary needs mulch and some of the equipment need to be tightened up. Some mulch will be used at Fort Frankfort
- C. Recreation – Superintendent Proper/Schedin
- The Summer Brochure is out and registration is steady.
 - The rain made the Earth Day Celebration and Kids Garage Sale move inside.
 - Spring Soccer had to have some games cancelled and will be rescheduled.
 - Pre-School is ending May 16th.
 - Men's Softball League started April 23rd and has 7 teams.
 - The Party in the Park is June 10th.
 - The 19th annual Short Run on a Long Day is June 19th in 2019.
 - 1) Fundraising & Community Outreach – Director Hassett/Julie Sullivan
 - Julie has been working very hard to get sponsors for the spring and summer events. She is currently working with the vendors who are participating in the Short Run.
- D. Public Relations – Director Hassett/Commissioner Bickett
- A spreadsheet showing the publicity, news articles and social media mentions and posts was included in the Board's packets.
 - Copies of articles and press were in the Boards packets
- E. Planning Report – Director Hassett/ Commissioner Feehery – Looking forward to DLA meeting. Holding final check until all deliverables have been received.
- F. ATTORNEYS REPORT – Attorney Rizzo
- Prevailing Wage Act - A resolution stating that the prevailing wage act must be adhered to, no longer needs to be passed. Also a contractor must supply the District with their payroll. A new web site will be started to track the info in the future so the District no longer needs to track.
 - Five Member Board – After tonight's meeting the Board will now be 5 members. The Open Meetings Act states: "...for a 5-member public body, 3 members of the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required." A Super Majority is needed to approve a few other items, which equal 4 yes votes.

12. UNFINISHED BUSINESS - None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Schedin wished everyone Happy Spring. He thanked Commissioners Rak and Feehery for their contributions. He hopes the weather stays nice and dry to get programs back on track.
- Commissioner Ruvoli thanked the staff for all the hard work on the budget. He appreciated the staffs being flexible on Earth Day by continuing the events indoors. He told Gina he was considering going to the National Conference in September. He signed up for the Garage Sale on June 1st. He thanked Katie and Brian for their service on the Board and for giving him guidance when he was new to the Board. It was a pleasure working with both of them. He wished them both success.
- Commissioner Rak said it has been a wonderful opportunity to be part of the Board for 4 years. She appreciates all that the Board and the staff do for the community. She wished everyone the best of luck.

- Commissioner Feehery said it has been an incredible 10 years. He appreciate Jackie and Matt Schedin service to the community. He thanked Commissioner Reilly. He thanked President Barz for his guidance and friendship. He thanked Frankfort Community Park District for being a part of his life.

10. Continued - Results of the April Election

- Swearing In – Elected Board Member, Tom Barz was sworn into office by Attorney John Rizzo. This is his 6th term. He received a Certificate of Election and SSPRA gave him a certificate for serving on the Board for 20 years.
- IAPD gave Brian a Certificate for serving 10 years and gave Katie a Certificate for serving 4 years.

14. EXECUTIVE SESSION – President Barz requested that a motion be made to go into 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) *Commissioner Ruvoli so moved and Commissioner Schedin seconded the motion. Motion passed by a voice vote at 7:18 p.m.*

EXECUTIVE SESSION – With nothing further to discuss, President Barz asked for a motion to adjourn the Executive Session. ***Commissioner Schedin moved to adjourn the Executive Session at 7:43 p.m. Motion seconded by Commissioner Ruvoli. Motion passed by a voice vote.***

15. ADJOURNMENT – *President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of May 14, 2019 at 7:44 p.m. Commissioner Ruvoli so moved 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