

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, JULY 9, 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 Ruvoli

Commissioner Schedin

Commissioner Bickett (*joined 6:36 p.m.*)

Commissioner Reilly

ABSENT: None

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

GUESTS: Residents, Barbara Green, Marni Vaundry, Kristi Linke, Kristina Burns, Jolynn Robbins, and Marie Amendola.

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 June 11, 2019

B. Approval of the Executive Board Meeting Minutes of June 11, 2019

C. Approval of the Committee Minutes Meeting of June 11, 2019

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

Aye: (3) Ruvoli, Schedin, Barz

Nay: (0)

Abstain: (1) Reilly

Absent: (1) Bickett

Motion approved

(Commissioner Bickett joined at 6:36 p.m.)

6. APPROVAL OF BILLS (financial reports attached) –. President Bar asked for a motion to approve the **June 30 2019 Accounts Payable and Payroll in the amount of \$208,487.39 - which includes travel and Lodging expenses.** Lisa noted that updated financials for May were included. Due to current constraints with the financial software, reports will be distributed for June and July next month. President Barz inquired about the \$22,000 to Pavement Systems, Inc. Gina responded that it was for several different paving projects that were scheduled at different times, but were delayed by weather conditions. Bids were let. Also, the bill \$1,800 paid to the Village of Frankfort for police presence and the bill for \$1,190 for T & H Timing on the Short Run on a Long Day were discussed. It was noted that the interest is growing steadily in the money markets/CD. The Attorney bills were mostly for the annexations.

Commissioner Ruvoli made a motion to approve the June 30, 2018 Accounts Payables and Payroll in the amount of \$208,487.39 as presented. Commissioner Reilly seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Barbara Green from Heritage Knolls subdivision spoke. She had sent a letter on June 26th requesting the Board to rename the park in the subdivision to **Michael Guzy III Park**. Michael was a volunteer, helped to raise money for various causes, and was part of the Best Buddies club in high school. He passed away on June 11, 2019. The residents of the subdivision considered him a very special person and want to honor his memory by having the park renamed for him. The Board thanked the residents and informed them that they will discuss and consider the request. Executive Director will keep in touch with them.

The Village Of Frankfort sent a letter of congratulations to the District for being selected as a winner of a Beautification Award for landscaping at the Founders Community Center.

8. PRESIDENT'S REPORT –

- President Barz noted that the 4th of July celebration was nicely attended.
- He told the staff that they did a good job preparing for the dedication of the Judy Herder Memorial Pump Track.
- He told the staff that it was very nice to see that the Short Run on a Long Day was attended by almost 500 participants.
- He apologized for not being able to attend the rededication of Heritage Knolls Park.
- He noted that he met with Staff and Williams Architects to discuss plans for an OSLAD Grant.

9. ELECTIONS and COMMITTEES – Annual elections were delayed until this month. Discussion was held to decide if the commissioners wanted to combine the Treasurer/Secretary.

Commissioner Ruvoli made a motion to nominate Tom Barz for President, Commissioner Reilly seconded the motion.

With no other nomination for President, Commissioner Barz closed the nomination for President.

Commissioner Barz made a motion to nominate Matt Schedin for Vice President, Commissioner Ruvoli seconded the motion.

With no other nomination for Vice President, Commissioner Barz closed the nomination for Vice President.

Commissioner Bickett made a motion to nominate Tom Ruvoli for Treasurer/Secretary, Commissioner Reilly seconded the motion.

With no other nomination for Treasurer/Secretary, Commissioner Barz closed the nomination for Treasurer/Secretary.

With all offices filled President Barz closed all nominations and asked for a roll call to approve the motions of Commissioner Barz as President, Commissioner Schedin as Vice President and Commissioner Ruvoli as Treasurer/Secretary. Heads of Committees will be discussed at the Committee Meeting following this meeting.

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

Motion approved

10. EXECUTIVE DIRECTOR REPORT

- A. Approval of Annexation Ordinances – There are 5 Ordinances with 12 parcels to be annexed to the Frankfort Park District.

- Ordinance NO: 19-07-01 Gas City Route 45 & Laraway Road

- Ordinance NO: 19-07-02 Church of the Latter Day Saints Subdivision, South Wolf Road
- Ordinance NO: 19-07-03 P.I.N. 19-09-33-100-016-0000
- Ordinance NO: 19-07-04 P.I.N. 19-09-33-100-008-0000 & 19-09-33-100-012-0000.

These annexations were discussed in Committee and represent parcels previously annexed by the Village of Frankfort.

Commissioner Schedin made a motion to approve Ordinances #19-07-01, 19-07-02, 19-07-03 and 19-07-04 as presented. Commissioner Reilly seconded the motion. A roll call vote was taken.

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

Motion approved

- B. Approval of Pickleball Court Contracts – Last month the Board entered into an Agreement with Operation Playground to construct a Pickleball Court with the District paying for the cost, which will be reimbursed by Operation Playground over three years. Discussion was held. It was decided to include the project with the OSLAD Grant. The approval was tabled.
- C. Approval of Resolution 19-07 – A Resolution authorizing submission of an OSLAND Grant Application. Williams Architects are working on the splash pad and Design Perspectives are working on the landscaping for an approximate cost of \$16,000. July 30th will be the Public Information Meeting. President Barz asked for a motion to approve the resolution.

Commissioner Ruvoli made a motion to approve Resolution 19-07 as presented. Commissioner Reilly seconded the motion. A roll call vote was taken.

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

Motion approved

- Annexation – One parcel that was annexed at the last meeting is not contiguous to the Village of Frankfort so it must be rescinded at the next meeting. It is vacant land.
- The floor tile/carpet project should be finished in 2 days.
- One of the staff that was absent on disability has returned to work.
- Gina and Ed will be utilizing the Facility Audit to prioritize a 0-5 year plan for projects. Hopefully we can present in August.

11. COMMITTEE REPORTS

- A. Special Recreation – Director Hassett
- Gina noted that LWSRA anticipates that the new playground will be started in August using the OSLAD Grant awarded to New Lenox.
 - The summer programs are operating at capacity.
 - TITANS program uses Founders Center for activities.
- B. Building and Grounds Report –Ed Newton/Commissioner Reilly
- Maintenance Dept. has been very busy putting up and taking down for events.
 - The summer help Ed has hired are working out very well.
 - He is happy to have an employee return off of disability.
 - Staff did a great job finishing up last minute details on the Pump Track
 - A new hire is being trained.
- President Barz said that Commissioners Park and Main Park entrances need

attention. Commissioner Reilly suggested that Bingham Park could use some help as well and maybe the Bingham family could be asked if they would help. He also suggested that community groups, garden clubs or volunteers be sought to help with some of the flower beds and beautification of parks.

C. Recreation – Superintendent Proper/Schedin

- Day Camp has about 49 children are enrolled in the Summer Day Camp.
- Teen Camp has been going well with 2 two week sessions.
- Working on the Fall Brochure.
- Short Run on a Long Day was successful even in the rain. 55 participants joined the day of the race despite the rain. Surveys have been sent out to sponsors. Commissioner Ruvoli noted that someone complained to him that there were not enough shirts.
- 4th of July was very good even though it rained for a short time.
- Park Party at Heritage Knolls was well attended.
- The men's basketball league for 30+ was cancelled due to low enrollment, but the 18+ league is very successful with 7 teams registered. It started June 28th through September 13th.

1) Fundraising & Community Outreach – Director Hassett/Julie Sullivan

- Julie has been working on the Back to School Bash and sponsors for the beer tasting event.
- She is also working on the Halloween Haunt.

Commissioner Ruvoli asked that a sample copy of the Thank You letters sent to sponsors be shown to the commissioners.

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 – Gina will send copies of the Facility Assessment to each of the commissioners on flash drives.

12. ATTORNEYS REPORT – Attorney Izzo- None

13. UNFINISHED BUSINESS –

- Commissioner Bickett notified the Board that Frankfort Boys Baseball is sending a letter to the Board requesting the removal and replacement of fencing. The representative of the baseball board cannot attend a meeting on July 30th. Gina let the organization know that she needs a plan of what the work would include and she will schedule it.
- As part of the OSLAD Grant a public meeting is scheduled for July 30th.

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Bickett congratulated everyone on their new roles on the Board.
- Commissioner Ruvoli told everyone that the Short Run on a Long Day was a great event. The staff did a great job and market it was wonderful. The Party in the Park for Heritage Knolls was great and the park looked really good. He also said that he received positive feedback at the dedication of the Pump Track from Phil complimenting Gina and Ed on pulling it all together. He thanked the commissioners for having confidence in him to be Treasurer/Secretary of the Board.
- Commissioner Reilly also complimented Gina and Ed on accommodating Operation Playground for the dedication of the Pump Track. Enrico's contribution for the Short Run on a Long Day was very generous. He attended a Yoga class and Dance class and said they were excellent. Commissioner Reilly announced he is resigning at the next meeting. He handed out copies of his resignation.
- Commissioner Schedin noted that the Short Run on a Long Day was a huge success. He received a complaint that the vendors did not all have tents (they had to pay extra for them) and compliments on the new route. He told everyone that he will do his best as Vice President. Spoofed emails received were discussed.
- Commissioner Barz noted that the garden plots were going great.

15. 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 Reilly so moved and Commissioner Schedin seconded the motion. Motion passed by a voice vote at 7:37 p.m.**
16. OPEN SESSION – With nothing further to discuss, President Barz asked for a motion to end the Executive Session and return to Open Session. **Commissioner Reilly moved to end the Executive Session at 8:03 p.m. Motion seconded by Commissioner Schedin. Motion passed by a voice vote.**
17. PERSONELL – President asked for a motion to approve the increase in salary, bonuses, car allowance and contract wording. **Commissioner Reilly made a motion to increase the Executive Director's car allowance from \$400 to \$500 per month, give her a 4% raise to her annual salary, and give her an opportunity for merit based bonus by 12-31-2019 as determined by the Board and to approve her contract with the Termination Clause wording supplied by Attorney Izzo. Commissioner Ruvoli seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

Motion approved

18. ADJOURNMENT – **President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of July 9, 2019 at 8:05 p.m. Commissioner Reilly 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