

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, AUGUST 13, 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 Bickett

Commissioner Reilly

ABSENT: Commissioner Schedin

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. Frankfort Park District employees, Cali DeBella, Special Events Coordinator and Kristen Morrison, Recreation Supervisor/Early Childhood.

GUESTS: Residents, Brian James and Brian Feehery.

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. Commissioner Ruvoli pointed out that there was a typo on page 3, item C Approval of Resolution 19-07...the name of the Grant should be OSLAD not OSLAND.

A. Approval of the Regular Board Meeting Minutes of July 9, 2019

B. Approval of the Executive Board Meeting Minutes of July 9, 2019

C. Approval of the Committee Minutes Meeting of July 9, 2019

D. Approval of the Special Meeting of July 30, 2019

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

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

Nay: (0)

Abstain: (0)

Absent: (1) Schedin

Motion approved

6. APPROVAL OF BILLS (financial reports attached) –. President Bar asked for a motion to approve the **July 31, 2019 Accounts Payable and Payroll in the amount of \$309,642.33 - which includes travel and Lodging expenses.**

Commissioner Ruvoli made a motion to approve the July 31, 2018 Accounts Payables and Payroll in the amount of \$309,642.33 as presented. Commissioner Reilly seconded the motion. A roll call vote was taken. President Barz noted that there were several larger bills this month that made the total reach over \$300,000.

Commissioner Ruvoli questioned several bills paid to NRM. Ed told him those were for pond maintenance and plantings. He also inquired about a bill paid to NuToys. Gina informed the Board, that the money for the purchase of a bench was donated last year for the area by the Pump Track. Commissioner Reilly questioned a bill for an emergency Evacuation Chair. ADA funds were used to pay for it and a grant from PDRMA is being applied for to be reimbursed the cost. Prairie Care and reimbursements for the July 4th fireworks was discussed. Lisa noted that the quarterly interest from the operating accounts and the bond accounts have been received.

Aye: (4) Ruvoli, Bickett, Reilly, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (1) Schedin

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Brian Feehery thanked Commissioner Reilly for his service to the community and told everyone that John was a great leader.

8. PRESIDENT'S REPORT –

- President Barz welcomed Cali and Kristen to the meeting.
- President Barz reminded everyone that the Fall Fest parade was coming up on Labor Day. The theme is Star Fest and a trailer will be decorated. He will be out of town.
- He commented that the Party in The Park at Jackson Creek Park was very good.
- He thanked the staff, and primarily Gina, for putting the OSLAD Grand application together so quickly.
- He said that the LWSRA Golf outing was great.
- He thanked Ed for getting the mulch put around Commissioners Park.
- He noted that there has been a suggestion to rename Commissioners Park to Veterans Park, but he suggested Memorial Park instead.
- President Barz reminded all that the Back to School Bash was Friday, August 16th.

A. Approval of Employee Contract – President Barz commented that the Board, Attorney and Executive Director Hassett have discussed and negotiated an Employment Contract for Gina and it must be approved by the Board.

Commissioner Ruvoli made a motion to approve Executive Director Gina Hassett's contract as presented. Commissioner Reilly seconded the motion. A roll call vote was taken.

Aye: (4) Bickett, Reilly, Ruvoli, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (1) Schedin

Motion approved

9. EXECUTIVE DIRECTOR REPORT

- A. Approval of Amendment to the Operation Playground Agreement for pickleball court project. – In June the Board approved an agreement with Operation Playground Foundation (OPF) to allow for the construction of 3 pickleball courts funded by the District with OPF making repayment over 36 months. The first payment would be May, 2020. Since the project will not start until next spring, the Agreement must be amended to reflect that the first payment due from OPF would be due 12 months from the start of construction. Additional language has been included to state that the failure to repay the debt would result in the annual bark park revenue being held. Staff will rebid the project and anticipates the work could start in late spring of 2020.

Gina also included OPF revenues. Commissioner Ruvoli voiced his concerns about OPF being able to continue to generate the revenue to enable them to repay the District. The timing of removal of the skate park equipment and if the cost should be included in the bid for the project was discussed.

Commissioner Reilly made a motion to approve the amended Agreement with Operation Playground Foundation for the construction of pickleball courts at Commissioners Park. Commissioner Bickett seconded the motion. A roll call vote was taken.

Aye: (3) Reilly, Bickett, Barz

Nay: (0)

Abstain: (1) Ruvoli

Absent: (1) Schedin

Motion approved

- Staff has updated the RFP for the Comprehensive Master Plan and it will go out next week.
- A flash drive with the facility assessment on it was included in the Boards packets for review and input on the Capital Plan Project.
- President Barz, Commissioner Ruvoli, Executive Director Hassett and lead staff will be attending the National Parks and Recreation Conference in Baltimore at the end of September.
- The OSLAD Grant application is ready for submission on Monday. President Barz talked to the Village mayor regarding the water supply for the splash pad. The Village will be able to supply the water at greater GPM's than the current well does.

10. COMMITTEE REPORTS

A. Special Recreation – Director Hassett

- Gina told the Board that she will report on the money raised by the LWSRA Golf Outing next month
- She attended the end of year festivities for the Summer Camp and really enjoyed it. The staff are doing wonderful things and changing lives.

B. Recreation – Superintendent Proper/Schedin

- The brochure is available online and was mailed to residents earlier in August. Resident registration starts August 19th and non-resident on August 26th.
- Splash Park and concession stand closes August 30th. A lot of non-residents do use the park. Revenue for the concession stand is approximately \$3,300.
- The Back to School Bash is Friday 8/16 and concession will be open. Some instructors for programs will attend to promote participation.
- The Jackson Creek Park Party was held on Monday the 12th and the kids enjoyed. It was held with LWSRA and was sponsored.
- Chicago Soccer league started last week with over 200 participants. The season runs through the first week of October.
- Day Camp was full most weeks this summer. The Teen Camp ran two 2-week sessions that was well received. The revenue/expense report will be available next month.
- Touch a Truck event will be held next week.
- Cali thanked the Board for their support. She left to supervise the Movie in the Green.
- Kristen is gearing up for Prairie Care and Pre-School. She noted that there were a lot of new summer help. A video of the activities was shown to the Board previously. Gina noted that the staff is challenged and do a great job. Pre-school is almost full.

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

- Ed noted that the flooring project was finished. Also four new touch free faucets were installed in the bathrooms.
- All permanent staff are back off of disability. Many of the summer staff have gone.

- They were a very good group of temporary employees.
 - Landscaping maintenance and mulching was completed at Main Park near the concession building. Commissioners Park will be done next. Play areas in the parks were mulched.
 - Repairs to equipment at Butternut was done.
 - The Puent Building is being readied for the new pre-school season. Electrical issues on the lower level are being addressed.
 - At Kohlhagen the remaining stumps near the playground were removed and two trees have been planted to replace the ones that were lost.
 - There are two areas in Commissioners Park that are developing deep holes. The Village repaired a leaking collar on a storm basin that was creating one of them. The other hole was due to a leaking sewer that the public works dept. will repair. It is fenced off until repairs are completed. Some of the sanitary lines that are the Districts are also leaking. A contractor is looking at the issue to give us an estimate of the cost to repair. A leak in the drain for the splash pad has developed. Once it is off line it will be repaired.
 - The soccer and football fields have been worked on.
 - Commissioner Ruvoli asked about the results of the ComEd Assessment. Ed replied that many items have already been retrofitted. There was no real financial advantages to go with ComEd.
 - It was suggested that the new flooring could be continued to the rest of the building.
 - Commissioner Ruvoli mentioned an A.V. system and was told it will be looked into for the Founders Center.
- 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. Three of Four covers on the Frankfort Station were about the District. Deb has done a great job.
- E. Planning Report – Director Hassett/ Commissioner - None.

11. ATTORNEYS REPORT – Attorney Izzo- None

12. UNFINISHED BUSINESS –

- President Barz told the Board that Commissioner Reilly is resigning tonight. In recognition of his 7 years of service he was presented with a token of appreciation. Tom thanked him for all he did on the Board when he served as President.

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Bickett commented on the renaming of a park and noted that it was on the Committee Agenda and wants to make sure it is followed through. He was happy to see the increase in participation in Summer Camp and said awesome job. He wants to make the 5 year plan together soon. He thinks that the architects that helped out with the OSLAD Grant application could help with the 5 year plan for a reasonable cost. He then thanked Commissioner Reilly.
- Commissioner Ruvoli thanked the District for including him on the LWSRA Golf Outing. It was a lot of fun. He thanked Stacy for getting him copies of the thank you letters that are sent to the vendors and sponsors. He asked for a Cedarhurst update and was told that the newspaper listed that it has gone to the Village Planning Dept. He also learned that there is a 55 and older gated community is being planned for the North East corner of Wolf Road and Laraway. He thanked the staff for all of the many summer activities. He thanked Commissioner Reilly for his years of service and for being a mentor. He did a great job as President.
- Commissioner Reilly thanked the group for the golf outing. He thanked Lisa for the reports and notes to help them understand the financials. He enjoyed working with Stacy as interim director and thanked her for all the help she gave to the District. Commissioner John Reilly said. *“Effective today, August 13, 2019, I, John Reilly, am resigning as commissioner from the Frankfort Park District Board.”*

14. **ADJOURNMENT – *President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of August 13, 2019 at 7:40 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