

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, SEPTEMBER 10, 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 Schedin

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: Frankfort Residents: Julie Bachler, Barbi Green, Jolynn Robbins, Taryn Linke, Kristie Linke, Angela Miller, Nate Thomas, Marie Amendola, Marni Vaundry, and Kristina Burns.

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 August 13, 2019

B. Approval of the Executive Board Meeting Minutes of August 13, 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: (4) Ruvoli, Schedin, Bickett, Barz
Nay: (0)
Abstain: (0)
Absent: (0)

Motion approved

6. APPROVAL OF BILLS (financial reports attached) –. President Bar asked for a motion to approve the **August 31, 2019 Accounts Payable and Payroll in the amount of \$265,427.71 - which includes travel and Lodging expenses.** President Barz asked Lisa to comment on the report before the vote was taken. Lisa told the Board that the report is in the format that she has been using showing disbursements and receipts that are broken out between Operating and Recreation. Lisa informed the Board that the Auditors are doing their field work and they were very impressed with the FPD Bond Rating. She is running the automated payroll side by side with the old system and then will progress to the Time & Attendance module. Commissioner Ruvoli questioned the negative amounts in the Harris account. He questioned the checking fees in the Town Center account. He noted a date in the Bond Pool was inaccurate and that was just an oversight. Commissioner Bickett complimented Lisa on

the great bond ratings. He commented that the Park Equipment Maintenance expenses in the General Fund seemed more than normal. Lisa will get back to him. He questioned League Income in the Recreation Fund, it was for soccer and softball. President Barz suggested that Gina look into acquiring an Amazon Credit Card for any Amazon purchases instead of a P-Card.

Commissioner Ruvoli made a motion to approve the August 31, 2018 Accounts Payables and Payroll in the amount of \$265,427.71 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Gina noted that the Committee requesting Heritage Knolls Park be renamed to Michael Guzy Park was in attendance. They were informed that the Board would not agree to it. The Committee is in attendance to ask for an alternative to honor Michael. Jolynn Robbins and Julie Bachler spoke on behalf of the group. Their priority would be to add a sign below the existing one that would say “In Honor of Michael Guzy”. The other suggestion is to name the playground “Michael Guzy Playground”. The HOA voted to rename the park. The Guzy family is not aware of this endeavor yet. Gina will follow up with the Committee in the next few weeks. (The Committee left the meeting)
8. PRESIDENT’S REPORT –
 - President Barz was not at the Fall Fest but was glad to hear it was a great event.
 - President Barz reminded everyone that the packets regarding the sports groups were given to each commissioner. The Board will be discussing in the next few months.
 - He reminded all of the Family Campfire/Camp Out and Representative DeLuca’s Wheelchair Basketball game against the LWSRA Hawks.
 - He thanked the whole staff for all of their efforts during the very busy summer with a lot of weather related challenges and getting the OSLAD Grant submitted.
 - He noted that he, Gina, Stacy, Ed, and Commissioner Ruvoli would be attending the NRPA Conference September 24-26. Also the Best of the Best will be presented November 1st when President Barz will be honored for his 22 years of Park Service.
 - He told everyone that the Back to School Bash was very good.
 - President Barz congratulated and thanked Ken Carson who is retiring after 15 years of service.
 - He noted that there are applications for the open Board seat that will reviewed soon and interviews set up.
9. EXECUTIVE DIRECTOR REPORT
 - Heritage Knolls Park - A memo was included in the Board’s packets regarding the request for the Heritage Knolls Park to be renamed. Discussion will be held in Committee Meeting.
 - Annexations - The attorney forwarded stamped copies of the filed annexations that were filed with the County.
 - OSLAD Grant - Gina was informed that there were no deficiencies in the OSLAD Grant application. IDNR also confirmed that the site visit is scheduled for the week of September 9th.
 - Cedarhurst Senior Living - the facility was approved by the Village. The District will receive funds estimated in the amount of \$107,631 through the Village’s Land Cash ordinance.
 - Personnel – A post for a part-time Recreation Supervisor will be advertised by the end of September with a start date in early November.
 - Ken Carson has retired and Ed and Gina will evaluate options for the next year.

- Comprehensive Master Plan – The RFP was distributed on August 26 with returns due September 13th. Staff is recommending interviews be held at the October 22nd Committee Meeting. *Planning Resources* declined to bid.
- Town Center Bank – Gina received their sign sponsorship agreement that is in effect for two years.
- Eagle Scout Project – Gina invited the individual to tonight's meeting in order to give him recognition for the project at Jackson Creek Park. He was unable to attend and she will reach out to him for a future meeting.

10. COMMITTEE REPORTS

A. Special Recreation – Director Hassett

- Gina told the Board that she will participate in the Rep. Deluca/LWSRA Hawks Wheelchair game in some capacity.
- New Lenox Park District did receive their first check from IDNR for the Playground next to the Center as part of the OSLAD Grant awarded to them earlier this year. Construction might start this Fall, but will not be finished until at least Spring of 2020.
- Gina will follow up with LWSRA to confirm the final amount made from the LWSRA Golf Outing.

B. Building and Grounds Report –Ed Newton/Commissioner

- Ed noted that the open position in the Founders Center has been filled and his department is at full staff.
- Rain has impacted the summer leagues with delays, tonight the Mens Softball League is finishing up. The Wednesday league will be getting underway tomorrow. The maintenance dept. is keeping up with getting the fields ready for play. Girls' softball is also into their season.
- Football has begun and the maintenance dept. has prepped the fields. Also 2 part time staff are present during the games.
- The improvements to the dugouts have begun by the Frankfort Boys Baseball.
- Ed said that some of the items that were included in the Park Equipment Maintenance costs were repairs and equipment on numerous playgrounds. Reimbursement from Operation Playground has been received for several items that were installed at the Pump Track.
- Mulching, tree trimming and fall planting is being done.
- Commissioners Park is being worked on to improve the drainage. The cost is estimated at \$4,400. Old drain tile is recommended to be repaired. The 8inch sewer line has been flushed out and will be done more often.
- Between C1 & C4 ball fields have a buckled walkway. Evaluating the asphalt now.
- Wasps have been noticed in the sand at Commissioners Park. Garbage cans should be put right outside of the Fort.

C. Recreation – Superintendent Proper/Schedin

- Registration for the fall programs has picked up. Planning the winter/spring brochure.
- Stacy will provide a 5 year summary of the costs/revenue/participation of the Splash Pad for the next meeting.
- The Back to School Bash was held indoors due to weather. It was a great turnout.
- Stacy thanked everyone for coming out to the Fall Fest Parade. The dance group did a great job on the float and did a great job. Dance classes are now being filled up because of the participation.
- Pre School started and a few new staff have been added.
- Prairie Care registration has increased. A few revisions are being made due to the increase.
- Chicago Fire League will end the first week of October.
- Indoor Flag Football at Roma Sports Club will begin in October.
- A recreational cheer club holds classes at the Founders Center to introduce youths to cheerleading skills.

D. Public Relations – Director Hassett/Commissioner Bickett

- Deb has obtained the commitment of 5 breweries to donate beer for the Pours for the Park. She is working on getting sponsors for the event. Operation Playground holds the liquor license.
- Sponsorships for the Halloween Haunting are being sought.
- Deb and Stacy are putting together the 2020 sponsor packets changes.
- 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.
- The Board complimented Deb on the great job she is doing

E. Planning Report – Director Hassett/ Commissioner – Evaluation of asphalt is being done.

11. ATTORNEYS REPORT – Attorney Izzo- None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Bickett told the Board that he now holds a non-voting position on Frankfort Boys Baseball. He will attend the October 22nd Village Master Plan meeting.
- Commissioner Ruvoli thanked the staff for everything they did this summer. Great turnouts for the events. The brochure look great. Labor Day events were very successful. The artwork Ed did on the float was wonderful. Discussion of the Laraway property was held. Saturday October 5th is the Fort Frankfort maintenance day. He thanked Julie on the efforts for the Pours for Parks. Congratulations and best wishes to Ken Carson on his retirement after 15 years of service. Caps with the park logo were suggested.
- Commissioner Schedin complimented Gina and staff on an excellent job they do every day. He thanked Gina for the assistance she lent him on the day of the parade.

14. ADJOURNMENT – ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of September 10, 2019 at 7:35 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