

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, OCTOBER 8, 2019
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

Vice President Schedin called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT: Commissioner Ruvoli

Commissioner Bickett

Commissioner Schedin

ABSENT: Commissioner Barz

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

GUESTS: Frankfort Resident: Nate Thomas

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 September 10, 2019

B. Approval of the Committee Board Meeting Minutes of September 10, 2019

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

Aye: (3) Ruvoli, Schedin, Bickett

Nay: (0)

Abstain: (0)

Absent: (1) Barz

Motion approved

6. APPROVAL OF BILLS (financial reports attached) – Vice President Schedin asked for a motion to approve the **September 30, 2019 Accounts Payable and Payroll in the amount of \$189,084.36 - which includes travel and Lodging expenses.** Lisa noted that she has received half of the tax levy dollars so far. Professional Fees were discussed. Natural area maintenance includes mowing, weed treatment and prairie maintenance. The weed control used by Tru-Green is not in the family of 'Round Up' and is done in 8 locations, 2 treatments per year. The League Fees, a dividend, Fund Balance sheet, and Logitech were discussed.

Commissioner Ruvoli made a motion to approve the September 30, 2018 Accounts Payables and Payroll in the amount of \$189,084.36 as presented. Commissioner Bickett seconded the motion. A roll call vote was taken.

Aye: (3) Bickett, Ruvoli, Schedin

Nay: (0)

Abstain: (0)

Absent: (1) Barz

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None
8. PRESIDENT'S REPORT – None
9. EXECUTIVE DIRECTOR REPORT
 - Commissioners Barz and Ruvoli, Gina and some staff attended the conference in Maryland in September. They came back with good ideas.
 - OSLAD Grant - IDNR held the site visit asked for a few more items. They will let FPD know if they qualified for the next phase. Gina was also told that Park Grants will once again be available from the state with release December 2nd. Gina is keeping up on other items that will be needed for the plans of the Founders Center. Discussion was held.
 - Heritage Knowles Park Renaming – Gina included a memo with her response to the committee asking for the change. The memo gave them the options suggested by the Board, a statue with a plaque, memorial tree or bench. The committee came back and asked to dedicate/name the ballfield in honor of Michael Guzy. Discussion was held and a decision will be made at a later meeting.
 - Comprehensive Plan – Only one bid proposal has been received, Design Prospectives proposal. Gina will invite them to make a presentation to the Board at the next Committee Meeting.
 - Board Vacancy – Gina scheduled interviews for the seven candidates for October 22nd & 23rd Committee Meeting. She will keep the commissioners informed of any changes.
 - IAPD/IPRA – Stacy and Gina will be attending the IAPD Legal Symposium on November 14th. Commissioner Barz will be honored at IAPD's Best of the Best Gala on November 1st for his 20 years of service on FPD Board.
10. COMMITTEE REPORTS
 - A. Special Recreation – Director Hassett
 - Gina told the Board that the Fund Raising and Community Outreach employee, Karen Rezcak resigned. The position has been posted.
 - Commissioner Schedin volunteered to attend the LWSRA Trunk-or-Treat event to hand out candy.
 - B. Building and Grounds Report –Ed Newton/Commissioner
 - Ed noted that the rain has had a huge impact on events, projects and general outdoor maintenance.
 - Ed is looking for a new or used tractor after the large tractor used for field mowing suffered a breakdown. The cost of the repairs do not make sense to keep the equipment. Various options by vendors have been presented with the approximate cost being \$60,000. Discussion of getting a grant with the help of a state legislator. He also is still looking for a wood chipper.
 - During the rain events small leaks developed. The storage building at Sara Springs flooded 2-3 inches. The staff is making sure that the carpet and contents are drying out.
 - C. Recreation – Superintendent Proper/Schedin
 - Brochure - The winter/spring brochure and programs are being worked on. The brochure went to the designer the week of October 7.
 - Fall Family Campfire & Overnight Campout – Fifteen families camped out and other groups attended the Campfire on September 20th. Stacy did stay overnight and it was enjoyed by all.
 - Mother/Son Football Homecoming Dance – 97 Moms and sons attended the event beverages, pizzas, and desserts were served. The Frankfort Station attended to report and take photos.
 - Senior Fall Luncheon – The event was held on October 1 with 65 in attendance. Last year 37 attended. Our sponsors help to defray the costs.
 - Chicago Fire Soccer League – The season will end on October 12th and had 206 registrants.
 - Flag Football League – The season starts October 7th at Roma Sports Club. There are 12 teams with 4 teams in each divisions. There are 120 registered participants. Last year there were 77.

- Preschool – September 4th began the new year. On October 10th they will take the kids on a hay ride.
 - Prairie Care – Participants started on August 22nd. There are approximately 130 participants. Registrations are held one month at a time.
 - Stacy provided a 5 year summary of the costs/revenue/participation of the Splash Pad and Concession Stand.
1. Fundraising and Community Outreach Report
 - Julie's report summarizing her efforts to secure and retain sponsors was included in the Board's packets.
 - She is working on the Pours for the Park and Halloween.
 - Julie has completed the 2020 Special Events Sponsorship Packet with one sponsor already signed up. She wanted to get the packets to potential sponsors so they could include in their annual budgets.
 - Commissioner Ruvoli suggested that Julie could get some donations of small items for the Fort Frankfort Maintenance Day.
 - 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 – None

11. ATTORNEYS REPORT – Attorney Izzo- None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Bickett told the staff that they have been doing very good stuff. The coach for his son's Flag Football team is wonderful.
- Commissioner Ruvoli thanked the staff for assisting him with registration for the conference. He learned a lot. He thanked Ed and his staff for all they did for the Fort Frankfort Maintenance Day and told Stacy he is looking forward to the October events. He expressed his gratitude to Lisa for the financial information and offered his assistance with anything that she needs for the audit. Fraud letters were sent to some commissioners that need to be returned to the auditors. He also encouraged everyone to attend Pours for the Park.
- Commissioner Schedin told everyone to keep up the great work.

14. EXECUTIVE SESSION – Vice President Schedin 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 Bickett seconded the motion. Motion passed by a voice vote at 7:26 p.m.**

15. RETURN TO OPEN MEETING – With nothing further to discuss, Vice President Schedin asked for a motion to end the session. **Commissioner Ruvoli moved to end the Executive Session at 7:30 p.m. Motion seconded by Commissioner Bickett. Motion passed by a voice vote.**

16. ADJOURNMENT – Vice **President Schedin asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of October 8, 2019 at 7:31 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