

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, NOVEMBER 12, 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; Edward Newton, Supt. Building & Grounds;
and Lisa Slattery, Business Manager.

GUESTS: Frankfort Resident: Mark Ponton

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. President Barz asked for a motion to approve the Consent Agenda.

A. Approval of the Regular Board Meeting Minutes of October 8, 2019

B. Approval of the Committee Board Meeting Minutes of October 8, 2019

C. Approval of the Executive Board Meeting Minutes of October 8, 2019

D. Approval of the Committee Board Meeting Minutes of October 22, 2019

E. Approval of the Executive Board Meeting Minutes of October 22, 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 Barz asked for a motion to approve the **October 31, 2019 Accounts Payable and Payroll in the amount of \$255,466.17 - which includes travel and Lodging expenses.** Lisa told the Board that she has made notations on some of the items to clarify. Commissioner Ruvoli pointed out 2 items and Lisa said they were both issued checks that didn't get cashed and were reissued. Commissioner Schedin asked about notation next to the salary expenses. Lisa noted that salaries are listed on several different pages of the report and the notations are totaling the individual entries. Commissioner Bickett inquired on the expenses for the Summer Day Camp exceeding the budget. A bill from the bus company was received late. Also the Dog Park showed a negative because all revenue from it goes to Operation Playground Foundation.

Commissioner Schedin made a motion to approve the October 3, 2019 Accounts Payables and Payroll in the amount of \$255,466.17 as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President Barz told the Board that he, Gina and Stacy will be attending the Legislative Conference to get information on all the new laws affecting Park Districts.
- He noted that even with the minimal snow fall, the sled hill is being utilized.
- He inquired about the Ice Skate Rink and Ed said as soon as football is over, his crew will set it up.
- He congratulated the staff on the successful Craft Fair.
- President Barz said Happy Veterans Day to all who served.
- He also wished everyone a very Happy Thanksgiving.

9. PRESENTATION by DESIGN PERSPECTIVES

Tod Stanton, President of Design Perspectives, gave a slideshow presentation highlighting the strengths, plans, objectives and goals of a successful Master Plan. He outlined the steps to deliver it. A proposal was included in the Board's Packets to be considered by the Commissioners. He provided samples of other clients. His focus is on technology and community involvement. Surveys and public meetings will be held. Discussion was held.

10. EXECUTIVE DIRECTOR REPORT

- OSLAD Grant – IDNR informed Gina that Frankfort Community Park District was not selected for the grant. Gina noted some of the challenges that were listed in the rejection. Staff recommends that the improvements to the splash pad, including the new surface and the connection to the city water be included in the upcoming budget year.
 - Kubota tractor - Tractor needs to be replaced and Gina told the Board that an ordinance will be on the agenda next month to dispose of the property. It will be discussed at the Committee Meeting.
 - Founders Room - Proposals have been sent out to several vendors to design a new roof for the Founders Room. The design would eliminate the roof bump outs that might have been HVAC access panels or skylights. Bids are anticipated to go out in January 2020 with completion of the roof in spring 2020.
 - Smoking Ordinance – Staff is recommending that the ordinance be updated to prohibit the use of Marijuana since it will become legal on January 1, 2020. A draft ordinance will be on the December Regular Meeting agenda.
 - Employee Policy - the Employee Policy needs to be updated to address the use of medical marijuana as it affects the work place.
 - Paychex – The staff is working through issues setting up the software program that will be utilized for the automated pay checks portal.
 - Tax Levy – Will County sent information that is needed to work on the tax levy. The county estimates an increase of \$26,661,423 in the EAV. In addition, there is estimated to be \$11,698,387 in new property. Staff anticipates proposing a greater than 5% increase which will require a public truth in taxation hearing. The hearing will be held at the December Board meeting. This does not increase the tax rate, it allows the District a one-time capture of new growth.
 - IAPD/IPRA Soaring to New Heights – A copy of the registration packet for the annual conference was in the Boards packets. Commissioners should let Gina know if they are attending and what days.
 - IAPD/IPRA – Commissioner Barz was honored for his 20 years of service at the Best of the Best Gala on November 1. Gina attended and joined in congratulating Tom on his years of service and commitment to the Park District and the community of Frankfort.
- A. Approval to Appoint IAPD Delegates – As a participating member of IAPD, the District is allowed to vote at the annual business meeting. The Board must approve a delegate and

an alternate to represent the District at the annual meeting on January 25, 2020. President Barz has been the delegate in the past and has participated in the annual meeting.

Commissioner Ruvoli made a motion to approve Commissioner Barz as the Delegate for IAPD and Gina Hassett as an alternate. Commissioner Schedin seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B. Approve the 2020 Board Meeting Schedule – Per the State of Illinois Code, it is necessary for the meeting schedule for the Frankfort Park District Board Meetings of 2020 be approved.

2020 Frankfort Park District	Meeting Schedule
BOARD MEETING	COMMITTEE MEETING
January 14	January 28
February 11	February 25
March 10	March 24
April 14	April 28
May 12	May 26
June 9	June 23
July 14	July 28
August 11	August 25
September 8	September 22
October 13	October 27
November 10	November 24
December 8	December 22

Commissioner Ruvoli made a motion to approve the 2020 Meeting Schedule as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.

Aye: (3) Schedin, Ruvoli, Barz

Nay: (1) Bickett

Abstain: (0)

Absent: (0)

Motion approved

- C. Approval of Resolution 19-11 Submission of PARC Grant Application – IDNR will open application process for PARC Grants December 2nd with a due date of January 17, 2020. Staff suggests that Founders Center renovation be submitted for the PARC Grant. Williams Architects submitted a proposal for \$3,000 to draft and submit the grant. It is anticipated that the PARC grant will be the same as prior cycles with a 75% funding opportunity not to exceed \$2.5 million in funding per project. Staff is recommending that the District submit a grant application for the Founders Center renovation. Staff is also recommending Option 1 of the previously submitted conceptual design plan and cost from William's Architects. The cost estimate is \$3,580,000, and the grant request would be \$2,500,000 with a project expense to the District of \$894,000. The funds are available from the 2019 Bond proceeds and funds in the special recreation fund balance. A copy of Option 1 was included in the Boards packets along with Williams Architects proposal to draft the PARC Grant application at a cost of \$3,000. It is necessary that the Board adopt a resolution for the PARC Grant that would commit that funds are available to complete the grant project. Discussion was held. Commissioner Bickett raised concerns that renovating Founders Center was a waste of money. He felt that the sale of the land would bring in more funds to create a better facility Commissioner Ruvoli countered that

previous community outreach did not support the alternatives and as such the Founders Center can be utilized with the renovations. President Barz said if the District was awarded the grant, and the Comprehensive Plan that is in development did not support it, the District could reject the grant. Commissioner Schedin commented that he also feels that the community is in favor of this type of plan. President Barz asked for a motion to approve Resolution 19-11.

Commissioner Ruvoli made a motion to approve Resolution 19-11, Submission of PARC Grant Application as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.

Aye: (3) Ruvoli, Barz, Schedin
 Nay: (1) Bickett
 Abstain: (0)
 Absent: (0)

Motion approved

- D. Approve agreement with Frankfort Baseball for installation of field fencing – The staff received quotes from Do-All Fence and is working with Frankfort Baseball to ensure the proposal includes the full scope of work they are looking to do. Staff drafted an agreement that would allow the project to move forward. As of November 8th a final cost to move forward with Field B was not confirmed. The draft was included in the Boards packets. Discussion was held. The approval was tabled until costs can be confirmed.
- E. Approval of Contract with Design Perspectives for Master Plan Update – A copy of a proposal costing \$35,000 was included in the Board's packets. President Barz asked for a motion to approve the contract.

Commissioner Bickett made a motion to award a contract to Design Perspectives to update the Master Plan not to exceed \$35,000. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

11. COMMITTEE REPORTS

- A. Special Recreation – Director Hassett
- Gina told the Board that LWSRA is looking into purchasing a multi passenger van to replace one that has broken down.
- B. Building and Grounds Report –Ed Newton/Commissioner
- Ed said that his staff is in full transition mode from fall to winter. Shade structures are being put in storage.
 - There were several leaks in the Founders Center Roof. A mild day gave the opportunity for staff to make repairs.
 - Repairs to the Founders Center boiler were completed in house. Two other heat systems required repairs – the maintenance shop and storage at Jackson Park. Both were done by staff.
 - Ed is looking for a new or used tractor after the large tractor used for field mowing suffered a breakdown. Discussion of replacing it will be held in Committee Meeting.
 - Maintenance is being done on all equipment used in the summer.
 - Gina and Ed are updating the mowing bid. They are adding a few flower beds to the bid.
 - President Barz asked if the sled hill could be altered to avoid bottlenecks. The sled hill design is dictated by PDRMA and Ed will ask when they come out to inspect.

- C. Recreation – Superintendent Proper/Schedin – Stacy’s report was in the Boards packets for their review. No Discussion.
- 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

12. ATTORNEYS REPORT – Attorney Izzo- None

13. UNFINISHED BUSINESS – None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Schedin planned on representing Frankfort Park District at LWSRA Trick of Trunk event. Unfortunately, he was called into work. His wife and friends stepped in for him and it was a great success. He congratulated staff on the Flag Football program at ROMA. He looked in on a session and was very impressed.
- Commissioner Ruvoli told Gina he will attend the conference in January and will get back to her on which days he will be there. He gave Kudos to Stacy and her staff on the very busy month they had just gone through. He told Ed that the parks look great. Commissioner Ruvoli congratulated Tom Barz on his 20 years of service to the District. He wished everyone Happy Thanksgiving. He reported that Pours for the Park sold 218 tickets and grossed over \$12,000 for Operation Playground.

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 Ruvoli so moved and Commissioner Schedin seconded the motion. Motion passed by a voice vote at 7:55 p.m.**

16. RETURN TO OPEN MEETING – With nothing further to discuss, President Barz asked for a motion to end the session. **Commissioner Ruvoli moved to end the Executive Session at 8:53 p.m. Motion seconded by Commissioner Schedin. Motion passed by a voice vote.**

17. ADJOURNMENT – **President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of November 12, 2019 at 8:53 p.m. Commissioner Schedin 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