

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, DECEMBER 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; Edward Newton, Supt. Building & Grounds;  
Lisa Slattery, Business Manager; Maurice Sullivan, Recreation Supervisor/Athletics;  
Attorney John Izzo; and Mary Strand, Recording Secretary.

GUESTS: John Williams, Hearn & Associates, PC.

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 November 12, 2019**

**B. Approval of the Executive Board Meeting Minutes of November 12, 2019**

**C. Approval of the Committee Board Meeting Minutes of November 26, 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) Schedin, Ruvoli, 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 **November 30, 2019 Accounts Payable and Payroll in the amount of \$182,179.52 - which includes travel and Lodging expenses.** Lisa pointed out that the payment to Barry Landscaping was from the prior fiscal year due to receiving it late. Page 3, Roma Sports Club payment is 65% of the revenue after expenses and comments were made that the uniforms were great. Cookie Dough fundraiser cost \$5,044.50 and they raised over \$8,700. Dance program payment has been made as 2<sup>nd</sup> of 3 payments. Park equipment costs were discussed. Commissioner Bickett requested an accounting of the expenses for Building Repair/Maintenance 6510, for the last 5 years and he commented on the great interest received on the accounts. League expenses and the Capitol Improvement Budget were discussed. The upgrade for the software and computers have been paid for. The truck repairs were for spark plugs and catalytic converter.

**Commissioner Ruvoli made a motion to approve the November 30, 2019 Accounts Payables and Payroll in the amount of \$182,179.52 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

7. FISCAL YEAR 2018/2019 AUDIT PRESENTATION – John Williams of Hearn & Associates, PC gave highlights of the audit. He commended Gina and Lisa on the great jobs they are doing to keep the financials in order. He noted that there were no difficulties or issues, no adjustments were needed and everything that he requested was delivered. The recommendation was made to track existing leases to include with assets and also any new leases. He said that there are strong fund balances, the IMRF is 80% funded, which is fairly strong, and talked about the debt. He answered several questions and a discussion was held. (*Mr. Williams left at 6:59 p.m.*)
8. PUBLIC HEARING
  - A. Truth in Taxation 2019 Tax Levy Ordinance  
President Barz opened the Public Hearing at 7:00 p.m. The annual ordinance and resolution were presented. President Barz asked if there were any questions or comments in the audience. Hearing none President Barz closed the Public Hearing at 7:01 p.m. by unanimous consent.
9. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None
10. PRESIDENT'S REPORT
  - President Barz noted that the Ice Rinks are all set for the winter.
  - He thanked the staff for the wonderful year and all of their hard work.
  - He asked Lisa to change the names on the checks.
  - He wished everyone a safe and happy holiday season.
11. EXECUTIVE DIRECTOR REPORT
  - A. Approval of FY 2019/2019 Audit – President Barz asked for a motion to approve the Audit.

***Commissioner Ruvoli made a motion to approve the Fiscal Year 2018/2019 Audit as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

- B. Approve Ordinance 19-12 for the 2019 Tax Levy – Gina noted that there was typo in the file that was sent by email, but it was corrected on the pages presented at the meeting. She noted that the properties annexed this past year will add to the amount. Commissioner Bickett commented on the CPI. President Barz asked for a motion to approve the ordinance.

***Commissioner Ruvoli made a motion to approve Ordinance 19-12 for the 2019 Tax Levy as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- C. Approval of Resolution 19-12 to Instruct County Clerks on apportion of 2019 Levy – President Barz asked for a motion to approve the Resolution.

***Commissioner Ruvoli made a motion to approve Resolution 19-12, to instruct County Clerks on apportion of the 2019 Tax Levy as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- D. Special Recreation Fund Balance – Approve Contribution to LWSRA Playground Fund – Gina explained that there is a Tax Objection to the fund balance. Attorney told the commissioners that the objections have been settled through the year 2017 and 2018 are being worked on. Gina noted that required ADA projects have been identified that will require a portion of the funds. President Barz asked for a motion to approve the contribution.

***Commissioner Bickett made a motion to approve a contribution to LWSRA of \$5,000 for the Universal Playground project. Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- E. Approval Employee Re-classification – Calli DeBella is the part-time Special Events Coordinator. Staff is recommending that her status change to Full-time exempt in order for her to assume the majority of the programming duties currently done by Stacy. Discussion was held. President Barz asked for a motion.

***Commissioner Bickett made a motion to approve the change in employee classification from Part-time 1 to Full-time exempt for Cali DeBella effective January 1, 2020. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- F. Approve Disposal of Property, Ordinance 19-12A – At Committee Meeting in November, several pieces of equipment were discussed as needing costly repairs and/or being obsolete. The 2006 Kubota model M7040 stopped working, and the 1996 Woods Tow Behind bat wing mower was used for the Kubota. Both can be sold through ads. In addition staff evaluated the Smithco Super Star field groomer that is only used to drag fields. The Girls Softball organization expressed interest in purchasing it. Also two TVs and AV carts need to be disposed of through the Townships recycle program. Discussion was held. President Barz asked for a motion.

**Commissioner Ruvoli made a motion to Approve Ordinance 19-12A Authorizing Disposal of Personal Property including a 2006 Kubota tractor model M7040, 1996 Wood Tow behind Batwing Tractor Attachment, Smithco Model #42-001D and 2 20inch televisions with carts. Commissioner Schedin seconded the motion. A roll call vote was taken.**

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

**Motion approved**

- G. Approve Updates to the Personnel Policies – The staff recommended to update the Personnel Policies to remove Veterans Day and observe Columbus Day, allow full-time employees to accumulate up to 15 days of Sick Time to be used for sickness, and update the Alcohol and Drug Abuse Policies to reflect the 1-1-2020 State Recreational Marijuana law. President Barz asked for a motion.

**Commissioner Bickett made a motion to approve the updated Alcohol and Drug Abuse, Holiday and Sick time policies as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.**

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

**Motion approved**

- H. Approve Ordinance 19-12B Cannabis-Free Parks – An ordinance establishing a ban on using Cannabis on Frankfort Park District Property. President Barz asked for a motion.

**Commissioner Schedin made a motion to approve Ordinance 19-12B as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.**

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

**Motion approved**

- I. Approve Board Appointment – Tabled

- Gina asked the commissioners to register for the upcoming conference.

## 12. COMMITTEE REPORTS

- A. Special Recreation – Director Hassett
- Gina told the Board that LWSRA is holding their annual Lunch with the Grinch.
- B. Building and Grounds Report –Ed Newton
- Ed said that his staff has been mulching leaves.
  - The Ice Rink liner is in and waiting for colder weather. All maintenance staff can handle work ongoing.
  - Work to repair and secure Sara Springs has been done.
  - Repairs and touchups were done at the Puent Building during the Thanksgiving week.
  - Ed and staff have been observed by PDRMA as part of their review for Risk Management.
- C. Recreation – Superintendent Proper
- The Winter Brochure is at the printer. It is online now. Registration begins January 2<sup>nd</sup>.

- Pause for Claws and Santa's Workshop was held this past weekend. December 15<sup>th</sup> is the Polar Express and 2 trains have been sold.
- Maurice has started this past week.
- Preschool is going very good. Holiday programs are being held the week of December 16<sup>th</sup>. Registration for the new school year will begin in February.
- Julie is working on the 2020 sponsorships. She has already received some.

President Barz thanked Stacy for all the hard work she does on programming.

Maurice told the Board that the Indoor Flag Football has been a success and he hopes to increase participation. He evaluates all of the feedback he receives from surveys. He does thank all the leagues when he sends out the surveys. Commissioner Bickett suggested that he and Stacy could let the leagues know that the money collected from them goes to fund equipment and upkeep of the facilities that they use.

D. Public Relations – Director Hassett

- 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.
- Deb shares some of the articles with IAPD to keep FPD in the spotlight.

E. Planning Report – Director Hassett/ Commissioner – None

13. ATTORNEYS REPORT – Attorney Izzo noted that there is an Amendment to the Open Meetings Act to include Independent Contractors under the Personnel Exception.

14. UNFINISHED BUSINESS – None

15. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Schedin told everyone to have safe holidays. He appreciated everyone's hard work.
- President Barz thanked Lisa for having all of the financials up to date. He thanked Ed for keeping the parks in great shape. He thanked Stacy for all her hard work on programming. He told Gina thank you for all she does.
- Commissioner Ruvoli said 2019 has been a very successful year. He noted the significant improvements to the financials and thanked Gina for her leadership. He wished everyone Merry Christmas and Happy New Year.
- Commissioner Bickett read from the audit, noting that there were no discrepancies to report. He praised Lisa's work that helped to get the financials in such great shape. He congratulated Stacy and her staff on achieving 28% growth in social media and 16% increase in revenue growth for programs. He told Ed he was very happy that he is evaluating equipment and disposing of things by reselling. He congratulated Maurice on the fantastic uniforms that can help generate more revenue. He suggested if the teams were split more could be added.
- Executive Director Hassett thanked the Board, Attorney Izzo and Mary Strand for everything they do to fulfill obligations to the Community on behalf of FPD.

16. 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); and finances. 5 IL CS 120/(2)(5) Sec 2 (c) 3 Selection of a person to fill a Public Office. Commissioner Ruvoli so moved and Commissioner Schedin seconded the motion. Motion passed by a voice vote at 7:43 p.m.***

17. 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 7:59 p.m. Motion seconded by Commissioner Schedin. Motion passed by a voice vote.***

- 18.** APPROVE BOARD APPOINTMENT – President Barz asked for a motion to approve Mark Ponton to be appointed as a member of the Board of Commissioners of the Frankfort Park District. ***Commissioner Ruvoli so moved and Commissioner Schedin seconded the motion. A roll call vote was taken.***

Aye: (3) Schedin, Ruvoli, Barz

Nay: (0)

Abstain: (1) Bickett

Absent: (0)

***Motion approved***

A phone call will be made to the new commissioner by President Barz.

- 19.** ADJOURNMENT – ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of December 10, 2019 at 8:02 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