

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS SPECIAL  
MEETING TUESDAY, JANUARY 28, 2020  
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

Commissioner Ponton (sworn in & seated on the Board at 6:47 p.m.)

ABSENT: None

ALSO PRESENT: Executive Director, Gina Hassett; Edward Newton, Supt. Building & Grounds;  
and Lisa Slattery, Business Manager.

GUESTS: Frankfort Resident: Susan Weinrebe

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 December 10, 2019**

**B. Approval of the Executive Board Meeting Minutes of December 10, 2019**

Commissioner Ruvoli noted that there was a date error on the Regular Board Minutes under the Executive Directors report. In Section 11A the date should be 2018/2019 and under 11C a typo.

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

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

6. APPROVAL OF BILLS (financial reports attached) –.President Barz asked for a motion to approve the **December 31, 2019 Accounts Payable and Payroll in the amount of \$129,668.55 - which includes travel and Lodging expenses.** Lisa is working with the new system, Paychex, the time and attendance program and all staff are being patient. The license for the accounting software was purchased in late December. The January treasurer's report will be delayed until the February meeting, it will include 2 months.

***Commissioner Ruvoli made a motion to approve the December 31, 2019 Accounts Payables and Payroll in the amount of \$129,668.55 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Susan Weinrebe told the Board that she is a founding member of the Bark Park and she and her dog enjoy it's amenities on a regular basis. She stated several concerns and asked the Board to help resolve and improve the conditions. One of the gates is in constant disrepair, benches are slanted and mud is in front of them, better drainage is needed by the gravel near the gate. There is also mud by the garbage cans and the disposal bags are difficult to get out of the dispenser and tear. She praised the Board for helping to establish the dog park and hopes they will improve the area soon.
8. PRESIDENT'S REPORT
- President Barz wished everyone a Happy and Healthy New Year and hoped the Holidays were good for all.
  - He heard that everyone enjoyed the Conference and apologized he was out of town for it.
  - He noted that the sled hill is being utilized a lot.
  - He noted that the Ice Rink is having some difficulties with the warmer weather.
  - He wished Commissioner Bickett happy birthday.
- A. Swearing in of Commissioner Ponton – President Barz swore in Mark Ponton as appointed Frankfort Park District Commissioner. Commissioner Ponton took his seat on the Board.

9. EXECUTIVE DIRECTOR REPORT

- A. Approve Ordinance 20-01 Amending Policy 1.2 Non-Discrimination & Anti-Harassment – President Barz asked for a motion to approve Ordinance 20-01.

***Commissioner Schedin made a motion to approve Ordinance 20-01 Amending Policy 1.2 Non-Discrimination & Anti-Harassment as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

Aye: (5) Barz, Schedin, Ruvoli, Ponton, Bickett  
 Nay: (0)  
 Abstain: (0)  
 Absent: (0)

***Motion approved***

- B. Approve Contract for Mowing and Landscape Maintenance – Bids have been received back. Gina discussed the need for adding the park sign beds. Changes from the last contract were to include spring maintenance of the park sign beds and maintenance of larger bed at the Bark Park, Founders Center and Fort Frankfort. Staff have reviewed the bids and recommends that the contract be awarded to Beary Landscaping for a period of two years and include two occurrences for the bed maintenance. If additional work outside the scope is required, it will be brought before the Board for approval. Staff is satisfied with the work that Beary Landscaping has done and they are a qualified bidder. The total for one year with two occurrences of bed maintenance is \$73,840. Discussion was held. President Barz asked for a motion to approve the contract.

***Commissioner Ruvoli made a motion to approve the contract with Beary Landscaping for lawn maintenance period of two years for an annual contract amount not to exceed \$73,840. Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (5) Schedin, Ruvoli, Ponton, Bickett, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (0)

***Motion approved***

- C. Contract with IRSC for Founders Roof Design – Discussion was held about the immediate need to redesign and reroof the Founders Room Roof. Gina distributed a list of maintenance costs since 2016. Consideration of the Master Plan still being developed was discussed. The roof over the office area would cost approximately \$10,000 and actual costs will be pursued. Action to approve the contract was tabled.
- Comprehensive Plan - Work on the Comprehensive Plan is in full swing. Staff is working with Design Perspectives on the surveys. Copies of the survey is in the Board's packets. The first phase will be by phone calls and then mail outs beginning the first of February. The Delphi Group will meet on February 11th and consists of business and community leaders. Staff and commissioners will not be present, their meeting is February 18th.
  - Security Cameras – Five security cameras have been installed at the Founders Center. Staff can monitor activities in corridors and remotely via an app. Staff is considering installing additional cameras. They are set to record motion.
  - Reach Media – The equipment to have a digital display of events and building schedule at the Founders Center has been installed. The front desk staff and marketing staff will be maintaining the information displayed.
  - Accounting Software - Additional software was purchased in order for the accounting program to be moved to the server for use by additional staff.
  - Will County Forest Preserve – Village Trustee Farina reached out to staff regarding the Forest Preserves interest in obtaining/restoring land or watersheds and then returning to the owner. Their interest is in property adjacent or accessible to Old Plank Trail. Staff will schedule a meeting with Village and County to further explore this opportunity.

## 10. COMMITTEE REPORTS

1. Special Recreation – Director Hassett
  - Gina informed the Board that LWSRA will be hosting the Junior Midwest Conference Championship put on by the National Wheelchair Basketball Assoc.
  - LWSRA received awards from Sports Destination Management for recognizing the 2019 Toyota USA National Juniors & Women's Wheelchair Basketball Association Championships held in conjunction with Chicago Southland CVB.
2. Building and Grounds Report –Ed Newton
  - Ed said that his foreman retired last month and he is working to fill the vacancy.
  - The weather has been milder than usual so the ice is not thick enough. Also the fence was damaged. Somebody used the weakened ice and damaged it so his staff is making repairs to the fence. The ice has now thawed.
  - New picnic tables are completed and staff is making repairs to some existing ones. Faded paint and graffiti damaged tables are being repainted.
  - The ongoing program to replace all lighting with LEDs has both the Maintenance Building and the Puent Building 100% LED lights. Ed is in contact with a company to replace the outdoor LED lighting at Puent Building & parking lot, the sled hill at Commissioners Park and the Founders Center for \$2,500.
  - The part-time Founders Center maintenance man has submitted his resignation and the position is being posted.
3. Recreation – Superintendent Proper –
  - Winter/Spring program registration is in full swing.
  - Basketball is going well.
  - The indoor Soccer League has started.
  - Winter on the Green event was cancelled and rescheduled for February 23<sup>rd</sup>.
  - The two Daddy Daughter dances will be held January 31 and February 1 with approximately 200 at each event.
  - Preschool open house is on February 1<sup>st</sup>. Registration begins February 1.
    1. Fundraising & Community Outreach
      - Julie has received commitment from Fleckenstein's to supply donuts for Donuts With The Bunny on April 4<sup>th</sup>.
      - She has secured sponsorship for all 3 Senior Luncheons.
      - Julie is working on the Earth day Celebration on April 25<sup>th</sup>.
      - Culver's has committed to contribute product to several events.

4. 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.
  - Hootsuite report was included in the packets.
5. Planning Report – Director Hassett/ Commissioner – None

11. ATTORNEYS REPORT – Attorney Izzo- None

12. UNFINISHED BUSINESS – Gina attended a ribbon cutting for the new offices of Senator Joyce. He will be visiting the Village and hopefully Trustee Forina will be bringing him to FPD.

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Bickett welcomed Mark Ponton to the Board.
- Commissioner Schedin had a nice time at the District Holiday Party. He said he was sorry to have missed the conference. He welcomed Mark Ponton.
- Commissioner Ruvoli congratulated Mark Ponton on being appointed as commissioner. He thanked Gina, Stacey and Lisa for helping him navigate the conference. He told Lisa that he appreciated all the additional work she has been doing on the Accounting program and Paychex. He is looking forward to hearing more about 5/3<sup>rd</sup> from Lisa. Ed thanks for all you had to do to prepare for the ice rink.
- Commissioner Ponton said thanks to everyone and he is excited to be on the FPD Board and looks forward to working with everyone. He appreciated being invited to the Holiday Party and enjoyed himself.

14. EXECUTIVE SESSION – None

15. ADJOURNMENT – ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of January 28, 2020 at 7:33 p.m. Commissioner Ruvoli so moved and Commissioner Ponton seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary