

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, FEBRUARY 11, 2020
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President Barz called the meeting to order at 6:36 p.m.

2. ROLL CALL

PRESENT: Commissioner Barz

Commissioner Ruvoli

Commissioner Bickett (*joined at 6:40p.m.*)

Commissioner Schedin

Commissioner Ponton

ABSENT: None

ALSO PRESENT: Executive Director, Gina Hassett; Stacey Proper, Supt of Recreation; Lisa Slattery, Business Manager; Edward Newton, Supt. Building & Grounds; and Cali Debella, Recreation Supervisor/Special Events.

GUESTS: Phil Simmons

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 Committee Meeting Minutes of January 14, 2020

B. Approval of the Special Board Meeting Minutes of January 28, 2020

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

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

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

Motion approved

6. APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **January 31, 2020 Accounts Payable and Payroll in the amount of \$411,516.97 - which includes travel and Lodging expenses.** Lisa told the Board that there were 3 payrolls during January, the bond payment, LWSRA obligation, Audit and Risk Insurance all due during the month. She will be training the staff on the new software viewing capabilities. She is working with the new software to determine which of the reports she will be producing monthly. Lisa has also been working on the 1099's and year-end financial reporting. The bond payment are semi-annual and Lisa created a separate check register to show any payments made with the funds. Discussion was held.

Commissioner Ruvoli made a motion to approve the January 21, 2020 Accounts Payables and Payroll in the amount of \$411,516.97 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President Barz noted that the Sled Hill lights appear to be on every night. Discussion was held and ComEd has given Ed an estimate for approx. \$2,600 to replace lights with LEDs
- He thanked Cali for attending the meeting.
- He wished everyone a very happy and safe Valentine's Day.
- He reminded all that the Homeowners meeting is March 9th.
- He asked Gina to email everyone a copy of an Article from the newspaper regarding the issues all the District are having with the Ice Rinks.
- President Barz reminded all that the Legislative Conference will be held in Springfield April 28-29.
- He was happy to hear the 5 Oaks Homeowners were being involved.
- Daddy-Daughter Dance was a success.

9. EXECUTIVE DIRECTOR REPORT

- A. Approve Contracts for Pickleball Court Project – Last summer the District authorized the approval of funds for the Pickleball Court project at Commissioners Park with the understanding that Operation Playground Foundation would reimburse the Park District for the cost of the project. A copy of the agreement with Operation Playground was included in the Boards packets. Five bids were received for fencing and one for court work. There will be additional costs to purchase site accessories and will be selected at a later date. Staff is recommending to award the contracts to US Tennis Court and Fence Connection. Phil Simmons thanked the Board for their cooperation and working with the Foundation. He outlined the positives about the courts. Discussion was held. Timing for installation is late spring.

Commissioner Schedin made a motion to award US Tennis Court a contract in the amount of \$11,745 for the Pickleball court project as presented. Commissioner Ponton seconded the motion.

- B. Approve Contract for Fence –

Commissioner Schedin made a motion to award a contract to Fence Connection in the amount of \$38,200 for the Pickleball fence project as presented. Commissioner Ponton seconded the motion.

One roll call vote was taken for both motions.

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

Motion approved

- The core Park District's Team had a visioning meeting on February 6th for the Master Plan. Tod will generate the ideas into a report
- The Delphi Committee was selected by staff on February 11th and will meet and work with Tod. They will hold two meetings and develop a report.
- February 25th's Committee Meeting will not be held but in its place the Board will meet on the Comprehensive Plan.
- The Recreation Software is being evaluated.

10. COMMITTEE REPORTS

A. Special Recreation – Director Hassett

- None

B. Building and Grounds Report –Ed Newton

- Ed said that his staff has been keeping up with the snow to allow all program schedules to stay on track.
- The maintenance staff worked with the recreation staff to put on several events this month.
- Ed has made an offer to a candidate for the open Foreman position. The current custodian has indicated that he is reconsidering to stay.
- Ed and one other employee recertified for pesticide spraying. The remaining staff can also spray under the guidance the certified individuals.
- He is working on the budget for his department.
- Ed received some estimates that he has been waiting on for upcoming projects.
- Until funds are received no action has been taken on the mower purchase. Ed is looking into alternatives in the interim. Gina has been in contact with Representative Hastings staff.

C. Recreation – Superintendent Proper

- Staff is working on the Summer Brochure.
- Cali is now the Recreation Supervisor and is working with Youth, Teen, Adult and Senior activities as well as Special Events. She is becoming familiar with the instructors and programs. Today was the Senior Valentine's event.
- The Daddy-Daughter dance was held with over 400 in attendance at the two dances.
- The rescheduled Winter on the Green will be held on February 23rd.
- On February 18th there will be a Puzzle Tournament
- Approximately 25 families attended the Pre-School Open House on February 1st. Ten resident registrations were processed then and registration opened for all residents on February 3rd.
- Basketball is in full swing.
- Indoor Soccer is being played and the goal is to prepare the participants for the Spring and Fall Outdoor Leagues.
- Julie continues to lobby for sponsorships and had 4 for today's Senior Valentines Luncheon.

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.
- Hootsuite reporting was also included.

E. Planning Report – Director Hassett/ Commissioner – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Ruvoli wished Commissioner Barz a Happy Birthday month. He congratulated Stacy, Cali and staff on the successful Daddy-Daughter Dance. He complimented Lisa on all she is doing to get the new software implemented and offered his assistance if needed. He thanked Ed and his staff in advance for the hard work needed with the upcoming weather events. He looks forward to meeting the new Foreman.
- Commissioner Schedin thanked Stacy & Cali for all the hard work they did on the Daddy-Daughter dance. This was his last one and he has some wonderful memories from the last five years.
- Commissioner Ponton noted that being new to the Board, he is very impressed and grateful for all that the staff does in every department. Staff does an excellent.

- Executive Director Hassett thanked the commissioners for recognizing all the accomplishments of the staff. She said the District serves the people of Frankfort and helps to create and maintain activities that create memories and a sense of community.
- President Barz talked about a venue that could hold a park event. It is called Southern Comfort and it would perhaps be looked into by the staff.

14. ADJOURNMENT – ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of February 11, 2020 at 7:24 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