

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, MARCH 10, 2020
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT: Commissioner Ruvoli

Commissioner Bickett (*joined at 6:37p.m.*)

Commissioner Schedin

Commissioner Ponton

ABSENT: Commissioner Barz

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

GUESTS: None

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 February 11, 2020

B. Approval of the Special Board Meeting Minutes of February 11, 2020

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

Aye: (3) Schedin, Ponton, Ruvoli

Nay: (0)

Abstain: (0)

Absent: (2) Bickett, Barz

Motion approved

6. APPROVAL OF BILLS (financial reports attached) –.President Barz asked for a motion to approve the **February 29, 2020 Accounts Payable and Payroll in the amount of \$210,881.61 - which includes travel and Lodging expenses.** Lisa told the Board that there wasn't anything out of the ordinary. The new software is presenting some report manipulation, but is working fine. (*Commissioner Bickett joined the meeting 6:37 p.m.*) Discussion of the payment received from the Village of Frankfort was held. The payment was for developer contributions for new construction.

Commissioner Ruvoli made a motion to approve the February 29, 2020 Accounts Payables and Payroll in the amount of \$210,881.61 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.

Aye: (4) Bickett, Schedin, Ruvoli, Ponton,
 Nay: (0)
 Abstain: (0)
 Absent: (1) Barz

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Correspondence from homeowners in 5 Oaks received and discussion will be held in Committee Meeting following this Regular Board Meeting.
8. PRESIDENT’S REPORT - None
9. EXECUTIVE DIRECTOR REPORT
 - Staff was notified by the Village that Borg Warner notified them that they will be closing their facility within the next two years.
 - LWSRA – Gina sent out communications regarding recent news articles about a former employee.
 - PARC Grants –Communication from IDNR was received on March 2nd. They had a few questions regarding the use of the Founders Center for LWSRA. Title Insurance was ordered on the Founders Center due to the deed on file not meeting the grant submission requirements. Responses are due March 13.
 - Comprehensive Plan - The Delphi Committee is meeting tonight with Tod of Design Perspectives. The rough report of the survey was handed out to the commissioners. Tod will stop by tonight if time allows.
 - Pickleball – The contracts for the Pickleball courts have been received. Staff will begin removing the skate park equipment in preparation of the start of the project.
 - Will County Forest Preserve – Village Trustee, Margaret Farina, has set up a meeting on March 25th to discuss the Forest Preserves interest in obtaining land or watersheds and/or restoring land/watersheds along Old Plan Trail. They would return the property to the District upon completion.
 - Frankfort Baseball – The organization provided the District with a proposal to replace all of the fencing material and most of the posts for the B Field at Main Park. They will be funding the entire project. Staff has provided authorization to move forward with the project and Ed will supervise the work.
 - Corona Virus – Discussion on how to move forward and restrictions that might be put in place. Concerns were raised and potential cancellation of events or closure of facilities were discussed.
10. COMMITTEE REPORTS
 - A. Special Recreation – Director Hassett
 - Discussion was held of the recent media coverage of a former employee who misused LWSRA funds prior to May 2018. Restitution was made and the employee is no longer with LWSRA.
 - B. Building and Grounds Report – Ed Newton
 - Ed said that his staff has been busy dismantling the ice rinks and cleaning up debris in the parks. The mild weather has allowed the staff to continue with trimming trees and brush removal earlier this spring.
 - Paint touch-ups have been happening in the Founders Center.
 - Water infiltration at the Puent Building, hopefully, has been mitigated by the installation of a gutter down spout on the west side. Ed will monitor it.
 - The new foreman, Andrew Farkas, started and is going through orientation. He will be invited to the next meeting. He is a Mokena resident with excellent experience.
 - Staff is working on the Pickleball project. They are removing the skate park equipment in a manner that will provide the project with the best possible surface.
 - Falcons Football is moving ahead with the LED lighting conversion on the playing field and practice field.

- Staff received quotes from the vendor on the replacement of lighting on the south end of Main Park, the east lot at Main Park, Puent lot lighting, and sled hill lighting as well as the lot at the Founders center. Quotes for the ballfields at Main park and Commissioners Park are being worked on. Once the full scope of work is established the work will begin.
- Ed attended an OSHA 10-hour compliance certification class offered by PDRMA.
- The Staff is monitoring the supplies and materials needed to continue daily cleaning to assure there will not be a shortage. We have a heightened sense of awareness for disinfection during the flu and covid-19 pandemic. We will be guided by the State, PDRMA recommendations and the Health Department.
- Lighting on the Girl Softball was discussed.
- Mowing will begin in April.
- Coyotes at Sara Springs were discussed.

C. Recreation – Superintendent Proper

- Staff is working on the Summer Brochure proofs.
- Work on the Budget is continuing.
- Spring events are being worked on and Stacey will monitor and report the need for cancellations due to the virus.
- Youth Basketball ends next week
- The Spring Outdoor Soccer league begins April 7th.
- The Bunny events are being sponsored by Target.
- Puzzle Mania was held on February 21st and was well attended. Target donated water, chips, and prizes.
- Julie has been busy getting Sponsors for Celebrating Earth Day on April 25th.
- Jeffry LaMorte and Body Fountain will sponsor the tee shirts for Short Run on a Long Day. The same route will be used.

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. Gina noted that Deb is doing a great job getting news coverage.
- 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 Bickett noted that the Board will need to be very concerned on the financial outlook in the coming months. He suggested getting electronic devices for all communications to eliminate printing costs. Gina will price them out.
- Commissioner Ruvoli also noted that the Board will need to practice tighter fiscal responsibility. He commended Stacy and her staff on the Seniors luncheon and congratulated them on the rescheduled Winter on the Green. He will participate in the Build Your Own Rain Barrel. He thanked Ed and his staff for their work in setting up and taking down the ice rinks.
- Commissioner Ponton commented on the state of the economy and wondered how a recession will affect the District. Gina noted that programming participation will probably go down and the EAV fluctuation could maybe not be felt for a couple of years. Some programs could be eliminated as needs dictate.

- Commissioner Schedin will participate in the Community Showcase. He told Ed he was happy that the new foreman was on board. Discussion on the upcoming recession as a result of the virus was held.

14. ADJOURNMENT – ***Commissioner Schedin asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of March 10, 2020 at 7:22 p.m. Commissioner Ponton 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