

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, APRIL 14, 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

ABSENT: None

ALSO PRESENT: Executive Director, Gina Hassett; Stacey Proper, Supt of Recreation; Lisa Slattery, Business Manager; Edward Newton, Supt. Building & Grounds; Maurice Sullivan, Recreation Supervisor/Athletics; Kristin Morrison, Recreation Supervisor/Early Childhood; Cali DeBella, Recreation Supervisor/Special Events; Deborah Gorchos, Public Relations Coordinator; and Mary Strand, Recording Secretary.

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 March 14, 2020

B. Approval of the Special Board Meeting Minutes of March 14, 2020

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

Aye: (5) Schedin, Ruvoli, Ponton, 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 **March 31, 2020 Accounts Payable and Payroll in the amount of \$180,554.29 - which includes travel and Lodging expenses.** Lisa told the Board that the refund are higher than normal due to the Corona Virus closures. She is still working to get the details of reports off of the new software. Refunds are being processed back through the credit cards instead of issuing checks. Expenses are being tracked that are a direct result of the closures.

Commissioner Ruvoli made a motion to approve the March 31, 2020 Accounts Payables and Payroll in the amount of \$180,554.29 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Correspondence that Mayor Holland forwarded to Gina and Commissioner Barz regarding the District’s park closings have been responded to the individuals.
8. PRESIDENT’S REPORT
 - Commissioner Barz inquired about the plans to open the Garden Plots. Stacey replied that she plans to move forward with the program but it will most certainly be delayed.
 - Commissioner Barz asked if the “Adopt a Plant Beds” program has been started. Gina said no one has volunteered yet and she put it on hold until the parks are reopened.
9. EXECUTIVE DIRECTOR REPORT – Gina was glad to see all commissioners and staff safe and well. She is happy to report that they are very proactive and flexible. Their priority is to service the residents.
 - A. Approve the Purchase of the Groundmaster Mower – In her overview, Gina told the Board that due to the State closures the staff is recommending that the purchase of the mower cannot wait. The mower pricing is through a prequalified bid and requires Board approval. The Kubota Tractor and Woods Mower Deck will be traded in to reduce the cost from \$81,320.96 to \$76,608.39. Discussion was held regarding paying cash or financing. President Barz asked for a motion to approve the purchase.

Commissioner Schedin made a motion to approve the purchase of the Groundmaster 4010-D mower and accessories from Reinders through the Omnia purchasing agreement not to exceed \$76,608.39 with finance terms to be determined. Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

- B. Approval of Asphalt Repairs – Commissioners Park is in need of repairs along the entrance and two trails where the drainage area repairs are being made. The cost is \$15,000 that is already in the budget. Staff is recommends spending an additional funds to seal coat the lot near the dog park and the maintenance facility parking lot. Fifty percent of the cost will be allocated to the handicap fund. Staff is asking for approval for expenditures on asphalt and seal coating not to exceed \$24,000. Discussion was held and it was determined that the work would not start for 30 to 90 days that will be stipulated in the contract.

Commissioner Ponton made a motion to approve asphalt and seal coating not to exceed \$24,000. Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

- C. Approval of Copier Lease with Martin Whalen. Gina informed the Board that the current lease agreement with Proven will expire July 1, 2020. She has received a renewal from Proven and a bid from Martin Whalen. Terms of the lease were included in the Board's packets. Staff recommended to enter into a lease with Martin Whalen. Discussion was held. President Barz asked for a motion.

Commissioner Schedin made a motion to approve entering into a 5 year Lease Agreement for copier devices with Martin Whalen presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

- Gina received notice that Towne Center Bank has refunded the District for a check that was stolen from one of our vendors and cashed illegally. With the courts being closed the police have to wait for a subpoena to further the investigation of who cashed the check. In the future, Lisa will issue ACH payments and Positive Pay list in the future.
- As part of the Capital Projects, staff is recommending to move forward with repairs of the basement tile floor in the Founders Center. The area to be repaired is outside the dance room and bathrooms. The tiles are popping up and is a walking hazard. The cost is \$4,300 and would be done with similar CVT tile. Maintenance staff will attempt to remove the old tile to help save money. Discussion was held. Commissioner Bickett asked Gina to get another bid. Four commissioners agreed that the project should move ahead.
- Gina highlighted some of the things that are being affected by the Corona Virus. The staff has kept in touch with the athletic associations and we are working to reschedule the Cystic Fibrosis Walk and the Cancer Walk. The summer brochure is not being printed, but put on the website and mailing a post card out to residents notifying them of the change. Maintenance is working outside and independently in vehicles. The office staff is keep social distance and the office is being cleaned daily. Refunds are taking up a lot of time. Gina registered with FEMA.
- Unemployment claims are reimbursed by the District to the State. It is estimated that the weekly cost will be \$7100. The goal is to get many of the full and part time staff back to work as soon as possible. Workarounds are being discussed to help to get the process started.

10. COMMITTEE REPORTS

A. Special Recreation – Director Hassett

- LWSRA reported that one of their participants contracted the virus. The building was shut down immediately. Many of the staff were exposed.
- Heather Specht, Superintendent of Recreation, sent in her resignation. She will be employed with South Suburban Special Recreation Association. LWSRA will be looking for a replacement.

B. Building and Grounds Report – Ed Newton

- Ed thanked his staff for their flexibility to get the jobs that are needed done. They have been posting signs and cleaning and sanitizing. Ed had purchased cleaning supplies for the summer previous to the closings and he has a good stock of

- needed materials to see the District through.
- Staff is taking care of ponds and weeds.
- Some projects can be done while the parks are closed.
- The skate park dismantling is ongoing. The pieces are being labeled and inventoried to be put in storage.
- Quotes for repairs to the piers are coming in and Estimates are \$4000 to \$5000 per pier. Staff is considering removing the Lakeview South pier- it is under discussion.

C. Recreation – Superintendent Proper

- Staff is helping to sanitize the Founders Center and the Puent Building.
- Cancellations are taking up a lot of time. Staff is working with the front desk to get the refunds processed.
- Staff will send out a postcard informing residents that the Summer Brochure is online only.
- Earth Day and Kids Garage Sale are cancelled. The Mother/Son bowling event is delayed, date to be determined. Basketball had to be cancelled for the last two weeks of their season. Decisions on classes being cancelled are in the works.
- Commissioner Ruvoli suggested asking local businesses to post info on signs directing/informing people of events and happening on the website in lieu of have a printed brochure. This is in addition to the postcards. Stacey noted that there are several social media that she is working with to spread District info.
- Commissioner Ruvoli also told Stacey that he has been watching online some of the interesting postings and challenges that the staff has put up. The digital engagement is very important. Maurice created the Soccer Ball Challenge.
- Stacey listed several ideas and activities that staff is employing.
- Maurice said that with all of the closures he is trying to stay engaged.
- Kristin is trying to do her best with social media and keeping them informed. She created a FB page for the preschoolers. She hopes to be able to start getting ready for camp.
- Cali noted that she is working on crediting vendors for the holiday show. She and staff are trying to figure out how/when to hold the Short Run- maybe hold with another event. Summer programs are all on hold.

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 – The Visioning Meeting with Tod of Design Perspectives will be held via ZOOM on April 28th.

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS

- Commissioner Barz said thank you to Gina, Stacey, Ed and all of their staff for keeping the FPD working. He said to keep up the good work and stay safe and healthy.
- Commissioner Schedin thanked the staff. He works and interacts with the public so understands how hard it is. He wishes everyone the best.
- Commissioner Ponton also thanked the staff and said they are doing a great job. He questioned if there was a written contingency plan, if not the staff is doing a great job of improvising.

- Commissioner Ruvoli thanked Stacey, Cali, and Kristin for all the extra work they are doing with the programs being cancelled. He told Maurice thanks for being engaged while all his programming is cancelled. He thanked Deb for the promotional materials and Ed and staff for all the cleaning and sanitizing that have to do. He expressed his appreciation to Gina for guiding the Board and the staff in this difficult situation and keeping everyone informed of the daily happenings. He reiterated to all to keep expense control in mind. The rain barrel class was great. Please stay healthy and safe. He asked that Gina pass along his well wishes to any staff who is currently furloughed.
- Commissioner Bickett thanked everyone for all their efforts.
- Commissioner Barz thanked Maurice, Cali, Kristin and Deborah along with Mary for making time to attend the online meeting.

14. ADJOURNMENT – ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of April 14, 2020 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