

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY, MAY 26, 2020
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

Due to the shut-down of all Park District facilities in response to COVID-19, the Frankfort Park District used Zoom conferencing for meetings. The public was invited to attend the Meeting and instructions were provided at the bottom of the agenda that was posted on the District's web site.

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 Schedin
Commissioner Bickett
Commissioner Ponton

ABSENT: None

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

GUESTS: None

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA – Approved as presented.

5. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

6. PRESIDENT'S REPORT –

- President Barz thanked everyone for doing a fantastic job.
- He thanked Rep. Anthony DeLuca for reaching out to FPD to pledge some funds from the State of Illinois.
- He has heard from some residents regarding when/why were the parks opening.

7. EXECUTIVE DIRECTOR REPORT

- A. Approve ActiveNet Agreement – FPD has used ActiveNet since 2005. Gina gave an overview of how the ActiveNet fee structure works. Over the past few years the staff has been looking into a more cost effective vendor. During the process staff has been negotiating with ActiveNet to restructure how they charge FPD. Gina included a comparison chart of current fees, 2 other vendors and the new ActiveNet proposed fees. She assured the Board that while staff is happy with the current software, the fees were not in the best interest of FPD.

Summary of Negotiated Terms

- \$12,500 per year (billed quarterly) for subscription based
- 3.25% cc processing
- No fee increase for initial term and 5% max annual fee increase thereafter
- 1 day refresher training at no cost (current value at \$1000)
- 3 year term, 2 year auto renewal, 12 mos. cancellation notice

Staff recommends entering into a new agreement with ActiveNet for an annual subscription of \$12,500. The contract has been reviewed by the District's attorney. Entering into a new agreement will eliminate the on-line processing fees that were charged to the customer. President Barz asked for a motion.

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

Aye: (5) Ruvoli, Ponton, Schedin, Bickett, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

8. UNFINISHED BUSINESS – None

9. COMMISSIONER COMMENTS/ANNOUNCEMENTS

Commissioner Schedin said he hoped we have made it through the hard part. Lets do what is asked of us. Hopefully we will come out on top soon.

Commissioner Ponton said it is great seeing everyone and he hoped all were healthy. He wished all a happy summer.

Commissioner Ruvoli told Gina to pass along our thanks to the staff. The new items on social media are creative and impressive. Please keep it up and keep people engaged to have FPD in their minds.

10. ADJOURNMENT – ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Special Meeting of May 26, 2020 at 6:47 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