

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, SEPTEMBER 8, 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 (*joined 6:35 p.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 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 Regular Board Meeting Minutes of August 11, 2020**

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

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

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

***Motion approved***

*(Commissioner Bickett joined at 6:35 p.m.)*

6. APPROVAL OF BILLS (financial reports attached) –.President Barz asked for a motion to approve the **August 31, 2020 Accounts Payable and Payroll in the amount of \$226,195.11 - which includes travel and Lodging expenses.** Lisa told the Board that she has been working on getting an automatic report for the refunds. Commissioner Ruvoli questioned the bill for trash receptacles and was told that they were for the Pickle Ball court. Starting in February the Village started to charge a municipal tax on CallOne. An ordinance needs to be passed by the Village to stop them from charging the District the municipal tax and refund.

***Commissioner Ruvoli made a motion to approve the August 31, 2020 Accounts Payables and Payroll in the amount of \$226,195.11 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None
8. PRESIDENT'S REPORT
  - President Barz thanked the staff for working so diligently and said they were doing a wonderful job.
9. EXECUTIVE DIRECTOR REPORT –
  - Gina reported on Covid Pandemic updates. Staff did submit \$13,500 for reimbursement to Will County. She said there will be another opportunity to submit for additional reimbursements at the end of the calendar year.
  - There are still limited office hours and staff is conserving wherever they can.
  - Staff filed the approved budget in August and appropriations with the Will and Cook Counties.
  - Ed meet with the PDRMA claim adjuster to review the damage done by the August storm.
  - Operation Playground's Pours for the Park will not be held in 2020 due to the pandemic. Commissioner inquired if the group was considering other projects to raise money. Gina said she has had discussions with them and they are planning an event in the spring.
  - Gina met with the Lions Club to discuss what projects the Lions can assist with.
  - Staff is working to have the annual tax levy ready for the November Board meeting. Tax proceeds have been received on time so far this year.
  - IAPD/IPRA State Conference plans are being evaluated.
  - Todd said he hopes to have a print copy of the Master Plan in 2 weeks and he would attend the October Committee meeting to present it.
  - Nothing more has been communicated on Five Oaks and the work on the Assisted Living project seems to be shut down.
10. COMMITTEE REPORTS –
  - A. Special Recreation
    - Executive Director Hassett told the Board that the LWSRA is moving forward with the installation of the park adjacent to their building and it should be completed sometime in the Fall.
    - LWSRA is conducting virtual programming and introducing some limited in-person programs.
    - The third payment for 2020 to LWSRA of \$60,000 was on the list of bills. It is based on EAV.
    - Belinda Olszewski has requested an ADA swing in the park near her. The access to where it could be located would require curb cuts and flat navigable surfaces. Discussion will be held in Committee Meeting. The Lions considered installing an ADA swing at Indian Boundary.
  - B. Building and Grounds Report
    - Ed stated that he and his staff continue to clean up storm damage and he is working with PDRMA to submit claims.
    - Staff is continuing to sanitize all facilities.
    - Ed has been working with a vendor that ComEd directed him to upgrade the lights on the practice field at Main Park. This is a ComEd rebate project to switch to LED lighting. Staff is looking into other upgrades within in the program. Organizations are being asked for their input on continuing the programs on other fields.
    - Softball and soccer fields are being prepared.
    - With the warm weather algae built up on the Splash Pad daily and was cleaned in the mornings so no shut down was required.

- Dry weather has caused the pond levels to lower significantly. Staff and contractor continue to treat and monitor.
- Preschool building floors were stripped and waxed. Outside the trees and bushes were trimmed. The dance room was painted.
- Repairs to all entrance doors is being done. A local vendor is helping to upgrade the east entrance.
- The fire suppression protocols are evaluated every October.
- Commissioner Ruvoli asked if the ice rink was being evaluated. The rink may be relocated and a second rink liner will not be ordered until further evaluation. Commissioner Bickett suggested a vinyl printed liner, but was told that the ice is too cloudy to see through.
- Commissioner Ruvoli noted that a recycle bin has been seen in the Heritage Knolls Park that is not tied down. It appears to be a resident's.
- Commissioner Barz suggested to take trees from the Laraway property and relocate to other parks. Maintenance Dept. is short staffed and not everyone can operate the machinery to uproot the trees. Ed will look into it.
- Ed needs to look into obtaining a backup generator.

C. Recreation Report

- Fall registration began on August 24<sup>th</sup> most of them coming in online.
- Staff is working on the Winter Spring brochure.
- An E-learning program started recently. It is now opened up the Prairie Care participants. The hot spot Wi-Fi is working well.
- Pre-School started September 8<sup>th</sup> & 9<sup>th</sup> with orientation for parents and children. The 2-3 year old programs will not be held until January.
- The soccer program is going well. Communications to help enforce the Covid rules are being sent out weekly.
- The Camp Fire and Camp Out will be held September 18-19 at Commissioners Park.
- The Mother-Son Dance will be held on September 25<sup>th</sup>, but only 2 people are registered.

D. Public Relations – Deb Gorchos has been handling social media very well.

- The report showed printed articles, website info and e-newsletters.
- A Hootsuite report was in the Board's packets. It shows analysis of interactions on social media comparing May to June.
- Marketing is a challenge with limited programs being offered/conducted and the Frankfort Station is no longer being printed.

E. Planning Report –None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ruvoli thanked the staff for being flexible in their duties and for being very proactive. He said that he monitors the Facebook page and notices how many people are engaged. Thank you for everything you do during these strange times.
- Commissioner Schedin said that the parks are looking very good. He has spent a lot of time fishing with his son and appreciates them. He noted that a group of motorcycle riders showed up at Indian Boundary Park with skateboards and utilized the pump track recently and it was great to see. Ed has had communications from other states inquiring about the track. Discussion was held.
- Director Hassett noted that the staff has had to eradicate wasp nests in many of the parks. Also Fall weed treatment has gone well.
- Commissioner Ponton said everyone is doing a great job and he really appreciates it.

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 September 8, 2020 at 7:22 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