

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, OCTOBER 13, 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 (VIA ZOOM)

Commissioner Ponton

ABSENT: Commissioner Bickett, Commissioner Schedin

ALSO PRESENT: Executive Director, Gina Hassett; Stacey Proper, Supt of Recreation; Lisa Slattery, Business Manager; Attorney John Izzo (via zoom); and Mary Strand, Recording Secretary.

GUESTS: Resident, Belinda Olszewski

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 September 8, 2020**

**B. Approval of the Committee Meeting Minutes of September 8, 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) Ruvoli, Ponton, Barz

Nay: (0)

Abstain: (0)

Absent: (2) Bickett, Schedin

***Motion approved***

6. APPROVAL OF BILLS (financial reports attached) –.President Barz asked for a motion to approve the September 30, 2020 **Accounts Payable and Payroll in the amount of \$222,632.31- which includes travel and Lodging expenses.** Lisa told the Board that she has been working on the reports so no manual manipulation is needed. She made notes on some items. There have been a lot more online registrations and no credit card fee is being charged to the registrant. Checks for refunds are lowered too. Commissioner Ruvoli asked for clarification of the Pledged Securities Report and Developers Fees. Discussion was held.

***Commissioner Ruvoli made a motion to approve the September 30, 2020 Accounts Payables and Payroll in the amount of \$222,632.31 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (3) Ruvoli, Ponton, Barz  
Nay: (0)  
Abstain: (0)  
Absent: (2) Bickett, Schedin

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – A letter has been received from Michelle Mager requesting that Main Park be renamed “The Mager Family Park”. Discussion will be held at the Committee Meeting on October 27<sup>th</sup>.
8. PRESIDENT’S REPORT
  - President Barz thanked the staff for the wonderful job keeping FPD afloat. The finances are looking great.
  - He inquired about new trees. Gina replied that FPD has received 2 trees at a cost of \$300 each. Ed and Gina will meet with **Ken DeLuca** to discuss getting more native species. They will reach out to other nurseries to get at deep discounts or free. On upcoming reports on the Master Plan it is suggested to plant more trees. Discussion of the planting costs was held.
  - The PDRMA roof damage claim was discussed.
  - He also commented on the conceptual drawings and encouraged all commissioners to attend the meetings at the two parks scheduled for updating.
  - He thanked the Lions Club for helping with Commissioners Park recently.
  - He congratulated Stacey on a successful Camp Out.
  - He suggested that a search be conducted for a dedicated Gardner to help with more beautification of the parks. Perhaps reaching out to the Village and share an individual who would take on the task.
9. EXECUTIVE DIRECTOR REPORT –
  - Gina reported on Covid Pandemic updates. Staff did receive \$11,066 for reimbursement from Will County. Gina is looking at the cost of iPads for staff to use remotely if there is another shutdown. Another round of reimbursements from Cook County. Discussion was held.
  - Concerns have been received regarding keeping dogs in the parks on leash and under control. Staff will post more signs and also put reminders on the web site.
  - The Pickleball project came in at a cost of \$69,156 and the first installment payment by Operation Playground will be in May of 2021. The finished project is very pleasing aesthetically.
  - Playground Replacement Projects are in the discussion phase with the nearby residents of each park. Surveys were sent out and responses received for Brookmeadow and Sandalwood. Meetings will be held October 22<sup>nd</sup> in the parks to get more feedback. Hopefully bids can go out in January, awarded in February and construction to begin in spring.
  - Lisa and Gina are working on the tax Levy. They are awaiting the updated EAV.
  - The electronic copy of the Master Plan was in each commissioners’ packets and Design Perspectives will attend the Committee Meeting on October 27<sup>th</sup>.
  - IAPD/IPRA State Conference will be held virtually. Once the cost of attending has been received, it will be determined who should attend and materials will be sent to commissioners.
  - IAPD Legal Symposium will be held virtually and Gina will purchase one registration for the staff and commissioners to attend. This training will inform us of new laws that affect the operations of the District.
  - Election Petitions are available for the April 2021 Frankfort Park District elections. First day of filing is December 14<sup>th</sup>, and there are 4 seats up for election.

- The 5 Oaks subdivision had a parcel of land that was dedicated to FPD and was sold at auction in 2013. The HOA was awarded back HOA fees from the owner in a court action. The Statute of Limitations on redemption is past. Discussion was held with Attorney Izzo on buying the parcel back, Eminent Domain, Condemnation, Fair Market value, the cost of legal fees, and sharing costs with the HOA, Village and FPD. Belinda told the Board that she will help in any way she can, although she is no longer on the HOA Board. A letter should be sent to the Village and the County to ask for their assistance and reminding them that this is affecting voters.
- A. Approval to Appoint IAPD Delegates – As a participating member of IAPD, the District is allowed to vote at the annual business meeting. The Board must approve a delegate and an alternate to represent the District at the annual meeting in January, 2021. President Barz has been the delegate in the past and has participated in the annual meeting.

***Commissioner Ruvoli made a motion to approve Commissioner Barz as the Delegate for IAPD and Gina Hassett as an alternate. Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (3) Ruvoli, Ponton, Barz,  
Nay: (0)  
Abstain: (0)  
Absent: (2) Bickett, Schedin

***Motion approved***

10. COMMITTEE REPORTS –

A. Special Recreation

- Executive Director Hassett told the Board that the LWSRA has been very proactive in offering virtual classes.
- The participation report and some information about programs was included in the Board's packets.
- Gina encouraged the commissioners to visit the new playground that is under construction adjacent to the LWSRC and part of New Lenox Park District. It is almost complete.

B. Building and Grounds Report

- Ed was not in attendance but his report was in the Board's packets.

C. Recreation Report

- Staff is working on the Winter Spring brochure. Virtual programs are being explored and some events will need to be reformatted or dates pushed back depending on COVID guidelines. The brochure will be divided into two sections. Winter, Jan to Mid-March and Spring, Mid-March to May. It will be produced in-house to keep costs down. About 2,000 copies were ordered for the fall and many are left.
- The Family Campfire and Campout was held in September and was very successful. COVID guidelines were observed. The campfire was attended by 50 families. The Campout was attended by
- The Senior Luncheon was held on Tuesday on October 6<sup>th</sup>. It was very well attended.

Gina noted that many other Districts are not holding events or being as creative and thoughtful of the guidelines as this staff is being. She said she was very proud of their enthusiasm and dedication to FPD to keep the residents engaged.

- Thriller in the Park will be held October 19<sup>th</sup> at Main Park. It will include many fun activities and goody bags.
- The Fire Starters Soccer League concludes October 10<sup>th</sup> and Maurice took photos since there were no team pictures.

- The indoor Flag Football started October 12<sup>th</sup> at the Roma facility. There are 120 participants registered. Maurice planned it out very well and the initial day worked out well.
- Preschool has been in session since September 8<sup>th</sup>. Classes are going smoothly while following COVID guidelines.
- Prairie Care E-Learning has ended on October 2<sup>nd</sup>. Since District 157-C returned to their classrooms, the regular before and after school program has resumed.

Commissioner Ruvoli suggested to send a letter to sponsors, instructors, organization leaders and others to express FPD's appreciation.

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 August to September.
- 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 – Attorney Izzo reminded all that meeting remotely is still in effect during the COVID guidelines. He discussed the rules regarding collection of signatures for the upcoming Park District elections that will be held in April, 2021

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ponton thanked Lisa for all the efforts she has been putting into the finance report. He told her it is well organized and easier to read. He told Stacey that the programming and events have been very creative and the staff is doing a great job. He also thanked Gina for her work on the Master Plan and he is looking forward to next year's improvements that will come about as a result of the plan.
- Commissioner Ruvoli reported that his family is doing well after being exposed to COVID. He thanked Stacey & Gina for adapting the catalog to help save money and to make it easier to change things as guidelines change. Separating Winter from Spring was the right thing to do. He thanked Ed for all his staff's work to prepare for the fall season and the work done on Fort Frankfort. He thanked Lisa for continuing to work on the Paycheck program. He echoed the comments made about the Master Plan. He is eager to see the final product and thanked Gina for meeting this goal.

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 October 13, 2020 at 7:30 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