

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, NOVEMBER 10, 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 Schedin

Commissioner Ponton

ABSENT: Commissioner Bickett, Commissioner Ruvoli

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: Michelle Mager

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 October 13, 2020**

**B. Approval of the Committee Meeting Minutes of October 27, 2020**

**C. Approval of the Executive Meeting Minutes of October 27, 2020**

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

Aye: (3) Ponton, Schedin, Barz

Nay: (0)

Abstain: (0)

Absent: (2) Bickett, Ruvoli

***Motion approved***

6. APPROVAL OF BILLS (financial reports attached) –.President Barz asked for a motion to approve the **October 31, 2020 Accounts Payable and Payroll in the amount of \$259,071.40 - which includes travel and Lodging expenses.** Lisa told the Board that she is working on getting the reports to print. 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. Lisa noted that she received the quarterly interest of almost \$17,000. Two checks were received for storm damage reimbursement and one real estate tax payment has also been received. She is waiting for the auditor's draft. She answered questions regarding the timing of some items. Discussion was held.

**Commissioner Schedin made a motion to approve the October 31, 2020 Accounts Payables and Payroll in the amount of \$259,071.40 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.**

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

***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”. She attended the meeting to expand on her request. Her great-grandfather, Bernhardt Mager, deeded the land to the Village Frankfort in 1950. Main Park now sits on a portion of that land. Her father, Leroy Mager still lives in Frankfort. Resident Barz asked if Ms. Mager approached the Village to rename their facility in the Mager name, and she had not. The Board thanked Ms. Mager and told her that discussion will be held at the next Committee Meeting.
8. PRESIDENT’S REPORT
- President Barz thanked the staff again for the never-ending days of work and the wonderful job they are doing.
  - During the August 10th storm, Executive Director Hassett’s car was damaged significantly and totaled while parked in the Founders parking lot. The Frankfort Park District’s insurance did not cover the damage, so the general consensus of the Board is to reimburse Gina for her deductible of \$1,000. The business manager was directed to get the details and issue a check. Gina was very grateful and expressed her appreciation.
9. PUBLIC HEARING
- A. Truth in Taxation 2020 Tax Levy Ordinance  
President Barz opened the Public Hearing at 6:48 p.m. The annual ordinance and resolution were presented. President Barz asked if there were any questions or comments in the audience. Hearing none, President Barz asked for a motion to close the meeting at 6:49 p.m.  
***Commissioner Schedin made a motion to close the Public Hearing at 6:49 p.m. and Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

***Motion approved***

10. EXECUTIVE DIRECTOR REPORT –
- A. Approve Ordinance 20-11 for the 2020 Tax Levy - Gina noted that the Levy is over 5% so an Ordinance must be approved. She explained that by increasing the Tax Levy it does not increase property taxes above CPI. Attorney Izzo explained the increase is to capture taxes on any new construction that might occur. President Barz asked for a motion to approve the ordinance.  
***Commissioner Schedin made a motion to approve Ordinance 20-11 for the 2020 Tax Levy as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- B. Approve Resolution 20-11 to instruct County Clerk on apportion of 2020 Levy – President Barz asked for a motion to approve the Resolution.

***Commissioner Schedin made a motion to approve Resolution 20-11 to instruct County Clerks on apportion of the 2020 Tax Levy as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- C. Approve Resolution 20-11A to Vote for an IMRF Executive Trustee – The IMRF is the retirement fund. Staff recommended Gwen Henry to be appointed. President Baz asked for a motion to approve Resolution 2020-11A.

***Commissioner Ponton made a motion to approve Resolution 20-11A to cast a vote for Gwen Henry for the IMRF Executive Trustee Board. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- D. Approve 20-11B Authorizing Participation in Property Tax Proceedings – Gina explained that at times, it is necessary for the District's legal team to be involved in the court proceedings for an assessment tax appeal. Attorney Izzo noted that the process is now on an electronic portal and this resolution will help to streamline the process. President Barz asked for a motion to approve Resolution 2020-11B.

***Commissioner Ponton made a motion to approve Resolution 20-11B Authorizing Participation in Property Tax Proceedings. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

***Motion approved***

*(Attorney Izzo left the meeting at 7:01 p.m.)*

- Gina reported on Covid Pandemic updates. Our region is back in Tier 2. Staff is following all guidelines.
- The preschool has been halted due to 2 confirmed cases of the virus. The rooms are being cleaned by staff after a few days of airing out.
- Will County has informed the staff that the CARES reimbursements have been increased to \$74,000. Evaluation of purchases that will assist in managing programming and telecommuting during the ongoing pandemic are being done. iPads for the Board and programming have been ordered. Barricades are also being ordered. Liability was discussed.
- Five Oak Subdivision Park Property – Conversations have been held with the Village of Frankfort and Will County regarding sharing in the cost to make an offer to purchase the park parcel from the current owner. A draft of a formal communication has been prepared but not yet sent. It has been checked by the attorney. Also a FOIA has been received from the attorney who represents the Trust of the Five Oaks park parcel. It requests communications between the Village and District and Five Oaks HOA or land developer. Staff has complied.

- Playground Replacement Projects – The staff has reviewed the resident’s feedback and passed on suggestions for adjusting some of the plans. The design discussion will be held at the Committee Meeting.

## 11. COMMITTEE REPORTS –

### A. Special Recreation

- Executive Director Hassett told the Board that the LWSRA has been very proactive in offering virtual classes. The in-person classes and virtual classes are not generating the revenue that is needed.
- A flyer was given to each commissioner to ask if they would participate in The Giving Tree program that would give a present to each of the participants.

### B. Building and Grounds Report

- Winter preparations are underway. Wind screens & shade canopies have been stored for the winter and the bulk of the seasonal equipment has been readied.
- LED lighting upgrade has begun at the sport fields. The affiliate groups got to observe a test field and liked the improvements. Work should be completed within a week. Staff has been working with the vendor to make sure that any of the districts outdoor lighting, that is applicable to the program, is replaced. One field at Main Park needs components that need to be ordered. Discussion was held.
- Mulching leaves has begun in earnest.
- The district has purchased two electrostatic sprayers for disinfectant to help sanitize the facilities.
- Football starts practice outdoors February 22<sup>nd</sup>.
- The skate rinks locations are being evaluated.
- The maintenance department assisted in some program elements put on by the Recreation staff. Staff helped with the hay rides during the Halloween events.
- At Heritage Knolls Park staff is doing some preliminary work for the planting of the naturalization project

### C. Recreation Report

- The first proof of the Winter Spring brochure has been received. Deb did a great job on creating it to look like the past brochures. The programs are still being evaluated.
- Youth & adult programs have had good enrollment numbers. Parents and children were appreciative of the extra care taken to keep everyone safe.
- The Thriller at Main Park was held as 2 different sessions with 102 participants at each. A Hay Ride, a DJ, a mini pumpkin patch, a haunted path and Thriller dance contest were some of the activities. A survey conducted gave us very positive results. The pandemic has helped staff to look at how programs are run and can be changed and improved.
- The annual Howl-A-Wolf event was attended by 30 dogs. Contests were held and treats given out.
- The Indoor Flag Football League is underway and ends mid-December. Parents are taking the Covid guidelines seriously.
- The Youth Basketball League will not be offered due to the latest update to the guidelines. A 6 week clinic will be offered in the winter instead. Discussion of the guidelines was held and the affect it is having was held. Also a rocket program was suggested.

### 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.
- The Twitter account is experiencing issues but there is not many followers. Tik Tok is not being utilized by the District.

### E. Planning Report –None

## 12. ATTORNEYS REPORT – None

13. UNFINISHED BUSINESS – None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ponton told everyone they are doing a great job. He wished all a Happy Thanksgiving.
- Commissioner Schedin thanked Gina and Lisa for the work on the Tax Levy.

15. EXECUTIVE SESSION – None

16. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of November 10, 2020 at 7:32 p.m. Commissioner Schedin 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