

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, DECEMBER 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 (*via Zoom*)
Commissioner Ruvoli (*via Zoom*)
Commissioner Ponton
Commissioner Bickett (*via Zoom*)

ABSENT: Commissioner Schedin

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: Via Zoom; John Williams, Hearn & Associates, PC; Residents Barbara Dutton, Terese Dorman, Carol Ali, Belinda Olszewski, McKenzie.

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 November 10, 2020

B. Approval of the Committee Meeting Minutes of November 10, 2020

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

Aye: (3) Bickett, Ponton, Barz

Nay: (0)

Abstain: (1) Ruvoli

Absent: (1) Schedin

Motion approved

6. APPROVAL OF BILLS (financial reports attached) –.President Barz asked for a motion to approve the **November 30, 2020 Accounts Payable and Payroll in the amount of \$166,358.76 - which includes travel and Lodging expenses.** Lisa told the Board supplied the summary that ties to the report. Refunds are sent directly back to credit cards which is a time saver. The Bond detail is included in the report. Discussion was held on the format and written detail.

Commissioner Ruvoli made a motion to approve the November 30, 2020 Accounts Payables and Payroll in the amount of \$166,358.76 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Belinda Olszewski asked Gina to show a photo of a sign that is posted at the LWSRA playground. The sign indicates the age and ability of users and her handicapped daughter would not qualify. She is asking that consideration of the Five Oaks Park be continued in light of the restrictions. Belinda also stated that at the Five Oaks HOA meeting of December 1, 2020, the Board indicated that they are in discussion with representatives of the owner. She wants to know if the HOA if a petition would help. President Barz and Executive Director noted that the sign says the equipment is ‘designed’ for the weight and age stated but does not say ‘prohibited’. Gina will discuss the signage with the New Lenox Park District. In regards to the Five Oaks parcel, Gina explained that the 2 ½ acre parcel, intended to be a park for the subdivision, was never transferred to FPD during the annexation agreement process. A trust purchased it for back taxes. Gina has discussed the issues with the Village of Frankfort and Will County to get the parcel deeded to FPD. Gina keeps following up. FPD would reach out to the Five Oaks HOA when we acquire it to discuss what will be done with it. Belinda suggested a petition and President Barz said that it might be beneficial to show Will County Board members. A question about eminent domain was asked online and the answer is that it is not possible at this time.
8. Fiscal Year 19/20 Audit Presentation – John Williams, Hearn & Associates, PC. Mr. Williams thanked the Board for the opportunity to work on the audit and thanked Lisa for all she did in preparation. He noted the letter of responsibilities and highlighted several items of interest. He said that the audit agrees with the accounting principles that used by FPD. He also directed the Board to page 7 that addressed the affects that Covid 19 Pandemic had on the financials. He noted that the pension plan was 84% funded which is very good. He indicated if anyone had any further questions after tonight, they should give him a call.
(Mr. Williams left the zoom meeting at 7:03 p.m.)
9. PRESIDENT’S REPORT
 - President Barz thanked Gina, Stacey, Ed & Lisa for hanging in and the wonderful job they are doing.
 - He wished everyone Merry Christmas and Happy New Year.
10. EXECUTIVE DIRECTOR REPORT –
 - Gina said that the State entered Tier 3 mitigation on Nov.19. Prairie Care and Pre-school ended on the 20th and Recreation programs ceased on the 18th.
 - IDPH guidelines are being followed. Staff is working with District 157-C which is still in session and FPD is providing e-learning and the school is covering the costs. In November additional funds will be available from the County, \$74,000. Staff submitted \$125,504 and will receive \$61,878 reimbursement.
 - Gina is working with FEMA & IEMA and also with the federal government to get reimbursement for lost revenue of almost 70%
 - The roof damage incurred in the August storm was repaired and request for reimbursement from the insurance is being submitted.
 - Capital improvements can be discussed at Committee meeting.
 - Staff met with Williams Architects and they hope to deliver a proposal before the holidays for the scope of the splash pad project.
 - Updates and quotes for the fire alarm system are being secured.
 - IAPD/IPRA Conference will be virtual. One seat will be purchased and shared with the Board and Staff.
 - Election Petitions are available and the first date to file is December 14th. Filing ends December 21st. Four seats are available and one of the seats will be for a 2 year term and three seats will be for a 4 year term. Seat terms will be decided by a straw poll.
 - The 2021 Holiday Schedule is in accordance with the Personnel Policy Manual.

New Year's Day Friday, January 1
Memorial Day Monday, May 31
Independence Day Monday, July 5 (observed)
Labor Day Monday, September 6
Columbus Day Monday, October 11
Thanksgiving Thursday, November 25
Day After Thanksgiving Friday, November 26
Christmas Eve Thursday, December 23 (observed)
Christmas Day Friday, December 24 (observed)

- A. Approval of the FY 2019/2020 Audit - President Barz asked for a motion to approve the Audit.

Commissioner Ruvoli made a motion to approve the Fiscal Year 2019/2020 Audit as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

- B. Approval of the 2021 Meetings Schedule

2021 Frankfort Park District Meeting Schedule

Board Meeting	Committee Meeting
January 12	January 26
February 9	February 23
March 9	March 23
April 13	April 27
May 11	May 25
June 8	June 22
July 13	July 27
August 10	August 24
September 14	September 28
October 12	October 26
November 9	November 23
December 14	December 28

Commissioner Ponton made a motion to approve the 2021 Meeting Schedule. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

Aye: (3) Ponton, Ruvoli, Barz
Nay: (1) Bickett
Abstain: (0)
Absent: (1) Schedin

Motion approved

11. COMMITTEE REPORTS –

A. Special Recreation

- Executive Director Hassett told the Board that LWSRA is conducting the usual Lunch with the Grinch event virtually. They have boxes with donated items to be picked up in a drive-by. This event was held by the Foundation, but this year LWSRA took it over.
- LWSRA is in discussions on furloughs due to the limited funds during the pandemic..

B. Building and Grounds Report

- The Maintenance Department is once again operating with a full time staff.
- The tree project is underway and JULIE marked the locations for plantings. Some

of the trees are being harvested from the Laraway property.

- Summer equipment is being serviced. Picnic tables are being fixed and refinished.
- The ice rink system is ready and staff is waiting to locate it in the park.
- Repairs to the roof was finished and cleanup projects that were put on hold in the Founders upstairs area are being done.
- The sprayer that staff is using to sanitize was exhibited and discussed.
- The plantings for Heritage Park are still being discussed. Some of the trees from the Laraway property will be used.
- Commissioner Ruvoli asked if the Heritage Knolls softball field could be maintained a little better in the spring.
- The ice rink size during the Tier 3 Mitigation was discussed. No date on its installation has been established. Both the sledding and ice rink updates will be on the website and signage posted.

C. Recreation Report

- Programs were cancelled or modify due to Tier 3 mitigation. Some were finished virtually.
- Additional virtual programming is being planned to keep residents engaged.
- Staff is working with ROMA to finish out the Flag Football season per the guidelines.
- The letters to Santa is still being held. A socially distancing photo op will be held outdoors.
- The registration for the winter brochure will start January 4th. Programs will start mid to end of January.

D. Public Relations – Deb Gorchos has been handling social media very well and she did design the brochure in-house..

- 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 October and November.
- 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 Ruvoli thanked the staff for all the work they have been doing. He appreciated the extra effort that all are doing. He thanked Gina for keeping everyone motivated. He thanked all for all the 'well wishes' for his family during their recovery. He wished everyone Happy and Safe Holidays and Happy New Year.
- Commissioner Bickett echoed Tom's remarks.
- Commissioner Ponton told everyone they are doing a great job. He wished everyone all the best and hoped they would enjoy the holidays.

15. EXECUTIVE SESSION – *At 7:30 p.m., President Barz asked for a motion to go into Executive Session for the purpose of discussing the purchase or lease of real estate 5 ILCS 120/(2)(5); Personnel 5 ILCS 120/2(c)(1); imminent or pending litigation 5 ILCS 120/2(2)(c)(1); and finances. Commissioner Ponton so moved and Commissioner Bickett seconded the motion. A roll call vote was taken.*

Aye: (3) Ponton, Ruvoli, Barz
Nay: (1) Bickett
Abstain: (0)
Absent: (1) Schedin

Motion approved

OPEN SESSION – With nothing further to discuss, President Barz asked for a motion to return to open session. ***Commissioner Ponton moved to end the Executive Session and return to the Regular Meeting at 7:50 p.m. Motion seconded by Commissioner Bickett. A roll call vote was taken.***

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

Motion Passed

16. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of December 8, 2020 at 7:53 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