

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, FEBRUARY 9, 2021
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

(Meeting was conducted in person and via zoom for Commissioners. Public was able to join in person.)

1. CALL TO ORDER

President Barz called the meeting to order at 6:31 p.m.

2. ROLL CALL

PRESENT: Commissioner Barz

Commissioner Ruvoli *(via Zoom)*

Commissioner Ponton

Commissioner Schedin

ABSENT: Commissioner Bickett

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, *(via Zoom)*.

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 January 12, 2021

B. Approval of the Committee Meeting Minutes of January 12, 2021

C. Approval of the Special Meeting Minutes of January 19, 2021

D. Approval of the Committee Meeting Minutes of January 26, 2021

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

Aye: (4) Ponton, Ruvoli, Schedin, Barz

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

Motion approved

6. APPROVAL OF BILLS (financial reports attached) –.President Barz asked for a motion to approve the **January 31, 2021 Accounts Payable and Payroll in the amount of \$273,379.06 - which includes travel and Lodging expenses.** Lisa highlighted several of the payments. Commissioner Ponton asked about PDRMA fees and the Pcard program with 5th/3rd Bank. Lisa explained the Pcard process.

Commissioner Ruvoli made a motion to approve the January 31, 2021 Accounts Payables and Payroll in the amount of \$279,379.06 as presented. Commissioner Schedin seconded the motion.

Commissioner Ruvoli made a motion to rescind his motion to approve \$279,379.06.

Commissioner Ruvoli made a motion to approve the January 31, 2021 Accounts Payables and Payroll in the amount of \$273,379.06 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.

Aye: (4) Ruvoli, Schedin, Ponton, Barz

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – FPD received a Thank you from the Census Bureau.
Gina received a FOIA Request two weeks ago from an email of DorothyG@1939. It requested expenditures for conferences, discounted memberships and other items for several years. It was labor intensive and the responses in PDF form were very large. Many attempts to deliver it via the email provided were rejected. Gina has the failed delivery receipts. There was no postal address or phone number provided for her to contact. Several notices of late response were received by Gina. The requestor forwarded the information to the State's Attorney General and the FPD Attorney. Gina responded to the AG and all who were copied with her responses and undeliverable receipts. The commissioners also received the request today. Gina will reach out to the attorney tomorrow.
8. PRESIDENT'S REPORT
- He thanked the staff for a job well done during this changing environment. He said it will affect the budget that the staff is working very hard to keep costs down.
 - He is looking forward to discussions on the Master Plan later this evening.
 - President Barz said two playgrounds will be discussed tonight and hopefully approved soon to be remodeled this spring.
 - He was happy that the sled hill was being used a lot and it is great to hear the kids having a good time.
 - He said there are five candidates running for four commissioner spots on the FPD Board this spring.
 - A friend of Commissioner Barz, who is a dermatologist, has offered to sponsor a grant for a shade structure that is being promoted through the American Dermatologist Society.
 - He sent good wishes for a quick recovery for Commissioner Ruvoli's father.
 - He noted that there is a referendum on the ballot in April and Gina will give an update.
9. EXECUTIVE DIRECTOR REPORT –
- A. Approval of Park District Comprehensive Master Plan – To be able to review the plan in more detail, the general consensus was to delay the approval until a Special Meeting on February 23rd.
- B. Approval of Splash Pad Renovation – Design, Engineering and Construction documents are needed for the addition of a recirculation system. Gina received a proposal for \$34,000 from Williams Architects but have since reduced it to \$31,800. She also received one from DLA Architects. They came in with a proposal of \$28,000, but the concern is that they did not come out to look over the current system. Henry Brothers provided a proposal, but it wasn't what was asked for. Also they don't have an architect and would need to bring in a third party. Williams is working with us on the referendum at no charge and is very familiar with the splash pad situation. Staff is recommending that the Board approve Williams Architects for design, engineering, construction documents and bids for \$31,800. President Barz asked for motion to approve Williams Architects.

Commissioner Schedin made a motion to approve Williams Architects Splash Pad Renovation proposal for a cost of \$31,800. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (4) Ruvoli, Schedin, Ponton, Barz

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

Motion approved

- Staff submitted an application for \$15,000 to FEMA for reimbursement of Covid expenses. Also, there have not been additional funds from Will County. Staff continues to lobby the federal government to include special districts in their reimbursement programs. Lost revenue is estimated at \$450,000 since March 2020. Gina and Lisa will work to determine the true costs after reimbursements are figured in.
- There has not been any updates on Five Oaks park parcel.
- Gina attended the virtual IAPD/IPRA Conference. The messaging was good but not as good as being in person. Gina shared the link for the commissioners to view.
- In regards to the Referendum for the Borg Warner property, Williams Architects held a visioning session with staff and Williams will be working to provide marketing renderings for the main areas of the facility and will be providing 'vision' images that can be used for marketing pieces. Piper Sandler provided some information on the tax impact which staff is using to create some FAQs and materials that can be communicated to residents. Staff is also creating a press release. Staff continues to speak with community leaders about BW. BW provided an excerpt from their appraisal and to date there has not been an environmental study of the property.
- Operation Playground needs one new member and Gina sent the information to Tom Ruvoli.
- Staff has received a drawings from Phoenix Fire Systems, Inc. for \$1300 for the Founders Center fire suppression system. Phoenix provided a cost under \$25,000 and additional bids are being sought and Gina will bring them to the Board.

10. COMMITTEE REPORTS –

A. Special Recreation

- Executive Director Hassett told the Board that LWSRA is still not doing in-person programming.
- LWSRA held a Valentine Day activity box sale that was very successful.
- LWSRA will work with the LWSRF (Foundation) to plan the annual Easter event.

B. Building and Grounds Report

- The Staff is working hard keeping up with snow removal.
- Ed is working with Will County to get the staff inoculated with the Covid Vaccine.
- Staff is working in the shop on the picnic tables and seasonal equipment.
- The tree project is continuing. Six trees planted at Commissioners Park, three, at Kohlhagen Park, three at Lakeview South Par, one at Sandlewood Park and five at Heritage Knolls Park. Fourteen of the trees were from the District's Laraway property and are Autumn Blaze maples. All trees were mulched.
- Staff was cleaning up shorelines on some ponds and the most progress is at the LaGrange road property. Brush has been removed and branches chipped. The efforts will continue after the snow is gone.
- Part time building custodians are making sure the building is set up for programs, cleaned and sanitized now that in-person programs have resumed. A Founders crew member will be out for medical reasons, but a returning summer seasonal worker can cover some shifts.
- The upgraded lights at the sled hill illuminate a wider area. Staff cleans up debris daily.
- There are delays due to the pandemic at the State purchasing program where Ed was trying to get quotes for a pickup truck to replace the 2000 Chevy pickup. He is getting information from another State cooperative that could deliver within the calendar year 2021. Discussion was held.
- Legislative commitment to giving money to FPD has not been received.
- Falcon Football program met with Gina and Ed. They intended to start practice before end of February. They would need portable bathroom facilities and would be charged for snow removal if there was a game.

C. Recreation Report

- The Winter Brochure is available online and registration has picked up since the county moved into phase 4 mitigation. The Spring Brochure is coming out mid-February with registration starting March 1. Summer programming is being planned.
- The annual Winter on the Green is being worked on with the Village to reschedule. The senior Valentine lunch was postponed until end of February or beginning of March.
- The Daddy/Daughter Dance will be held on March 6th with 3 time-slots of 50 persons each.
- The Indoor Flag Football season ended January 30th. Pictures and thanks to the coaches were posted on the web site. A survey was emailed to the parents and the Recreation Supervisor will meet with Roma Sports Club to evaluate and make any changes.
- Preschool Open House had 50 families register for it. Those that were residents were allowed to register for the program.
- Virtual programs are doing well.
- Teachers for after school program were able to get the vaccine through the schools. Will County mailed Ed to say that only snow plow drivers would be eligible to get the vaccine at this time.

D. Public Relations –

- 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.
- Deb has been instrumental in preparing the brochures and she is working on the materials for the referenda.

E. Planning Report –None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ruvoli thanked Ed and staff for clearing the snow. He is excited for the next phase with the pandemic. Congrats to Stacy and her staff on getting some of the events and programs under way. He is looking forward to seeing the Spring Brochure. He thanked Lisa for her efforts to procure the 5th/3rd Pcard and the benefits it will bring. He expressed his appreciation to Gina on all her work leading up the Referendum and getting the Borg Warner information to the Board.
- Commissioner Schedin told the staff they were doing an excellent job.
- Commissioner Ponton said he really appreciated the great job by the staff and encouraged them to keep it going.

14. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of February 9, 2021 at 7:20 p.m. Commissioner Ponton so moved and Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

Motion Passed

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary