

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

MINUTES

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

1. CALL TO ORDER

President Pro tempore Schedin called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT: Commissioner Schedin

Commissioner Ruvoli

Commissioner Ponton

ABSENT: Commissioners Bickett & Barz

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: Resident Michelle Mager *(via zoom)*

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 Pro tempore Schedin asked for a motion to approve the Consent Agenda.

A. Approval of the Regular Board Meeting Minutes of February 9, 2021

B. Approval of the Committee Meeting Minutes of February 9, 2021

C. Approval of the Special Meeting Minutes of February 23, 2021

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) Ponton, Ruvoli, Schedin

Nay: (0)

Abstain: (0)

Absent: (2) Bickett, Barz

Motion approved

Commissioner Ruvoli commented that he is in favor of changing the January 12, 2021 meeting minutes to reflect what was said by a resident. Gina said that she talked to the individual and removed the highlighted area that the resident did not think was appropriate. The highlight was an error and was removed from the copy posted on the FPD web site. Also the resident said that William Dutton's statement was incorrect. Gina reached out to the resident for clarification and has not heard back from her. If there is continued objection to the minutes it can be put on a future agenda. Gina will reach out to the individual again.

6. APPROVAL OF BILLS (financial reports attached) – President Pro tempore Schedin asked for a motion to approve the **February 28, 2021 Accounts Payable and Payroll in the amount of \$139,137.22 - which includes travel and Lodging expenses**. Lisa noted that staff is being over conservative on a daily basis. Staff negotiated the fees on Active Network LLC down. Commissioner Schedin inquired about the Memorial Tree program. Ed informed him that

anyone can pay to have a tree planted to honor a person. They have the choice of location and type of tree and it also has a plaque with the loved ones' name. Commissioner Ponton commented on the Pledge letter from Town Center Bank that the amounts don't match everywhere it is printed. Lisa will get back to the Board with verification of the correct amount. He also inquired about the payment receivable for Operation Playground, Lisa will add it on the next report. Lisa clarified the refunds.

Commissioner Ponton made a motion to approve the February 28, 2021 Accounts Payables and Payroll in the amount of \$139,137.22 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.

Aye: (3) Ponton, Ruvoli, Schedin

Nay: (0)

Abstain: (0)

Absent: (2) Bickett, Barz

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – FPD received a letter from Will County Treasurer, Tim Brophy informing of the new schedule for receipt of tax dollars, the first payment will be in May and the second in January. Property Tax payment relief was also conveyed. The payments can be made June 3rd, August 3rd, September 3rd and November 3rd. No indication if this schedule will be the permanent.
8. PRESIDENT'S REPORT - None
9. EXECUTIVE DIRECTOR REPORT –
 - FPD has not received an update on the application submitted to FEMA for reimbursements of Covid expenses. There is a push for the Federal Government to provide funding to replace lost revenue to special taxing districts.
 - There are no updates on the Five Oaks park parcel and none from the Five Oaks HOA.
 - Plans are being discussed for a 4th of July celebration, including fireworks. Staff is working on plans to hold multiple locations for viewing the fireworks. The District needs to confirm with the vendor by April 1st. If not July 4th perhaps Labor Day. Commissioner Ruvoli commented that other organizations are moving forward with plans and FPD could plan some form of celebration.
 - Plans for the improvements to the Founders fire alarm panel and system have been received and staff is securing additional proposals for the cost.
 - Following the awarding of the contracts for the Brookmeadow and Sandalwood Playground projects, notification was made to the HOA's, a press release drafted and George's Landscaping was informed. Staff is waiting for the return of the signed contracts and have signed off on the equipment purchases.
 - Staff returned the signed contract to Williams Architects for the Splash Pad. Staff, Williams and Vortex are scheduled to discuss the design.
 - Changes have been sent to Design Perspectives for the Master Plan and Tod will be in March 24th to discuss.
 - The staff created an informative page regarding the Referendum on the FPD web site that includes the overview of the referendum, FAQs and information on tax rates. Initial renderings of the building and visioning boards of the main areas of what could be considered for the main spaces. Also, staff will be educating voters with videos, social media posts, a direct mail post card and a public meeting on March 25th. The meeting will include a presentation, images and a Q&A session. Staff has had ongoing discussions with Borg Warner and another call has been scheduled for later in March. An Environmental Evaluation of the property has not yet been received. Discussion was held. Commissioner Ruvoli commented that he has monitored social media and has seen a lot of positive feedback. At the Operation Playground meeting comments were made that the communications pieces are very good. He praised the staff for the great job they did to get the message out. Discussion was held. Comments on social media inquire about using LW North instead of BW. A 2nd FAQ is in the works and some inquiries have been received about an environmental study of the BW property.

- District 157C will be starting construction on Chelsea school and one of the contractors has requested to rent or utilize parking at Commissioner Park Monday-Friday, 7: am to 3:30 pm. It would only impact summer when it would be necessary for the workers to utilize the back lot by the dog park. The firm would pay or be interested in doing work after they are done.
 - The IAPD Legislative Breakfast was held on March 5th virtually with 12 legislators present on call. Stacey, Gina and Tom Barz were in attendance. Discussion centered on the effects of Covid on revenues and preserving the OSLAD Grant funding.
 - Staff is working on the program budgets. They will compile the budget numbers and a draft will be reviewed in April. Adjustments to program enrollment based on new participation expectations is also being worked on. Historical data will be supplied.
 - Discussion of money promised by State of Illinois legislators was held.
 - A discussion on the budget, which is due prior May 31st, was held. With the pandemic affecting the fiscal year's expenses and revenues, staff is making some hard estimations and taking into consideration the state mandates. This will be discussed further in the Committee Meeting.
 - Commissioner Ruvoli asked if Gina had heard any more on the money Senator Hastings proposed would be given to the District. Gina said nothing has been decided yet.
 - Commissioner Ruvoli asked for comment on the graffiti that was done to one of the parks. Ed said the staff cleaned up most of it and will continue to get the rest removed asap.
 - Operation Playground had their meeting on March 4th when they discussed the reimbursement to FPD. They are going to ask the District to amend the amount of their payment and will be sending a formal request. Operation Playground is concerned that by making the full payment, they would deplete their coffers. Commissioner Ruvoli asked Lisa to create a short analysis of the current payment schedule and the proposed schedule and see how it would affect the budget. The original funding came out of the bond. It can be discussed at the next committee meeting. He commented that Operation Playgrounds is trying to bring in new members and even during the pandemic they are trying to raise money.
- A. Approval of Agreement with Williams Architects – This was on last month's agenda but not approved. Staff went back to Williams and they added language saying it is not to exceed \$10,000. They have done a lot of work on the referenda already.

***Commissioner Ruvoli made a motion to approve the agreement with Williams Architects for services for the non-binding Borg Warner referendum.
Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

Motion approved

10. COMMITTEE REPORTS –

- A. Special Recreation – Gina included the February 16, 2021 LWSRA Board Minutes in tonight's packets. This will be in all future Board packets.
- B. Building and Grounds Report
- The Staff was working hard keeping up with snow removal in the first half of the month and keeping the equipment up and running.
 - The Maintenance Dept. dealt with ice dams on the roof and had to replace one of the sump pumps.
 - With the warmer weather, the parks are being used more and staff is trying to keep up with cleaning.
 - Maintenance staff had the floor drain in the shop and had to have it fixed. Now all is good.
 - Staff is working to clean up the parks and prep the bathrooms. A deep cleaning and plumbing repairs are being taken care of.

- At Kohlhagen Park there was a large fish kill in the pond. The staff has removed some of them but now are reaching out to a vendor to handle the remaining situation. Discussion was held. It seems to be the only pond affected by this type of event.
- The football program has started using the fields. Porta lets were brought out to accommodate the groups.
- There is a posting for one or two people for a 9 month position part-time with the maintenance department. Discussion was held.

C. Recreation Report

- The spring brochure is out and registration started March 1st. Staff is working on the programs for the summer brochure. It will be digital only and registration will be the first week of May. Deb is doing a great job turning out the brochures quickly. She is also promoting events and programs while assisting with the production of the materials for the referendum. Her efforts are very well appreciated.
- Planning day camp and some summer events is in the works.
- February 26th was the delayed Valentines Lunch for the seniors. There were 17 participants and 2 sponsors enabled the staff to present the lunch.
- Puzzle Mania was held February 19th. Fun was had by all. Next year consideration will be given to have a separate adult and child competition.
- The Daddy Daughter dances were held at 3 different times on March 6th with 50 participants in each session. Refreshments were supplied and a great time had by all. Videos and pictures were posted on Facebook.
- Preschool registration is going well most of the morning sessions are filled. The hopes is to increase it for the fall sessions.
- Maurice has been getting facility rentals from sports groups for both indoor and outdoor. He is working with the softball and baseball programs to get C2 rented. He is doing a great job to help generate revenue.
- Commissioner Ruvoli asked why the Family Fun Fly was on a Thursday. Stacy said it was that is when spring break is. He also wonder if Stacy could send the commissioners a calendar with all the major events.
- The Bunny events will take place March 27th with an egg hunt for kids, one for dogs and Donuts with the Bunny.
- Commissioner Ruvoli also inquired about the Craft Show. The vendors are reduced and spaced. There will be one entrance in and one out.
- Commissioner Schedin inquired about a wait list for the dance program. There is a list of about 30 due to very few dance offerings in the surrounding communities.

D. Public Relations –

- Gina wanted to let the Board know that Deb is doing a great job on the FAQs and Brochures. They are being done in-house rather than at a vendor. She has been very helpful with all the materials to get the information out on the referendum.
- The report showed printed articles, website info and e-newsletters.
- A Hootsuite report was in the Board's packets and has become a very valuable tool for the staff. It shows analysis of interactions on social media comparing January and February.

E. Planning Report –None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – Gina addressed Michelle Mager saying that the Committee Meeting discussed her request. The suggestions of a something in the park, a plaque and a Resolution to recognize the Mager Family were discussed. It was not voted upon yet. None of the parks are named for a former commissioner or village official. The naming of the park, is not a precedent that the Board wants to set. The Board will take up this matter at a future meeting.

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ruvoli said he appreciates all the work Stacey and Deb are doing on social media. He monitors it and is very impressed by it. He thanked Ed for keeping up with the changing seasons and keeping his staff motivated. Heritage Knolls walking path is clear and he used it earlier today. He told Lisa thanks for the reports and he will be happy to help with the budget. He expressed his thanks to Gina and Deb for all of the referendum materials. They are clear and concise and are being well received.
- Commissioner Ponton told everyone that they are doing a great job. He hopes masks will not be required at the June meeting.
- Commissioner Schedin said he received his first vaccine and discussion was held on where to get it. He also said this was his last meeting because he did not run for reelection, but Gina said that the current members should be in session until the first meeting in May.

14. ADJOURNMENT — ***President Pro tempore Schedin asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of March 9, 2021 at 7:35 p.m. Commissioner Ponton so moved and Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

Aye: (3) Ponton, Ruvoli, Schedin

Nay: (0)

Abstain: (0)

Absent: (2) Bickett and Barz

Motion Passed

Respectfully submitted,

Mary T. Strand

Board Minutes Secretary