

**FRANKFORT PARK DISTRICT
COMMITTEE MEETING – MINUTES
TUESDAY, APRIL 27, 2021
FRANKFORT, IL – FOUNDERS COMMUNITY CENTER
6:30 p.m.**

President Barz called the meeting to order at 6:32 p.m.

Attendance: Commissioner Barz; Commissioners Ruvoli, Ponton and Schedin; Executive Director Gina Hassett; Recording Secretary Mary Strand.

Absent: Commissioners Bickett

Guests: Commissioners-elect McCarey and Gentry

- I. Commissioner Term Selection – The Park District Code, Section 2-10a, required that one of the four elected candidates will serve a 2-year term. Three slips of paper with 4-Year Term and one with Two-year Term were put into a bowl and Commissioner Schedin conducted the draw. The certified vote totals determined who would pick first. Commissioner-elect McCarey drew first picked a 4-year term; Commissioner Ponton drew next and picked a 4-year term; Commissioner Ruvoli drew next and picked a 4-year term; Commissioner-elect drew last and picked the 2 year term.
 - A. Board Elections – President Barz explained how the officers are selected. The elections will take place during the June Board Meeting. Discussion was held.
 - i. President –approves the agenda to be posted for the meetings, runs the meetings and interacts with the Executive Director as needed weekly.
 - ii. Vice President –assumes the presidents duties in absence
 - iii. Secretary – signs all documents approved by the Board
 - iv. Treasurer – interacts with the Business Manager on the accounting and reviews all of the financials
- II. Capital Project Update
 - A. Fire Alarm Panel Upgrade – Staff feel it is important that the system be brought up to date to ensure the safety of the occupants. Staff has worked with the Frankfort Fire Department and Phoenix Fire Systems to design a system that would meet the current code. Two RFPs were received. Phoenix quoted \$21,475.00and Goldy Locks, Inc. quoted \$22,082.70. Staff would like to recommend awarding the contract to Phoenix at the May 11th Board Meeting. Gina reminded the Board that some constituent money was promised to the District, but no word when it will be distributed. Discussion was held around a Phase II and purchase of Borg Warner. The general consensus was to add it to the next agenda.
 - B. Playground Replacement bids did not include the trash cans, picnic tables, and other amenities. The add-on to the cost of the site furnishings is \$12,581.00 and will be purchased by staff. A meeting with George’s Landscaping was held and the equipment is in route. Pond projects are still on hold.

- C. Splash Pad Renovation – Site survey is done. Images of the new play equipment was included in the Board’s packets. The equipment is approximately \$50,000. None of the current pieces can be repurposed. The plan is to have the water on a recirculation system and staff is working on that project now. Discussion was held on using Village supplied water or purchasing it annually. Williams Architects was retained to do the design, engineering and bids. Ideally it will go out to bid end of May or in June with expected completion in June 2022.
 - D. Pier Replacement – Two piers need to come down in Lakeview North and Jackson Creek parks. Build by staff years ago and they are failing. Tod can draw the plans but an engineer is needed. The cost could be as high as \$80,000 each for the lumber. George’s Landscaping will develop a cost estimate. Some of the cost could be covered by the ADA. The small pier at Lakeview South was taken down.
- III. Borg Warner Referendum – Now that the referendum has past, there are next steps that need to be addressed. BW has received other verbal offers. If BW sells the property they might donate the ball field to the District. Discussion was held regarding the District’s options. Environmental study will not be shared at this time. Discussion to hire a commercial real estate person to represent the District.
- A. Architects – An architect firm will need to be engaged.
 - B. Community Engagement – Input from the residents on their needs and desires. Information will need to be disseminated by social media, mailings, and meetings.
 - C. Construction Management – An RFQ is needed. Gina has met with some already and two more firms will be met with. BW and staff had communications since the referendum. A discussion sheet was provided to the Board to show them what has transpired. An estimate was put together by staff to help the Board see the extent of the cost of the project. Language will need to be added to any contract to make sure the District doesn’t have to pay the full fees negotiated if the projects fall through. Also a firm already familiar with rehabbing a commercial site should be considered and a view of some of their previous projects would help.
 - D. Time Line – Discussion of putting a binding referenda on the ballot was held. The next election is March 2022 and would need to get decision and prep work done by November 2021. The alternative is to wait until November 2022.
 - E. Rental – BW suggested that the District rent the facility once they vacate it in December 2021. District would act as the property manager, but property taxes would still be assessed. A walk-through is needed to make a decision.
- IV. Laraway Road Parcel
- A. Laraway Road Expansion – The road will become a 4 lane highway. Regency Road, the first road west of Lagrange will be a right turn in and a right turn out. That is a concern for someone who buys the property. If we sell the property it needs to go to referendum. March, 2022 would be the most desirable. If passed, the District would have 12 months to complete the sale. It is zoned commercial. Discussion was held. The general consensus was to get it ready for March, 2022.

- V. Covid reimbursement – FEMA – The application has been approved. The check is anticipated to be \$5,800. Will County has received more funds and staff has been advocating for additional reimbursements.
- VI. Budget Update – A draft of the budget was provided for all. Approval of the budget at the May 11th meeting will be scheduled. Gina gave an overview of the draft giving the commissioners-elect background information. She highlighted the Special Recreation, General, Capital and Recreation funds. The draft budget included assessing current and future needs in conjunction with the comprehensive plan, projected current year's revenue and expenses and reviewed needs and history of budgeted items. Staff has evaluated the effects of the pandemic and adjusted revenues to reflect the projected impact. Ongoing Capital Projects were exhibited. Discussion and Q&A's were held. Commissioner Ruvoli requested that the Capital Projects grid be updated monthly and included in the packets. The Playground Replacement exhibit from the Comprehensive Plan was included and discussed. Feedback to staff was encouraged. Discussion of the timing to approve the Budget was held. The general consensus was to approve at the June 8th Board Meeting. Gina praised all the hard work that Lisa has done to create the budget format.
- VII. Recreation
 - A. Short Run 5K – Village of Frankfort will not give permission to use streets. Gina reached out to two golf courses and was denied. Staff is working on something that would utilize District's properties.
 - B. July 4th Event – Staff is moving forward with the event. Covid restrictions will be adhered to. The Village has not committed to the event yet, but they, along with three other organizations and the District, have a signed contract with the vendor. If the fireworks cannot be set off on July 4th they can be used for Labor Day.
- VIII. Building and Grounds
 - A. Five Oaks – Gina gave an overview of the park parcel that is trying to be recovered from someone who bought it for back taxes. She has not heard any more information from anyone recently.
 - B. Park Honor for Mager Family – A draft resolution was sent to the Mager Family. They may have additional facts that they would like to be included in it. She is waiting for their reply and is hoping to present the resolution at the June Board Meeting.
- IX. Miscellaneous.
 - A. Mayor Holland Service Award – Gina has a few ideas to present to him from the District. Discussion was held
 - B. Drop Box – Gina will create a Drop Box to use for distributing large files.
 - C. Election of Officers – This can put on the June 8th meeting agenda
 - D. Heritage Knolls – Commissioner Ruvoli asked for clarification of what is being done by the park. Gina will reach out to Ed.
- X. ADJOURNMENT – President Barz adjourned the April 27, 2021 Committee Meeting at 8:35 p.m.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary