

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, APRIL 13, 2021  
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

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

1. CALL TO ORDER

President Barz called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT: Commissioner Schedin

Commissioner Ruvoli

Commissioner Ponton

Commissioner Barz

ABSENT: Commissioner Bickett

ALSO PRESENT: Gina Hassett, Executive Director; Stacy Proper, Supt of Recreation; Lisa Slattery, Business Manager; Edward Newton, Supt. Building & Grounds; and Mary Strand, Recording Secretary.

GUESTS: Commissioners Elect, Michael McCarey and Elmer Gentry.  
Resident, Belinda Olszewski *(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 March 9, 2021**

**B. Approval of the Committee Meeting Minutes of March 23, 2021.**

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

Aye: (4) Ponton, Schedin, Ruvoli, 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 **March 28, 2021 Accounts Payable and Payroll in the amount of \$216,818.36 - which includes travel and Lodging expenses.** Lisa noted that the final payment for the fiscal year was made to LWSRA. She added more page numbers to correspond to other items in the packet. She included additional information on the refunds and explained applying some of the refunds as credits. On page 3 she prepared an exhibit of the items that have been paid out of the Bond and the interest earned. The developer contributions were discussed.

***Commissioner Ruvoli made a motion to approve the March 28, 2021 Accounts Payables and Payroll in the amount of \$216,818.36 as presented. Commissioner Schedin seconded the motion. A roll call vote was taken.***

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

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – President Barz received his Master Board Certification from IAPD. It is based on what you do within your district or with IAPD.

8. PRESIDENT'S REPORT –

- He announced that the Community Garden Plots for rent are now available.
- He congratulated the two newly elected commissioners, Michael McCarey and Elmer Gentry who will be sworn in at the May 11, 2021 Board Meeting.
- The non-binding referendum passed. He said that talks will be held with Borg Warner the week of April 19<sup>th</sup>.

9. EXECUTIVE DIRECTOR REPORT –

- A. Approval of Fund Balance Transfer – Staff recommends that the Board approve transfers to be made to clear all funds with a negative balance to allow a clearer picture of resources that are available per the memo in the Board's packets. Discussion was held.

***Commissioner Schedin made a motion to approve the transfer from the General Fund of \$14 to the Audit Fund and \$136,526 to the IMRF Fund for a transfer in total of \$136,540. Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- B. Approval of Amendment to the Operation Playground Agreement – Operation Playground has requested that the District amend the terms of reimbursement for the Pickle Ball Courts to the first of July: 2021 \$11,526; 2022, \$11,526; 2023, \$23,052; and 2024, \$20,052.

***Commissioner Ruvoli made a motion to approve the amendment to the terms of the Pickleball Court Agreement as presented. Commissioner Ponton seconded the motion. A roll call vote was taken***

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

***Motion approved***

- C. Approval of Update to Personnel Policy – The Board discussed the need for an update to the Anti-Nepotism Policy at Committee Meeting in March. A copy was in the Board's packets.

***Commissioner Schedin made a motion to approve the Update to the Personnel Anti-Nepotism Policy as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

**Motion approved**

- D. Approval of Board Orientation Manual – A copy of the language under item **IX. Vacancy A. 1.** was amended. Discussion was held and additional changes to the number of commissioners from 7 to 5 and some formatting of the paragraph will be made.

***Commissioner Ponton made a motion to approve the Board Orientation Manual with the proposed changes as discussed. Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) Bickett

**Motion approved**

- Direct funding for Special Taxing Districts are not approved by the Federal Government, but States and local authorities are encourage to share the funding with Districts. Gina has been sending communications with elected officials and the county advocating for relief for the loss of revenue that was created by the pandemic.
- Some rentals are being made and staff is enforcing the Covid mitigation guidelines with all who utilize the buildings and parks.
- Staff is being vaccinated.
- Staff is moving forward with the plans for the July 4<sup>th</sup> fireworks show. Mask enforcement and social distancing will be in force per mandates. If the State does not allow on July 4<sup>th</sup>, an alternate date of Labor Day will apply.
- Goldy Locks, a contractor, will submit a proposal for the Fire Alarm System and additional quotes are expected.
- George's Landscaping signed the contracts for the replacement of the Sandalwood and Brookmeadow playgrounds. The shelters are being ordered by the contractor. The equipment is being ordered through a joint purchasing program and installed by the contractor. Staff requested a quote for benches, picnic tables and trash cans for both parks that were not included in the bids. Cost is estimated at \$12,000. Commissioner Ponton asked for clarification and Gina will give more information at Committee Meeting.
- A site survey for the northwest corner of Commissioners Park has been ordered. Williams Architects, Vortex and WT Engineering are working on the filtration plans for the splash pad and staff is finalizing the design. The hope is to have the design to the IDPH by the end of May. The District plans to purchase the site and filtration equipment from Vortex through a joint purchasing program. Clarification of the savings was discussed.
- Ed and Gina are working to prepare the scope of the work to go out to bid for asphalt to make repairs to the numerous areas in the parks and pier replacements.
- The Master Plan is on the District's website and copies were handed out to the commissioners.
- IAPD Legislative Breakfast was held on March 5<sup>th</sup>. Commissioner Barz and staff members attended via zoom.
- The staff are working on the Budget and a draft will be ready for review later in April.
- The Borg Warner Referendum passed and discussions need to be had to decide communications to residents, architects to be retained and discussions with BW. Discussion of RFQs was held after Commissioner Ponton asked for clarification.  
*(Commissioner Schedin exited the meeting at 7:02 pm)*
- Discussion of the State's Laraway Road Project was discussed. It will impact the District's property. Commissioner Ruvoli is registered to attend the meetings with the State. He will report back to the Board. Discussion was held. Commissioner Ruvoli suggested that in-depth discussion be added to the Committee Meeting to discuss the District's Laraway property.
- Commissioner Ruvoli thanked Gina for all the work on the Comprehensive Plan and asked if a formal presentation from Tod at Design Perspectives was necessary. The general consensus was it wasn't needed.
- More information is needed for the Mager family plaque and will review at April Committee.
- Seasonal job postings were discussed. These are for nine months.

- Commissioner Ruvoli inquired if Gina was considering bringing back the Community Outreach person after more Covid restrictions are lifted. She replied that consideration of the position is being discussed with staff.
- Commissioner Ruvoli asked for a revised report of Capital Improvements completed and outstanding.

#### 10. COMMITTEE REPORTS –

- A. Special Recreation – Gina included the March 16, 2021 LWSRA Board Minutes in tonight's packets. This will be in all future Board packets. Gina told the Board that a review of having LWSRA utilize the Frankfort Park District Facilities will be underway before the summer programs start. Covid restrictions may impose limits.
- B. Building and Grounds Report
- The Staff fixed leaks that were discovered when the water was turned back on in the parks.
  - The tennis and pickleball nets are installed.
  - The field lighting program is complete at Commissioners Park. The walkway lights were too bright and the lighting contractor switched them out to a lower wattage. The Main Park smallest field will need to be done next week. Staff reinstalled the timer system at field C.
  - Spring tree trimming and tree removal is finished. Controlled burn was done at Jackson Creek Park by the creek. Invasive species of trees and shrubs were removed. The Village of Frankfort Public Works helped remove debris and staff is treating the stumps.
  - The sled hill equipment has been taken down and the top of the hill reseeded
  - At Main Park and Indian Boundary Park swing mats have been installed under the swing sets. Staff is installing them at Commissioners Park as well.
  - Patrick Daly, President of Storm Tree Services, donated his services by using his stump grinder. He was able to remove 40 stumps at six parks. Staff will refill with dirt and seeded.
  - Mowing has begun a little early this year.
  - The damaged light poles at Main Park were replaced and the ground boxes have been installed.
  - Staff laid out the south soccer fields at Commissioners Park for the Districts programs. The softball are being worked on to get ready for practices and field rentals. Football does not conflict.
  - Winter equipment is being serviced and repaired before storing away. Summer equipment is all ready for action.
  - Interviewing candidates for the seasonal maintenance positions is underway.
  - Trugreen will be coming out to treat some of the parks later in April.
  - Beary Landscaping met with Ed to discuss the start of their services. Discussion of the sign beds and plantings in some of the parks, Founders Center, Bark Park and Fort Frankfort was held.
- C. Recreation Report
- The summer brochure is being finalized and will be on the website later this week. Registration starts May 10 for residents and May 17<sup>th</sup> for non-residents.
  - IAPD awarded \$1000 PowerPlay Grant to FPD to help implement a nutrition, health and fitness component to the 2021-22 afterschool program participants.
  - March 27<sup>th</sup> the Donuts with the Bunny event was held during two sessions. There was also an Egg Hunt with Peter Cottontail and The Super Dog Egg Hunt. Photos were posted to FPD's Facebook page.
  - A new program, Bunny Home Visits, were held on March 30, April 1 & 2. The program was run very well and will be offered next year.
  - Fire Starters Soccer league began on April 6<sup>th</sup> with 210 participants registered. The season will run through May 29<sup>th</sup>.
  - Summer Day Camp registration began on April 1<sup>st</sup>. A full day and half day camp are being offered.

- Commissioner Ruvoli inquired about the plans for Earth day. He noted that the electronic recycling was not included Stacy verified that it is not available.
- The Frankfort Expo will now be held at Main Park on May 22<sup>nd</sup> 10 am to 1 pm.
- Commissioner Ponton asked what the impact of Covid protocols will have on programs at LWE. It is being monitored very closely and everything is a moving target.
- Commissioner Barz inquired if the annual campout will be held in the summer. Stacy replied it is scheduled for September. He asked if the Short Run on a Long Day is scheduled. It is not and he suggested to contact Prestwick Country Club to see if it could be run there.

D. Public Relations –

- Gina wanted to let the Board know that Deb is doing a fantastic job. She has assisted with the communications for the referenda and now creates the brochures on a regular basis.
- 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 October and November.

E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ruvoli said he extended his thanks to Deb and the rest of the staff for the great job working so diligently on the communications for the election. He congratulated and thanked them for the success. He welcomed and congratulated the new commissioners as well as those who were reelected. He appreciates all the support.
- Commissioner Ponton echoed Commissioner Ruvoli's comments. He commented that the communications during the election were the key to its success. He told Stacy and Gina they did a great job at the Town Hall. Gina thanked the commissioners for their support and said that there was a lot of community support as well. Ed added that his staff were on the front lines and lent support out in the field. He congratulated the commissioners-elect McCarey and Gentry.
- Commissioner-elect Gentry is looking forward to working with the Board and moving Frankfort forward.
- Commissioner-elect McCarey discussed the treating of the weeds in the ball fields.

14. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of April 13, 2021 at 7:48 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.***

***Motion Passed***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary