

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, JUNE 8, 2021
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
Commissioner Ruvoli
Commissioner McCarey
Commissioner Ponton
Commissioner Gentry

ABSENT: None

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: Resident Belinda Olszewski.

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. Several commissioners did not receive the copy of the Executive Meeting Minutes of May 25, 2021. Item C. will be tabled.

A. Approval of the Regular Board Meeting Minutes of May 11, 2021

B. Approval of the Committee Meeting Minutes of May 25, 2021.

Commissioner McCarey made a motion to approve the Regular Board Minutes of May 11, 2021 and the Committee Minutes of May 25, 2021. Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (5) Ruvoli, Ponton, Gentry, McCarey, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

C. Approval of the Executive Meeting Minutes of May 25, 2021. Tabled

6. APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **May 31, 2021 Accounts Payable and Payroll in the amount of \$367,016.58 - which includes travel and Lodging expenses.** Lisa noted that the distribution detail included notations of which payouts were for Capital Projects that amounted to 47% of the total. The revenue for Recreation increased with the loosening of Covid restrictions, but so did the expenses. May 31 is the end of the fiscal year. Commissioner Ruvoli asked about the Fire Starters payment. Stacy answered that 65% of the Registration fee was paid to them. Commissioner Ponton inquired about the payment to Lakeview Estate. Gina noted that it is a

State required inspection of the retention pond. Commissioner Ponton asked about the payment on tables. Gina said that new tables were needed, but on back order. Commissioner Ponton inquired about the payments to Active Net. Lisa explained that these payments are not for the quarterly software fee.

Commissioner Ruvoli made a motion to approve the May 31, 2021 Accounts Payables and Payroll in the amount of \$367,016.58 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (5) Ponton, Gentry, McCarey, Ruvoli, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE- None

8. PRESIDENT'S REPORT –

- President Barz congratulated Gina Hassett on her 5 year Anniversary with FPD. Gina thanked the Board and said that the Board and Team are the reason why she works for FPD.
- He noted that it was getting warm and asked if there were any garden plots left. Stacy said there is one left. She has two that she is growing pumpkins on.
- He noted that it is nice to have the new Board and it's going to be interesting to work with.
- He thanked the commissioners for putting in some time recently to work on several items.
- President Barz noted that the splash pad is being renovated and he is looking forward to having it completed.

9. ELECTION of OFFICERS –President Barz told the Board that the annual elections are held in June. President Barz asked for a motion to nominate each position.

Commissioner Ruvoli made a motion to nominate Tom Barz for President, Commissioner McCarey seconded the motion.

With no other nomination for President, Commissioner Barz closed the nomination for President.

Commissioner Ponton made a motion to nominate Tom Ruvoli for Vice President, Commissioner Barz seconded the motion.

With no other nomination for Vice President, Commissioner Barz closed the nomination for Vice President.

Commissioner Ruvoli made a motion to nominate Mark Ponton for Treasurer, Commissioner Gentry seconded the motion.

With no other nomination for Treasurer, Commissioner Barz closed the nomination for Treasurer.

Commissioner Ponton made a motion to nominate Mike McCarey for Secretary, Commissioner Gentry seconded the motion. With no other nomination for Secretary, Commissioner Barz closed the nomination for Secretary.

With all offices filled President Barz closed all nominations and asked for a roll call to approve the motions of Commissioner Barz as President, Commissioner Ruvoli as Vice President, Commissioner Ponton as Treasurer and Commissioner McCarey as Secretary. Heads of Committees will be discussed at the Committee Meeting.

Commissioner Gentry made a motion to approve the slate of officers as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

Aye: (5) Gentry, McCarey, Ruvoli, Ponton, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

10. EXECUTIVE DIRECTOR REPORT –

- A.** Public Hearing: 2021/2022 Budget and Appropriations – President Barz asked for a motion to open the Public Hearing at 6:54 p.m. for comments and discussion.

Commissioner Ruvoli so moved and Commissioner Ponton seconded the motion.

Commissioner Ruvoli noted that the appropriations are 15% over the budget to allow for flexibility in spending and he thinks that is adequate. He appreciates the amount of time spent to get to these numbers. Commissioner McCarey agreed. With no further discussion President Barz asked for a motion to close the Public Hearing at 6:56 p.m.

Commissioner McCarey so moved and Commissioner Ponton seconded the motion.

Aye: (5) McCarey, Ruvoli, Ponton, Gentry, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B.** Approval of 2021-2022 Budget and Appropriations Ordinance 21-6A - President Barz asked for a motion to approve the Appropriations Ordinance 21-6A. Commissioner Ruvoli thanked Gina for the Capital Projects report saying it was very helpful. He also would like to see an ADA funds report quarterly to make sure that FPD is spending it down appropriately. Lisa said that the ADA fund #14 reflects the spending.

Commissioner Ruvoli made a motion to approve as presented and motion seconded by Commissioner McCarey. A roll call vote was taken.

Aye: (5) Ruvoli, Ponton, Gentry, McCarey, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- C.** Approval of Agreement with Location Finders – As discussed in April it was suggested to engage a real estate firm to assist with the Borg Warner proposed acquisition. President Barz asked for a motion. FPD is not required to pay any commissions. Discussion was held.

Commissioner McCarey made a motion to approve the representation agreement with Location Finders for services for the acquisition of the Borg Warner property and motion seconded by Commissioner Ponton. A roll call vote was taken.

Aye: (5) Ponton, Gentry, McCarey, Ruvoli, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- D.** Approval of Ordinance Establishing Board Vacancy – Gina explained that this ordinance previously listed that the Board consisted of 7 members. It was changed to 5 members a few years back. This is just to update the regulations. President Barz asked for a motion.

Commissioner Ponton made a motion to approve Ordinance 20-6B Board Regulations for Vacancy and motion seconded by Commissioner Ruvoli. A roll call vote was taken.

Aye: (5) Gentry, McCarey, Ruvoli, Ponton, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- E.** Approval of Contract for Phone Services – Gina gave an overview of the current phone system through 2 vendors. Staff is recommending the District go to a Cloud based phone service. The phone services are internet based. A spread sheet showing current costs versus the new system and the savings that it can generate. Staff recommends to go with CNG for Avaya Cloud Phone Services. Discussion was held. President Barz asked for a motion to approve the contract for phone services with CNG for Avaya Cloud Phone Services for a period of 36 months.

Commissioner Ponton made a motion to approve a contract for phone services with CNG for Avaya Cloud Phone Services for a period of 36months and motion seconded by Commissioner McCarey. A roll call vote was taken.

Aye: (5) McCarey, Ruvoli, Ponton, Gentry, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- F.** Approval of Letter of Intent – This will be discussed in Executive Session.

- Gina reported that she received communications from FEMA that FPD should receive approximately \$1,500 for Covid reimbursements in about 6-8 weeks.
- Covid guidelines were updated and FPD is in-line with the State. Capacity limits will increase June 11.
- Staff is moving forward with 4th of July plans.
- Capital Projects
 - i. Founders Fire Alarm – Gina has submitted the plans to the Fire Dept. and is waiting for their response.
 - ii. Splash Pad – Weekly meetings are being held. Williams Architects will be sending the plans to IDPH by June 11. Bids will be sent out end of June or early July. The project will start shortly after Labor Day. Utilizing the dirt that is dug out for the sled hill will be evaluated. Discussion regarding the repair to the fence by Fort Frankfort was held. Gina will look into how the dirt will be used or sold.
- Commissioner Ruvoli asked about the construction crew for Chelsea School that wanted to use the parking at Commissioners Park. Gina will follow up on it.
- Commissioner Ponton commented that the new report that Deb is providing regarding website and social media usage is really very good.
- Gina noted that there will be two employees out on disability in the Maintenance Dept. She contacted several landscaping companies to do additional mowing. Bill's Landscaping will be mowing soon. Discussion of mowing equipment was held.
- June 10th the Lions Club, Conservation Foundation and a scouting group will be planting a Pollinator Garden behind the two pine trees next to the Founders Center. The plants were donated. The Medicine Wheel will be planted. President Barz offered his small tiller and do the work.

11. COMMITTEE REPORTS –

A. Special Recreation –

B. Building and Grounds Report

- The work on replacing Brookmeadow and Sandlewood Parks has begun. The contractor removed the old play structures and started the site work. One of the units was delivered and the other is in transport.

- Staff is working on cleaning the splash pad to be ready for the season. Staff will monitor the condition of the water and splash pad and have scheduled regular shut downs to perform deep cleanings. Discussion of the cleaning process was held and how long it takes to accomplish. President Barz suggested that the people running the concession stand, monitor the occupants of the Splash Pad. Gina will discuss with Stacy.
- Wind screens have been installed on the tennis court at Commissioners Park and the pickle ball courts. The covers for the shade structures have been installed at Stone Creek Park and the Splash Pad. The Dog Park shades will be completed June 9th.
- Staff has been treating to the ponds that are managed in-house. Three of the larger ponds are maintained by an outside contractor and staff is working with them to keep the ponds looking good.
- There was a good turnout for Fort Frankfort maintenance day. There might be other volunteer opportunities in other parks in the near future.
- The pollinator garden project is moving along. The site is tilled, seeds spread and planting of seedlings done. Trees will be installed and interpretive signing will be installed.
- Staff worked to make sure the location was ready for the Community Showcase held in Main ark. They helped with the set up and take down as well.
- One new employee has been hired and seems to be working well. Several candidates were offered positions, accepted, but baked out later. An additional application has been submitted.
- President Barz inquired about the piers. Ed said that George's Landscaping will put together a plan on how to proceed. But with the high cost of lumber it might not be a good idea to start any time soon.
- President Barz asked if shade structures or trees could be put up at baseball fields #5 & #6. Discussion was held. He also asked for patches to be put in some of the holes in the asphalt of Commissioners Park.
- The door at the Garden Plot shed was off. Ed will see to it.

C. Recreation Report – Stacy presented her report before the Public Hearing, 6:46 p.m.

- Splash Park opened June 1.
- Staff is planning the Fall Brochure and will be sent to Deb next week.
- The Garden Plot program has one plot left and is open for anyone to rent.
- FPD partnered with the Chamber of Commerce for the Community Showcase in Main Park on May 22nd. There were 50 vendors, entertainment, demonstrations and a blood drive. It was a very nice day. Commissioner Ruvoli thanked Stacy and the team for the great event. He suggested to have more printed brochures.
- The Short Run on a Long Day was going to be held virtually. Now the Village is allowing it to be held in person on July 29th. Gina noted that volunteers are needed. Registration opens June 11th.
- Fire Starters Spring Outdoor Soccer League ended on May 26 for younger division and June 5 for 4-6 grade division. They had 215 participants and all received an FPD water Bottle in lieu of a trophy. Fall League will begin in August.
- Stacy left at 6:53 p.m. to help conduct the Drive-in Movie at Hickory Creek Middle School. There were 50 cars of participants.

D. Public Relations – Debs report was included in the Board's packets.

E. Planning Report – None

12. ATTORNEYS REPORT – None

13. UNFINISHED BUSINESS – None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner McCarey thanked everyone and especially Gina for answering his many questions and phone calls. He wanted to be very prepared for the BW Meeting.

- Commissioner Ponton said everyone on the team at FPD did a great job and he hoped that they all take time this summer to relax and enjoy themselves. He wants them all to be happy and appreciate the summer after all of the pressures regarding Covid protocols and mandates.
 - Commissioner Ruvoli echoed those thoughts. He thanked Gina, Lisa, Ed and Stacy for all their help at the Borg Warner meeting. He complimented Ed on Heritage Knolls and said it is looking good and thanked him for keeping it moving along. He thanked Lisa for all the hard work she did on the budget and appreciated the time it took. He asked Gina to make sure that some of the time in Committee meetings can be devoted to the Comprehensive Plan to stay on track with the objectives.
 - Executive Director Hassett reported that some young men vandalized the Porta Potty at Heritage Knolls. They were apprehended and will be required to do Community work at restitution. Gina also was just advised that there was an injury on the Pickle Ball Court requiring an ambulance tonight.
15. EXECUTIVE SESSION ***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 McCarey made the motion and Commissioner Ponton seconded it. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:40 p.m.***
16. 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 8:28 p.m. Motion seconded by Commissioner Barz. Motion passed by a voice vote.***
17. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of June 8, 2021 at 8:29 p.m. Commissioner McCarey so moved and Commissioner Gentry 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