

**FRANKFORT PARK DISTRICT  
COMMITTEE MEETING – MINUTES  
TUESDAY, MAY 25, 2021  
FRANKFORT, IL – FOUNDERS COMMUNITY CENTER  
6:30 p.m.**

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

Attendance: President Barz; Commissioners Ruvoli, Ponton and McCarey; Executive Director Gina Hasset; Recording Secretary Mary Strand.

Absent: Commissioner Gentry

Guests: Frank Parisi, Williams Architects.

- I. Williams Architect Presentation – Frank Parisi introduced himself and gave a short background of himself and his work with Williams. His slideshow showed other recreation buildings that Williams Architects worked on as examples of what they do. His presentation centered on the acquisition of the Borg Warner property, the referendum required and the conversion of the building into a recreation site for FPD. In addition to Williams Architects, he suggested also contracting with a Community Surveyor, a Proforma Consultant and a Public Relations agency. He showed different uses that could be incorporated into the building. He noted that the building was so large that there could be an opportunity to partner with a health facility or an SRA to help defer the costs. Discussion of the timing of the referendum, public engagement and the education of the residents on voting and support was held. He said that his company is very collaborative and has been successful in helping other communities to pass referendums. A construction manager is also needed. Frank received a call from a resident who is a construction manager. A survey guy would be first to start, then a Performa person, then Williams.

At 7:15 p.m. Dave Henny joined the meeting via a phone call that was on loudspeaker and recorded for the meeting. He is a representative of Location Finders. It was brought to staffs attention that Borg Warner has a reasonable offer from another party. BW is vacating the property by January 1<sup>st</sup>. Dave said that BW appears to have accepted an offer from an industrial user and claims they have a permitted use that does not require rezoning. The contract is being drafted and expected closing is in the fall. The baseball field would not be available to FPD. He said the value of the building is difficult to ascertain. The hope would be that the Village of Frankfort or a third party could partner with FPD to put up the money to get a contract. The authorization for a contract could be done at the June 8<sup>th</sup> meeting. Industrial use might not be what the Village feels is appropriate for the location. If the Village or a third party bought BW what would happen if the referendum did not pass. They could lease to FPD or sell it. Would the Village be in a position to subsidize it if FPD could not get authorization for the full amount?

Discussion was held. The next step is to start discussions with the Village Board. Dave Henny will work on getting a price that would be a reasonable offer and a contract for FPD to consider at the June 8<sup>th</sup> meeting. Gina will reach out to her contact at BW to let him know that FPD is still interested in the building. Discussion on how long to pursue the sale was held. Gina talked to Trustee Petrow regarding BW and will call her after this meeting. Also the Board needs to reach out to the Village Clerk and Mayor to ask for a

- meeting to discuss the purchase. Discussion of an alternate plan was held. A contract with Location Finders could be approved at the June 8<sup>th</sup> meeting. It was surmised that another group could buy the building for a private recreation business. (*Frank Parisi left the meeting at 8:03 p.m.*)
- II. Board Elections – June meeting – Currently there is a President, Treasurer and Secretary, a Vice President is needed. Commissioner Ponton is interested in being Treasurer. Commissioner Ruvoli would like to be Vice President and Commissioner McCarey was interested in being Secretary. Gina will reach out to Commissioner Gentry to see if he is interested in a position.
  - III. NRPA National Conference – Gina registered for 5 people. The approximate cost is \$2,300 per person. In the past 2 commissioners attended and 3 staff. Commissioners Barz, Ruvoli, Ponton and McCarey were all interested.
  - IV. Staff Raises – The raises are in the budget. Gina has been watching the market for salaries to be competitive. Some raises are mandated. The raises are 3% on average.
  - V. Budget Review – The budget proposed is \$52,173 below revenue. If the BW project does not go forward, some of the Capital dollars would not be spent. The approval of the Board gives Gina the authority to give the staff raises. Discussion of the spreadsheet was held. Gina will send the excel file to the commissioners. Appropriation is what gives FPD the authority to spend a designated amount. At the June Board meeting a Public Hearing will be held and an Ordinance and a Resolution will be on the Agenda for approval. They will be sent to the county to be filed.
  - VI. Board Vacancy Ordinance – Update – A copy of the revised ordinance was previously discussed and a copy included in the Board’s packets. It changed the wording from a 7 member Board to a 5 member Board.
  - VII. Fall Fest – Parade - The staff is planning a float for the parade held on the Sunday June 5<sup>th</sup> of the Labor Day weekend. Board and staff can participate.
  - VIII. Capital Project Update
    - A. Fire Alarm Panel Upgrade – plans have been submitted to the Village for approval.
    - B. Playground Replacement – The contractor was scheduled but did not show up. Gina has requested an update from him.
    - C. Splash Pad Renovation – The design is close to being finalized. Frank Parisi viewed the area before the meeting tonight. An enclosure for the equipment will be needed. A holding tank will be underground. Commissioners Park will need some grading which will affect the sled hill. Two shelters will be provided. The goal is to submit to the IDPH in early June and start in September. The plan is to have it complete to open June 2022.
    - D. Pier Replacement – Staff is talking to a vendor. Outcropping stations are being considered. The cost of materials is a delaying factor.

- IX. Borg Warner Referendum – Discussion was held at the beginning of the meeting with Williams Architects.
  - A. Architects
  - B. Community Engagement
  - C. Construction Management
- X. Laraway Road Parcel.
  - A. Commercial Real Estate Agent – Once the Board and Staff have a decision on BW, then discussions can begin with Location Finders to market the parcel.
- XI. Covid reimbursement – FEMA – Gina submitted additional information to Will County. Will County has received more funds and staff has been advocating for additional reimbursements.
- XII. Monthly Financial Reports - Lisa is working on reformatting current reports that were created by the former accountants to get them in a more user friendly report.
- XIII. Phone System Upgrade – The current phone system is becoming obsolete and staff is looking into adding trunk lines.
- XIV. Soccer Contractor – For many years FPD has use the same vendor to coordinate the program. Staff is contemplating not using the vendor for the fall program and use Chicago Fire instead.
- XV. Mowing Contract
  - A. Additional parks – With not having a full summer staff, it was determined that mowing by a third party needs to be expanded. Beary cannot accommodate. Bills Landscaping will submit a bid. Two maintenance staff will be out on disability in June and July making the need for additional parks to be mowed by a vendor a necessity.
- XVI. Recreation
  - A. Short Run 5K – The event will be held on July 29<sup>th</sup> pending the Village approval.
  - B. July 4<sup>th</sup> Event – There will be no activities other than the fireworks. A gas tank will need to be emptied before then.
- XVII. Building and Grounds
  - A. Five Oaks – Nothing to report.
- XVIII. Miscellaneous.
  - A. Mayor Holland Service Award – Gina will ask the former Village Mayor to attend the June 8<sup>th</sup> Board Meeting. A parting gift in honor of his service will be made.
  - B. LWSRA at June 8 Board meeting – Executive Director of LWSRA, Keith Wallace, wants to be in attendance at the meeting to give a presentation. Gina will ask him to attend the meeting in July instead.
  - C. Park Honor for Mager Family – Gina reached out to Michelle Mager to tell her know that FPD will honor her family with a plaque and a resolution. Ms. Mager has not gotten back to her yet.

- XIX. EXECUTIVE SESSION *President Barz made 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 Ruvoli seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 8:52 p.m.*
- XX. 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 Committee Meeting at 8:56 p.m. Motion seconded by Commissioner Ruvoli. Motion passed by a voice vote.**
- XXI. ADJOURNMENT – President Barz adjourned the May 25, 2021 Committee Meeting at 8:56 p.m.

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary