

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, MAY 11, 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 Schedin

Commissioner Ruvoli

Commissioner Ponton

Commissioner Barz

Commissioner Bickett

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: Commissioners Elect, Michael McCarey and Elmer Gentry.

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. Commissioner Ponton noted that the April 27th Committee Meeting Minutes showed him as both present and absent. He was present. President Barz asked for a motion to approve the Consent Agenda.

A. Approval of the Regular Board Meeting Minutes of April 13, 2021

B. Approval of the Committee Meeting Minutes of April 27, 2021.

Commissioner Schedin made a motion to approve the minutes as corrected to show Commissioner Ponton as present and motion seconded by Commissioner Ruvoli. A roll call vote was taken.

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

Nay: (0)

Abstain: (1) Bickett

Absent: (0)

Motion approved

6. APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **April 30, 2021 Accounts Payable and Payroll in the amount of \$153,235.38 - which includes travel and Lodging expenses.** Lisa went over the refunds and compared them to last year. She explained the letter that was received from Town Center Bank and discussion was held. Commissioner Ponton asked about the payroll amount that appeared in the reports that didn't match the cover memo. Lisa explained that the memo had the correct amount and \$90.49 was an amount that did not feed correctly to the reports.

Commissioner Ruvoli made a motion to approve the April 30, 2021 Accounts Payables and Payroll in the amount of \$153,235.38 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (5) Ponton, Schedin, Bickett, Ruvoli, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE- None

8. PRESIDENT'S REPORT –

- President Barz said that he visited Borg Warner with some staff last week.
- He also visited with Mike Rose and Dave Henny from Location Finders that will help Staff and the Board to deal with Borg Warner
- He welcomed the new commissioners, Mike McCarey and Elmer Gentry.
- He praised the garden plots.

9. EXECUTIVE DIRECTOR REPORT –

- A. Approval of Fire Alarm – Discussion was held at the April 20th Committee Meeting concerning the Founders Center building safety with regards to the fire alarm system. Staff recommends that the Board approve the contract with Phoenix Fire Systems in the amount of \$21,475 for improvements. President Barz asked for a motion.

Commissioner Schedin made a motion to approve the contract with Phoenix Fire Systems in the amount of \$21,475 for improvements to the Founders Center Fire Alarm system. Commissioner Bickett seconded the motion. A roll call vote was taken.

Aye: (5) Bickett, Ruvoli, Ponton, Schedin, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (0)

Motion approved

- Gina reported that next week there should be another meeting with Borg Warner. Staff has been in contact with Location Finders to help with negotiations and possibly use them to handle the FPD Laraway property in the future. Attorney Rizzo advised that the Board should approve anyone that they would want to represent FPD.
- Gina and staff continue to advocate to State Officials and the County regarding consideration of including park districts to receive funding through the American Rescue Plan funding that was allocated to their organizations. The Village might have monies that they can share.
- The Budget documents will be ready for discussion at the Committee Meeting on May 25th.
- Gina is fielding many calls from Construction Managers who would be interested in working with FPD. She will ask Williams Architects to come to the May Committee Meeting to give a presentation outlining their services regarding Borg Warner. She will have an RFQ ready if the Board decides to bid the service out.
- The equipment for Sandalwood Park arrived on May 5th and the equipment for Brookmeadow is scheduled to ship May 15th. Staff had a construction meeting with Georges Landscaping to discuss the scope of the project and expectations. It is anticipated that the projects will start in June.
- Weekly meetings are taking place for the splash pad project. Adjustments were made to the scope of the project that changed the spray gusher device to a spray pod that will allow users to adjust the flow by standing on the water outlet. Planning for future expansion is a challenge.

- Operation Playground will hold its annual Fort Frankfort Maintenance Day on May 15th. There are 30 volunteers scheduled to participate. The projects will be to sand and seal the equipment.
The wife of OPF President Phil Simmons passed away and the Foundation is giving consideration in ways to honor her.
- Gina will send a copy of the approved Orientation Manual to the commissioners.
- Commissioner Ponton asked if FPD staff had a project ready if the OSLAD Grant was made available. Gina wrote letters to legislators and the Governor's office to keep the funds in the OSLAD Grant fund and not sweep them. Staff does try to keep projects in mind that might qualify.
- The NRPA will be discussed at the May Committee Meeting. It will be funded in the 2021-2022 Budget.
- Commissioner Ruvoli inquired about the 4th of July plans. The fireworks will go on and there will be mask wearing and social distancing. The payment of the contract for the fireworks is shared by the Village, the Chamber of Commerce and 2 fire department groups. There will not be a band. This is the third and final year of the contract so it is not known if the same sponsoring of the fireworks next year will be the same.
- The Short Run on a Long Day will not be held in person but virtually sometime in the future.
- Commissioner Ruvoli thanked Gina for signing the commissioners up for the Boot Camp May 24th.

10. Results of the April Election –

- A. Swearing in –Elected Board Members – Attorney John Izzo conducted the swearing in of Mike McCarey, Tom Ruvoli and Mark Ponton for 4 year terms and Elmer Gentry for a two year term.

President Barz presented P.J. Bickett and Matt Schedin with a plaque commemorating their service to the Frankfort Park Board of Commissioners. He thanked them for their time and participation. Matt Schedin thanked the Board and wished them good luck in the future. He said he learned a lot during his term.

Pictures of all were taken. *(P.J. Bickett left the meeting at 6:55 p.m.)*

11. COMMITTEE REPORTS –

- A. Special Recreation – Gina included the April 20, 2021 LWSRA Board Minutes in tonight's packets. She told them that LWSRAs budget will be presented at the May 18th meeting. Gina told the Board that LWSRA will utilize the Frankfort Park District Facilities for the summer programs. They will be at the Founders Center 2 days a week. Covid restrictions may impose limits.
- B. Building and Grounds Report
- The Staff is prepping the sports fields. Also they are sanitizing the bathrooms daily.
 - The tennis and pickleball nets were installed last month and this month the windscreens are being put up. At Main Park the US Tennis has started some of the prep work for the resurfacing of the tennis courts there.
 - The field lighting contractor is completing the LED upgrade on D field at Main Park. Ed and the contractor are working to resolve some needed adjustments. Commissioner McCarey asked if the football field was done and Ed said yes. The commissioner told the Board that switches were being installed for the lights.
 - The pollinator garden project will be underway. Staff has been preparing the area for seeding and sprigging on the native species. Additional trees will be installed as part of the project. Commissioner Ruvoli asked if there was a drawing. Ed will try to create a sketch.
 - Staff is filling in and seeding all of the holes left by the removal of stumps and also any ruts and dead spots in the parks. Windy Hill Park still needs to be done.
 - Ed received good applicants for the seasonal worker positions. He made offers to 2 of them.
 - Mowing has started in the parks.
 - Commissioner Ruvoli asked if staff has seen beavers in the ponds and Ed said not yet, but staff will address the issue if it arises.

- President Barz inquired about the piers. Ed said they are holding up for now.

C. Recreation Report

- The summer brochure is out and Registration started May 10 for residents and May 17th for non-residents. The Tiny Tot camp is full. Registration is filling up for Day Camp.
- The Splash Park is getting ready and Safety Inspection of the concession stand is scheduled for May 12th. Opening weekend will be free to all. The hours are listed on the web site. Rentals are also available.
- The Community Showcase will be held May 22nd. At Main Park or in case of rain at the Founders Center. There are 50 vendors. There is food vendors and entertainment.
- Earth Day was held at the Founders Center and had a good turnout.
- President Barz inquired about the Mother Son Bowling event. There were 50 spots and all were filled. A good time was had by all. Photos of the event are on the web site.
- Fire Starters Soccer league doubled in participation. This is the second season it is being offered.
- Stacy included a Transaction Comparison Report for Spring 2021. It showed resident and non-resident participation and the percentage of online registration versus in-person.

D. Public Relations –

- Gina and Deb are trying to find different reports that are not so time consuming. Over the next few months the reports that are in the packets will be different.
- 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 April and March.

E. Planning Report – None

12. ATTORNEYS REPORT – Attorney Izzo reported on legislation by the State. A new bill would require Landscape Architects to register and get licensed with the state. Another bill would change the requirement of the Open Meeting Act to review old meeting minutes twice a year instead of every 6 months. Another bill would affect the Tax Payers Appeal. A supplement levy would be made.

13. UNFINISHED BUSINESS – None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- President Barz thanked Matt Schedin for all the time and effort he put in with the FPD. He encouraged the commissioners to attend the Boot Camp and said it was very important.
- Former Commissioner Schedin said that he enjoyed his time on the Board. He said the most important lesson he learned was to listen and to be compassionate. He told the new commissioners that they were lucky to work with a great staff and Board.
- Commissioner Ruvoli thanked both former Commissioners Schedin and Bickett and learned from them. He appreciated their service. He thanked everyone for the work on the parks and looking forward to seeing the dandelions gone and cleanup of the flower beds. He thanked Stacey for upcoming events and the Parties in the Park. He thanked Lisa for all the hard work she did on the budget and noted she was starting on the audit soon. He congratulated the new commissioners.
- Commissioner Ponton thanked the staff for everything that they have been doing. He told Matt Schedin thank you for the advice he gave to him when he was being appointed. Matt told him to keep an open mind. Commissioner Ponton feels that was good advice to being successful.
- Commissioner Gentry thanked Gina for all the help she has given him and the support through the transition to the Board. He thanked everyone for being so welcoming to him.

- Commissioner McCarey thanked Matt Schedin for his support and would see him around the town. He told the Board that he had one year left on the Falcon Board and two years on the baseball Board.
- Executive Director Hassett thanked former Commissioner Matt Schedin telling him she appreciated his time and input. For the new commissioners, she told them that the staff is very passionate and willing to help them. She thanked them for be willing to serve. She encouraged them to not hesitate to call with any question or suggestions. She is happy to discuss and educate.

15. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of May 11, 2021 at 7:15 p.m. Commissioner McCarey 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