

**FRANKFORT PARK DISTRICT  
COMMITTEE MEETING – MINUTES  
TUESDAY, JULY 13, 2021  
FRANKFORT, IL – FOUNDERS COMMUNITY CENTER  
6:30 p.m.**

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

Attendance: President Barz; Commissioners Ruvoli, Ponton, Gentry and McCarey; Executive Director Gina Hassett; Supt of Recreation Stacy Proper; Supt. Building & Grounds Edward Newton; and Recording Secretary Mary Strand.

Absent: None

Guests: Belinda Olszewski and

I. Capital Project Update –

- A. Fire Alarm panel Upgrade – Fire Dept. approved the plans and it may take up to 15 days to purchase the equipment.
- B. Playground Replacement – Ed repurposed some of the items. Most of the old equipment was recycled or disposed. Buying new swings was cheaper than repurposing old ones.
- C. Splash Pad Renovation
  - i. Bids – Five bid packets have been picked up and are due back July 26<sup>th</sup>. Bids include the trailer and parking lot improvements. Hacienda, George’s Landscaping, and Henry Brothers are the three that Gina remembered. The bids can be discussed at the July 27<sup>th</sup> Committee Meeting and approved at the August Regular Meeting.
  - ii. Permit
- D. Parking Lot and Trail Improvements-
- E. Pier Replacement – Ed is meeting with George’s Landscaping to discuss a modular pier that is more cost effective and more weather resistant. Commissioner Gentry inquired if the whole pier would be replaced and was assured that it would be. Discussion of alternate materials was held. Also they are discussing curb cuts that allow an access path to the playgrounds at Jansen and Jackson Parks for persons with disabilities. The third thing they will discuss is the storm connection at Stone Creek and have the Village’s approval.
- F. Vehicle Purchase – Ed is reaching out to the vendors to see if they are ready to submit a proposal and bring to the Board for approval.
- G. Practice Field Light Pole Replacement – Gina noted that a couple of light poles were downed during a storm last year at the ice rink/Falcon Football practice field. They cost \$25,000 for the package and \$8,000 for the transfer of the equipment. Fiberglass poles are being considered instead of wood or metal. It will be 9-12 lead time for the poles. Insurance will not pay for the full replacement. Gina will ask if Falcon Football will help with the cost.
- H. OSLAD Grant Windy Hill Park – Applications are due in early September. The maximum amount of the grant is \$300,000. Windy Hill Park is next up for replacement. Gina gave an overview of the process. Discussion was held. Windy Hill is not flat and is small. There is no parking. The suggestion was to apply for a

project that includes fitness equipment and charging stations and would cost the District \$150,000 with the grant supplying another \$150,000. Tod from Design Perspectives gave a quote of \$9,000 to expedite the application process.

Discussion was held. General consensus was to proceed.

- II. Borg Warner Referendum – Tabled for the Executive Session.
  - A. Status of Property
  - B. Comparable Facilities
  - C. Partnerships
  - D. Architects
  - E. Community Engagement
  - F. Architectural Firms
  - G. Construction Management
- III. American Rescue
  - A. Village of Frankfort – Gina will draft a letter asking the Village to partner with the District for fitness equipment at Prairie Park. The Federal Government is not giving Revenue Replacement. There is 4 years to spend it. The general consensus was to go ahead.
  - B. Will County – Staff is staying in touch to see if the County will give the District some of this money. They have already allocated money for anything related to COVID. FEMA gave the District money too. Discussion was held
- IV. Laraway Road Parcel
  - A. Commercial Real Estate Agent – nothing has been done yet.
- V. Town Center Bank Sponsorship – The bank has committed to a 2 year Sponsorship worth \$13,000. They have been sponsoring for about 6 years.
- VI. Monthly Financial Reports – A copy of the draft reports was in the Board’s packets. Lisa is working on improving the layouts. She welcomes any feedback.
- VII. Phone System Upgrade – Staff is moving forward with the upgrades. Some training will take place in the next few days and installation will follow.
- VIII. Soccer Contractor – Staff feel confident to go with the current contract for the fall. Improvements and changes are needed and will be addressed.
- IX. Landscaping/Mowing
  - A. Bills Landscaping – They have started at Commissioners Park.
  - B. Weed Control – Due to two employees out on disability, staff has contracted for more professional help.
- X. Recreation
  - A. July 4<sup>th</sup> Event – Very good show even though it was done differently.
  - B. Short Run 5K – July 29th
  - C. OPF Beer Tasting – Oct 16th
- XI. Building and Grounds
  - A. Errant Baseball Signage – A resident alongside the baseball field at Sandalwood Park has complained that the backstop is not adequate to stop balls from landing on his property. He did not report damage. There is an Errant Baseball/Softball Policy that could be adopted. If signage at one park it should be at all. General

consensus was to have a wait and see approach. It can be addressed if there is further complaints.

- B. Five Oaks – nothing to report
  - C. Girls Softball – One employee has to dedicate about 75% of his time is spent dragging and stripping their fields. He also comes in on the weekends. The volunteer organization does not hire people, but maybe they could contract with someone. This is something that staff wanted the Board to be aware of.
- XII. Educational/Networking Opportunities
- A. NRPA National Conference – Sept 21-23 – Please let Gina know if you are going very soon.
  - B. Chamber of Commerce Annual Event – Aug 5 -
  - C. IAPD/IPRA State Conference – Jan 27-29
- XIII. Commissioner Workshop – Discussion of when and where to hold it was held.
- XIV. Miscellaneous.
- A. Mayor Holland Service Award –The mayor could not attend tonight. A parting gift in honor of his service will be made during the Regular Meeting.
  - B. LWSRA Presentation – The September Board Meeting will be attended by Keith Wallace or one of his staff to bring all up to date on the functions, programs and successes of the organization.
  - C. Park Honor for Mager Family – Gina reached out to Michelle Mager but no further communications have been received.
  - D. Fund Balance Policy – Gina and Lisa are working to establish one. It is suggested by the auditors.
  - E. Medical Marijuana Policy – The state has update its rules. Staff is not allowed to administer it on park property, but someone can be allowed to treat an individual. The policy will need to be evaluated.
  - F. Commissioner Ruvoli noted that the plantings at Heritage Knolls look horrible. One of the mowers put some tire ruts in it also. Ed said it is an ongoing process and will keep his eye on it.
  - G. Village of Frankfort – Gina has drafted a letter to the Mayor and Board of Trustees thanking them for their efforts in regards to Borg Warner.
- XV. ADJOURNMENT – President Barz adjourned the July 13, 2021 Committee Meeting at 7:09 p.m.

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary