

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, SEPTEMBER 14, 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 Ponton

Commissioner Gentry (*joined at 6:40 p.m.*)

ABSENT Commissioner McCarey

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

GUESTS: Keith Wallace, Executive Director LWSRA; Susan Eisenbrandt; Belinda Olszewski; and Sallie and Richard Hoekstra (*joined 6:40 p.m.*).

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.

A. Approval of the Regular Board Meeting Minutes of August 10, 2021.

Commissioner Ruvoli made a motion to approve the consent agenda as presented and Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (3) Ruvoli, Ponton, Barz

Nay: (0)

Abstain: (0)

Absent: (2) Gentry, McCarey

Motion approved

6. APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **August 31, 2021 Accounts Payable and Payroll in the amount of \$324,895.42 - which includes travel and Lodging expenses.** Lisa included a memo that outlined some larger non-recurring expenditures. She also noted some of the larger expenses that were due to the ongoing playground improvements. The memo outlined a breakdown of the month's revenue and she was happy to report that 44% of the total came from Recreation activities. President Barz noted that the mowing expenses has increased. Ed said that the companies are doing a good job and it is working out nicely now that there are fewer employees. The contractors are used through the end of the season.

Commissioner Ponton made a motion to approve the August 31, 2021 Accounts Payables and Payroll in the amount of \$324,895.42 as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

Aye: (3) Ponton, Ruvoli, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (2) Gentry, McCarey

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE- Mrs. Olszewski read a statement asking the Board to reconsider withholding some payments that will be made to LWSRA because they had to restrict some of the recreational activities. She questioned some money that was fundraised by the LWSRA Wheelchair Softball team so they could travel to the World Series. Her daughter is only able to participate 2 hours in the morning, go home for lunch and return for 2 hours in the afternoon. Her statement was accompanied by copies of the World Series expenses incurred.
8. PRESIDENT'S REPORT –
 - President Barz thanked everyone for coming to the meeting.
 - He noted that the National Conference will be held next week and hoped those attending would enjoy and take advantage of the educational opportunities.
 - The Fall Fest parade was well attended and some of the commissioners were there.
 - The two playgrounds that are being updated are looking very nice.
 - He reminded all that Pours for Parks is coming up soon.
9. EXECUTIVE DIRECTOR REPORT –
 - COVID - Staff is managing the mask mandate and the Prairie Care staff are all vaccinated. Staff is managing the new hire process to make sure that everyone will be in compliance. Some Park Districts are going to vote on mandatory vaccination for all employees.
 - The DECO Grant – The grant that was provided by Senator Hastings in the amount of \$350,000 was approved for the splash pad renovation. The 10-part application is being worked on and staff is coordinating with Senator Hastings on when it will be appropriate to issue a press release regarding the grant award.
(Commissioner Gentry joined the meeting at 6:40 p.m.)
 - Phone Services – the transition to the cloud based phone system is completed and the staff is learning the options. The Administration team managing the system will receive one additional training.
 - Operation Playground – The Foundation raised \$12,000 from the parking at Fall Fest and they are now concentrating on plans for Pours for Parks.
 - Playgrounds – The poured and play surfaces will be poured next week in Brookmeadow and Sandalwood parks.
 - Founders Fire Alarm – The project is 80% complete. Contractor is waiting on delivery of materials.
 - Splash Pad – The permit from IDPH was received. Re-submittals with comments have been submitted to the Village of Frankfort for their approval. Williams Architects have approved contractor submittals. Staff and the contractor will meet later this month to discuss staging the project. No work will begin until the Village issues a permit.
 - Asphalt – The contractor started the asphalt at Brookmeadow on September 10th.

A. Approval of Asphalt Bid Change Order - Gina explained that when the contract was awarded to Accu-Paving for asphalt and seal coating repairs at various park locations, the bid included estimates that were taken from the facility assessment report on file and from quotes received from vendors. When staff walked the site with the contractor representative it was determined that the square footage needed was slightly higher. The pricing is adjusted per the unit pricing in the bid and the change order is an increase of \$14,112. Gina included maps of the areas that need adjustment at Brookmeadow Trail, Jackson Creek and Main Park. Discussion was held. President Barz asked for a motion.

Commissioner Ponton made a motion to approve the change order in the amount of \$114,112 to Accu-Paving for asphalt and trail improvements. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) McCarey

Motion approved

10. COMMITTEE REPORTS

- A. Special Recreation – Keith Wallace presented an in-depth overview of Lincolnway Special Recreation Association. Their focus is to create a community without limits for individuals with disabilities. He described the programs offered. Because of COVID some programs are scaled back and staffing is in need of more employees. He explained that LWSRA has cooperatives with other Districts in order to offer a variety of sports. He described the water skiing program that is held each year. He described scholarships, PE Takeovers, the Sensory Room, Park parties and the Leigh Creek Park Playground. Eagle Scouts have been completing projects around the building to enhance the experience. He noted some wants and needs for the future. The organization needs more workers and more volunteers. The Golf outing raised \$36,000 and the Hawk Effect has raised \$25,000. He thanked everyone for their time. Commissioner Ruvoli complimented LWSRA on the success of the Golf Outing. Commissioner Gentry complimented Keith on the new playground. President Barz asked Keith about the cost of the Leigh Creek Playground. It was approximately \$1.2 million, with LWSRA raising \$250,000 and New Lenox paying the balance.
- B. Building and Grounds Report
- There is a staff shortage.
 - The electricians ran all the new wiring in the Founders Center for the Fire Alarm system upgrade.
 - The Puent Building received some attention with the staff stripping and waxing the floors. The maintenance crew will be working with the Puent staff to help keep disruption to a minimum during the parking lot repairs.
 - Staff repaired a water line break and braced the gate to help keep out unauthorized persons.
 - Repairs to the asphalt are scheduled for September 15th at Brookmeadow Park, which is the beginning of the asphalt project throughout the District.
 - There was vandalism at several park. At Indian Boundary Park, the pump track was spray painted and a police report was made.
 - Both Janssen and Jackson Parks have new access ramps installed in the playgrounds so they are now in ADA compliance.
 - The drainage project at Stone Creek Park is complete
 - Trees and bushes are being trimmed, and weed control is ongoing.
 - Staff is prepping the soccer and softball fields.
 - Fall planting will begin when the weather cools. Plans are to move trees and make improvements on turf and plantings.
 - Gina received a call regarding Chrystal Brook Park. It was installed by the contractor. Staff has a meeting with the contractor and the Village on September 16th.
 - Georges is starting the landscaping at Brookmeadow and Sandalwood.
 - Commissioner Ruvoli asked about the purchase of a new truck. It still delayed due to production of vehicles.
- C. Recreation Report
- Brochure is available on the website now and can be downloaded. The Rec staff is working with the PR Coordinator to create flyers, social media promotions and marketing materials.

- Stacey created a financial summary spanning 2015 through 2021. It shows that this year has been the best because staff did extra marketing and promotions.
- Deb is designing the Winter/Spring brochure and instructors are being contacted and events are being planned.
- The District purchased two new banners for the Fall Fest parade. The On Pointe Dance students walked and danced behind the float. Six staff members and three Board members were in attendance to distribute candy, t-shirts, bags and lanyards on the route. Photos are on the Facebook page.
- Aren't orientation was held on September 7 & 8. More staff is still needed. The Me Too program is on hold until more teachers can be hired. Kristen Morrison is teaching the morning Stepping Stones program until the position can be filled. Stacey is working at the Preschool in the mornings to help with the administration.
- Camp Fire event and Campout will be held September 17th & 18th.
- Julie is focusing on the Pours for the Park. Hog Wild will be participating. She is also looking for sponsors for other events.

D. Public Relations – Debs report was included in the Board's packets. The new format is easier to read.

E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – Gina informed the Board of a few items for discussion at the next Committee Meeting. She discussed the new phone system and cost for a whole building generator.

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ponton said thanks to everyone and great job with the parade. It was fun working the parking for the Fall Fest. He told Lisa that her financial report is looking good and is easier to read.
- Commissioner Ruvoli thanked Stacey and Ed for all the work they and the staff did for the parade. He asked that they pass along his appreciation to the staff. He thanked Gina for helping with accommodations for the conventions and encouraged all to be safe. He thanked Keith for coming to the meeting and making a presentation. He is looking forward to Pours for Parks and Julie is doing a great job. He asked if there has been any more computer glitches. Gina said some little things, but nothing too bad.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of September 14, 2021 at 7:40 p.m. Commissioner Ruvoli 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