

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, DECEMBER 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 Ponton

Commissioner Gentry

Commissioner McCarey

ABSENT Commissioner Ruvoli

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

GUESTS: John Williams, Hearne & Associates

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. Commissioner McCarey noted that the Minutes of October 12<sup>th</sup> and November 9<sup>th</sup> showed him as absent, but he was indeed present.

**A. Approval of the Regular Board Meeting Minutes of October 12, 2021.**

**B. Approval of the Regular Board Meeting Minutes of November 9, 2021**

**C. Approval of the Executive Board Meeting Minutes of November 9, 2021.**

*Commissioner Ponton made a motion to approve the Regular Board Meeting Minutes of October 12, and November 9, 2021 as corrected and the Executive Board Meeting Minutes of November 9, 2021 as presented. Commissioner Gentry seconded the motion. A roll call vote was taken.*

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

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli

***Motion approved***

6. APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **November 30, 2021 Accounts Payable and Payroll in the amount of \$414,713.70 - which includes travel and Lodging expenses.** President Barz pointed out that there were some large payments in November. The payment to LWSRA \$62,000, Fence for \$7,000, Georges Landscaping for Sandalwood and Brookmeadow Parks, \$18,200 and Landscaping \$7,000. Lisa noted that her report exhibited descriptions of the transactions. She

said about 45% of the total amount of the November 2021 payments were for Capital Projects, \$187,000. She also mentioned that the percentage of the Bond money payouts stands at 56%.

**Commissioner McCarey made a motion to approve the November 9, 2021 Accounts Payables and Payroll in the amount of \$414,713.70 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli

**Motion approved**

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE –Gina received a letter from a resident that borders Kohlhagen Park Pond. He wants to extend the current fence to attach to the neighbors, but the existing fence and the sprinkler system are on part of the park's property. The District's attorney suggested to enter into an agreement with the homeowner to allow the fence. It will not impede access bordering the pond by the maintenance vehicles. An agreement will be presented at a future meeting.

8. PRESIDENT'S REPORT –

- President Barz said he was glad to see all the tree plantings.
- He remarked that the Splash Pad is coming along wonderfully.
- The conference will be held on January 27-29, 2022, please let Gina know the date of commissioner's attendance.
- President Barz told Gina, Lisa, Stacy and Ed that they have made a big difference in the running of the District. He noted that the past 2 years have brought unusual challenges and they worked hard to solve the issues that arose. The staff has been working together very well.
- A tree will be donated in memory of Gina's Mother, who passed away recently. He expressed condolences to her.
- He wished all would stay healthy, Merry Christmas and Happy New Year. He told everyone to enjoy family and friends because time passes much too quickly.

9. EXECUTIVE DIRECTOR REPORT –

- A. Approval of the Fiscal Year 20/21 Audit – John Williams, Hearne & Associates, presented an overview of the recent audit. He noted that it was conducted remotely for the most part and that Lisa was very responsive when requests were made. He met with Gina and Lisa to go over the draft copy. He gave an overview of various items of the audit noting there were no difficulties, all information was made available and there was no disagreement with Management nor recommendations about controls. He said the cash position was very strong with an overall positive fund balances. Discussion of the tax levy was held. Commissioner Ponton suggested that Hearne look at the funds in March to determine if transfers are needed.

**Commissioner McCarey made a motion to approve the FY 20/21 Audit. Commissioner Gentry seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli

**Motion approved**

*(John Williams left the meeting at 8:00 p.m.)*

Commissioner Gentry suggested to fund IMRF more fully in the future so as to not have a large transfer. Gina noted that in the past the District paid the Lau's to do all the audit preparations costing \$30,000 above what was paid to Hearne & Assoc. She told the Board that Lisa has done an exceptional job on the audit. President Barz said that the staff has

done a great job and the financial practices in place are very good. He praised Gina, Lisa and staff on their fiscal responsibilities.

- B. Approval of the 2022 Meeting Schedule – President Barz asked for a motion to approve the schedule. Discussion was held to change the March meeting to the third Tuesday, 15<sup>th</sup>. The general consensus was that all agreed to the change.

***Commissioner Gentry made a motion to approve the 2022 Meeting Schedule as amended and Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (4) Ponton, McCarey, Gentry, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (1) Ruvoli

***Motion approved***

- C. Approval of the Borg Warner 2022 Lease Agreement - President Barz asked for a motion to approve the lease agreement. BW has agreed to extend the agreement until December 2022 or until a sale of the building/property is reached.

***Commissioner McCarey made a motion to approve the Borg Warner Lease Agreement as presented and Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (4) McCarey, Gentry, Ponton, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (1) Ruvoli

***Motion approved***

- Covid Pandemic – The District continues to monitor the mandates and policies set forth by the State and PDRMA and works within the guidelines.
- Tax Levy – The Tax Levy ordinances and resolutions have been filed with both Will & Cook County.
- Staffing Changes – Interviews are being conducted to fill the position of Athletic Supervisor. There has not been a strong pool of applicants. After some tweaks to the description of the position it will be looked at it after the holidays. Discussion was held.
- DCEO Grant – This grant is the funds that were provided for the Splash Pad b Senator Hastings. Staff will address the questions posed by the grant administrator on the submitted application.
- Operation Playground Foundation – The organization paid \$25,000 as a pre-payment of the pickle ball agreement. Their December meeting will make plans for 2022. The Foundation is in need of new members.
- Splash Pad – The walls to the storage tank were poured. A call with the architects will be held this week. The underground plumbing and the spray features from Vortex have arrived. The project is on target.
- Borg Warner – The vote for the rezoning of the property is planned for December 20<sup>th</sup>. Gina postponed any discussions of a referendum.
- Windy Hill OSLAD Grant – The application has been submitted. The site meeting with an IDNR representative was held to review the project.
- IPRA/IAPD Conference – Several commissioners confirmed attendance and several are considering their availability.
- FPD office closures – The office will be closed December 23, 24 and 31 for the holidays.
- Ice Rink – Several inquiries have been received as to when the rink will open. Freezing weather is the determiner.

## 10. COMMITTEE REPORTS

- A. Special Recreation – The day program is being kept on a segmented schedule of half or whole days and daily rather than weekly to accommodate the recreational aspect. The audit has been done for FY 2020/2021. The accounting firm was discussed.
- B. Building and Grounds Report
- Staff is still not up to full staff. One person is full-time and one is part-time and both intend to return.
  - Ed says he is taking advantage of the good weather, Trees are being planted, mulching is being done and some trim work of bushes and plantings are being done.
  - The Fire Alarm updates is almost wrapped up. Tweaks are being made but it is up and running.
  - The Splash Pad equipment is being stored until installation.
  - The staff is trying to get more efficiencies out of the HVAC system. They have performed routine maintenance on the furnaces and replaced four programmable thermostats.
  - The ice rink equipment is ready and a plan is in place for when the ground freezes.
  - President Barz inquired about the pier at Janssen Park Pond. It has been dismantled. To replace the pier it will need to go out to bid. Commissioner Gentry asked if consideration is being given to composite lumber and yes it has.
- C. Recreation Report
- The Winter/Spring brochure is online and the staff ordered 1,000 copies. Registration begins January 3<sup>rd</sup> for residents and January 10<sup>th</sup> for non-residents.
  - The Father-Daughter Bowling Night was held with 26 participants on November 5<sup>th</sup> at Thunder Bowl. This was the first time for the event.
  - New this year, the FPD partnered with the Frankfort Arts Association to create Holiday Yard signs. The staff primed all the boards and purchased all of the supplies. It will be reevaluated and presented again next year.
  - Holiday Turkey Shoot event was held on November 13 at the Founders Center. 13 children and parents participated.
  - Candy Bar Bingo was held on November 22<sup>nd</sup>. Twenty four children were registered. And there was a Paws with Clause event.
  - The Youth Basketball League began December 7<sup>th</sup>. There are 169 participants registered.
  - Flag Football ends December 18<sup>th</sup>. There were a few Covid incidences.
  - Preschool is going well. Staff will be on Winter Break from December 20<sup>th</sup> – January 3<sup>rd</sup>.
  - Julie has gotten two sponsors for the Short Run and one for the Bunny event
  - Commissioner Ponton inquired about the Athletic Director position. Stacy is trying to run it with a colleague from Burbank. A part-time person for 20 hours a week will help with Preschool, some athletic duties and the front desk. He expressed concern that Stacy and other do not burn themselves out. Gina confirmed that all are pitching in to help out.
- D. Public Relations – Debs report was included in the Board's packets.
- E. Planning Report – None

## 11. ATTORNEYS REPORT – None

## 12. UNFINISHED BUSINESS – None

## 13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- A full staff get-together is being planned for January 7<sup>th</sup> as a holiday celebration. Discussion of where to hold it was held.

- Commissioner Ponton said Happy Holidays, Merry Christmas. Enjoy your time with family Thank you all for everything.
- Commissioner Gentry offered his condolences to Gina. The Basketball Rec program 7<sup>th</sup> grade Hickory Creek team moved onto the Regionals, but had to forfeit due to Covid. The 8<sup>th</sup> grade team ended in the Elite 8 in downstate tournaments. While there were some girls on traveling teams, the majority only played for FPD programs. Commissioner Gentry said it is a testament to the coaching and programming. He thanked the staff for everything this year and for making it an easy transition to the Board. He said Happy Holidays.
- Commissioner McCarey said thank you to everybody. He said thanks for making it easy to catch on to the workings of the Board.
- Mary Strand offered condolences to Gina. She told the Board that she will be wintering in Arizona but keeping up with the meetings and wished all a Merry Christmas and Happy New Year.
- Ed said Happy Holidays.
- Stacy said Happy Holidays.

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 December 14, 2021 at 7:42 p.m. Commissioner Gentry so moved and Commissioner McCarey seconded the motion. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary