

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY, NOVEMBER 09, 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

Commissioner McCarey

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

GUESTS: Belinda Olszewski

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 October 12, 2021.**

*Commissioner Ruvoli made a motion to remove the minutes of October 12, 2021 from the agenda and Commissioner Gentry seconded the motion. Motion passed by a voice vote.*

**B. Approval of the Committee Meeting of October 26, 2021.**

*Commissioner Ruvoli made a motion to approve the Committee Meeting Minutes of October 26, 2021 as presented and Commissioner McCarey seconded the motion. A roll call vote was taken.*

Aye: (5) Ponton, McCarey, Ruvoli, Gentry, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

6. APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **October 31, 2021 Accounts Payable and Payroll in the amount of \$248,229.22 - which includes travel and Lodging expenses.** Lisa noted that her report exhibited descriptions of the transactions.

**Commissioner Ruvoli made a motion to approve the October 31, 2021 Accounts Payables and Payroll in the amount of \$248,229.22as presented. Commissioner McCarey seconded the motion. A roll call vote was taken.**

Aye: (5) McCarey, Ruvoli, Gentry, Ponton, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (0)

**Motion approved**

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Belinda Olszewski said that several people at Janssen Park discussed with her the need for more doggie bags in the dispensers. Ed answered that his staff has been replacing them, but they are being vandalized. Also one of the dispensers have been removed by a vandal. There are currently 3 dispensers at the park.
8. PRESIDENT'S REPORT –
- President Barz said that it was a great Halloween.
  - He noted that the retreat was being held on November 13<sup>th</sup>.
  - He remarked that the playgrounds are looking wonderful and the Splash Pad is looking destroyed but will start the updates soon.
  - He reminded the Board that the rezoning of the Borg Warner property would be held on November 15<sup>th</sup> if any of the commissioners would want to listen in on it.
  - The conference will be held on January 27-29, 2022.
  - He announced that Gina Hassett has been elected Chair of IPRA and congratulated her.

9. PUBLIC HEARING

A. Truth in Taxation 2021 Tax Levy Ordinance

President Barz opened the Public Hearing at 6:38 p.m. The annual ordinance and resolution were presented.

**Commissioner Barz made a motion to open the Public Hearing at 6:38 p.m. and Commissioner Gentry seconded the motion. Motion passed by a voice vote.**

**Motion approved**

President Barz asked if there were any questions or comments in the audience. Hearing none, President Barz asked for a motion to close the meeting at 6:39 p.m.

**Commissioner McCarey made a motion to close the Public Hearing at 6:39 p.m. and Commissioner Gentry seconded the motion. Motion passed by a voice vote.**

**Motion approved**

10. EXECUTIVE DIRECTOR REPORT –

- A. Approval of Ordinance 21-11 for the 2021 Tax Levy – Gina explained that it was published in accordance with the law and the levy is for more than 5% increase in order to capture any new building in the District. The Levy was discussed at Committee. President Barz asked for a motion to approve the Ordinance.

**Commissioner Ponton made a motion to approve Ordinance 21-11 for the 2021 Tax Levy. Commissioner Ruvoli seconded the motion. A roll call vote was taken.**

Aye: (5) Ruvoli, Gentry, Ponton, McCarey, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (0)

**Motion approved**

- B. Approval of Resolution 21-11 to instruct County Clerk on apportion of 2021 Levy - President Barz asked for a motion to approve the Resolution.

***Commissioner Gentry made a motion to approve Resolution 21-11 to instruct County Clerk on apportion of 2021 Levy and Commissioner McCarey seconded the motion. A roll call vote was taken.***

Aye: (5) Gentry, Ponton, McCarey, Ruvoli, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (0)

***Motion approved***

- C. Approval Fireworks Contract – Gina explained the contents of the contract. President Barz asked for a motion to approve the Contract. Discussion was held.

***Commissioner McCarey made a motion to approve the contract with Pyrotechnic for the 2022 fireworks show as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.***

Aye: (5) Ponton, McCarey, Ruvoli, Gentry, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (0)

***Motion approved***

- D. Approval of IAPD Credentials – The Annual Business Meeting will be held at the IAPD conference in January 2022. The delegate will be Tom Barz, the 1<sup>st</sup> Alternate will be Tom Ruvoli and the 2<sup>nd</sup> Alternate will be Gina Hassett. President Barz asked for a motion to approve the IAPD Delegates.

***Commissioner Ponton made a motion to approve IAPD Delegates for the Annual Business Meeting of IAPD to be held on January 29, 2022 Commissioner Gentry seconded the motion. A roll call vote was taken.***

Aye: (5) McCarey, Ruvoli, Gentry, Ponton, Barz  
 Nay: (0)  
 Abstain: (0)  
 Absent: (0)

***Motion approved***

- Staffing Changes – Athletic Supervisor Maurice Sullivan resigned. Staff is evaluating the job description and will be posting the job on IPRA's website. In the interim, staff has secured a colleague to work part-time to assist with covering the duties.
- Operation Playground - \$12,300 was raised at the Pours for the Parks event in October. Plans for 2022 will be discussed at the December meeting.
- As previously discussed, on September 27<sup>th</sup> there was a power outage that affected the new ceiling fixtures. A claim was submitted to ComEd and PDRMA. \$9,500 was received from PDRMA. Ed has been working to replace the burnt out fixtures.
- The auditors were at FPD during the previous week to review the draft report. A copy of the audit was given to the commissioners so that they may review it prior to the December meeting when the Audit will be presented. Lisa has been extremely diligent in helping to prepare the audit and Gina expressed her appreciation to Lisa.
- 2022 Meeting and Holidays – A draft meeting schedule for 2022 is included in the Boards packets. Also included is the 2022 Holiday schedule. The meeting

schedule needs to be approved by the Board and it will be on the December agenda. A conflict with the Parks Day in Springfield will required the Regular Board Meeting of March 8th to be moved. Discussion was held and an alternate day will be selected. Commissioner Gentry asked for clarification on the policy for employees who have to work on a holiday. Discussion was held.

- Health Insurance – The 2022 group rates have been received. It is estimated that the increase will be 11%. President Barz suggested that it should be discussed at the retreat.
- IAPD Legal Symposium – Lisa Slattery and Director Hassett attended on November 4. The Symposium provides updates on new legal mandates, human resource updates and addresses court settlements that have implication on the park districts operation. In 2022 a Whistleblower Protection (SAFE-T Act) must be adopted. Further discussion will be held at the Retreat.
- Borg Warner – The Village of Frankfort agenda for November 1 included an agenda item to rezone the Borg Warner property from lite Industrial to R-4. The Village received a protest from BW and additional documents on the day of the meeting. The Board voted to defer the vote until November 25<sup>th</sup>. Discussion was held. BW feels the rezoning devalues the property.
- President Barz asked if the Sexual Harassment Policy could be discussed at the Retreat and Gina will bring copies.
- IPRA A&F Section – Director Hassett was elected as the Chair Elect for the (A&F) Administrative & Finance Section of the IPRA. The commitment involves attending one meeting a month.
- Julie and Gina attended the Frankfort Chamber Luncheon on November 10<sup>th</sup>.
- Community Service Awards – Director Hassett told the commissioners that IAPD and IPRA have solicited for names of retiring volunteers to youth sports that the Board would like to recognize. The names are needed by the 12<sup>th</sup>. Discussion was held. Ideally it would be someone that served for years on the Board of an organization. Commissioner McCarey will follow up with an email to Gina.

## 11. COMMITTEE REPORTS

A. Special Recreation – A staff member did attend the Trunk or Treat event at LWSRA for Halloween. It was a huge success with many volunteers and decorated trunks.

### B. Building and Grounds Report

- Staff is wrapping up the summer equipment and duties. Equipment is being serviced before putting in storage. Some of the nets are being left for the late season. Water is being shut off in most places.
- The light fixture replacement is ongoing and nearly complete.
- With some odd weather we have been having moving trees are delayed.
- The first shipment of equipment for the splash pad has been received. Staff cleared space to store it.
- Director Hassett noted that she and Ed met with the asphalt contractor at Commissioners Park. The actual footage is needed before going out to bid to widen the path to 3 ½ feet wide.
- Georges Landscaping will start excavation on November 10<sup>th</sup> for the storage tank at the splash pad. Some credits have been given, but will be offset by a few changes. Commissioner Ruvoli asked about payment for the soil removal. It has not been resolved yet.
- A shipping date for February is the latest for the garbage bins and picnic tables at Brookmeadow and Sandalwood Parks. Ed put out some older ones until they are received.  
Commissioner Gentry asked if mowing by the contractor has been stopped yet. Ed confirmed that today was the last for Commissioners Park. If any more need to be done this autumn, the maintenance department will do it.  
President Barz asked Ed to please save the wood off of the pier at Janssen Park and recycle it.

- C. Recreation Report - Stacy was not in attendance, but her report was in the Boards packets.
- The Halloween events all went smoothly.
  - Commissioner Ruvoli commented that the advertisement for sponsorships that Julie put on social media was very good.
  - Pre-School teachers are still needed. Stacy had taught one session recently. Kristin has not received applicants. She reached out to her substitute teachers, but no one was able to work. Stacy works at the pre-school in the afternoons doing her own work and answering phones.
  - The decision has been made to not mail out the Winter Brochure due to costs. Low print runs cost more money. Maybe 500 can be printed. Discussion was held.
- D. Public Relations – Debs report was included in the Board's packets.
- E. Planning Report – None

12. ATTORNEYS REPORT – None

13. UNFINISHED BUSINESS – None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ruvoli said thank you to everyone for all the work this past month. The holiday season is upon us and October was a busy month. He read a lot of positive comments online. Thanks to everybody for pitching in and helping out. He is looking forward to reading Lisa's report.
- Commissioner McCarey said thank you to everybody. The parks look great. The Sandalwood residents are loving it. They are out there all day long.
- Commissioner Gentry said thanks to all, Especially to Ed and his crew for the challenges they are facing with the weather and keeping up with mowing.
- President Barz said Happy Thanksgiving to all.

15. EXECUTIVE SESSION - ***President Barz asked for 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 McCarey made the motion and Commissioner Ponton seconded it. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:28 p.m.***

16. 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 Regular Meeting at 7:42 p.m. Motion seconded by Commissioner McCarey. Motion passed by a voice vote.***

17. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of November 9, 2021 at 7:42 p.m. Commissioner Gentry so moved and Commissioner Ruvoli seconded the motion. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary