

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, FEBRUARY 8, 2022
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

(Meeting was conducted in person and via zoom. Public was able to join in person or zoom.)

1. CALL TO ORDER

President pro tempore Ruvoli called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT Commissioner Ruvoli

Commissioner Ponton

Commissioner Gentry

Commissioner McCarey

Commissioner Barz *(via zoom)*

ABSENT None

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

GUESTS: None

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 pro tempore Ruvoli asked for a motion to approve the Consent Agenda. Director Hassett corrected the minutes that were in the Board's packets to show that President pro tempore Ruvoli called the 1-11-2022 meeting to order, not President Barz.

A. Approval of the Regular Board Meeting Minutes of January 11, 2022.

B. Approval of the Special Board Meeting Minutes of January 25, 2022.

Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of January 11, 2022 as corrected and Special Board Meeting of January 25, 2022 as presented. Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

6. APPROVAL OF BILLS (financial reports attached) – President pro tempore Ruvoli asked for a motion to approve the **January, 2022 Accounts Payable and Payroll in the amount of \$443,264.05 - which includes travel and Lodging expenses.** Commissioner Ponton asked for clarification on page 4, the payment to Chicago Bulls Summer Camp. Lisa said that it was a correction of a W-9. He also asked about the payment to Logical Technical Services and Lisa said it was for maintenance on the server firewall. Commissioner Ruvoli noted that the refunds

were not too high. He also questioned payment on page 8 to Natural Resources Management for trees at Heritage Knolls. Lisa said it was from an older invoice and was paid with the grant money received for the project.

Commissioner Ponton made a motion to approve the January, 2022 Accounts Payables and Payroll in the amount of \$443,264.05 as presented and Commissioner McCarey seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT –

- President pro tempore Ruvoli congratulated Stacey on the hiring of the Recreation Supervisor. Beth Nagel has been filling in on a temporary basis.
- He understood that the Daddy/Daughter Dance was a huge success and commended Stacey and the staff on the event.
- He commented that the Hootsuite Report was very good. He noticed that videos are not being shared on Instagram and suggested that showing some might get more recognition.
- He thanked everyone for all of their hard work.
- He thanked Lisa for all the work she did with the Audit.
- He thanked Ed for all his work on the ice rink.

9. EXECUTIVE DIRECTOR REPORT –

- A. Approval of 2021 Audit – Gina explained that the Board already approved the 2020/2021 Audit with changes that were discussed. The Auditors suggested that the Board make a motion to acknowledge that they approved some changes to be made after the vote. Commissioner Ruvoli asked if it was filed with the state and Lisa said yes. Commissioner Gentry asked if it was an amended audit and Lisa said no because she delayed sending to the State (on time) until changes were made.

Commissioner Ruvoli made a motion to acknowledge the changes made to the FY20/21 audit and Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

- B. Approval of Olde Stone Subdivision Land/Cash Ordinance – Gina reminded the Board that this was discussed at a Committee Meeting. A letter to the Village stating the District's intention will be sent. Commissioner Gentry asked if the amount was clarified. Gina said that the table with the formula to calculate that was presented at Committee was correct.

Commissioner McCarey made a motion to approve cash contribution in lieu of a park land donation as outlined in accordance with the Village of Frankfort's Ordinance No. 2265, for Olde Stone 1 Annexation plat and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Motion approved

- C. Award of Mowing Bid – Gina explained that 4 bid packets were picked up, but only the current vendor, Beary Landscaping, submitted a bid. In addition to the current areas to mow, several were added. Beary did not raise their fee. A table of the costs was in the Board's packets and areas to be mowed were identified with the cost of \$124,310. There is the potential to reduce the fees later in the year as some areas may be eliminated. The fees quoted are on a per mow basis not a flat fee, so if some were eliminated it would reduce the cost. Discussion was held.

Commissioner Barz made a motion to approve the contract to Beary Landscaping in the amount of \$124,310 for Contract A, B, C and Commissioners Park and Chelsea School from Alternates A1 and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

- D. Approval of Lease Agreement – *Tabled until Committee Meeting*
- E. Approval or Resolution 22-02 Review of Closed Meeting Minutes – Per the Open Meetings Act, the Park District Board must conduct a semi-annual review closed session minutes for the purpose of considering which might be made available for public release and also to consider whether to destroy the audio recordings of closed session which are more than 18 months old. They were last reviewed in October of 2021. At that time the Board held all meeting minutes and destroyed audio that was holder than 18 months old. Past practice has been to not release the executive meeting minutes. If the Board wants to release the minutes, the resolution would to be amended. Copies of the minutes that are eligible for release were attached to the Board's packets. At this time, there are no closed meeting audio that are more than 18 months old that can be approved for destruction. Staff recommends holding the closed meeting minutes.

Commissioner Gentry made a motion to approve Resolution 2022-02 regarding review of closed meeting minutes and destruction of audio and video recordings and Commissioner Barz seconded the motion. A roll call vote was taken.

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

Motion approved

- F. Approval of Resolution 22.2A – *Tabled until Committee Meeting*

- IAPD/IPRA Conference – Gina said that the conference was very educational and the smaller attendance was actually beneficial.
- Covid Pandemic – There was an injunction that was handed down last week to repeal mask wearing in schools. Gina received some feedback from parents of preschoolers hoping that the District would not require masks for children 2+. It will

still be a requirement. She also received a communication from a parent thanking the District for keeping the mask mandate in place for the children 2+. With increased indoor activities, there have been several programs that have been affected by confirmed Covid exposures.

- Parks Day – Gina said that she is considering not attending with staff this year. In recent years the legislators have not been available to meet with. Commissioner Barz agreed. Discussion was held.
- SSSPRA Legislative Breakfast – It will be held February 28th via zoom. The breakfast allows for the Legislators to address concerns related to the field and provide updates on the happenings at the Capitol. Gina encouraged the commissioners to attend if time allows.
- Hand Sanitizer Dispensers – Pictures of the items were in the Board's packets. Commissioner McCarey suggested them to the staff and pricing is being sought. Gina thinks they will be good for the splash pad and the concession stand. There might be an opportunity to have them sponsored.
- Consulting Firm – Also in the packets was information from PROS Consulting, Inc. Staff is evaluating their services to determine if they can assist with the educational aspect of informing the residents of the Park's deficient revenue. Gina has three firms that are being considered and will be talking with one later in the week. Commissioner Ponton inquired when the deadline would be to start the process. Gina said the June election date would not give enough time, so the goal would be the November election and it must be confirmed to the county in August. Commissioner Gentry asked if a request for bids would need to go out. Gina anticipates the cost of services will be \$20,000-\$30,000 depending on what services are required. She will look into it and report back.
- Community Service Awards – Gina will schedule the Founders Room for the March Board Meeting for a presentation. She will invite all of the recipients to attend. The March meeting is scheduled for March 15th, but may be moved back to March 8th.

10. COMMITTEE REPORTS

A. Special Recreation –None

B. Building and Grounds Report

- The weather has cooperated and the move to the previous location has been beneficial. The staff has been maintaining the surface as it get wear. It is getting a lot of use.
- Staff is working well together and covering all shifts. Equipment has been holding up well.
- Today Ed attended a Pre Bid meeting with vendors for the remainder of the asphalt projects. Hopefully there will be a good number of bids received.
- Looking forward to spring projects.
- There are no open positions at this time, but seasonal hires will soon be sought.

C. Recreation Report

- Beth Nagel will start on Feb. 11 as the Recreation Supervisor. Stacy is excited that the position is fill and Beth brings a lot of experience to the roll.
- The Summer brochure is being worked on by the Recreation Dept.
- An open house for the Fall session of Pre School was held this past weekend with 34 families attending. Registration is in progress.
- The Daddy-Daughter Dance had 175 attendees in each session. Fun was had by all. Pictures are on the website. Gina commented on how memorable the event was and part of the reason the staff is committed to serve the community.
- Commissioner Ruvoli commented on Julie's report on events and sponsors.

D. Public Relations – Debs report was included in the Board's packets and Commissioner Ruvoli said to let Deb know that the reports are appreciated.

E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner McCarey said he appreciates the help he receives from the staff. He also said the Daddy/Daughter Dance was his favorite event when he attended in the past. He appreciated the work Ed and his staff during the snow storm.
- Commissioner Ponton thanked Stacy for helping him at the conference.
- Commissioner Barz said staff did a great job during the snow storm. He thanked Ed for taking care of all the parking spots and was thanked the staff for being able to get to work. He said to keep up the good work.

14. EXECUTIVE SESSION - None

ADJOURNMENT — *President pro tempore Ruvoli asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of February 8, 2022 at 7:17 p.m. Commissioner Ponton so moved and Commissioner McCarey seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.*

Respectfully submitted,

Mary T. Strand

Board Minutes Secretary