

COMMITTEE MEETING – MINUTES
TUESDAY, MARCH 22, 2022
FRANKFORT, IL – FOUNDERS COMMUNITY CENTER
6:30 p.m.

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

Attendance: Commissioners Barz, Ruvoli, Gentry, Ponton and McCarey; Executive Director , Gina Hassett; and Lisa Slattery, Business Manager.

Absent: None

Guests: None

- I. Fund Balances & Financial Update – Lisa prepared an Income Statement showing a 5 year comparison for Recreation. It shows the revenue and expenses and taxes levied. It shows how the programs can sustain themselves. It shows how the pandemic affected the Recreation Department's bottom line. Commissioner Ponton inquired about the tax allocation and the Dog Park income and expenses and discussion was held. Commissioner Gentry asked for clarification on the athletic fields reimbursements. Discussion was held. Lisa and Gina discussed the savings generated once they renegotiated the contract with Active Net. Commissioner Ponton asked Lisa to include percentages of expenses to revenue. Commissioner Ruvoli asked for 2 more previous years. He asked if Lisa could do a comparison with other Districts. This report shows trends and how some programs sustain themselves. The report paints a picture to show the need for an increase in the budget. Discussion of how the new splash pad might increase in revenue was held. Previously there was not this type of comparison. The Fund Balance was discussed. Lisa explained which funds need to have transfers from the General Fund by the end of the current Fiscal Year. It was suggested to fund several of the items at the beginning of the year rather than let them run a negative amount and then require a transfer.
ADA Expenses – Annually the District evaluates the costs associated with managing the ADA and LWSRA expenses. Staff does the evaluation and recommends a transfer of funds to the accounts that charges were posted to. During the current fiscal year some items for the Capital Projects were paid for out of the ADA Fund along with the annual payment to LWSRA. The expenses that have not been charged to the fund include administrative staff costs and facility usage costs. Staff Costs are \$21,025 and LWSRA Classroom usage for summer is \$20,125 totaling \$41,150. A Fund Transfer requires Board approval to transfer from Special Recreation/Handicap fund for expenses that were incurred by the General and Recreation Fund. Gina will reevaluate the expenses for 2020 FY. Gina will put this item on next Board Meeting Agenda.
- II. Technology Discussion – PDRMA will require Cyber Coverage December 1, 2022. It was suggested that the cost could be less outside of PDRMA. Discussion was held.
- III. Pier Replacement – Mike Mitchell, owner of Mitchell Construction, offered to construct the replacement of the Roy and Dorothy Jansen pier for the cost of the materials only. The design is a straight pier and will cost \$27,953.95 in material. Commissioner Barz suggested that it be modified to be a "T" shaped pier. Due to the shallowness at one end it was suggested that if an addition is made it just be juttet out at one side. The cost would be approximately \$5,000 additional. Discussion of the need for a bid or no bid required was held. Gina will reach out to Mr. Mitchell tomorrow. The general consensus was to move ahead with the project.

- IV. Land/Cash Donation – No update.
 - A. Town Home Development –
- V. DCEO Grant Update – Gina reached out to DCEO, but the person there is new and will get back to her in a week. President Barz talked with Senator Hastings and a photo shoot at the Splash Pad needs to be arranged. Discussion was held.
- VI. Capital Project Priority – An exhibit showed the projects that will be done in the current fiscal year. It showed the remaining project balance and where the expenses will be allocated to either the Bond Fund or the ADA Fund. Discussion was held. The Football Lights are another project that need to be considered. Will the football organization share in the cost of replacement will need to be discussed along with type of pole.
- VII. OSLAD Grant Application – Windy Hill Park – A letter was received from the State saying photos were needed, but it was a mistake.
- VIII. Field Rental -Tournament – P.J. Bickett requested a consideration to hold a tournament on District ball fields after Frankfort Baseball is over for the season. Expenses, Staffing, Rental fees and field maintenance were considered. Discussion of the pros and cons of allowing a tournament were held. Gina will share the info with Mr. Bickett.
- IX. Referendum Updates –
 - A. 100 Friends – Gina asked the commissioners to help by giving her some contacts that might be helpful in getting the word out to the community. She will make a spreadsheet of them.
 - B. Educational Campaign – Gina gave an update on the firms that are being considered to help with the process. She does not have a recommendation yet. She stated that in the last month the state of the economy has turned downward so she and the staff would like to take on the process. This summer the residents can be reminded of the many deficiencies without the funds to support them.
 - C. Schedule –
- X. AEDs in Parks – The AED that is at the baseball field does belong to the District. It will be moved to the splash pad once the heat element arrives. An order for a new one is in process.
- XI. Budget Schedule – Draft budget will be presented at the April Board Meeting and discussed further at the April Committee Meeting.
- XII. Educational/Networking Opportunities
 - A. Parks Day in Springfield – FPD did not attend and heard it was sparsely attended.
 - B. Chamber Golf Outing – Information was in the packets.

C. LWSRA Golf Outing – No date has been set yet.

XIII. Miscellaneous –

- Gina saw that a traveling soccer team was practicing at Indian Boundary Park last evening for the second week in a row. Last evening there was a second one practicing. She approached the coach to get the contact information. Teams using the fields need to rent them and she informed the coach that she would be in contact with him. She then talked to the second soccer coach who said it was just a pickup game. She got his information as well. He was from Legacy Soccer which is a New Lenox organization. Gina never asked them to leave. The parents approached Gina and complained. Today she received an email from a coach from Legacy Soccer complaining. Gina responded explaining the need for a rental agreement and need for insurance. She also contacted George at the NLPD. Gina suggested that a policy should be put in place to avoid this situation. She has examples to help draft one.
- The District has received a \$1,000 Power Play Grant.
- The Board and Staff give their condolences to Commissioner Barz on the passing of his Mother.
- Borg Warner is still for sale. Gina will reach out to them.
- The purchase of a new tent has not been done yet.
- The truck purchase need and availability of new vehicles was discussed.
- Applications for summer help are available and also a maintenance worker.
- Commissioner Barz informed the Board that they would be receiving a request from the attorney to complete an annual review of the Executive Director.

XIV. ADJOURNMENT – President Barz adjourned the March 22, 2022 Committee Meeting at 8:20 p.m.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary