

COMMITTEE MEETING – MINUTES
TUESDAY, APRIL 26, 2022
FRANKFORT, IL – FOUNDERS COMMUNITY CENTER
6:30 p.m.

President Barz called the meeting to order at 6:31 p.m.

Attendance: Commissioners Ruvoli, Gentry, and Ponton; Executive Director, Gina Hassett; Lisa Slattery, Business Manager; and Mary Strand, Recording Secretary.

Absent: Commissioners Barz and McCarey.

Guests: None

- I. Tournament Request – P.J. Bickett Presentation – Mr. Bickett did not attend the meeting.
- II. Miscellaneous – At the Regular Meeting of April 19th questions were raised regarding the exhibit showing the bank report Bond payouts and balances. Lisa showed a reconciliation and the accounts where the payouts were made. Some payments for Capital Projects were made out of the General Fund and then that fund will be reimbursed from the Bond money. 80% of the Bond money must be spent within 3 years. Discussion was held.
- III. Technology Discussion – Cyber Security PDRMA - PDRMA will require Cyber Insurance Coverage December 1, 2022. Gina has received quotes from 3 vendors- Joe the current IT provider, Excel and Unique Computing Solutions. Gina gave an overview of them. She explained the current service has no contract and some inadequacies. Excel wants rewiring and new hardware. The most promising is from Unique Computing Solutions located in Frankfort. The cost is approximately \$2,600 per month to provide what PRDMA is requiring to keep their insurance. Two devices could be eliminated to lower the cost. Also some of the email accounts could be eliminated. Per Commissioner Barz suggested Gina get insurance quotes other than PDRMA's. Mapping of the system was handed out. Commissioner Gentry said that \$31,000 annually is a reasonable cost and all agreed and Gina said it is accounted for in the new budget. At the end of the first year an accounting of how much time and service was used will be provided. The general consensus was to have Unique Computing Solutions give Gina a draft contract to give to the attorney. PDRMA will not cover a cyber-attack if the District does not add Cyber Security to the network.
- IV. Building and Grounds
 - A. Pier Replacement –Ed and his staff were to remove the old footings. Gina has not heard if Mitchell Construction has begun the work yet because of the wet weather.
 - B. Land/Cash Donation
 - i. Town Home Development – Gina has not heard anything yet.
 - C. Splash Pad Update – DCEO Grant Update – Gina has the paperwork completed. She contacted DCEO to see if it has been handled yet. This is the 3rd person in charge of the Grant since September.
 - D. OSLAD Grant Application – Windy Hill Park – The State is still reviewing.
 - E. AED's in the Parks – Ed is working on it and is hopeful to relocate one to the Splash Pad soon.
 - F. Elevator Fire Alarm – After the Fire Alarm system was updated, it was suggested that now the Elevator should be hooked up as well. There is \$10,000 in the budget to finish the project. Ed is getting proposals from other than the Alarm company.

- G. Field Improvements – Both agreements allow the organizations to do improvements as long as they are brought to the Board.
- i. Frankfort Baseball – Wants hitting stations along the batting cages at Commissioners.
 - ii. Frankfort Girls Baseball – trying to get score boards for Jackson Creek and Main Park. Staff submitted permits to the Village. Gina is working with Will. Diagram of the footings and score board were provided but not the schematics for the electric. Village said they want architecturally stamped plans. No response has been received.
- H. Borg Warner Update – Gina reached out to listing agent and they told her that a contract will be received in the near future.
- V. Referendum Updates – Gina had a call with another consulting firm. They would do surveying and messaging. She is waiting for a proposal from them. Todd does surveying only, no messaging. She thinks it will be approximately \$45,000.
- VI. Special Recreation
- A. Capital Funds – Gina is waiting for LWSRA to supply a solid plan for improvements and additions that they are considering in order for the contributing districts to keep giving LWSRA an additional one cent.
- VII. Budget Discussion – The presentation of the FY 22/23 Budget & Appropriations was handed out. The development of the budget has included assessing current and future needs in conjunction with the comprehensive plan, projected current year’s revenue and expenses, and reviewed needs and history of budgeted items. Staff has evaluated the effects of the pandemic and adjusted revenue’s to reflect the projected impact. The fiscal year is Jun –May 31. Lisa went over the Fund Balance History from 2013 through 2021 and projected 2022. Gina explained the revenue increase to the Corporate Fund and outlined the increase of anticipated Expenses. Special Fund Revenues and Expenses exhibit was discussed. This year an ADA Capital Fund was created. Capital Projects not funded with Bond Proceeds were included. The Recreation Fund revenue and expenses were gone over. Recreation revenue and expenses are anticipated to return pre pandemic levels. Minimum wage increases were accounted for but no plans additional employees. The Capital Projects and Capital Planning were part of the budget and discussed. Questions from the commissioners were answered. The budget is a guideline and the Appropriations is what gives the authority to spend. Lisa will make some of the adjustments discussed. The plan is to approve the budget at the June meeting. The draft budget is on the District web site. The general consensus was all commissioners present are good to vote on the budget. Gina suggested to have the Regular Meeting on May 10th and also the Committee Meeting after. Commissioner Ruvoli thanked all who worked on the budget.

VIII. Educational/Networking Opportunities

- A. Chamber Golf Outing – Information was in the packets.
- B. LWSRA Golf Outing – No date has been set yet.
- C. NRPA Conference – September 20th through 22nd in Phoenix. Registration is open May 9th and commissioners need to let Gina know who is planning on going.

IX. Miscellaneous –

- Olde Stone Subdivision – The parcel of land and pond that is the Districts about the county cell tower land. Janssen Park is located very close by. There is no available parking. There is an access road to the county land. The county is not willing to allow the District to use the property at this time. They said to give them a plan and they might consider it. The HOA wants answers on when it would be developed. They also want a sidewalk installed. It is 2.02 acres. Gina reached out to see if the parcel could be built on. The Village also said the parcel is part of the required green space. Gina suggested to sell the parcel and give the pond to the HOA. Parcel is not graded. Perhaps the parcel could be swapped for another one. The condition of the pond is not very good. Discussion was held. Gina will contact the Village to see what the alternative is.
- Lisa asked if she could present the Accounts Payables report at the Regular Meeting and the Financial Report at the Committee going forward

X. ADJOURNMENT – President pro-tempore Ruvoli adjourned the April 26, 2022 Committee Meeting at 8:25 p.m.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary