

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, MARCH 8, 2022
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 Ruvoli

Commissioner Ponton

Commissioner Gentry

Commissioner McCarey

Commissioner Barz

ABSENT None

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

GUESTS: Greg Ristich, Dale Kalman, Scott Kohler, Todd Knollenberg, Rob Joyce, Vince Adamo, Leame Adamo, Chris Herder, Kim Herder, Marty Gilbo, Ed Jedlowski.

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 February 8, 2022.

B. Approval of the Committee Meeting Minutes of February 22, 2022.

Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of February 8, 2022 and Committee Meeting of February 22, 2022 as presented. Commissioner Ponton 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. COMMUNITY SERVICE AWARDS PRESENTATION – President Barz explained that the awards were for Outstanding Volunteer Service to the Community and youth programs. Several volunteers are retiring from the programs and the District wanted to thank them for their dedication to FPD. Gina handed out the awards and photos were taken.

7. APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **February 28, 2022 Accounts Payable and Payroll in the amount of \$215,368.04- which includes travel and Lodging expenses.** Lisa noted that the bill amounts are half of what they were last month. 16% of the bills was for Capital Projects and the refunds are lower than last month. Commissioner Ruvoli asked about the ComEd bills. Lisa explained that some of the older bills were being investigated for accuracy and she also was negotiating the billing practices with the vendor so payment was delayed.

Commissioner Ponton made a motion to approve the January, 2022 Accounts Payables and Payroll in the amount of \$215,368.04 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

8. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

9. PRESIDENT'S REPORT

- President Barz welcomed the new members of the FPD staff.
- He thanked staff and the Board for taking care of him during his recent absence. He said it was good to be back.

10. EXECUTIVE DIRECTOR REPORT –

- Snow Removal – At the February Committee Meeting Gina gave the commissioner a memo regarding her making an authorization to have snow removed from private property in order to get staff into work. She read the memo and put it out on the web site in order to have complete transparency.
- Mask mandates for requiring masks have been lifted. It is up to an individual if they want to continue to wear them.
- The Legislative Breakfast participation was disappointing. Staff did not attend Parks Day in Springfield and Gina will get input from some colleagues who did attend.
- Committee Meeting will be held on March 22nd and include Capital Priorities, pier replacement and IT issues required by PDRMA.
- April Board Meeting will be changed to April 19th and Committee will be on the 26th with the focus on the 2022/2023 Budget.
- The purchase of a truck or two was discussed.
- Operation Playground – The organization will meet on March to plan the maintenance day at the Fort and Bark Park. The Foundation is looking for new members. The date is being discussed.

- A. Approval of Resolution 22.3 Authorizing Lease of Property and Approving Lease – A new resident whose land abuts Kohlhagen Park applied to the Village for a proposed fence permit. They were told that the existing irrigation system and existing fence posts are on park property and was done by the previous owner. The Resident then came to the Park District to ask permission to add to the existing fence even though it would encroach on park property. FPD attorney prepared a lease agreement that was presented to the resident. It was discussed at the February Committee Meeting and some changes were made. The resident is in agreement with the modifications to the language and will pay the fees after this approval. President Barz asked for a motion.

Commissioner McCarey made a motion to approve Resolution 22.3 Authorizing Lease of Property and approving the Lease and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B. Approval of Asphalt Parking Lot and Trails Contract – Projects included in the bids was for items that were not completed last year. The District received 4 bids on February 28th for the parking lot and trail improvements. Staff is concerned with the rising oil prices. The scope of the work is scheduled to be completed following July 4th. This would be the least disruptive to Commissioners Park use. Mathew Paving was the low bid at \$124,845. Staff contacted the references and all provided positive reviews. Staff recommends awarding the Parking Lot and Trail contract to Matthew Paving. President Barz asked for a motion. Chelsea School will not be using our parking lot during their construction. Both President Barz and Commissioner Gentry voiced their concerns that some of the costs seemed low and want to have the work scrutinized closely.

Commissioner Ponton made a motion to award the contract for the Parking Lot and Trail Improvements in the amount to not exceed \$124,845 to Matthew Paving and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

11. COMMITTEE REPORTS

- A. Special Recreation – The staff has decided to go to mask optional. Their programming has changed to purely recreational.

B. Building and Grounds Report

- The weather continues to dictate the day to day tasks. As the snow melts, the staff is kept busy removing debris and wastes from the melting piles.
- The ice rink has been taken down. It was able to be used for most days for 2 months and a lot of people took advantage. It was good to see our efforts were appreciated.
- The tree and shrub care continues. The corner of Laraway and Lagrange is complete.
- Staff is starting to open the bathrooms in the parks after the winter shut down.
- The roof in Lisa's office was leaking this week. The bid specs are being put together for later this spring.

C. Recreation Report

- Staff has been busy putting the Summer Brochure together. It is in the proofing stage now and hopefully registration can begin April 18th. Brochure will be emailed
- Youth basketball program is coming to an end March 12th. It was a great season and there were some great coaches. The kids were having fun. The Founders Room will be available for team celebrations. The players will be given small gift bags. The men's basketball league will also be coming to an end soon.
- Staff is getting geared up for Summer Camp.

D. Public Relations – Debs report was included in the Board’s packets. Deb will be returning to the office one day a week after working remotely during the pandemic.

E. Planning Report – None

12. ATTORNEYS REPORT – None

13. UNFINISHED BUSINESS – None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Gentry said that people volunteer for organizations not to be recognized, but it was wonderful that the Board thanked the volunteers for their time and dedication. He thanked the Board for recognizing his volunteering efforts over the years. Gina said that she will contact the news media with a press release and photos.
- Beth Nagel said she is happy to be joining the staff.
- Commissioner McCarey also thanked the Board for recognizing his volunteer efforts.
- Commissioner Ponton welcomed Beth Nagel to the staff. He thanked the staff for all the reporting packets that they prepare. They are concise and informative and have improved a lot in the past two years. He really appreciates it.
- Commissioner Ruvoli welcomed Beth to the staff and said he was very happy she joined the team. He congratulated all the volunteers. He thanked Commissioners McCarey and Gentry for their volunteering and dedication over the years. He congratulated Stacey on the Craft Fair and Stacey said that Cali did a great job on the event. He is looking forward to all the Spring Events and asked about Earth Day. Stacey said April 23rd will be Earth Day and events will be held indoors. He asked if another test of the fire alarm was done. Ed said one more item needs to be installed. Gina said that annual fire drills will be scheduled. He asked when Barry’s will start with mowing. Gina and Ed said it will be weather dependent. He asked if the tent rental could be put on the agenda for the Committee Meeting.
- Commissioner Barz asked about the security cameras. Stacey and Gina said they have reviewed on occasion and gave a few examples. He asked if there is a camera at the Maintenance Building. Gina said it is being considered. There are 4 cameras at the Puent Building. Talk of a camera by the Splash Pad was mentioned and is being considered.

15. EXECUTIVE SESSION - None

16. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of March 8, 2022 at 7:13 p.m. Commissioner Gentry 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