

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, APRIL 19, 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 McCarey

Commissioner Barz

ABSENT Commissioner Gentry

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Edward Newton, Supt. Building & Grounds; and Mary Strand, Recording Secretary.

GUESTS: Belinda and Jessica 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 March 8, 2022.

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

Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of March 8, 2022 and Committee Meeting of March 22, 2022 as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (4) Ponton, McCarey, Ruvoli, Barz

Nay: (0)

Abstain: (0)

Absent: (1) Gentry

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **March 31, 2022 Accounts Payable and Payroll in the amount of \$261,529.72- which includes travel and Lodging expenses.** Director Hassett noted that \$62,000 of the bills was the quarterly payment to LWSRA. Also she noted the payments made for a Rec program and Capital projects. She replied to President Barz that there is still significant payments to George's Landscaping, Inc. for the splash pad renovation. Commissioner McCarey inquired if the Active Net fees could be bid out. Gina answered that it is under contract and that the fees were recently reduced due to negotiations. Gina confirmed that the \$731 to Constant Contact was an annual payment. Commissioner Ruvoli asked about the Bond balance of \$1,093,313. Gina replied it is the balance of the \$1.8 million Bond and that most of that money has been earmarked for Capital Projects.

(Belinda and Jessica Olszewski joined the meeting)

Commissioner Ponton made a motion to approve the March 31 2022 Accounts Payables and Payroll in the amount of \$261,529.72 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

Aye: (4) McCarey, Ruvoli, Ponton, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (1) Gentry

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None
8. PRESIDENT'S REPORT
 - President Barz thanked the FPD staff for a wonderful job on the events over the past week for the Easter celebrations.
 - He noted that the garden plots will be online very soon and he is excited about that.
 - He said that the staff has been working very hard on the budget and it will be discussed later in the meeting
9. EXECUTIVE DIRECTOR REPORT –
 - Pandemic - The District continues to monitor Covid cases and follows practices recommended by IDPH and CDC.
 - Parking Lot and Trail Improvements - The contract for the work is on this agenda and the work will be done after July 4th to avoid interrupting the busy spring activities.
 - Operation Playground Foundation Fort Frankfort and Bark Park Maintenance Day is scheduled for April 30th. Staff will rebuild the north playground fence. The Foundation is in need of new members and District staff will be working on social media campaigns to attract new members. Please reach out to Gina with any suggestions of who might want to join. Commissioner Ponton inquired about the fund raisers for the Foundation. Events are supported by staff. Gina suggested to reach out to the athletic organizations. Discussion was held.
 - Fund Transfers – The memo is in the packets and will need two motions.
 - Cyber Security – Staff has met with several vendors to evaluate the IT system and to secure pricing for cyber coverage outside of the PDRMA coverage. Updates will be at the April 19th Committee Meeting. Gina assured Commissioner Ponton that the insurance for the cyber security must be done by December 1, 2022.
 - Splash Pad – The concrete pad has been poured.
 - OSLAD Grant, Windy Hill Park – no update.
 - Olde Stone property – updates will be at the April 26th Committee Meeting.
 - Lincoln Meadows Park – Senator Hastings donation will be on the agenda for Committee.
 - Fire Alarm – It was suggested that the elevator shaft is in need of a fire alarm. The cost of \$10,000 is in the 2022/23 Budget. Gina will ask the elevator company would do it.
 - Electric – Ed assured Commissioner Ruvoli that all of the replacements from the power surge have been done. President Barz noted that the lights in the Founders room went out during a Lions meeting. Ed said they are on a program and it needs to be adjusted.
- A. Approval of Fund Transfers – This was discussed at the March Committee meeting. The auditors recommended to make these transfers to achieve a zero balance in the restricted funds. Supporting documentation was in the packets. Two motions are needed and President Barz asked for the motions.

Commissioner Ruvoli made a motion to approve the transfer of \$578,375 from the general fund in the amounts of \$18,708 to the Audit Fund, \$171,835 to IMRF Fund, \$53,021 to FICA and \$334,811 to the Debt Fund.

In addition, Commissioner Ruvoli made a motion to approve the following transfer of \$34,250 to the General Fund and \$27,925 to the Recreation Fund from the Special Recreation Fund for Fiscal Year 21/22. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (4) Ruvoli, Ponton, McCarey, Barz

Nay: (0)

Abstain: (0)

Absent: (1) Gentry

Motion approved

- B. Budget Discussion – The Budget and Appropriations exhibit was in the Board's packets. Gina highlighted the summary page. The commissioners should look it over and reach out to Gina with any questions that she can answer during the April Committee Meeting.

10. COMMITTEE REPORTS

- A. Special Recreation – Gina attended the LWSRA Board Meeting earlier today. At the FPD Committee Meeting the \$0.0025 contribution needs to be discussed. The question is do we continue to do this. An outline of what they plan to use the additional money was requested. LWSRA will provide a memo for an amendment to the contract. The SSSPRA honored Keith Wallace as Professional of the Year. Congratulations from the Board will be sent.
- B. Building and Grounds Report
- Jackson Creek and Lakeview South ponds had beaver dams in them that started to threaten flooding. Trees were also being damaged by the beavers. A professional trapper was contracted and removed 10 beavers. Staff then removed the dams and protected the trees. Gina will reach out to get HOA information to see if the HOAs boarding the ponds will contribute to the upkeep of them. The cost to the trapper was \$3,000.
 - Vandalism in two parks were discovered. The new park at Sandlewood had paint sprayed on the brand new surfaces and the building at Sara Park was sprayed. Staff was able to remove most of the paint and removed some bushes close to the building to make it more visible to police and passersby.
 - Maintenance staff has been preparing for park activities to start the spring season. Mowing is delayed due to the very wet conditions.
 - The splash pad progress continues with the concrete pad being poured today. Chemicals are on order to help avoid any delays of the opening of the splash pad.
 - The materials have arrived for the new pier at Janssen Creek Park pond. Staff removed the old footings. Hopefully it will be completed in the next month.
 - Applications are coming in for the seasonal maintenance positions. Applicants seem more aware of the job duties. The online application process seems to be helping.
 - Ed reached out to vendors to assess the roof and HVAC for replacement. He hopes that their combined input he can find the best solutions and go out to bid. There is a 20 week lead time for the HVAC. Ed will share the specs with the Board when they are finalized.
- C. Recreation Report
- The Summer Brochure came out April 18th. Registrations are steadily coming in.
 - The Donuts with Bunny, Egg Hunt with Peter Cottontail and Super dog Egg Hunt were all held April 9th. It was wet and muddy and the bunny got very dirty. Fleckenstien's Bakery donated the donuts. Some of the activities had to be moved to drier locations, but fun was had by all.
 - The Fire Starters Spring outdoor league began on April 5th with 232 participants. Practices are being moved off the playing field due to the wet conditions.

- Earth Day events are being held on April 23rd at Main Park. A jumpy will be present, Kids garage sale, vendors will be there, Home Depot will have something for the kids and do some recycling, Hot Dogs and Chips will be given out, and tree saplings will be given out.
- Gina confirmed to Commissioner Ponton that masks are no longer required for all sports. Preschool masks are encouraged.

D. Public Relations – Debs report was included in the Board’s packets. Deb is looking into having more video content uploaded to social media.

E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. EXECUTIVE SESSION - None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner McCarey said that he sees how messy it is in the parks. He thanked Ed, Stacy and the staff. He noted that it looks real busy in the parks and everyone is enjoying themselves.
- Commissioner Ponton said staff is doing a great job and to keep up the good work.
- Commissioner Ruvoli said congratulations on all the spring activities and the craft fair as well. The brochure looks great and he noted that staff is working on the summer programming. He commended Julie for her report showing all of the numbers and securing sponsors, vendors and donations for the events. Please tell her she is doing a great job. He thanked the staff for all the hard work and investing so much of their time to prepare the budget. He is excited for the spring and summer activities. He told Ed that his staff is doing a great job with all the wet weather that has been happening.

15. **ADJOURNMENT — *President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of April 19, 2022 at 7:18 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