

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, MAY 10, 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 McCarey

Commissioner Barz

Commissioner Gentry

ABSENT Commissioner Ponton

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

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 Barz asked for a motion to approve the Consent Agenda.

A. Approval of the Regular Board Meeting Minutes of April 19, 2022.

B. Approval of the Committee Meeting Minutes of April 26, 2022.

Commissioner Gentry made a motion to approve the Regular Board Meeting Minutes of April 19, 2022 and Committee Meeting of April 26, 2022 as presented. Commissioner McCarey seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ponton

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **April 30, 2022 Accounts Payable and Payroll in the amount of \$228,432.47- which includes travel and Lodging expenses.** Ed Newton explained that the pier replacement used less materials than was expected and there is \$23,000 refund when all was returned. President Barz asked when the \$7,800 pyrotechnic bill would be reimbursed from the other organizations. Director Hassett said that the organizations are usually prompt and she expects reimbursement in a timely manner. President Barz inquired about the number of participants going on the bus trips to Maine and South Dakota. Stacy said about 41.

Commissioner McCarey made a motion to approve the April 30, 2022 Accounts Payables and Payroll in the amount of \$228,432.47 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ponton

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President Barz checked with the Board members to make sure that they received the Evaluation form for the Executive Director. All replied yes.
- He noted that the Splash Pad is almost completed and Gina confirmed that June 11th will be the ribbon cutting.
- He asked if a placard or banner would be put up for Mitchell Construction for building the pier. Gina said that a placard could be put up on a fence, a banner at one of the baseball fields and she would invite him to a Board Meeting to honor his service to the District. She will ask him if he is interested in partnering with another pier. He will prepare a proposal.
- The AED is in the ball park at Commissioners. It cost \$850.
- He noted that Wi-Fi is now out at Commissioners Park and wondered if that would pose a security problem. Gina said it is needed for controlling water chemicals at the Splash Pad and for the Concession Stand.
- President Barz asked for an update on contracting with an IT company. Gina asked for a contract from the company and will have the attorney look at it so it may be included on the June agenda.
- He thanked Ed for prepping the garden plots.
- He said that voting on Board Officers will take place at the June meeting and the commissioners should be thinking about it.

9. EXECUTIVE DIRECTOR REPORT –

- Pandemic - The District continues to monitor Covid cases and follows practices recommended by IDPH and CDC. A positive case was confirmed in preschool today. Staff reminded the baseball organization volunteers to follow guidelines. Discussion was held.
- Operation Playground Foundation Fort Frankfort and Bark Park Maintenance Day was April 30th. The day brought poor weather conditions, but the small group was able to spread the mulch.
- Pond Maintenance – The residents by Sara Springs are not happy with how the pond looks. It is only 7 to 10 feet deep and is more like a retention pond. Pictures of the pond was passed out to the commissioners. There is no outflow but there is an overflow. Staff contacted the company that does the pond maintenance. Garbage was strewn about, but that was mostly from the recent high winds and a neighbor cleaned it up. Commissioner McCarey spoke with a resident who is willing to chip in for a pump, but there are critters present that will chew through the wiring. Discussion was held. The Village looked into it and determined that the grading is to the specs of Army Corp of Engineers. Discussion was held.
- Splash Pad – Much of the renovation is being finished. One part of the inside cabinet was not delivered yet.
- OSLAD Grant, Windy Hill Park – no update.
- Founders HVAC/Roof – There is no AC in the Founders Room or offices. The parts are on order. Staff is working to establish bid plans for the roof and HVAC.
- Olde Stone property – Gina received an email asking what the plan is for the District owned parcel. It is not suited for an active space, but okay for a passive park. There is a developed park very close by. Staff is looking to see if it can be sold or developed as a passive space.

- A. Approval of Park Design Services – Lincoln Meadows Park – Senator Hastings confirmed that there is \$400,000 in the State’s budget to put toward the enhancement of the park. He suggested a Ninja Warrior Playground at the park. To get started, a design and plan need to be approved. Design Perspectives submitted a proposal for \$19,500 and additional costs for topographic surveys will be paid by the District. The cost was questioned and discussed. The course would be for five to twelve year olds. Discussion was held. Talks with the residents will be held. **Tabled and moved to Committee Meeting.**
- B. Founders Center Roof Repair – The roof over the west storage area needs repairs. Staff has had several contractors out to assess and were asked to provide quotes. Roger Roofing has provided a quote that is within budget. They previously did work for the District and staff was happy with their work. The cost is under the \$25,000 threshold and does not require Board approval.
- C. Budget Discussion – Delayed until after staff reports.

10. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet to the commissioners. It contained the agenda, minutes, financials, and staff reports for FPD Board perusal.
- B. Building and Grounds Report
- Wet weather has hindered the mowing and park maintenance. The forecast is for a drier week.
 - The vehicle purchase is being delayed and staff is keeping an eye out for availability, but it will be 6-7 months to order 2. Gina will inquire about the donation.
 - There are backed up projects of sun screens and wind screens. President Barz asked if sunscreens were being planned for Commissioners Park.
 - Vandalism in three parks last month were discussed. No further incidents have occurred.
- C. Recreation Report
- Wet weather has forced the soccer league to cancel or relocate practices. The season will end May 26th.
 - Registrations for the summer programs began on April 18th. Some of the programs are full or very close to being full. The camps are very popular. The fall brochure will begin the first week of June.
 - Preschool is ending next week and Kristine will transition to summer camp. There is a need for 2 or 3 more teachers and recruiting is being done. Gina assured the Board that staff is actively looking for new employees and evaluating salaries within the budget for both the recreation positions and those of the maintenance staff.
 - The Short Run on a Long Day is on June 22nd. Runners and volunteers are needed. Julie is doing a great job getting sponsorships.
 - President Barz asked how the Athletic Supervisor was doing. Stacy said she is doing fine and being challenged with soccer.
 - Commissioner Ruvoli inquired about the Frisbee Golf course. Discussion was held. He would like to enhance the space and it was suggested that there are small improvements that don’t cost much that can be done.
- D. Public Relations – Debs report was included in the Board's packets. She keeps the print media in the know.
- E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – Commissioner Ruvoli thanked Gina and the staff for all their hard work. He questioned page 5 under the Recreation Fund Expenses there were a few discrepancies. Discussion was held. Gina moved \$400,000 from Appropriations to an actual revenue item. Gina also explained some of items on the Summary page and the Capital Projects. A Public Hearing will be held to approve the Budget will be on the June agenda. Gina will provide info for the Referendum options in the next 10 days.
13. EXECUTIVE SESSION - None
14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –
- Commissioner Gentry said it seems like things are starting to pick up a little. He hopes Ed can get caught up and that the roof will be fixed.
 - Commissioner McCarey said it's been cool seeing the maintenance department working out in the parks this last month in the ball fields. He stopped by on the day of the garage sale. The weather has improved and people are coming out more and more. He appreciates it and said staff should keep going forward.
 - Commissioner Ruvoli said thanks to Ed for the Maintenance Day at Fort Frankfort. He gave kudos to Ed and his team. He noted that when mowing was done there were ruts left behind at some parks. Some areas can't be cut due to swampy conditions. The bed maintenance at the parks has not yet been done. He thanked Gina and staff for putting together the budget packet. He thought it was really well done. He told Stacy that he saw the pictures for the Mother and Son bowling event. It looked like it was a fun event. 72 turned out for it. He said he is looking forward to the new brochure and to keep up the good work. Commissioner McCarey noted that someone on social media inquired about a Mother/Daughter Bowl. Discussion was held.
15. **ADJOURNMENT — *President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of May 10, 2022 at 7:32 p.m. Commissioner Ruvoli 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