

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY, JULY 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 McCarey (*Joined 6:35 P.M.*)

Commissioner Barz

Commissioner Gentry

Commissioner Ponton

ABSENT None

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Edward Newton, Supt. Building & Grounds; Lisa Slattery, Business Manager; Julie Sullivan, Fundraising & Community Outreach Coordinator; 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 June 14, 2022

B. Approval of the Committee Meeting Minutes of June 28, 2022

C. Approval of the Executive Meeting Minutes of June 28, 2022

Commissioner Ruvoli made a motion to approve the Regular Board Meeting Minutes of June 14, 2022, the Committee Minutes of June 28, 2022 and the Executive Meeting Minutes of June 28, 2022 as presented. Commissioner Pontin seconded the motion. A roll call vote was taken.

Aye: (3) Ponton, Ruvoli, Barz

Nay: (0)

Abstain: (1) Gentry

Absent: (1) McCarey

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the June 30, 2022 Accounts Payable and Payroll in the amount of \$214,906.18- which includes travel and Lodging expenses. Lisa noted that there was a semiannual payment to PDRMA for \$23,000. President Bar questioned the high amount of refunds. The refunds report was included and is mostly parents changing their minds because

of scheduling conflicts. Some of the Technical Services were from 2021 and were just being billed now. Some of the payment is for the new vendor who begins August 1st. Gina confirmed that the payment to Raffies was for the freezer for the concession stand. (*Commissioner McCarey entered the meeting at 6:35 p.m.*) Lisa explained that the 1 of 3 Wex Bank payments was made in the previous month and is on the report for approval, it is for fuel charges. The Square Reader fee was for the new splash pad for credit/debit cards. Ed responded that the state procurement is not accepting bids for trucks yet.

Commissioner Ponton made a motion to approve the June 30, 2022 Accounts Payables and Payroll in the amount of \$214,906.18 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – An email was received by Commissioners Ruvoli and Barz from a resident complaining about a rental held on park property. Gina explained that the renters broke many of the rules and a meeting with staff to go over the responsibilities when on duty for an event will be held in two days. Discussion was held.
8. PRESIDENT'S REPORT
 - President Barz said that it was a great 4th of July and he thanked the staff.
 - The splash Pad re-opening was really good.
 - The gardens are going great.
 - He was happy that the roof has been repaired.
 - He congratulated staff on being awarded the OSLAD Grant for Windy Hill Park.
 - He reported that Senator Hastings has confirmed that money will be released to FPD for the Lincoln Meadows Park.
 - He noted that the Frankfort Chamber Golf Outing is being held tomorrow.
 - He said that the Short Run on a Long Day was successful and he congratulated the staff.
 - He was happy to see that FPD is using ACE Hardware. It's always good to shop locally.
9. EXECUTIVE DIRECTOR REPORT –
 - A. Approval of Roof Repairs – Gina informed the Board that when the roof repairs were underway, additional damage was discovered that required emergency action to fix. The additional work brought the cost over the \$25,000 that Gina has the authority to spend without approval. She did get info from the attorney who assured her that she could go ahead with an authorization during an emergency for the \$40,714. Work is now completed. Discussion was held. President Barz asked for a motion to approve the emergency repairs with Rogers Roofing for a total contract of \$40,714.

Commissioner McCarey so moved and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B. Approval of HVAC Equipment – Gina noted that on June 24th the AC unit for the gym went out. It is 27 years old. In emergency situations the Board can authorize a contract without going out to bid. A copy of the services in the contract was included in the Board's packets

for a cost of \$135,720. Given the lead time for delivery of a new unit, it is necessary to approve the equipment purchase and installation quickly. HVAC is in the budget. Gina noted that Will County will give \$99,000 to FPD under the Covid remediation and she said the project can qualify. Discussion was held. President Barz asked for a motion.

Commissioner Ruvoli made a motion to approve the emergency purchase of a new HVAC Unit with joint purchasing pricing from Sourcewell and installation to replace the existing unit at the Founders Center from Artisan Heating, Cooling and Refrigeration in the amount of \$135,720. Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- C. Approval of Non-Disclosure Agreement – Tabled for discussion in Executive Session.
- D. Emergency Procedures –Active Shooter – Gina noted that in the recent past staff has conducted active shooter sessions. She wants to have additional ones in other buildings that the District uses. She is working with PDRMA and the Police Department to get a plan in place.
 - OSLAD Grant – Executive Director Hassett said this will keep her and Ed and staff busy for the near future. The residents have been informed and are very excited.
 - Splash Pad – The final electrical changes will be made soon. Staff has been very accommodating while trying to get final procedures in place. Gina did notify Senator Hastings that no work can begin on Lincoln Meadows until the DCEO Grant money for the splash pad is received. There has been no movement in the process to receive the promised grant. Commissioner Ruvoli inquired about delayed openings for the sessions. Stacey said it was due to an employee suddenly quitting and trying to fill in with other available personnel.
 - Olde Stone – Staff is in contact with the HOA representative and will attend a meeting to discuss options for future park development. Selling the property is part of the discussion.

11. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet.
 - Keith introduced some new staff.
 - LWSRA is in the process of not contracting with the Laus for their accountant.
 - Keith is working on preparing the spreadsheet for LWSRA's anticipated Capital Projects.
 - The guest was the Scholarship Award winner.
 - District feedback on discussions around the .0025 cent contribution was in the information on the link.
- B. Building and Grounds Report
 - Staff is fine tuning the mechanics and maintenance at the splash pad.
 - Maintenance crew has been keeping busy with all the special events.
 - The roof repairs are finally done.
 - Staff is trying to keep up with weed removal while battling bees and poison ivy. Ed discussed the weed control projects.
 - The asphalt projects are delayed due to strikes. Ed is working with the contractor to coordinate.
- C. Recreation Report
 - Stacy told the Board that there were over 1000 residents and over 1000 non-residents that used the new splash pad. That is double from last year. Reduced hours will be in effect when the children go back to school in August. Rentals

have also been up from last year. Discussion was held.

- Short Run on a Long Day was great. There were 344 runners which is an increase from last year while still dealing with Covid. Great sponsors.
- Jeffery LaMorte Salon has been sponsoring many of the District's events. The manager of the salon has children that participate in park programs. Staff went to the salon today with goodies to thank them and posted on social media to give them support.
- The 4th of July celebration was delayed due to rain. The planned activities did get held and fun was had by all.
- The men's summer league is going well with 6 teams.
- Day camp is ending August 5th. They have been going to different venues each week and seem to be enjoying.
- Staff is preparing for the preschool and Prairie Care opening that will begin on September 6th. One new teacher has been added to the staff and several applications have been received for another opening.
- Staff is working on the Fall Brochure that will go to print at the end of July.

D. Public Relations – Debs report was included in the Board's packets. She keeps the print media in the know.

Julie gave an overview of her activities. She noted that the programming is geared to all ages and she tries to get appropriate sponsors for each age group. She tries to make the events enjoyable for everyone. She is working on Pours for The Park now. Sponsorship is up overall. Freddy's has been great to work with and come out to many of the events. She will do a spotlight on the business next month. She noted that the sponsorship for the senior luncheon is already at the sponsorship goal. Beer tasting vendors are mostly set and even received a monetary donation. Discussion was held on the event.

E. Planning Report – None

12. ATTORNEYS REPORT – None

13. UNFINISHED BUSINESS – None

14. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Gentry expressed his thanks to the staff for the extra work that they do to put on the events. It's the set up and removal as well as making sure the event is well planned. He might not get to go to all of the things, but he truly thinks that the staff does a great job. He really appreciates it.
- Commissioner McCarey said he enjoys some of the events he attends. He is glad that the roof is repaired and the HVAC project is underway. It means that staff is accomplishing things on their to do list. He thanked the staff for all they do.
- Commissioner Ponton thanked everyone for everything they are doing. He hopes that everyone is taking time to enjoy the summer and be happy.
- Commissioner Ruvoli echoed what the other commissioners said.

15. EXECUTIVE SESSION - ***President Barz asked for a motion to go into Executive Session for the purpose of discussing the purchase or lease of real estate 5 ILCS 120/(2)(5); Personnel ILCS 120/2(c)(1); imminent or pending litigation 5 ILCS 120/2(2)(c)(1); and finances. Commissioner McCarey so moved and Commissioner Ponton seconded it. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:29 p.m.***

16. OPEN SESSION – With nothing further to discuss, ***President Barz asked for a motion to end the Executive Session, return to the Special Meeting. Commissioner Ruvoli so moved and Commissioner Ponton seconded the motion. Motion passed by a voice vote at 8:00 p.m.***

17. Approval of Non-Disclosure Agreement – President Barz asked for a motion. ***Commissioner McCarey made a motion to approve the Non-Disclosure agreement related to real estate. Commissioner Gentry seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

President Barz Comments: He noted that after discussion in an Executive Session he informed Gina Hassett of her annual evaluation and raise. He wanted her to know that it was a unanimous decision by all commissioners. Gina thanked the Board.

18. ***ADJOURNMENT — President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of July 19, 2022 at 8:03 p.m. Commissioner McCarey so moved and Commissioner Gentry seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand

Board Minutes Secretary