

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY, JUNE 14, 2022
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President Barz called the meeting to order at 6:35 p.m.

2. ROLL CALL

PRESENT Commissioner Ruvoli
Commissioner McCarey
Commissioner Barz
Commissioner Gentry
Commissioner Ponton

ABSENT None

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 May 10, 2022.

Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of May 10, 2022 as presented. 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

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the **May 31, 2022 Accounts Payable and Payroll in the amount of \$383,218.00- which includes travel and Lodging expenses.** Lisa said her report included a summary. Commissioner Ponton inquired about the payment to US Bank Equip. for \$473.65 and Lisa explained it is the copier lease and told how it was billed. Commissioner Ruvoli asked about the payments and credits for the pier repairs. She said it is paid for in full

Commissioner Ponton made a motion to approve the May 31, 2022 Accounts Payables and Payroll in the amount of \$383,218.00 as presented and

Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President Barz said the Splash Pad ribbon cutting went really well. He said that Gina and staff did a wonderful job putting it together. He expressed his appreciation.
- He asked how the Park Party at Brookmeadow Park went. Commissioner Ruvoli attended and said it was well attended for its size, it was warm and all enjoyed ice cream.

9. OFFICER ELECTIONS - President Barz told the Board that the annual elections are held in June. President Barz asked for a motion to nominate each position.

Commissioner McCarey made a motion to nominate Tom Barz for President, and Commissioner Ruvoli seconded the motion.

With no other nomination for President, Commissioner Barz closed the nomination for President.

Commissioner Barz made a motion to nominate Tom Ruvoli for Vice President, Commissioner Ponton seconded the motion.

With no other nomination for Vice President, Commissioner Barz closed the nomination for Vice President.

Commissioner Ruvoli made a motion to nominate Mark Ponton for Treasurer, Commissioner Gentry seconded the motion.

With no other nomination for Treasurer, Commissioner Barz closed the nomination for Treasurer.

Commissioner Ponton made a motion to nominate Mike McCarey for Secretary, Commissioner Gentry seconded the motion.

With no other nomination for Secretary, Commissioner Barz closed the nomination for Secretary.

With all offices filled President Barz closed all nominations and asked for a roll call to approve the motions of Commissioner Barz as President, Commissioner Ruvoli as Vice President, Commissioner Ponton as Treasurer and Commissioner McCarey as Secretary. Heads of Committees will be discussed at the Committee Meeting.

Commissioner Gentry made a motion to approve the slate of officers as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

10. BUDGET HEARING – President Barz opened the hearing to the Public at 6:44 p.m. Since there was nobody in attendance to make comments, he closed the hearing.

11. EXECUTIVE DIRECTOR REPORT –

- A. Approval of Budget Ordinance 22-6 – Gina gave an overview of a few changes to the 2022/23 Annual Budget. President Barz noted that discussions were held over the last several months and asked for a motion. He said thank you to the staff for their hard work on the budget. Gina added that Lisa has done a great job and the whole staff contributes. Commissioner Ruvoli asked if the budget had been published and Gina said yes.

Commissioner Ruvoli made a motion to approve Ordinance 22-6 fixing the budget and appropriations as presented for the fiscal year ending May 31, 2023. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (5) Gentry, Ponton, McCarey, Ruvoli, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (0)

Motion approved

- B. Approval of Contract with Unique Computing Solution – Gina noted that the issue was discussed recently. She described the current service provider for IT and cited that it is a one person operation. Responses are often delayed or non-existent when issues arise. PDRMA has mandated new requirement and the cost of implementing them is significant. After meeting with the current vendor and two others, staff is recommends contracting with Unique Computing Solutions starting July 1st. The attorney is finalizing the contract language. The proposed agreement does include a 3 year term. A copy of the services in the contract was included in the Board’s packets. Discussion was held. President Barz asked for a motion.

Commissioner Ruvoli made a motion to approve a 3 year agreement for Business Continuity and a one year service agreement for Cyber Defense and Device Benefit services with Unique Computing Services as outlined in the attached documents after the attorney finalizes the language. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (5) Gentry, Ponton, McCarey, Ruvoli, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (0)

Motion approved

- C. Approval of Commissioners Park Tennis Court Resurfacing – Gina explained that the Budget does include funds to do this project. Staff received a quote from US Tennis Courts Construction. They previously resurfaced Main Park courts. She said that it also includes a quote for pickle ball lines. Spending authority without Board approval has been increased to \$30,000. Recommendation by staff is to approve the quotes for \$30,000. Operation Playground will be asked to pay a small portion. Discussion was held.

Commissioner Ruvoli made a motion to approve spending not to exceed \$30,000 to resurface and line the Commissioners Park Tennis Courts with US Tennis Court Construction. Commissioner McCarey seconded the motion. A roll call vote was taken.

Aye: (5) Ponton, McCarey, Ruvoli, Gentry, Barz
 Nay: (0)
 Abstain: (0)
 Absent: (0)

Motion approved

- 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. Discussion was held.
- Splash Pad – Executive Director Hassett thanked the commissioners for coming out to the ribbon cutting earlier in the evening.
 - Frankfort Baseball – The organization has requested to make improvements to the

field at Timbers Edge. The project will include enlarging the field and adding ballfield mix.

- Piers – Jansen Park pier is completed. Staff ordered banners and a sign to be posted on the pier. Staff also signed the agreement for Mitchell Construction for the Lakeview South Pier and ordered the materials. Maintenance staff will demo the existing pier. The project is estimated to be completed in August.
- Rogers Roofing – The Founders Center roof over the cage storage area will be replaced and a Rogers Roofing has been retained to start the project at the end of June.
- Lincoln Meadows – Staff received confirmation from Senator Hastings office that the \$400,000 from the state will be sent to the District. Staff worked with Design Perspectives to reduce the cost for the project design and management. Staff is also working to get a topo of the park so that an evaluation can be made of the site. In the near future staff will set up a meeting for the residents input.
- Olde Stone property – Staff is meeting with the Village to discuss the park parcel. We need to evaluate if it can be sold or if not sold, how to ensure the side yard doesn't end up with grade issues. Gina went over the elements of the parcel. Frankfort Meadows residents want to know when they will get a park. Discussion was held. There is another park very nearby.
- Heritage Knolls Park– Staff is meeting with the Village the week of June 13th to address water issues at the north end of the subdivision. The resident whose home abuts the east side of the park has concerns about standing water. Staff has been addressing the situation internally without success. The resident went to the Village Board Meeting. Staff is hoping that the meeting will the Village with provide solutions to the problem. Discussion was held.
- The Party in the Park –The event at Brookmeadow shut down early due to rainy weather conditions.
- Short Run on a Long Day – To be held on June 22. Staff will monitor the weather.
- Committee Meeting – The proposed Referendum will be discussed at the June 28th meeting.
- The September conference was discussed.

12. 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.
 - Discussion of sharing the popcorn machine between Frankfort and LWSRA.
 - Discussion of misting machines for use in hot weather.
 - Programming is in full swing.
 - Juanita is leaving for another SRA and search for her replacement is being held.
- B. Building and Grounds Report
 - Two seasonal employees have joined the maintenance team. They are being trained. Parks are now staffed 7 days a week. One employee will work Wednesday through Sunday.
 - Park Pavillion rentals have been giving the maintenance department a challenge. At Main Park a recent rental had liquor and had 50 or 60 people. Garbage cans were overflowing and created a mess.
 - Discussion of the mowing was held. A fuel surcharge was put on the Berry Landscaping invoice. It is not included in the current contract so will not be paid.
 - President Barz inquired about mosquito control. Gina will discuss with the Village.
 - Commissioner McCarey asked about the Hand Sanitizer and Sunscreen dispenser. Gina said not yet.
 - Commissioner Gentry asked about the concession sales.
 - President Barz asked if the AEDs are locked. They are not. Discussion was held.
- C. Recreation Report
 - Stacy is out of town. Beth is stepping in for her. Lisa has been very helpful to her.
 - Discussion of the concession stand was held.
 - The Community Showcase was held at a recent Frankfort Farmers Market.

- Day Camp is full and Tiny Tots has a wait list. Discussion of the camps and cost was held.
- Commissioner Ruvoli asked about the Party in the Park in Sandalwood Park. It is July 18th.

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

E. Planning Report – None

13. ATTORNEYS REPORT – None

14. UNFINISHED BUSINESS – None

15. EXECUTIVE SESSION -

16. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ruvoli thanked Gina, Lisa and the staff for the ribbon cutting ceremony at the Splash Pad. It was a really good event. The party in the park was very well attended. He will be happy to help with the Short Run on the 22nd. He wants to caution the staff on the safety precautions that they need to take on the continued Covid exposure and excessive heat. He asked if there were any new vandalisms at parks. Gina said someone used a bar of soap to scribble on the pump track. The commissioner said that someone drove through Heritage Knolls Park and did donuts causing deep ruts. He thanked Lisa for her work on the budget. He said it was a lot of work and hopes it is getting easier each year. Lisa said she made additional reports to help Stacy.
- Commissioner Ponton said a great job on the budget and on the Splash Pad event. It is a big win for the Park District and the community.
- Commissioner McCarey said its great seeing things being accomplished. He thanked everyone for their hard work.
- Commissioner Gentry said the ribbon cutting was a very nice event. He noted that a child sat on one of the features at the splash pad and fell backward. Gina said she is working on getting signage printed. He said the splash pad looks great.

17. 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 5 ILCS 120/2(c)(1); imminent or pending litigation 5 ILCS 120/2(2)(c)(1); and finances. Commissioner Ruvoli made the motion and Commissioner Ponton seconded it. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:53 p.m.*

18. OPEN SESSION – With nothing further to discuss, President Barz asked for a motion to return to open session. **Commissioner Gentry moved to end the Executive Session and return to the Regular Meeting at 7:56 p.m. Motion seconded by Commissioner Ponton. Motion passed by a voice vote.**

19. ADJOURNMENT — *President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of June 14, 2022 at 7:56 p.m. Commissioner Gentry so moved and Commissioner Ruvoli seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.*

Respectfully submitted,

Mary T. Strand

Board Minutes Secretary