

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY OCTOBER 18, 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; Lisa Slattery, Business Manager; Julie Sullivan, Fund Raising and Community Outreach Coordinator; and Mary Strand, Recording Secretary.

GUESTS: Chris Herder, David & Tamara McDonald, Phil Simmons, Jessica Fischer, Barbara Clevenger, and Beth Alderson.

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 September 13, 2022

B. Approval of the Committee Meeting Minutes of September 27, 2022

C. Approval of the Executive Meeting Minutes of September 13, 2022

Commissioner Ruvoli made a motion to approve the Minutes as presented and 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 September 30, 2022 Accounts Payable and Payroll in the amount of \$439,615.04 - which includes travel and Lodging expenses. Lisa noted that \$184,000 of the bills presented were for Capital Projects. She said that she is in the process of updating the credit card entries. The landscaping bill is higher due to portions are for two months. Also landscaping was done on the existing Stone Creek Monument that had not been done previously. The lighting bill for Commissioners Park was discussed. On page 16 the Wex Bank card charges for gas was about \$100 higher. The new IT vendor bill was higher due to

updating per PDRMA requirements and staff agreed that there is value added. TruGreen bill is for fertilizer/weed control.

Commissioner Ruvoli made a motion to approve the September 30, 2022 Accounts Payables and Payroll in the amount of \$439,615.04 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE

A. Proclamation for Phil Simmons

President Barz introduced resident Phil Simmons, founding member of Operation Playground. The foundation has been in existence for over 20 years with Phil as a member. The group is an advocate for the parks and children. President Barz read the Proclamation. Mr. Simmons received a plaque and gift. He thanked the Board for the honor. He expressed the need for volunteers and thanked all who volunteered over the years. He felt that the Board gave him the feeling that he could make a difference. Gina told the Board that Operation Playground paid off the Pickle Board Court early.

B. Commissioner Ruvoli said he received a residents concern about mulch washing away. Ed responded that the maintenance department is addressing it. A response to the resident will be sent.

C. Commissioner Gentry inquired about a complaint that was received regarding the postcards that were sent out to inform the residents of the Referendum. The concern was that the postcard printing & mailing vendor was from out of state and why not local. Gina explained that the bulk mailing can be delayed so looked for a service that could save the District money and both print and presort. Gina has since found a local printer that also bulks mail for the second postcard. She invited the individual to this meeting and to the Town Hall Meeting. Discussion was held.

8. PRESIDENT'S REPORT

- President Barz reminded everyone that the Pours for the Park event is on Saturday, October 22nd.
- He also asked everyone to please vote on November 8th.

9. EXECUTIVE DIRECTOR REPORT

- A. Approval of a Resolution Authorizing the Execution of Certain Resolution to Approve Crete Park District to Become a Member of the Lincolnway Special Recreation Association – Gina provided the Board with the LWSRA agency overview for Fiscal Year 2021/2022. It exhibited; program participation and comparison to previous years; Inclusion Services; and Community Events and Fundraisers. The Boards for all 7 Districts are asked to approve the Resolution, but it does not need to be unanimous. Discussion was held. President Barz asked for a motion.

Commissioner McCarey made a motion to approve Resolution 22.10 Authorizing the Execution of Certain Resolution to Approve Crete Pak District to Become a Member of the Lincolnway Special Recreation Association and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Motion approved

- B. Motion to Approve the purchase of equipment for Lincoln Meadows Park – The District received a DCEO Grant to fund enhancements at Lincoln Meadows Park. The Board gave direction for the project to be within the funding provided. There is a \$15,000 discount on the proposed equipment if it is purchased by October 31st. Staff is recommending to proceed immediately and approve the funds for the equipment only, \$100,000. Installation will be slated for the spring and the construction costs and other materials will be approved closer to the project start. Discussion regarding using solar vs. a land line to power the timing device was held. The timing device will not be purchased at this time. Line items were discussed.

Commissioner Ruvoli made a motion to approve the purchase of the Challenge course for Lincoln Meadows Park from Cunningham Recreation in the amount not to exceed \$100,000 through joint purchasing contract and Commissioner McCarey seconded the motion. A roll call vote was taken.

Aye: (3) McCarey, Ruvoli, Barz

Nay: (1) Gentry

Abstain: (0)

Absent: (1) Ponton

Motion approved

- DCEO - Gina reached out to the State to find out the status of 2 DCEO Grants for the Splash Pad and \$400,000 for the Lincoln Meadows Park.
- OSLAND Grant – Gina also followed up on the status of this for the Windy Hill Park Improvements.
- Move on with the Mayor - Staff has coordinated with the Village Mayor's office to hold a Move with the Mayor event on September 21. The workout will showcase some of FPD programs and instructors at Breidert Green.
- Will County American Rescue Plan Funds – Several other Districts have heard back from Will County but not FPD. Gina followed up on that today.
- Tax Levy - Lisa and Gina did preliminary work on the Tax Levy.
- Capital Expenditure Report – The report was updated showing the projects proposed, ones that are completed and those still in progress and the amounts allocated, pending and issued using ADA funds and Bond funds. Discussion was held.

10. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet to the FPD Board.

B. Building and Grounds Report

- Beary Landscaping is almost done for the season.
- Only one seasonal employee is still working.
- General building maintenance is being done at all the parks in preparation for the winter.
- The installation of the new field light controllers is complete. The system and app will be rolled out to the organizations in the spring.
- Staff has been working on the HVAC equipment performing preventative maintenance in anticipation of the changeover from AC to heat. Winterizing water lines in the unheated structures in the parks is being done.
- President Barz suggested to open up the fencing at the bottom of the sled hill.
- Ed talked to a vendor regarding getting some trees to transplant. Some of the trees at Heritage will be relocated. It was suggested to send a letter to a local nursery to get some free trees.
- Christmas tree disposal was discussed.

C. Recreation Report

- Stacy said programming is going very well and some require second sessions.
- The family camp out had 26 families registered and a great night.
- Mother/Son dance was a success.

- The Senior Fall Luncheon was held on October 7th with 55 seniors in attendance. Julie does a great job in getting sponsors to help keep the cost down.
- The Fire Starters Soccer League concluded the season on October 8th.
- The Indoor Flag Football League began on October 10th. It has 134 participants registered. Games start October 22nd ending December 17th.
- Stacy gave an overview of the activities for the PreSchool for October.

D. Public Relations – Debs report was included in the Board's packets. She is working on flyers and the Winter/Spring brochure.

Julie is working on sponsorships for the Pours for the Park, October 22nd and the sponsorships for 2023. Commissioner Ruvoli said Julie is doing a great job on Pours for the Park. He inquired about the Polar Express that will be held in December. Registration begins in the first week of December. The Health Expo was discussed and will be held next September. Commissioner Gentry offered to help get vendors. President Barz inquired about the Warriors use of Chelsea School and the early ending time. Gina suggested that the person in charge contact her to discuss.

E. Planning Report –

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – None

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Gentry gave kudos to the staff and the outside vendors. All are making the parks look great. He commended Stacey and her staff on all of the great programming. He said good luck with the Pours for Parks.
- Commissioner Ruvoli said thanks to all and thanks to Lisa for her detailed reports and the Capital Expenditure Report. He echoed the comments that the parks are looking great. He asked Stacey to let Julie know he appreciates all the work that went into the event.
- Commissioner McCarey he told everyone thanks for all they do for the District. It is an exciting and busy time. He participated in a fundraiser competition to raise money for LWSRA but did not win. He is excited for the Pours for Parks.

14. EXECUTIVE SESSION - None

15. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of September 13, 2022 at 7:31 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