

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS SPECIAL  
MEETING TUESDAY NOVEMBER 8, 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  
Commissioner Ponton

ABSENT None

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

GUESTS: 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. Commissioner Ruvoli pointed out that the Committee Meeting Minutes date should be October 25<sup>th</sup> not 29<sup>th</sup> and Item III should read “Committee Meeting ended at 8:15 p.m.”

**A. Approval of the Regular Board Meeting Minutes of October 18, 2022**

**B. Approval of the Committee Meeting Minutes of October 25, 2022**

*Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of October 18, 2022 as presented and to approve the Committee Meeting Minutes of October 25<sup>th</sup> with corrections. 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***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the August 31, 2022 Accounts Payable and Payroll in the amount of \$289,277.83 - which includes travel and Lodging expenses. Lisa pointed out that it took some additional time to upload the PCard information and having last months meeting a week later created crunch time. Commissioner Ponton asked if Unique Computing Solutions was staying within budget. Gina said that it is within the amount of the approved contract. He asked if any

additional consideration was given to moving presenting the financials to Committee.  
Discussion was held.

***Commissioner Gentry made a motion to approve the October 31, 2022 Accounts Payables and Payroll in the amount of \$250,004.94 as presented and 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***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President Barz the staff for their hard work putting the Referendum information together for the Board and for educational presentations, the Town Hall and on Social Media.
- He wished all a Happy Thanksgiving.
- He expressed hope that the Referendum would pass tonight.
- He asked Ed how the tree project was going and Ed says it will be done in a few days.

9. EXECUTIVE DIRECTOR REPORT

- A. Approval to Appoint IAPD Delegates – Gina explained that every year one member of the Board is appointed as a delegate to vote at the annual IAPD conference in January. A copy of the certificate showing Commissioner Barz as the delegate, Commissioner Ruvoli as the 1<sup>st</sup> alternate and Gina Hassett as the 2<sup>nd</sup> alternate was in the Board's packets. President Barz asked for a motion.

***Commissioner Ruvoli made a motion to approve IAPD Delegates for the Annual Business Meeting of IAPD to be held on January 28, 2023 as presented and Commissioner McCarey 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. Approve the 2023 Board Meeting Schedule – A copy of the schedule was in the Boards packets. It is required by the state that it be approved and posted. President Barz asked for a motion.

***Commissioner Ruvoli made a motion to approve the draft of the 2023 Board and Committee Meeting Dates as presented and Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- OSLAND Grant -Staff received the Grant Agreement for Windy Hills.
- Splash Pad – Staff received the DCEO Agreement for the \$350,000.

- Lincoln Meadows – Gina will keep looking into the \$400,000 that was promised by Senator Hastings as it is tied to the State's Fiscal Year.
- 2023 Election – Filings will be accepted December 12-19 at the Founders Center. Two Commissioners are up for four-year terms.
- PDRMA – Staff has heard from PDRMA regarding an IT claim filed for maintenance equipment that was harmed this past summer. The agent responded that there will be a payout forth coming.
- AED – Staff has been notified that the District was awarded on free AED to mount at Main Park. Staff are working with the sthletic groups to share in the cost to put additional AEDs at Main Park, Jackson Creek and another one in the Splash Pad.
- Sandalwood & Brook Meadow Playgrounds – The District is still awaiting the site accessories for the playgrounds that were installed last year. There are supply chain delays.
- Hardware Life Cycle – Unique Computing Solutions reviewed the server and workstation throughout the District. A report showing needed updates and replacements was included in the packets. Commissioner Ruvoli asked that Gina request that all commissioners be added to the list of users.

## 10. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet.
  - The LWSRA Board will be voting on Crete joining LWSRA at the next meeting.
  - Staff has been making plan for the Holiday activities and volunteer help is needed for the GRINCH Lunches.
- B. Building and Grounds Report
  - With some mild temperatures staff has still been doing some mowing.
  - The prep work for the winter season and the maintenance of the summer equipment is the priority.
  - There are no seasonal employees left and staff are trying to catch up on takings the last of their vacation time.
  - The temporary panel is still being used at the Splash Pad and the new one is still delayed due to supply chain issues. Winterizing the equipment has begun.
  - Some small incidences of vandalism have occurred at Sandalwood.
  - Staff has been cleaning and storing items that they can while the equipment is still operating. A storage area is being prepared.
  - There is no update on the truck purchase.
  - Porta Potties have been removed for the winter.
  - Commissioner Ruvoli thanked Ed for replying to the residents on bees in the parks and graffiti.
- C. Recreation Report
  - Stacy reported that staff is finalizing the Winter/Sprin Brochure for submission to the printer by Dec. 1<sup>st</sup>.
  - Staff was busy during October with the Halloween events.
  - The Polar Express plans are being made. There will be 2 trains this year on Dec. 11th. Registration is going well and a 3r train might be booked. Staff decorates the train cars.
  - The Holiday craft fair is November 12<sup>th</sup>.
  - Preschool is preparing their fall activities. A Trunk or Treat with parents and grandparents was held.
  - Indoor Flag Football is going well and will end on Dec. 17<sup>th</sup>.
  - Staff is preparing for Youth Basketball that begins in January.
  - The Scare Crow competition went well and Aurelio's donated a gift card for the winner.
- D. Public Relations – Debs report was included in the Board's packets. She is working on flyers.  
Julie is working on sponsorships for spring events.
- E. Planning Report – None

11. ATTORNEYS REPORT – None
12. UNFINISHED BUSINESS – None
13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –
  - Commissioner Ruvoli Thanked everyone for all their help setting up and working Pours for the Park. Julie did a great job. He also thanked staff for their efforts to put the Referendum information together. Gina worked very hard on it. Deb did a great job on the publications. He thanked Lisa for pulling all the financial information to help tell the story of the District's needs. He asked Stacey to extend thanks to the staff. Ed and the maintenance Department did a great job putting up and removing signage for the referendum. He told everyone to have a Happy Thanksgiving.
  - Commissioner Ponton echoed Commissioner Ruvoli and wished all a Happy Thanksgiving.
  - Commissioner McCarey said Pours for the Park was a blast and he really enjoyed it. He thanked Ed for taking care of the event setup and teardown.
  - Commissioner Gentry expressed he was sorry to miss Pours for Parks and heard a lot of feedback that it was great. He thanked Gina for all the work she did to educate the public on the need for a tax increase.
  - President Barz noted that the holiday party for staff is January 6<sup>th</sup>.
14. EXECUTIVE SESSION for the purpose of discussing: ***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***
16. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of November 8, 2022 at 7:07 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