

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS SPECIAL  
MEETING TUESDAY DECEMBER 13, 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: 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.  
Commissioner Ruvoli

**A. Approval of the Regular Board Meeting Minutes of November 8, 2022**

**B. Approval of the Committee Meeting Minutes of November 8, 2022**

*Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of November 8, 2022 as presented and to approve the Committee Meeting Minutes of November 8, 2022 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 November 30, 2022 Accounts Payable and Payroll in the amount of \$232,595.30 - which includes travel and Lodging expenses. Lisa said this is the second month that automatic approvals have been done. Commissioner Ruvoli asked for clarification on two publication bill payments. Gina said they come out of the Capital /fund because they have to do with the Capital Projects.

**Commissioner Ponton made a motion to approve the November 30, 2022 Accounts Payables and Payroll in the amount of \$232,595.30 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 – None

8. PRESIDENT'S REPORT

- President Barz expressed his disappointment that the Referendum did not pass. He said the Board and staff will have to make changes and reduce some services to make ends meet.
- He reminded the Board of the upcoming convention in January and to make sure they let Gina know if they are attending
- He wished all a Merry Christmas & Happy New Year. He asked that everyone take the time to enjoy their family and friends.
- He thanked the staff and management for all of their hard work.

PUBLIC HEARING

- A. Truth in Taxation 2022 Tax Levy Ordinance - President Barz opened the Public Hearing at 6:36 p.m. The annual ordinance and resolution were presented.

***Commissioner Barz made a motion to open the Public Hearing at 6:36 p.m. and Commissioner McCarey seconded the motion. Motion passed by a voice vote.***

***Motion approved***

President Barz asked if there were any questions or comments in the audience. No one was present in the audience.

***Commissioner Barz made a motion to close the Public Hearing at 6:38 p.m. and Commissioner Gentry seconded the motion. Motion passed by a voice vote.***

***Motion approved***

9. EXECUTIVE DIRECTOR REPORT

- A. Approve Ordinance 22-12 for the 2022 Tax Levy - Gina explained that it was published in accordance with the law and the levy is for more than 5% increase in order to capture any new building in the District. The Levy was discussed at Committee. President Barz asked for a motion to approve the Ordinance.

***Commissioner Ruvoli made a motion to approve Ordinance 22-12 Annual Ordinance for the 2022 Tax Levy. 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***

- B. Approve Resolution 22-12 to instruct County Clerk on apportion of 2022 Levy – President Barz asked for a motion.

**Commissioner Ruvoli made a motion to approve Resolution 22-12 to instruct County Clerks how to apportion the 2022 Tax Levy Extension Reduction and Commissioner McCarey 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 extension of Mowing contract – Gina explained that the 2022 contract for mowing services was bid with an option to renew for two additional years. The contract with Beary Landscaping and pricing remains the same as 2022. District is only charged per actual mow. President Barz asked for a motion.

**Commissioner Ruvoli made a motion to extend the mowing contract with Beary Landscaping for the 2023 and 2024 seasons not to exceed \$164,000 and Commissioner Gentry 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. Resolution For Review of Closed Meeting Minutes & Recordings - Per the Open Meetings Act, the Park District Board must semi-annually review closed session minutes for the purpose of considering which might be made available for public release and also to consider whether to destroy the audio recordings of closed session which are more than 18months old. Discussion was held. President Barz asked for a motion.

**Commissioner Ponton made a motion to approve Resolution 2022-12.1 regarding review of closed meeting minutes and destruction of audio and video recordings as noted 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***

- Personnel – Staff will be reviewing the job description and posting for a position in the Building and Grounds department that is vacant as a result of an employee leaving. Another staff member is also out on medical leave. Concerns about staffing were discussed.
- Lincoln Meadows – Gina has sent out a press release about the \$400,000 that was awarded for Lincoln Meadows Park.

10. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet.
- Gina attended the Grinch Lunches which was a huge successful event.
  - The paperwork that needs to be signed to allow Crete Park District into LWSRA was included in the Board's packets.
- B. Building and Grounds Report
- With staff being down two employees, it is all hands on deck. Everyone is pitching in to get the needed work done.

- No word on the new truck.
- Once the ground is frozen work typically begins on tree and brush control.

## C. Recreation Report

- Stacy reported that staff is finalizing the Winter/Spring is printed and up on the web site.
- The Santa Photos & Workshop, Paws with Claus and Polar Express were all held December 10 & 11. A pet photo contest is also being held.
- There are 200 kids registered for the Youth Basketball League. Practice is being held throughout Dec. and Jan. The games will be played beginning January 21. The 7<sup>th</sup> \* 8<sup>th</sup> grade division was canceled due to low enrollment. Discussion was held.

## 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 and is doing a bang-up job.

## E. Planning Report – None

## 11. ATTORNEYS REPORT – None

## 12. UNFINISHED BUSINESS – Commissioner Ruvoli inquired about the new “Little Library” that was put up in a park. It was put up with the Districts knowledge. Discussion was held.

## 13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Gentry thanked the staff for a good year. The recreation events have gone very well. He wished everyone a Merry Christmas and a Happy New Year. He commented that if FPD does revisit a referendum, that an ongoing fact sheet would be published as a continuing education. Discussion was held regarding communications.
- Commissioner McCarey said he was sorry that the Referendum did not pass. He praised the staff for all of their hard work and encouraged them to not take the defeat personally. He told them to have a great Christmas and New Year.
- Commissioner Ponton thanked staff for all their efforts. He said it is great working with this Board. He wished everyone Happy Holidays.
- Commissioner Ruvoli said thank you for everyone’s efforts. He would like to see someone do a end of year highlights. He wished everyone Happy Holidays..
- President Barz said Merry Christmas and handed out homemade treats to all.

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*** - None16. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of December 13, 2022 at 7:16 p.m. Commissioner McCarey so moved and Commissioner Ponton seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary