

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY JANUARY 10, 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; and Lisa Slattery, Business Manager.

GUESTS: John Williams, Hearne & Associates

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 December 13, 2022**

**B. Approval of the Committee Meeting Minutes of December 13, 2022**

*Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of December 13, 2022 as presented and to approve the Committee Meeting Minutes of December 13, 2022. 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 December 31, 2022 Accounts Payable and Payroll in the amount of \$286,255.02 - which includes travel and Lodging expenses. Lisa explained the processing fees on credit card payments and the negotiations that helped to reduce the fees. Customers no longer get charged a processing fee when they pay for programs.

**Commissioner Ponton made a motion to approve the December 31, 2022 Accounts Payables and Payroll in the amount of \$286,255.02 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

A. Audit FY 21/22 Presentation – John Williams gave an overview of the report. He noted that his office was provided with the necessary information in a timely manner by the staff. He answered questions from the Board. Gina will follow up with the attorney to get advice on the Special Rec Fund balance level. Commissioner Ruvoli thanked Lisa and Gina for all they do to prepare for the audit and commended Lisa on the great job she is doing with the financial books. Discussion was held.

- President Barz asked if the District used the local Ace Hardware and was assured that yes and purchases are put on the charge card.
- He remarked that the Holiday Party was well attended and enjoyed by all.
- He reminded the Board of the upcoming convention later in January.
- He thanked Lisa for the work on the audit.
- He notified the Board that he will not be in attendance for the February meeting.

9. EXECUTIVE DIRECTOR REPORT

A. Approve FY 21/22 Audit – Gina noted that the audit will be filed with the appropriate agencies after it is approved.

**Commissioner Ponton made a motion to approve the FY 21/22 Audit and 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 Lincoln Meadows Park Improvement – Gina explained that the allowance for the project is \$400,000. With the equipment already purchased by the District and George's Landscaping bid of \$246,000, the project will come in under budget at \$366,332. President Barz asked for a motion. Discussion was held.

**Commissioner McCarey made a motion to award the contract for the Lincoln Meadows park improvements to George's Landscaping in the amount of \$246,000 and Commissioner Ruvoli seconded the motion. A roll call vote was taken.**

Aye: (4) Ponton, McCarey, Ruvoli, Barz

Nay: (1) Gentry

Abstain: (0)

Absent: (0)

***Motion approved***

- C. Approve Purchase of Vehicle. President Barz asked for a motion. Discussion of the options was held. Ed and Gina will review and try to add options not to exceed \$55,000.

***Commissioner Ponton made a motion to approve the purchase of a 2023 F350 through the Sourcewell National Auto Fleet Joint Purchase not to exceed \$55,000 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***

- KidsWork Children’s Museum – Members of the museum would like to attend the January 24<sup>th</sup> Committee Meeting to present their ideas to the Board and staff regarding the future of the museum.
- Fireworks – President Barz and Executive Director Hassett met with the Village of Frankfort to discuss the cost of the 4<sup>th</sup> of July event. It will be on the Committee Meeting agenda to discuss.
- Personnel – The position of Maintenance worker has been posted on the District’s website, the Chambers and on Indeed. Staff will be conducting interviews next week.
- Spring Election – Only two submissions to be on the ballot have been received, Commissioners Barz and Gentry.
- Five Oaks Park Parcel – In December, via USPS mail, the District received the Quick Claim Deed from Will County.
- Splash Pad – A variable frequency drive (VFD) was returned to the vendor and was confirmed to be defective. A new one will be sent. The final payments will not be paid until the permanent electrical panel is installed this coming spring. Discussion was held.
- Commissioner Ruvoli congratulated Gina on her new position with IPRA.

10. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet in the commissioners’ information packets.
- B. Building and Grounds Report
- An employee that was out on medical has been cleared and returned to work.
  - Applications have been coming in and Ed is setting up interviews.
  - During the extreme cold weather, a pipe froze and was fixed
  - Staff is working on park benches and parts of the shelter.
- C. Recreation Report
- Stacy reported that the Winter/Spring brochure was available since Dec. 2<sup>nd</sup> on the website. The printed copy was mailed out and registration is underway. The Recreation staff is working with the PR Coordinator on marketing programs and events through flyers and social media.
  - 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 has secured some already. Most notably for the Senior Prom event. Cedarhurst will sponsor it.

## E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS –

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Ruvoli said thank you for a great year and holiday events. There have been a lot of media communications to support programs and events. He thanked Lisa again for all the work on the audit. He can't wait for 2023 to really start to kick in.
- Commissioner Ponton said thanks to everyone for everything that they do. He is looking forward to working with all in 2023. He feels that everyone has a more positive feeling after the pandemic.
- Commissioner McCarey said thank you again for everything. It is outstanding the way you all make everything make sense and easy to grasp the meaning as far as everything goes. He told the staff to keep up the good work and be sure to contact members if they need help.
- Commissioner Gentry said thank you to all for all the work that they do.
- President Barz said thank you to everyone and for all to be safe.

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 - None***

15. ADJOURNMENT — ***President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of January 10, 2023 at 7:42 p.m. Commissioner Gentry 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