

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY FEBRUARY 14, 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 Gentry  
Commissioner Ponton  
ABSENT Commissioner Barz

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

GUESTS: Terry Paggi

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 Pro tempore Ruvoli asked for a motion to approve the Consent Agenda.

- A. Approval of the Regular Board Meeting Minutes of January 10, 2023**
- B. Approval of the Committee Meeting Minutes of January 24, 2023**

*Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of January 10, 2023 as presented and to approve the Committee Meeting Minutes of January 24, 2023. Commissioner Gentry seconded the motion. A roll call vote was taken.*

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

***Motion approved***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President pro tempore Ruvoli asked for a motion to approve the January 31, 2023 Accounts Payable and Payroll in the amount of \$356,187.78- which includes travel and Lodging expenses. Lisa noted that part of the amount includes a semi-annual Bond payment. Utility bills, payroll and refunds were discussed.

**Commissioner Ponton made a motion to approve the January 31, 2023 Accounts Payables and Payroll in the amount of \$356,187.78 as presented and Commissioner McCarey seconded the motion. A roll call vote was taken.**

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

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE

- A. Representative of U.S Coast Guard Auxiliary – Terry Paggi, Division Commander, presented the Board, Executive Director Hassett and Staff with a certificate of Appreciation for partnering with the Auxiliary to offer Safe Boating education to the FPD residents.
- B. Gina received a communication from Representative Deluca indicating that \$20,000 from the State of Illinois Capital Bill that was previously earmarked for FPD and GATA prequalification is needed.

8. PRESIDENT'S REPORT - None

9. EXECUTIVE DIRECTOR REPORT

- A. Approval of Firework Contract – A copy of the agreement with The Village of Frankfort, Frankfort Firefighters Foundation, IAFF Union and the Frankfort Park District was included in the Board's packets for review as well as the 3-year contract with Pyrotecnico for July 4th Fireworks. Discussion was held. Pro tempore Ruvoli asked for a motion to approve the contract.

***Commissioner Ponton made a motion to approve the three-year contract with Pyrotecnico for July 4th Fireworks and Commissioner Gentry seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- B. Approval of Fund Transfers– Lisa explained two scenarios to adjust the fund balances. Staff has suggested that scenario 2 is recommended. Discussion was held. President pro tempore Ruvoli asked for a motion to approve the transfers.

***Commissioner Gentry made a motion to approve transfer of funds from the General Fund totaling \$260,669 to Debt, Recreation, Audit and IMRF in the respective amounts of \$94,460, \$55,000, \$9,584 and \$101,625 and Commissioner Ponton seconded the motion. A roll call vote was taken.***

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

***Motion approved***

- C. Approval of Design & Construction Services for Windy Hill Park - Copies of the bids from two companies for design services were enclosed in the Board's packets for review. Staff recommends that the contract be awarded to the lowest bidder, Design Perspectives. Discussion was held. President pro tempore asked for a motion to approve the contract.

**Commissioner Gentry made a motion to approve the proposal for design services for Windy Hill Park OSLAD project to Design Perspectives in the amount of \$30,000 and Commissioner McCarey seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (1) Barz

***Motion approved***

Following the

- Gym – Insulation on the gym ceiling is cracking and pulling away from the beam. Contractors are being brought in to evaluate the issue and make necessary repairs.
- Five Oaks – The attorney researched the title of the newly acquired Five Oaks Park Parcel and said there are no liens and the title is clear. Staff reached out to Will County Forest Preserve and were informed that there is no plans for their parcel at this time.
- Legislative Breakfast – Some commissioners and staff will attend.
- Parks Day – Stacy and Gina will attend on May 2 & 3. Commissioners are welcome to attend.

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

- Picnic tables are being refinished and repaired. New legs have been delivered and staff will purchase the wood need to assembling new picnic tables.
- Park amenities have been received to complete Brookmeadow Park and Sandalwood Park. Staff assembled what they could in the shop and will install them now that the snow is gone.
- Some of the equipment for the Lincoln Meadows project has been received and will be stored at the maintenance facility. Staff is working with the contractors and hope to remove any of the spoils from the park and reuse in other areas.
- Ed hired a new employee for the Maintenance 2 position. Tyler Byrd has started already and seems to be working well.
- At Borg Warner, the bleachers, benches, signage, bases and boxes have all been removed. It was noted that ComEd installed a new transformer recently at the site.
- Ed discussed the truck that was ordered through Sourcewell with one of their representatives. He was assured that the contract that was placed with them will still be honored.

C. Recreation Report

- Stacy reported that the Open House for the Preschool was attended by 48 families. Registration is going well and several classes are filled.
- Youth basketball is going well and team pictures are being held on Feb. 18<sup>th</sup>.
- Puzzlemania will be held on February 17<sup>th</sup>.

D. Public Relations – Debs report was included in the Board's packets

Julie is working on sponsorships for spring events and has secured some already. Staff will be going to Phillips Chevrolet to present a plaque to show appreciation for their sponsorship of Youth Basketball and Flag Football.

E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS –

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –
- Commissioner Ponton said great job to everyone and keep up the good work. He wished all a Happy Valentine’s Day.
  - Commissioner McCarey said Happy Valentine’s Day. He thanked Gina for her assistance during the conference. He told all to keep up the good work.
  - Commissioner Gentry said Happy Valentine’s Day. He commented on the pictures for the event posts and said it looked like all were having a good time.
  - Commissioner Ruvoli said welcome to Tyler Byrd and looks forward to meeting him and would like to meet with all the Maintenance Dept. He said thank you to Gina for all the work she did in organizing the commissioners for the IAPD/IPRA conference. It was a good opportunity to network. He is looking forward to Puzzlemainia!
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 February 14, 2023 at 7:23 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