

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS REGULAR
MEETING TUESDAY APRIL 11, 2023
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 Barz
 Commissioner Ruvoli
 Commissioner McCarey
 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: Kirk Frazier

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 March 14, 2023**
- B. Approval of the Committee Meeting Minutes of March 28, 2023**
- C. Approval of the Executive Meeting Minutes of March 14, 2023**

Commissioner McCarey made a motion to approve the Regular Board Meeting Minutes of March 14, 2023, the Executive Meeting Minutes of March 14, 2023 and Committee Meeting Minutes of March 28, 2023 as presented. Commissioner Gentry 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 March 31, 2023 Accounts Payable and Payroll in the amount of 263,668.47 which includes travel and Lodging expenses. Lisa provided a detailed memo highlighting the major items. She told the Board that the District saved \$3,331.84 on P-Card rebates, the largest one ever. The District saved \$21,000 YTD with ComEd. Discussion of credit cards that are used and the benefits of each was held.

Commissioner Ponton made a motion to approve the March 31, 2023 Accounts Payables and Payroll in the amount of \$263,668.47 as presented and Commissioner McCarey 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 noted that spring has arrived and the staff is very busy.
- He asked Gina for information on the 60423 Party that is being held by the Village on 6-04-23. Stacy said that games will be conducted by FPD. It will be held along with the Country Market. Plans are still being discussed.
- He is sad to see that The Children's Museum will be leaving Frankfort.
- President Barz congratulated Commissioners Gentry and Barz on being voted to the FPD for another 4 years.
- He also noted that Lisa and the Staff is working very hard on the 2023/2024 Budget.
- He reminded the commissioners of the Legislative Conference on May 2-3.

9. EXECUTIVE DIRECTOR REPORT

- A. Approval of agreement for Audit Services – Gina explained that the current Auditor has provided FPD with proposed rates for the 2023 through 2025 audits. Hearne and Associates has been the auditing firm for the past 9 years. Gina gave an overview of the services and said staff is pleased with them. Staff does recommend renewing the agreement for 3 years. Hiring another independent auditor to review past audits was discussed. President Barz asked for a motion.

Commissioner Gentry made a motion to approve the three-year agreement with Hearne & Associates for audit services as presented and Commissioner McCarey seconded the motion. A roll call vote was taken.

Aye: (5) Ponton, McCarey, Ruvoli, Gentry, Barz

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- Consolidated Election – Gina congratulated Commissioners Barz & Gentry on their reelection.
- Fireworks Contract – All parties have signed the agreement for the Fireworks contract.
- Board Elections – At the May meeting elections by the commissioners for Board president, vice president, secretary and treasurer will be held. Let Gina or President Barz know if you are interested in keeping your current position or a different one.
- Insurance Claim- Gym Truss – Staff has reached out to PDRMA for a status of the claim but has not yet heard back.
- Windy Hill OSLAD Grant – Staff will share design choices and send out a survey to the nearby residents for their input.
- Splash Pad DCEO – Staff received the \$350,000 reimbursement for the Splash Pad project. The DCEO grant administrator requested additional paperwork for the grant and staff did provide.
- FY23/24 Budget – Staff is working on the budget and evaluating and prioritizing capital projects. It is done and a power point of the budget will be sent to commissioners asap so that it can be discussed at the April 25th Committee Meeting.

- Personnel – Job postings for summer positions are posted on the website. On employee remains out on disability for a workman's comp injury.
- Gina has already booked hotels for the commissioners who have indicated they will attend the Legislative Conference May 2-3.
- Illinois Paid Leave Act – Gina included a summary from PDRMA on this. Park Districts are exempt. Concerns that there could be issues in the future. It will be put on the agenda for current consideration.
- Mowing – Ed and Gina met with the current vendor to discuss mowing every other week. The vendor is concerned that during the wet spring growing season it will not be enough. So it will be weekly beginning next week and re-evaluated in June.

10. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet in the commissioners' information packets. Gina share the feedback from the Board at the LWSRA meeting, and has not heard anything more. It will be discussed at the next LWSRA meeting.
- B. Building and Grounds Report
- The park bathrooms are open. The nets are put up.
 - The staff is working on some of the fields and the soccer fields have been laid out.
 - Some of the equipment for the Lincoln Meadows park has been received. The contractor is ready to start on it. Some of the spoils from the project is being relocated to other areas.
 - The AED's have been installed in some of the parks prior to the opening of the spring sports.
 - Staff has been spraying weeds and mulching trees & flower beds.
 - A contractor is working to capture beavers in the ponds.
 - No additional information has been received on the purchase of a truck.
- C. Recreation Report – Stacey Proper
- Stacy reported that the Summer Brochure is at the printer and is currently online. Registration will begin April 25th.
 - FPD received a PowerPlay Grant in the amount of \$1000 to implement a health and fitness component to the afterschool program (Prairie Care) for 2023. Commissioner Gentry congratulated Stacy and thanked her for the efforts.
 - The Donuts with Bunny event was held on April 1st. A total of 150 participants were registered. The Super Dog Egg Hunt was moved to the Founders Center outdoors and the vendors were located inside.
 - The Fire Starters League held a coaches meeting on March 23rd, practice was held on March 28-30 for the 190 participants. Uniforms are ordered. The first game is April 8 and pictures are scheduled for May 6th.
 - Preschool is winding down with graduation in mid-may.
 - Kristin is busy with preparations for Day Camp and all sessions are full. She is still in need of a few more counselors.
 - Julie has gotten a third sponsor for the Short Run on a Long Day. The t shirt vendor will reduce the price by \$0.75 and put their logo on the shirts. Fleckenstein's also donated additional donuts for the Donuts with Bunny event.
 - The sponsorships for the Senior Prom are going well.
 - Additional volunteers are welcome for Earth Day events and there already are high school volunteers.
 - The garden plots are available and 13 plots are sold.
- D. Public Relations – Debs report was included in the Board's packets. Gina noted that she is doing a great job connecting with the different media outlets.
- E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS –

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –
- Commissioner Gentry noted that there is a grant for transportation that is available for parks. Gina is aware, but none of the projects being considered qualify. Staff looks at them all of the time. He thanked everyone for being accommodating on switching meetings to 7 p.m. He congratulated the staff on the grant and Commissioner Barz on his reelection. He thanked everyone for all their hard work. He discussed getting the fields in order for the leagues.
 - Commissioner Ruvoli inquired if the Active Shooter training would be held again and was informed that it is. He congratulated Commissioners Gentry and Barz. He congratulated staff on the PowerPlay grant. He is looking forward to spring and the upcoming events. He thanked Lisa, Gina and staff for all the work they did on the budget.
 - Commissioner Ponton also congratulated Commissioners Barz and Gentry for another 4 years on the Board. He said great job to the staff and he is looking forward to spring.
 - Commissioner McCarey congratulated Commissioners Barz and Gentry. He hopes that the Board and the Village can work together. It was discussed that a commissioner should attend the Village Board meetings to keep in touch. He thanked all of the staff for all they do.
 - President Barz asked if anyone would be interested in two tickets he purchased for the event honoring former Mayor Holland at CD&Me. He is unable to attend and will donate them.
14. EXECUTIVE SESSION – ***President Barz asked for a motion to enter Executive Session 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. Commissioner McCarey so moved and Commissioner Ponton seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:40 p.m.***
15. OPEN SESSION – With nothing further to discuss, President Barz asked for a motion to end the Session return to the Open Session of the Regular Meeting. ***Commissioner McCarey so moved and Commissioner Gentry seconded the motion. Motion passed by a voice vote at 8:00 p.m.***
16. DISCUSSION – The Village Meeting being held on April 12th regarding KidsWork Museum moving to New Lenox was discussed. Available commissioners will attend. Also commissioners talked about the need for FPD to partner with other taxing bodies to meet the expectations of the residents. Without an increase of funds annually improvements will be limited.
17. ADJOURNMENT — President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of April 11, 2023 at 8:13 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