

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY MAY 9, 2023  
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President Barz called the meeting to order at 7:00 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; and Mary Strand, Recording Secretary.

GUESTS: Belinda Olszewski

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 April 11, 2023**
- B. Approval of the Committee Meeting Minutes of April 25, 2023**
- C. Approval of the Executive Meeting Minutes of April 11, 2023**
- D. Approval of the Executive Meeting Minutes of April 25, 2023**
- E. Approval of the Executive Meeting Minutes of March 28, 2023**

*Commissioner McCarey made a motion to approve the Consent Agenda as presented. 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***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President Barz asked for a motion to approve the April 30, 2023, Accounts Payable and Payroll in the amount of \$225,801.69 which includes travel and Lodging expenses. In Lisa's absence, Gina gave an overview of the month's receipts and disbursements. Discussion of the brochure, appliance purchase, and repair to window was held. The computer services was discussed and plan to have a review on the one year anniversary. Discussion of the water bill for the splash pad was discussed.

**Commissioner Ponton made a motion to approve the April 30, 2023 Accounts Payables and Payroll in the amount of \$225,801.69 as presented 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***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President Barz noted that two trees in front of Founders were removed. Ed gave an overview of the arborists recommendation.
- He asked about the Garden Plots.
- He noted that Lincoln Meadows is almost complete.
- President Barz commented on the Legislative Conference in Springfield saying that it was very beneficial.

9. BUDGET HEARING

- A. Budget Hearing for the Fiscal Year 23/24 – President Barz asked for a motion to open the Budget Hearing to the Public at 7:16 p.m. for comments and discussion.

***Commissioner McCarey made a motion to open the Budget Hearing and Commissioner Ponton seconded the motion. All present voted Aye. Motion passed by a voice vote.***

Gina noted a few minor changes were made to the draft that did not affect the overall final budget. President Barz noted that the budget appropriations is 15% over the budget allowing for flexibility in spending. The appropriations is authorization to spend the funds within the budget. The budget includes significant funds for capital projects that are being funded by the bonds issued in 2018 and from funds in the ADA fund balance. There being no public comments, President Barz asked for a motion to close the Budget Hearing at 7:18 p.m.

***Commissioner Gentry so moved and Commissioner Ponton seconded the motion. All present voted Aye. Motion passed by a voice vote.***

10. RESULTS OF APRIL ELECTION

- A. Swearing In Elected Board Members – Commissioner McCarey administered the Oath of Office to re-elected Commissioners Barz and Gentry.

11. EXECUTIVE DIRECTOR REPORT

- A. Approval of the FY23/24 Budget and Appropriations Ordinance 2023-5. Commissioner Ruvoli thanked Gina, Lisa and the staff for all their hard work.

***Commissioner Ponton made a motion to approve Ordinance 2023-5 fixing the budget and appropriations as presented for the fiscal year ending May 31, 2024 and Commissioner Ruvoli 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. Approval of Resolution 5-2023 Forming a Committee on Local Government Efficiency - It requires local government, including park districts to form a committee to study local government efficiencies and issue a report to County Board. The Committee must have the Board, the Executive Director and two community members noted. The Board needs to invite two residents to join the Committee. After reviewing names suggested by the Board, staff contacted two community candidates that are able and interested in fulfilling the duties of the committee. Staff is recommending Melissa Cosich and Brad Baker be appointed.

***Commissioner McCarey made a motion to approve Resolution 5-2023 and 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***

- Gina still has not heard back from PDRMA on the truss situation in the gym. She will follow up by the end of the week.
- Staff has adjusted the playground design for Windy Hill after receiving feedback from the residents. An updated design will be shared with the OSLAD Administrator.
- The contractor installed the VFD and a third-party will be out to program it. Splash Pad will be up and running soon.
- Legislative Conference/Parks Day was very beneficial.
- Maintenance Day at Fort Frankfort is May 13<sup>th</sup> and all are welcome to come out and help clean and spruce up the park.

12. COMMITTEE REPORTS

- A. Special Recreation – Gina sent a link of the LWSRA Board packet in the commissioners' information packets. She did not have an update on the LWSRA Board's decision on the extra contributions.
- B. Building and Grounds Report – Edward Newton
- Grass cutting has begun.
  - The staff is working on some of the fields and the soccer fields.
  - New staff are working out well.
  - Fields are being amended and materials from Borg Warner was used.
  - Some of the trees have been planted.
  - The splash pad pieces were installed.
  - The Garden Plots were tilled and laid out by staff.
  - There was a good response of applicants for the summer seasonal work.
  - Gina said that Tyler has been doing a great job.
  - The Founders Center Sign was discussed.
  - Ed is waiting on 2 Memorial Benches. One is over a year behind delivery.
- C. Recreation Report – Stacy Proper
- Stacy reported that the Summer registration is going well. Staff is starting to work on the Fall programming and brochure.
  - Staff is getting ready for Day Camp and counselors are in place for the June 12<sup>th</sup> start.
  - A few more staff are needed for the Splash Pad and Blue Bunny is the sponsor for the concession stand. Inspection is scheduled for the health inspection. Rental of the splash park is almost filled for the weekend.
  - Preschool graduation is May 18 & 19.
  - Julie is doing a good job with sponsorships, and she is working on the Pours for Parks.

D. Public Relations – Debs report was included in the Board's packets. She is diligent with getting FPD information out to social media and with the meager print media that is available.

E. Planning Report – None

13. BOARD ELECTIONS - President Barz said that he has enjoyed his time as president of the FPD Board of Commissioners. He noted that much has been accomplished during his tenure, but it is time that he steps down as president. He thanked his fellow commissioners that he served with over the years. He complimented the current Board and thanked them for their support. He then asked for a motion to nominate each position.

**Commissioner Barz made a motion to nominate Mike McCarey for President, and Commissioner Gentry seconded the motion.**

With no other nomination for President, Commissioner Barz closed the nomination for President.

**Commissioner Ruvoli made a motion to nominate Tom Barz for Vice President, Commissioner McCarey seconded the motion.**

With no other nomination for Vice President, Commissioner Barz closed the nomination for Vice President.

**Commissioner Ruvoli made a motion to nominate Mark Ponton for Treasurer, Commissioner Barz seconded the motion.**

With no other nomination for Treasurer, Commissioner Barz closed the nomination for Treasurer.

**Commissioner McCarey made a motion to nominate Elmer Gentry for Secretary, Commissioner Ponton seconded the motion.**

With no other nomination for Secretary, Commissioner Barz closed the nomination for Secretary.

With all offices filled President Barz closed all nominations and asked for a roll call to approve the motions of Commissioner McCarey as President, Commissioner Barz as Vice President, Commissioner Ponton as Treasurer and Commissioner Gentry as Secretary.

**Commissioner Gentry made a motion to approve the slate of officers as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (0)

**Motion approved**

14. UNFINISHED BUSINESS –

15. COMMISSIONER COMMENTS/ANNOUNCEMENTS –

- Commissioner Barz said thank you to everyone and it has been great working with this Board. He is looking forward to another 4 years.
- Commissioner Ruvoli said thank you to Gina and Stacy for their help with the conference. He thanked Tom Barz for driving. It was good networking event. He thanked Stacy for the Kids Garage Sale he enjoyed it very much and congratulated her. He thought it was good it was done during the earth day events.
- Commissioner Ponton said thank you for all the help with the budget. It's vastly improved over the last few years. He thinks this is a wonderful group of people to work with.
- Commissioner McCarey said thanks to Tom Barz for answering all his questions and thanks to the Board members for all their input and discussion. He thanked Gina, Stacy, Ed and Lisa for all of their efforts.
- Commissioner Gentry thanked Tom Barz and Tom Ruvoli for their service. He is proud to be on the Board where everyone is civil even when there are disagreements. He thanked Gina, Lisa and the staff for all the hard work on the budget. It was way easier this year. He said he knows how very busy this time of year is for Stacy with all the events on the calendar. And he told Ed that with all the mowing he just can't imagine how it's getting done, but it is. He thanked them for all they do.

- Executive Director Hassett thanked Tom Barz for his leadership role. She counts on his knowledge and all that he brings to the table. She thanked him and Commissioner Gentry for all their work and for committing for another 4 years.

16. ADJOURNMENT — President Barz asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of May 9, 2023 at 7:49 p.m.  
***Commissioner Barz 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