FRANKFORT PARK DISTRICT

BOARD OF COMMISSIONERS TUESDAY NOVEMBER 14, 2023

140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President McCarey called the meeting to order at 6:30 p.m.

1. ROLL CALL

PRESENT Commissioner Barz

Commissioner Ruvoli

Commissioner Ponton

Commissioner McCarey

Commissioner Gentry

ABSENT None

ALSO PRESENT Gina Hassett, Executive Director; Edward Newton, Supt. Building & Grounds; and Mary Strand, Recording Secretary.

GUESTS: Kelly Glester, Jeffrey LaMorte Salon; Callie DeBella, Recreation Supervisor/Special Events; and Julie Sullivan, Fundraising and Community Outreach Coordinator.

1. PLEDGE OF ALLEGIANCE
2. APPROVAL OF THE AGENDA – Approved as presented.
3. 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.
4. **Approval of the Special Board Meeting Minutes of October24, 2023**
5. **Approval of the Special Committee Meeting Minutes of October 24, 2023**
6. **Approval of the Executive Meeting Minutes of October 24, 2023**

***Commissioner Gentry made a motion to approve the Consent Agenda as presented. Commissioner Barz seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

 ***Motion approved***

1. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the October 31, 2023, Accounts Payable and Payroll in the amount of $293,403.10 which includes travel and Lodging expenses. Lisa’s memo highlighting the major items. Gina highlighted some of the larger expenses. Staalsen Construction Company was paid $36, 066 for repairs to the Gym Trusses. President McCarey questioned the Active Net bill and Gina will look into it and get back to the Board. Commissioner Barz commented on the new trees and Gina explained most were Memorial Trees. Commissioner

Ponton wanted to know what the permit fees were for. The Village of Frankfort waived most of the fees for the repairs to the gym trusses. They charged for the 3rd party engineer and processing fees. Beary Landscaping bill is the last for the year.

 **C*ommissioner Barz made a motion to approve the October 31, 2023 Accounts Payables and Payroll in the amount of $293,403.10*** ***as* presented and *Commissioner Gentry seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

 ***Motion approved***

1. CITIZENS COMMENTS AND/OR CORRESPONDENCE –
2. Correspondence – A letter and photos from IAPD was received regarding The Best Of The Best award banquet attended by Commissioner Rivoli & Gina Hassett.
3. AWARD PRESENTATION – Frankfort Park District has received an award from the Illinois Association of Park Districts for its partnership with Jeffrey LaMorte Salon and Spa. Kelly Glester was present to accept the award on behalf of the salon. Jullie Sullivan and Callie DeBella joined the commissioners to present the IAPD award for the Best Friend of Illinois Parks in the business category. It was from IAPD’s Best of the Best awards.

*(Julie Sullivan, Callie DeBella & Kelly Glester left the meeting at 6:45 p.m.)*

1. PRESIDENT’S REPORT

 PUBLIC HEARING

1. Truth in Taxation 2022 Tax Levy Ordinance - President McCarey asked for a motion to open the Public Hearing. The annual ordinance and resolution were presented.

***Commissioner Barz made a motion to open the Public Hearing at 6:50 p.m. and Commissioner Ruvoli seconded the motion. Motion passed by a voice vote***.

***Motion approved***

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

***Commissioner Gentry made a motion to close the Public Hearing at 6:51 p.m. and Commissioner Ruvoli seconded the motion. Motion passed by a voice vote.***

***Motion approved***

* President McCarey said he has some meaningful conversations with Senator Hastings regarding helping FPD. He may be able to get more funding for the District. Main Park is the focus. President McCarey asked the commissioners to help to come up with ideas for improvements. Gina expanded on the conversation held with the Senator. A perimeter walking path, beautification, flowers and trees were suggested. Village Trustees are on board to support FPD.
1. EXECUTIVE DIRECTOR REPORT.
2. Approve Ordinance 23-11 for the 2023 Tax Levy - The Levy was discussed at Committee. President McCarey asked for a motion to approve the Ordinance.

***Commissioner Gentry made a motion to approve Ordinance 22-12 Annual Ordinance for the 2022 Tax Levy. Commissioner Barz seconded the motion. A roll call vote was taken***.

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

1. Approve Resolution 23-11 to instruct County Clerk on Apportion of 2023 Tax Levy – President McCarey asked for a motion.

***Commissioner Gentry made a motion to approve Resolution 23-11 to instruct County Clerks how to apportion the 2023 Tax Levy Extension Reduction and Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

1. Approval to Appoint IAPD Delegates – Gina explained that every year one member of the Board is appointed as a delegate to vote at the annual IAPD conference in January. A copy of the certificate showing Commissioner McCarey as the delegate, Commissioner Ruvoli as the 1st alternate and Gina Hassett as the 2nd alternate was in the Board’s packets. President McCarey asked for a motion.

**C*ommissioner Barz made a motion to approve IAPD Delegates for the Annual Business Meeting of IAPD to be held on January 28, 2023 as* presented and *Commissioner Gentry seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

 ***Motion approved***

1. Approve Resolution 23-11A to Vote for an IMRF Executive Trustee – There is an election this year for a 5-year term for the Executive Trustee Board. Staff recommended Sue Stanish who is a current member of the IMRF Board. President McCarey asked for a motion.

**C*ommissioner Gentry made a motion to approve Resolution 23-10 to cast a vote for Sue Stanish for the IMRF Executive Trustee Board* and *Commissioner Barz seconded the motion.*** There was a typo on the page and the Resolution is 23-11A. President McCarey asked Commissioner Gentry to amend his motion.

***Commissioner Gentry amended his motion to approve Resolution 23-11A to cast a vote for Sue Stanish for the IMRF Executive Trustee Board and Commissioner Barz seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

 ***Motion approved***

* Five Oaks will hold their HOA meeting on December 6th at the Village Hall and Gina and Tom Barz will attend. A notice was received a copy of the draft budget. The parcel is still on the Tax Sale list from Green Gardens, but the clerk informed Gina that even though it is listed it would not be sold. They are trying to abate the taxes.
* Pours for the Parks netted approximately $13,000. Gina noted that the increase for the event was due in large part to the great job Julie does to attract vendors and sponsors and promote it.
* The Government Efficiency Committee meeting will take place on November 28th at 6:30 p.m. The first 3 documents to review were sent through email to the Board for their feedback.
* She noted that she has hired a temporary person for the Business Manager position until a permanent candidate can be hired.
* Staff has received the DCEO reimbursement from the State of Illinois for the Lincoln Meadows DCEO funded project.
* The IAPD Legal Symposium workshop provided updates on employment laws and changes to the law that affect the operation of the District. Exempt salaries and changes to the tax levy law were also discussed at the workshop.

11. COMMITTEE REPORTS

1. Special Recreation – Gina sent a link of the LWSRA Board packet in the commissioners’ information packets.
2. Building and Grounds Report
* With the favorable weather, the maintenance staff has been able to accomplish the end of season transition.
* Heaters in the building have been brought online.
* The mowing by the outside vendor has finished for the season.
* Christmas decorations will be put up soon.
* Staalson Construction is moving quickly on the repairs to the trusses. Staff has started to gather the supplies needed to repair the bleachers.
* The new HVAC unit has been installed.
* A piece of the failed truss was passed around to the commissioners.
* Gina has reached out to the engineer to see if he would come back to see if the work on the trusses was up to the standards needed before the final payout. Also she asked if Staalson would quote repairs to the ceiling. They will come back and clean up the rough edges.
* Composting was discussed.
1. Recreation Report – Stacey Proper
* The Craft Fair was held this past weekend and was well attended.
* Basketball is in full swing and will take Thanksgiving break.
* Preschool classes continue to practice daily learning activities and hold fall activities.
* The Polar Express is sold out and the lottery was held.
* Gina highlighted the upcoming events.
1. Community Outreach – Julie did a fantastic job getting the beer and wine vendors and sponsors for Pours for Parks. She is finalizing the sponsorship packets for 2024.

1. Public Relations – Debs report was included in the Board’s packets. Commissioner Ruvoli asked that Deb check the accuracy of the Social Media report.
2. Planning Report – Gina said staff is seeking designs for Fort Frankfort. Paper work for pre-payment for the project is started to get some of the funds prior to the work being done. Senator Hastings suggested a press conference to announce the project. A direct mailer to send to the homes is being prepared. The hope is that Operation Playground would fund the mailing.

Windy Hill equipment is 99% on site ready to install next year. This is funded by an OSLAD Grant.

1. UNFINISHED BUSINESS – Lisa finished the audit before her departure. Gina asked that the commissioners sign the letter.

13. EXECUTIVE SESSION - ***President McCarey asked for a motion to go into Executive Session. Commissioner Ruvoli moved to go into Executive Session for the purpose of discussing the purchase or lease of real estate 5 ILCS 120/(2)(5); Personnel 5 ILCS 120/2(c)(1); imminent or pending litigation5 ILCS120/2(2)(c)(1); and finances. Commissioner Barz seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at***  ***7:13 p.m.***

14. OPEN SESSION - With nothing further to discuss, President McCarey asked for a motion to end the Executive Session and return to the Open Session of the Regular Meeting. ***Commissioner Ruvoli so moved, and Commissioner Barz seconded the motion. Motion passed by a voice vote at 7:20 p.m.***

15. ADJOURNMENT –– President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of November 14, at 7:21p.m. ***Commissioner Gentry 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