

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY JANUARY 9, 2024
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT Commissioner Barz
 Commissioner Ruvoli
 Commissioner Ponton (*via phone*)
 Commissioner McCarey
 Commissioner Gentry
ABSENT None

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

GUESTS: None

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.

- A. Approval of the Regular Board Meeting Minutes of December 12, 2023**
- B. Approval of the Special Committee Meeting Minutes of December 12, 2023**
- C. Approval of the Executive Committee Meeting Minutes of December 12, 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, Gentry, Barz, Ruvoli, McCarey

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the December 31, 2023, Accounts Payable and Payroll in the amount of \$494,847.07 which includes travel and Lodging expenses. Gina noted that two bond payments totaling \$175,456.25 accounted for the high amount this month. One was for the 2019 Bond and the second was on the 2014 Bond. The final installment for the gym repairs (on the original estimate), two payrolls, PDRMA and Design Perspectives (Fort Frankfort & Windy Hill projects) made up the bulk of the rest of the bills. Commissioners asked for clarification of several bills. Gina will go over the coding on several of the payments on page 11 to make sure they are in the right accounts. Discussion was held.

Commissioner Barz made a motion to approve the December 31, 2023, Accounts Payables and Payroll in the amount of \$494,847.07 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE –

8. PRESIDENT'S REPORT

- President McCarey asked if all were attending the Holiday Party.
- He asked if everything was set for the Conference and Gina assured him that it was. Commissioner Ponton is unable to attend.
- He wished all a Happy New Year.

9. EXECUTIVE DIRECTOR REPORT.

- A. Approval of Change Order for Founders Gym Truss repairs – Gina explained that the inspection of the work by the engineer identified several items that needed to be addressed. She said that since the original scope of the work was approved by the Board, it is appropriate to submit a change order for \$6,856 for approval. The repairs are related to the support for the drywall not the trusses. The work is now completed. The engineer provided a letter that staff submitted to The Village for approval. It is now approved for occupancy. Commissioner Ruvoli asked that a communication be prepared to share with the community letting them know the details of the gym closure, costs and repairs. Gina explained that she already has a draft and will see that it is in the *Patch*. The message will include that due to the costs of the repairs other Capital Projects have been deferred. Maintenance has been very busy cleaning and getting the gym back in order. It will begin to be used January 13.

Commissioner Ruvoli made a motion to approve. 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

- Fort Frankfort project – Several conceptual drawings were exhibited showing different ideas for replacement of the main equipment. These will be presented to the residents to get feedback on what is needed and wanted. Todd and Gina are working on the survey questions. Senator Hastings will attend a Town Hall meeting in the Founders Center Gym, on February 15th at 7 p.m. to address the project and discuss the state of FPD budget constraints due to the gym truss repairs. Commissioner Barz asked for clarification on the Design Perspectives bill. Gina told him most was for Windy Hill. The playground design, bid work, the contractor was awarded and final construction documents. For Fort Frankfort rfp were prepared.
- Fort Frankfort – Staff received \$330,000 as pre-funding for the project.
- Interviews – There are several interviews set up with some promising candidates for the Financial Manager position.
- FARPA – Staff has received the FARPA Funds from Will County for the reimbursement of the HVAC.
- Holiday events – Gina said that the staff did an outstanding job on all of the Holiday events. Kudos to the entire staff - recreation, maintenance, office and public relations for a great season of celebrations.

- Conference – Gina will send out a summary of the events and parking suggestions to the commissioners.

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
- Up until the weather changed, staff completed upkeep on the grounds. Trees and shrubs continue to be trimmed.
 - Maintenance assisted with set up for activities for the holiday programs.
 - Maintenance has been cleaning up after the gym repairs and repairing the bleachers.
 - Bathroom repairs are being made.
 - General cleanup and minor repairs throughout the Founders Center are being addressed.
 - Some seasonal help was available for the holidays. Some may get summer interns.
- C. Recreation Report – Stacey Proper
- The Winter Spring brochure is online and mailed out. Registration begins January 3rd for residents and January 10th for non-residents. The Fairytale Ball session one is full, and the second one is filling fast. The bus trips are filling up as well.
 - The holiday events were well attended and the new Santa did a great job.
 - Youth basketball resumed today and games start on the 20th.
 - Pre-school is back in session after the holiday break.
 - Stacey handed out a Calendar of Events to the commissioners.
 - a. Community Outreach – Julie is updating and finalizing the sponsorship packets for 2024. She is reaching out to some to get all paperwork finished. Julie is doing a great job with ideas for new sponsors. Commissioner McCarey said he has a business card from a local business to give to Julie so she can contact them after they expressed interest.
- D. Public Relations – Debs report was included in the Board's packets. Gina noted that in addition to her other duties, Deb now does the flyers and brochures. She has been keeping busy as a part-time employee.
- E. Planning Report – None

11. UNFINISHED BUSINESS – None

12. EXECUTIVE SESSION - ***President McCarey 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 Barz so moved and Commissioner Ruvoli seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:03 p.m.***13. 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 Committee Meeting. ***Commissioner Barz so moved, and Commissioner Gentry seconded the motion. Motion passed by a voice vote at 7:06 p.m.***

14. COMMISSIONERS COMMENTS

Commissioner Ruvoli thanked Gina for all the work she and her staff did to get the gym repaired and to keep the community updated. He also appreciates all Gina's efforts to help prepare the commissioners for the conference. He thanked Ed for all the winter preparations, and he thanked the maintenance staff for all their hard work. He told Stacy he loved having the Events Calendar and he thanked her for it. He told all he will be looking for new ideas to present to Operation Playground when he is at the conference and encouraged the commissioners to come up with some new ideas. He is looking forward to Puzzle Mania in February. He wished everyone a Happy New Year. He thanked all for a great year and is looking forward to a great 2024.

Commissioner Gentry told Ed it was nice his staff was able to catch up on some of the outdoor projects. He hopes for good weather in the coming months. He told Stacy he was unable to attend the many Holiday events, but he was able see the activities through photos and he thanked her and her staff for their great work. He said Happy New Year to all.

Commissioner Barz echoed the comments before him and thanked everyone. He noted that it is nice to see the dedication to their jobs. He said 2023 was a trying year and the efforts to get the expenses reimbursed is appreciated. He is looking forward to 2024. He thanked everyone very much. He also had a comment from a former commissioner who said the Director's message in the brochure should be more positive. He defended it saying the message was trying to keep the residents informed.

Commissioner Ponton told everyone Happy New Year.

President McCarey told Commissioner Ruvoli congratulations on his new job. All congratulated him.

15. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of January 9, 2024 at 7:13 p.m.
Commissioner Gentry so moved, and Commissioner Barz seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary