

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY MAY 14, 2024
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President McCarey called the meeting to order at 7:00 p.m.

2. ROLL CALL

PRESENT Commissioner Barz
Commissioner Ruvoli
Commissioner Ponton
Commissioner McCarey
Commissioner Gentry

ABSENT None

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Regina Ross-Ellison, Business Manager; Edward Newton, Supt. Building and Grounds; and Mary Strand, Recording Secretary.

GUESTS: Renny Jacobson

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 April 9, 2024**
- B. Approval of the Committee Meeting Minutes of April 9, 2024**
- C. Approval of the Executive Board Meeting Minutes April 9, 2024**
- D. Approval of the Committee Meeting Minutes April 23, 2024**

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

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the March 31, 2024, Accounts Payable and Payroll in the amount of \$313,340.72 which includes travel and Lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. She noted that the IMRF payment was for two months due to the IMRF system being delayed. The new 2024 truck was delivered from National Auto Fleet at \$52,670.70. Commissioner Ruvoli wanted to know if there will be an offset of the cost from the State of Illinois that was supposed to be earmarked by a State Representative. Gina noted that it was for another item and will check to see if that money is still available. The refunds are due to low enrollments so programs were cancelled.

Commissioner Ponton made a motion to approve the April 31,2024 Accounts Payables and Payroll in the amount of \$313,340.72 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (5) Barz, Ruvoli, Ponton, Gentry, McCarey
 Nay: (0)
 Abstain: (0)
 Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Mr. Jacobson, resident and owner of Common Sense Turf, stated that he sprayed some park property in 2023. He donated the seed, fertilizer and aeration for the Falcon Football program. He is upset that he was not given the opportunity to bid on the weed control for 2024 after he contacted the Executive Director in March 2024. Gina explained that the District has cut back on weed control because of budget constraints. She did not approach Mr. Jacobson this spring, because last year his cost was significantly higher than True Green, even after he reduced his fee by 5%. He thinks because he is a business owner in Frankfort and a resident that he should have been given the opportunity to bid. He thinks the conditions of FPD are awful. Gina apologized for not getting back to him and reiterated that since the referendum did not pass last year there isn't enough in the budget to do as much weed control as is needed.
8. PRESIDENT'S REPORT
- President McCarey expressed his appreciation to Gina for going down to Springfield on behalf of FPD. He has not heard back from Senator Hastings yet, but is expected to contact Commissioner McCarey when he returns to Frankfort.
 - He commented on the Tax Totals exhibit that is a draft. It shows the breakdown of where the tax dollars go. Since the tax bills were just sent out, he encouraged all to share the information with residents so they can see that the majority of the dollars do not come to FPD.
- A. Public Hearing on FY 24/25 Budget - President McCarey asked for a motion to open the Budget Hearing to the Public at 7:14 p.m. for comments and discussion.

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

Mr. Jacobson commented that with the amount of taxes he pays he was disappointed that his company was not able to bid on the weed control. There being no further public comments, President McCarey asked for a motion to close the Budget Hearing at 7:16 p.m.

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

9. EXECUTIVE DIRECTOR REPORT.
- A. Approval of Fund Transfer – Gina provided documentation to show the need for the fund transfers.

Commissioner Barz made a motion to approve the Fund Transfer of \$34,199 from the Special Recreation; \$8,542 to the General Fund and \$25,657 to the Recreation Fund. Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (5) Ruvoli, Barz, Ponton, Gentry, McCarey
 Nay: (0)
 Abstain: (0)
 Absent: (0)

Motion approved

Commissioner Barz made a motion to approve the Fund Transfer of \$280,881 from the Corporate Fund; \$280,246 to the Recreation Fund and \$635 to the Audit Fund. Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B. Approval of Phone Service Agreement – The Park District currently has an AVAYA Phone system, and the contract is up for renewal. The fees have not been increased. Staff recommends that the Board consider renewing the service agreement for a period of three years at the current rate. Commissioner Ruvoli asked for clarification of the fees.

Commissioner Barz made a motion to Renew the current agreement with AVAYA phone service provider at the same rates for a period of 3 years. Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- Old Oaks – Gina suggested that discussion of the ongoing litigation be discussed in Executive Session
- Records Disposal – FPD submitted a request to the State of Illinois to dispose of records. Sue Reidy took charge of the process and received approval. This week a shredding company was on location and managed over 118 square feet of shredding. This opened a significant space and will allow for better organization. Funds to have historical minutes scanned to ensure paper files are backed up will be considered in the future.
- Fort Frankfort – Staff is still waiting for the first draft from Leather & Associates.
- Indoor Recreation Facility – Design Perspectives has sent out the scientific survey through emails and mailings. The online survey has been getting a solid number of responses with feedback. Results will be ready to present to the Board by end of June or early July. Commissioner Ruvoli asked if Gina investigated some of Leather and Associates customers. Gina did ask for an expanded design and has not heard back yet. She located a company that if she provided the design, they could build it. It would not all be engineered wood. Columbia Cascade uses a hybrid of wood and metal. They are currently doing a Leather & Assoc design in Chicago. It would be assembled rather than built. Discussion was held.
- Parks Day – Illinois Assoc of Park Districts hosted Parks Day at the Capitol and a legislative conference on May 7th & 8th in Springfield Commissioners. Gina said that it was the best Parks Day in recent memory. Commissioner Gentry asked if the District is getting updates on the legislative process for the OSLAD Funding. Gina said that the legislature is trying to sweep some of the funds that have a surplus into the General Fund. She said that the legislators should be approached and encouraged to keep the funds where they are because once they sweep funds out, they try to keep doing it and OSLAD Grants are crucial to Park Districts.
- Operation Playground Foundation – The annual spring maintenance day was held on April 27th. The focus of the work was on the Bark Park. Mulching and tree trimming were done by the maintenance crew and volunteers. Commissioner Ruvoli commended Ed and his employees for coordinating the process.

10. COMMITTEE REPORTS

- A. Special Recreation – Gina informed the Board that staff is currently working with the District's web designer to update the Special Recreation information on the current FPD web page. The fonts and information need to be ADA compliant, and some info was not.
- B. Building and Grounds Report – Ed's report was included in the Board's packets.
- During April, bathrooms were opened, fields were prepped, windscreens and shade covers were put in place. Garden plots were prepped.
 - The summer help is not in place yet so it is very busy for the staff. Interviews are going well.
 - Ed is keeping track of the contractor for Windy Hill. Rain has impeded the progress.
 - Staff was able to get trees to replace the honeysuckle.
 - The new F350 truck came in, but it needs a few upgrades.
 - A new sensor was installed on the fire alarm in the maintenance shop. Outdated hardware was replaced on the burglar alarm at the Founders Center.
 - Staff will be training the seasonal staff soon.
 - Commissioner Ruvoli inquired about the fire alarm inspections. The Founders Center has been done and other buildings are on a schedule.
 - Commissioner Barz asked how the old truck will be disposed of. Ed is holding on to it for now.
 - Commissioner Ponton asked if there was anymore vandalism. There were a few that have been repaired and police informed. A purse was stolen by Fort Frankfort.
- C. Recreation Report – Stacey Proper
- Earth Day – The event was held April 20th and had to be moved inside due to inclement weather, along with Kids Garage Sale. Both were well attended. There were a lot of vendors and sponsors
 - Dance program – The Rainbow Dance Competition was held April 12-14. Kristin Bruns and Jill Rector did a great job and we anticipate an increase in participation in the fall.
 - Community Garden Plots – All 24 plots have been rented. A meeting took place on April 26th to go over rules. Planting must be done by June 1st and ends October 31.
 - Summer Registration –Registration began April 23 for residents and April 30th for non-residents. Several activities are filling up and the PR Coordinator will be promoting the programs through flyers, e-newsletters and social media.
 - Fire Starters Spring Soccer league – Beth noted that practice began the first week of April. Its been a rainy season with cancellation of practice and games.
 - Men's Softball – Rain has cancelled several games already in the first two weeks.
 - Preschool – Graduation will be held May 23 & 24.
 - Day Camp – The program is full and begins June 17th.
 - Splash Park – Inspection is scheduled next week and it opens May 28th. Ed said it was up & running today with a few bugs to work out. The tank will be filled with municipal water.
 - Thunder Bowl – Commissioner Ruvoli asked how the Bowling with Mom event was. There were a 100 Moms and children who all had a lot of fun.
- a. Community Outreach – Julie's report was included in the packets.
- D. Public Relations – Debs report was included in the Board's packets. Commissioner Ruvoli asked about the social media report. The numbers reflected are not correct and Deb will check it.
- E. Planning Report – None

11. UNFINISHED BUSINESS – None

12. COMMISSIONERS COMMENTS

Commissioner Barz said that he had a great time in Springfield. Gina, Regina and Stacey had to stay off site and he thanked them for letting him stay close to the event. He thanked staff for everything they do. He commented that Windy Hill is starting to look good. He is glad that the hill will be kept. Gina said they are working through some swale issues. He stated his concern with parking.

Commissioner Ruvoli expressed his gratitude and thanks for all the work on the budget. He feels the District is in good shape for the next fiscal year. He thanked Stacy and her staff for all the work on the events. He liked the Earth Day live stream. He asked that Stacy pass along his thanks to Julie for all the work to get sponsors especially for Pours for Parks. He thanked Ed for his teams work on the parks. Heritage Park is looking good and asked that Ed lets Tyler know that he is doing a good job.

Commissioner Gentry said thanks to the staff for all their work on the events and outdoors.

13. 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 7:42 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 Committee Meeting. **Commissioner Barz so moved, and Commissioner Gentry seconded the motion. Motion passed by a voice vote at 8.06 p.m.**

15. Comment -Executive Director, Gina Hassett wanted to comment further on Mr. Jacobson's complaint. She said that she and Ed did meet with Mr. Jacobson last year and his fees were very high even though he went down 5%. She did not ask him to spray last fall he offered. She will look for the email from last year where he stated he would spray but then he never showed up. She agrees she should have returned his email in March and also asked him for a price this year. But she felt silly asking him to quote knowing his fees were so high. She will include him next time. Discussion was held.

16. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of May 14, 2024 at 8:11 p.m.

Commissioner Barz so moved, and Commissioner Gentry seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary