

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY OCTOBER 22, 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 Ruvoli
Commissioner Ponton
Commissioner McCarey
Commissioner Gentry
Commissioner Barz

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: Kristen Morrison, *Recreation Supervisor/Early Childhood*

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. Commissioner Gentry pointed out that his name was listed as both absent and Aye on the approval of the Asphalt repairs on the Regular Board Minutes in error. He was present and voted Aye.

A. Approval of the Regular Board Meeting Minutes of September 24, 2024

B. Approval of the Special Committee Meeting Minutes September 24, 2024

Commissioner Barz made a motion to approve the Consent Agenda as corrected. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

Aye: (5) Commissioners Gentry, Barz, Ponton, 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 September 30, 2024, Accounts Payable and Payroll in the amount of \$177,736.95 which may include travel and lodging expenses. Included in the financial reports was the Quarterly Financial Summary and an Income Statement with a Five-Year Comparison. Regina gave an overview of the list of bills and highlighted several of the larger payments. Property Tax allocation and the CD's were discussed.

Commissioner Ponton made a motion to approve September 30, 2024, Accounts Payable in the amount of \$177,736.95 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Gina informed the Board that she received correspondence from Will County regarding the Laraway Road expansion. They want to come on to FPD property to do soil borings. Gina has shared the soil borings done previously to them so she will try to find out why more are needed.

8. PRESIDENT'S REPORT

- President McCarey received a thank you card from LWSRA.
- He attended the National Conference earlier in October. It was fun and met a lot of interesting people.
- Pours for Parks was very successful and a good time. He thanked everyone who contributed to the event through planning, volunteering, setting up & taking down. He said to extend the Board's appreciation to everyone who worked it and to the Foundation for setting it up. He won the Split-the-Pot and donated it back to the Foundation. It was a great turnout and a beautiful day. He sent Julie a note to thank her. A resident was very impressed and will volunteer for the Foundation. The Mayor stopped by.

9. EXECUTIVE DIRECTOR REPORT.

- A. Motion to approve the 2025 Meeting Schedule – The schedule needed several corrections. April was changed to the 8th & 22nd, October 14th & 28th and November 11th. President McCarey asked for a motion.

Commissioner Gentry made a motion to approve the 2025 Meeting Schedule as corrected and Commissioner Barz seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B. Motion to approve IAPD Annual Meeting Delegates – It is proposed that the Board President is the authorized delegate, Vice President is the alternate and a staff member is an alternate if needed. President McCarey asked for a motion.

Commissioner Ruvoli made a motion to approve 2025 Delegates for the Annual Business Meeting of Illinois Association of Park Districts as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- C. Motion to approve Executive Directors Employment Agreement – Gina outlined the corrections/changes that were discussed at the last meeting. President McCarey asked for a motion.

Commissioner Barz made a motion to approve the Employee Contract for Gina Hassett as presented. Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- Falcon Football Project – Approval was given to the organization to enclose the overhang on the storage facility that they use at Main Park at the Village Board meeting on October 7th.
- Windy Hill Park OSLAD – The District is awaiting reimbursement from the State of the OSLAD Grant funding.
- Indoor Recreation Facility – Staff has reached out to Williams Architects asking to move forward with the next phase of the design process.
- Operation Playground – At the last Foundation meeting, a vote was held to approve the \$30,000 donation to be allocated to Fort Frankfort. Gina thanked everyone who helped with Pours for Parks. She reached out to Julie to let her know that it was well-rounded offerings to help make it a success. Ed's staff supports the event. Stacey and her team and all the staff that was there that day helped tremendously. It appears that it is the highest net of all the Pours for Parks events. Discussion was held.
- National Parks & Recreation Association (NPRA) – Gina thanked the Board for the opportunity to attend the conference. She said it was a great opportunity to connect with vendors and attend educational sessions.
- IAPD Best of the Best – Gina reminded the Board that October 25th awards ceremony will honor Commissioner Tom Barz for his 25 years of service.

10. COMMITTEE REPORTS

A. Special Recreation – None

B. Building and Grounds Report – Ed's report was included in the Board's packets.

- The Founders Center – The staff has been busy repairing leaks in the HVAC system. Also a contractor has been located to make the repairs to the water supply lines that had been leaking in the Founder's room. The repairs seem to be good.
- Gym – Work to solve the restricted airflow issues with the new rooftop unit continues. Alterations to the duct work is needed and Ed is working with King Heating to get an estimate.
- Parking Lot – The Founders Center parking lot repairs are complete.
- 2007 Truck – The truck is at the dealership for a computer repair.

C. The Recreation Report – Stacey's report was included in the Board's packets.

- Brochure – The Winter/Spring Brochure will go to the printer the week of November 25th.
- Mother/Child Glow Dance – Held at the Founders Center September 27th, close to 150 Moms and kids attended. A DJ and photographer were there and staff gave out refreshments.
- Senior Fall Luncheon – The event was held on October 4th and 95 seniors attended. This was the largest attendance since holding the luncheons.
- Thriller – The annual Thriller Halloween event was held on October 11th. It was moved to the Founders Center. The event will be tweaked for next year.
- Howl-a-Woof – The event was held at the Bark Park on October 12th. It is estimated that 40 dogs attended. The event was free.
- Fire Starters Soccer League – The session ended October 5th. Postseason surveys have been emailed to soccer league families. Once feedback is received, the Recreation Supervisor will work with the Fire Starter Staff to make continued improvements for the next session.
- Indoor Flag Football League – Staff and coaches attended a meeting on September 23rd to highlight the importance of player development, league rules and fair play. Games are played at Roma and began October 7th.

- Preschool – Kristen gave an overview of the fall events. They held Halloween parties and many fall activities. A fund raiser for cookie dough is being held and forms to order are online.
 - a. Community Outreach – Julie’s report was included in the packets. After a successful Pours for Parks, Julie has focused her efforts on the end of year events. She updated the sponsor packets for 2025. She has been sending thank you letters to sponsor vendors and businesses.
 - D. Public Relations – Debs report was included in the Board’s packets. She has included the Digital Media report.
 - E. Planning Report – Fort Frankfort – Gina included a memo and updated budget. Design Perspectives update the Fort Frankfort site plan and budget to stay within the \$1.7 million DCEO grant funds. The artificial turf and poured in play surfacing is an amenity that allows for the project design to be considered inclusive and ADA accessible. The modified plan includes removing the perimeter fence, reducing the shelter on the west side and removing the Burke play pieces, which will also reduce the adaptive play value of the park. The amended project still provides two good playground structures. There is an adequate ADA fund balance to cover the additional costs. Operation Playground Foundation will donate \$30,000 to this project and staff suggests to use it to cover the cost for a new Fort Frankfort arch. The site plan approval should be slated for November to keep the project moving. The hope is to get approval for purchasing the playground pieces this fall and get the construction out to bid. Demolition would be scheduled for late winter weather permitting. Commissioner Ruvoli commended Gina on her efforts to reduce the budget and the work put into it. He is in favor of the plan without the reductions. Discussion was held. The next steps is to bring final design for approval at the November meeting and approval of the Burke joint purchase. Payment upon receipt is expected. The agreement with the DCEO is to get prepayment.
11. UNFINISHED BUSINESS – None
12. COMMISSIONERS COMMENTS
- Commissioner Barz said Operation Playground held a wonderful event. He thanked the commissioners who volunteered for the Pours for Parks. And he thanked all the staff and said the event just keeps getting better and better. The conference was great and had great networking opportunities. He thanked Kristen for participating tonight. He is looking forward to the results of the Scarecrow competition.
- Commissioner Ruvoli echoed commissioner Barz’ comments. He thanked all those who worked on the Pours for Parks. Fat Rosie’s had the most popular drink. It was a great night. All the other Halloween events were great including the Howl-a-Woof event. He has received feedback from those who attended events and many people want additional garbage cans in the Bark Park. Grading by the Bark Park was requested and more agility assets. He thanked Stacey and Cali. He thanked Ed for the Thriller night with the hay rides, everyone enjoyed them. He gave an update on the sports complex, Patriot Center on 10850 Laraway Rd. He attended a meeting that discussed how the owners will convert it to all Volleyball. They want to add parking, lighting and possibly adding 2 new buildings. He said that there might be opportunities to work with them.
- Commissioner Ponton said he had a great time at Pours for Parks was great and Halloween events. He thanked everyone who worked it. He echoed everything both Toms said.
- Commissioner Gentry said sorry he missed Pours. The parks look pretty good. Lakeview Park discussion regarding the parking is needed. Gina will check with the Village to see if there can have something done.
13. EXECUTIVE SESSION – None
14. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of October 22, 2024 at 7:31 p.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