

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY NOVEMBER 12, 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: Julie Sullivan, Fundraising & Community Outreach Coordinator; John Williams and Dave Phelan, Hearne & Associates.

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 Special Board Meeting Minutes of October 22, 2024

Commissioner Barz made a motion to approve the Consent Agenda as corrected. Commissioner Gentry 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

Commissioner Gentry made a motion to move the Audit Presentation before the Finance Report and Commissioner Ruvoli seconded the motion. Motion passed by a voice vote.

6. Audit Presentation & Approval – John Williams, Hearne & Associates, discussed the Fiscal Year 2023/2024 Audit. He noted that the financial records are a fair and accurate representation of the transactions they claim to represent. He summarized the audit and explained that an outside firm reviewed the audit to establish its accuracy and content. The report of the review will be sent to the Commissioners via email. Adjustments were made and Grants were listed. The DCEO Grant requires a second audit that will be filed with the State of Illinois. Fund balances are positive overall. Gina expressed her appreciation to John & David

for all their help in preparation of the audit and their help to Regina over the past 9 months. Commissioner Barz gave kudos to the staff for achieving a positive balance while dealing with the repairs to the gym. President McCarey expressed thanks to the staff.

(The auditors left the meeting at 6:49 p.m.)

Commissioner Ponton asked if the contract with the current auditor is for 3 years and would it be up. Gina said Hearne has one more year and they have been with FPD for 8 years. The reasoning for hiring an outside firm to review the audit was because the FPD contracted with the same Auditors for a substantial length of time. President McCarey thanked staff and commissioners for all their work.

A. Motion to Approve the FY 23.24 Audit – President McCarey asked for a motion to FY 23/24 Audit.

Commissioner Gentry made a motion to approve the Fiscal Year 23/24 Audit as presented. Commissioner Barz seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the October 31, 2024, Accounts Payable and Payroll in the amount of \$380,804.95 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. Refunds were and the Active Net billing was discussed. A credit card processing fee is included in the cost of the program fees and cannot be done separately in the system. Discussion was held. Program fees have been increased and concerns from the Recreation Department have been expressed that programs will outprice themselves. Gina will look into different payment options and vendors. The electric bill was discussed for Commissioners Park. Capital expenditures were explained and Regina will get Commissioner Gentry a summary. Commissioner Ruvoli inquired about the training for Unique Computing Solutions and Gina said she will set it up.

Commissioner Ponton made a motion to approve October 31, 2024, Accounts Payable in the amount of \$380,804.95 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

8. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

9. PRESIDENT'S REPORT

- President McCarey said Happy Thanksgiving to all.
- He encouraged the commissioners to get the word out to the residents regarding taxes, FPD budget and the fact that staff and the Board are doing the best they can with what they have.
- Pours for Parks was very successful and a good time. He thanked Julie for a great event. She expressed that she wishes there were more people in attendance. She talked about promoting it better. Julie said she sends the flyers to the businesses that participate, but not sure they hang them in their business. She does not include Channel 6 to get the word out.

10. EXECUTIVE DIRECTOR REPORT –

- A. Motion to approve the Purchase of Playground Equipment for Fort Frankfort – There are two vendors that will be supplying the structures, Columbia Cascade and Burke Playgrounds. Columbia participates in the TIPS joint purchasing program which provides a discount to members. Burke participates in Play Illinois that is part of Sourcewell joint purchasing program which provides a discount. Images and layouts were in the Board's packets. President McCarey asked for a motion to approve the purchase of play structures from Columbia Cascade. Discussion of the elevation of the surfaces was held. The incline is ADA compliant. Gina explained that it will take approximately 6-11 weeks for delivery and staff wanted to order before the price increases. They are still deciding some of the colors. Staff are looking to salvage the fence pickets, bricks and portions of the playground and it will be more cost effective. Staff will also procure the construction fencing and close the park in early December. Bids for construction will go out in December and awarded in January. The community will be notified.

Commissioner Gentry made a motion to approve the purchase of playground equipment for Fort Frankfort from Columbia Cascade through the TIPS joint purchasing for the two playground structures in the amount of \$297,592.25 and 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

President McCarey asked for a motion to approve the purchase of play structures from Burke Playgrounds.

Commissioner Ponton made a motion to approve the purchase of BCI Burke playground equipment for Fort Frankfort from Play Illinois through the Sourcewell Joint Purchasing program in the amount of \$91,416.65 and 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

- IAPD Legal Symposium – Gina and Stacy attended the annual legal symposium. There were no surprises, and staff will be evaluating the updates and working to ensure the agency is in compliance. All exempt salaried employees meet the minimum salary.
- IAPD Best of the Best – On October 24, Commissioner Barz was honored with a 25-year service award at the dinner. Gina is waiting for photos. All congratulated him.
- Operation Playground Foundation Their meeting will be held on November 20th to review the Pours for Parks event.

10. COMMITTEE REPORTS

- A. Special Recreation – None

- B. Building and Grounds Report – Ed's report was included in the Board's packets.
- Work continues to get the parks ready for winter. Bathrooms are closed and staff is working to clean and make improvements and repairs where necessary. Picnic tables and extra garbage cans are also being evaluated.
 - Staff installed a new park sign at Windy Hill Park and added some trees.
 - Additional repairs to the boiler system at the Founders Center were needed. The leak was not related to the prior repairs.

- Parking Lot – The Founders Center parking lot repairs are complete.
- 2007 Truck has been returned from the dealership after repairs.
- The vendor has been contacted to tighten the rods in the gym that were repaired one year ago.

- 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.
 - Holiday Craft Show – There were 72 vendors and it was held in the gym.
 - Holiday Events – The staff are preparing for the November and December Holiday happenings.
 - Indoor Flag Football League – The first games of the season began on October 19. The last game will be December 14.
 - Youth Basketball League – Currently there are 172 participants enrolled. The coaches meeting the week of Nov. 18. The 7th & 8th grade boys and girls basketball was cancelled due to low enrollment. Discussion was held.
- a. Community Outreach – Julie’s report was included in the packets. She has been working on the 2025 packets for sponsors and finalizing the events. She already sold about \$2,000 of sponsorship. Commissioner Ponton inquired who supplied the donuts for events and she said Fleckensteins. Discussed the amount raised for the year for Athletics.
- D. Public Relations – Debs report was included in the Board’s packets. She has included the Digital Media report. Gina will summarize some of the events in a calendar for the Board.
- E. Planning Report – None

11. UNFINISHED BUSINESS – None

12. COMMISSIONERS COMMENTS

Commissioner Gentry said Congratulations to Commissioner Barz on his 25 years of service to the FPD. He commented on combining teams with other Districts. The parks are looking really good.

Commissioner Ponton told Julie good job on the Pours for the Parks and it was a great event. He told Regina and Gina they did a great job on the audit. He wished all a Happy Thanksgiving. He told all to take time to enjoy their life and families.

Commissioner Ruvoli echoed Commissioner Ponton’s remarks. He said Happy Thanksgiving. He told staff that they did a great job on the fall events and he appreciates all their hard work. He is looking forward to a fun holiday season.

Commissioner Barz said thank you to Regina and Gina on the audit. He thanked President McCarey for donating his winnings from the Split the Pot at the Pours for the Parks back to Operation Playground. He told Julie she did a great job for the event. He requested more parking at Windy Hill Park. He felt 6 to 8 spaces should be added. Gina will look into it with the Village. He said Happy Thanksgiving.

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 Ponton so moved and Commissioner Barz seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:46 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 Ponton moved, and Commissioner Gentry seconded the motion. Motion passed by a voice vote at 8:13 p.m.***

15. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of November 12, 2024 at 8:14 p.m.

Commissioner Ruvoli 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