

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS SPECIAL
MEETING TUESDAY JULY 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
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:

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 June 11, 2024

B. Approval of the Committee Meeting Minutes June 25, 2024

C. Approval of the Executive Board Meeting Minutes June 25, 2024

Commissioner Ruvoli made a motion to approve the Consent Agenda as presented. Commissioner Ponton 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 June 30, 2024, Accounts Payable and Payroll in the amount of \$433,690.84 which includes travel and Lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments that included the first payment to LWSRA from the ADA fund. She noted that refunds were higher than last month and were due to program disenrollment. The program was able to add those off the wait list. A reprocessing fee is assessed to those who book the program and then disenroll. Commissioner Ponton asked for comments on the Software provider. Gina noted that there are issues and would look into switching to a new vendor once Regina gets more experience at FPD. Discussion was held.

Commissioner Ponton made a motion to approve the June 30, 2024 Accounts Payables and Payroll in the amount of \$433,690.84 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

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Commissioner Ruvoli asked if everyone received an email from a constituent that was sent to all commissioners. It was determined that it was probably spam.
8. PRESIDENT’S REPORT
 - President McCarey said while he was not present at the 4th of July, he has heard compliments about the evening. All agreed. It was discussed to increase the activities like it used to be and maybe moving to July 3rd.
9. EXECUTIVE DIRECTOR REPORT.
 - Windy Hill – The park replacement is complete and paperwork has been submitted to the state. Gina has not heard back from the state yet and she will reach out to them to make sure all is moving forward for reimbursement.
 - Five Oaks – Gina heard back from the attorney that the motion to dismiss will be July 12th. She read the email to the Board. She contacted John Izzo to keep an eye on the outcome and it seemed to trigger the email being sent. The attorney will update Gina after the hearing.
 - Fort Frankfort – Staff received initial design from another manufacturer that is a mix of wood and materials. Feedback was shared and we are awaiting an update. The design will pay homage to the Fort Frankfort playground. Once the design is finalized the rest of the project can be finalized and bid. Staff are hopeful the project can go to bid in early fall, construction for spring of 2025.
 - DCEO Grants – Staff received the \$40,000 grant that was initiated by Representative DeLuca. It is being deposited and was earmarked for the repairs to the gym ceiling repairs.
 - Indoor Recreation Facility - Design Perspectives has provided a report for the online and scientific polls that were held to gather feedback on the indoor recreation center concept. Staff are inquiring with a third-party firm to get a proposal to conduct an educational campaign regarding construction or renovation of an indoor recreation center.
 - Operation Playground – The group will be parking cars on August 31st for the Fall Fest. Commissioner Ruvoli asked if the group was involved with the Dog Days of Summer event. Gina will find out.
10. COMMITTEE REPORTS
 - A. Special Recreation – None
 - B. Building and Grounds Report – Ed’s report was included in the Board’s packets.
 - It has not been exceedingly busy. Summer staff is working well and we are staffed just right.
 - The night custodian has quit at the Puent Building. Full time staff is working to cover those duties.
 - The AC in the gym has experienced some issues. The unit is functioning well except for when under a heavy load it is detecting a fault which causes the unit to shut down. Carrier and King Heating is working to remedy the problem. Initially it seems that the ductwork for returning air to the unit is too restrictive. Once Carrier is finished with their calculations, we should have a better idea of what the permanent solution will be. In the meantime, the unit continues to work well if we do not try to cool the space below 72. The unit is under warranty

- The department has added one more, new to us, vehicle to the fleet. With Saunoris' Nursey closing, they were liquidating some of their equipment. We acquired a ford pickup with plow and salter attachments at a very reasonable price. The truck is in good shape and its cost would be less than it would be to outfit one of our existing vehicles with those attachments.
- Commissioner Ponton asked about the payment to Beary Landscaping. Gina said is in the budget. Mowing has been delegated to once every 2 weeks.

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

- Day Camp – The program is halfway through. It has been split into two different age groups and seems to be working out well. They have been going on outings.
- Short Run – There were 411 runners. New this year, the race was recorded by sponsor Angle Drone Solutions. Overall it went well and the sponsors have had positive feedback.
- Park Party – Lakeview North party was cancelled due to rain and was rescheduled to July 15th.
- Movies on the Green - Encanto is the movie and it will move from July 9 to July 16 at 8:00 pm @ Breidert Green.
- Splash Park - The splash park has seen an increase in daily attendance for the month of June in comparison to last summer. There is an increase of 161 non-residents for June. Splash Park party rentals are reserved for all weekends this summer and the park is receiving requests for parties during the weekdays. The Recreation Supervisor has been working with the staff to accommodate the requests as received.
- Men's Softball League – It has rained a lot on Tuesdays so it's been a rocky start. A make-up schedule is being created for
- Sponsors – Julie did a great job on getting sponsors for the Short Run and the Park Parties.
- Back to School Bash – Julie has 3 sponsors and donations lined up.
- Thriller in the Park – Julie has monetary donations as well as treats. Hay bales are being donated as well.
- Commissioner Ponton inquired if FPD makes any money on the Short Run. Stacy will give an accounting next ninth.

- a. Community Outreach – Julie's report was included in the packets.

D. Public Relations – Debs report was included in the Board's packets.

E. Planning Report – None

11. UNFINISHED BUSINESS – None

12. COMMISSIONERS COMMENTS

Commissioner Barz said everyone did a great job on the events. He said it is nice to see the residents enjoying themselves. He said that the NEXTEL system should be looked into to be used by FPD for notifications on events. He reported that the garden plots are all good. He suggested that concessions should be offered at events. Perhaps purchasing an ice cream machine would be helpful. Operation Playground could help with it. President McCarey suggested that a committee could be formed to put together ideas to generate revenue at events.

Commissioner Ruvoli thanked Stacey and her staff for all their hard work on the events. He heard a complaint that there was not enough pizza. He said great job with the sponsorships and all those who helped. He said the 4th of July was great and a great idea to sell the glow in the dark items. He agreed with Gina that the fireworks were better this year. He commended Stacey on the splash pad and said it is being promoted very good on social media and there is a lot of buzz regarding it. Decisions on closings due to weather are very helpful and he appreciates it. The Kohlhagen Park Party was awesome and there were so many people present. Feedback from those attending said they would like to see more of them.

Commissioner Ponton said great job by everybody and keep up the good work.

Commissioner Gentry said he has driven around some of the parks and they are looking great. Staff is doing great. Since FPD owns the dam at Lakeview North a sign is needed to tell people to stay off the dam. Ed will check the sign that is currently there to see if it warns people to stay off.

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 July 9, 2024 at 7:13 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