

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS REGULAR  
MEETING TUESDAY SEPTEMBER 12, 2023  
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT      Commissioner Barz  
                  Commissioner Ruvoli  
                  Commissioner McCarey  
                  Commissioner Gentry  
ABSENT      Commissioner Ponton

ALSO PRESENT    Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Edward Newton, Supt. Building & Grounds; Lisa Slattery, Business Manager; and Mary Strand, Recording Secretary.

GUESTS: Residents Mark Rendeau, Debbie O'Connor & Robert Sterling.

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 said he did not get the copy of the Executive Minutes of August 8, 2023. President McCarey will forward a copy to commissioners, and it will be on the October Agenda.

- A. Approval of the Special Board Meeting Minutes of August 8, 2023**
- B. Approval of the Special Committee Meeting Minutes of August 8, 2023**
- C. Approval of the Executive Meeting Minutes of August 8, 2023- TABLED**

***Commissioner Barz made a motion to approve the Special Board Meeting Minutes of August 8, 2023, and the Special Committee Meeting Minutes of August 8, 2023. Commissioner Gentry seconded the motion. A roll call vote was taken.***

Aye: (5) Commissioners Gentry, Ponton, 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 August 31, 2023, Accounts Payable and Payroll in the amount of \$299,367.56 which includes travel and Lodging expenses. Lisa provided a detailed memo highlighting the major items. She told the Board that the Verizon charge on the P-Card has already been credited for fraudulent charges and a new card issued. The expenses for the gym trusses was discussed. Lisa included a list of the Impact fees received from the Village. Beary Landscaping will be used as needed throughout the Fall.

**Commissioner Ponton made a motion to approve the Augus 31, 2023 Accounts Payables and Payroll in the amount of \$299,367.56 as presented and Commissioner Barz seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE –

- A. Comments - Robert Sterling representing a new organization, Frankfort Freedom. It is a new travel organization for girls softball. It is a full-time league and they have applied for a 501 c3 status of not-for-profit. They are fully insured and want to use the softball fields in Frankfort including Jackson Creek. They are willing to pay for the use. He said all girls are Frankfort residents. He noted that Frankfort Girls Softball organization has "First Rights" but according to their agreement with FPD do not have exclusive rights. While part of FGS, Robert helped raise significant money to help fund the maintenance of the fields. He wants to rent the fields. He said that the Commissioners fields are not safe and want to use the ones that FGS use just one day a week. FGS pays for the lights themselves and do not have the authority to rent out the fields themselves. They must go through FPD. Mark Riendeau added that Rob is fully committed to Frankfort Freedom. He gave an overview of the part-time Fusion group and what they are up against. He said that Rob did a great job in fixing the fields. Debbie O'Connor echoed Mark Riendeau. Gina asked that Rob send a roster to her. She explained how the fields are allocated for rental. The Board will take up the issue at the next Committee Meeting on September 26<sup>th</sup> at 7:30. *(the residents left the meeting)*
- B. Correspondence  
 – Staff received a thank you letter from the Frankfort Preservation Foundation for providing the site for their Ice Cream Social. The staff member who helped was appreciated.  
 - A follow up to a letter regarding the weeds at Jackson Creek was discussed. The Maintenance Department did address the situation in the last few days.

8. PRESIDENT'S REPORT

- President McCarey said thank you for the fun at the golf outing and he is grateful that the 3 team members were worse than him. Lisa carried the team for the 2<sup>nd</sup> outing.
- He asked about the parking revenue for Fall Fest. Gina gave him an overview and said that there would be about \$6,000 from the fees.
- He thanked the volunteers and said the parade was wonderful.

9. EXECUTIVE DIRECTOR REPORT.

- A. Approval of Design Services for Fort Frankfort. – Gina gave an overview of the \$1,750,000 awarded to FPD from the Illinois Rescue Fund. It was secured through Senator Hastings and will be used to renovate the playground at Commissioners Park. The State of Illinois grant office has contacted the staff regarding the award. The next step is to submit documents to secure the grant agreement. It is required that a project budget be established. Staff recommends that Design Perspectives be retained for the design, construction documents, bidding and oversight of the project. If Design Perspectives is approved a meeting in late October with Senator Hastings will be held. Bidding would be in Spring 2024. Ed addressed the deterioration of the current structure. Revenue projects were discussed and the potential to use the money towards other needed projects. Community engagement and Operation Playground participation will be included. Using apprenticeship programs was suggested. Discussion was held. Timing for the project will be determined by the submission of paperwork and approval by the State.

***Commissioner Ruvoli made a motion to approve the proposal for professional services with Design Perspectives for design and construction oversight for the replacement of Fort Frankfort Playground in the amount of \$90,000 and the percentages exhibited will be changed to reflect accurately on the paperwork. 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***

- Staff received confirmation from the State of Illinois for another grant for \$40,000 that will provide funding for park improvements. Staff is submitting the paperwork that will secure the grant agreements and allow the projects to move forward. The project for this grant has not been determined.
- Review of IT Services – a memo was included in the Board’s packets. Staff says that they are very responsive, and their services valued. Gina will follow up on the supported and unsupported hardware. President McCarey thanked Gina for putting the information and exhibit together.
- Staff submitted an application to IAPD for the 2023 Best of the Best on behalf of Jeffry LaMorte Salon and Spa. Stacy will invite them to the award function. If they are not able to attend, she will have staff make a presentation to them at the salon.
- Park Vandalism – there are no updates.
- Chrystal Brook subdivision – Per the agreement with the subdivision, the Village should not issue the 31<sup>st</sup> building permit until the park is finished. Gina was contacted by the new management of the HOA wondering when FPD will take over the park. Gina informed them that while the playground is finished, the entrance must be finished before FPD will accept ownership of the park.

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

- The staff continues to cut and trim trees and bushes. Trees are also being planted. Mulching leaves will be starting soon.
- Staff completed wrap up work on the Splash Pad.
- The Puent Building was prepared for the new school year.
- Some of the Windy Hill equipment pieces are being delivered and stored until next spring.
- Beary continues to mow every other week.
- The installation of the new rooftop unit on the gym is scheduled for September 17<sup>th</sup>. The permit has not been issued yet.

C. Recreation Report – Stacey Proper

- Day Camp wrapped up later than usual due to the late opening of District 157C.
- Fall registration started August 22<sup>nd</sup> and has been steady.
- The Splash Park and concession stand closed September 1<sup>st</sup>. Staff will evaluate the hours for next year.
- Preschool began September 5<sup>th</sup> and is going well.
- Prairie Care enrollment is ongoing. Staff is looking to hire one more part-time staff.
- Thirty families are registered for the Camp Out September 15-16 and 75 people are registered for the Camp Fire.
- Line dancing registration is ongoing.

a. Community Outreach – Julie is working on sponsorships for Pours for Parks. She is also trying to get sponsors for the Halloween activities. Julie, Cali and Stacey met to discuss the 2024 Sponsorship packet. There are changes and

additions. A copy will be sent to the commissioners. Julie will attend the Chamber meeting next week.

President McCarey asked that Julie contact him regarding 2 sponsors for Pours for Parks.

- D. Public Relations – Debs report was included in the Board's packets. Commissioner Ruvoli asked for the report on the social media comparison from month to month.
- E. Planning Report – None

11. ATTORNEYS REPORT – None

12. UNFINISHED BUSINESS – President McCarey attended the Village Board Meeting and gave them an update of what is going on in the District. Commissioner Ruvoli asked if there was an update on the new truck. There is none.

13. COMMISSIONER COMMENTS/ANNOUNCEMENTS –  
Commissioner Ruvoli said Congratulations on the Award. He commented that he watched the television broadcast of the WGN Around Town segment when the Fall Prevention class was featured. He really enjoyed it. He thanked Gina for updating the Employee Grievance process. The Hallmark building now has a new owner now called the Patriot Center. He wondered if the Board should reach out to them. He thanked the staff for their work on Fall Fest Parade. The work that staff puts into it does not go unnoticed. He thanked all for volunteering for Operation Playground parking at Fall Fest. He also thanked Gina for the IT report.

Commissioner Gentry said congrats on the award. He said he appreciates the work that the maintenance department does on the ball fields. He wanted to let the staff know that they are appreciated.

Commissioner Ponton congratulated staff on the award. He said thanks to the staff. He echoed the comments of commissioners Gentry and Ruvoli.

Commissioner Barz said that the staff does a great job. He said the organization agreements need to be revised. The agreements will be sent to the commissioners for review.

President McCarey said Fall Fest was fun. He thanked everyone for doing all they do and the golf outings too.

14. 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 Gentry so moved and Commissioner Barz seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 8:09 p.m.***

15. 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 Regular Meeting. ***Commissioner Gentry so moved, and Commissioner Ruvoli seconded the motion. Motion passed by a voice vote at 8:57 p.m.***

16. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of September 12, 2023 at 8:58 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