

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS SPECIAL  
MEETING TUESDAY AUGUST 13, 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

ABSENT Commissioner Gentry

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 July 9, 2024**

**B. Approval of the Committee Meeting Minutes July 9, 2024**

**C. Approval of the Executive Board Meeting Minutes July 9, 2024**

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

Aye: (4) Commissioners Ponton, Barz, Ruvoli, McCarey

Nay: (0)

Abstain: (0)

Absent: (1) Gentry

***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 \$437,471.58 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. She also handed each commissioner a copy of the Fraud Inquiry form to be filled out for the auditors. Refunds are due to program cancellation because of low enrollment. Commissioner Barz inquired if the amount for the new server was a 1<sup>st</sup> installment. Gina confirmed that it is a one-time paid in full amount. Commissioner Ponton asked if Georges Landscape was the final payment. Gina said there will still be a change order to pay and there is a percent on hold to make sure all is good after 6 months. Regina will check the payment to Active Network, LLC to make sure the account numbers are correct. Also two refunds were questioned. The Town Center Bank fees are being looked into by Regina. Gina explained the payment on the lease of the copier. Commissioner Ruvoli asked for copies of the investment accounts. Regina and Gina will have them for the next meeting.

**Commissioner Ponton made a motion to approve the July 31, 2024 Accounts Payables and Payroll in the amount of \$437,471.58 as presented and Commissioner Barz seconded the motion. A roll call vote was taken.**

Aye: (4) Barz, Ruvoli, Ponton, McCarey

Nay: (0)

Abstain: (0)

Absent: (1) Gentry

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – The Frankfort Library Foundation sent a letter to thank Ed and his crew for fixing the dispensers in the park that were deteriorating. They went above and beyond. A letter was received from Jesse Herder thanking FPD. Commissioner Ruvoli said to send a thank you to Mrs. Hassert.
8. PRESIDENT'S REPORT
  - President McCarey said it was a great LWSRA Golf Outing. Before the outing he was able to talk with the Mayor about Fort Frankfort. The mayor was enthused about it. The Village is putting in their own park
  - He thanked the staff for getting FPD through the recent storms.
9. EXECUTIVE DIRECTOR REPORT.
  - A. Motion to approve changes for Old Plank Trail Bank – Gina explained that a new signature card is needed for the bank. To process a change of account signors requires a letter of direction on District letterhead signed by a current signer and minutes from a Board Meeting that note to remove Mr. John Riley. Staff recommend to add Commissioner McCarey to the account. Stacey Proper and Tom Barz are already on the account. In addition, staff would like to open a new account at Old Plank Trail Community Bank for the current and future advance payments for the Fort Frankfort DCEO Grant. The funds would be deposited in a MaxSafe™ Public Funds money market account. President McCarey asked for a motion to approve the changes and open the account.

***Commissioner Barz made a motion to open a new MaxSafe™ Public Funds money market account at Old Plank Trail Community Bank for the DCEO Fort Frankfort project funds and to remove John Riley as an account signer and add Mike McCarey for all accounts at Old Plank Trail Community Bank and Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (4) Barz, Ruvoli, Ponton, McCarey

Nay: (0)

Abstain: (0)

Absent: (1) Gentry

***Motion approved***

- B. Motion to approve Settlement of Tax Rate Objections for Tax Years 2020,2021, 2022. – In June of 2022, the Board discussed tax objections that were filed. The issue was silent until May of this year. The open objection that the attorney has been defending includes four pending objections alleging a surplus in the corporate and Handicap Fund. In 2018 and 2021 the District settled objections of the Handicap Fund balance. Staff has been working with the attorneys to defend the corporate fund objection and upon review of the numbers provided by staff, attorneys feel that they have provided documentation that the corporate fund objection is not valid. The amount for both funds is \$95,850.96. The attorney made an offer to settle for \$10,000 and resolve all 3 pending years which was accepted. The objections for the Corporate Fund are withdrawn in the amount of \$83,430.71 for all three years. The objections for the Handicapped Fund are settled at \$10,000 for years 2020, and 2021. If the Board agrees to the settlement outlined, Legal Counsel will sign the stipulations, and the District will issue a check to "Karnes Law Chartered Trust Account" for \$10,000 by the due date of September 11, 2024. Gina will confirm if an

objection can be submitted for ADA fund of 2022 once this is done. Discussion was held. President McCarey asked for a motion to approve the Settlement.

**Commissioner Ponton made a motion to approve the settlement of tax rate objections pending against the Park District for tax years 2020, 2021, and 2022 in the amount of \$10,000 as presented and authorize counsel to execute the required stipulations to that effect. Commissioner Barz seconded the motion. A roll call vote was taken.**

Aye: (4) Barz, Ruvoli, Ponton, McCarey

Nay: (0)

Abstain: (0)

Absent: (1) Gentry

- C. The Windy Hill Park renovation project was completed. The approved project budget is \$476,176.66 and \$174,000 will be reimbursed from an OSLAD grant. An area of the asphalt path was not included in the scope of the work but was in poor condition so it was added to the project with a change order. In addition change orders were submitted to correct water issues and develop a berm. In the future, staff suggested that a more complete topographic mapping be conducted of parks targeted for replacement. The total amount of the change order was \$34,309.89 but will credits applied of \$9,102.50, the amount due is \$25,207.39. President McCarey asked for a motion to approve the change order.

**Commissioner Barz made a motion to approve the change order for Georges Landscaping in the amount of \$25,207.39 for the Windy Hill Park project and Commissioner Ruvoli seconded the motion. A roll call vote was taken.**

Aye: (4) Barz, Ruvoli, Ponton, McCarey

Nay: (0)

Abstain: (0)

Absent: (1) Gentry

- D. Motion to Approve Executive Director's Employment Agreement – Discussion will be held in Executive Session. Only the dates changed, the salary increase and car allowance amount. The lawyer did not review. **Tabled**
- Windy Hill – The park replacement is complete and paperwork has been submitted to the state. The change order will be sent to IDNR. Once approved a final payout will be made.
  - Five Oaks – Gina received an email on Friday that can be discussed in Executive Session.
  - Fort Frankfort – Staff received a second round of renderings for the playground. It will be discussed in the Committee Meeting later tonight.
  - DCEO Grants – Staff have been managing the monthly and quarterly documents that are due for the two open DCEO grant awards.
  - Indoor Recreation Facility -Williams Architects has provided a form for the Board to prioritize the program consideration for a proposed indoor recreation facility. Please return the completed form by August 20<sup>th</sup>.
  - Operation Playground – The group will be parking cars on August 31<sup>st</sup> for the Fall Fest and are looking for volunteers. Discussion was held.
  - National Parks & Recreation Association (NPRA) – Staff have secured registration and housing for those who will be attending the conference.
  - Unique Computing Solutions report – The report was included in the Board's packets. It shows the 11 workstations and 1 new server. All are supported and Gina will confirm when the workstations are estimated to be replaced.

## 10. COMMITTEE REPORTS

- A. Special Recreation – There is a second golf outing on August 16<sup>th</sup> and the accounting of money raised will be discussed at their September meeting.

- B. Building and Grounds Report – Ed’s report was included in the Board’s packets.
- There was a lot of cleanups after the storms earlier in the month. There were lots of branches and almost all have been chipped. The port-a-potties were blown down during the storm. They are not staked down. Complaints were received about Indian Boundary. Discussion was held.
  - The Splash Pad had issues with the chemical dispenser systems. New parts were installed, and the system is working great.
  - The seasonal employees have gone. This year’s crew did a great job and were really appreciated.
  - Staff are transitioning from summer camp and events to fall events and sports.
- C. The Recreation Report – Stacey’s report was included in the Board’s packets.
- The Fall brochure will be mailed August 14<sup>th</sup>. and registration will begin on August 20 and 27<sup>th</sup> for non-residents. It is online.
  - There were 2 park parties, 2 movies, Community Garage Sale, Senior picnic and Dog Days at the Bark Park. All were well attended except Janssen Park.
  - Men’s Softball ends tonight. It has been a very rainy season for them.
  - Splash Park closes August 30<sup>th</sup>. Some of the seasonal staff has left already and concessions have been slow.
  - Day Camp ended on August 9<sup>th</sup>. It was well attended and hopes are that it will continue to grow.
  - Prairie Care begins August 22. There were 50 families in attendance for the informational meeting held on August 7<sup>th</sup>.
  - Back to School Bash – Julie has 3 sponsors and donations lined up.
  - Preschool will begin on September 3<sup>rd</sup> and a Parent Meet & Greet will be held during that week.
- a. Community Outreach – Julie’s report was included in the packets. Her focus is on the Back to School Bash. She got 13 sponsors for the event. She is working on the Thriller for Halloween and Pours for the Parks. She is looking for vendors for Pours.
- D. Public Relations – Debs report was included in the Board’s packets. She has been doing a lot of work on the brochure and social media. She is not a full-time employee and has been accomplishing a lot.
- E. Planning Report – None

11. UNFINISHED BUSINESS – None

12. COMMISSIONERS COMMENTS

Commissioner Barz said that the garden plots are producing a lot. There have been several complaints that plots have been abandoned or overgrown. He said there have been a lot of great events put on by the staff. Thanks to them. Stacey will try to get hats for Fall Fest.

Commissioner Ruvoli said thanks for the great summer events. The build and grounds are looking good. He did attend the Dog Days and said there were a lot of people in attendance. He commended everyone for the Party in the Park events that had great turnouts. People tell him they want more. He said he is looking forward to the fall. He thanked Ed and his team for doing a great job.

Commissioner Ponton said he appreciates everything the staff does.

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 Ruvoli so moved and Commissioner Ponton seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:30 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 so moved, and Commissioner Ruvoli seconded the motion. Motion passed by a voice vote at 7:53 p.m.**

15. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of August 13, 2024 at 7:55 p.m.

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

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary