

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS SPECIAL  
MEETING TUESDAY SEPTEMBER 24, 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

ABSENT Commissioner Barz

ALSO PRESENT Gina Hassett, Executive Director; Regina Ross-Ellison, Business Manager;  
Edward Newton, Supt. Building and Grounds; and Mary Strand, Recording  
Secretary.

GUESTS: None

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 August 13, 2024**
- B. Approval of the Committee Meeting Minutes August 13, 2024**
- C. Approval of the Executive Board Meeting Minutes August 13, 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: (3) Commissioners Ponton, Ruvoli, McCarey

Nay: (0)

Abstain: (1) Gentry

Absent: (1) Barz

***Motion approved***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the August 31, 2024, Accounts Payable and Payroll in the amount of \$353,248.54 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. The Developer Contributions were discussed.

***Commissioner Ponton made a motion to approve the August 31, 2024 Consent Agenda as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) Barz

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Gina informed the Board that long time supporter of FCPD, Phil Simmons, passed away. He was a founding member of Operation Playground and previous Park District Commissioner. A Celebration of Life will be held on October 12<sup>th</sup>.  
Commissioner Ponton said he had communication from a resident who had concerns that there isn't much shade at Windy Hill Park. It was discussed that shade structures were not in the budget as they cost upwards of \$50,000. Several trees were planted in the park. Discussion was held.
8. PRESIDENT'S REPORT
- President McCarey reminded all that Pours for Parks is coming soon and asked if everyone sold their tickets. Discussion was held.
  - He expressed his concern about the cart tires. Ed
  - He let everyone know, if they are in need of trees, his relative owns a tree farm that will be cleared for a building.
  - Mike, Gina, Village Trustee Adam Borelli and Village Administrator, Rob Piscia will meet to discuss Main Park and the former Borg Warner property. Discussion was held.
  - The property at Linden and Sauk Trail was also inquired.
  - The National Convention is on October 6-8 and Mike is attending.
  - The next Regular Meeting will be on October 22<sup>nd</sup> along with the Government Efficiency meeting.
  - Mike's opinion is that the baseball cages should not be put where the organization proposed. It will be discussed at Committee Meetings.
9. EXECUTIVE DIRECTOR REPORT.
- A. Motion to approve Executive Director's Employment Agreement – There were some formatting errors and wording that need to be corrected/changed. A notification requirement of 60 days versus 90 days was discussed. The general consensus was to go with the 60 days. The edits will be completed and resubmitted at the October 22<sup>nd</sup> meeting. Tabled
- B. Motion to approve Asphalt Repairs for Founders Parking Lot –President McCarey asked for a motion to approve the repairs as presented. Gina explained that the area east of the Founders Center holds standing water after rain & snow. It presents hazard. Repaving the area would assist with draining. The whole parking lot would be \$70K-\$80K and is not in the budget. Discussion was held.

***Commissioner Ponton made a motion to approve the repairs for the Founders Parking lot in the amount of \$18,000 to Matthew Paving. Commissioner Gentry seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) Barz

Abstain: (0)

- Falcon Football Project – Gina attended the Planning Commission meeting for the hearing on the proposal to enclose the overhang on the storage facility they use at Main Park. It was approved to go before the Village Board on October 7<sup>th</sup>. A resident was in attendance to express his concerns with the Falcons.
- Five Oaks – Gina handed out a copy of the email from the attorney representing FCPD. It stated that the case is set for arguments on the motion to dismiss on September 26<sup>th</sup>.
- Audit – Regina has been working with the auditors to ensure that all the proper documentation was submitted to them. The audit is tracking to be completed in a timely fashion. Additional training on the software has been set.

- Operation Playground – The group parked cars for Fall Fest and will review the parking availability and revenue at the October 2<sup>nd</sup> meeting. Pours for Parks will also be discussed.
- ComEd Hight Power Towers – Staff has been informed that Com Ed is in the preliminary stages of a project to replace the high electric supply towers at Commissioner Park and other locations in the Village. They will be replaced with single pole towers. Preliminary work begins this fall and replacement will take place in the fall of 2025. Discussion was held.

## 10. COMMITTEE REPORTS

### A. Special Recreation –

- The organization is planning for their 50th anniversary June 6, 2026.
- They are in the process of installing a shed in the Sensory Garden and have hired Linda Malmborg of *Wildflowers on Wolf* to design their garden. They have two new Ford Transits.

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

- The Founders Center needed sewer cleaning. Also, tuckpointing on the outside of the building by the ends of the roof trusses is complete.
- The HVAC system needs repairs to the water pipes for the system. Ed is getting quotes. Commissioner Gentry inquired about the difficulties in getting someone out to do repairs. The issues are varied. Discussion was held.
- Roof leaks above the office have appeared again. It is an ongoing problem and attempts to repair have been made.
- Staff continue to improve the landscaping at Windy Hill. The broken fence on the east side has been removed. A new sign will be installed at the east entrance along with new plantings.
- The Splash Pad is being winterized. Some repairs to the sump pump in the surge tank and the diverter valve will be done in the off season.
- One of the trucks from the fleet had to be brought to the dealer to repair the computer. Due to anti-theft programming only they can do.

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

- The summer wrapped up with the Back to School Bash and Fall Fest Parade.
- Splash Park – Stacey included the August attendance and rentals for 2023 and 2024.
- a. Community Outreach – Julie's report was included in the packets. She is working on the Thriller for Halloween and Pours for Parks. She is looking for vendors for Pours. In addition she is preparing the packet to solicit vendors for 2025 events and programs. A couple of new vendors will be at the Pours for Parks.

### D. Public Relations – Debs report was included in the Board's packets. She has included the Digital Media report .

### E. Planning Report – None

## 11. UNFINISHED BUSINESS – None

## 12. COMMISSIONERS COMMENTS

Commissioner Ruvoli thanked everyone for all their work on Fall Fest. There is a documentary coming out on Frankfort Fall Fest and the parade will be featured. He thanked Ed for the work the maintenance staff has been doing and said the parks are looking great. Tyler is making an impact at the parks, and he asked Ed to let him know. He talked to a resident who commended Dave for his work at the Five Oaks parcel. He thanked Regina for the snapshot of all of the accounts and the transparency. While getting signatures for the petition for re-election, he has been talking to residents who mostly say that transparency on what is going on is most important. He invited them to the meetings. He said thanks to Julie, Deb and Stacey for all of their PR on programs and events.

Commissioner Ponton said great job to everyone. He complimented Regina on the financials. Commissioner Gentry thanked everyone for their work on the parks. They look great and he has

heard positive comments from residents on the parks.

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 September 24, 2024 at 7:33 p.m.

***Commissioner Gentry 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