

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS MEETING  
TUESDAY MAY 13, 2025  
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President McCarey called the meeting to order at 7:00 p.m.

2. ROLL CALL

PRESENT Commissioner Ruvoli  
Commissioner McCarey  
Commissioner Gentry  
Commissioner Barz  
Commissioner Ponton

ABSENT

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Edward Newton, Supt. Building and Grounds; Regina Ross-Ellison, Superintendent of Finance, 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 Special Board Meeting Minutes of April 8, 2025**

**B. Approval of the Special Committee Meeting Minutes of April 8, 2025**

**C. Approval of the Special Committee Meeting Minutes of April 22, 2025**

***Commissioner Gentry made a motion to approve the Consent Agenda as corrected. Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (5) Barz, Gentry, Ponton, 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 April 30, 2025, Accounts Payable and Payroll in the amount of \$310,728.12 which may include travel and lodging expenses. Regina gave an overview of the larger expenses. The White Star Tours was discussed.

***Commissioner Ponton made a motion to approve January 31, 2025, Accounts Payable in the amount of \$310,728.12 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE –
- Gina told the Board that she received a complaint about parking near Sandalwood Park. The individual had called the police. She reached out to the baseball organization to notify the parkers to follow the laws. Discussion was held.
  - Last week the Cystic Fibrosis Organization held an event at Commissioners Park and told Gina that employee, Andrew, was very helpful.
  - Staff received several communications about long grass in some parks. Discussion was held.
  - Lisa Careny sent a thank you note for her retirement party.
8. RESULTS OF APRIL 2025 ELECTION
- A. Swearing in of Elected Board Members – Commissioner Barz administered the oath of office to Mark Ponton, Tom Ruvoli and Mike McCarey. Gina thanked the Board members for their dedication to the Park District and their support.
9. BOARD ELECTIONS – President McCarey asked for nominations for President, Vice President, Treasurer, Secretary and Historian.

***Commissioner Ruvoli made a motion to nominate Mike McCarey for President, and Commissioner Barz seconded the motion.***

With no other nomination for President, Commissioner McCarey closed the nomination for President.

***Commissioner McCarey made a motion to nominate Elmer Gentry for Vice President, Commissioner Ponton seconded the motion.***

With no other nomination for Vice President, Commissioner McCarey closed the nomination for Vice President.

***Commissioner Gentry made a motion to nominate Mark Ponton for Treasurer and Commissioner Barz seconded the motion.***

With no other nomination for Treasurer, Commissioner McCarey closed the nomination for Treasurer.

***Commissioner Barz made a motion to nominate Commissioner Ruvoli for Secretary and Commissioner Gentry seconded the motion.***

With no other nomination for Secretary, Commissioner McCarey closed the nomination for Secretary.

***President McCarey made a motion to nominate Commissioner Barz as Board Historian and Commissioner Ruvoli seconded the motion.***

President McCarey asked for a motion to approve the motions of nominations of Commissioner McCarey as President, Commissioner Gentry as Vice President, Commissioner Ponton as Treasurer, Commissioner Ruvoli as Secretary and Commissioner Barz as Board Historian.

***Commissioner Barz so moved and Commissioner Ponton seconded the motion.***

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

10. PRESIDENT'S REPORT
- President McCarey said that the Legislative Conference went well and was well attended.
  - He thanked the Commissioners for their continued service to the community.

- A. Public Hearing on FY 24/25 Budget – - President McCarey asked for a motion to open the Budget Hearing to the Public at 7:14 p.m. for comments and discussion.

**Commissioner Barz made a motion to open the Budget Hearing and Commissioner Ruvoli seconded the motion. All present voted Aye. Motion passed by a voice vote.**

There being no public comments, **President McCarey closed the Hearing at 7:15 p.m. and all voted Aye by a voice vote.**

Commissioner Ruvoli thanked the staff for their hard work in putting the Budget together and for making changes as suggested by the commissioners.

#### 11. EXECUTIVE DIRECTORS REPORT

- A. Motion to Approve Fund Transfers – Gina explained that there was a summary of the Funds in the Board's packets. The transfer needed is \$436,824 from the Corporate Fund to the Audit Fund, \$413; the Debt Service Fund, \$8,814; and the Recreation Fund, \$427,597. Commissioner Gentry questioned the amount. Gina explained that both the Audit Fund and the Debt Service Fund will not be on next year. He would like to see a better estimate of the Recreation Fund in the next budget.

**Commissioner Barz made a motion to approve a fund transfer of \$436,824 from the Corporate Fund transferring \$413 to the Audit Fund, \$8,814 to the Debt Service Fund and \$427,597 to the Recreation Fund and Commissioner Ponton seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (0)

**Motion approved**

- B. Approval of the FY 25/26 Budget and Appropriations Ordinance 2025-5 – Gina noted that at the April Committee meeting, staff made a presentation of the draft budget. Following that meeting, as suggested, staff made changes to the presentation and budget. If the Board is in agreement with staff, the recommendation is to approve the motion. President McCarey asked for the motion.

**Commissioner Ponton made a motion to approve Ordinance 2025-5 approving the budget and appropriations as presented for the fiscal year ending May 31, 2026 and Commissioner Gentry seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (0)

**Motion approved**

On behalf of herself and the staff, Gina thanked the commissioners for their support and help in providing feedback and guidance in preparation of the FY25/26 Budget. Discussion of the inconsistent language used was held.

- C. Approval of the Copier Lease – The District copier lease is set to expire May 31, 2025. The current lease provides for a B&W and Color copier at Founders Center and Puent Building. It also provides services for the 5 desktop printers. The staff recommends a contract with Xerox Business Solutions as their lease is more cost effective than the other two contenders. There will be a \$22.18 increase to the current monthly rate. President McCarey asked for a motion.

**Commissioner Ruvoli made a motion to approve a 5-year lease of copier devices with Xerox Solutions as presented and Commissioner Ponton seconded the motion. A roll call vote was taken.**

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

Nay: (0)

Abstain: (0)

Absent: (0)

***Motion approved***

- Fort Frankfort – Staff are working to submit the necessary paperwork to get an additional payout of the DCEO grant funds.
- Recreation Facility – Staff has sent out an invite via a postcard to the Open House on May 28<sup>th</sup>. It has generated some dialog. It has gone out by email as well. There is a press release and sent to local media. Discussion was held.

12. COMMITTEE REPORTS

A. Special Recreation – A copy of LWSRA report was provided to the Board digitally. Their budget will be approved at their May 20<sup>th</sup> meeting.

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

- Currently staff is working with the new contractors for weed control and mowing.
- Staff is preparing for a baseball tournament this weekend and the next. Staff reached out to Frankfort Baseball to discuss the need and plan for waste disposal. A staff member will be present.
- The garden plots have been prepared for planting.
- All positions in the maintenance department have been filled. Ed received a lot of applications for summer help. They have started and will take a few weeks to get up to speed.
- Commissioner Rivoli asked about the Little Tykes Playground Equipment. The replacement parts were received and installed.
- At Main Park repairs were made to the timers for the volleyball courts and basketball courts to get those working for the season. Sand for the volleyball courts and sand play area at the Main Park playground was delivered and spread.
- Commissioner Barz asked about the ponds. Treatment has started by a contractor in some areas and by staff at others. It has changed to an Enzyme Treatment. There is a report that there is a muskrat problem at one of the ponds.
- Sara Park building was discussed. The roof is in bad shape. There has been no interest in it from outside parties. Replacing the structure was discussed, but it is in a flood plain.

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

- Events – There were numerous Bunny events. Bunny Bingo for the Seniors was a new event. Beth volunteered to be the Bunny.
- Kids Garage Sale - Due to weather conditions it was held indoors. The staff combined it with Earth Day to continue the recycle/reuse theme for both events.
- Bowling with Mom – The 14<sup>th</sup> annual event was held on May 2<sup>nd</sup>. There was 100 participants. Food and goody bags went to all.
- Fire Starters Spring Soccer League – Beth has been busy at the practices and games.
- Tuesday Nights Men's 12" Softball League – The first game was May 6<sup>th</sup> and goes for 9 weeks. The Recreation Supervisor has been working on coordinating game schedules, official scheduling and purchasing equipment.
- Splash Park – Opening Day is May 27
- Preschool – The session will end at the end of May. Morning classes for the Fall session are filled while the afternoon sessions continue to build.
- Day Camp – Registration is ongoing. Most sessions of Half Day & Full Day Camp are full. Full Day Camp has expanded due to its demand. A counselor for the Tiny Tots is still needed. After it was posted a deluge of applications came in.
- Preschool – Registration is ongoing, and all morning classes are full. Staff is working to fill the afternoon sessions.

Commissioner Barz thanked Beth for attending the meeting and Commissioner Ruvoli expressed his thanks to her and her daughter for all they did for the Bunny events.

- a. Community Outreach – Julie’s report was included in the packets. Julie is doing a great job on sponsorships. She is working on sponsors for the summer events and Pours for Parks. Commissioner Ruvoli said good work to Julie and extended his thanks to her for her work on Pours and Short Run.

D. Public Relations – Debs report was included in the Board’s packets. The reports on posts are significantly reduced. Commissioner Ruvoli said the numbers on the report for Twitter still seemed to be skewed. Deb is monitoring the situation.

E. Planning Report – None

11. UNFINISHED BUSINESS –

President McCarey asked Gina to discuss her meeting with Paul from Beyond Your Base. She told the commissioners that Paul was concerned about the Open House and the tax impact. Gina prepared a new exhibit to show some additional options to present to the residents. The graphs showed 4 options with the estimated increase to the tax bill. Williams Architects will be present at the Open House. It was suggested to get support from the Mayor and the legislators by having them attend. It was suggested to use \$100,000 as opposed to \$400,000. Commissioner Ruvoli suggested to go back to the Village and seeing how to work with them. It’s important to do this because the District has land. The commissioners need to encourage people to attend and give feedback for now. Discussion was held.

IT Services – There was a review of the monthly IT services charges in the packets. Discussion of what is included and what costs extra was held.

Gina will send out a Google Form for her annual review to the commissioners.

12. COMMISSIONERS COMMENTS

Commissioner Barz said keep up the good work. He congratulated the recently elected commissioners. He told the staff they did a wonderful job on the budget. He attended the retirement party for Lisa and enjoyed it. He inquired about the skate park pieces that are in storage. He wanted to know if it is possible to get some money out of it. Gina and Ed will look into it. It could go to Jackson Park or by the Pump Track. He thanked Beth for being at the meeting.

Commissioner Ruvoli thanked Stacy and her staff for the Spring programs and he participated in some of them. He thanked Ed for his seedling and said he planted it. He saw the pictures of the bowling event and all the bunny activities on line. He expressed appreciation again for all the work on the budget. He attended the Operation Playground meeting and talked about upcoming events and new opportunities. Chris is focused on making some improvements at the Bark Park. They talked about new innovative and exciting things for the future. So please share something you might see at other parks that can be considered for OP to invest in. He congratulated his fellow commissioners on the election. He is happy to be part of the Board for another 4 years.

Commissioner Ponton said he echoed comments what both commissioners said. He said in meeting with Regina and Gina gave him insight as to all the work that goes into the budget. It is very involved and going forward they will start looking at ways to simplify the process.

Commissioner Gentry said thank you for all the work that was done on the budget. The parks are looking good. He was hoping that there was more progress at Commissioners. He is very concerned about the parking by the baseball fields. He is very concerned about the kids. Gina will reach out to the police.

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 May 13, 2025 at 8:15 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 at 8:15 pm.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary