

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY JUNE 10, 2025
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 McCarey
 Commissioner Gentry
 Commissioner Barz
 Commissioner Ponton

ABSENT None

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 May 13, 2025**
- B. Approval of the Special Committee Meeting Minutes of May 27, 2025**
- C. Approval of the Special Board Meeting Minutes of May 27, 2025**
- D. Approval of the Closed Meeting Minutes of May 27, 2025**

Commissioner Gentry made a motion to approve the Consent Agenda as corrected. Commissioner Barz 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 May 31, 2025, Accounts Payable and Payroll in the amount of \$380,744.89 which may include travel and lodging expenses. Regina gave an overview of the larger expenses. She stated that staff is working on the Fiscal Year Audits. Regina answered and clarified questions on the new mowing company, shipping container, fire alarm contracts, Butternut Park, dog waste bags, and percentages on the Finance Memo taken from ACS. The builders report was discussed.

Commissioner Ponton made a motion to approve January 31, 2025, Accounts Payable in the amount of \$380,744.89 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President McCarey told Commissioner Ponton he appreciates his thoroughness in going over the Finance Report.
- He thanked Ed and his staff for keeping the parks looking beautiful. .
Motion to approve Resolution 2025-06 regarding review of closed meeting minutes and destruction of audio and video recordings

9. EXECUTIVE DIRECTORS REPORT

- A. Motion to Approve Resolution 2025-06 Regarding Review of Closed Meeting Minutes and Destruction of Audio Recordings - Per the Open Meetings Act, the Park District Board must semi-annually review closed session minutes for the purpose of considering which might be made available for public release and should consider whether to destroy the audio recordings of closed session which are more than 18 months old. The audio and/or video recordings to be destroyed:

March 14, 2023

March 28, 2023

April 11, 2023

April 28, 2023

September 12, 2023

October 24, 2023

Commissioner Ponton made a motion to approve Resolution 2025-06 regarding review of closed meeting minutes and destruction of audio and video recordings and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (0)

Motion approved

- B. Motion to Approve the Five Oaks HOA Settlement Agreement – Gina explained that the need for approval of the settlement agreement is not needed at this time. The attorney is still working on the settlement agreement. Another attorney is working with staff to see how to get the HOA to remove FPD from their declaration without paying to have it removed. FPD cannot be dictated by the HOA in their 'rules' on how the park parcel is developed. Discussion was held.

- Fort Frankfort – A Ship date of June 12th has been conveyed to staff. We received communication from the State that the checks will be cut soon. Several bills are pending, but Regina is waiting so she doesn't have to dissolve CD Investments. The project is on target for completion around Labor Day. Ed is keeping an eye on the progress. He said the contractor has been great.
- Recreation Facility – Gina thanked all who attended the open house. Her and Commissioner Ruvoli were at the Park Party on Monday and talked to residents there.
- Dave Gow is retiring in July so a posting for Mechanic/Crew Worker will be done soon.

10. COMMITTEE REPORTS

- A. Special Recreation – A copy of LWSRA report was provided to the Board digitally.
- B. Building and Grounds Report – Ed's report was included in the Board's packets.
- Staff has been doing upkeep at all the parks. Ed is dealing with new vendors for some of the maintenance.
 - All seasonal staff are on board. They are all new but all is going well
 - The splash pad is up and running with a few glitches that were encountered. A pipe cracked and had sensor issues. Discussion was held regarding how things are breaking after two years. Warranty on the valves are only for 12 months. The tent was discussed.
 - The pavilion area and concession area have been power washed at Commissioners Park and next is concession area by the Splash Pad.
 - The floors in the Puent Building were waxed and furniture moved to be able to accomplish more cleaning while school is out for the summer.
 - There has been more communication between the organizations using the field and staff. A Tournament over the past weekend went well.
 - Fort Frankfort is moving along nicely.
 - Ed has a plan in place on how to allocate Dave Gow's duties after he leaves. A replacement should be available quickly.
 - The Garden Plots were prepared very good and Commissioner Barz thanked Ed.
- C. The Recreation Report – Stacey's report was included in the Board's packets.
- The Recreation Team has been busy with the summer programming. Day Camp started on June 9th. Full Day Camp has expanded into two groups. Kristin has been busy getting camp staff trained.
 - The Splash Park opened on May 30th. Staff is working with sponsors for giveaways for special days.
 - The Fall Brochure is being planned and instructors are being contacted. Some new programming ideas are being discussed.
 - The Short Run on a Long Day has 323 runners for the event. It is the 25th annual race. There are 16 sponsors and some games and activities are planned. Packet pickups will be on Tuesday June 17th.
 - The first Park Party was held on June 9th at Windy Hill Park. It was well attended. Bubbles, a DJ and Ice Cream were all there.
- 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 – June 16th is Gina Hassett's Birthday and he wished her a happy on. He said the garden till was very good.

Commissioner Ruvoli thanked all for the work done to put the town hall meeting last month. The attendance was very good. He thanked them for spending the evening there. He said the Party in the Park at Windy Hill Park June 9th was a lot of fun. He and Gina manned the table to piggy back on the Town Hall information. There were a lot of people and there was a lot of positive comments. He thanked Stacy, Julie and Deb for all they did. Also he thanked them for all the work they did on the Community Showcase and for giving up their Sunday to participate. He told Ed thank you for the summer preparations, the ball fields and through out the parks.

Commissioner Ponton said he echoed comments. He thanked everybody for all their hard work. He sees that processes are being streamlined and being more efficient especially with the

finances. He thanked Regina for her help with everything.

Commissioner Gentry said with the beginning of summer a lot of stuff is going on and he thanked the staff for all that they do.

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 June 10, 2025 at 7:19 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 at 7:19 pm.***

Respectfully submitted,

Mary T. Strand

Board Minutes Secretary