

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY JULY 8, 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 McCarey

Commissioner Gentry

Commissioner Barz

Commissioner Ponton

ABSENT Commissioner Ruvoli

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 June 10, 2025

B. Approval of the Special Committee Meeting Minutes of June 10, 2025

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

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

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli,

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the June 30, 2025, Accounts Payable and Payroll in the amount of \$1,049,554.88 which may include travel and lodging expenses. Regina gave an overview of the larger expenses. Regina clarified her footnotes on the Accounts Payable report. Also on the Finance Report the note under Recreation 20 should be removed and on the General Fund 10 it should read that the 2nd and 3rd Property taxes received. There were \$686,526.59 in Capital Projects. Discussion was held of LWSRA payment, IMRF payment, Recreation Fund and Fifth Third Card.

Commissioner Ponton made a motion to approve June 30, 2025, Accounts Payable in the amount of \$1,049,554.88 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli,

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT'S REPORT

- President McCarey said that he and Gina had been approached by several individuals to form a Citizens Committees. It could be the Community Center or whatever the Board decides. Gina will disseminate the specifics of how the commissioners can interact with the public.
- He thanked the Board for their support.
- He viewed the work progress at Fort Frankfort.
- He told staff to keep up the good work.
- He thanked all for a great summer so far.

9. EXECUTIVE DIRECTORS REPORT

- A. Motion to Approve the Five Oaks HOA Settlement Agreement – It will be discussed in Executive Session.
- B. Motion to Approve Agreement with Design Perspectives for Planning Services – Gina gave an overview of the DCEO grant per her memo. There is a timeline on the grant, so the need to move forward is essential. Topographic surveys will be needed with a cost of \$25,000-\$30,000. Discussion of the preliminary plans was held.

Commissioner Ponton made a motion to approve the agreements for Design Perspectives for the design and construction of parking lots for Lincoln Meadows and Windy Park in the amount of \$21,500 and to update the master plan for Commissioners Park and other locations to be used for the DCEO funded projects in the amount of \$110,000 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli,

Motion approved

- Will County Covid Funding - During the pandemic, the Park District was allocated grant funds from Will County to be used for qualifying purchase through Federal ARPA allocation. The HVAC replacement for the Founders Gym, which costs \$72,500, was reimbursed from this grant. Recently the firm managing the Will County ARPA grant, reached out to share that the remaining \$25,000 in our allocation has been made available for other areas of reimbursement. Staff are working to submit quotes for qualifying purchases which seems to include replacement of computers, filters for air purifiers and water stations, and tables. The funds have to be spent and reimbursed by December of 2025.
- Staffing – Dave Gow, the Park District's Mechanic/Crew Worker retired July 1. He was with the agency for 10 years. The position is currently posted on social media and on the Park District's website. There has been 3 applicants but only one qualified individual applying for the position. Gina asked if anyone knew of a person who would be interested in posting, to let her know.
- IAPD Conference – Gina told the staff that Commissioner Ruvoli will be getting his 10 year service award this time.

10. COMMITTEE REPORTS

- A. Special Recreation – A copy of LWSRA report was provided to the Board digitally. They received a Mental Health grant from Will County that they are using to equip a used bus

into a sensory exhibit that can be used at parks and events. They also have a Sensory Garden and two Sensory Sheds in their Hero's Garden. Sign boards in the parks were discussed.

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

- Ed said that Fort Frankfort is moving along.
- He said that mowing and bush trimming is ongoing.
- At Butternut Woods Park, staff installed the new swing set in concrete, the swings will be added once the concrete is cured.
- Setting up and taking down of equipment for several events has kept the department busy.
- Several projects will be worked on while the seasonal employees are still here. Discussion of how they are working out was done.
- The EV chargers are still on board. Payment for use is required.

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

- Fall Brochure – details are being finalized and will go to the printer July 25th.
 - Events – The first Party in the Park was held at Windy Hill Park with over 200 people in attendance. The next one will be held at Stone Creek Park on July 14th and will be a Foam Party. Stacy tested it out today at camp and the kids loved it. The one being held at Michelle Bingham Park is a daytime event.
 - Movie on the Green – It was scheduled for tonight but was cancelled due to the forecast of rain. It is rescheduled for next week.
 - Short Run on a Long Day 5k Run/Walk – It was held on June 18th in spite of the rain. 318 runners finished. There were 22 vendors, and they were moved indoors. Stacy thanked all who helped.
 - Splash Park - It has been very busy. Stacy will look into how many days it was closed last year in comparison to this year. Stacy is still getting rentals for it.
 - Day Camp – It is half way through the session and it will end August 1.
 - Preschool – Staff is working to fill the afternoon sessions.
- 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. Julie has been pushing for a Health Fair with Riverside on November 14th. Commissioner Gentry said he has access for people to run a health fair.

D. Public Relations – Debs report was included in the Board's packets.

E. Planning Report – None

11. UNFINISHED BUSINESS –

12. COMMISSIONERS COMMENTS

Commissioner Barz said that the garden plots are growing great and there are a lot of tomatoes ripening a little early. He thanked staff for their efforts on the Short Run on a Long Day and for all the time they spent on the holiday events. July 4th was great. He congratulated Dave Gow. He said Fort Frankfort is looking good and he thanked everyone and wished them a wonderful summer.

Commissioner Ponton said thank you for everything and please enjoy the summer as it is flying by. Remember to take the time to enjoy.

Commissioner Gentry cautioned the maintenance employees and all those who need to work outside to be very careful during these hot days. Stay hydrated and vigilant.

13. EXECUTIVE SESSION – ***President McCarey asked for a motion to go into Executive Session for the purpose of discussing The purchase or lease of real estate t ILCS 120/(2)(c)(1); imminent or pending litigation 5 ILCS 120/2(2)(c)(1). Commissioner Barz so moved and Commission Ponton seconded the motion. Motion passed by a voice vote at 7:24 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 Board Meeting. ***Commissioner Gentry so moved, and Commissioner Ponton seconded the motion. Motion passed by a voice vote at 7:44 p.m.***

15. PERSONNEL – President McCarey asked for a motion to approve the compensation for Executive Director, Gina Hassett.

Commissioner Gentry made a motion to approve an increase in compensation for Executive Director Gina Hassett as discussed in Executive Session and Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli,

Motion approved

16. ADJOURNMENT — President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of July 8, 2025 at 7:46 p.m.

Commissioner Barz so moved, and Commissioner Ponton seconded the motion. Hearing no objections, all present voted Aye. Motion passed by a voice vote at 7:46 pm.

Respectfully submitted,

Mary T. Strand

Board Minutes Secretary