

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS MEETING  
TUESDAY AUGUST 12, 2025  
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President pro tempore Gentry called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT Commissioner Gentry  
Commissioner Barz  
Commissioner Ponton  
Commissioner Ruvoli  
ABSENT Commissioner McCarey

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. President pro tempore Gentry asked for a motion to approve the Consent Agenda

- A. Approval of the Special Board Meeting Minutes of July 8, 2025**
- B. Approval of the Special Committee Meeting Minutes of July 8, 2025**
- C. Approval of the Executive Meeting Minutes of July 8, 2025**

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

Aye: (4) Barz, Ruvoli, Gentry, Ponton  
Nay: (0)  
Abstain: (0)  
Absent: (1) McCarey

***Motion approved***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President pro tempore Gentry asked for a motion to approve the July 31, 2025, Accounts Payable and Payroll in the amount of \$367,045.93 which may include travel and lodging expenses. Regina gave an overview of the larger expenses. Discussion of the report formatting was held. Discussion of the mowing contractor was held.

***Commissioner Ponton made a motion to approve July 31, 2025, Accounts Payable in the amount of \$367,045.93 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) McCarey

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. PRESIDENT’S REPORT None

9. EXECUTIVE DIRECTORS REPORT

- A. Change Order for Fort Frankfort - During a construction meeting it was determined that it was not needed to have a railing on the new stairs that connect the park and the splash pad walkway. This is resulting in a credit back the park district in \$4,094.

When installing the Inclusive Orbiter Spinner from Burke, the installation instructions have changed creating a need for a large concrete pad rather than individual footings. The drawings were developed with different installation directions. The manufacturer changed the installation instructions from when we chose the piece and when it was delivered. The new installation is more costly with an increase of \$7,739.50.

The shelter that is installed on the east side near the concession stand has a significant grade change off the northeast corner. The closest walkway near the concession stand, however past experience shows that it people will take the closest path. If there are not stairs installed, it would be a heavily worn area and given the slope could result in a injuries. Staff recommend the installation of the limestone stairs. The additional cost is \$11,477. The total of the change orders is \$19,216.50. President pro tempore Gentry asked for a motion.

***Commissioner Barz made a motion to approve the change order for Schwartz Construction in the amount of \$19,216.50 for the Fort Frankfort project as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

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

Nay: (0)

Abstain: (0)

Absent: (1) McCarey

***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. Staff have been working to spend the remaining \$25,000 of the Will County ARPA grant. Staff have submitted reimbursement for the additional repairs that were needed this past spring to the new HVAC. In addition, staff have purchased and submitted items for reimbursement. The Grant administration manages the submittals in a quick fashion.
- Commissioner Barz asked if FPD buys from the local Ace Hardware. Discussion was held.
- Staffing – Commissioner Barz inquired if the staff had any feedback on the contracted Health Plan with BCBS. There has not been any.
- State money – Allotment of some state monies was discussed.

10. COMMITTEE REPORTS

- A. Special Recreation – A copy of LWSRA report was provided to the Board digitally. The Titans summer program has ended at Frankfort Park. The Board expressed their thanks to all who attended the Golf Outings.
- B. Building and Grounds Report – Ed’s report was included in the Board’s packets.

- Ed said that his department is still trying to balance the workload due to still being down one employee. They are doing a lot of routine maintenance.
- The interviews for the open position is ongoing. Many of the applicants were not qualified. There are a few potential applicants. Discussion was held. The summer hires are almost done too.
- Maintenance department has also been assisting in setting up for special events.
- Ed said that the charging stations were not able to get funding. October will be the next chance to apply for funding. They will put them at Commissioners Park by Fort Frankfort. Charging Stations and infrastructure will be put into plans for the future. Discussion was held.
- Discussion of the cost of water was held.
- Cameras in the parks have been helping to keep damages to a minimum.
- The tent has stood up pretty good through the storms.

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

- Summer Camp – Day camp ended August 1<sup>st</sup>.
- Prairie Care – Kristin is getting ready for the next session. A parent meeting has been held.
- Events – The Back to School Bash is on August 14<sup>th</sup> at Commissioners Park and Senator Hastings will be making an announcement.
- Movie on the Green – It is scheduled for tonight but was moved indoors to the gym due to the forecast of rain.
- Splash Park – The After Hours Party will be held August 18 and jumpies and pizza will be available.
- Fall Brochure – The brochures will be mailed this week and registration for residents will begin August 19<sup>th</sup>.
- Party in the Park – Stone Creek party was well attended. The one at Michelle Bingham Park was held in the afternoon. Gina brought the board of information on the proposed Recreation Center. Many of the attendees were not residents of Frankfort. Julie is trying to replace Freddie’s as the donation vendor for events. Discussion was held.

a. Community Outreach – Julie’s report was included in the packets.

D. Public Relations – Debs report was included in the Board’s packets. Discussion was held on the report’s numbers for view of videos.

E. Planning Report – None

11. UNFINISHED BUSINESS –

12. COMMISSIONERS COMMENTS

Commissioner Barz said the golf outing was wonderful. The garden plots are doing well. Cars driving through the park to get to the plots is ongoing.

Commissioner Ruvoli thank you for the July 4<sup>th</sup> events. The event was great. The Parties in the Park are fabulous. The pictures online of the Foam Party look really fun and he thanked Operation Playground for funding it. He thanked Gina for taking care of all the details for the Board participation in the Golf Outing. He asked Stacy to pass along our gratitude and thanks for all they do to make the events great. The summer employees lunch was great to see and for them to be recognized. The commissioners could attend next time to express their appreciation. He wanted to know when the next Operation Playground meeting was so they can discuss Pours for Parks. He thanked the staff for a great summer. There was a lot of great things happening. He expressed his appreciation for all they did. He said that Heritage Knolls cleaned up pretty good after the Party in the Park there.

Commissioner Ponton said he had a great time at the Golf Outing. He thanked the staff for all they do.

Commissioner Gentry said that the End of Summer party for the part-time staff was a good idea. He thanked the staff that stayed for the Parties in the Park. He noted that the parks are looking good.

13. EXECUTIVE SESSION – None
14. ADJOURNMENT — President pro tempore Gentry asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of August 12, 2025 at 7: 18p.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 7:18 pm.***

Respectfully submitted,

Mary T. Strand  
Board Minutes Secretary