

FRANKFORT PARK DISTRICT  
BOARD OF COMMISSIONERS MEETING  
TUESDAY SEPTEMBER 9, 2025  
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

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President McCarey called the meeting to order at 7:31 p.m.

2. ROLL CALL

PRESENT      Commissioner Gentry  
                 Commissioner Barz (*joined at 7:41 p.m.*)  
                 Commissioner Ponton  
                 Commissioner Ruvoli (*joined at 7:41 p.m.*)  
                 Commissioner McCarey  
ABSENT        None

ALSO PRESENT   Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Edward Newton, Supt. Building and Grounds; and Regina Ross-Ellison, Superintendent of Finance.

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 McCarey asked for a motion to approve the Consent Agenda

**A. Approval of the Regular Board Meeting Minutes of August 12, 2025**

**B. Approval of the Special Committee Meeting Minutes of August 12, 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: (3) Gentry, Ponton, McCarey

Nay: (0)

Abstain: (0)

Absent: (2) Barz, Ruvoli

***Motion approved***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the August 31, 2025, Accounts Payable and Payroll in the amount of \$322,856.04 which may include travel and lodging expenses. Regina gave an overview of the larger expenses. Commissioner Gentry inquired about the Fireworks Bill. Gina clarified that FPD received all reimbursements due to us, but had not paid the 2<sup>nd</sup> installment until now. Commissioner Ponton asked about a payment to *A Seat At The Table* – it was for a program and instructor. Discussion of the painting contractor was held. Several of the purchases made using FARPA money were discussed. The Lauterbach & Amen bill was questioned. It is for report development & Professional Services and has been budgeted for. Regina handed out information on ACS Consulting and Gina noted that the updated financial

reports were close to being finished and the audit should be received by September 12<sup>th</sup>.

***Commissioner Ponton made a motion to approve August 31, 2025, Accounts Payable in the amount of \$322,856.04 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.***

Aye: (4) Gentry, Ponton, McCarey

Nay: (0)

Abstain: (0)

Absent: (1) Ruvoli, Barz,

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – An email was received by staff from a resident by Cardinal Lake in Kohlhagen Park. He noted that the mowing only every 2 weeks has increased the weeds and tall grass limiting the enjoyment of the park. Also the 'Porta Potty' is hardly used by park goers and a person was sleeping in one and the police took care of it. The 'porta potty' was temporary but has been removed already.
8. PRESIDENT'S REPORT - President McCarey gave a heartfelt thanks to all of the staff. He noted the hard work put in by staff so the Board Members could participate in the Frankfort Fall Fest parade. He appreciates all they do throughout the year.
9. EXECUTIVE DIRECTORS REPORT
  - Fall Fest – Gina thanked the staff for all the work they did for the parade.
  - Operation Playground – The Pours for the Parks is October 18<sup>th</sup>.
  - Fort Frankfort – The pieces that needed coating were returned, as well as the roof pieces. The company is making new railings that will be delivered soon. 90% of the project should be finished in the next month or so. A grand opening will probably be next spring.
  - NRPA – Gina said she is looking forward to attending the conference to get ideas for the master plan using the DCEO funding. She and Tod will be meeting with the affiliates groups to gather feedback from them on September 22 & 23.
  - PDRMA – They will review the District's adherence to things that should be done by staff on September 11<sup>th</sup>.
  - Website Redesign – Staff has started the process and it will be ongoing through next spring.
10. COMMITTEE REPORTS
  - A. Special Recreation – A copy of LWSRA report can be provided to the Board upon request. There have been three new staff hired recently.
  - B. Building and Grounds Report – Ed's report was included in the Board's packets.
    - Ed said that his department are doing a lot of routine maintenance. One of the seasonal employees is able to continue on weekends, which really helps.
    - Fort Frankfort delays due to wrong equipment is moving along. The staff is trying to expedite the project whenever possible.
    - ComEd has approved the application for rebates for the vehicle charging stations. The units are in stock and Excel Electric will install them as soon as the sidewalks are finished.
    - The Splash Pad is closed up for the season.
    - Sara Springs had a raccoon invasion in the building. A trapping service has trapped them. Now the staff will be fixing the fascia and soffit.
  - C. The Recreation Report – Stacey's report was included in the Board's packets.
    - Fall registration is going well. The staff is already preparing for the spring programming.
    - Family Campout – September 12<sup>th</sup>.
    - Mother/Child Dance will be held on September 26<sup>th</sup>.
    - The Pre-School and Prairie Care programs are almost full.
    - The numbers for the splash pad will be put together and presented to the Board.

The participation is down due to the construction of Fort Frankfort.

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 –

12. COMMISSIONERS COMMENTS

Commissioner Barz thanked the staff for everything they do. He is looking forward to the coming weeks and activities.

Commissioner Ruvoli said he received a lot of comments from people regarding the grant and wanting to know if any of the money can be used for fixing the Founders Center. Many people complimented the park for getting the grant and he said it was all due to the hard work of the staff. He thanked the staff for putting everything together for the parade & Fall Fest. He asked Stacy to extend the Board's gratitude for all who worked at the Splash Park.

Commissioner Ponton thanked the staff for the time and work they put into the Fall Fest and the ongoing running of the FPD.

Commissioner Gentry thanked the staff for all the work they did for the Fall Fest. He said great job on the float. He also said that he heard questions and comments about the grant. He cautioned that the grant money could get 'swept' by the state, so FPD needs to sign the Grant Agreement ASAP. Gina responded that the budget isn't set yet and the State has not even responded to her or sent an agreement.

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 9, 2025 at 8:08 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 8:08 pm.***

Respectfully submitted,

Mary T. Strand

Board Minutes Secretary