

FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY OCTOBER 14, 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 Gentry
 Commissioner Barz
 Commissioner Ruvoli
 Commissioner McCarey
ABSENT Commissioner Ponton

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

GUESTS: Susan Weinrebe, Resident

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. Commissioner Ruvoli noted that the minutes, in the Roll Call, reflected that he was present when he was not.

A. Approval of the Regular Board Meeting Minutes of September 9, 2025

Commissioner Gentry made a motion to approve September 9, 2025 minutes as corrected . Commissioner Barz seconded the motion. A roll call vote was taken.

Aye: (3) Gentry, Barz, McCarey

Nay: (0)

Abstain: (1) Ruvoli

Absent: (1) Ponton

Motion approved

A. Approval of the Special Committee Meeting Minutes of September 23, 2025

Commissioner Gentry made a motion to approve September 23, 2025 Minutes as presented. Commissioner Barz seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ponton

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the September 30, 2025, Accounts Payable and Payroll in the amount of \$619,658.68 which may include travel and lodging expenses. Regina gave an overview of the larger expenses. .

Commissioner Ruvoli made a motion to approve September 30, 2025, Accounts Payable in the amount of \$619,658.68 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ponton

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Resident Susan Weinrebe handed out a list of problems at the Bark Park. They included garbage cans, gates, benches, water fountain, poison ivy, and people who use park without a key card. Staff addressed the concerns and explained that the Bark Park was created through Operation Playground Foundation. Discussion of the issues was held. Gina explained that a grant from the Illinois State DCOE has recently been made through Senator Hastings. The money will mainly be spent on Commissioners Park, but other projects will be considered too. Operation Playground has dedicated \$30,000 to the Bark Park. The District will need to develop a Master Plan before any work is scheduled. Any major upgrades to the Bark Park will be determined by the Master Plan. So there is no timeline to share as to when any improvements can be made. The maintenance department will be addressing the issues that can be easily fixed over the next few weeks. Commissioner Ruvoli thanked Susan and invited her to become a member of Operation Playground. Gina will put her in touch with the members.
8. PRESIDENT'S REPORT - President McCarey said he has talked to several members of the Village Board to address the question of what kind of structure would be acceptable if FPD moved down Laraway in the industrial area. Trustee Maura Rigoni will look into, and it was suggested to discuss it with Village Administrator, Rob Pisch. He thanked all for attending the conference in Florida and said he enjoyed it.
9. EXECUTIVE DIRECTORS REPORT
- Operation Playground – The Pours for the Parks is October 18th.
 - Fort Frankfort – The project is moving slower than anticipated. There are problems with parts not fitting, wrong color paint and missing parts. The replacement railings should be delivered next week. The company representative will be here on Monday to evaluate. If the poured and play surface can be installed soon work can continue on the structures.
 - Pours for Parks – Approximately 200 tickets have been sold. Discussion to compare this year for last year was held.
 - Five Oaks – The language for the settlement document is being finalized.
 - Recreation Facility – Gina had conversations with Paul Handly and Williams Architects. She will have some further information at the October Committee Meeting of some suggestions. Tod has told her she should have a draft of the master plan by end of October. It will include some general budget costs for ideas for Commissioners Park as well as other projects.
 - Chrystal Brook Subdivision – A memo of changes to phase one was included in the packets. The current subdivision agreement needs to be changed. It is suggested to subdivide the park parcel, sell a part of it and get additional money per home.

- A. Approval of the 2026 Meeting schedule – President McCarey asked for a motion.

Commissioner Ruvoli made a motion to approve the 2026 Meeting Schedule as presented. Commissioner Barz seconded the motion. A roll call vote was taken.

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

Nay: (0)

Abstain: (0)

Absent: (1) Ponton

Motion approved

10. COMMITTEE REPORTS

- A. Special Recreation – A copy of LWSRA report can be provided to the Board upon request.
- B. Building and Grounds Report – Ed's report was included in the Board's packets.
 - Ed said that his department is still looking for someone to fill the open position. Also vacation days are being taken, so it is running on reduced manpower.
 - He said cutting grass and outdoor maintenance and sports setups are taking up most of the work force.
 - Maintenance work has been carried out at the Puent Building.
 - Fort Frankfort delays due to wrong equipment is moving along. The staff is trying to expedite the project whenever possible.
 - The open position was discussed. There were a lot of applications, but there weren't many qualified. There were a few that were considered, but no luck. Current employees are not being considered.
 - Sara Springs raccoon invasion in the building has been dealt with. Now the staff has been fixing the roof fascia and soffit. However the roof has many patches already. He has been working to clear out some of the damaged things that were stored. Moisture has limited what can be stored there and mold is present. The roof is in very bad shape. New rafters and a new metal roof is needed. Roofs at other buildings are the priority thought. Shipping containers for storage was discussed.
- C. The Recreation Report – Stacey's report was included in the Board's packets.
 - Staff is working on the Winter/Spring brochure. The info was given to Deb on October 3rd and she expects the first draft in the first week of November.
 - Halloween activities will be held Friday and Saturday. The Halloween Bash has 10 sponsors, giveaways and hay rides. The Bark Park will hold their celebration with sponsors, raffle baskets and a costume contest.
 - Flag Football has their last game on October 18th.
 - Tonight is the last game for Men's Softball league.
 - Kristin held the Fall Fun Days last week at the Puent Building.
- a. Community Outreach – Julie's report was included in the packets. She worked very hard on the vendors for all of the October events. Her focus now is on the 2026 Sponsorship Packages to be sent to businesses for events.
- 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 said he appreciates all the staff and all they do. He has had conversations with Harry D'Ercole who is president of the Historical Society in Frankfort. They run out of a nearby farm and are looking to raise monies. The commissioner asked if the Board was willing to consider a tax to help fund the organization. The subject will be put on the next Committee Meeting Agenda.

Commissioner Ruvoli said thanks to Gina and Stacy for all the planning and activities of the NRPA conference. It was a great opportunity to network with peers. He said kudos to Jule for all the work for Pours for Parks. He hopes it all goes well. He thanked Ed and his staff for all the outside maintenance. He thanked Regina for helping him with all the forms he needs to complete and he

will get the final one to her soon. He is looking forward to all the Fall events.

Commissioner Gentry noted that the Family Campout will need additional space next year. He said it's a tough time of year for the Maintenance Department and hoped all projects will get completed before the snow flies. He also commented that he hopes the construction crew will get additional workers on site when all the pieces finally arrive.

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 October 14, 2025, at 7:45 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 7:45 pm.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary