FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY NOVEMBER 11, 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 Ponton
Commissioner McCarey
Commissioner Gentry

ABSENT Commissioner Barz and Commissioner Ruvoli

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Regina Ross-Ellison, Business Manager; Edward Newton, Supt. Building and Grounds; and Mary Strand, Recording Secretary.

GUESTS: Julie Sullivan, Fundraising & Community Outreach Coordinator; John Williams of Hearne & Associates.

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. Commissioner Gentry noted that in the comments on the October 14th minutes Commissioner name was missing on a comment. It should have said "*Commissioner Ruvoli*" noted that the minutes, of the Roll Call etc. President McCarey directed that the October 14th minutes be amended to correct them and asked for a motion***.**

***A.* Approval of the Regular Board Meeting Minutes of October 14, 2025**
***B.* Approval of the Special Board Meeting Minutes of October 28, 2025**

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

Aye: (3) Commissioners 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 October 31, 2024, Accounts Payable and Payroll in the amount of $349,423.13 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. Commissioner Ponton asked about why a check was reissued, Regina said it was lost. He inquired about the charge for new benches. Ed informed the Board that two benches in the Dog Park, made of wood, were deteriorating and needed to be replaced with recycled material. Operation Playground will reimburse FPD. The ADA door was replaced because it would not operate properly, but Ed kept the old door to use elsewhere if needed. Discussion of the utilities bills was held. Commissioner McCarey asked for clarification on the payment to New Lenox Park and Stacy said it was for Seniors' trips that were done with NLPD & FPD.

Commissioner Ponton made a motion to approve October 31, 2025, Accounts Payable in the amount of $349,423.13 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Gentry, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – None

8. Audit Presentation & Approval – John Williams, Hearne & Associates, discussed the Fiscal Year 2024/2025 Audit. He noted that the financial records are a fair and accurate representation of the transactions they claim to represent. He summarized the audit and said that Regina supplied all information in a timely manner. Fund balances are positive overall. Adjustments were made. There were no disagreements with the audit. The IMRF is 81% funded, which is consistent year over year. Discussion was held on IMRF. Discussion of the adjustments made was held. Gina expressed her appreciation to John .

(The auditor left the meeting at 6:49 p.m.)

A. Motion to Approve the FY 24/25 Audit – President McCarey asked for a motion to FY 24/25 Audit.

Commissioner Gentry made a motion to approve the Fiscal Year 24/25 Audit as presented. Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Gentry, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

9. PRESIDENT'S REPORT
- President McCarey thanked Gina and Regina for all their work on the audit. Gina noted that staff is possibly going out with an RFP to Auditors for the coming year.
- He wished everyone a very Happy Thanksgiving. He said he is grateful to everyone in the room.

10. EXECUTIVE DIRECTOR REPORT –

A. Motion to approve Resolution 10-25 IMRF Election Candidate – The election this year for a 3-year term is for the Executive Trustee. Staff's recommendation is to cast a vote for Peter Stefan, a current member of the IMRF Board. President McCarey asked for a motion.

Commissioner Ponton made a motion to approve Resolution 10-25 to cast a vote for Peter Stefan for the IMRF Executive Trustee Board and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Gentry, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

B. Approve IAPD Delegate – The District is allowed to vote at the annual meeting, Soaring to New Heights, held in January. Staff recommended that Commissioner McCarey is the Delegate, Commissioner Gentry is the 1st Alternate and Commissioner Barz is the 2nd Alternate. President McCarey asked for a motion

Commissioner Gentry made a motion to approve 2026 Delegates as

presented for the Annual Business Meeting of Illinois Association of Park Districts and Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Gentry, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

C. Approve Contract for July 4th Fireworks – It is time to renew the contract for the fireworks show paid through sponsorships from the Village of Frankfort, Frankfort Firefighters Foundation and Frankfort Firefighters Local 4338 Union. Pyrotechnic has provided a contract for the next three years with modest increases. The three groups have signed a sponsorship agreement for the next three years to cover the entire costs for 2026, 2027 and 2028. A copy of the contract was in the Board's packets for their review. Discussion was held. President McCarey asked for a motion.

Commissioner Gentry made a motion to approve the contract with Pyrotechnic for the next three years for the July 4th fireworks show and Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Gentry, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

D. Approve the purchase of 2026 Ford F250 – As discussed at the October Committee Meeting, Staff is recommending that we modify the Capital Budget to purchase a new truck to replace aging vehicles. Currently there are two vehicles that are out of service due to deteriorating conditions. Staff are requesting to purchase a 2026 Ford F250 Regular Cab long Bed with a spreader. Discussion was held. President McCarey asked for a motion.

Commissioner Ponton made a motion to approve the purchase of a 2026 Ford F250 through the Sourcewell National Auto fleet Joint Purchase not to exceed $64,536 and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Ponton, Gentry, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

E. Approve Ordinance 25-10 Authorizing Disposal of Personal Property – Park District Code requires that an ordinance be passed allowing for the disposal of property. Staff evaluated equipment and have listed items that are no longer used or in working order. Staff recommend that the items on the list be approved for disposal. Photos and a list of the items were in the Board's packets for their consideration. Discussion was held. President McCarey asked for a motion.

Commissioner Gentry made a motion to approve Ordinance 25-10 to dispose of personal property as presented and Commissioner Ponton seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Gentry, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

F. Approve the Agreement for Topographic Map Services for Commissioner Park – As part of the DCEO Project, staff is working with landscape architects to develop a master plan for Commissioners Park. The master plan will be utilized as part of the $7.5 million DCEO Grant. Before the District can move forward, a topographic survey of Commissioners Park must be completed. Staff received two bids and recommend the lowest bid from DesignTek Engineering be contracted. Discussion was held. Senator Hastings has informed Gina that the grant will be released soon. Since the work needs to be done before the release of the grant, reimbursement will need to be approved by the State after it is paid for by the District. President McCarey asked for a motion.

Commissioner Ponton made a motion to approve the agreement for services with DesignTek Engineering in the amount of $22,500 to complete a topographic survey of Commissioners Park and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (3) Commissioners Gentry, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (2) Barz, Ruvoli

Motion approved

- Fort Frankfort – The project is moving along slowly. The Grant Administrator suggested that Gina apply for an extension, which she did. All the pieces are not delivered yet. Discussion was held.
- Park Parcels – Gina had discussion with the Village of Frankfort regarding the Chrystal Brook Park parcel and Old Stone park parcel. Old Stone is designated as a utility easement. Evaluation of Old Stone is being done to determine if the whole parcel is utility easement or just part of it. Someone was interested in buying it. She also opened up dialog with the Village on Chrystal Brook to say if they are evaluating taking the area under ComEd, FPD wants them to consider taking the pond and arboretum. She copied the developer on her communication.

10. COMMITTEE REPORTS

A. Special Recreation – None

B. Building and Grounds Report – Ed's report was included in the Board's packets.
- Ed said the Representative for the playground equipment is new and just regurgitates to the supplier all of FPD's concerns and complaints. The contractor is great, but they are slow. Ed would use them again. But he would never consider a wooden structure again. Discussion was held.
- Ed said that now that the work is done on Halloween, work continues to get the parks ready for winter. All equipment is being stowed in storage.
- He is still looking to hire a mechanic.
- Commissioner Gentry voiced his concern with the fence still being up by the sled hill.

C. The Recreation Report – Stacey's report was included in the Board's packets.
- Brochure – The Winter/Spring Brochure will go to the printer December 5th.
- Halloween Bash – There were 186 in attendance. Community student volunteers helped organize the games.
- Howl-A Wolf – The event was held indoors on October 21st. There were about 50 dogs present.
- Tuesday Night Softball League – The fall season concluded on October 14th and teams gave the Recreation Supervisor positive feedback. Many players indicated interest in returning for spring softball.
- Holiday Events – The staff are preparing for the November and December Holiday happenings.
- Indoor Flag Football League – The season is going well and the last game will be

December 14.

- Youth Basketball League – There are ten teams. The coaches meeting the week of Nov. 18th. The 1st–2nd grade division has shown an increase in participation for the fourth consecutive year. The 7th grade division will be combined with Mokena and participants have the option of joining it at in-district fee. Discussion was held.

a. Community Outreach – Julie's report was included in the packets. Julie said that events have a lot of repeat sponsors.

- She stated that Pours for Parks continue to grow despite the fact that the economy is hitting some vendors hard. The event raised $18,000, which is the highest since the beginning of Pours. President McCarey said it was a fantastic job as always.
- Many events have been sold out with Sponsors for 2026.
- Freddie's Ice Cream - They have closed and Julie has Andys sponsoring next year's Party in the Park events with their ice cream. Discussion was held.
- Short Run – The cost of the t-shirts continues to rise so now there is a 4th sponsor for them to help hold down the cost of the race.
- Sponsors – Julie added that she already has enough sponsors for 3 leagues for next year.

D. Public Relations – Debs report was included in the Board's packets. She has included the Digital Media report.
E. Planning Report – None

11. UNFINISHED BUSINESS – Gina stated that she was planning on holding the Tax Levy discussion at the November Committee meeting, but since it is right before Thanksgiving she will schedule a Special Committee Meeting on December 9th right before the Regular Board meeting. Then the agenda for the Regular meeting will include the Public Tax Levy Hearing, along with the passage of it. The consensus was to delay the Committee Meeting until December 9th.

12. COMMISSIONERS COMMENTS
Commissioner Gentry said thanks to everyone for the great job with all the events. He plans to not miss anymore Pours for Parks. He told Ed that he hopes the leaves fall before the snow flies. He noticed that they are moving dirt in the subdivision next to Commissioners Park.
Commissioner Ponton thanked Regina and Gina for all their work on the Audit. He said he hopes that Fort Frankfort will go smoother. He thanked Julie for all she does for Pours for Parks.

13. EXECUTIVE SESSION – ***President McCarey asked for a motion to enter Executive*** **Session** ***for the purpose of discussing the purchase or lease of real estate 5 ILCS 120/(2)(5); Personnel ILCS 120/2(c)(1); imminent or pending litigation5 ILCS120/2(2)(c)(1); and finances. Commissioner Ponton so moved and Commissioner Gentry seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:48 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 Committee Meeting. ***Commissioner Ponton so moved, and Commissioner Gentry seconded the motion. Motion passed by a voice vote at 8:00 p.m.***

15. ADJOURNMENT –– President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of November 11, 2025 at 8:01 p.m. ***Commissioner Gentry so moved, and Commissioner Ponton seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 8:01 p.m.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary