FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY MARCH 10, 2025
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President McCarey called the meeting to order at 7:00 p.m.

2. ROLL CALL

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

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; and Regina Ross-Ellison, Business Manager.

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 February 24, 2026**
***B.*** **Approval of the Committee Meeting Minutes of February 24, 2026**

***Commissioner Gentry made a motion to approve the Consent Agenda with the suggested changes 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***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the February 28, 2026 Accounts Payable and Payroll in the amount of $242,565.58 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. Discussion of several bills was held.

***Commissioner Ponton made a motion to approve January 31, 2026 Accounts Payable in the amount of $242,565.58 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 – Operation Playground members were set to present the Board with a check, but delayed it due to inclement weather.

8. PRESIDENT'S REPORT
   - President McCarey said he attended the Michael Hastings dinner along with Gina.

9. EXECUTIVE DIRECTOR REPORT –
   A. Motion to Approve Service Agreement for Audit Services – Regina noted that the memo and Audit Letter of Engagement were in the Board's packets and went over the past and present amounts. Gina confirmed that an audit was done on the auditors as previously approved. She told the Board that given the fact that FPD will be receiving grants, a GAGAS (GATA Compliance) will be needed for FY 2026 and 2027. Her and Regina feel that asking for an RFP for these two years is not recommended at this time since it would disrupt the District's current grant processes if changes were made. President McCarey asked for a motion to approve the Agreement.

   ***Commissioner Ponton made a motion to approve the Two-Year Service Agreement with Hearne & Associates for audit services 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. Motion to Approve Service Agreement for Dog Park Design - Design Perspectives has provided a service agreement to design and manage the construction of the new dog park at Michelle Bingham Park. The Capitol and ADA (Special Recreation) fund balances will be used to cover the costs of the park. The cost estimate for the new dog park is $300,000. Operation Playground will be supporting the project through donations in the amount of $50,000. The project would be in the FY 26/27 Budget. Discussion was held. President McCarey asked for a motion.

   ***Commissioner Gentry made a motion to approve the agreement with Design Perspectives for the design and construction oversight for the dog park relocation in the amount of $19,500 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***

   - Fire Repression Repairs - During the inspection, the fire suppression system was flagged for deficiencies. The vendor who quoted the repairs is Phoenix Fire Systems. Staff are not looking to invest further funds into the Founders Center, but it should not include life safety items. Staff authorized the replacement of the valve along with replacement of the air compressor to ensure the fire suppression stays functioning. Although there are other contractors who can do this work, the contractor is familiar with the system and has currently put in place a temporary fix to keep the system working. The work should be expediated to keep the system from failing and out of alarm. The total cost of the repairs is $17,408. No motion is necessary. Discussion was held.

10. COMMITTEE REPORTS
   A. Special Recreation – Gina noted that last month's meeting for LWSRA discussed the upcoming 50th Anniversary Sneaker Ball.

B. Building and Grounds Report – Ed's report was included in the Board's packets.
   - Ed said that his team is now at full strength with the two new hires. Ed is very pleased with the 2 new hires.

C. The Recreation Report – Stacey's report was included in the Board's packets.
   - Summer Brochure & Budget – The Brochure details will be finalized by April 1st and sent to the printer. Registration will begin April 28th.
   - Puzzlemania - Photos from the event are posted on the Park District's Facebook page.
   - Spring Craft & Vendor Show – There were 70 Vendors and Staff also had visits with the Bunny available. It was well attended. Discussion was held.
   - Youth Basketball – The season ended March 7th and 14th for the different divisions. Staff will evaluate the program to make improvements for next year.
   - Pre-School – Staff is working to fill all spots for the next sessions.
   - Movies on the Green – Beauty & The Beast, Cars and Matilda are the scheduled.

   a. Community Outreach – Julie's report was included in the packets. Julie and Stacy have been working to add a program called See My Legacy to tract sponsorships. Payments can be made directly to the site. It should be available in a few weeks. This is a fee based program.

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 – None

12. COMMISSIONERS COMMENTS - None

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 March 10, 2026 at 7:18 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 7:18 p.m.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary