FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY FEBRUARY 24, 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
Commissioner Barz
Commissioner Ruvoli

ABSENT None

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

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. Commissioners noted there were several spelling/grammar errors. Gina will follow up to make corrections.

***A.*** **Approval of the Regular Board Meeting Minutes of January 13, 2026**
***B.*** **Approval of the Committee Meeting Minutes of January 13, 2026**
***C.*** **Approval of the Committee Minutes of January 27, 2026**

***Commissioner Gentry made a motion to approve the Consent Agenda with the suggested changes and Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

Aye: (5) Commissioners Gentry, Ponton, Barz, Ruvoli, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

***Motion approved***

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the January 31, 2026 Accounts Payable and Payroll in the amount of $247,928.43 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 $247,928.43 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.***

Aye: (5) Commissioners Gentry, Barz, Ruvoli, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

***Motion approved***

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE - None

8. PRESIDENT'S REPORT
   - President McCarey said it was fantastic seeing everyone at the State Conference. He had a lot of fun. He congratulated Commissioner Ruvoli on his award.
   - He attended the Legislative Breakfast with staff. It was interesting and he enjoyed seeing everyone all together. It was a successful breakfast.
   - He thanked the commissioners and staff for all they do to coordinate their participation.
   - Discussion was held to understand the format of the Legislative Breakfast.

9. EXECUTIVE DIRECTOR REPORT –
   A. Motion to Approve Contract for Mowing – President McCarey asked for a motion to approve the contract. Gina explained the reason for going out to bid. The lowest bidder for 2026 is Ramiro Guzman Landscaping; this is a new contractor for the Park District. Staff called the references provided and received positive feedback. Staff recommend awarding the landscaping and mow contract to Ramiro Guzman Landscaping Inc. that includes Contract A 1-3, B and C for a total cost of $74,200 for a period of one year. If year one is successful, there is an option to hold the pricing and renew for up to two additional years. Commissioner Gentry asked if the mowing schedule was the same as last year and Gina confirmed it was.

***Commissioner Ruvoli made a motion to award the contract to Ramiro Guzman Landscaping Inc. for the mowing of parks and landscape maintenance in the amount not to exceed $78,000 and Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (5) Commissioners Gentry, Ponton, Barz, Ruvoli, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

***Motion approved***

Motion to Approve Service Agreement for Treatment of Natural Areas – For the past five years, FPD contracted for application of treatments of herbicide for 19 parks locations. There have been improvements to the conditions of the turf. With the limited budget, it is challenging to make a big impact. The treatment program administered is a spring and fall emergent program which is limited by the budget. Staff met with representatives from CSF Turf, who are locally owned business, to review our treatment plans. The request for proposal (RFP) that was sent out this year, was based on their suggested treatment plan that works within our budget. CSF Turf is the more costly proposal but within the budget. Staff recommend we go with CSF Turf for one year to utilize the new herbicide product and evaluate the quality of their service provided. In the previous years there were issues with notice of application and change of product because the vendor waited too long to treat. Discussion was held. President McCarey asked for a motion.

***Commissioner Ruvoli made a motion to approve the service agreement with CSF Turf for the treatment of the parks in the amount of $22,246.36 and Commissioner Ponton seconded the motion. A roll call vote was taken.***

Aye: (5) Commissioners Gentry, Ponton, Barz, Ruvoli, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

***Motion approved***

B. Motion to Approve an Agreement for Architectural Service Agreement – Gina included a memo in the Board's packet outlining the need for the agreement. The Board gave staff directions to move forward with the evaluation of and existing athletic facility for future indoor recreation facilities. If FPD was to purchase the existing facilities, they do not meet the full program needs that currently take place at the Founders Center and the Puent Building. Staff have asked Williams Architects to prepare a service agreement to complete an evaluation of the facility. The attached service agreement provides a scope of work that will assist the Park District in evaluating if the programs need can be added to the existing facility or if Founders Center can be efficiently renovated to accommodate the additional needs.
Staff have asked Williams to take evaluations and provide sketches and budgets for the following scenarios.
1) Construct an addition at the facility that accounts for all programs needs that are currently at Founders and Puent
2) Plans to renovate Founders to provide space for all program needs that won't be accounted for at the facility.
3) Evaluate a mix of the above, evaluate an addition and full renovation of Founders to account for all program needs.
Once Williams evaluates the scenarios, along with the appraisal of the property, it will assist the Park District to evaluate if there is a consensus to go to the public via a referendum. Discussion was held. President McCarey asked for a motion.

***Commissioner Gentry made a motion to approve the agreement will Williams Architects for conceptual design services not to exceed $77,000 and Commissioner Barz seconded the motion. A roll call vote was taken.***

Aye: (5) Commissioners Gentry, Ponton, Barz, Ruvoli, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

***Motion approved***

C. Motion to Approve Resolution 2026-02 Regarding Review of Closed Meeting Minutes and Destruction of Audio Recordings – Per the Open Meetings Act, the Park District Board must semi-annually review closed session minutes for the purpose of considering which might be made available for public release and should consider whether to destroy the audio recordings of closed session which are more than 18 months old. President McCarey asked for a motion.

***Commissioner Ponton made a motion to approve Resolution 2026-02 regarding the review of closed meeting minutes and destruction of audio and video recordings and Commissioner Gentry seconded the motion. A roll call vote was taken.***

Aye: (5) Commissioners Gentry, Ponton, Barz, Ruvoli, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

***Motion approved***

- Gina said she appreciated that everyone accommodated the change of date for this meeting. She thanked all for their concern for her husband and assured all that he is doing great.
- IAPD/IPRA- Gina thanked the commissioners for going to the conference and legislative breakfast. Staff appreciate their support.
- Legislative Conference and Parks Day – IAPD's annual Legislative Conference and Parks Day at the Capitol in Springfield are scheduled for May 5 & 6. Commissioners should let Gina know if they will be attending and she will make the arrangements.
- Spring Athletics – Staff have met with representatives of Frankfort Baseball and Girls Softball to go over the agreements.

- 26/27 FY Budget – Staff are working on the budget. On April 7 the Draft will be provided to the Board at the Meeting. April 21 will be a discussion on the Committee and on May 12 Board approval of the budget will be on the agenda.
- Fort Frankfort – Still waiting for the contractor to resume work.
- Website Redesign – Staff has reviewed mockups and provided feedback. The process is moving along.
- Staff – The maintenance department have hired two men. Owen Sigrist and Matt Dertz have both accepted offers for Maintenance Worker II position. They both have previous experience. Matt will be filling the Mechanic position. They will start March 2.
- Meetings – The start time for Board and Committee meetings will be 7:00 p.m. beginning in March. Board meeting will be held on the 2nd Tuesday and Committee on the 4th Tuesday.

10. COMMITTEE REPORTS

A. Special Recreation – Gina asked the commissioners to let her know if they will be attending the LWSRA 50th Anniversary in June. A table of 10 has been reserved at Gaelic Park.

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 met with the representative of Columbia Cascade and go over the outstanding issues on Fort Frankfort.
- A few building repairs were done at the Founders Center and the Puent building.
- Commissioner Gentry asked if the new towers were going to remain the same color rust.
- Maintenance staff continued to clean up and do repairs in the parks as weather permits.

C. The Recreation Report – Stacey's report was included in the Board's packets.
- The K-Pop Demons Hunter Party - Staff hired The Headspin Guy to head up the party based on the movie. A photo booth was available for the 87 attendees on their day off school.
- Daddy Daughters Dances – Glow Party – There were 250 participants at each of the nights. There were giveaways, dancing and snacks enjoyed by all.
- Senior Valentine Luncheon – There were 109 participants and lunch was provided by Pizza Mia in New Lenox.
- Summer Brochure – The Brochure content was submitted to the PR Coordinator and Staff will receive the first draft the second week of March.
- Youth Basketball – The season will end the March 7th and 14th for the different divisions. Discussion was held to offer ideas for the participants.
- Pre-School –The open house was at the Puent Building on January 31st. There were 26 families in attendance and staff registered 15 of the families that day. Most of the morning session is filled, and staff continue to register to fill up the afternoon session.

a. Community Outreach – Julie's report was included in the packets. She has been working to secure sponsorship for the Short Run on a Long Day. She is also getting donations.

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
Commissioner Gentry thanked all for making all arrangements at conference. It was very nice to go to dinner with everyone. Thanks for everything.
Commissioner Ponton said great job to everyone and please keep doing what you are. He thanked Regina for meeting with him to go over the financial reports. He appreciates it.
Commissioner Ruvoli asked if there are any ordinances or restrictions on a dog park if FPD moves it to another site. Gina reached out to the Village and there doesn't seem to be. He inquired about Operation Playground and was informed the next meeting is March 3rd at 5 p.m. He told Stacey that he has looked at the website redesign and that it looks good. He is bringing a new team to puzzlemania. He echoed the comments made by President McCarey about the Conference and Breakfast. He thanked staff for setting up their attendance and said it was great to be in social settings with them. He thanked Ed and his team for keeping the parks and buildings in shape and noted that people do notice. He also thanked Regina for coordinating the audit process. He is looking forward to the spring events.
Commissioner Barz said Happy Birthday to Commissioner Ruvoli. He told the Board that he and his wife along with Gina attended a Fire Department get together. The purpose was to make those in attendance be aware that the department is understaffed and in need of funds – 80% of their calls are for EMS. Gina explained it as a work session and there are 3 more scheduled. Discussion was held.

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 February 24, 2026 at 7:30 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 7:30 p.m.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary