FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY APRIL 14, 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

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; Edward Newton, Supt. Building and Grounds; and Mary Strand, Recording Secretary.

GUESTS: Chris Herder and Dave McDonald, Operation Playground; and Regan Frietag Pattison, Harber Contractors.

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 March 10, 2026**
B. **Approval of the Committee Meeting Minutes of March 10, 2026**
C. **Approval of the Executive Meeting Minutes of March 10, 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: (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 March 31, 2026, Accounts Payable and Payroll in the amount of $325,319.93 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. The list of bills included the final payment for the current fiscal year to LWSRA. Discussion of several bills was held.

Commissioner Ponton made a motion to approve March 31, 2026 Accounts Payable in the amount of $325,319.93 as presented and Commissioner Barz 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 –
   A. The representatives from Operation Playground, Chris Herder and Dave McDonald, presented the Board with a check for $25,000 for the relocation of the Dog Park from Commissioners Park. The group raised funds through Pours for Parks and Frankfort Fest Parking. This amount is in addition to previous Operation Playground donations that are being held for the project.
   B. Gina told the Board that FPD received a $350 donation from the Frankfort Brass Band. They use a room at the Founders Center to practice.
   C. Gina received a letter from Old Stone subdivision HOA requesting that FPD install sidewalks and plant trees by the park parcel. This will be discussed at Committee Meeting later this evening.
   D. Ms. Pattison told the Board that she lives in Homer Glen and works with Frankfort Township on their food pantry. She and her children use Frankfort Parks and is very interested in the Commissioner Park project.

8. PRESIDENT'S REPORT
   - President McCarey said he is excited about the Spring activities and hope everyone gets out in the sunshine.
   - He attended the recent meeting with residents near the proposed relocation of the Dog Park. One of their concerns is water retention in the park.
   - He told the Board and Staff that he appreciates all they do for the District.

9. EXECUTIVE DIRECTOR REPORT –
   A. Motion to Approve Service Agreement for Commissioners Park DCEO project – Gina stated that the Site Plan for the project has been solidified. The plan now includes using the $350,000 for parking at Windy Hill and Lincoln Meadows and using it to do more parking at Commissioners Park during the renovation. Senator Hastings said he would try to get additional funding in the future for Windy Hill and Lincoln Meadows parking lots. Staff have shared the design with Senator Hastings and the youth athletic groups. Frankfort Baseball is asking if the second phase of the t-ball fields can be bid as an alternative as they would like fund this portion of the project. To begin moving the project forward and finalize grant paperwork, it is necessary to work with a firm for construction documents, permitting, bid package development, construction observation and engineering services. Design Perspectives has been working on this project and staff would recommend we continue to work with them for the next phase of design and construction. I have worked with Design Perspectives to get their cost within budget. In addition, it will be necessary to have engineering services. Gina explained that there are contingencies available for additional features. Commissioner Barz noted that more shade is needed by the ball fields and suggested an area where an ice-skating rink can be set up. Gina said this will be a fully finished park with ADA accessible walkways. Discussion was held. Gina provided a timeline with the beginning of the project starting in May 2026. In completing the project, staff will try not to impact the athletic groups. It will be ready to take to the Village in the next 30 days. Concerns about some of the fees was voiced by Commissioner Barz. He worries that some of the fees are estimated on the high end and if the actual cost is lower the District would be locked in to pay the approved amount. Both Ed and Stacy are looking forward to the improvements.

   Commissioner Ponton made a motion to approve the Agreement with Design Perspectives for the design and construction oversight of the Commissioners Park DCEO project in the amount of $310.000 and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

Commissioner Ponton made a motion to approve the agreement with RTM Engineering consultants for civil and electrical engineering and geo-technical services for the Commissioners Park project renovation in the amount of $139,000 and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

B. Motion to Approve Updates to the Vehicle Policy - The current policy does not include language regarding policy if a staff takes an agency vehicle home. There are no changes to the existing policy but rather an addition of what is and isn't permitted when staff take a vehicle home. The Board discussed at the March Committee Meeting and the changes were included in tonight's packets.

Commissioner Gentry made a motion to approve the changes to Vehicle Policy as provided 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

- Budget – A draft budget will be discussed at the Committee meeting.
- Fort Frankfort – Staff believes that all equipment issues have been resolved. Some landscaping still needs to be finished.
- Staffing – New hires, Matt and Owen, are a great addition to the Building and Grounds team. Theresa has also been a great addition to the front office.
- Parks Day and IAPD Legislative Conference – The Parks Day in Springfield is May 5th and the following day is the IAPD Legislative Conference. Some staff and a few commissioners will be in attendance.
- All Staff Training – Staff will conduct the annual staff training to cover the mandated requirements for sexual harassment and mandated reported as required on May 20th.
- PDRMA – Ed and Gina met with the PDRMA representative to review our loss report. We are working on required reporting for PDRMA and annual safety goals.
- NRPA Convention – Discussion of the dates and location for future conventions was discussed.
- AI – Commissioner Ponton asked if the staff is using some AI. Gina responded that some discussions are being had. Ed said that it is a wonderful tool in educating new hires.

10. COMMITTEE REPORTS

A. Special Recreation – Gina noted that last month's meeting for LWSRA discussed the upcoming 50th Anniversary Sneaker Ball. She asked the commissioners to check to see if they could attend.

B. Building and Grounds Report – Ed's report was included in the Board's packets.

- Staff - Ed said that his new hires are working out really well. He is also at the end of the interviews for the seasonal staff. There was a good amount of applications and some of them were of last year's group. Tyler is doing very well in his new position.
- Spring activities – The bathrooms in the parks have been opened for the seasons.
- Mowing – The staff and new contractor have begun cutting and trimming in the parks. Weed control and field maintenance has also started. The weather has been dictating when mowing can take place and Ed is monitoring the new contractor.
- Boiler system – Last month the recirculation pump on the boiler developed a leak. This time there were more parts of the housing and the bearing assembly that required replacement to get the system sealed up again. There are some additional issues and Ed has asked the contractor he has been working with to provide quotes for the repairs to keep the system operational. It should be addressed before fall and the cold weather.
- Roof – The west hallway at the Founders Center has been leaking for a long time. We have a quote from last fall that the contractor is willing to honor and repairs should be started in the next week.

C. The Recreation Report – Stacey's report was included in the Board's packets.
- Summer Brochure & Budget – The brochure is on the website as of April 6th and the printed version is ready to be mailed on April end. Registration begins on April 28th.
- See My Legacy Sponsorship Site – Stacy and Julie have been working with the team at See My Legacy to develop the new sponsorship website. It provides sponsorship opportunities, details and photos for inclusion. Sponsorships have been uploaded to the site and it officially launched on March 16th. Staff will promote it for events and programs to register the sponsor online.
- Spring Soccer League – There are 186 participants registered for the league. Practices began April 7 and 9 and firs games are scheduled on April 11. It's off to a good start.
- Pre-School – Staff is working to fill all spots for the next sessions..
- Day Camp – Kristin has some returning counselors and some new. It will start in June. She has the field trips planned.
- Dick's Sporting – Stacy will look into getting a 'round up' promotion through the company to help in buying sporting equipment.
- Early Childhood programming - Commissioner Gentry noted that there is new legislation that will affect the running of early childhood programs and will greatly impact FPD's programs. IAPD is involved in getting the message out. Discussion was held.

a. Community Outreach – Julie's report was included in the packets. Julie has some great unique sponsors for this year's events.

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 said he drove around the parks and they are looking good so far. He stated he was glad that the DCEO project and Fort Frankfort are moving forward. He said thank you to the staff for all they do.
Commissioner Ponton told all present they are doing a good job and he really appreciates it. He commented that the budget needs to be easier, but it is moving forward slowly.
Commissioner Ruvoli said thanks for all the spring happenings as we transition to another season. He is glad that the staff is made up of a bunch of great people. He told Stacy he was able to see

some of the spring events and it was exciting to see the kids enjoy. He discussed his last place finish for the Puzzle mania event. All the events have been great and he is looking forward to all the Kids Garage Sale. He thanked Gina and Regina for the work they did on the budget. Commissioner Barz thanked everyone for their well wishes on his recovery. All the events are super and he realizes they are a team effort, and it really shows. About the budget, he said keep up the good work and keep the numbers right!

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 April 14, 2026 at 7:48 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 7:48 p.m.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary