FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY JULY 14, 2026
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 McCarey
Commissioner Gentry
Commissioner Ponton
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: 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 June 9, 2026**
B. **Approval of the Executive Meeting Minutes of June 9, 2026**

Commissioner Ruvoli made a motion to approve the Consent Agenda as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (5) Commissioners Gentry, Ruvoli, Ponton, Barz, 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 June 30, 2026, Accounts Payable and Payroll in the amount of $509,929.40 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. Commissioner Barz asked about the payment to Frankfort Fire Department and was told it was for CPR training for the staff. Commissioner Ponton inquired about the IMRF and General Revenue notes. Regina assured him they were information to help understand the report. Commissioner Gentry asked about the Xerox payment and was told it was due to an error. Commissioner Ruvoli asked how many years were left on the debt interest payments. Discussion of the name change on the fire box was held.

Commissioner Ponton made a motion to approve June 30, 2026 Accounts Payable in the amount of $509,929.40 as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE – Gina sent an email to the commissioners earlier in the day to let them know that there were 2 residents who had concerns about the pond at Jansen Park. Upkeep of all ponds is costly and FPD has limited funds budgeted and Gina let the individuals know that. She suggested that they avoid fertilizing the property adjacent to the pond as the chemicals contribute to the algae. She noted that shore line stabilization is needed and quotes for native tall grasses and/or Riprap can be obtained to help mitigate the algae. Discussion was held and the commissioners agreed that there are many ponds throughout the parks that need attention. It was suggested to look into grants to help with the high cost of maintenance.

8. PRESIDENT'S REPORT
   - President McCarey said the two parties in the park were really good.
   - He said the Grand Opening of Fort Frankfort was fabulous. He has hear only great things from residents about it.
   - He told the staff that he realizes the more the extra work that is brought to them, they get dumped on. He thanked them for all their efforts and keep up the good work. He has heard a lot of compliments about the parks, splash pad and events and said the District is moving in the right direction.
   - He noted the LWSRA Golf Outing is in August.
   - He discussed the National Convention in a few months.

9. EXECUTIVE DIRECTOR REPORT –
   A. Approval of Dog Park Construction - Gina told the Board the relocation of the dog park from Commissioners Park to Michelle Bingham was budgeted for in the Capitol budget in the amount of $300,000. Of that budget, $30,000 is funded through a donation made by Operation Playground Foundation. Six bids were received and the lowest bidder was Landworks Limited. The Park District has not worked with Landworks, but they have had positive feedback from other agencies and Design Perspectives have worked with them. The total bid from Landworks Limited is $340,561, which includes a $10,000 contingency. To reduce the project costs, staff is recommending reducing the number of solar lights in the park from 3 to 2, reduce picnic tables from 7 to 2 to and remove the agility equipment from the scope of the project as the new park will be smaller and it can be added at a later date or by staff for a reduced cost. With the deductions, the project would be $309,448. Staff recommend that we have a bench with a concrete added to the small dog area to provide seating in that area. This will be a change order, but staff estimates the cost to be under $5,000 and would be ADA compliant. These adjustments would get the project budget to $314,373, which $10,000 is a contingency. Discussion was held. A suggestion was made to sell memorial pavers, and it will be looked into. President McCarey asked for a motion to approve the contract for the development of the Dog Park.

      Commissioner Ponton made a motion to approve a contract in the amount of $309,448 to Landmark Limited for the Dog Park Development at Michelle Bingham Park and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

B. Approval of Fund Balance Policy – Previous audits recommended that the Park District adopt a fund balance policy. It would provide guidance to ensure financial stability, protect against unexpected economic downturns and demonstrate responsible stewardship of taxpayer resources. Establishing formal reserve targets prevents service disruptions, mitigates the need for emergency short-term borrowing, and protects or improves the agency's credit rating. The policy suggests a percentage of expenditures. Staff would align the annual proposed budget to align with the fund balance policy. Our attorneys have reviewed and are comfortable with the drafted policy. A copy of the Fund Balance Policy was included in the Board's packets. Discussion was held. President McCarey asked for a motion to approve the policy.

Commissioner Gentry made a motion to approve the Fund Balance Policy as presented and Commissioner Ruvoli seconded the motion. A roll call vote was taken.

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

Motion approved

C. Approval of Easement Agreement - Copper Creek is the proposed subdivision that is being developed on the former Borg Warner property. The Village has suggested and has recommended that the as part of the subdivision approval, that the developer install a sidewalk along the west side of Locust that runs along the eastern side of Main Park. This sidewalk will provide safe passage for the individuals who park along Locust. The Park District's attorney has drafted the attached Easement Agreement that covers the construction and maintenance of the sidewalk. It is necessary for the Village to approve the easement agreement as well as the Park District. Commissioner Gentry voiced concern about the removal of the posts and the need for parking lot stanchions. Discussion was held. President McCarey asked for a motion to approve the Main Park Easement Agreement.

Commissioner Gentry made a motion to approve the Main Park Easement Agreement as presented and Commissioner Ponton seconded the motion. A roll call vote was taken.

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

Motion approved

- Gina noted that there is a memo in the packets to address House Bill 3595 which goes into effect July 2028 to outline the anticipated impact on the District.
- She thanked the Commissioners for participating in the Fort Frankfort ribbon cutting. She thanked the Village of Frankfort for sending FCTV staff to record the event and provide edited footage for the local cable channel.
- She noted that the Village of Frankfort installed sidewalks in front of the Old Stone Park parcel. She expressed her gratitude to them.

10. COMMITTEE REPORTS

A. Special Recreation – Gina told the Board that some staff and commissioners were on hand for LWSRA's 50th Anniversary Sneaker Ball. It was great to see the participants and families enjoy the festivities.

B. Building and Grounds Report – Ed's report was included in the Board's packets.
- Recreation programming and events have kept the maintenance department very busy in the parks.
- Ed noted that Fort Frankfort has been very busy since its opening and his staff have been getting used to the needs of the new park equipment.
- Water leaks have been coming into the lower levels of the Founders Center during the heavy rains. Staff installed a new larger sump pump to help manage some of the water entering the foundation. Staff also removed branch debris caused by the storms.
- Unfortunately, some fireworks related vandalism in the parks was discovered. At Janssen Park the slide on the play structure and a picnic table were damaged. The police department was working on the incident, and the replacement parts have been ordered. Discussion was held.
- There are a lot of new faces of the seasonal workers, so training has taken up a little more time. They are working on topping off the mulch in the playgrounds.
- The Splash Park is operating very good.

C. The Recreation Report – Stacey's report was included in the Board's packets.

- Day Camp is going well and there are 2 ½ weeks left.
- The Splash Park has been running at capacity.
- The rescheduled date for the Heritage Knolls Park party was June 22nd. The theme is America's 250th anniversary. More than 100 attendees participated in the festivities. There was a Foam Party at Sandalwood last evening that was well attended. A suggestion was made to have an additional porta potty at the park.
- The Men's Softball League is going well and approaching the conclusion. Teams have been secured for the fall session.
- Spring Soccer League ended May 16. The fall session will be starting soon.
- Pre-school for the fall session is filling up quickly.
- Prairie Care registration will open on July 30. A parent information meeting will be held on July 29. The services will begin on August 30.
- Gina noted that the Short Run on a Long Day was cancelled by the Police Department. She wanted to point out that due to its cancelation, Stacy and Callie worked very hard to keep the runners engaged by holding a virtual race. Prizes were awarded.
- Gina directed the commissioners to view the Splash Park attendance records listed in Stacy's report. Almost 1,200 more participants attended this year through June. Day Camp has been participating and buying at the concession stand.
- September 18 will be the Camp Out.

a. Community Outreach – Julie's report was included in the packets. Julie is working on Pours for Parks. A report has been produced by See My Legacy.

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 –

12. COMMISSIONERS COMMENTS –

Commissioner Gentry said thank you to the staff for the organization for the ribbon cutting.

Commissioner Ponton said its been a busy month and the commissioners appreciate everything the staff is doing.

Commissioner Ruvoli said to pass along to Deb his thanks for the great social media campaign. Same to Julie for the sponsorships its great to see them at events. He said to extend gratitude to the staff for working on the 4th of July and also the ribbon cutting. He thanked the staff for all the work over this past year for Fort Frankfort.

Commissioner Barz said thank you for everything and the Board is thankful for the great staff the District has. He suggested that the 'For Sale' sign on the Laraway property be painted. He noted that some of the garden plots need to be planted. He suggested that an insurance claim should be filed for the roof. He congratulated Gina on her 10-year anniversary with the District. He had a wonderful time at the LWSRA Sneaker Ball. He noted that Senator Hastings mentioned that there is a lot of dirt that needs to get rid of and FPD could use it to create another sled hill on the West side of town. Gina will discuss this with Sen. Hastings. He inquired about renegotiating athletic agreements. Gina is waiting for Commissioners Park to be finished, which is a good idea. He would like to see the District get a large tent and hopefully it can be provided through a sponsor and discussion was held. He asked if the District had a gas card for discounts. Gina replied that yes they have a procurement card.

Gina noted that unincorporated Frankfort Square residents often take notice and compliment FPD on its programming and other offerings. They do notice the good job the staff does at half the tax dollars as Frankfort Square has.

Commissioner McCarey announced the leasing of Lincolnway North by the Disney Corporation. They will use the school and grounds to produce a TV series. Discussion was held.

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 Barz so moved and Commissioner Gentry seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:50 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 Barz so moved, and Commissioner Gentry seconded the motion.*** ***Motion passed by a voice vote at 8:45 p.m.***

15. ADJOURNMENT –– President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of July 14, 2026, at 8:46 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 8:46 p.m.***

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary