



Frankfort Park District – Municipal Directory

DESCRIPTION OF THE FRANKFORT PARK DISTRICT PUBLIC BODY, MISSION STATEMENT & SUMMARY OF PURPOSE

The Frankfort Park District operates as a special purpose unit of local government pursuant to the Illinois Park District Code (70 ILCS 1205/1), with five elected Commissioners at large and an appointed Executive Director. The Frankfort Park District was established in 1967.

It is the purpose of the Frankfort Park District to design, provide and maintain park facilities, open space and recreation programs in the most functional, attractive and fiscally responsible manner possible, and to meet the needs of its residents by utilizing volunteers through civic and intergovernmental agreements

All elected Board of Commissioners consisting of five members constitutes the governing board of the Park District. Commissioners are elected to serve a four-year term. Commissioners serve without receiving compensation. Commissioners elect from among themselves a President, a Vice-President, a Treasurer and a Secretary. These offices typically each serve one-year term. Commissioners appoint an Executive Director and Attorney. The Executive Director serves as the chief executive officer for the Park District and carries out the policies of the Board.

Board meetings are held at 6:30 p.m. on the 2nd Tuesday of each month at the Founders Community Center, 140 Oak Street.

Committee meetings are held at 6:30 p.m. on the 4th Tuesday of each month at the Founders Community Center, 140 Oak Street

Meetings are open to the public. Meeting dates are on the Park District's website www.frankfortparks.org

CURRENT ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES

Current Board of Commissioners

Mike McCarey, President
Elmer Gentry, Vice President
Tom Ruvoli, Secretary
Mark Ponton, Treasurer
Tom Barz, Commissioner

Gina Hassett, Executive Director, CPRP

The District's administrative staff is hired by the Executive Director

Stacy Proper, Superintendent of Recreation

Regina Ross-Ellison, Superintendent of Finance

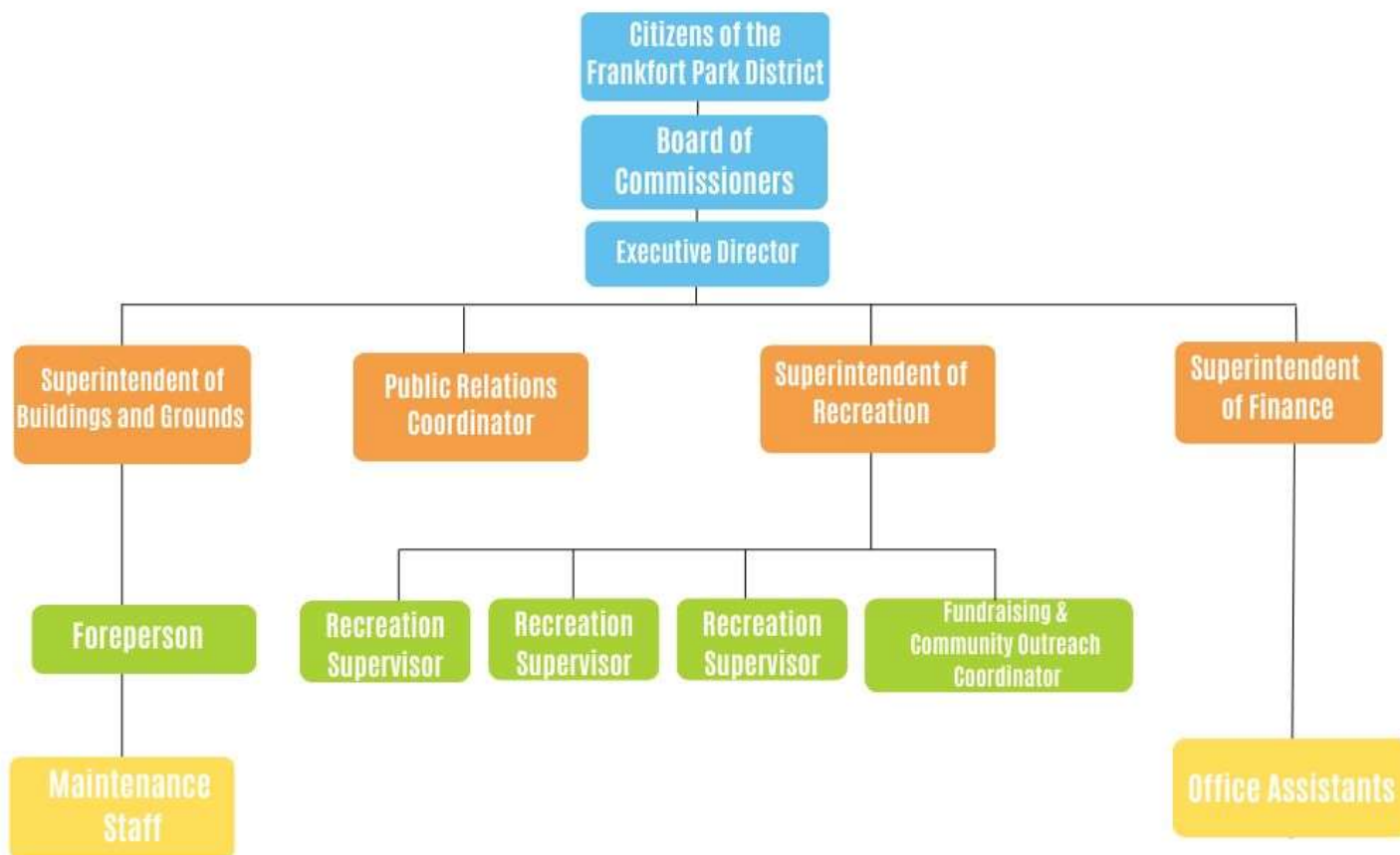
Ed Newton, Superintendent of Buildings and Grounds

Total Number of Frankfort Park District Employees. Staffing levels vary based on the season.
13 Full-Time Staff, 38 Part-Time Staff, 30 Seasonal staff

AFFILIATIONS

- National Recreation and Parks Association (NRPA)
- Illinois Association of Park Districts (IPRA)
- Illinois Association of Park District's (IAPD)
- Park District Risk Management Agency (PDRMA)
- Frankfort Chamber of Commerce

FRANKFORT PARK DISTRICT ORGANIZATIONAL CHART



Park District Departments

Executive Director – The Department provides policy implementation and compliance and executive management for the Park District. This Department is responsible for supporting the Board of Commissioners, management of Superintendents, recordkeeping, contracts, elections, as well as legal liaison, functions and records and intergovernmental liaison.



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Finance – This department, under the supervision of the Superintendent of Finance, provides financial services for the Park District. The Finance is responsible for personnel and payroll, accounts payable, cash management, budgeting, capital and debt planning, and assists with information technology and risk management.

Buildings and Grounds – This department, under the supervision of the Superintendent of Buildings and Grounds, provides the operational and maintenance for the District's parks, buildings, fleet vehicles and equipment. This department is responsible for the implementation and oversight of capital improvements.

Recreation – This department, under the supervision of the Superintendent of Recreation, provides recreational and educational programs, services, events and facilities to the public. This department is responsible for planning and development, implementation and analysis, marketing and evaluation, facility scheduling, administration and staff supervision.

Public Relations – This staff provides communication and promotion of services for the Park District. The Public Relations is responsible for establishing print standards for communications such as program brochures, social media, website and subscription platforms to communicate with the community. This position is part-time.

Staff Levels by Department			
Department	FY 22/23	FY 23/24	FY 24/25
Executive Director			
Full-Time	1	1	1
Part-Time	0	0	0
Public Relations			
Full-Time	0	0	0
Part-Time	1	1	1
Finance			
Full-Time	1	1	1
Part-Time	2	2	2
Buildings & Grounds			
Full-Time	7	7	7
Part-Time	2	2	2
Seasonal	3	4	4
Recreation			
Full-Time	4	4	4
Part-Time	18	18	20
Seasonal	20	20	24
Total			
Full-Time	13	13	13
Part-Time	23	23	25
Seasonal	23	24	28



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Freedom of Information Act

Procedure to Request Information Under the Freedom of Information Act

The Illinois Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. Exemptions are described under 5ILCS 140, Section 7 and Section 7.5. In addition, some records may be subject to confidentiality provisions imposed by other state or federal law; the FOIA process for disclosure of information does not supersede these other applicable statutory and judicial mandates.

For non-commercial purpose requests, a response will be provided within five (5) business days from the day after the request is received. For commercial purposes FOIA requests, a response will be provided within 21 business days from the day after the request is received.

The first day starts on the business day after the request is "received". The date that the request was received does not count as "day one." Pursuant to 5 ILCS 140/3(d), that time period may be extended for an additional five business days from the date of the original due date. If additional time is needed, you will receive an extension letter. In addition, a written agreement with the requester can extend the deadline for response beyond the statutory time requirements.

FOIA requests must be in writing and sent to one of the Park District FOIA officers and include the following information:

- Requester's full name, address and phone number.
- A description of the records being requested.

Established Fees

Copies (8.5x11"or 8.5x14", B&W)

- First 50 pages Free
- Additional pages \$0.15/side

Other Types of Records with Set Fees

- Actual Cost

Certification

- \$1.00/record plus copy

Mailing

- Cost of Postage

If the requested records are of a type not listed above, then the fees charged for copying the records will be the actual charges incurred by the District, and the above fees will not apply. The above fees will also not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, then the Requestor must pay the actual cost of the medium.

Records Kept at the Park District Offices

All items are available immediately on the Park District website:

- Budget
- Annual Audit
- Tax Levy
- Master Plan

FOIA Officers:

- **Gina Hassett, Executive Director, ghassett@frankfortparks.org**
- **Regina Ross-Ellision, Superintendent of Finance, rellison@frankfortparks.org**
 - Frankfort Park District, 140 Oak Street, Frankfort, IL 60423



ACRES / SQUARE Acreage / Square Feet - Owned	TRAILS	FACILITIES	DAY USE FACILITIES	SPORTS FIELDS AND COURTS	WATER BASED FACILITIES
	Multi-Use Trails (miles)	Restrooms Concessions	Picnic Shelter Picnic Area Playground	Baggio Basketball Baseball Disc Golf (holes) Football Horseshoes Skate Park Soccer Softball Tennis Volleyball	Pickleball Courts Fishing allowed Fishing Pier / Overlook Ice Skating Splash Pad Dog Park

1	Brookmeadow Park	Elise Blvd. west of Mary Dr.	12.98	●				1									1		
2	Butternut Creek Woods Park	Cedar Rd. & Lincoln Ln.	9.41	●				1	1	1									
3	Heritage Knolls Park	Heritage Dr. & Parkway Ln.	5.03	●	1					1				1		1			
4	Indian Boundary Park	Nebraska St. & Luther Ln.	3.89		1					1				1			1		
5	Kohlhagen Park	Cardinal Lake Dr. & 108th Ave.	8.78							1								1	
6	Lakeview Estates North Park	Pineridge Dr. and Callista Dr.	25.81	●				1	1	1			1					1	1
7	Lakeview Estates South Park	Madeline Ln. & Lakeview Estates Rd.	20.05	●				1	1	1								1	1
8	Lincoln Meadows Park	Johnson Ave. & Elm St.	1.75							1								1	
9	Michele Bingham Memorial Park	Elsner Rd. & Old Plank Trail	5.74		1					1				1	1				
10	Roy and Dorothy Janssen Park	116th Ave. & Netherby Way	10.01	●				1	1	1								1	1
11	Sandalwood Park	116th Ave. & Sandalwood Dr.	5.94	●	1					1			2						
12	Shaffer Park	Tanglewood Ln. & Colorado Ave.	1.16							1									1
13	Stone Creek Park	Pine Ridge Dr. & High Stone Way	2.92																
14	Timbers Edge Park	S. Oakfield Dr. & Pineview Ln.	11.41						1	1	1			1					
15	Windy Hill Park	Pfeiffer Rd. & Charrington Rd.	8.29	●					1	1	1								
Neighborhood Park Acreage				133.17															

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20	The Founders Community Center	140 Oak Street	31,670	3	
21	Susan A. Puente Educational Building	400 W. Nebraska St.	7,539	3	
22	Building & Grounds Facility	Maintenance Center	13,536	1	
23	Main Park Falcoln Football / Concessions Building	Main Park	1,800	1	1
24	Commissioners Park Concessions North	Commissioners Park	1,250	1	1
25	Commissioners Park Concessions South	Commissioners Park	1,250	1	1

	Chelsea Intermediate School	22265 S. 80th Ave.
	Grand Prairie Elementary School	10480 W. Nebraska St.
	Hickory Creek Middle School	22153 116th Ave.
	LincolnWay East High School	201 Colorado Ave.

