

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

September 19, 2013

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

The Meeting was called to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Jim Kohlbacher, Dave Macek, and Craig Maksymiak.

Absent were: Anthony Granata, Brian Mulheran, and Jeff Roach.

Also present were: Dave Anders, Park District Attorney
Jeff Mecher, Park Superintendent
Julie Arvia, Superintendent of Beautification and Natural Areas
Diane Meister, Office Manager

IV. Public Input

Jim Randall addressed members of the public who were present to voice concerns regarding the potential development of vacant commercial property at the corner of 191st Street & Harlem Avenue in Tinley Park. Mr. Randall stated that the park district has no action on the September agenda, as the Village of Tinley Park has not presented any development plans for consideration by the Park Board.

Jen Vargas, Tinley Park resident, presented a packet of information to Commissioners, and addressed the Board as representative of the public assembled at said meeting. The main concern regards the request for taxing bodies within the district to provide tax abatement to the developer for 2.5 years.

Several other community members also spoke, reiterating resident opposition to providing tax abatement to a big box developer, in addition to concerns about increased traffic and crime that a big box development could foster.

President, Ken Blackburn, thanked the public for their attendance, further stating the Board will review the information packet provided by Ms. Vargas.

Mr. Randall noted that residents will be notified in advance of Park Board consideration of the issue, should the Village of Tinley Park formally request action from the park district.

V. Correspondence

A. Appreciation

1. Thank you note received from park district employee, Julie Arvia, expressing appreciation for the 250 acres of natural areas that are positively impacting the community.
2. Thank you letter received from the Women's Centers of Greater Chicagoland, for the donation of toys provided by the park district's preschool.

B. Informative

1. Letters addressed to homeowners in the Lighthouse Pointe subdivision, requesting that they cease mowing native plantings in public space owned by the park district.
2. Letters addressed to homeowners bordering Island Prairie Park regarding unauthorized dumping of grass clippings and landscape waste in the park.
3. Letters sent to homeowners contiguous to Arbor Park regarding unauthorized dumping of aggregate onto park property.

C. Support

1. Fifteen letters of support received from community members, area school districts, community leaders, and legislators, requesting that the Illinois Department of Natural Resources strongly consider providing grant funding through the state's OSLAD program for the redevelopment of Community Park.

VI. Presentation of the August 15, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-957 to accept the August 15, 2013 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Motion carried.

VII. Legal Report

No report

VIII. Treasurer's Report

On behalf of the Board of Commissioners, President, Ken Blackburn accepted the August Treasurer's Report, pending audit.

Craig Maksymiak made Motion 13-958 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

The Board was provided with a copy of the Standard & Poor's Ratings Direct report, noting the district maintained its "A" rating.

New interpretive signage was developed and will be installed on existing sign structures along the bike path.

The PDRMA site visit and evaluation on September 17th went well, and Jim noted that switching the park district's insurance carrier will dramatically reduce liability costs. Pending acceptance by PDRMA, the park district would begin coverage on November 7, 2013, which would include "Nose Coverage", protecting the district against any unforeseen liability for a one year period.

The Board will be asked to consider authorizing resolutions to withdraw from its current insurance carrier, IPARKS, and to adopt resolutions authorizing PDRMA membership and acknowledging the park district's recognition and dedication to loss control, and the contract and bylaws. Copies of the resolutions and the PDRMA agency policies will be provided to Board Members in advance of consideration.

Jim Randall reported that the annual mini-bond issue will be presented for consideration during the October Board Meeting, and Chapman and Cutler will again provide the necessary authorizing ordinances for the abatement and subsequent mini bond sale.

X. Committee Reports

A. Maintenance

Jeff Mecher, Superintendent of Parks, thanked the Board for providing the opportunity to present an annual maintenance department report, and began by noting there were no new projects, but staff remained busy maintaining existing parks and facilities. The following highlights were addressed:

- The season began with heavy periods of rain, followed by the usual summer dry conditions, impacting routine maintenance duties.
- The biennial sealcoat project was completed during extremely hot summer conditions, with staff sealcoating nearly 10 miles of paths and two parking lots.
- 600 yards of fibar were spread on seven different playgrounds
- The loss of ash trees, due to the Emerald Ash Borer, provided thousands of yards of mulch that was added to planting areas and around trees throughout the district.
- With 550 FSBL players, 150 park district girls softball participants, and private team usage, maintaining park district athletic fields has become a huge task.
- 220 tons of biosolid fertilizer was spread over 8 different parks, producing a very favorable result.
- Maintenance personnel completed demolition of Board Room #1, in preparation for the addition of three new offices.
- Two new seasonal staff members, both adults, were hired to take on difficult tasks, such as bathroom maintenance and garbage pick up, and basic daily responsibilities. These newly hired employees have been invaluable, filling much-needed roles within the department.
- Jeff closed by noting that all maintenance employees gave 100% effort every day, ensuring that the parks and facilities are maintained at the highest standards possible.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, thanked the Board and Jim Randall for their continued commitment to beautification and the restoration of natural areas. Ms. Arvia provided the following annual highlights:

- Last fall, 37 different varieties of seed, valued at \$7,000 was collected, propagated in the greenhouse. and planted throughout district natural areas.
- The most productive prescribed burn season resulted in 15 burn units at 8 sites, with assistance provided by the maintenance department.
- New native planting areas were installed at Hunter Prairie and Kingston Parks.
- Annual plantings in irrigated landscape areas included approximately 800 profusion zinnia plants, reducing the normal amount by 50%, greatly decreasing the need for supplemental watering.
- General maintenance included removal and spraying of invasive species, weeding and mulching landscaped areas, watering newly planted trees and native petunias, and re-mulching sites at Square Links, the Dog Park, and Candle Creek Park.
- The fourth year of the greenhouse Lettuce Project produced 100+ pounds of lettuce that was donated to the Frankfort Township Food Pantry.
- A new custom-blend soil mixture was used to propagate native Illinois prairie and wetland plants in the greenhouse. The new soil reduced expenses by \$730, while improving the overall health of the plants through the infusion of a 3-month fertilizer in the mix.
- 28,253 native plugs were produced, valued at \$28,253, and first year Swamp /White Oak and Bald Cypress trees were also produced.
- Since January 1, 2013 to date, the Nature Center was assisted by 51 individual volunteers, contributing 315 hours.
- Nature Center programming, BAS and ELC field trips, and Earth Day activities are offered year round.
- Forging partnerships with Scouting groups, the U. of I. Master Gardener and Master Naturalist program, Bartel Grassland, and Thorn Creek Audubon benefits the park district and its partnering organizations.
- The hardworking and knowledgeable staff make all the successes of the beautification department possible.

C. Recreation

Sufficient information was included in the September Executive Director's Report.

D. Early Childhood

Sufficient information was included in the September Executive Director's Report.

E. Internet and Technology

No report

F. Special Recreation

No report

G. Finance and Planning

The annual audit was posted to the park district website for Board review, and Mr. Randall distributed the accompanying letters provided by the independent audit firm of Wermer, Rogers, Doran and Ruzon.

H. Township Planning Commission

Vice President, Dave Macek, reported no meetings have been conducted, and posed a question to the Commission, inquiring into the purpose of the Township Planning Commission; to date no response was received.

I. F.A.N.

No report

J. Golf Course

Sufficient information was included in the September Executive Director's Report.

K. Office

Diane Meister, Office Manager, addressed the Board, reporting on the following changes in the office work environment that resulted in a structured and organized workplace, timely communication, new and improved methods, and continual learning.

- Office supplies, program and staff shirts were inventoried and organized into labeled cabinets and drawers, ensuring sufficient supplies are available while eliminating overstock.
- A 43% cost savings was realized by purchasing copier paper through bulk ordering placed with Lincoln-Way District 210.
- A wall was constructed, dividing the front from the back office, enabling office staff to better focus on detailed project work.
- Communicating via email, both internally and externally, has been implemented as an office standard.
- Use of RecTrac to deliver registration receipts, bulk email notices, and reports ensure information is transmitted without delay.
- There was a 13% increase of residents using website program registration for the fall 2013 brochure, as compared to the 2012 fall brochure.
- New and improved methods for daily cash and credit card balancing has resulted in improved accuracy.
- Day Camp, BAS, and league registration, and rental forms were revised, providing a consistent format to simplify the registration process.

- All park district computers will be upgraded with Microsoft's Office 2013.
- Online registration for day camp offerings will be explored in January, implementing the registration calendar format currently used in BAS.
- The office training manual provides a tool for training and performance evaluation in an easy-to-follow format.

L. FOIA

No report

XI. Old Business

No old business was discussed.

XII. New Business

Vice President, Dave Macek, attended the Summit Hill Workshop meeting where new use of school district facilities was discussed. The workshop meetings will be held on the 3rd Thursday of each month, and will be added to the park district agenda under Committee Meetings.

Jim Randall discussed an employee's slip and fall accident in the Community Room foyer that was reported to the park district's workers comp carrier.

President, Ken Blackburn, requested that the Indian Boundary South Park sign be replaced. Mr. Randall will order a park sign for both Indian Boundary South Park and a community sign for the corner of St. Francis Road and Frankfort Square Road.

XIII. Adjournment

Dave Macek made Motion 13-959 to adjourn the meeting at 8:35 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell