

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 16, 2014

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 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Jim Kohlbacher, Dave Macek, and Brian Mulheran.

Also present were: Dave Anders, Park Attorney

Absent was: Craig Maksymiak

IV. Public Input

No input was provided

V. Correspondence

A. Appreciation

1. Thank you note received from Pam Kohlbacher, former Park Board Member, for recognition of her service during a special event held in advance of the November 21, 2013 Board Meeting.
2. Letter received from Lincoln-Way H.S. District 210's Foundation for Educational Excellence for donation in support of their annual fundraiser.
3. Email received from resident expressing appreciation that the park district clears snow from the bike/walking paths, enabling residents to utilize them throughout the winter season.

VI. Presentation of the December 2, 2013 Truth in Taxation Public Hearing Minutes and December 2, 2012 Board Meeting Minutes.

Dave Macek made Motion 14-987 to accept the December 2, 2013 Truth in Taxation Public Hearing Minutes and December 2, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Vote on motion: 4 in favor, Jim Kohlbacher abstained. Motion passed.

VII. Legal Report

Attorney, Dave Anders, had no report.

Jim Randall reported that five candidates submitted letters of interest to fill the vacant Board position. Copies of said letters were distributed to Board Members prior to the meeting for review. Commissioner, Craig Maksymiak, absent from the meeting, suggested forming a committee and scheduling candidate interviews. President, Ken Blackburn, felt that based upon the information provided by the candidates and the short term of office, no interviews would be necessary. All Commissioners present agreed, and it was decided that the matter would be discussed fully during the meeting's Executive Session.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, President, Ken Blackburn accepted the November and December Treasurer's Reports, pending audit.

Dave Macek made Motion 14-988 to accept the Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that required legal ad for the Truth in Taxation Hearing, submitted to the *Herald-News* for publication was not published. Mr. Randall discussed the matter with legal counsel, and the attorney informed him that the Truth in Taxation law, Section 18-100 of the Property Tax Code provides for defective publication wherein the taxing district shall not be invalidated for failure to comply when the newspaper fails to reproduce the notice as directed by the taxing district. The legal ad was sent to the *Frankfort Station* for publication in the January 16th edition.

Anthony Granata made Motion 14-989 to change the newspaper of choice for legal ads from the *Herald-News* to the *Frankfort Station*. Jim Kohlbacher seconded. A discussion ensued regarding concerns that the Frankfort Station may not meet general circulation for legal publications. The issue was tabled, allowing Jim Randall to investigate circulation to ensure residents in Tinley Park will have access to the required legal notifications.

Mr. Randall reported that 2014 marks the 40th anniversary of the Frankfort Square Park District. A celebration will be held on July 26, 2014 to mark the event, with preliminary plans to include local school bands, a barbeque, and fireworks. Wynn Cramer of Melrose Pyrotechnics, agreed to provide a fireworks display at a discounted rate of \$18,000-\$20,000.

Jim Randall sought Board direction regarding participation in the NRPA's Gold Medal Awards Program. It is the general consensus of the Board that the park district participate in the Gold Medal Awards Program, but due to the heavy workload, i.e. the master plan and summer brochure, the Board agreed to delay the budget process until early April.

Jim Randall reported that the new server equipment and software upgrade, approved via Motion 13-975, Installment Note Contract Ordinance No. 13-11-275, was installed.

Jim Randall reported on the Community Center's complete loss of power during the recent extreme cold weather conditions. Mr. Randall noted that the surge suppressor safeguarded all the electronics, and he is investigating a reasonable back-up system generator that would enable basic functioning, i.e. furnaces, minimal lighting, front office computers.

Jim Randall reported that park district personnel are gathering information, drafting purposes per department/sub-department, and completing an inventory of parks, natural areas, and open water. Documents will be forwarded to Robin Hall, University of Illinois, who will compile the information for the master plan document. Staff involvement will greatly reduce the cost of the completed document.

X. Committee Reports

A. Maintenance

Maintenance personnel have been busy plowing park district and school district parking lots.

New methods will be in place to ensure appropriate safety measures are followed during extreme weather conditions.

B. Beautification and Natural Areas

Preparations are underway for the upcoming season.

Julie Arvia, Superintendent of Beautification and Natural Areas, is supporting Jeff in the preparation of equipment and operations methods.

C. Recreation

Registration for the winter/spring brochure, released in mid-December, is going well.

D. Early Childhood

Registration for the 2014/2015 school year will be held on February 2nd.

E. Internet and Technology

No report

F. Special Recreation

SSSRA staff, longtime members of PDRMA, have been helpful in providing direction to park district staff.

SSSRA is considering adding offices and meeting space to their administrative building. Funding for the approximate 1,000 sq. ft. of additional space would be available through their existing budget. The current agreement will be amended, detailing the donation of additional Frankfort Square Park District land for this proposed construction.

G. Finance and Planning

Jim Randall is working on a 3 year analysis and line item summary for the 2014/2015 budget.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported that participation in the F.A.N. program continues to be strong.

J. Golf Course

Jim Randall will meet with Kelly VanHyning, Director of Square Links Golf Course, to begin planning for the 2014 season.

K. Office

The office has been managing the winter/spring registrations.

L. FOIA

A request for a list of contractor/sub-contractor names and contact information that have been assigned work by the park district over the past two years was received via email from SMART Local 265 on January 6, 2014. The requested information was forwarded via email on January 7, 2014.

A request to provide all notices of public meetings was received by mail on January 3, 2014, from Kate Schott of the Herald-News. A letter was sent to Ms. Schott via email, noting that the park district will provide notice of monthly board meetings and public hearings, along with instruction on accessing Board Meeting agendas and related documents through the park district's website.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 14-990 to go into Executive Session at 8:05 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

The Executive Session was called for the purpose of discussing a personnel issue and to review the letters of interest for the unexpired term of Frankfort Square Park District Commissioner.

Dave Macek made Motion 14-991 to go out of Executive Session at 8:25 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

XIV. Consideration of Board Appointment

Dave Macek made motion 14-992 to appoint Joe Vlosak to the position of Board Member to fill the unexpired term, vacated by Jeff Roach on November 20, 2013. Brian Mulheran seconded. Motion carried.

Brian Mulheran will notify Joe Vlosak of said appointment, and Jim Randall will issue letters to the remaining candidates.

XV. Adjournment

Dave Macek made Motion 14-993 to adjourn the meeting at 8:30 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell