

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

June 19, 2014

The following are Minutes of a meeting and public hearing 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, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Also present: Members of the Courthomes of Frankfort Square homeowner's association, Betsy Lester, Gail Schuman, Ruth Shaver, and Lisa Tidwell.

IV. Public Input/Public Hearing

Members of the Courthomes of Frankfort Square homeowner's association were present to learn about the proposed redevelopment of Community Park grant application. Jim Randall described planned improvements, and provided a conceptual plan for public review. If approved for OSLAD grant funding through the IDNR, the approximately \$385,000 redevelopment of Community Park would begin in the spring of 2015.

Lisa Tidwell spoke on behalf of the group, and stated that the homeowner's association would be willing to partner with the park district by donating trees for the site.

The association representatives will notify all residents of the Courthomes of Frankfort Square about the potential project, and encourage them to provide letters of support to the park district, which would then be forwarded to the IDNR. Mr. Randall noted that resident support has the most impact with the IDNR as they consider projects for grant assistance.

V. Correspondence

A. Appreciation

1. Thank you notes received from recipients of the 2014 College Scholarship Program awards.
2. Thank you note received from Mike Sieja, LWN PPS staff, for the park district's support of students and their families through the College Scholarship Program.

VI. Presentation of the May 15, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1022 to accept the May 15, 2014 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Vote on motion: 6 ayes, 0 nays, Brian Mulheran abstained. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title, Ordinance No. 14-06-278, Determination of Prevailing Wages, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Brian Mulheran made Motion 14-1023 to accept Ordinance No. 14-06-278, the Determination of Prevailing Wages, as presented. Dave Macek seconded. Motion carried. The park district will complete filings with the Secretary of State Index Division and Illinois Department of Labor, and post the legal notice in the newspaper of record within 30 days of the filings, as required.

VIII. Treasurer's Report

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

Dave Macek made Motion 14-1024 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested consideration of the purchase of payroll hardware and software system for a total not to exceed \$9,500, a copy of said proposal was provided to each Board Member prior to said meeting.

In a prior review, Treasurer, Craig Maksymiak suggested consideration of a payroll service. Mr. Randall noted that due to variables of staffing and rates, the park district has elected to continue to manage payroll in-house.

Craig Maksymiak made Motion 14-1025 authorizing the purchase of the payroll hardware and software system as presented. Brian Mulheran seconded. Motion carried.

Jim Randall reported on a recent emergency replacement of a mower. A new 2012 Grasshopper diesel mower, valued at \$13,355, was purchased at a net cost of \$8,855, which included a \$4,500 trade in value for a 2009 Kubota, and an additional \$3,500 discount for the 2012 model over the 2014 model.

Dave Macek made Motion 14-1026 approving the purchase of the new 2012 Grasshopper diesel mower for a cost not exceeding \$8,855 as presented in the June Executive Director's Report. Anthony Granata seconded. Motion carried.

A battery back-up system was installed at the Community Center to safeguard the computer servers and hardware. A static dissipative floor will also be installed in the server room to reduce static charges through grounding people and equipment.

Jim Randall requested approval for the provision of special rates for employees of local businesses, and local government and school district employees that service park district residents. In addition, Mr. Randall requested approval to provide a fee of \$250 for unlimited play and buckets of balls during the months of July and August for area high school students.

Anthony Granata made Motion 14-1027, approving the provision of special rates for local business employees, local government and school district employees, and the \$250 unlimited play and buckets of balls during the months of July and August for area high school students, as presented. Brian Mulheran seconded. Motion approved.

Jim Randall read the following press release into the record, a copy of which was provided to press making such a request:

“On Tuesday, June 17<sup>th</sup>, 19 year old seasonal employee, Frank Licka, collapsed at Union Creek Park while performing mowing duties. Bystanders immediately summoned emergency medical services and attended to the victim pending arrival of paramedics. Responding paramedics quickly arrived and after attending to the victim, transported Frank to Franciscan St. James Health. Regretfully, Frank was later pronounced dead at Franciscan St. James Health. The exact cause of death is unknown at this time.

The Frankfort Square Park District is working in full cooperation with the Tinley Park Police Department and Illinois Department of Labor on the ongoing investigation of the incident. When further information is available and confirmed, it will be released.

Frank Licka was a valued employee of the Frankfort Square Park District and a dear friend and colleague to many. Frank worked for our agency during his high school summer years and, most recently, as a college student. The Park District extends its sorrow and deepest sympathy to the family and friends of Frank.

A memorial visitation will be held on Sunday, June 22<sup>nd</sup> from 1:00 – 4:00 p.m. at Kurtz Memorial Chapel, located at 65 Old Frankfort Way in Frankfort, and a memorial service will be conducted at 4:00 p.m. In lieu of flowers, the family is asking that donations be sent to the Kiwanis Club of Frankfort, P.O. Box 875, Frankfort.”

X. Committee Reports

A. Maintenance

Jim Randall reported that the baseball season is concluding, thereby minimizing the level of required athletic field maintenance.

Mr. Randall provided a calendared list of maintenance and beautification projects for Board review.

B. Beautification and Natural Areas

Jim Randall commended Julie Arvia and her beautification staff for their exemplary efforts in planting native plugs and maintaining natural areas throughout the district.

C. Recreation

Board Members were provided with a copy of the 2014 Summer Concert Series, Local Showcase Community Concerts, and 40<sup>th</sup> Anniversary Celebration that will take place at the Island Prairie Park this summer.

Mr. Randall noted that the June 17<sup>th</sup> concert, Final Say, was cancelled and will be rescheduled at a later date.

D. Early Childhood

Sunshine Pals Play Camp, for children ages 3 ½ - 7 began on June 16<sup>th</sup>.

E. Internet and Technology

The park district is moving forward with a new website, which is scheduled to be launched this fall.

F. Special Recreation

The SSSRA adopted its annual budget, and will be addressing the issue of lowering non-resident program fees during the June 26<sup>th</sup> meeting of the SSSRA Board.

G. Finance and Planning

Jim Randall reported that the CPA firm of Wermer, Rogers, Doran and Ruzon completed their field work, and the annual audit is underway.

H. Township Planning Commission/SHSD 161 Workshop Committee

Anthony Granata reported that a permit request for a Gas & Wash facility, similar to a truck stop that would sell alcohol and include gambling opportunities, to be located on Harlem Avenue was denied by the Township Planning Commission.

Dave Macek reported that the Summit Hill School District 161 Workshop Committee is reviewing future population statistics as they relate to district-wide planning.

I. F.A.N.

Summer hours are underway, with the resulting decrease in participation numbers.

J. Golf Course

Jim Randall reported on a record Father's Day, with \$5,800 in sales, \$400 over the 2013 Father's Day revenue.

Jim Randall commented on the efficiency of the golf course operations.

K. Office

Two new individuals began part time employment in the front office, Maureen Rascop and Cynthia Standish. The park district received in excess of twenty applications for the posted position, resulting in a strong candidate pool.

L. FOIA

No FOIA requests were received or placed over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 14-1028 to go into Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

An Executive Session was called to review a personnel matter.

Dave Macek made Motion 14-1029 to go out of Executive Session. Brian Mulheran seconded. Motion carried in a vote by voice.

XIII. Purchase of Equipment

Jim Randall requested consideration for the purchase of a Groundsmaster 4000-D mower, with a delivery price not to exceed \$55,375, financed through Old Plank Trail Community Bank. Said loan shall be a six year term with semi-annual interest payments and an annual principal payment at 4.5% interest rate.

Proceeds from the sale of an existing Groundsmaster 4000-D mower will be applied towards said loan.

Dave Macek made Motion 14-1030 approving the purchase of a Groundsmaster 4000-D mower at a cost not to exceed \$55,375, financed through Old Plank Trail Community Bank as presented. Craig Maksymiak seconded. Motion carried.

XIV. Adjournment

Dave Macek made Motion 14-1031 to adjourn the meeting at 8:30 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell