

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

July 17, 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.

IV. Public Input/Public Hearing

Dave Macek made Motion 14-1032 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2014 through April 30, 2015. Brian Mulheran seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 14-07-279 for Fiscal Year beginning May 1, 2014 and ending April 30, 2015, was posted for public inspection at the park district office.

A legal ad, noting the date, time, and place of the public hearing was published in the Monday, July 3, 2014 edition of the *Frankfort Station*.

No members of the public were present for input, and the floor remained open for thirty minutes while other business, not pertinent to the Budget and Appropriation Ordinance No. 14-07-279, was duly transacted at said meeting.

Craig Maksymiak made Motion 14-1033 to close the floor and adjourn the public hearing at 7:30 p.m. Brian Mulheran seconded. Motion carried.

V. Correspondence

A. Appreciation

1. Note received from the Peder Hedberg Foundation, expressing appreciation for the FSPD's donation of a Square Links gift basket, valued at \$80 in support of their annual fundraiser.

VI. Presentation of the June 19, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1034 to accept the June 19, 2014 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 14-07-279, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 14-1035 to adopt the Budget and Appropriation Ordinance No. 14-07-279 as presented. Jim Kohlbacher seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 14-1036 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that Bob Guler, park district bookkeeper, not unexpectedly, tendered his resignation, effective July 3, 2014, and the park district wishes him well.

Jim Randall requested an executive session to review personnel and legal matters.

The new time clock system will be installed in the coming week, tested in August, and is anticipated to be operational by early September.

The park district's OSLAD grant application for the proposed redevelopment of Community Park was submitted prior to the July 1, 2014 deadline.

Jim Randall will attend a Village of Frankfort waste water treatment plant meeting on Monday, July 21st. It is hoped the village will move forward with their prior consideration to either improve the containment unit located between Champions Park and Hilda Walker School, or to consolidate the plant to their Frankfort location.

Greg Miller, CPA representing the firm of Wermer, Rogers, Doran and Ruzon was unable to meet with Mr. Randall and Mr. Maksymiak in advance of this Board Meeting, and their meeting will be rescheduled.

An itinerary for the NRPA Congress trip to Charlotte, North Carolina, will be provided to all attendees during the first or second week of August. The Board approved Mr. Randall's request to travel to Charlotte, using his park district vehicle.

The park district's acquisition of digital radios, replacing older analog models, has improved staff communications. The Village of Tinley Park purchased the older radios, enabling the park district to purchase additional units, at no cost to the district.

Vandalism in Union Creek Park has been problematic. Chief Neubauer of the Tinley Park Police Department recommended a park ambassador program that has been successfully implemented by other districts. The program would entail two individuals to drive a truck with a spotlight to park locations after dusk, and to call the police if loiterers refuse to disperse. Mr. Randall will contact the Downers Grove Park District to learn more about the program.

A nearby day care facility has been dropping off large groups of children at FSPD parks, overwhelming the facilities. The executive director of the day care program had received correspondence from Jim Randall in June, 2013, notifying them that registration for their group's usage is required. A letter was again sent in July, 2014. Mr. Randall asked Board consideration to post rules regarding large group usage at various park sites, and will provide a draft of the sign and copy of the letters for Board review at the August Board Meeting.

The park district's 40th Anniversary Celebration is scheduled for Saturday, July 26th. The Summit Hill Alumni Band will kick off the event at 4:00 p.m. with a performance. Games and activities are planned throughout the day, with a second band performance by Briggs Street Band at 7:30 p.m. A fireworks display, provided by Wynn Cramer of Melrose Pyrotechnics is scheduled to begin at dusk. If the launch site at Island Prairie Park cannot be sufficiently dried out, due to rainy conditions, the fireworks may be moved to the Schoeling farm on St. Francis, and viewed from Lincoln-Way North.

The purchase of a Toro lawn mower, approved during the June 19th Board Meeting, *ref. Motion 14-1037*, will require an ordinance, per park district counsel. The installment contract ordinance will be added to the August agenda, and provided to Board Members in advance of consideration.

Jim Randall reported that attorneys at Ancel, Glink, Diamond, and Bush recommended revisions to the Budget and Appropriation ordinance, approved during this meeting, which would ensure protection against tax objections.

X. Committee Reports

A. Maintenance

Crews are replenishing fibar at all playground/park facilities to provide the required base for safety of park users. Three semi-loads, \$20,000 worth of fibar, is being applied with a blower, eliminating the need for manual spreading of the material.

Jim Randall reported that a resident requested replacement of the Hunter Prairie Park playground equipment. No previous request has been received, and the park district recently completed approximately \$80,000 in improvements at this park site that included renovation of the soccer field, fencing, parking lot, and tennis courts.

B. Beautification and Natural Areas

Installation of the bioswale behind Frankfort Square School to filter water runoff from the roof and parking lot is complete. Crews trenched the site and planted natives that were propagated in the Island Prairie greenhouse.

C. Recreation

The new dog obedience classes, managed by the park district and conducted at Lincoln-Way North pole barn have been very successful with \$7,287 in program fees received. Lincoln-Way invested in the facility which allows the community to be served, and after paying out \$4,494 in instructor fees, \$2000 was remitted to Lincoln-Way, and the remaining \$793 will help to fund the J. Kyle Braid Leadership Program.

D. Early Childhood

This summer's Sunshine Pals Play Camp is going well.

Early Learning Center teachers will return for the 2014/2015 school year on August 25th.

E. Internet and Technology

The static dissipative floor was installed in the server room.

LTS, the contracted IT firm, will work with ITR Systems to install the new time clock system.

F. Special Recreation

No report

G. Finance and Planning

Potential changes to staff will be discussed in this meeting's Executive Session.

H. Township Planning Commission/SHSD 161 Workshop Committee

No reports

I. F.A.N.

No report

J. Golf Course

Jim Randall reported that the golf course has been very busy, and that positives regarding its operation and management are too numerous to list.

Recent *Frankfort Station* articles about the golf course and restaurant, along with \$2,000 in advertisements, have increased awareness and patronage of the facility. Due to this fact, Jim Randall reported that it will not be necessary to contract for billboard advertising on Harlem Avenue next season.

The July 12th, College Scholarship Golf Tournament was postponed due to rainy weather, and rescheduled for July 19th. A record sum of \$11,150 in donations was raised for scholarships that will be awarded in the spring of 2015.

The inaugural Movie on the Green, Disney's Up, was attended by 200+ children and adults. A natural bug barrier was applied, and was a successful mosquito abatement tool. A second Movie on the Green, showing the Disney movie, Frozen, is scheduled for August 22nd.

High school tryouts have begun, and will increase play at the course.

K. Office

Jim reported that the front office is comprised of a cohesive staff, and the two new employees are working out very well.

L. FOIA

Rob Bush, attorney for Ancel, Glink, Diamond, and Bush, submitted a request for disclosure of records from the Tinley Park Police Department and Cook County Coroner, pursuant to the Freedom of Information Act, regarding the June 17th accident. To date, the Tinley Park Police Department provided the requested reports.

XI. Old Business

No old business was discussed.

XII. New Business

The August Board Meeting will be held at the Square Links Golf Course clubhouse, as was determined in the organizational Board Meeting, held on May 15, 2014, *ref. Sect. VIII., Board Appointments*. Several park district staff will be in attendance to provide annual reports.

XIII. Executive Session

Brian Mulheran made Motion 14-1038 to go into Executive Session. Dave Macek seconded. Motion carried in a vote by voice.

An Executive Session was called to review a personnel and a legal matter.

Dave Macek made Motion 14-1039 to go out of Executive Session. Jim Kohlbacher seconded. Motion carried in a vote by voice.

XIII. Employee Promotion

Jim Randall requested approval to promote Diane Meister, Office Manager to the new position of Office Manager/Bookkeeper with a salary increase commensurate to the added responsibility, retroactive to the 6/22/14-7/5/14 payroll.

Brian Mulheran made Motion 14-1040 approving the promotion of Diane Meister, Office Manager, to the new position of Office Manager/Bookkeeper with an increase of salary as requested. Dave Macek seconded. Motion carried.

XIV. Adjournment

Anthony Granata made Motion 14-1041 to adjourn the meeting at 8:15 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:
Linda Mitchell