

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

August 21, 2014

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. St. Francis Road, 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

No members of the public were present for input.

V. Correspondence

No correspondence was presented for review.

VI. Presentation of the July 17, 2014 Board Meeting Minutes.

Craig Maksymiak made Motion 14-1042 to accept the July 17, 2014 Board Meeting Minutes as presented. Joe Vlosak seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration Ordinance No. 14-08-280, an ordinance authorizing an Installment Purchase Agreement for the purpose of paying the cost of purchasing personal property in and for the Frankfort Square Park District, and authorizing and providing for the issue of \$55,000 Debt Certificate, series 2014, to finance the purchase of a Toro 4000-D mower, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 14-1043 to adopt the Installment Purchase Agreement Ordinance No. 14-08-280 as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall requested a motion to approve refinancing of a \$131,073.28 balloon payment for the St. Francis Ball Field Loan #1528-7, with Old Plank Trail Community Bank.

Craig Maksymiak made Motion 14-1044 to approve refinancing of a \$131,073.28 balloon payment for the St. Francis Ball Field Loan #1528-7 with Old Plank Community Bank as presented. Anthony Granata seconded. Motion carried.

Jim Randall requested the assignment of Audrey Marcquenski, Director of Recreation and Administration, as signor on wire transfer agreements through Old Plank Trail Community Bank, replacing former signor, Bob Guler, due to his recent retirement.

Jim Kohlbacher made Motion 14-1045 authorizing the assignment of Audrey Marcquenski, Director of Recreation and Administration, as signor on wire transfer agreements through Old Plank Trail Community Bank, as requested. Dave Macek seconded. Motion carried.

Jim Randall requested consideration to change the October Board Meeting date from third Thursday in October to the fourth Thursday in October. The change of date is necessary to accommodate Board Members and park district staff that will be attending the NRPA Congress in Charlotte, North Carolina, during the normally scheduled Board Meeting date of October 16th.

Dave Macek made Motion 14-1046 to change the date of the October Board Meeting from October 16, 2014 to October 23, 2014, to accommodate the schedules of Board Members and key staff that will be attending the NRPA Congress during the normally scheduled Board Meeting date of October 16th. Joe Vlosak seconded. Motion carried in a vote by voice.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 14-1047 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

IX. Executive Director's Report

The IDOL conducted a closing conference via telephone on August 21, 2014, regarding a fatality investigation. A written summary of the conference will be forthcoming.

Itineraries for the October NRPA Congress trip were distributed to all attendees.

Jim Randall is assisting SHSD 161 with their plans to install security cameras at Frankfort Square School.

Construction of a small storage building, 12' x 20' will be underway. When complete, the unit will be used to store tables and chairs and preschool and day camp equipment.

Per unanimous consent by the Park Board, irrigation will be installed at the Lincoln-Way North JV baseball field.

Jim Randall reported on an incident that occurred at the Dog Park on August 15th, wherein a pit bull exited through a fence opening and bit a black lab outside the fenced-in area. The park district will not be held liable, as pet owners are always responsible for the action of their pets. The pit bull owner was notified that his membership to the Dog Park has been indefinitely suspended.

An incident occurred during a Dog Obedience class, the police were called to manage the issue, and park staff completed an internal incident report for file.

A member of the FSBL left his key in the Union Creek Park concession stand lock, and it was then reported missing. The lock was changed and new keys were ordered. Mr. Randall noted that keys will no longer be passed within outside organizations. In addition, all park district locks will be re-pinned over the spring, and key distribution methods will be revised.

Jim Randall is working with the FSBL to install a 2-car garage at Union Creek athletic fields #1-#4. The organization will remove batting cages, add picnic tables, and construct the structure at a cost of \$25,000-\$30,000.

Restroom floors will be resurfaced with an epoxy finish at Union Creek Top, the Skate Park, and Hockey Rink facilities.

An employee caused approximately \$1,000 in damage to a trailer and park truck while backing into a parking space. The individual was required to undergo mandatory drug testing, and results were negative.

Jim Randall reported that a PDRMA employee inadvertently erased all park district GASB inventory data. Greg Miller, park district auditor needs the data to complete the annual audit, and park district bookkeeper, Duane Meyers, will work on recreating the historical cost and depreciation information.

X. Committee Reports

A. Maintenance

Jeff Mecher, Park Superintendent, was present to provide his annual report to the Park Board.

Jeff recalled training he underwent when initially hired in 1987, where he was taken to a park, instructed to operate a weed eater, pick up garbage, and always look busy.

Since 1986, and most notably, in the past five years, there have been many positive changes in the training and operation of the maintenance department.

Landscape Safety training, a step-by-step online program is completed by each maintenance employee on the care and use of all equipment.

Time is set aside each day to clean and properly store equipment.

360° inspections are daily completed on all vehicles.

Weekly vehicle inspections are conducted.

Jim Randall, Audrey Marcquenski, and Arliss Bouton meet with all maintenance staff on a weekly basis, to ensure high standards of care are met.

In closing, Jeff reported that training, equipment care, and inspections have improved dramatically, but noted that there is always room for advancement in these areas.

Jim Randall reported that big strides have been made in doing things better, but the parks and ballfields have never looked better.

B. Beautification and Natural Areas

Jim Randall reported that the bioswale installed behind Frankfort Square School by beautification staff has been a successful project and a positive improvement.

C. Recreation

Audrey Marcquenski, Director of Recreation and Administration, focused her Board report on the park district's membership in the Park District Risk Management Agency (PDRMA).

PDRMA provides its members with insurance coverage, legal advice and counsel, assistance in managing risk, safer and healthier work and play environments for employees and patrons, and financial savings.

As Safety Coordinator, Audrey will complete a required 2-year training curriculum, and will earn Safety Coordinator Level One Certification in the coming year.

Arliss Bouton was hired as the Executive Assistant Safety Coordinator, and assists Audrey with all PDRMA matters.

Since joining PDRMA, all full time employees have log-in access to PDRMA's website which provides resource information, sample forms, and training opportunities. In addition, Risk Management Institutes are held at the Tinley Park Convention Center, and several staff members attend these annual offerings.

Safety and Wellness Committees have been established, bringing safe and healthy initiatives to the forefront of the park district's operation.

Audrey and Arliss are charged with preparing the park district for PDRMA's loss control review, and are currently working closely with the maintenance department, as most safety activities and facility inspections involve this department.

The safety aspect of PDRMA membership provides district-wide benefits that has and will continue to improve programming, facilities, vehicle and equipment care and use, and behavior management.

Rachael Bennett, Recreation Supervisor, addressed the Board, thanking them for the employment opportunity provided by the FSPD.

Some of Rachael's responsibilities involve planning special events which include Lunch with Santa, Daddy/Daughter Dances, and Lunch with the Bunny. These events involve a great deal of preparation and set-up, and staff have been instrumental in making these well-attended events successful.

Rachael obtained her Certified Parks and Recreation Professional certificate in January, 2014, and will be required to earn and submit two Continuing Education Units (CEU's) every two years. Attending the IPRA state conference in January enabled Rachael to earn one of the 2 CEU's needed for this cycle, and she was grateful for the opportunity to learn more about the recreation field.

Rachael has worked with Tanya Mikolajczyk, instructor, on the new Dog Obedience program. The first sessions went very well, with 68 dogs enrolled in 10 weekly classes and 10 individual private lessons.

Rachael was also responsible for the Summer Day Camp program, managing a staff of 15 counselors and directors. A new training program was instituted, and Rachael utilized new information provided by PDRMA to develop the staff and van training, and to update the first aid and emergency sheets. An average of 30 campers enjoyed the program with varied weekly themes and new field trips.

In concluding her Board address, Rachael noted she was looking forward to attending the NRPA Congress this October, an opportunity that will enable her to network with professionals and attend sessions to further enhance her working knowledge within the recreation field.

D. Early Childhood

Preschool classes will begin with preview days the week of September 1st.

BAS is going well, with 100+ children attending morning and afternoon sessions on a daily basis.

E. Internet and Technology

The park district is facilitating the installation of two security cameras at Frankfort Square School on behalf of SHSD 161. If the cameras prove beneficial, additional systems may be expanded district-wide.

F. Special Recreation

Three SSSRA inclusion aides will assist park district staff in the BAS program.

Audrey was re-elected to the position of Board Treasurer.

Audrey reported that issues presented during the annual budget process have been overcome with the proposed elimination non-resident rates and employee benefit cutbacks removed from consideration.

G. Finance and Planning

Jim Randall addressed audit issues in the above Sect. IX., Executive Director's Report.

H. Township Planning Commission

Anthony Granata reported that there was no meeting of the Township Planning Commission in the last month, but a meeting is scheduled in September.

I. Summit Hill School District 161 Workshop Committee

Dave Macek reported that meetings are on hiatus until school begins again in the fall.

J. F.A.N.

The F.A.N. program continues to generate positive revenue.

K. Golf Course

The course has experienced another great year of operation.

School golf season is in full swing.

The willow trees bordering the course are at the end of their life, and will need to be removed.

The golf course bridge will be placed on its final foundation in November.

L. Office

Diane Meister, Office Manager/Bookkeeper, reported on the culture of change, which has been a constant at the park district, affecting work methods, communications, and employee relationships.

In January, 2014, a new computer server and upgraded software were introduced, taking the district from Microsoft Office 2003 to Microsoft Office 2013. The change was met with positive attitudes, resulting in a successful winter/spring program registration process.

The Board approved the hiring of two new, and very qualified individuals, Maureen Rascop and Cindy Standish, to part time office positions. Their previous office experience, participation in various park district programs, and excellence in customer service have made for a seamless transition.

In July, Diane was presented with the opportunity to fill the role of bookkeeper, following Bob Guler's retirement. Diane continues to manage the front office, while working with Duane Meyers, park district accountant to learn the financial software used for payroll and accounts payable. Previously, payroll and accounts payable were processed offsite, but will now be managed at the park office.

The Board recently approved the purchase of three new push technology smart clocks to replace the current time clock punch machines. Once in operation, this new system will provide improved payroll efficiencies, and will enable managers to access and approve their staff's payroll using the automated software system.

Recently, Diane became a member of the Safety Committee and was appointed as chairperson of the newly established Wellness Committee.

Diane also appreciates the opportunity to attend the NRPA Congress in October, and is looking forward to the networking opportunities and workshops that will be offered.

M. FOIA

The park district submitted a request for the police report from the Village of Tinley Park, following an incident that occurred at the Dog Park on Friday, August 15, 2014.

No other FOIA requests were made or received during the past month.

XI. Old Business

No old business was discussed.

XII. New Business

Dave Macek reported that he was approached by several residents following recent park district events, i.e. the College Scholarship Tournament and 40th Anniversary Celebration, stating they were unaware of the opportunities. Mr. Randall noted this has been an issue, and the park district uses several avenues to promote programming and events that include the website, park district brochure, marquees, flyers posted at the park district and distributed through programming, and social media which includes Facebook and Constant Contact. In addition, Old Plank Trail Community Bank promoted the 40th Anniversary Celebration on their Route 30 location's electronic sign and posted flyers at this branch. The park district will continue to explore ways in which it can communicate information to its residents.

The 40th Anniversary Celebration was well-received, and Jim Randall reported that the park district will consider building on this event in the future.

XIII. Executive Session

No business was brought before the Board that would require an Executive Session.

XIV. Adjournment

Dave Macek made Motion 14-1048 to adjourn the meeting at 8:38 p.m.
Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell