

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

September 18, 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, Craig Maksymiak, and Joe Vlosak.

Absent was: Brian Mulheran

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Email received from Ross Trout, Victor Andrew High School JV Golf Coach, expressing appreciation regarding the condition of the course and efficient operation during their September 4<sup>th</sup> match.

VI. Presentation of the August 21, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1049 to accept the August 21, 2014 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Ordinance No. 14-09-281, an ordinance authorizing and providing for repayment of debt incurred for the purchase of ballfield on St. Francis Road.

Dave Macek made Motion 14-1050 to adopt the Loan Agreement Ordinance No. 14-09-281 as presented. Joe Vlosak seconded. Motion carried.

VIII. Treasurer's Report

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

Dave Macek made Motion 14-1051 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

IX. Executive Director's Report

The park district will begin distributing petition packets on September 23<sup>rd</sup>, for the April 7, 2015 Consolidated Election.

Jim Randall requested an executive session for the purpose of discussing a legal and a personnel matter.

A resolution, required prior to the Truth in Taxation public hearing, will be presented for Board consideration during the October meeting.

The October Board Meeting will be delayed by one week, as approved during the August meeting, due to the concurrent scheduling of the NRPA Congress, *ref. August 21, 2014 Minutes, Sect VII. Legal Report, Motion 14-1046.*

Jim Randall reported that the audited Financial Statements, FYE 4/30/14, has been completed, and is pending final review by the independent accounting firm of Wermer, Rogers, Doran & Ruzon.

Jim Randall anticipates receiving \$1,775,000, the second installment of Will County tax distributions.

The biometric payroll system is currently in a testing phase, and will be instituted with the last payroll in November.

Jim Randall requested and received Board consensus to extend a ten (10) day paid time off for male maternity leave to full time employees, Kelly VanHyning and John Keenan.

Chapman and Cutler will provide the required ordinance documents for the annual mini-bond, providing for the issue of \$106,000 in General Obligation Limited Tax Park Bonds that will be presented for consideration during the October Board Meeting.

X. Committee Reports

A. Maintenance

The park district took delivery of the 2015 Ford F350 Pickup truck. A tomy lift, plow assembly, and required lighting were added to maximize the vehicle's use.

Plow hardware was installed on the Peterbilt truck.

Installation of the storage garage at the Community Center is underway.

The second of two bridges was moved from the golf course and mounted to its foundation at Union Creek Park on September 17<sup>th</sup>. A temporary stone path will enable access prior to the installation of a permanent asphalt path.

Jim Randall reported that a police report was filed following vandalism at the Union Creek Park hockey rink, wherein the boards were painted. The Board may consider installation of a surveillance camera at this facility.

The renovation of floors in various restrooms at Union Creek Park is pending.

B. Beautification and Natural Areas

Beautification staff completed installation of all 30,000 native plugs throughout natural areas within the district.

Jim Randall and Julie Arvia met with Scott McCreary to discuss assisting LWN with the installation of bios wales in the school's detention area.

Julie completed burn plans and submitted a permit application for the 2015 burn season.

The survey of the park district's natural areas has been completed by Cardno JFNew, and a report will be provided in the coming months.

John Vann, Landscape Architect, completed 70% of the ADA compliance review of park district properties and facilities.

C. Recreation

The Before and After School Program is off to a successful start, with 102 children enrolled in the morning and afternoon sessions.

D. Early Childhood

The 2014/2015 ELC school year is underway, with four 4 year old and three 3 year old sessions. The newly expanded 3 hour classes have been well-received.

E. Information Technology

Jim Randall solicited proposals and forwarded recommendations to SHSD 161 Superintendent, Barb Rains, for a surveillance camera system for Frankfort Square School that would serve as the district's test case. The \$11,000 system would provide coverage of all entrances, windows, and the parking lot, and per previous approval, the Park Board would provide 30% of the cost.

The revised park district website will be available in December.

F. Special Recreation

The LWSRA golf outing, held at Square Links Golf Course was very successful. The organization appreciated the assistance provided by the park district, and they are planning to schedule this as an annual event.

G. Finance and Planning

Jim Randall began working on the 2015/2016 budget.

Jim Randall reported that Diane Meister, Office Manager/Bookkeeper, is doing an exceptional job in her new role as bookkeeper, and all accounts payable and payroll is now completed in-house.

H. Township Planning Commission

Anthony Granata was unable to attend a previous meeting, but requested a copy of the meeting minutes.

I. Summit Hill School District 161 Workshop Committee

Dave Macek reported that he will serve on a finance committee, one of four new committees that the Board established to address four different goals. The finance committee will meet on September 23<sup>rd</sup>, at 6:00 p.m.

J. F.A.N.

The new F.A.N. season has begun, and is going well.

Jim Randall received a call from a senior citizen regarding use of the fitness room at Lincoln-Way North. The gentleman was very pleased to learn that the initial annual cost for senior citizens is \$10.00, with an annual renewal fee of \$5.00.

K. Golf Course

Jim Randall requested Board consideration to enter into a 5 year lease with Harris Golf Cars, to begin in June 2015, adding sixteen new gas car golf cars to the fleet at a yearly cost of \$11,012.16, which includes \$113 per car for preventive maintenance and winter storage. The total lease contract shall not exceed \$55,060.80 over the 5 year term, and includes a trade-in value of \$24,440 for ten 2003 and six 2006 existing Yamaha G22A gas fleet cars.

Mr. Randall further noted that as of August 31<sup>st</sup>, golf cart rental revenue for the 2014 season was \$43,000.

Dave Macek made Motion 14-1052 to enter into a lease agreement for the rental of sixteen gas golf cars for a 5 year term at a cost not to exceed \$55,060.89 as presented. Anthony Granata seconded. Motion carried.

Jim Randall requested Board consideration to purchase a Sweepster 60 Vacuum Brush with a 4 year warranty to replace a 1965 model for a cost not to exceed \$29,300. Said purchase includes a trade-in value of \$8,500 for a Massey Ferguson tractor and an additional \$5,000 discount, with financing deferred to June, 2015.

The vacuum brush would be used to clean up debris on the golf course after storms, and can also be used on park district paths and boulevards.

Joe Vlosak made Motion 14-1053 approving the purchase of a Sweepster 60 Vacuum Brush at a cost not to exceed \$29,300, as presented. Dave Macek seconded. Motion carried.

Jim Randall reported on a record-setting year for the golf course and restaurant, and noted that Kelly VanHyning, Manager of Square Links Golf Course, and Deb Cancialosi, Assistant Manager of Square Links Golf Course, will present annual reports during the November Board Meeting.

L. Office

No report

M. FOIA

The park district submitted a request for the police report from the Will County Sheriff's Office, following an incident that occurred during a Dog Obedience class on August 20, 2014. An incident report, was received on August 27, 2014, and placed on file.

The request for a police report from the Village of Tinley Park regarding an incident that occurred at the Dog Park on August 15, 2014, *ref. August 21, 2014 Board Meeting Minutes, Committee Reports, M-F.O.I.A.*, was received and placed on file.

No other FOIA requests were made or received during 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 14-1054 to go into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

An Executive Session was called for the purpose of reviewing a legal matter and a personnel matter.

Dave Macek made Motion 14-1055 to go out of Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 14-1056 to adjourn the meeting at 8:30 p.m.  
Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell