

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

May 21, 2015

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 Brian Mulheran.

Absent was: Joe Vlosak

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Letter received from the Lee Ann Murray "Everything Counts" scholarship fund, expressing appreciation for the Park District's donation of a gift basket for their fundraiser raffle.
2. Note received from Ed Reidy, recently hired Superintendent of Parks, thanking Jim Randall for consideration of the offered position.
3. Notes received from Mike Sieja, LWN PPS Counselor, and 2015 scholarship recipients, thanking the Park Board for the scholarship awards that were presented during the Senior Honor Night.
4. Letter received from Gerrit Prince, PDRMA Risk Management Consultant, following his initial visit to review the progress of the Park District's risk management program. Mr. Prince also commended the golf course staff for their willingness to address inquiries about its operations.

VI. Presentation of the April 16, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1102 to accept the April 16, 2015 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Oath of Office

Anthony Granata and Craig Maksymiak, candidates that were elected to the Office of Park Commissioner, at the Consolidated Election held on April 7, 2015, were sworn in to serve a four year term of office as Park Board Commissioners.

Jim Kohlbacher, candidate elected to the Office of Park Commissioner, Frankfort Square Park District at the Consolidated Election held on April 7, 2015, was sworn to serve a two year unexpired term of office as Park Board Commissioner.

VIII. Election of Officers

Dave Macek made Motion 15-1103 to open the floor for the nomination of officers. Anthony Granata seconded. Motion carried in a vote by voice.

Dave Macek made Motion 15-1104 to nominate Ken Blackburn as President. Anthony Granata seconded. Motion carried in a vote by voice.

Anthony Granata made Motion 15-1105 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 15-1106 to close the floor for the nomination of officers. Jim Kohlbacher seconded. Motion carried in a vote by voice.

IX. Board Appointments

President Ken Blackburn appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak accepted said appointment.

President Ken Blackburn appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation. Rob Bush will be notified of said appointment.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as FOIA Officers. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as OMA Designees. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Dave Macek to serve as Risk Management/Personnel Liason. Dave Macek accepted said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:30 p.m., and the December Tax Levy Hearing and regular December Board Meeting will be held on Monday, December 7, 2015, at 7:00 p.m. and 7:30 p.m. respectively. Said meetings and hearing will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's August Board Meeting will be held at the Square Links Golf Course clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois at 7:30 p.m.

Check signing authority was granted to the following individuals: Jim Randall, John Keenan, Audrey Marcquenski, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the *Frankfort Station* as the newspaper of choice for legal ad publications.

Anthony Granata was appointed to serve on the Frankfort Township Planning Commission. Mr. Granata accepted said appointment.

Dave Macek was appointed to serve on the Summit Hill School District 161 Workshop Committee. Mr. Macek accepted said appointment.

President Ken Blackburn appointed Audrey Marcquenski to the SSSRA Board, and Jim Randall to serve as alternate. Mr. Randall accepted said appointment, and Ms. Marcquenski, not present during this meeting, will be notified of said appointment.

The Board named the Illinois Treasurer's Pool and Old Plank Trail Community Bank as primary financial institutions to house park district bank accounts.

X. Legal Report

Jim Randall discussed recording physical assets, noting that per an independent auditor's recommendation, the level should be increased to capture more permanent items, therefore, Mr. Randall requested Board consideration to raise the capital asset level from the current \$2,500, to \$20,000.

Craig Maksymiak made Motion 15-1107 authorizing raising the capital asset level from the current \$2,500 to \$20,000 as requested. Brian Mulheran seconded. Motion carried.

No FOIA requests were sent or received by the Park District during the previous month.

Jim Randall presented PDRMA Risk Management Policies that included High Risk Driver and Vehicle Usage Policies, copies of which were provided to each Board Member during the April 16, 2015 Board Meeting for review, and requested consideration of same.

Brian Mulheran made Motion 15-1108 to adopt the PDRMA Risk Management Polices, as presented. Dave Macek seconded. Motion carried.

Jim Randall presented IDOL Compliance Program and Footwear Policies, along with a Permission to Dispense Medication form, enabling Board review prior to consideration at the June, 2015 meeting of the Park Board.

Jim Randall reported that the Park District received an administrative law judge's decision regarding a claimant's request for reconsideration of an unemployment claim denial. The result was a disqualification of benefits to the claimant, but the decision can be appealed to a higher level within thirty days of the decision.

XI. Treasurer's Report

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

Dave Macek made Motion 15-1109 to accept the Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

Jim Randall reported the end of fiscal year balance of \$385,000.

Longtime tax extension directors, Tim Reading, Will County, and Bill Vaselopoulos, Cook County, recently retired. The changes to both counties may be a factor in causing delayed tax distributions. On May 14, 2015, the District received \$26,000, and the next distribution of approximately \$800,000 is scheduled for Friday, May 29. In comparison, \$1.2 million was received at this time last year. Mr. Randall is communicating regularly with both counties, and will keep the Board informed on the matter.

XII. Executive Director's Report

The Park Board Workshop summaries were provided for Board review, and will be posted to the website for community access in the coming months.

Jim Randall provided a summary of resident concerns from the previous month, and noted that Ed Reidy, Superintendent of Parks, is managing all concerns and will provide summaries to the Board on a monthly basis.

The purchase of a used golf course shade structure from Green Gardens Golf Course, at a cost of \$30,000, and an estimated cost of \$11,000-\$12,000 to move and assemble the structure at Square Links has been cancelled. Mr. Randall determined that funds would be better spent on projects that could better serve residents as a whole.

The Wildcats cheerleaders are requesting floor mats for their popular activity. Said improvement could also serve in the Park District's largest offering, the dance program. The mats can be installed at Mary Drew, and would be removable if the Facility Use Agreement that goes into effect on July 1, 2015, should terminate at a future date.

Jim Randall requested Board consideration to change the Skate Park hours to reflect the normal park hours of dawn to dusk. The revised hours would begin at the end of the school year, and may resolve damages caused by frequent break-ins at this facility. Rules will be posted, placing increased responsibility on the users, and if vandalism or loitering increases, the facility will revert to its current hours.

Anthony Granata made Motion 15-1110 authorizing the change in Skate Park hours, opening the facility from dawn to dusk, reflective of normal park hours while school is not in session. Craig Maksymiak seconded. Following a full and complete discussion, the motion carried.

Jim Randall will notify SHSD 161 administration about this Board decision.

The Park District provided eleven \$1,000 scholarship awards to graduating seniors, during the LWN Senior Honors Night. Vice President Dave Macek stated Kelly VanHyning did a great job representing the Park District during the event, and that a deserving group of graduates were chosen for the awards. Dave also noted that he will share additional thank you notes he received from recipients during the June Board Meeting.

The first organizational 501 (c) 3 Foundation meeting will be held on June 18th at 6:30 p.m., in advance of the June Board Meeting. This will be the first of many steps taken to establish this Park District foundation, and Mr. Randall encouraged Board Members to attend the meeting.

Jim Randall and staff are working on the ADA transition plan that summarizes all Park District facilities, provided by landscape architect, John Vann.

Jim Randall reported that Ed Reidy, newly hired Superintendent of Parks, is fitting in well with the staff.

Jim Randall requested Board authorization to enter into two five year leases for a 2015 Ford Transit 8-passenger van and a 2016 Ford Explorer, for a total cost not to exceed \$47,024, which includes the municipal discount and trade in value for two 2002 Econoline Vans. The Explorer will be used by office personnel, and the Transit will be used to transport program participants.

Dave Macek made Motion 15-1111, authorizing the Park District to enter into two vehicle leases for a 2015 Ford Transit 8-passenger van and a 2016 Ford Explorer with a trade in of two 2002 Econoline Vans, as presented. Anthony Granata seconded. Following a full and complete discussion, motion carried.

XIII. Committee Reports

A. Maintenance

The maintenance department is working to get back on track for the upcoming season, and college and adult seasonal staff are returning for the summer.

Dave Arnott, permanent part-time maintenance laborer, resigned his position.

B. Recreation

Jim Randall provided Board Members with a complete schedule of summer concerts that will be conducted in the Island Prairie Bandshell.

C. Information Technology

Unique Computing Solutions, the Park District's IT outside contractor, will provide a proposal for equipment and labor necessary for the move to Mary Drew Elementary School.

D. Special Recreation

The SSSRA is conducting a workshop on autism at the Park District's Community Center.

E. Finance and Planning

Jim Randall is hopeful that tax distributions will be received as scheduled, and he will notify the Board when the funds are deposited into Park District accounts.

Preparations are underway for the annual audit and update of the required GASB inventory report.

F. Township Planning Commission

Will County approved a truck wash and gas station on commercially-zoned parcel located on Harlem Avenue, previously denied at the township level.

G. SHSD 161 Workshop Committee

No report

H. Golf Course

Jim Randall discussed the need to replace an old fairway mower that was purchased in 2003. The unit costs \$4,200 annually in repairs, which is not a sustainable expense. The mower should provide one more season of service, but could be replaced next season with a smaller unit, a Tri-Plex for \$27,000.

I. Office

No report

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Executive Session

There was no business brought before the Board that required an Executive Session.

XVI. Adjournment

Dave Macek made Motion 15-1112 to adjourn the meeting at 8:15 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell