

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 17, 2016

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, Jim Kohlbacher, Dave Macek, Brian Mulheran, and Joe Vlosak.

Absent were: Anthony Granata and Craig Maksymiak

Also present: Brian Murray, Group Benefit Specialists Insurance Agent

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Information

Pre-election referendum article that was published in the *Frankfort Station*.

Letter from a Frankfort Square resident who is appealing to the FSPD for financial assistance with the LWN baseball team's spring trip.

VI. Presentation of the February 18, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1169 to accept the February 18, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes - Jim Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

VII. Legal Report

Jim Randall reported that in the past month it received forty-five Freedom of Information Act requests that required review by the Park District counsel at a cost of \$1,200-\$2,000 in legal fees. The subject matter behind the requests all related to the Dog Obedience program that is run by the Park District and housed at the LWN pole barn. Since introducing the program in May, 2014, it has generated \$85,049.50 in program revenue, and expensed \$52,584.00 in instructor fees, \$23,022.65 in reimbursement to the Lincoln-Way Community High School District for use of the facility, and \$4,554.95 to the Lincoln-Way North High School Boosters Club to assist in funding the LWN baseball's team's spring trip. The remaining \$5,497.90 was withheld to cover insurance costs and maintenance fees.

A Letter of Understanding was forwarded to Summit Hill School District 161, detailing green area maintenance responsibilities in support of cooperative efforts. This will be formalized into an intergovernmental agreement, similar to the current Lincoln-Way intergovernmental agreement, and will be presented for Board consideration. The agreement will provide unlimited access to Mary Drew, and will formalize the spirit of cooperation between the Park District and Summit Hill School District.

Notice was received from legal counsel representing the owners of the Odyssey Golf Course regarding the filing of an application to seek property tax exemption, stating it provides discounted golf to military veterans. The Village of Tinley Park is appealing the request, and the Park Board may be asked to cover a reasonable portion of legal fees.

The TAW, approved during the February 18, 2016 Board Meeting (*ref. Sect. VII. Legal Report, Motion 16-1162*) will be extended on April 1, 2016. Jim Randall reported that the projected end of year fund balance is \$150,000-\$160,000, but if tax distribution from Will and Cook Counties are delayed, the TAW will cover a potential shortfall.

VIII. Treasurer's Report

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

Dave Macek made Motion 16-1170 to accept the February Accounts Payable Listing, pending audit. Brian Mulheran seconded.

Vote on Motion: Ayes – Jim Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

IX. Executive Director's Report

Jim Randall noted that Brian Murray, Group Benefit Specialists insurance agent, was in attendance to present updated health insurance information to Board Members during the budget meeting that preceded this regular meeting of the Park Board.

Jim Randall stated that the referendum did not pass by a margin of 177 votes. The referendum process began three years ago, and included a wide variety projects that would have benefitted the entire community. The current climate of the community may have contributed to the negative outcome. Mr. Randall also noted the distribution of an anonymous flyer that misrepresented the referendum in a negative manner.

The Park District may have an opportunity to acquire ROW property from Union Creek Park to St. Francis property through a ComEd agreement. This could enable the extension of the Brookside Glen bike path up Pfeiffer Road to Route 30, with a long term plan to connect to the Old Plank Trail path system. Successful passage of the referendum would have helped with this potential project, but it may be addressed incrementally, as existing funding allows.

To date, there has been no action by the Lincoln-Way Community High School District 210 in regards to the intergovernmental agreement that could provide expanded access to the LWN campus, as approved by the Park Board during the February 18, 2016 Board Meeting (*ref. Sect. VII. Legal Report, Motion 16-1162*).

Jim Randall encouraged Board Members to visit the recently updated Park District website to review the Gold Medal application/Executive Summary, ADA transition plan, and administrative/financial documents, that provide increased transparency.

Comcast ran cable into the Community Center to provide necessary connection for the enabling the new phone system to switch from analog to digital.

X. Committee Reports

A. Maintenance

The Park District contracted with Brickman Group to provide landscape services at the Lincoln-Way North campus from April through June 1, 2016, at a cost of \$3,000 per month. Pending a decision by the Lincoln-Way Community High School Board regarding the Park District's future access to the campus, the services may be extended and covered by school use revenue.

The Park District will seek RFP's for needed roof repairs.

B. Recreation

The summer brochure will be mailed to Park District residents on or about March 28th, and resident online registration will begin on April 4th.

C. Information Technology

No report

D. Special Recreation

The SSSRA 2016/17 budget is underway.

E. Finance and Planning

A budget draft will be provided to Board Members for review during the first week of April, in advance of consideration at the April 21st Board Meeting.

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

No report

H. Golf Course

The new golf carts were delivered, and all is in place for the season opening.

I. Office

Vermont Systems will introduce a RecTrac update in February, 2017, and it has been confirmed that the existing servers will support the new software. In advance, Diane Meister, Office Manager/Bookkeeper, and Deb Cancialosi, Superintendent of IT, will attend training in Virginia in August, 2016.

J. Risk Management

An OSHA manual has been developed and will be provided to the Board for review prior to consideration at an upcoming Board Meeting.

K. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 16-1171 to enter into Executive Session. Jim Kohlbacher seconded. Motion carried.

An Executive Session was held for the purpose of discussing annual employee reviews.

Dave Macek made Motion 16-1172 go out of Executive Session. Jim Kohlbacher seconded. Motion carried.

XIV. Adjournment

Jim Kohlbacher made Motion 16-1173 to adjourn the meeting at 8:25 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell