

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
June 16, 2016

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square Park District Administration Building, Room 204, 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: Anthony Granata, Ken Blackburn, Jim Kohlbacher, Dave Macek, and Craig Maksymiak. Brian Mulheran arrived at 7:39 p.m.

Also present was: Jim Rock, Attorney, Ancel Glink law firm

Absent was: Joe Vlosak

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you note received by Julie Arvia, Park Naturalist, from an individual that participated in the Native Plant Propagation class.

Thank you notes received from college scholarship recipients.

Email received from Steve Macri, FSBL, commending John Keenan, Superintendent of Recreation, for his expertise in accommodating 900+ field usage requests this past season, and Ed Reidy, Superintendent of Parks, for outstanding work in maintaining ball fields and communicating conditions.

B. Congratulatory

Emails received from local community leaders, intergovernmental partners, residents, and contractors/vendors, positively commenting on the Gold Medal video and commending the Park District's achievement of Gold Medal Finalist Award status.

VI. Presentation of the May 19, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1191 to accept the May 19, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Dave Macek, Ken Blackburn. Nays: None. Anthony Granata abstained. (*Brian Mulheran, not yet present*)  
*Motion passed.*

VII. Executive Session

Dave Macek made Motion 16-1192 to enter into Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

Attorney, Jim Rock, provided Board Members with updates on legal matters.

Jim Kohlbacher made Motion 16-1193 to go out of Executive Session. Dave Macek seconded. Motion carried in a vote by voice.

VIII. Legal Report

Jim Rock, Ancel Glink Attorney, provided an overview regarding new regulations on overtime.

The Park District will be subject to the new regulation, overseen by the Department of Labor Fair Standards Act, ensuring employees are fairly compensated. Beginning December 1, 2016, full time salaried worker standards will go from \$455 to \$913 per week, or \$47,476 annually to be exempt. Park District's will be impacted by this new ruling, as most employees fall below the gap.

Mr. Rock recommended that the District review all employees and responsibilities, categorizing them as Executive, Administrative, or Professional, ensuring job descriptions appropriately detail work that qualifies them for exempt status.

The District may wish to consider adjusting salaries for those that fall under the exempt status through nondiscretionary bonuses and compensation to satisfy up to 10% of the new standard salary level. Mr. Rock also suggested increasing base salary for employees that are close to the threshold.

The Board will review the information provided and take the recommendations provided by Mr. Rock under advisement.

Secretary, Jim Randall, read by title, Ordinance No. 16-06-294, Determination of Prevailing Wages, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Brian Mulheran made Motion 16-1194 to accept Ordinance No. 16-06-294, the Determination of Prevailing Wages, as presented. Anthony Granata seconded. Motion carried. The Park District will file with the Illinois Department of Labor, and post the legal notice in the newspaper of record within 30 days of the filing, as required.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Secretary, Jim Randall, read by title Ordinance No. 16-06-295, an ordinance abating the taxes heretofore levied for the years 2016 to 2019, inclusive, to pay the principal and interest on the General Obligation Park Bonds (Alternate Revenue Source), Series 2002 of the Park District, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Anthony Granata made Motion 16-1195 to accept Ordinance No. 16-06-295, an ordinance abating the taxes heretofore levied for the years 2016 to 2019, as presented. Craig Maksymiak seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

IX. Treasurer's Report

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

Craig Maksymiak made Motion 16-1196 to accept the May Accounts Payable Listing, pending audit. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Mr. Randall reported that Will County changed tax distributions from bi-weekly to monthly. Although tax distributions were delayed, the District remained in a good financial position, due large part to the Tax Anticipation Warrants.

The Tax Anticipation Warrants will be paid off on Friday, June 17<sup>th</sup>.

The May Treasurer's Report includes estimates of income and expense, based on the historical record over the past six years.

X. Executive Director's Report

Jim Randall reported that following the resignation of Deb Cancialosi, Superintendent of IT, he will evaluate the entire department, and has contacted several IT service providers. Mr. Randall is currently considering B Practical Solutions to provide onsite hardware and software services. References will be checked, and Jim Rock, Legal Counsel, will review all documents. Joe Vlosak, Commissioner with IT background, will also review the agreement.

Jim Randall requested Board authorization to enter into a one year IT service agreement, with B Practical Solutions, not to exceed \$65,000 annual, pending review of references, Park District attorney review, and proof of insurance requirements recommended by PDRMA, the District's liability insurance carrier.

Dave Macek made Motion 16-1197 to authorize Jim Randall to enter into a one year IT service agreement with B Practical Solutions as presented. Anthony Granata seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Abstained: Jim Kohlbacher. Motion carried.

Jim Randall reported that a F.A.N. brochure, detailing additional opportunities per the Intergovernmental Agreement by and between Lincoln-Way Community High School District 210 and the Frankfort Square Park District, *ref. May 19, 2016 Board Meeting Minutes, Sect. IX., Legal Report, Motion 16-1185* is under development.

Mr. Randall discussed the need to maximize use of LWN facilities, and he will meet with community groups in July to discuss the new opportunities. Frankfort Square groups will be given first priority, i.e. Wildcats Football and FSBL. All groups that have requested usage will be invited to the meeting.

Jim Randall noted that the Park District must cover \$127,000 in expenses and staff, and users will be required to pay for usage to ensure feasibility of the F.A.N. program.

The new F.A.N. program will begin on September 6<sup>th</sup>, and will not include a free walking program.

Quarterly reports, detailing F.A.N. revenue and expenses will be prepared, and Jim noted the Park District is not interested in generating revenue, but simply meeting expenses.

Commissioner, Craig Maksymiak, asked if resident and non-resident F.A.N. users will be tracked, and Mr. Randall answered affirmatively, further stating that everything will be tracked and detailed.

F.A.N. will have hours seven days per week, opened 6:00 – 9:00 a.m. and 6:00-9:30 p.m. Monday through Friday, 11:30 a.m.-2:00 p.m. on Tuesdays and Thursdays, 10:00 a.m.-5:00 p.m. on Saturdays, noon-5:00 p.m. on Sundays, and will accommodate after school travel teams until 7:00 p.m.

The Gold Medal video, required as a second round of judging for Gold Medal finalists, was completed and posted to the homepage of the Park District's website.

Jim Randall requested Board authorization to accept the lowest bidder, All American Exteriors, at \$26,600, pending certification of bid documents, for the Community Center Pole Barn #1 and Pole Barn #2 roof repair project.

Brian Mulheran made Motion 16-1198 authorizing Jim Randall to accept the lowest bidder for the roof repair project, as requested. Anthony Granata seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall reported that the master calendar is under development, with all departments listing monthly actions, enabling better tracking of all tasks that are necessary to the operation of the Park District.

Jim Randall met with the Village of Frankfort regarding changes to developer impact fees and related ordinances.

XI. Committee Reports

A. Maintenance

The fence in the Community Center maintenance yard has been replaced.

Ed Reidy, Superintendent of Parks, will manage the Island Prairie boardwalk extension project, scheduled to begin on Monday, June 20<sup>th</sup>.

Staff are preparing for the Parks LCR, scheduled for July 8<sup>th</sup>.

B. Recreation

Audrey Marcquenski, Director, and John Keenan, Superintendent of Recreation, have been tasked with doing the work of four recreation individuals following recent resignations, but Mr. Randall noted that interviews for the Athletic and Recreation Supervisor positions are underway, and three viable candidates have been identified.

C. Information Technology

Sufficient information was included in these minutes under Section X., Executive Director's Report.

D. Special Recreation

No report

E. Finance and Planning

The annual audit is underway, and Jim Randall anticipates a final report in August or September.

F. Township Planning Commission

Jim Randall reported that water and sewer connections have been installed by Carlson Construction, developer of the Hawthorne Lakes condominiums on St. Francis Road and Pine Hill, in lieu of the required developer donation fees.

Ed Reidy is working on a T-ball field design, converting the St. Francis ball fields to better accommodate the close proximity of the new condo units.

Jim Randall is working on renaming the ball field complex on St. Francis in recognition of the Frankfort Square Baseball League.

G. SHSD 161 Workshop Committee

Jim Randall reported that he, Ed, and Audrey meet monthly with Barb Rains, Superintendent of SHSD 161, and the longstanding relationship between our two agencies is strong.

H. Golf Course

No report

I. Office

No report

J. Risk Management

No report

K. Wellness Committee

No report

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XV. Adjournment

Dave Macek made Motion 16-1199 to adjourn the meeting at 8:33 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell