

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

July 21, 2016

The following are Minutes of a meeting and public hearing 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, Dave Macek, Craig Maksymiak, and Joe Vlosak.

Absent were: Jim Kohlbacher and Brian Mulheran

IV. Public Input/Public Hearing

Dave Macek made Motion 16-1200 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2016 through April 30, 2017. Craig Maksymiak seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 16-07-296 for Fiscal Year beginning May 1, 2016 and ending April 30, 2017, was posted for public inspection at the park district office.

A legal ad, noting the date, time, and place of the public hearing was published in the Thursday, July 14, 2016 edition of the *Frankfort Station*

No members of the public were present for input, and the floor remained open for thirty minutes while other business, not pertinent to the Budget and Appropriation Ordinance No. 16-07-296, was duly transacted at said meeting.

Dave Macek made Motion 16-1201 to close the floor and adjourn the public hearing at 7:30 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

V. Correspondence

A. Informative

PDRMA online newsletter, acknowledging the FSPD's 2015 award winning grant submission, Green/Yellow/Red Advanced Maintenance Equipment Operation and Training program.

B. Congratulatory

Emails from Tom Gavin, Managing Director of RW Baird, and Park District's legal counsel, Rob Bush of Ancel Glink, commenting on the FSPD's Gold Medal video and finalist status.

Email from Village of Midlothian Trustee commenting positively about the Park District's environmental mission, demonstrated at Island Prairie Park.

C. Appreciative

Letter received from the Summit Hill Educational Foundation, thanking the Park District for donating two Square Links Golf Course gift certificates to benefit the foundations' school fundraising efforts.

Facebook post commending Jim Randall's leadership and ability to secure awards that enable construction of amenities and grants that help keep property taxes low.

Email from a Park District resident commenting on all the wonderful things the Park District accomplishes under the leadership of Jim Randall.

VI. Presentation of the June 16, 2016 Board Meeting Minutes.

Dave Macek made Motion 16-1202 to accept the June 16, 2016 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Dave Macek, and Ken Blackburn. Abstained: Joe Vlosak Nays: None Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 16-07-296, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Craig Maksymiak made Motion 16-1203 to adopt the Budget and Appropriation Ordinance No. 16-07-296 as presented. Dave Macek seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 16-1204 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall reported on the positive net balance of \$217,954. Changes at Square Links Golf Course, have also been positive, with last year's revenue of \$127,000 and \$86,000 in expenses compared to this year's \$111,000 in revenue and \$50,000 in expenses. Adjustments in course maintenance staff have also provided a more affordable approach, utilizing Park Maintenance staff to assist golf course maintenance, thereby eliminating staff costs. Mr. Randall hopes to restore kitchen operations in the next year.

Commissioner, Craig Maksymiak noted adjustments to the budget can be made accordingly.

IX. Executive Director's Report

A pre-employment screening, selection, and hiring process packet was provided for Board review. This extensive process is utilized to assist the District in hiring the best and most qualified individuals for open positions, and also details the job and safety training required of new employees.

Jim Randall reported that the current health insurance provider, Land of Lincoln, will discontinue group coverage, beginning December 1, 2016. A new carrier has been secured, but it may be necessary to go to underwriting. Deductibles will double with the new provider.

Jim Randall requested authorization to move forward with a new health insurance provider with best available comparable to the existing benefit at premium rates not exceed a 5% increase.

Dave Macek made Motion 16-1205, authorizing Jim Randall to secure a new health insurance provider as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Mr. Randall requested consideration to offer staff a small sum towards the increased deductibles, in the anticipated net savings of 6% is realized, and the matter will be discussed at the August Board Meeting.

The new IT contractor, B Practical Solutions, has been working out very well, and the when the District experienced a 24 hour power outage on July 13th, they came in after power was restored to ensure all systems were functioning well.

The contract with the previous IT company, Unique Computing Solutions, will conclude on July 31, 2016, and the Park District will realize a net benefit of \$35,000-\$45,000 between contract cost and payroll for a former full time staff member.

The F.A.N. brochure has been developed, and the newly expanded program will begin on Tuesday, September 6th. This will be a soft opening, and an open house will be planned in late fall.

Staff will meet in August with groups and organizations that are requesting LWN facility usage.

Mr. Randall discussed installation of a cogeneration unit that would enable the District to power IT equipment and the front office in the event of power outages. The cost of \$11,226 is close to the bid margin, and Mr. Randall would prefer to go to bid on this potential improvement.

Jim Randall will not request an Executive Session to discuss potential staff changes that will be necessary due to the Fair Labor Standards Act that will go into effect on December 1, 2016, but will simply ask Board Members to discuss the matter at the conclusion of this meeting.

Mr. Randall is working on a design plan to improve Kiwanis Park ballfields, and will present plans during the August Board Meeting, but would propose the improvements be addressed with the next fiscal year's budget.

President, Ken Blackburn will represent the Board at the NRPA Conference in St. Louis this October, and key staff will also attend this national networking and educational opportunity.

The PDRMA Administration Loss Control Review was completed, with the District receiving a score of 75%, well above the normal average of 40%. Mr. Randall noted it was a huge accomplishment, and that additional LCR dates are scheduled for the Maintenance and Recreation Departments and the Golf Course.

X. Committee Reports

A. Maintenance

The Island Prairie Park boardwalk expansion was recently completed. This 480' foot addition which included 485 linear feet of boards, 10,000 screws, and 5,000 nails was installed for \$30,000, of which \$10,000 was covered by a ComEd Green Region Program Grant. Mr. Randall hopes to apply for another grant to complete the loop around the pond, connecting to the existing bike path.

Jim Randall reported that the maintenance department has been exceptionally busy this season. Additional projects include repairs to the Island Prairie bandshell, repainting Union Creek Park playground equipment, tree work at Community Park, pole barn roof replacement at the Community Center, fibar installation at Summit Hill Schools, receipt of free biosolids for application at various turf grass areas, and installation of the new dance studio at Mary Drew.

The SSSRA/Union Creek Park LED sign bid packet is scheduled to be completed.

B. Recreation

Two new staff members, Raegan Christy, Recreation Supervisor, and Carter Patton, Athletic Supervisor will attend the August Board Meeting.

Raegan has been managing the Summer Day Camp program, which will conclude in 2 ½ weeks.

Carter is managing golf course operations and is also working on the softball program.

The fall brochure, which will include a F.A.N. brochure insert, is nearing completion, and will be mailed to residents in mid-August, and will include new programming, such as art and martial arts classes.

C. Information Technology

Mr. Randall reported that the current contract with Unique Computing Solutions will expire on July 31, 2016. The new contractors from B Practical Solutions, are in place and have been getting familiar with the District's IT hardware and software.

Jim Randall will work on securing a bid for a cogeneration unit that will enable the District's office and computer system to operate during power outages, as noted in greater detail in this meeting's Executive Director's Report.

D. Special Recreation

Beginning this fall, SSSRA will offer a new before and after school program for students with special needs at Mary Drew.

SSSRA requested increasing vacation leave to six weeks for staff that have 20+ years of service, but it was considered excessive for the organization's small staff.

E. Finance and Planning

A new investment vehicle will be drafted by Park District counsel, and will be formalized at an upcoming Board Meeting.

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

Due to the lack of meeting dates for this committee, it was decided that it would be removed from the agenda.

H. Golf Course

Asphalt repair was completed on Hole #2, and will be completed on Hole #6.

The Frankfort Township Road District will seek bid proposals to pave St. Francis Road this summer. The Park District may include an addendum to this bid project, enabling asphalt replacement at Square Links Golf Course. This would provide a cost savings measure, with pricing based on roadwork.

Tees were graded, and outdoor carpet and wood repair was completed on the golf course and Union Creek Park bridges.

Plans are underway for the College Scholarship Tournament to be held on September 24th. New this year will be a 7:00-9:00 a.m. best ball tournament for community groups and neighboring agencies, followed by the Lincoln-Way Cup, and finishing with a Free Day of Golf, with free will donations accepted that will be open to the community from 1:30 p.m.-dusk. Mr. Randall is hoping the new format will increase the level of money raised for this valuable scholarship program. Commissioner, Craig Maksymiak suggested including 2-man speed golf rounds.

John Keenan and Carter Patton passed their food handler's test and ice cream is now being served at Square Links.

Disease has been an issue, due to the hot weather this summer.

Repairs were completed on the first green.

I. Office

Diane Meister, Office Manager/Bookkeeper, has be facilitating the IT contractor transition, and has taken on the management of the District's RecTrac software program.

J. Risk Management

Sufficient information was included in this meeting's Executive Director's Report.

K. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 16-1206 to adjourn the meeting at 8:04 p.m.
Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell