

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
September 15, 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: Ken Blackburn, Dave Macek, Brian Mulheran, and Joe Vlosak.

Absent were: Anthony Granata, Jim Kohlbacher, and Craig Maksymiak.

IV. Public Input

Park District residents were in attendance to express concerns regarding the upkeep of Lincoln-Way North High School and grounds.

A section of turf at the school's entryway is damaged or severely distressed. Mr. Randall explained that the Park District secured Conserv FS to test a soil sample, and pending results, will proceed with appropriate treatment or replacement.

The Park District contracts with the same lawn maintenance company that the School District utilizes. In addition Park staff trim bushes and maintains athletic fields.

Concerns were also voiced about the empty building providing the potential for vandalism and break ins, and that it could become a "hang out" Jim Randall stated that a security guard is posted at the campus and the Will County Sheriff's Department conducts regular patrols. In addition, the building is not empty, as the Park District provides programming at the school seven days per week.

In response to a question about whether the stadium is locked, Mr. Randall noted that the School District keeps it secured, and the Park District monitors this facility.

There is an increased presence of Canada geese, and Jim Randall replied that is due to limited activity in certain areas of the campus.

A resident stated that the pumps in the basement were turned off, causing a flood. Mr. Randall was unaware of this issue, and does not believe it to be factual, but encouraged individuals to request a tour of the basement to allay concerns.

Residents noticed areas flagged by J.U.L.I.E. and asked what the reason was for this marking. Mr. Randall was unaware of this matter, but stated that no construction is planned and encouraged interested parties to call J.U.L.I.E. for information.

There was also a concern about the lack of a water source for flowers. Mr. Randall responded that there has never been a water source, with the exception of irrigation systems that the Park District installed at the athletic fields that access well water.

Commissioner, Brian Mulheran noted that the Park District has experienced an increase in receipt of FOIA's, requesting information about a building we do not own. This has impacted the Park District's small staff, taking time away from the District's mission to serve its residents. Mr. Randall noted that in addition to staff time, all FOIA requests must be reviewed by legal counsel, costing in excess of \$7,000-\$8,000 in legal fees to date. If residents have questions and concerns, they can contact Jim Randall at any time.

Mr. Randall acknowledged that people are distrustful, but their anger is misplaced, and that School District issues should not trickle down to the Park District. The goal was to keep LWN open, allowing resident access, but if residents are unhappy, the Park District can suspend programming at LWN and move F.A.N. activities to Mary Drew.

Jim Randall closed by thanking all in attendance, and stated that the more people he and the Board can talk to, the better informed the community will be regarding these and all Park District-related matters.

V. Correspondence

A. Appreciation

Note received from the Peder Hedberg Foundation, expressing appreciation for the FSPD's donation of a golf gift basket for their fundraiser.

B. Informative

Newspaper article detailing the 11<sup>th</sup> Annual College Scholarship Free Day of Golf Scramble, scheduled for Saturday, September 24<sup>th</sup>.

Ads placed in the September 11<sup>th</sup> Daily Southtown, and September 15<sup>th</sup> Frankfort Station, Tinley Junction, Mokena Messenger, and New Lenox Patriot, promoting the Free Day of Golf Scramble.

Sample of banners and signs that are marketing the Free Day of Golf Scramble.

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

Dave Macek made Motion 16-1216 to accept the August 18, 2016 Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall presented documents for initial review that included an updated personnel handbook, improvement and dedication agreement for land acquisition, and a law enforcement intergovernmental agreement. Said documents will be presented for consideration during the October 20, 2016 Board Meeting.

Mr. Randall reported that a party expressed interest in managing the golf course restaurant, but further noted that no immediate action will be taken, and the matter will be reviewed over the winter months.

The Park District received and responded to a Freedom of Information request from a Lincoln-Way High School band parent.

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 16-1217 to accept the August Accounts Payable Listing, pending audit. Brian Mulheran seconded.

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

Commissioner, Joe Vlosak, asked why the golf course is listed as an enterprise fund. Jim Randall responded that the golf course was not purchased through a referendum bond, and the operation is nearly self-sufficient, paying expenses through its own revenue.

IX. Executive Director's Report

Jim Randall presented a purchase order for all expenses related to the NRPA Conference trip to St. Louis. The \$12,000 cost covers conference attendance, lodging, per diem, and a small allowance for transportation.

Park District counsel will prepare a policy per the new law that will go into effect on January 1, 2017, regarding stipends.

Jim Randall reported that the annual mini-bond ordinance will be presented for consideration during the October Board Meeting.

The final tax distribution was received.

The golf course received the highest LCR rating, scoring 87% by PDRMA.

The pole barn roof repairs at the Community Center have been completed.

Jim reported that Pam Kohlbacher, Director of Early Childhood Programming, will resign after this school year. Pam has been a tremendous asset to this department, and will assist in finding an appropriate replacement.

The F.A.N. program is going well, but staff are receiving questions about the cost of usage and membership. The program will be reviewed at the end of the year to determine if it is feasible to continue at the current location.

Julie Arvia, Park Naturalist, will represent the Park District at the zoning change public hearing on October 4<sup>th</sup>. The change from R/4 to R/5 will enable the District to provide beekeeping at the Island Prairie Park site for the purpose of pollinating plants.

X. Committee Reports

A. Maintenance

Sufficient information was included in the monthly Executive Director's Report.

B. Recreation

Staff are working on the winter/spring brochure that will be distributed to residents in mid to late December.

C. Information Technology

All IT matters are being well-managed.

D. Special Recreation

No report

E. Finance and Planning

Jim Randall presented copies of the amended budget, FYE 4/30/17, and noted amendments are necessary due to staff and programming changes. Board Members will review same and consider the document for adoption during the October 20, 2016 meeting.

F. Township Planning Commission

No report

G. Golf Course

The parking lot and asphalt path along the sixth hole at the golf course was completed, and striping will be done the week of September 19<sup>th</sup>.

Jim Randall hopes the September 24<sup>th</sup> Free Day of Golf fundraiser for the College Scholarship Program will bring in good revenue. Currently, only four openings remain for the 7:00-9:00 a.m. tee times.

H. Office

No report

I. Risk Management

Jim Randall presented a waiver and release of all claims for use of inhalers for auto-injectors for Board consideration

Dave Macek made Motion 16-1218 authorizing said policy as presented, Joe Vlosak seconded. Motion carried in a vote by voice.

J. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner, Brian Mulheran, reported there has been a large amount of bees inside a tree by the Wildcats concession stand in Union Creek Park. Jim Randall will inform Ed Reidy about the issue.

XIII. Executive Session

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

XV. Adjournment

Dave Macek made Motion 16-1219 to adjourn the meeting at 8:35 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell