

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
October 20, 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, Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Card received from “My Joyful Heart” children’s charity for a donation the Park District made in support of their fundraiser.

Email received from the SSSRA, expressing appreciation for providing their Unified Golfers an opportunity to golf in the Free Day of Golf event, held at Square Links on September 24, 2016.

Card and team photo received from Lincoln-Way East Boys Golf Team, expressing appreciation for use of Square Links and thanking the golf course staff for accommodating them during their 2016 season.

B. Congratulatory

Numerous cards and emails received from various sources, i.e. local park districts, governing agencies, FSPD contractors and friends, congratulating the FSPD on receiving the 2016 Gold Medal Grand Plaque Award.

C. Informative

Emails the IAPD and University of Illinois’ Office of Recreation and Park Resources send to all members that include notice of the FSPD’s Gold Medal Grand Plaque Award.

Article that appeared in the October 19th Daily Southtown newspaper, entitled “Frankfort Square Park District Wins Second Gold Medal”

VI. Presentation of the September 15, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1220 to accept the September 15, 2016 Board Meeting Minutes as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Abstained: Anthony Granata and Jim Kohlbacher. Motion carried.

VII. Legal Report

Jim Randall, presented Ordinance No. 16-10-297 an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2016, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the district, providing for the levy of a district annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Old Plank Trail Community Bank, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 16-1221 to adopt Ordinance No. 16-10-297 as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Ordinance No. 16-10-298, an Ordinance abating the tax hereto levied for the year 2016 to pay principal and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Park Bonds (Alternate Revenue Source), Series 2010, and General Obligation Park Bonds (Alternate Revenue Source), Series 2009, 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 16-1222 to adopt Ordinance No. 16-10-298 as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Ordinance No. 16-10-299, an Ordinance authorizing and providing for a loan agreement for the purpose of refunding the cost of debt service on a preceding loan used for the purpose of purchasing real property and borrowing additional funds for the purchase of a Toro Athletic Field Groomer in and for the Frankfort Square Park District, Will County, Illinois, and authorizing and providing for the issue of a \$131,044.45 promissory note, of said Park District evidencing the rights to payment under such agreement, prescribing the details of the agreement and note, and providing for the security for and means of payment under the agreement of the note, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 16-1223 to adopt Ordinance No. 16-10-299 as presented. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented a Land Acquisition Policy, a policy establishing requirements for acquisition and acceptance of real property, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 16-1224 to adopt the Land Acquisition Policy as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Law Enforcement Intergovernmental Policies with the Will County Sheriff's Department, Frankfort Police Department, and Tinley Park Police Department, copies of which were provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Anthony Granata made Motion 16-1225 to adopt the Law Enforcement Intergovernmental Policies as presented. Craig Maksymiak seconded. Motion carried in a vote by voice.

Jim Randall presented the revised Personnel Handbook, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 16-1226 approving the revised Personnel Handbook as requested. Dave Macek seconded. Motion carried in a vote by voice.

Jim Randall presented Resolution No. 16-10-16, a Truth in Tax Resolution 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 16-1227 to adopt Resolution No. 16-10-16 as presented, Craig Maksymiak seconded. Motion carried in a vote by voice.

Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at county and state levels.

Brian Mulheran made Motion 16-1228 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Jim Kohlbacher seconded. Motion carried in a vote by voice.

The Park District received and responded to the following FOIA requests over the past month:

A Chicago Tribune reporter requested any and all correspondence related to attorney, FBI, and/or United States Attorney's Office. No such correspondence detailed in said request existed, and a response was provided to the requestor the same day.

A resident requested the total number of F.A.N. passes sold to date in the 2016/2017 season, and the number of F.A.N. passes sold to residents during the same time period. Information was provided to the requestor on the following day.

Mr. Randall noted that, typically, information requested through FOIA is accessible through the District's website, but once a formal request is received, information must be gathered and reviewed by Park District legal counsel, incurring expense in staff time and legal fees.

VIII. Treasurer's Report

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

Jim Randall provided updates on the financial position of the Park District, reporting a \$292,000 increase in positive balance over the previous year.

Dave Macek made Motion 16-1229 to accept the September Accounts Payable Listing, pending audit. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn.

IX. Executive Director's Report

Jim Randall reported that all are to be congratulated for the District's receipt of the 2016 Gold Medal Grand Plaque Award. It was good news for the community, and Mr. Randall noted the District is better because it listens and responds to its residents in all matters, in particular to long range planning.

The November Board Meeting will be held at the golf course, and Director, Audrey Marcquenski will manage the meeting in Mr. Randall's absence.

The budget adjustment, per legal counsel advice, has been deferred until the December Board Meeting.

A F.A.N. Open House event is scheduled for November 22nd, and will be promoted through local press, signage, and flyers.

The F.A.N. program is doing well, with a current membership of 144. Community group and organization usage is strong, and daily participation historically increases in mid-November.

Fifteen new CPU's, a budgeted expense, were ordered to replace problematic terminals.

The Park District will purchase Microsoft software at a school rate, saving \$300 per computer.

A new 70" flat screen television will be purchased for use in the Board Room, and the two existing monitors will be moved to the Community Room foyer and training room.

An additional smart television was purchased and installed at Mary Drew for use in the BAS program.

The DVR, displaying security camera images, will be transferred to the server, enabling smart phone access. Dave Camerino, Security Unlimited is managing the logistics of this project.

The Truth in Taxation public hearing will be held on Monday, December 5th, followed by the regular monthly meeting of the Park Board.

Seven staff members are required to give depositions regarding the June, 2014 accident. The Park District has no exposure, and staff will be represented by PDRMA legal counsel.

The final PDRMA Loss Control Review (LCR) score will be received on November 4th that will reflect two years of work, and thousands of hours of training. The end result is that the Park District has a new safety culture and improved operations.

X. Committee Reports

A. Maintenance

Board Members received the monthly resident input summary, and Jim Randall commended Ed Reidy, Superintendent of Parks, for his response to residents and management of reported issues.

The Park District sold \$5,870 of unused miscellaneous equipment in a recent auction.

The District is in the process of downsizing equipment, reviewing management of properties, and considering a commercial approach, contracting maintenance services, to better address fiscal responsibility.

B. Recreation

Board Members were provided with a F.A.N. program calendar, detailing hours and amenities available at LWN.

Recreation staff meet regularly to discuss how best to market F.A.N. program opportunities that expanded in September, 2016.

Jim Randall reported that newly hired full-time employees, Carter Patton, Athletic Supervisor, and Raegan Christy, Recreation Supervisor, are great additions to the Park District staff.

C. Information Technology

Sufficient information was provided during this meeting's Executive Director's Report.

D. Special Recreation

SSSRA is adapting to adjusted hourly rate changes, per the FLSA new rule.

E. Finance and Planning

Mr. Randall reviewed the positive financial status of the District during this meeting's Treasurer's Report.

F. Township Planning Commission

Anthony Granata reported that this month's meeting of the Township Planning Commission was cancelled.

G. Golf Course

This season's closing is weather-dependent, but the golf course historically closes on or about November 1st.

Management has taken a more practical approach to staffing and supervision, resulting in improved operations.

There is a potential to reopen the restaurant during the 2017 season, but a careful approach will be taken, ensuring there is a proper representative managing the facility.

A wrap-up meeting will be held in December, with staff reviewing the previous season, and planning for next year.

H. Office

Jim Randall reported that Diane Meister, Office Manager/Bookkeeper, has been working on a RecTrac upgrade, and has been efficiently managing and correcting IT issues.

I. Risk Management

Jim Randall reported that the PDRMA LCR process is nearing completion, and with the initial score of 90+%, next year will be a simpler, reevaluation of operations.

J. Wellness Committee

The Wellness Committee continues to work with Kim Kramer, dietician from Ingalls, providing health and wellness presentations for staff.

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.

XV. Adjournment

Anthony Granata made Motion 16-1230 to adjourn the meeting at 8:07 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell