

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
December 5, 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, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Absent was: Jim Kohlbacher.

IV. Public Input

No members of the public were present for input.

V. Correspondence

No correspondence was available for Board review.

VI. Presentation of the November 17, 2016 Board Meeting Minutes.

Dave Macek made Motion 16-1236 to accept the November 17, 2016 Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Consideration of Tax Levy Ordinance No. 16-12-300 for fiscal year 5/1/16-4/30/17.

President Ken Blackburn presented and Secretary Jim Randall read by title Tax Levy Ordinance No. 16-12-300 for fiscal year 5/1/16-4/30/17 into the record, a copy of which was provided to each member of the Board Member prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 16-1237 to adopt Tax Levy Ordinance No. 16-12-300 for fiscal year 5/1/15-4/30/16, as presented. Dave Macek seconded. Motion carried.

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

VIII. Legal Report

President, Ken Blackburn, presented and Secretary Jim Randall read by title, Ordinance No. 16-12-301, an Ordinance establishing a travel reimbursement policy in accordance with the local government travel expense control Act (Public Act 099-0604), a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Joe Vlosak made Motion 16-1238 to accept Ordinance No. 16-12-301 as presented. Anthony Granata seconded.

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

President, Ken Blackburn presented, and Secretary Jim Randall read by title, a Grievance Procedure established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA), 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 16-1239 to adopt the Grievance Procedure as presented. Brian Mulheran seconded.

An electronic copy of said Grievance Procedure will be posted to the Park District website for public access, per legal counsel recommendation.

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

Jim Randall requested a Motion and a second to apportion the 2016/2017 Operating Budget to reflect changes/elimination in line items. Changes reflect decreased costs in various categories, resulting from staff reductions, savings on costs, or actions necessary for Park District operation.

No new income is Intrafund, with the exception of grant proceeds in the amount of \$99,500, extended by the State of Illinois. Said changes do not differ from the original Park District appropriation, approved on July 21, 2016. Corrections are made at the direction of Park District auditors to best reflect an accurate accounting of income and expense, with approval of the Park Board.

Attachment A details budget corrections with written explanations, a copy of which was provided to each Board Member prior to said meeting.

Dave Macek made Motion 16-1240 to authorize the 2016/2017 Operating Budget corrections as presented. Anthony Granata seconded.

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

In accordance with the approved Ordinance No. 16-12-301, Travel Reimbursement Policy, Jim Randall presented Travel Reimbursement forms for four staff members that will attend the Illinois Parks and Recreation Association (IPRA) annual conference, held in January in Chicago in the interest of professional development, and requested approval of same.

Anthony Granata made Motion 16-1241, approving the Travel Reimbursement forms for four staff members scheduled to attend the IPRA annual conference in January, as presented. Joe Vlosak seconded.

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

IX. Treasurer's Report

Jim Randall reported that due to the early scheduling of the December meeting, the Treasurer's Report and Accounts Payable listing for the month of November was not available for consideration. Action on these financial matters was tabled until the January Board Meeting.

X. Executive Director's Report

Jim Randall noted that the Tax Levy Ordinance No. 16-12-300, approved during this meeting, was reviewed by staff and Park District legal counsel from Ancel Glink, and will be filed with Will and Cook Counties, as required.

Mr. Randall reported that legislation in Springfield was introduced, proposing elimination of tax increases to governing agencies, potentially freezing property taxes. Last year, the District received a .07% increase, and if there is no growth, and in the absence of a referendum, this freeze of property taxes could have a negative impact on the District, as costs for products and services to the District increase. The Board consented to sending letters to legislators, asking that this legislation be reconsidered. Mr. Randall will draft said letters, and forward them for Board review prior to mailing.

The District will complete the annual Bond payments in December.

The 2017/18 budget process has begun, and preliminary documents will be provided for Board review at the January meeting of the Park Board.

The District remains in positive financial terms, but if Will County does not distribute funds until late May, the possibility of a deficit exists. Therefore, Mr. Randall is recommending extending a tax anticipation warrant.

During Jim Randall's absence, an issue of homeless people sleeping in Union Creek Park arose, and was further exacerbated when the District's PDRMA representative while onsite, witnessed these individuals involved in an altercation. Audrey Marcquenski, Director, contacted the Tinley Park Police Department, and an Order of Trespass was delivered to the offending individuals. No further issues have been reported.

Mr. Randall reported a serious erosion issue along the 7th hole at Square Links will need to be addressed. The retaining wall requires repair with the installation of a Gabion basket. Mr. Randall also recommends replacing a 180" section of drain tile, providing a continuous fairway from the tee box to the green, and would be completed over the winter months to ensure no disruption on play. Mr. Randall requested Board approval to move forward with the repair of the retaining wall and installation of drain tile project for a cost not to exceed \$52,000.

Dave Macek made Motion 16-1242, approving the repair of the retaining wall and installation of drain tile, for a cost not to exceed \$52,000 as requested. Craig Maksymiak seconded.

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

Park maintenance conducted the first snow plow of the season on Wednesday, December 4th.

The Park District will assist SHSD 161 by picking up school lunches and delivering them on a daily basis during the winter months, as part of the exchange of services for school access. The process will conclude in March, as Park maintenance will need to return to normal seasonal duties.

Mr. Randall reported that the repurposing of Board Room monitors is complete, and new monitors were installed in the lobby for messaging and the Board Room for use during meetings.

Community Center security cameras can now be viewed live and easily tracked back when issues require monitoring. A phone app also allows Mr. Randall to view cameras through his smart phone. The long term goal is to tie in the golf course and other remote locations, and install new digital cameras that will improve the quality/resolution of images.

The new IT firm, B Practical Solutions, continues to provide the District with excellent service, and the owners are onsite two days per week, rectifying issues.

Jim Randall reported that the District received \$6,600 in impact fees from the Village of Frankfort.

As part of the Master Plan, Jim Randall completed evaluation of all operations of the District and reported that cost for building maintenance dropped from \$125,000 to \$28,000 through contracting cleaning services with GCA. Labor costs for mowing have also been reduced by using outside contractors for various parks/properties, enabling the reduction in seasonal staffing from 35 to 10. Mr. Randall also sought RFP's from three companies for management of the District's natural areas. The most reasonable proposal was received from Cardno (formerly JFNew), a company the Park District has utilized over the years.

In the interest of continued efficiencies, Mr. Randall asked for approval to enter into an agreement with Cardno for the provision of natural areas management/maintenance at a cost not to exceed \$64,500 for the 2017 season, and to eliminate the full time position of Park Naturalist.

Brian Mulheran inquired about use of equipment. Mr. Randall replied that as part of the agreement negotiation, Cardno will use Park District equipment, when possible, eliminating the need for mobilization costs. PDRMA approved the agreement from an insurance standpoint, following their review of the document.

After a full and complete discussion, Brian Mulheran made Motion 16-1243, authorizing Jim Randall to enter into an agreement with Cardno for the management/maintenance of natural areas at a cost not to exceed \$64,500 for the 2017 season. Anthony Granata seconded.

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

XI. Committee Reports

A. Maintenance

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

B. Recreation

No report.

C. Information Technology

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

D. Special Recreation

No report.

E. Finance and Planning

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

F. Township Planning Commission

No report

G. Golf Course

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

H. Office

No report.

I. Risk Management

Park staff will resume LCR tasks after completing the winter/spring brochure.

J. Wellness Committee

No report.

XII. Old Business

Jim Randall reported that jackets with the Park District logo will be ordered for Board Member, per their recent request.

XIII. New Business

No new business was discussed.

XIV. Executive Session

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

XV. Adjournment

Dave Macek made Motion 16-1244 to adjourn the meeting at 7:42 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell