

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 16, 2017

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: Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Also present was: Denis Moore, Park Board candidate

Absent were: Ken Blackburn and Anthony Granata

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you card Cindy Standish, office staff, received from Cub Scout Pack 101, acknowledging Cindy's help in scheduling their meetings.

Email that Carter Patton, Recreation Supervisor, received from Greg Beaudin, expressing his appreciation for the assistance provided to ensure the success of his group's World Club event.

Letter Jim Randall, Executive Director, received from residents that are in the process of adopting their second child. Mr. Randall provided the family with the opportunity to hold their fundraiser event at the Community Center at no cost.

B. Informative

A final design plan for the OSLAD grant Community Park Redevelopment project was received from Hitchcock Design Group, and provided for Board review.

VI. Presentation of the February 16, 2017, Board Meeting Minutes.

Brian Mulheran made Motion 17-1256 to accept the February 16, 2017, Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion passed.

VII. Legal Report

Dave Macek presented, and Jim Randall read into the record, three separate community group intergovernmental agreements between the Park District and the Boy Scouts, Frankfort Square Baseball League, and Wildcats, copies of which were provided to each Board Member in advance of said meeting, and requested consideration of same.

Brian Mulheran made Motion 17-1257 authorizing the Park District to enter into intergovernmental agreements with the Boy Scouts, Frankfort Square Baseball League, and the Wildcats as presented. Joe Vlosak seconded.

Jim Randall noted that the Park District has had the longest relationships with the groups under consideration for said agreements, and all three are considered part of the FSPD. It is per the District's insurance carrier PDRMA's, recommendation that our cooperative efforts are formalized.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion carried.

Dave Macek presented, and Jim Randall read into the record, Resolution 17-03-17. A resolution authorizing donation of a portion of golf course beverage sales to certain community groups, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 17-1258 authorizing Jim Randall adopting Resolution 17-03-17, authorizing donation of a portion of golf course beverage sales to certain community groups as presented. Craig Maksymiak seconded.

Board Members may consider extending this opportunity to other groups on an annual basis. Community groups may submit requests in November, and would be considered in the following spring. Due to booster club support, local school organizations will not be included in this donation opportunity.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion carried.

Jim Randall presented information regarding the newly legislated Illinois Employee Sick Leave Act. If a primary caregiver, an employee can use his/her allowable sick time. Park District legal counsel at Ancel Glink will incorporate this new legislation into the Personnel Handbook, and Board Members will consider the revised policy at the May Board Meeting.

Dave Macek presented, and Jim Randall read into the record, a Golf Course Maintenance Contract authorizing Reliable Property Services, LLC to perform basic services at certain real property, Square Links Golf Course, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Prior to consideration, a full discussion regarding the contract ensued. Mr. Randall reported that the annual contract cost will result in a \$10,000 savings over the District's cost to continue self-maintenance in 2017. Savings realized also include, but are not limited to \$75,000 in equipment costs and personnel costs related to the amount of time Park Maintenance staff worked at the golf course. Relieving maintenance staff of golf course duties will enable them to focus on detail work in parks, athletic fields, etc.

Craig Maksymiak stated that when a service is contracted, it must be considered to be permanently outsourced.

Mr. Randall reported that said contract was reviewed by the District's legal counsel at PDRMA and Ancel Glink, and bond counsel at Chapman and Cutler, LLP. In addition, all references were checked and all responses were positive.

Jim Kohlbacher made Motion 17-1259 approving the Golf Course Maintenance Contract, as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion carried.

Dave Macek presented, and Jim Randall read into the record, Disposal Ordinance No. 17-03-303, an ordinance authorizing the sale of certain golf course maintenance equipment to Reliable Property Services of St. Paul Minnesota for the total amount of \$112,885, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Craig Maksymiak made Motion 17-1260 approving Disposal Ordinance No. 17-03-303, as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion carried.

Dave Macek presented, and Jim Randall read into the record, an Intent to Purchase Equipment Agreement between the Frankfort Square Park District and Reliable Property Services, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 17-1261 approving the Intent to Purchase Equipment Agreement as presented. Joe Vlosak seconded.

Mr. Randall also provided Board Members with a copy of fair market values of said equipment, received from Reinders, the District's Toro dealer, and Martin Implement concurred with the stated values. Reliable is purchasing the equipment slightly above wholesale prices.

In the event the contracted maintenance service does not work out, Dave Macek asked if new equipment would need to be purchased, enabling the Park District to reestablish management of golf course maintenance. Mr. Randall responded that the District could buy back the equipment sold to Reliable.

Craig Maksymiak raised a concern regarding equipment that has an outstanding loan balance. Mr. Randall noted this effects one mower that is included in a multiple list of items in a capital improvement loan. The debt for the mower can be reduces when the loan is renewed in July, 2017.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion carried.

Final depositions related to the June 17, 2014 accident are scheduled for March 17.

The Park District will investigate adding slot machines at the golf course as a revenue stream. Although the District is not currently in support of this action, it could be included in the upcoming community-wide survey determine resident interest.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek accepted the February Treasurer's Report, pending audit.

Jim Kohlbacher made Motion 17-1262 to accept the February Accounts Payable Listing. Joe Vlosak seconded.

Mr. Randall stated that at this time last year, it was necessary to extend a \$400,000 TAW. Although the District is in good financial condition, if the fund balance should go below \$250,000, it will be necessary to extend the warrants

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

IX. Executive Director's Report

The final design for the Community Park Redevelopment OSLAD grant project is nearing completion. The project will be phased in over the next two years. A focal point will be a 12'x8' water tower that will enable community gardeners to draw rainwater for their plots. An 8' wrought iron fence will surround the area, and gardeners will have key fob access to the amenity.

Jim Randall reported that the proposed conference table for the board room will be made of white oak and be 14'5" l x 4'5" w.

Mr. Randall distributed advance copies of the summer brochure that recognizes the Kohlbachers' years of service to the community and Park District.

Excess equipment, owned by the Park District, will be included in the upcoming Russo auction.

The new Assistant Superintendent position will be posted, enabling a successful candidate to begin employment in June.

X. Committee Reports

A. Maintenance

Jim Randall and Ed Reidy, Park Superintendent, will meet with Summit Hill School District 161 administrative staff to discuss a revised intergovernmental agreement. The Park District completed an RFP, and Bill's Landscaping proposed \$14,000 to provide snow plowing for SHSD 161 schools. The Park District would supplement the School District with \$25,000, and continue to provide mowing, fibar mulch, purchase a \$3,000 wireless scoreboard, and maintain Mary Drew. Mr. Randall further noted that the Park District's use and scheduling of Mary Drew has provided good will in the community.

B. Recreation

Jim Randall reported that Nicolette Jerik was recently hired as the new Recreation Supervisor.

The summer brochure was delivered to the Frankfort and Tinley Park post offices, and will be received by residents beginning March 17.

Local group use of LWN facilities is strong, with nightly scheduled usage.

C. Information Technology

The recently installed Datto back-up system provides a restorable location almost immediately with no loss of data.

A summary of software, with renewal information is being developed.

D. Special Recreation

Jim Randall and Audrey Marcquenski, Director, will meet with SSSRA administration staff to review outreach plans, designed to increase participation in their programming by our District residents.

An intergovernmental agreement will be drafted to ensure proper assignment of liability for SSSRA's use of facilities scheduled by the Park District facilities.

E. Finance and Planning

Jim Randall requested approval to change the Park District's credit card provider from First Midwest Bank to Old Plank Trail Community Bank.

Craig Maksymiak made Motion 17-1263 approving the change of the Park District's credit card provider from First Midwest Bank to Old Plank Trail Community Bank as requested. Brian Mulheran seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion carried.

F. Township Planning Commission

The Village of Tinley Park conducted a meeting to present renovation of 80th Avenue, expanding to four lanes and will include a bike lane, from 191st to 183rd Streets.

G. Golf Course

The maintenance contractor, approved via Motion 17-1259, can begin work at the course and have it ready for play within two to three days of beginning service.

Hole #7 will not be playable until June, but Mr. Randall noted that the irrigation project is complete.

H. Office

Bonnie Roach, current clerical staff, will begin training for her new role as Office Manager in May.

I. Risk Management

The Administration LCR visit on March 9, went well. Staff did a phenomenal job preparing necessary documents for PDRMA's review. If the District scores 85% or higher following all departmental visits this year, the District may be exempt from future Loss Control Reviews for four years.

Based on the 2016 Level A score, the Park District was awarded a \$1,500 cash incentive, and it was shared with key staff and Board Members through the purchase of a promotional reward.

J. Wellness Committee

No report

XI. Old Business

Jim Randall presented the third draft of the 2017/18 budget, and provided a general overview of several line items and funds as detailed below.

- Transfer from Special Recreation to Corporate Revenue
- Computer Maintenance better defined
- Audit & Debt Service fund balances will be refined in final budget
- Capital Improvements does not include \$100,000 grant project costs
- Property tax revenue will be revised upon receipt of final county numbers
- Program revenue decreased as the Dog Obedience program was removed to define all revenue/expense line items related to this program
- ELC to be reevaluated and staffed appropriately to meet required ratios
- New line item, subsidizing SHSD 161 at \$25,000
- The levy edit will be revised to reduce line item transfers

(Section XI. Old Business, continued)

- Expansion of contracted services – natural areas, mowing, golf course maintenance
- New Group Greens/Range Fees reflecting revenue from high school teams
- Equipment payment – revenue from sale of golf course equipment to contractor
- Professional Services that includes service to irrigation system and specialized tree work
- Transfer to Corporate reflecting profit over expense

XII. New Business

Jim Randall requested consideration to allow Park Board candidate, Denis Moore to participate in the Executive Session.

Craig Maksymiak made Motion 17-1264, allowing Park Board candidate, Denis Moore to participate in the Executive Session included in this regular meeting of the Park Board. Jim Kohlbacher seconded. Motion carried in a vote by voice.

XIII. Executive Session

Craig Maksymiak made Motion 17-1265 to enter into Executive Session. Jim Kohlbacher seconded. Motion carried in a vote by voice.

An Executive Session was held for the purpose of conducting annual personnel reviews.

Jim Kohlbacher made Motion 17-1266 go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Adjournment

Brian Mulheran made Motion 17-1267 to adjourn the meeting at 8:48 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell