

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 20, 2017

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the 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, and Brian Mulheran.

Absent were: Jim Kohlbacher and Joe Vlosak.

Also present were: Denis Moore, Consolidated Election Electee
Dennis & Kathy Persic

IV. Public Input

Jim Randall unveiled the newest interpretive signs that will be installed along the Island Prairie boardwalk extension, a project made possible through a matching funds grant program by the ComEd Green Region program, in partnership with Openlands.

Two of the signs provide detail regarding important aspects of Island Prairie Park that include mammals and birds that can be seen while visiting this park site.

The third sign, developed by Board approval, memorializes the leadership and volunteerism extended to the Park District for 40+ years by Dennis Persic. Mr. Randall provided a full account of the sign's content, and expressed the deep appreciation of the Board, staff, and Frankfort Square community for his efforts through the years.

V. Correspondence

A. Appreciation

Email from resident expressing appreciation for the Lunch with the Bunny event.

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

Craig Maksymiak made Motion 17-1268 to accept the March 16, 2017 Board Meeting Minutes as presented. Dave Macek seconded.

Vote on Motion: Ayes: Craig Maksymiak, Brian Mulheran, and Dave Macek.
Abstained: Anthony Granata and Ken Blackburn. Nays: none. Motion passed.

VII. Legal Report

Jim Randall reported that the Will County Clerk's Office will canvass Consolidated Election results for both Will and Cook Counties on April 25. Following receipt of the official results, the elected candidates will take the Oath of Office at the May 18 meeting of the Park Board.

An amendment to the Summit Hill School District 161 intergovernmental agreement will be presented to Barb Rains, SHSD 161 Superintendent, for the School District's consideration.

Boy Scout Troop 237 and Wildcats Football returned fully executed intergovernmental agreements that were approved by the Park Board at the March 16, 2017 meeting.

Park District legal counsel, Jim Rock of Ancel Glink, is reviewing the Personnel Handbook for the purpose of including recent changes to family leave legislation. A revised copy will be presented for consideration at the May meeting.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 17-1269 to accept the March Accounts Payable Listing. Dave Macek seconded.

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

Jim Randall presented the 2017/2018 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall further requested approval to submit amendments to be made part of the Operating Budget at the May 18, 2017, Board Meeting, following adjustments necessary due to end-of-year changes to certain line items.

Dave Macek made Motion 17-1270 authorizing the adoption of the 2017/2018 Operating Budget as presented, and further authorizing the Executive Director to adjust deficient fund balances, adjusting line item carryforwards, upon receipt of the April Treasurer's Report. A final budget will be presented at the May Board Meeting for formal approval. Brian Mulheran seconded. Motion carried.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

IX. Executive Director's Report

Jim Randall presented an Attitude & Interest Survey Proposal drafted by The Office of Recreation & Park Resources, University of Illinois, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

A discussion regarding the number of households that will be surveyed ensued. The District has historically surveyed all households. Jim Randall noted a complete survey will cost \$17,000, enabling all residents to provide direction on improvements and programming.

A savings of \$5,500 would be realized by mailing 3,700 surveys to randomly selected households. The Board determined that all residents should be given the opportunity to voice their opinions.

Dave Macek made Motion 17-1271 authorizing a complete survey, mailed to all 7,700 households within District. Brian Mulheran seconded.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall presented the 2017/2018 Project List A & B, a copy of which was provided to each Board Member in advance of said meeting, and provided full detail regarding each item listed, a copy of which is attached and made part of these Minutes.

Jim Randall further requested consideration to approve an amount not to exceed \$115,090 for the initial start-up of Project List A items, noting 50% will be completed at the beginning of the fiscal year, and 50% at the end of the fiscal year.

Following a full and complete discussion, Dave Macek made Motion 17-1272 authorizing an amount not to exceed \$115,090 for items listed as Project A, as requested.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall requested consideration to begin construction of the Community Park Redevelopment OSLAD Grant Project, at an amount not to exceed \$200,000. Said project is listed on Project List A, but is not included in the list's total.

Dave Macek made Motion 17-1273 authorizing the construction of the Community Park Redevelopment OSLAD Grant Project, at an amount not to exceed \$200,000. Anthony Granata seconded.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall reported that contracted services, Reliable Golf Services and Cardno are going well.

The Park District posted an opening for an Assistant Superintendent of Parks position.

Jim Randall and Audrey Marcquenski, Director, were invited to participate in a Gold Medal program at the NRPA Conference in New Orleans this fall. Mr. Randall further noted a policy will be incorporated into the Master Plan regarding seminar attendance by staff.

Excess equipment was sold at the spring Russo auction, and Board Members will be provided with information regarding proceeds from the sale upon receipt.

Excess golf course equipment will be sold via an online auction, and Mr. Randall noted that bids will be required to meet a pre-determined reserve.

The Village of Frankfort will delay St. Francis Road improvements until 2018 to allow for water and sewer work.

Jim Randall completed a ComEd easement application, requesting an extension of currently leased property at Union Creek Park to St. Francis Road. This .25 mile extension could enable construction of an asphalt bike/walking path, with a long term goal to connect to Old Plank Road Trail in 2020.

X. Committee Reports

A. Maintenance

Sufficient information was provided through the monthly Executive Director's Report.

B. Recreation

Sufficient information was provided through the monthly Executive Director's Report.

C. Information Technology

Sufficient information was provided through the monthly Executive Director's Report.

D. Special Recreation

No report

E. Finance and Planning

Sufficient information was provided through the monthly Executive Director's Report.

F. Township Planning Commission

No report

G. Golf Course

Sufficient information was provided through the monthly Executive Director's Report.

H. Office

Sufficient information was provided through the monthly Executive Director's Report.

I. Risk Management

Sufficient information was provided through the monthly Executive Director's Report.

J. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

It was determined that there was no business brought before the Board that would require an Executive Session.

XIV. Adjournment

Dave Macek made Motion 17-1274 to adjourn the meeting at 8:22 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

2017/2018 Project List A

Project - Location	Cost
1. Community Park Redevelopment OSLAD Grant- Phase #1	
A. Tree Planting	\$17,500
B. Infrastructure	Pending
C. Path (rough-in)	Pending
D. Community gardens & improvements	Pending
Total project cost	\$200,000
1.2 Tree grant planting - Union Creek Fields #1-#4	\$7,800
2. New shingle roof - Community Center garage	\$16,500 <i>Estimate</i>
2.5 Garbage cans - park path	\$7,000
3. Painting	
A. Nature Center	\$4,900
B. Community Center	
*Fascia, soffit, doors, windows, gutter, downspouts	\$13,390
C. Arbor	\$2,500
4. Golf Course - asphalt path	\$20,000
5. Water & electric service	
A. Portable restroom	\$10,000
6. Generator - computer room	\$15,000
7. Landscaping - Odyssey Park	\$8,000
8. Playground-Fibar installation	\$10,000
Total, less Community Park Grant Project	\$115,090

2017/2018 Project List B (Pending)

9. Water & electric service
 - A. Golf course boring
 - B. Kiwanis Park boring
 - C. Golf course water service
 - D. Golf course-new electric service
 - E. Kiwanis Park-water service, hot box, electric service

10. Asphalt path installation - Kiwanis Park

2017/2018 Project List B (Pending) continued

11. Asphalt repair
 - A. Community path system hot tar crack patching
 - B. LWN path repair
 - C. Kiwanis parking lot repair, following curb cut
-see item #11

12. Curb cut - Kiwanis Park

13. Restroom purchase - golf course

15. Mulch/sand bind cover - golf course

16. Trash cans for park path - post & concrete pad

17. Signage
 - A. LED sign-80th Avenue
 - B. Park sign-LWN Park
 - C. Sign renovation-Community Park

18. Park lighting - LWN Park

19. Picnic shelters
 - A. New metal roof replacement
 - B. Installation of permanent picnic tables

20. Parking lot paving
 - A. Community Center
 - B. 80th Avenue

21. Baseball field renovation - Kiwanis Field #1

22. Champions Park - tennis court renovation

23. Mulch bin - Kiwanis Park
 - A. Fencing
 - B. Cover