

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
December 4, 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: Ken Blackburn, Dave Macek, Denis Moore, and Joe Vlosak.

Craig Maksymiak attended via teleconference.

Absent were: Anthony Granata and Brian Mulheran

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you from Old Plank Trail Community Bank for the assistance provided by the Park District during its annual Pant for the Pantry 5k fundraiser.

Letter of appreciation received from Olivieri Brothers, Inc. for the working relationship between the Park District and their architectural firm.

Letter of appreciation from the Hometown Hoedown for the Park District's contribution of a raffle prize to help raise funds for their September 14, 2017, event that benefits the Cancer Support Center and Camp Quality.

B. Congratulatory

Notification provided by PDRMA for the District's successful 2017 Risk Management Project Grant Program proposals. Of the 37 proposals considered, the FSPD's submissions were two of the 14 highest vote recipients to receive recognition in the form of a \$3,000 award check.

C. Complimentary

Letter received from a preschool parent, commending teacher, Danielle Simek, and aide, Cheryl Conrad, for her daughter's academic and social improvements this year.

VI. Presentation of the November 16, 2016 Board Meeting Minutes.

Dave Macek made Motion 17-1329 to accept the November 16, 2017, Board Meeting Minutes as presented. Denis Moore seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek and Ken Blackburn. Nays: None Motion carried.

VII. Consideration of Tax Levy Ordinance No. 17-12-310 for fiscal year 5/1/17-4/30/18.

President Ken Blackburn presented, and Secretary Jim Randall read by title, Tax Levy Ordinance No. 17-12-310 for fiscal year 5/1/17-4/30/18 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.

Dave Macek made Motion 17-1330 to adopt Tax Levy Ordinance No. 17-12-310 for fiscal year 5/1/17-4/30/18, as presented. Denis Moore seconded. Motion carried.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek and Ken Blackburn. Nays: None Motion carried.

VIII. Legal Report

President, Ken Blackburn, presented and Secretary, Jim Randall, read by title, Resolution No. 17-12-20 providing for and requiring the submission of the proposition to issue \$1,500,000 General Obligation Park Bonds to the voters of the Park District at the General Primary Election to be held on the 20<sup>th</sup> day of March, 2018, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Denis Moore made Motion 17-1331 to accept Resolution No. 17-12-20 as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek and Ken Blackburn. Nays: None Motion carried.

President, Ken Blackburn, presented, and Secretary, Jim Randall, read by title, Ordinance No. 17-12-311, an Ordinance establishing an updated sexual harassment policy for the Frankfort Square Park District in compliance with Public Act 100-0554, 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 17-1332 to Ordinance No. 17-12-311 Sexual Harassment policy as presented. Denis Moore seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek and Ken Blackburn. Nays: None Motion carried.

Jim Randall requested a Motion and a second to approve the Travel, Meal, and Lodging Expense Reimbursement forms for designated staff to attend the IPRA Conference in Chicago this January.

Dave Macek made Motion 17-1333 to authorize the Travel, Meal, and Lodging Expense Reimbursement forms as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek and Ken Blackburn. Nays: None Motion carried.

Jim Randall reported that action on the revised Recreation Program Scholarship Application will be tabled until the January 18, 2018, meeting of the Park Board, enabling further review and inclusion of legal counsel recommendations.

Mr. Randall reported that the District, per legal counsel recommendation, will review the tax levy process in 2018, to determine whether a simpler process may be possible due to limited expectation of growth exceeding the CPI. This would change the process that has been in place since the District's inception in 1974. President, Ken Blackburn asked if the District were to expand, whether we would be at risk of losing new growth. Mr. Randall reflected that if the District would not lose new growth, as the increase is driven by that factor, not by the CPI.

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 were not available for consideration. Action on these financial matters was tabled until the January Board Meeting.

X. Executive Director's Report

Jim Randall provided copies of the 2017 Community-Wide Survey, final report, completed by the University of Illinois, Office of Recreation and Park Resources. Due to staff transitions at the University, grad students compiled the data from the survey instrument that was begun by Robin Hall and Jarrod Scheunemann. If Board Members would like a formal presentation by the U. of I., their representatives can attend a future meeting. Mr. Randall noted that staff will review the report and compile a list of action items that can be addressed over the next five years, and will provide a list for Board review and input.

Jim Randall reported that a Town Hall Meeting will be held, in conjunction with the January 18, 2018, Board Meeting. The focus of the Town Hall is to inform residents about the mini-referendum question, prepared by Chapman and Cutler, which will be on the March 20, 2018, General Primary Election ballot. This action is being taken based on Community-Wide Survey results that reflect 82% of respondents would support a no tax increase \$1.5 million referendum. If successful, the mini-referendum, related to fix and repair items, and defined needs over the past years, would also enable the pay-off of debt, placing the District in a stronger financial position. If unsuccessful, the District will continue to move forward, slowly over time, but will be unable to address a myriad of requests posed by residents.

The District will request a partial reimbursement from the IDNR for the Community Park Redevelopment OSLAD grant project.

Jim Randall reported that two residents in Lighthouse Pointe oppose the natural areas landscape designed by the subdivision's developer. Mr. Randall will provide Jennifer Arthurs, LHP HOA representative, with a report in early January, and will also meet with their board, upon request.

XI. Committee Reports

A. Maintenance

Work continues on Phase 1 of the Community Park Redevelopment project. The community gardens water tower, a round wood structure with a copper roof, is being built offsite.

With limited plowing duties, the maintenance department will be in a better position to manage off-season organization and preparations for a more structured approach in the 2018 spring/summer season.

B. Recreation

John Keenan, Superintendent of Recreation, is completing his first tri-annual brochure with graphic designer, Tom Makarowski, former Frankfort Square resident, and graphic artist that designed the Square Links Golf Course logo. Tom was hired following the resignation of the District's former brochure designer.

C. Information Technology

B Practical Solutions will develop a social media marketing campaign, initially promoting the F.A.N. program, followed by the golf course in the spring.

D. Special Recreation

The SSSRA agreement requires a one year notice prior to resignation, therefore, the District is obligated to render an annual payment to the agency. Mr. Randall further noted the agreement reflects SSSRA's purchase of the building, providing them with right to access, however, it does not provide right to extend or make additions without permission from the landowner, the FSPD. Once the District is no longer a member agency, it will not be reasonable to expend tax dollars to maintain the building, and effective in the spring of 2018, the SSSRA would be required to assume responsibility for building and parking lot maintenance and winter plowing services.

E. Finance and Planning

Bond payments, due January 1, 2018, are paid in late December. This action will diminish the budget, but expenditures are being carefully tracked for the remaining five months of this fiscal year.

F. Golf Course

Improvement projects that include drainage repairs on Hole 1A and 1B and grading to tees at Holes #2, #5, #6, and #8 are complete.

G. Office

No report

H. Risk Management

As was reported at the November Board Meeting, the Park District will receive \$3,000 in grant funding from PDRMA for its two Risk Management applications, and a determination on how to expend the grant award will be forthcoming.

I. Wellness Committee

No report

J. Community Updates

The Village of Frankfort will install a new well in close proximity to the Community Park water tower. This improvement is necessary as the old well hole, which will be capped, is not structurally sound and cannot be re-drilled.

Utility work, part of the St. Francis Road expansion project, is currently underway, and the roadwork will be completed in the spring of 2018.

XII. Old Business

No old business was discussed.

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 17-1334 to adjourn the meeting at 7:42 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell