

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 15, 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: Anthony Granata, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Ken Blackburn arrived at 7:38 p.m.

IV. Public Input

V. Correspondence

A. Appreciation

Note received from Robert J. Kennedy, Executive Director of the Lincoln-Way Community High School District 210 Foundation for Educational Excellence, expressing appreciation for the Park District's donation towards the annual Dinner Gala fundraiser.

Card directed to Superintendent of Parks, Ed Reidy, by Cub Scout Pack 101, thanking him for providing use of the Park District for Pack Night.

Letter from the Frankfort Square Wildcats Football and Cheer Organization, directed to Jim Randall and the Park Board for the donation of Square Links Golf Course beverage proceeds. In addition, Ed Reidy and his Maintenance staff were commended for their extraordinary efforts in maintaining fields and facilities used by the Wildcats.

VI. Presentation of the January 18, 2018, Town Hall Meeting/Board Meeting Minutes.

Craig Maksymiak made Motion 18-1338 to accept the January 18, Town Hall Meeting/Board Meeting Minutes as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. (*Ken Blackburn not yet present.*) Motion carried.

VII. Legal Report

President Ken Blackburn presented, and Secretary Jim Randall read into the record Ordinance No. 18-02-312, an Ordinance authorizing the issuance of not to exceed \$450,000 2017 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2017 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank, 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 18-1339 to adopt Ordinance No. 18-2-312, \$450,000 2017 Corporate Purposes Taxable Tax Anticipation Warrants as presented. Joe Vlosak seconded. Motion carried.

Jim Randall anticipates an end of fiscal year balance of \$25,000-\$75,000, and funds will only be drawn upon if needed. Mr. Randall further noted that the County tax distribution may not occur until the end of May, and the Community Park grant expenses impacted the current year budget.

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

Jim Randall requested consideration to adopt the revised Recreation Program Scholarship Application as presented, a copy of which was provided to each Board Member in advance of said meeting,

Craig Maksymiak made Motion 18-1340 to adopt the revised Recreation Program Scholarship Application as presented. Brian Mulheran seconded.

Mr. Randall noted the application will better define how funds are distributed, providing a 3-year bridge that reduces over the timeframe. Said application will provide fair and equitable assistance, and was reviewed and approved by the District's legal counsel.

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

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 18-1341 to accept the January Accounts Payable Listing. Dave Macek seconded.

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

IX. Executive Director's Report

Jim Randall reported that no feedback was received following the January 18, 2018 Town Hall Meeting. As the March 20, 2018 election date draws closer, various means to provide residents with reminders to vote will be employed that include email blasts, social media, District marquees, and directed mailings to groups/organizations/local governing agencies/frequent users.

Mr. Randall requested Board approval to enter into a lease agreement for a new Toshiba copier through a local provider, Proven IT, copies of which were provided to each Board Member in advance of said meeting. The Toshiba copier has the same features as the current Canon copier, but offers larger production capabilities, and a net savings of \$130 per month that includes a buyout of the existing copier lease, scheduled to expire in December, 2018. If approved, the copier can be delivered, but will not be billed until the beginning of the new fiscal year.

Anthony Granata made Motion 18-1342, approving the lease agreement for a new Toshiba copier through Proven IT for a monthly cost of \$579 with a term of sixty months, as provided. Denis Moore seconded.

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

Jim Randall provided a first draft and overview of the 2018/19 budget in advance of said meeting, noting it provides a general understanding of existing funds, and does not reflect potential referendum proceeds. The Board will meet at 7:00 p.m., in advance of the March 15, 2018 Board Meeting to discuss the second draft of the budget, that will be delivered to Board Members in advance of said meeting. Following the regular meeting, the Board will enter into an executive session to conduct the annual personnel reviews.

Commissioner, Joe Vlosak, contacted Jim Randall with questions regarding the first draft of the budget. Mr. Randall encouraged remaining Board Members to contact him directly if they have any questions or input prior to the completion of the second draft.

Department meetings will be conducted over the next six weeks, enabling staff to provide direction for the 2018/19 budget.

Staff members that attended the IAPD Conference in Chicago this past January provided reports that were included in Board packets. Mr. Randall noted the NRPA Congress will be held in Indianapolis, Indiana in late September, and the Board may wish to consider sending staff members that do not normally attend this national conference.

Jim Randall is investigating resources for customer service training that would better equip frontline staff, i.e. office/golf course/F.A.N., to manage issues they encounter when working with the public. Additional efforts to find educational sessions and seminars that are more relatable to various departments are also being investigated, and Ed Reidy, Superintendent of Maintenance, found a workshop in Indiana that may be useful to his staff.

Jim Randall is working to finalize an extension of our existing ComEd R.O.W. lease, and is seeking to include an easement in Brookside Glen West that would extend use of the R.O.W. from the Union Creek ballfields to St. Francis Road, with plans to install a path from Brookside Glen to the permanent connection along Pfeiffer Road and Route 30.

Jim Randall distributed the monthly input summary prepared by Ed Reidy, and verbally provided highlights of the summary that included details about mowing behind Julian Rogus School, plowing the playground area behind Frankfort Square School, and resident requests to clear snow from sidewalks near Indian Trail and Frankfort Square Schools. The Park District is unable to maintain these areas, as it does not own the property, nor can it maintain easement property in front of residents' homes.

X. Committee Reports

A. Maintenance

Maintenance staff are making preparations for the upcoming spring/summer season, and will meet over the next month to finalize a one-year plan.

Landscape company proposals are under review.

The water tower, a Community Park Redevelopment amenity, is nearing completion. Water lines will be connected, and as weather improves, fencing will be installed around the tower and garden area.

Kevin Walsh, Olivieri Brothers Architects, is working on the bid package for Phase 2 of the Community Park grant project. Said project will be completed by August, 2018.

B. Recreation

The dance program is the District's largest program with nearly five hundred enrolled in forty-five classes. Company classes recently competed in the DesPlaines Park District's Dance Idol event, and were extremely successful, medaling in all categories. Jim Randall noted that the popularity of dance has impacted the diversity of other programs offered by the District. Commissioner, Craig Maksymiak, commented that we need to make necessary improvements ensuring this popular program continues at the level residents have come to expect. Mr. Randall reported that our District operates the largest studio in the south suburbs at Mary Drew School. Plans are underway to convert the library to Dance Studio C, adding to the existing Studios A & B that provide instruction for all genres of dance. Jim Randall attributes the success of our program to the talented instructors, led by Donnette Canonnie, who secured a performance by our dancers at a Bulls game at the United Center in Chicago.

Mr. Randall further noted the challenge is to stay on trend, offering programs of current interest.

Jim Randall reported that F.A.N. program numbers are good.

Mr. Randall recently met with Dr. Tingley, Superintendent of LWCHSD 210, and reported that there is no pending action related to the North campus. The School District is simply investigating all options that could be available, and is also working to finalize the sale of property at 191st and Harlem Avenue in March.

Enrollment in the Early Learning Center preschool is down, with approximately 80 students, a considerable reduction from the peak number of 220. Changes were implemented due to the limited enrollment.

C. Information Technology

Sufficient information was included in the February Executive Director's report.

D. Special Recreation

No report.

E. Finance and Planning

Sufficient information was included in the February Executive Director's report.

F. Golf Course

Staff are preparing for the 2018 season, with a potential start date of March 15, and Mr. Randall noted there are no major changes in the operation.

Reliable Golf Services has a new superintendent that will manage our golf course grounds. He is a former assistant superintendent at Tamarack Golf Course in Naperville.

The District is currently running a promotion, discounting memberships that are purchased through April 1, 2018, to generate advanced sales.

Commissioner, Denis Moore, asked about the Super Bowl Sunday event, and Mr. Randall reported that approximately twelve golfers enjoyed the opening on February 4.

G. Office

Sufficient information was included in the February Executive Director's report.

H. Risk Management

Sufficient information was included in the February Executive Director's report.

I. Wellness Committee

No report.

J. Community Updates

Jim Randall reported that a new community well, 6" width, at an approximate depth of 150', was installed adjacent to the firehouse on St. Francis, and will provide a good water source.

The Village of Frankfort is moving forward on the new sewage plant, and is installing in-ground pipe. Complete transition is expected in 2019/2020. The Village will restore Champions Park football field and will pave the lot at the project's completion.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 18-1343 to go into Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

An Executive Session was called for the purpose of discussing personnel and a legal matter.

Dave Macek made Motion 18-1344 to go out of Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

XIV. Adjournment

Craig Maksymiak made Motion 18-1345 to adjourn the meeting at 8:25 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell