

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
March 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: Ken Blackburn, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Anthony Granata

IV. Public Input

No members of the public provided input.

V. Correspondence

A. Appreciation

Letter received from CASA of Will County, expressing appreciation for the Park District's donation of a foursome of golf towards their "Have A Heart for the Child" Benefit Auction Gala.

B. Complimentary

A resident visiting the front office commended the way our District's trails are managed. In comparing them to Naperville's trails, he said ours are better maintained.

VI. Presentation of the February 15, 2018, Board Meeting Minutes.

Craig Maksymiak made Motion 18-1346 to accept the February 15, 2018, Board Meeting Minutes as presented. Dave Macek seconded.

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

VII. Legal Report

Jim Randall requested Board approval of the Travel, Meal, and Lodging Expense Reimbursement forms for designated dance instructors to attend the Rainbow National Dance Competition with BDC Company students on April 21 and 22.

Dave Macek made Motion 18-1347 to authorize the Travel, Meal, and Lodging Expense Reimbursement forms as presented. Brian Mulheran seconded.

Jim Randall will review with legal counsel how best to provide Board Members with the forms/information in advance of presenting them for consideration.

Vote on Motion: Ayes: 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 February Treasurer's Report, pending audit.

Dave Macek made Motion 18-1348 to accept the February Accounts Payable Listing. Joe Vlosak seconded.

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

#### IX. Executive Director's Report

Jim Randall reviewed efforts to ensure residents are aware of the District's referendum question on the March 20, General Primary Election ballot, while reminding them to vote. Various forms of communication included social media, directed mailings, presentations at high-use programs, and community meetings. Commissioner, Dave Macek, noted that community organizations, FSBL and Wildcats Football, are promoting District referendum information through their websites.

Jim Randall discussed providing customer service training in June or July that would include approximately fifty staff members that work with the public, i.e. front office, F.A.N., maintenance, and golf course. An in-service training session, costing \$2,500, would be built into the 2018/19 budget and approved, but Mr. Randall wanted to provide Board Members with this preliminary detail.

A new furnace was installed in the Pond preschool classroom to replace a faulty unit.

Parks staff have been propagating natives in the greenhouse over the winter months for planting in the upcoming season. They include Indian grass for natural areas, and prairie dropseed, a hearty plant that will be installed in Frankfort Square School's parking lot islands.

The summer brochure is complete and will be forwarded to the printer.

Forward progress in IT continues, and all have a better working knowledge of District software.

A new golf course superintendent was introduced by Reliable Property Services. The course is ready to open for the season, but due to weather, opening day should occur within the next week to ten days.

Jim Randall met with staff from recreation, the office, and golf course, and staff from these departments will provide final direction for the upcoming fiscal year in April.

Jim Randall reported that the Park District achieved risk management accreditation through PDRMA, based on its high Loss Control Review scores and commitment to safety for its patrons and employees.

X. Committee Reports

A. Maintenance

Jim Randall provided a review of the past month's Resident Input Summary.

B. Recreation

As previously noted, the summer brochure is complete and residents can expect to receive them during the mail the last week of March.

C. Information Technology

Sufficient information was provided in the Executive Director's report.

D. Special Recreation

Jim Randall noted that recent correspondence receive from SSSRA, along with the District' response, had been provided to Board Members.

E. Finance and Planning

Jim Randall reviewed the 2<sup>nd</sup> draft of the 2018/19 budget with Board Members in advance of this evening's meeting, and also noted the Will County Tax Rate Calculation report should be received the week of March 19.

F. Golf Course

Sufficient information was provided in the Executive Director's report.

G. Office

Office staff have been busy inputting codes into RecTrac in advance of registration for summer programming.

H. Risk Management

Sufficient information was provided in the Executive Director's report.

I. Wellness Committee

No report.

J. Community Updates

The St. Francis Road project will begin in earnest this summer, and the westbound lane will be down to one lane as sewer lines are being installed. In 2019-2020, the project will continue with the eastbound lane.

Jim Randall reported that the Frankfort Square Baseball League will manage their concessions in-house this season.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 18-1349 to go into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

An Executive Session was called for the purpose of conducting annual personnel reviews and to discuss potential litigation.

Dave Macek made Motion 18-1350 to go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 18-1351 to adjourn the meeting at 8:16 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell