

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
January 17, 2019

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 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

Colors were presented by Cub Scout Pack #237.

III. Roll Call

Present were: Ken Blackburn, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Anthony Granata

Also present: Cub Scout Pack #237 leaders and Scouts including: Chris Thomsen-Pack Committee Chair, Keith Brown-Wolf Den Leader, Chris Prendiville-Tiger Den Leader, and Scouts-Cameron Brown, Reed Brown, Jack Thomsen, Patrick Prendiville, Jaime Prendiville (Troop 237 Boy Scout)

IV. Public Input

Chris Thomsen, Cub Scout Pack Committee Chair, addressed all present, thanking Executive Director, Jim Randall and the Park Board of Commissioners for their support over the past 46 years, without which they could not exist. Mr. Thomsen reported that participation in Pack #237 increased by 12% this year, and believes one factor may be the choice to recruit only males. A new Lion Program for grades K-5 was introduced, and the Pack has many levels. Scouting is important for character development, instills morals, and teaches outdoor skills. Recent activities included the Fishing Derby, pond clean-up, Scouting for Food, and with support from Earl Bonovich and Troop #237, recently held the Pinewood Derby, an event that was very well-attended.

Mr. Thomsen presented and read aloud the Frankfort Square Park District Charter.

Jim Randall stated he was pleased the Scouts were able to attend the Park Board Meeting, and also noted it is nice to have Scout activities in the Community Center.

A question was posed regarding membership, and Mr. Thomsen replied that Pack #237 has 32 Scouts that are joined by their family members during various events. Mr. Thomsen stated that Cub Pack #237 recently had a couple of Eagle Scouts that began their Scouting experience with Cub Pack #237. He closed in stating he is proud of all the Scouts' accomplishments, and again thanked the Park District and Board for their ongoing relationship and continued support.

V. Correspondence

A. Appreciation

Thank you note received from Arbury Hills School staff for the holiday gift received from the Park District.

Thank you note received from Noonan Academy for the District's support of their school fundraiser through a raffle donation of Square Links Golf Course passes.

Thank you card received from Old Plank Trail Community Bank for supporting their Pant for the Pantry 5K by providing use of golf carts for their event.

Thank you letter received from the Crisis Center for South Suburbia for the District's gift of a foursome of golf with two power carts raffle prize in support of their annual fundraiser.

The District changed the name of its Daddy/Daughter Dance to Sweetheart Dance, with the understanding that not all girls have fathers to bring to the event. An email was received from a parent expressing gratitude for the name change, citing that it saved her daughter many tears.

Letter received from the Frankfort Square Wildcats Football & Cheer, thanking the Park District for providing their organization with a donation from the proceeds of beverage sales at Square Links Golf Course from the 2018 season.

B. Complimentary

Email received from parents that have a child enrolled in the District's soccer program, run by Greg Beaudin. The parents feel it is a great program, and their daughter has learned not only more about the game, but that the teenagers assisting with the program are great role models for the young participants.

C. Informative

Newspaper article appearing in the January 17, 22<sup>nd</sup> Century Media newspapers, the *Frankfort Station* and *Mokena Messenger* about the Park District's Escapades program held during the December-January winter break. The program provides parents with a fun and safe place for their children to enjoy activities and field trips during days off school.

VI. Presentation of the December 3, 2018 Board Meeting Minutes

Craig Maksymiak made Motion 19-1418 to accept the December 3, 2018 Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the Dance Idol Competition hosted by the Des Plaines Park District in February, 2019.

Dave Macek made Motion 19-1419 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the Dance Idol competition hosted by the Des Plaines Park District in February, 2019, as presented. Brian Mulheran seconded.

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

Jim Randall provided a brief update on Senior Bookkeeper, Duane Meyers. He is out of intensive care, and conversing by phone with the Park District. All are hopeful for a timely recover, but the District is making provisions for temporary bookkeeping assistance. Audrey Marcquenski, Director, manages the District's payroll and billing, and Duane runs reports, reconciles checking accounts, produces all reports and completes necessary end of calendar year actions, preparing W-2s, 1099s and 941s. Interim assistance is being provided by a Norine Lau, Bookkeeper from LWSRA. She works for a Homewood CPA firm and does bookkeeping for municipalities, and has experience with the FSPD's software program.

Mr. Randall also noted that there may be some delays with monthly reports, and the plan is to have December and January financials available for the February Board Meeting, and when available, they will be posted.

Jim Randall reported that he is evaluating cash flow to project estimated finances in May. It is anticipated that the District will have a positive balance of \$290,000 at the end of the current fiscal year, however, it may be advisable to approve an authorizing Tax Anticipation Warrants ordinance at the February meeting in the event there is a delay in tax proceeds at the beginning of the fiscal year. Warrants will not be issued unless deemed necessary.

Commissioner, Craig Maksymiak, asked what the cost would be to draft the ordinance, and also referenced the District's solvency from the bond proceeds. Mr. Randall replied that Bond Counsel, Chapman and Cutler would draft the ordinance for an approximate cost of \$200, and would charge a final fee of \$2,000, only if the warrants are issued. Mr. Randall further stated that the District holds the referendum bond funds in a separate account that is used only for referendum projects, and will not co-mingle the funds.

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

Dave Macek made Motion 19-1420 to accept the November Accounts Payable Listing. Denis Moore seconded.

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

Due to a delay in availability of the December financials, action was tabled until the February 21, 2019 meeting.

IX. Executive Director's Report

The Board will begin the 2019/2020 budget process, and generally schedules a 7:00 p.m. start in advance of the February and March Board Meetings for this purpose.

Jim Randall reviewed first draft budget highlights, noting a year-to-date column of all line items was added, per Commissioner, Joe Vlosak's request. This section of the budget will be updated as December and January financial reports become available.

The first draft of the budget takes into account the CPI with 1% merit increases for staff as a starting point, but will be reviewed and revised per Board direction in March.

The budget does not reflect tax increases or new growth.

A new office position is included, and will be discussed in future meetings.

There is a change of status for a full-time maintenance employee that currently works below the standard of 2,080 annual hours. He is aware, and agrees to the change of status to part-time. In the fall of 2019, the District will evaluate the Maintenance department, and may elect to add a full-time position.

Jim Randall is preparing a list of referendum projects for the 2019/2020 fiscal year.

Staff are working with Campfire Concepts to complete a wellness assessment and related survey that will be provided to residents in the summer.

Summit Hill School District 161 is forming a workshop group to address future planning. Ed Reidy, Superintendent of Parks, will serve on this board, and if any Park Board Members are interested, Jim Randall will notify Barb Rains, SHSD 161 Superintendent, of their interest. There is no limit on participation, and involvement will be limited to a one meeting in February, and one in March.

Jim Randall is investigating a land purchase in the Walnut Creek subdivision for the installation of a park, and may negotiate with a realtor for a future donation.

In 1993, Jim Randall met with Donald Hunter, and expressed interest in purchasing property owned by Mr. Hunter. The result was that Mr. Hunter granted a first right of refusal for the property bordering Harlem Avenue, north of Summit Hill Junior High to St. Francis Road. Mr. Hunter's wife recently passed, and the family is interested in selling the parcel. This matter is in a preliminary stage, and may be priced over what the District would consider. The potential use of the property would be to reestablish the historic Hunter family farm as a co-op. The District could hire a farmer, and volunteer members would assist in growing vegetables and fruit trees. The purchase would be feasible, with the maturity of the 2002 \$5 million referendum in 2022, which would result in lowering tax bills by 20%. In addition to the Hunter parcel, another property may be considered.

A number of full-time staff will attend the IPRA Conference in Chicago, beginning Thursday, January 24, and all are looking forward to this educational/networking opportunity.

Jim Randall requested authorization to complete improvements at Union Creek #5 baseball field that would include the installation of a scoreboard and windscreen for a cost not to exceed \$12,000. The improvements would benefit the Frankfort Square Baseball League and community as a whole. Commissioner, Denis Moore asked if travel teams also use the field, and Mr. Randall responded they are granted use based on residency.

Denis Moore made Motion 19-1421, authorizing Jim Randall to purchase a scoreboard and windscreen for Union Creek #5 baseball field for an amount not to exceed \$12,000, 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.

Jim Randall notified the Board that he will be on vacation the first week of February.

## X. Committee Reports

### A. Maintenance

Park staff are working with Thornton Equipment, removing dead and dying trees along the creek line in the Lighthouse Pointe subdivision, a component of the referendum project list.

Maintenance staff corrected a long-standing drainage problem that existed at Indian Boundary South Park, with the installation of a manhole.

Multi-generation swings will be installed at various locations within the District.

Staff are reviewing contracts for natural areas, landscaping, and Community Center maintenance.

### B. Recreation

There was an issue with a community group that has scheduled use of LWN. The group was arriving prior to their scheduled time, and were notified that moving forward, they will be billed based upon their time of arrival.

### C. Information Technology

The POS system at the golf course will be updated with RecTrac software, and Vermont Systems, the software provider, will also provide training on the system the second week of February.

### D. Special Recreation

Jim Randall attended the monthly LWSRA Board Meeting on January 15.

LWSRA's held a basketball tournament at the LWN gym on January 11, with assistance from FSPD staff.

The Park District will also assist LWSRA at they host the Women's & Junior's National Wheelchair Tournament at LWN in March. This event is sponsored by Toyota, and a vehicle will be displayed in the field house.

To date, there has been no response from SSSRA regarding FSPD's acceptance of their offer to purchase property adjacent to their administrative office on 80<sup>th</sup> Avenue in Tinley Park.

E. Finance and Planning

Sufficient information was included in the monthly Executive Director's Report.

F. Golf Course

Tree removal will be addressed at Square Links as weather permits.

G. Office

Sufficient information was included in the monthly Executive Director's Report.

H. Risk Management

Sufficient information was included in the monthly Executive Director's Report.

I. Wellness Committee

Two wellness workshops are scheduled through Ingalls Wellness Center. Staff will attend a "New Year, New You" session on January 30, and a "Comfort Food Made Easy" session on February 27.

J. Community Updates

Scout Troop #237 will hold it's first ever meeting open to girls the week of January 21. The Troop will welcome six or seven girls into their program.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed

XIII. Executive Session

Dave Macek made Motion 19-1422 to go into executive session at 8:15 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of discussing personnel.

Dave Macek made Motion 19-1423 go return to open session at 8:25 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Consideration of Employee Compensation

Jim Randall requested consideration to increase Recreation Supervisor, Nicolette Jerik's current salary by \$3,500, an increase of at or about 7.5%, due to her exceptional qualifications and numerous successes and responsibilities.

Dave Macek made Motion 19-1424, approving the increase to Recreation Supervisor, Nicolette Jerik's current salary by an amount of \$3,500, reflective of her many successes that include supervisory responsibilities, budgeting, and development of exceptional program offerings. Joe Vlosak seconded. Motion carried in a vote by voice.

Jim Randall requested consideration to provide Athletic Supervisor, Matt Tillman, with an education stipend of \$500 for the successful completion of college coursework in accounting that would benefit the Park District. Said stipend would be remitted upon verification of successful completion of described course work, maintaining a "B" average.

Denis Moore made Motion 19-1425, approving an education stipend in the amount of \$500 to Athletic Supervisor, Matt Tillman, for the successful completion of college course work related to his position with the Park District, to be remitted upon successful completion of described coursework, maintaining a "B" average, as presented. Craig Maksymiak seconded. Motion passed on a vote by voice.

XV. Adjournment

Dave Macek made Motion 19-1426 to adjourn the meeting at 8:29 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell