

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 21, 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 Scout Troop #237.

III. Roll Call

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

Also present: Scout Troop #237 leaders and Scouts

Mike Woehlert – Chartered Organization Representative

Nita Holwell – Committee Chair

Tony Majka – Scoutmaster

Shelly & Maggie Genis, Dawn Baer, Dorothy & Laura Majka, Steve Faris

IV. Public Input

Jim Randall addressed the Scouts, stating it was his distinct pleasure to welcome the new Scout Troop #732, and as Charter representative, it was the Park District's honor to purchase and present the Troop with their first flag.

Troop #732 followed by presenting Park Board President, Ken Blackburn, with the Troop charter.

V. Correspondence

A. Appreciation

Letter from Kevin Reutter, President of the Summit Hill Educational Foundation, thanking the Park District for supporting their March Fundraiser. The Park District provided raffle prizes that included a family membership to Square Links, and a family F.A.N. membership.

Letter received from the Franciscan Sisters of the Sacred Heart for the District's donation of a golf passes in support of its second annual golf outing fundraiser.

VI. Presentation of the February 21, 2019 Board Meeting Minutes

Dave Macek made Motion 19-1435 to accept the February 21, 2019 Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall requested approval of travel reimbursement forms for dance teachers to attend the Rainbow competition trip with their Company students, April 12-14.

Craig Maksymiak made Motion 19-1436 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the Rainbow Competition, April 12-14, as presented. 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.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, President, Ken Blackburn accepted the December, 2018, January, 2019, and February, 2019 Treasurer's Reports, pending audit.

Craig Maksymiak made Motion 19-1437 to accept the December, 2018, January, 2019, and February, 2019 Accounts Payable Listings. 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.

IX. Executive Director's Report

Jim Randall presented an Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, a copy of which was provided to each Board Member in advance of said meeting for review, and requested consideration of same.

Dave Macek made Motion 19-1438 to accept the Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, as presented. Brian Mulheran seconded.

Mr. Randall noted the Agreement was refined, and includes a sunset clause for financial payments made to the School District by the Park District. The annual \$30,000 payment will be reduced by a sum of \$10,000 per year for the next three years, as School Board President, Rich Marron, feels one local government agency should not be required to pay another local government agency that serves the same resident base. If approved by the Park Board, the Agreement will be sent directly to Mr. Marron, with a cover letter that is hereby attached and made part of these Minutes, (see Attachment A). Mr. Randall further noted the Park District is no longer required to pay LWCHSD 210 for use of the North campus. Moving forward, revenues generated by use of school facilities will be audited, and if the Park District profits financially by said use, it will share the proceeds with the respective School District.

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 recognized Director, Audrey Marcquenski's contribution in ensuring the District functioned during Senior Bookkeeper Duane Meyer's extended absence. Jim was pleased to report Duane has returned and will provide support to the District, Sue Baker and Diane Meister, past employees were rehired to cover all aspects of District bookkeeping. Diane will work remotely to prepare monthly financial documents, and Sue will work onsite, beginning at a bi-weekly basis to complete payroll and tax reporting. Audrey will oversee these staff members, and Jim noted there are sufficient safeguards in place to ensure proper functioning of the District's financial matters.

Jim Randall reported that the District successfully bid on three pianos, and will place two of the upright pianos in parks, while the grand piano will be stored in the Community Room. The uprights would be painted, and to start, one would be placed in the Island Prairie bandshell, enabling park visitors to play during summer months. All three were purchased for \$300, and transported by professional movers at a cost of \$900.

X. Committee Reports

A. Maintenance

A shelter at the Union Creek baseball complex, a referendum project, is under construction.

B. Recreation

Following the passing of Dog Obedience instructor, Tanya Mikolajczyk, the Park District will not move forward with use of the facility for dog training, but may consider providing a dog training program in a Park District facility, i.e. a pole barn. Success of the program was due to the instructor, and with public opinion and the connotation related to the facility at the North campus, the Park District will investigate use of the facility to define a need that would benefit residents, such as batting cages. Commissioner, Craig Maksymiak asked how many residents participated in the Dog Obedience program. Mr. Randall stated the majority of participants were non-resident, paying non-resident fees, but he would look into the matter and provide a response.

C. Information Technology

Jim Randall was pleased to report that following a recent server crash, the Park District's Datto back-up system enabled seamless operation.

D. Special Recreation

Jim Randall was pleased to report that since transitioning from SSSRA to become a member agency of LWSRA, the Park District has experienced a 300% increase in program participation for its residents with disabilities. Daytime programming, offered through LWSRA is one of the main benefits that were previously unavailable to our residents. LWSRA will soon be opening its sensory room, a unique and innovative opportunity for the special needs population.

Jim Randall reported that he had a conversation with SSSRA Board President, Sandy Chevalier regarding the property sale issue. The Park Board accepted SSSRA's offer to purchase the property for \$100,000 at the December 3, 2018 meeting and notified our legal counsel who has been communicating with SSSRA's attorney. It was assumed the sale was moving forward, however, no action from SSSRA has been forthcoming. Mr. Randall is not sure SSSRA has a full understanding on how to manage a property purchase, and he does not believe it will necessary to involve the county in the transfer of the property. Our District is transparent in all matters, posting minutes, financial documents, etc. on its website. SSSRA does not reflect the same level of transparency, therefore we are unaware of the amount of attorney costs they have incurred regarding the property sale, however Mr. Randall believes it may equal 50% of the cost of the agreed upon price. Mr. Randall is hopeful the sale will eventually take place, but does not have a timeframe for its conclusion.

E. Finance and Planning

The preliminary Will County calculation of Rates, Values, and Extensions have been received, reflecting an increase of \$70,000 with a negative rate. The rate was reduced to ensure tax revenue stayed flat or would be slightly reduced, as promised in the resident-approved 2018 \$1.4 million referendum in March, 2018.

F. Golf Course

A renewed contract for Reliable Property Services golf course maintenance was received. The contracted pricing is tied to CPI increases, and the contract term year would begin May 1, 2020 and conclude on April 30, 2023. A copy of the contract will be forwarded to Board Members for advanced review and added to the April agenda for consideration.

G. Office

No report

H. Risk Management

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

I. Wellness Committee

Staff completed a wellness review of facilities and programs, and development of the Wellness survey is underway.

J. Community Updates

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 19-1439 to go into executive session at 7:51 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of conducting annual full-time personnel reviews.

Dave Macek made Motion 19-1440 to return to open session at 8:42 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XV. Adjournment

Dave Macek made Motion 19-1441 to adjourn the meeting at 8:42 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell