

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 16, 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

III. Roll Call

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

Absent were: Ken Blackburn and Brian Mulheran

Jim Randall reported that Ken Blackburn is doing well, and plans to attend the June meeting.

IV. Public Input

No public input was provided.

V. Correspondence

A. Informative

Letter received from Abby Salgado, Girl Scout Cadette, requesting use of gardens at Community Park to grow vegetables for the Frankfort Township Food Pantry.

Response provided to Abby Salgado, offering the Girl Scouts use of gardens at Community Park at no cost.

B. Appreciation

Thank you letter received from Abby Salgado, Girl Scout Cadette, expressing appreciation for free use of community gardens, per above A. Informative correspondence.

Email from Emily Smith, coordinator of the Stephen Smith Family Fun Run, expressing appreciation for free use of picnic shelter at Union Creek Park for the group's annual 5K fundraiser that was attended by over 140 racers/supporters.

Thank you letter received from The Cancer Support Center, expressing appreciation for a raffle donation supporting their annual 2019 Spring Gala fundraiser.

C. Complimentary

Email received from a resident commenting on the quality of the Community Park Redevelopment project.

VI. Presentation of the April 18, 2019 Board Meeting Minutes.

Denis Moore made Motion 19-1451 to accept the April 19, 2019, Board Meeting Minutes as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Nays: None. Motion passed.

VII. Oath of Office

Anthony Granata, Craig Maksymiak, and Joe Vlosak, candidates that were elected to the Office of Park Commissioner at the Consolidated Election held on April 2, 2019, were sworn in to serve four year terms of office as Park Board Commissioners.

VIII. Election of Officers

Craig Maksymiak made Motion 19-1452 to open the floor for the nomination of officers. Joe Vlosak seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 19-1453 to nominate Ken Blackburn as President. Anthony Granata seconded. Motion carried in a vote by voice.

Denis Moore made Motion 19-1454 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 19-1455 to close the floor for the nomination of officers. Denis Moore seconded. Motion carried in a vote by voice.

IX. Board Appointments

Jim Randall reported that Ken Blackburn reviewed all Board appointments with Vice President, Dave Macek prior to said meeting, and provided his input for the following appointments:

President Ken Blackburn appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak accepted said appointment.

President Ken Blackburn appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as FOIA and OMA Officers. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Dave Macek to serve as Risk Management and Personnel Liaison. Dave Macek accepted said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:30 p.m., and the regular December Board Meeting will be held on Monday, December 2, 2019, at 7:30 p.m. Said meetings will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's regular July Board Meeting and the regular November Board Meeting will be held at the Square Links Golf Course clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois at 7:30 p.m.

Check signing authority was granted to the following individuals: Jim Randall, John Keenan, Ed Reidy, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the *Frankfort Station* and/or *Daily Southtown* as newspapers of choice for legal ad publications.

President Ken Blackburn appointed Audrey Marcquenski to the LWSRA Board, and Jim Randall to serve as an alternate. Ms. Marcquenski and Mr. Randall accepted said appointments.

The Board named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts.

X. Legal Report

Vice President Dave Macek presented by title, and Jim Randall read Resolution 19-05-21 into the record, a resolution authorizing the transfer of property from the Frankfort Square Park District to the South Suburban Special Recreation Association, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Randall reported that Park District Counsel reviewed the agreement for the transfer of property and parking easement agreement that were made part of Resolution 19-05-21, and per the agreement, SSSRA must schedule the closing by July 30, 2019.

Craig Maksymiak made Motion 19-1456 to adopt Resolution No. 19-05-21, authorizing the transfer of property from the Frankfort Square Park District to the South Suburban Special Recreation Association, as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: Nays: Motion passed.

Vice President presented by title, and Jim Randall read Resolution 19-05-22 into the record, a resolution authorizing the release of closed session minutes and the destruction of closed session audio recordings, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Randall reported that Counsel reviewed the District's closed session minutes and per legal opinion, discussions pertaining to personnel or legal issues must remain closed. This process will be repeated in January, 2020, and included on all subsequent January and May Park Board Meeting agendas.

Denis Moore made Motion 19-1457 to adopt Resolution No. 19-05-22, authorizing the release of closed session minutes and the destruction of closed session audio recordings, as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: Nays: Motion passed.

XI. Treasurer's Report

On behalf of the Board of Commissioners, Vice President Dave Macek accepted the April Treasurer's Report, pending audit.

Craig Maksymiak made Motion 19-1458 to accept the Accounts Payable Listing. Denis Moore seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Nays: None. Motion passed.

Jim Randall reported that he is working with Paul Slade, President of Old Plank Trail Community Bank, to revise the language included in loan agreements that would render them immediately callable. Revising this standard language would improve the District's Standard & Poor's rating.

Mr. Randall noted the District is in a strong financial position, but measures will be taken to strengthen it further that include restructuring golf course debt for a net savings of at or about \$74,000, and passing an ordinance to improve the District's fund balance incrementally over a five year period. Legal counsel will prepare the ordinance for Board consideration at the June meeting, with a five year goal to develop fund balance reserves of 8%, which Standard & Poor's considers "strong", and ensures there is no shortfall due to late receipt of tax dollars.

Treasurer, Craig Maksymiak reiterated the need to grow the fund balance incrementally to ensure the District continues to "do good work".

XII. Executive Director's Report

Jim Randall discussed combining the wellness and master plan survey into one document rather than two, as recommended by Bond Counsel. Said survey will be mailed this summer, responses will be gathered in the fall, and give the Board time to reflect residents' wishes through the development of a 5-10 year master plan. The Board may decide to move forward with a referendum that, due to the retirement of the 2002 referendum, could complete a bond sale that would reduce residents' property taxes, yet enable the completion of approximately \$5.5 million in projects.

Commissioner, Denis Moore asked how information would be presented to the community. Mr. Randall replied that a brochure would be developed and presented to members of community organizations during a workshop or town hall meeting where residents would be well-informed and have the opportunity to ask questions. There would be no hard-sell, simply a sharing of information, allowing residents to decide if proposed projects meet their needs. Mr. Randall noted the projects would be vastly different than those offered in 2002, and the District will also discuss needs with local school districts.

The Park District would investigate available grants similar to 2002, when grant funds nearly doubled the money received through the successful referendum.

Jim Randall reported on a recent concern regarding ticks, and information about summer pests was posted on the District's Facebook and website.

XIII. Committee Reports

A. Maintenance

Jim Randall reviewed the details of the resident input summary provided by Ed Reidy, Superintendent of Parks.

B. Recreation

Matt Tillman, Athletic Supervisor, resigned. There is no immediate plan to fill this position, and in the short term, job responsibilities will be divided between existing staff. Dave Butler, part-time employee, will supervise F.A.N. and golf course rangers. Julie Hein, Assistant Office Manager will prepare staff schedules and assist with bank deposits and software issues at the golf course. Jim Randall noted the District will save money through the elimination of the full-time salary and benefits, and will compensate hourly employees that will pick up additional work.

Morgan Cassidy, seasonal employee and University of South Alabama student, is serving as a summer intern. Morgan and Nicolette Jerik, Recreation Supervisor, completed a report where they evaluated cost efficiencies in the BAS program. The District may be able to lower costs while still generating revenue in this popular program.

Jim Randall reported that he will evaluate administrative costs for various offerings, i.e. community gardens, the Dog Park and Splash Park. It may be possible to provide these opportunities to residents at no cost in the future if it is determined that administrative costs that include key fobs, paperwork, and staffing exceed revenue.

Mr. Randall reported that the District's ELC preschool program may pick up additional students following the recent cancellation of St. Anthony's preschool program that had an enrollment of approximately one hundred students.

C. Information Technology

No report

D. Special Recreation

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

E. Finance and Planning

Jim Randall requested authorization to complete an internal transfer of funds in excess to the Corporate Fund to balance deficits in Corporate Debt Service and the Golf Course Enterprise Fund.

Craig Maksymiak made Motion 19-1459 authorizing Jim Randall to direct the internal transfer of funds in excess to the Corporate Fund for the purpose of balancing deficits in Corporate Debt Service and the Golf Course Enterprise Fund. Joe Vlosak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Nays: None. Motion passed.

Jim Randall reported that the annual audit is scheduled for the week of July 8.

F. Golf Course

Jim reported that the master plan improvements are underway. The golf course architect firm, Lohmann Quitno, will provide a report that includes removal of trees on Hole #6 inside the fairway to create a more open lane, cost effective projects, a 3 to 5 hole short course option for quick golf, and a grant opportunity to make tees ADA accessible.

G. Office

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

H. Risk Management

Ed Reidy, Superintendent of Parks, attended PDRMA's annual membership assembly meeting at the Homewood-Flossmoor Park District on May 15.

I. Wellness Committee

No report

J. Community Updates

No report.

XIV. Old Business

No old business was discussed.

XV. New Business

Anthony Granata, candidate elected to the Park Board at the April 2, 2019 Consolidated Election, presented a letter of resignation and had notified Ken Blackburn, President, that he would need to resign as Commissioner of the Park Board due to time constraints. Ken reached out to former Commissioner, Pam Kohlbacher, to ask if she could fill the role. Ken and Jim Randall agree that Ms. Kohlbacher would be the best candidate to replace Mr. Granata, and Mr. Randall provided the following summary of Ms. Kohlbacher's valued professional experience and 18 year tenure of elected service to the Frankfort Square community, serving as both President, Vice President.

Teaching Accomplishments

- Began 38 year teaching career in 1977, taught at Summit Hill School District 161 beginning in 1979, retired as Principal of Arbury Hills School in 2010
- Member of School Improvement Team
- Member of Crises Intervention Team
- Member of Gifted Task Force
- Member of District Improvement Team
- SHSD 161 Board Member
- Member of Special Education District 843
- Named in "Who's Who Among America's Top Teachers in 1996, 1998, 2002, 2004, and 2006
- Recipient of "Those Who Excel" Education Award in 2006-2007

Park Board Accomplishments

- Elected to Park Board service in 1995
- Served on Wetlands Committee, Youth Commission, and Recreation Committee
- Vice President May, 2000 – April, 2001
- President May, 2002 – April, 2011
- Successful passage of the 2002 referendum
- Construction and acquisition of park sites, facilities, and various improvements through receipt of grant funds exceeding \$3.9 million
- Acquisition of Square Links Golf Course
- National recognition-achieving the Gold Medal Award finalist six times from 2003-13 and the Grand Plaque Award in 2007
- Expansion of Park District services and programming during period of massive growth
- Founded the Park District's College Scholarship Program, that has raised \$114,000 since 2006, enabling the awarding of 114 \$1,000 college scholarships to graduating Frankfort Square high school seniors

Mr. Randall requested a motion and a second, nominating Pam Kohlbacher to fill the unexpired term on the Park Board until the next Consolidated Election on April 5, 2021, due to Anthony Granata's resignation.

Craig Maksymiak made Motion 19-1460 to nominate Pam Kohlbacher to fill the unexpired term on the Park Board until the next Consolidated Election on April 5, 2021. Denis Moore seconded. Motion carried in a vote by voice.

Pam will attend the June meeting, and was prevented from attending this evening due to a grandchild's preschool graduation ceremony.

Dave Macek extended the appreciation of the Park Board for Anthony Granata's eight years of service as Park Board Commissioner.

XVI. Executive Session

Joe Vlosak made Motion 19-1461 to enter into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

The Executive Session was called for the purpose of discussing personnel. No action was taken.

Craig Maksymiak made Motion 19-1462 to go out of Executive Session. Joe Vlosak seconded. Motion carried in a vote by voice.

XVII. Adjournment

Craig Maksymiak made Motion 19-1463 to adjourn the meeting at 8:21 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell