

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
December 2, 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: Ken Blackburn, Pam Kohlbacher, Dave Macek, Craig Maksymiak, and Joe Vlosak.

Absent were: Denis Moore and Brian Mulheran.

IV. Public Input

No input was provided.

V. Correspondence

No correspondence was available for Board review.

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

Craig Maksymiak made Motion 19-1519 to accept the November 21, 2019 Board Meeting Minutes as presented. Pam Kohlbacher seconded.

Vote on Motion: Ayes: Pam Kohlbacher, Craig Maksymiak, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

VII. Legal Report

Jim Randall requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated staff to attend the IPRA Conference in Chicago in January, 2020, copies of which were provided to each Board Member in advance of said meeting.

Dave Macek made Motion 19-1520 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated staff to attend the IPRA Conference in Chicago in January, 2020, as presented. Pam Kohlbacher seconded.

Vote on Motion: Ayes: Pam Kohlbacher, Craig Maksymiak, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

VIII. Treasurer's Report

Due to the early scheduling of the December meeting, the Treasurer's Report and Accounts Payable listing for the month of November were not available for consideration. Action on these financial matters was tabled until the January Board Meeting.

IX. Executive Director's Report

Jim Randall reported that numbers to remodel/improve bathrooms at Square Links Golf Course clubhouse have come between \$60,000-65,000 over the initial estimate. Mr. Randall will continue to research this matter, and the action was tabled.

The Wellness and Capital Improvements Study report was provided by Campfire Concepts and will be posted to the District's website and Facebook. Mr. Randall stressed that the return rate was within the margin of statistical analysis. Although the numbers are good, 87.3% of the respondents would support a referendum that decreases property taxes, there are no guarantees a referendum would pass. The District could present a \$5 million referendum in 2021 and reduce overall tax rate due to the expiration of the 2002 Bond, however, with improved growth in the District, it could raise the amount of the referendum and still reduce the overall taxes.

The survey results were very positive and will enable staff to utilize data to develop a master plan survey for residents to provide information for consideration.

X. Committee Reports

A. Maintenance

Jim Randall requested consideration to move forward with a Request for Proposals (RFP) for landscape maintenance services, a copy of which was provided to each Board Member in advance of said meeting.

Mr. Randall noted the bid, completed by Ed Reidy, Superintendent of Parks, with assistance from landscape architect, John Ryan, Ives/Ryan Group, Inc, will be publicly bid, advertised in December, and also sent to contractors. The bid opening will be scheduled in January, 2020.

Dave Macek made Motion 19-1521, authorizing Jim Randall to move forward with a Request for Proposals (RFP) for landscape maintenance services, as requested.

Vote on Motion: Ayes: Pam Kohlbacher, Craig Maksymiak, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

B. Recreation

A final draft of the winter/spring brochure was reviewed today, December 2, and will be forwarded to the printer upon completion.

Santa's Craft Corner, the last holiday event of the season, will be held on Friday, December 6.

The dance program's competitive dancers, Company, are registered for four dance competitions in the coming year.

Enrollment in the winter break Escapades sessions is substantial.

C. Information Technology

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

D. Special Recreation

LWSRA will host the National Women's and Youth Basketball Tournament at LWN in the spring of 2020.

E. Finance and Planning

Jim Randall reported that staff will be provided with Fidelity 457(b) registration information, and it is hoped the new accounts will be in place for the first payroll in January, 2020.

F. Golf Course

Contractors are evaluating conditions at the Square Links Golf Course clubhouse. There have been ongoing problems with the fire alarm system and components may need to be replaced, however, it may be more cost effective to replace the entire system due to a myriad of issues. Jim Randall responded to Commissioner Joe Vlosak's question about Security Unlimited, stating that they were inspecting the fire alarm, and updates will be provided to the Board at the January meeting.

G. Office

No report

H. Risk Management

No report

I. Wellness Committee

No report

J. Community Updates

Road crews are working on the St. Francis Road project, and Mayor Holland checks the progress daily.

All are very excited about Lincoln-Way East Griffins winning the IHSA Class 8A football championship.

Jim Randall reported on a transportation issue encountered by a BAS family wherein their child is involved in multiple after school activities at Hilda Walker School. SHSD does not have a bus route for the student, and although Mary Drew is a shorter distance, the Park District cannot allow the child to walk to the facility where the BAS program is housed. When a child leaves school and no adult is in charge, it raises an issue of which PDRMA cannot approve. The Park District will try to find a solution to this matter.

K. Freedom of Information

The Park District received a FOIA request for information from Gregory Pratt, Chicago Tribune, wherein Mr. Pratt requested copies of any and all correspondence between Lawrence Wyllie and Frankfort Square Park District officials dating back to October 1, 2015, and any and all correspondence between Lawrence Wyllie's attorneys and the Frankfort Square Park District officials dating back to October 1, 2015. Jim Randall, FOIA Officer, responded stating that Frankfort Square Park District officials have no responsive documents related to said request. The FOIA summary was posted to the District's website and will be updated pending receipt of the November legal invoice.

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner Pam Kohlbacher commended Nicolette Jerik, Supervisor of Recreation, for providing an enjoyable and well-organized Polar Express event on Saturday, November 23.

President Ken Blackburn asked if Dennis Persic was assisting the Park District with the installation of new playground equipment at various parks on a volunteer basis. Jim Randall stated that he offered to financially compensate Mr. Persic for his time and effort, but he refused payment. Dennis not only provides physical assistance, he also organized all tools and necessary hardware, and provided valuable instruction and direction for the Maintenance staff. He also re-engineered the equipment, correcting a factory error. Mr. Blackburn recommended providing a dinner in appreciation and recognition of Mr. Persic's efforts.

Ken Blackburn asked why the District conducts the December meeting early in the month. Mr. Randall replied that when the District levied over 105% aggregate, a Truth in Taxation public hearing and consideration of the annual Tax Levy Ordinance was required by the first Monday in December. For the past two years, the District has levied below the 105% aggregate, which does not require the Truth in Taxation hearing and the Tax Levy Ordinance has been passed in October and filed with both Will and Cook Counties. If growth, such as the expansion of the Manheim Auto Auction dictates we levy over the 105% aggregate, we will need to return to scheduling the hearing and passage in December. In addition, the Board determines dates and times of regular Board Meetings at the May organizational meeting, and in doing so, provides for the potential to hold the Tax Levy requirements in early December. Finally, since the meetings are scheduled for the third Thursday of each month, the District avoids any conflict with the Christmas holiday.

XIII. Executive Session

There was no business that came before the Board that required an executive session.

XIV. Adjournment

Dave Macek made Motion 19-1522 to adjourn the meeting at 7:58 p.m. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell