

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

June 20, 2013

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 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Dave Macek, Brian Mulheran, and Jeff Roach.

Absent were: Craig Maksymiak

Also present was: Jim Kohlbacher, Board Member appointee

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Note received from the Peder Hedberg Foundation, thanking the district for supporting its Christian Camping for Children with Disabilities fundraiser through the donation of a Square Links raffle prize.
2. Card received from the International Rett Syndrome Strollathon, thanking the park district for assisting with their annual fundraiser at Union Creek Park
3. Thank you note received from the Illinois Philharmonic Orchestra, for free use of the Community Room for their annual luncheon.
4. Email received from a preschool parent expressing gratitude to the entire ELC staff for their compassion and care of his daughter, following the loss of his wife.
5. Email received from Dave Creamer, thanking the park district for the extraordinary condition of the U.C. athletic field complex during its Memorial Day weekend games.

B. Congratulatory

1. Emails received from community leaders and friends of the district, congratulating the FSPD for achieving finalist status for the NRPA's National Gold Medal Award.

2. Congratulatory letters received by Audrey Marcquenski, Director of Recreation and Administration, and Jeff Mecher, Park Superintendent, from Dr. Lawrence Wyllie, Superintendent of Lincoln-Say Community High School, on being selected to receive the school district's Extra Effort Recognition Award.

VI. Presentation of the May 16, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-941 to accept the May 16, 2013 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Oath of Office

Brian Mulheran and Jeff Roach, candidates that were elected during the April 9, 2013 Consolidated Election, were sworn in to serve a four year term of office as Park Board Commissioners. Jim Kohlbacher, appointed to the Park Board during the May 16, 2013 regular Board Meeting, was sworn in to serve the remainder of Pam Kohlbacher's term of office.

VIII. OSLAD Grant Application

Jim Randall presented a DOC-3 Resolution of Authorization to sponsor redevelopment of Community Park through an IDNR OSLAD grant, noting the park district would agree to provide funds in advance and would then be reimbursed if said project is chosen for grant funding, a copy of which was provided to each Board Member prior to said meeting.

Improvements would include native tree and wetland plantings, repurposing the seldom used and worn tennis courts with community garden plots, upgrading the picnic shelter with green roof panels, installation of bag toss courts, game tables, a drinking fountain, solar security lights, and a looped path with exercise equipment.

The OLSAD grant is a 50/50 match, and the park district has funds available within its budget to proceed with the project.

Dave Macek made Motion 13-942 accepting the DOC-3 Resolution of Authorization as presented. Brian Mulheran seconded. Motion carried

IX. Legal Report

Secretary, Jim Randall, read by title, Ordinance No. 13-06-269, Determination of Prevailing Wages, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Brian Mulheran made Motion 13-943 to accept Ordinance No. 13-06-269, the Determination of Prevailing Wages, as presented. Anthony Granata seconded. Motion carried. The park district's law firm of Hutchison, Anders and Hickey will file said Ordinance with Will and Cook Counties, and the park district will complete filings with the Secretary of State Index Division and Illinois Department of Labor, as required.

X. Treasurer's Report

Jim Randall presented the Debt Service Schedule-Actual Loan Payments Made during FYE 4/30/13, a copy of which was provided to each Board Member in advance of said meeting, and asked for consideration of same. Said document summarizes all payments, and will be presented to the firm of Wermer, Rogers, Doran and Ruzon for inclusion in the audit.

Anthony Granata made Motion 13-944 to accept the Debt Service Schedule-Actual Loan Payments Made as presented. Dave Macek seconded. Motion carried.

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

Dave Macek made Motion 13-945 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

XI. Executive Director's Report

Jim Randall extended a welcome to Jeff Roach and Brian Mulheran, returning Commissioners, and to Jim Kohlbacher, newly appointed Commissioner.

Individuals who will represent the park district at the annual NRPA Congress in October have been established.

The park district will provide a 250 word essay and photo display, summarizing the Gold Medal application, required of all Gold Medal finalists. Jim Randall commented that the park district has received positive feedback from community leaders and friends of the park district, for attaining the level of finalist for this national award.

Greg Miller, CPA for the audit firm of Wermer, Rogers, Doran and Ruzon, is currently conducting the park district annual audit.

Jim Randall discussed a potential change from current liability insurance and workers comp carriers to the self insurance pool of PDRMA. Said transfer would offer immediate savings with improved coverage.

The drug free workplace policy revision may be adopted at the July or August Board Meeting, and implemented in the fall. Said policy would require drug testing of all park district personnel responsible for operating park district vehicles and equipment, and those charged with transporting program participants. The law firm of Ancel, Glink, Diamond and Bush provided the policy and legal opinion, and offsite testing would be conducted by Quest.

Jim Randall reported that the park district has been working through several issues with unresponsive vendors. The park district's contract with Tyco, the company who services the park district alarm system, will be cancelled in accordance with the prescribed terms, 30 days prior to January 1, 2014. A letter to Coca Cola's CFO in Atlanta generated a positive response, and the company's district representative is committed to resolving all issues.

The park district entered into an agreement with former owners of Graystone Golf Course, stipulating that the park district will mow the course on a monthly basis during the season in exchange for two bridges. The cost to move the bridges will be \$8,800, and the structures will be stored at Square Links Golf Course, with one scheduled to be installed at Union Creek Park in 2014.

Jim Randall will appeal to residents in his fall brochure letter regarding involvement in the new 501 (c) 3 foundation by serving as a member of its board.

Jim Randall reported that the tennis court improvement project at Hunter Prairie Park will be completed by July 4, 2013.

XIII. Committee Reports

A. Maintenance

Sufficient maintenance department information was provided in the June Executive Director's Report.

B. Beautification and Natural Areas

Sufficient beautification department information was provided in the June Executive Director's Report.

C. Recreation

Sufficient recreation department information was provided in the June Executive Director's Report.

D. Early Childhood

No report

E. Internet and Technology

No report

F. Special Recreation

No report

G. Finance and Planning

No report

H. Township Planning Commission

No report

I. F.A.N.

No report

J. Golf Course

Jim Randall reported that Square Links Golf Course is doing exceptionally well with average daily sales exceeding the previous year's sales.

Mr. Randall also noted that the golf course restaurant, A La Cart, is averaging between \$200-\$300 in daily sales; reflecting a \$100 daily increase in sales over the previous year.

The new soft serve ice cream machine is easy to clean and operate, and the old model, purchased last year, will be sold.

Jim Randall reported that the new irrigation system on the 5th fairway was installed. The work was completed by park district staff, with Ray Schmitz, Superintendent of Golf Course Maintenance, providing assistance.

K. Office

No report

L. FOIA

No report

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Adjournment

Dave Macek made Motion 13-946 to adjourn the meeting at 7:27 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell