

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

May 15, 2014

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. St. Francis Road, 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, Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Joe Vlosak.

Absent was: Brian Mulheran

Also present: Jeff Schouten, Legal Notice Clerk, 22nd Century Media

IV. Public Input

No public input was presented.

V. Correspondence

A. Appreciation

1. Thank you notes early childhood teachers, Patty Arthurs and Maria Pennington received from the parents of program participants.

VI. Presentation of the April 17, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1011 to accept the April 17, 2014 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Election of Officers

Craig Maksymiak made Motion 14-1012 to open the floor for the nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Dave Macek made Motion 14-1013 to nominate Ken Blackburn as President. Anthony Granata seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 14-1014 to nominate Dave Macek as Vice President. Anthony Granata seconded. Motion carried in a vote by voice.

Anthony Granata made Motion 14-1015 to close the floor for the nomination of officers. Joe Vlosak seconded. Motion carried in a vote by voice.

VIII. Board 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. Rob Bush will be notified of said appointment.

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

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

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 December Tax Levy Hearing and regular December Board Meeting will be held on Monday, December 1, 2014, at 7:00 p.m. and 7:30 p.m. respectively. Said meetings and hearing 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 August 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, Bob Guler, Audrey Marcquenski, Jeff Mecher, Ken Blackburn, Dave Macek, and Craig Maksymiak.

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

Anthony Granata was appointed to serve on the Frankfort Township Planning Commission. Mr. Granata accepted said appointment. Dave Macek, former appointee, will notify the FTPC regarding the appointment to ensure a smooth transition.

Dave Macek was appointed to serve on the Summit Hill School District 161 Workshop Committee. Mr. Macek accepted said appointment.

President Ken Blackburn appointed Audrey Marcquenski to the SSSRA Board, and Jim Randall to serve as alternate. Mr. Randall accepted said appointment, and Ms. Marcquenski, not present during this meeting, will be notified of said appointment.

The Board named the Illinois Treasurer's Pool and Old Plank Trail Community Bank as primary financial institutions to house park district bank accounts.

IX. Legal Report

Jim Randall presented a DOC-3 Resolution of Authorization to sponsor redevelopment of Community Park through an IDNR OSLAD grant, a copy of which was provided to each Board Member prior to the meeting, and requested consideration of same.

Anthony Granata made Motion 14-1016 accepting the DOC-3 Resolution of Authorization as presented. Dave Macek seconded. Motion carried.

Jim Randall requested consideration to schedule a public hearing to present information regarding the proposed redevelopment of Community Park grant project during the regular June meeting of the Frankfort Square Park District Board of Commissioners, and to publish notice of said public hearing with the local press. Renderings of improvements will be presented, and members of the public will be encouraged to comment.

Dave Macek made Motion 14-1017 to schedule the Community Park Redevelopment public hearing to be held during the June 19th Meeting of the Park District Board of Commissioners, as requested. Craig Maksymiak seconded. Motion carried.

Jim Randall noted that Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. will represent the park district as appointed by President Blackburn, and Hutchison, Anders and Hickey will provide legal counsel for Will County filings and deed recordings.

X. Treasurer's Report

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

Craig Maksymiak made Motion 14-1018 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

XI. Executive Director's Report

Jim Randall requested consideration to accept the 2014 Master Plan, previously provided to Board Members, with the understanding that the Master Plan is a living document that will be amended and employed over the coming years.

Dave Macek made Motion 14-1019 to accept 2014 Master Plan. Anthony Granata seconded. Motion carried.

Mr. Randall reported that census information was corrected and golf course information was added, per Joe Vlosak's comment during the April 17th Board Meeting, *ref. Sect. XI, Old Business*. In addition, Mr. Randall is working with the Village of Frankfort to complete GIS mapping, which will be incorporated into the Master Plan upon completion.

Jim Randall completed all full time evaluations, and supervisors will conduct evaluations of part time staff.

A Nextel phone listing, detailing the plan and equipment upgrades, was provided for Board review. No action is required, as the project was approved through the Operating Budget, *ref. April 17, 2014 Board Meeting Minutes, Motion 14-1009.*

Jim Randall requested Board consideration to purchase a Ford F-350 Crew Cab, replacing an existing Ford Expedition, currently out of warranty, for a total cost not to exceed \$23,353, which includes the municipal discount and trade-in value. Said vehicle would also serve as a plow.

Anthony Granata made Motion 14-1020 authorizing the purchase of the 2015 Ford F-350 Crew Cab as presented. Dave Macek seconded. Following a full and complete discussion, motion carried.

Jim Randall distributed NRPA Congress information, and encouraged Board Members to consider attendance, noting it is a great learning experience for Commissioners and staff, and also provides opportunities to network and compare the FSPD to park districts and recreation departments on a national level. Mr. Randall is considering having five park district staff members represent the FSPD.

Dave Macek and Audrey Marcquenski attended the LWN Honors Night and presented ten (10) 2014 College Scholarship awards to graduating seniors.

Jim Randall discussed the development of multiple resources by involving community groups to participate in providing financial support of the J. Kyle Braid Leadership Program, *ref. March 20, 2014 Board Meeting Minutes, Motion 14-999.*

A second repeater was installed at the golf course to improve radio communication.

Jim Randall reported that the park district accepted JoAnn Kraft's resignation, and the district is actively seeking to fill the part time office position.

XIII. Committee Reports

A. Maintenance

The recent loss of a full time maintenance employee resulted in additional responsibility placed on the current staff. The return of seasonal staff, beginning May 19th, will improve the level of detail work within the parks. Mr. Randall noted this year will be considered an evaluation year, where staffing needs will be reassessed.

Jim Randall met with FSBL representatives and discussed their interest in installing batting cages at the UC baseball complex. In addition, the park district hired a contractor to electrostatically paint the UC fields #1-4 fencing in early June for a price of \$5,700, including labor and all materials.

B. Beautification and Natural Areas

Julie Arvia, Park Naturalist, and her beautification team will plant 30,000 plugs this upcoming season. The plants that were propagated in the greenhouse, have been moved to the arbor to harden off prior to installation in natural areas throughout the district.

C. Recreation

The May 3rd dance afternoon and evening dance recitals, held at the LWN Performing Arts Center, were enjoyed by 1,600+ spectators.

The Dog Obedience sessions, offered by the park district at LWN, has proven to be hugely successful, with \$6,000+ in registrations for the first eight week sessions. The instructor is well-received with a strong following, and appreciates how the park district is managing the business end of the program, enabling her to focus on training.

D. Early Childhood

The Early Learning Center preschool graduations are scheduled for the week of May 19th, and weather permitting, will be held in the Island Prairie bandshell.

E. Internet and Technology

Jim Randall reported that a claim was submitted to ComEd, following a recent brownout that damaged two of the four year old battery back-ups.

B & N Contracting will install bonded ground in the server room. In addition, Mr. Randall will seek proposals to install static dissipative flooring to further safeguard the computer servers from electrical issues.

An air conditioning unit was purchased and installed to maintain proper cooling for the servers.

Mr. Randall anticipates an expense of \$10,000 for the above listed upgrades, equating to 50% of the 2014/15 budget.

F. Special Recreation

Jim Randall reported that the SSSRA's 2014/15 budget and personnel raises were approved.

G. Finance and Planning

Jim Randall will work with Treasurer, Craig Maksymiak over the next month to provide a monthly expenditure with individual line items report.

H. Township Planning Commission/SHSD 161 Workshop Committee

No report

I. F.A.N.

A change to the summer F.A.N. schedule will be available in the coming weeks.

J. Golf Course

Although weather has affected play at Square Links, numbers remain strong.

Jim Randall commended the phenomenal staff, under Kelly VanHyning's supervision.

A La Cart has realized a substantial increase in sales with an improved menu and a well-trained staff. The restaurant received a 100% rating from the Will County Health inspector. Currently, the restaurant is only open during lunch, but will expand hours and begin selling ice cream with the Memorial Day weekend.

Dan McDonald, Assistant Superintendent of Square Links Golf Course, will work with Toro to monitor the irrigation system, sensing moisture levels and watering as needed. Dan will also be in charge of monitoring athletic field irrigation, improving the agronomy.

Jim Randall also noted that the park district is utilizing aeration, limiting chemicals, and managing turf through use of biosolids over irrigated areas, saving 15 tons of fertilizer over the last two years.

K. Office

No report

L. FOIA

No FOIA requests were received over the past month.

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Executive Session

No business was brought before the Board that required an Executive Session.

XVI. Adjournment

Dave Macek made Motion 14-1021 to adjourn the meeting at 8:17 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell