

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

January 15, 2015

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 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, Anthony Granata, Jim Kohlbacher, Dave Macek, and Craig Maksymiak.

Absent were: Brian Mulheran and Joe Vlosak.

Also present was: David Geekie, Consolidated Election candidate.

IV. Public Input

No input

V. Correspondence

A. Informative

Letter received from State Representative, Renée Kosel, regarding her retirement at the end of her ninth legislative term, effective in January, 2015. Ms. Kosel was a good friend of the district, instrumental in securing grant funds for improvements. Mr. Randall will forward a letter of appreciation on behalf of the district to Ms. Kosel.

B. Congratulatory

Email received from Andrea Ramirez-Justin, Vice President-Old Plank Trail Community Bank, congratulating the park district on being chosen to receive OSLAD grant funding for its Community Park Redevelopment project.

C. Appreciative

Email from Barb Rains, Superintendent, SHSD 161, expressing appreciation for F.A.N. membership that will be extended to all school district employees, at resident rates.

VI. Presentation of the December 1, 2014 Truth in Taxation Public Hearing Minutes and December 1, 2014 Board Meeting Minutes.

Dave Macek made Motion 15-1078 to accept the December 1, 2014 Truth in Taxation Public Hearing Minutes as presented. Anthony Granata seconded. Vote on motion: 4 in favor, Jim Kohlbacher abstained. Motion passed.

Anthony Granata made Motion 15-1079 to accept the December 1, 2014 Board Meeting Minutes as presented. Dave Macek seconded. Vote on motion: 4 in favor, Jim Kohlbacher abstained. Motion passed.

VII. Legal Report

The park district received a FOIA request related to the June 17, 2014 accident. Jim Randall forwarded requested documents to park district counsel Ed Dutton and Rob Bush for review, and counsel responded to the requestor.

The park district received payoff for the mower involved in the June 17, 2014 accident from the litigants. The balance of the mower loan was paid off, and the remaining funds will be applied to the highest outstanding installment loan.

IX. Treasurer's Report

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

Craig Maksymiak made Motion 15-1080 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

X. Executive Director's Report

The petition filing for the April 7, 2015 Consolidated Election closed on December 22<sup>nd</sup>.

Audrey Marcquenski, Director of Recreation and Administration, attended former Governor Quinn's announcement of OSLAD grant recipients. The park district was chosen to receive \$199,000 for its Community Park Redevelopment project. A letter of notification was received, and the IDNR will forward the contract and necessary forms. Once the IDNR receives the signed contract, they will release the funding check, and the park district will have two years to complete the improvements, with matching funds allocated from its budget. Governor Rauner issued Executive Order 15-08, freezing all spending and entering into new state grants and contracts, which may affect the release of the OSLAD awards.

Park district staff have had increased participation in the budget process, and a first draft will be provided to Board Members at the February meeting. Greater detail with expenditures-by-month, will be included.

Staff members are working to develop "wish lists" of potential capital improvements, based on resident input and the master plan.

Brian Murray, the district employee health insurance agent, met with park staff to review a new insurance provider, Land of Lincoln. The plan would provide lower deductibles and reduce premiums in excess of 12%.

Jim Randall is investigating solutions to enable ice at the inline hockey rink. Frankfort Park District utilizes a liner system, and a liner for the park district's facility would cost approximately \$4,000. A used coil system would cost \$890,000, with an additional \$4,000-\$5,000 for electric service. Commissioner, Craig Maksymiak suggested installing a smaller skating rink with a liner to reduce cost. President, Ken Blackburn expressed concerns regarding damage to the liner.

Jim Randall is working with Dale Schepers, Village of Tinley Park Director of Public Works, to potentially add the park district to its lawn maintenance contract and provide mechanical services.

The March 14, 2015 Park Board Workshop will be an interactive meeting, with Board Members leading groups, assisted by park staff, to generate conversation and input from community groups and residents. Park staff will prepare questions in advance, to initiate conversations, and notes will be taken then summarized. A lunch will be provided for representatives of local taxing bodies, and agency representatives will be given the opportunity to present 5 minute oral summaries on their respective agencies. Following the luncheon, an executive session will be conducted, with park district counsel reviewing the June 17, 2014 accident with Board Members.

The new park district website was launched on December 29, 2014. Minor issues, experienced when introducing a new site, are being addressed, but Jim Randall noted that the registration portion of the site is working well.

The transition to the biometric time clock is complete, and the system generates valuable reports. In the near future, staff will be able to remotely clock in and out, and the program can pinpoint the location of employees at the time of remote access.

Ken Novak began his employment on January 5<sup>th</sup>, and is already proving to be an asset by assisting with PDRMA and maintenance procedures.

The winter/spring brochure was well-received, and registration is setting records.

The Early Learning Center preschool registration for the 2015/2016 school year will take place on February 7<sup>th</sup>.

The new early morning F.A.N. sessions on Tuesdays and Thursdays at LWN is averaging 3-4 participants, who are very appreciative of the added opportunity.

The Square Links clubhouse counter will be reconfigured to enable self-serve soft drink station.

## XI. Committee Reports

### A. Maintenance

Issues with snow removal equipment are being resolved.

### B. Beautification and Natural Areas

Staff have been mowing natural areas that could not be managed with prescribed burns this past fall season. Mowing does not replace burns, but provides alternative management of natural areas where burns could not be conducted due to unsuitable weather conditions.

C. Recreation

The dance program and dog obedience classes continue to be the most popular programs.

D. Early Childhood

No report

E. Internet and Technology

The current IT contract is under evaluation, ensuring the park district has all necessary technology, and that all is in good working order.

F. Special Recreation

The annual SSSRA golf outing has been changed to a scramble, per decision by the agency's Board.

The SSSRA Board is reviewing whether providing inclusion aides for the FSPD's BAS participants is sustainable. The park district, a member agency, has on average 1-4 participants annually that require individual assistance provided by the SSSRA.

G. Finance and Planning

Added detail is being included in the budget preparation process, categorizing major programs by listing revenue and expense. Programs meeting a \$10,000 threshold can justify a separate line item for improved tracking.

Jim Randall and Board President, Ken Blackburn, recently attended a legal workshop which provided information on finance and legislative actions. The main focus of the session was a government liquid asset investment fund that proved to be a financial disappointment. The FSPD did not participate in this program, and was not affected.

Bond counsel, R.W. Baird and Chapman and Cutler are preparing a full analysis of the park district's financial position, and information will be forthcoming.

As with the IT contract, all park district contracts are being evaluated to ensure the district is receiving best possible pricing.

H. Township Planning Commission

Anthony Granata will attend the February 11<sup>th</sup> meeting of the commission.

I. SHSD 161 Workshop

The January 14<sup>th</sup> workshop meeting was rescheduled to January 21<sup>st</sup>, due to the cold weather.

Dave Macek reported that the committee will address concerns regarding the unfunded physical education mandate that stipulates schools must provide a 5 day per week P.E. program.

The school district is preparing for its Board Workshop, focusing on the district's finances and academics.

I. F.A.N.

The F.A.N. program continues to have good participation. Jim Randall is pleased with the staff, and noted that the program's access to LWN's field house, fitness center, and weight room provides a great opportunity for the community.

J. Golf Course

Kelly VanHyning and Deb Cancialosi have begun the process of staffing for the 2015 season.

K. FOIA

As noted in this meeting's Section VII. Legal Report, the park district received a request from the Alison Conlon, an attorney from the law firm of Barnes & Thornburg LLP, for copies of all documents related to the June 17, 2014 accident.

All correspondence, memos, inter and intra agency communications, minutes, reports, notes, photographs, and emails were sent to park district counsel, Ed Dutton-PDRMA, and Rob Bush-Ancel Glink, who will manage the provision of the information to the requestor.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XIV. Executive Session

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

XV. Adjournment

Dave Macek made Motion 15-1081 to adjourn the meeting at 8:07 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell