

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 16, 2015

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, Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Joe Vlosak.

Brian Mulheran arrived at 7:44 p.m.

Absent was/were: None

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you note and packet of information received from The Pediatric Oncology Treasure Chest Foundation, expressing appreciation for toys and gift cards that the FSPD donated during the Team ASSET 2015 toy drive.

Thank you card received from BAS students for the snack items they receive daily, and suggestions for future snack options.

B. Informative

An advanced copy of an ad Old Plank Trail Community Bank will publish in local newspapers, the Frankfort Station and Tinley Junction, recognizing key accounts which includes the FSPD was presented for Board review.

VI. Presentation of the March 19, 2015 Board Meeting Minutes and the April 9, 2015 Special Meeting Minutes.

Dave Macek made Motion 15-1095 to accept the March 19, 2015 Board Meeting Minutes as presented. Anthony Granata seconded. Vote on Motion, 6 in favor, Joe Vlosak abstained. Motion carried.

VII. Presentation of the April 9, 2015 Special Meeting Minutes.

Dave Macek made Motion 15-1096 to accept the April 9, 2015 Special Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VIII. Legal Report

Secretary, Jim Randall presented PDRMA Risk Management Policies that included the Safety Committee Foundation and Safety Committee Mission and Purpose, copies of which were provided to each Board Member during the March 19, 2015 Board Meeting for review, and requested consideration of same.

Craig Maksymiak made Motion 15-1097 to adopt the PDRMA Risk Management Polices, as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall provided copies of PDRMA Risk Management Policies, High Risk Driver and Vehicle Usage, enabling Board review prior to consideration at the May, 2015 meeting of the Park Board.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 15-1098 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall presented the Final Draft of the 2015/2016 Operating Budget, a copy of which was provided to Board Members for review prior to consideration, and requested consideration of same.

Dave Macek made Motion 15-1099 authorizing the adoption of the 2015/2016 Operating Budget as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall is working on the proration for the June meeting that will result in changes to various line items. Mr. Randall also noted the budget included minimal capital projects.

IX. Executive Director's Report

Jim Randall requested approval to trade in a mid-duty trailer and purchase a 112" wide trailer that will enable safe transport of the slope mower and heavier equipment to multiple park sites, for a sum not to exceed \$10,000.

Dave Macek made Motion 15-1100, authorizing the purchase of a 112" wide trailer for a sum not to exceed \$10,000 as presented. Anthony Granata seconded. Motion approved.

Module 6, the final safety training module, will be presented on April 28, 2015. To date, 80% of Park District staff are current on the training, which must be repeated every 3rd year.

In addition to Module training that all staff must complete, maintenance staff must also review all manuals, and prove competency while operating equipment under a supervisor's observation. Maintenance staff are rated per a red/yellow/green system of qualifications, and each piece of equipment is labeled accordingly to ensure that individuals are certified to operate equipment at their achieved level of training.

The Park District has undergone a dramatic shift in training. Jim Randall commended Ken Novak, Risk Manager, Audrey Marcquenski, Director/Safety Coordinator, and Arliss Bouton, Executive Assistant Safety Coordinator for their time and effort in the development and implementation of the training program, necessary for PDRMA compliance.

X. Committee Reports

A. Maintenance

No report.

B. Beautification and Natural Areas

Jim Randall commended Julie Arvia and her staff on the successful prescribed burns that were conducted this spring.

C. Recreation

The summer brochure has been well-received, and program registration has begun.

Rachael Bennett, Recreation Supervisor, will institute the use of CampDoc, a software program that enables Summer Day Camp staff to access participants' medication information and emergency contacts with iPads and smart phones, for a cost of \$1.10 per participant.

D. Early Childhood

Enrollment in early childhood programming has been low, dropping from \$250,000 to \$100,000 in annual revenues, and Mr. Randall cited either a change in population, or competition from programs in the area.

Staffing is under assessment to determine how best to adapt positions in the future.

Beginning this fall, BAS will move to the Mary Drew facility. The program will expand its hours, providing evening homework help that will generate larger enrollment numbers.

E. Information Technology

The transition to a new IT contractor has improved all aspects of operation.

IT needs for the move to Mary Drew, effective on July 1, 2015, will be reviewed in May.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall reported that Tim Reading and Bill Vaselopulos, Directors of the Will County and Cook County Treasurer's Offices, respectively, both recently resigned their positions, resulting in challenges with the tax rate calculation reports.

Jim Randall is working on an appropriation by month that will be incorporated into the June Treasurer's Report.

H. Township Planning Commission

No report

I. SHSD 161 Workshop Committee

Jim Randall reported, that per the Mary Drew Facilities Lease Agreement, the Park District committed to provide mulch to all landscaped areas of the SHSD school sites. Julie Arvia, Superintendent of Beautification and Natural Areas, has developed a systematic approach to applying herbicide treatments to these areas one day per week. Mr. Randall also noted the mulch will be taken from the material processed by the Park District, with additional mulch purchased, if needed.

I. F.A.N.

The F.A.N. program continues to have good community participation.

J. Golf Course

Jim Randall reported that the 2015 season is off to a good start.

K. Office

The new NOVATime biometric time clock system has resulted in a dramatic reduction in staff time during the preparation of payroll.

L. FOIA

The Park District received a request for video tape images from the Will County States Attorney, following an incident that occurred at Union Creek Park in January. No video images were available, and the State's Attorney was immediately notified, via fax, upon receipt of the request.

XI. Old Business

No old business was discussed.

XII. New Business

On behalf of the Wildcats Football Organization, Brian Mulheran expressed an interest in replacing concession stand windows. Jim Randall will investigate the purchase of replacement windows through Tinley Glass.

XIII. Executive Session

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

XV. Adjournment

Craig Maksymiak made Motion 15-1101 to adjourn the meeting at 8:14 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:
Linda Mitchell