

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
August 20, 2015

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, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Anthony Granata arrived at 7:33 p.m.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Letter from Summit Hill Educational Foundation thanking the Park District for its donation towards the groups fundraising event, The Harlem Wizards, held this past spring.

B. Email received from ComEd, interested in being kept up to date on the boardwalk grant project.

C. Letter from Gerrit Prince, follow-up from LCR mock review on July 30<sup>th</sup>, commending the Park District for its efforts.

VI. Presentation of the July 16, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1130 to accept the July 16, 2015 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Vote on Motion: Ken Blackburn, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak – Aye. Motion carried.

VII. Legal Report

The Park District neither received nor made any requests for information under the Freedom of Information Act.

Jim Randall was contacted by a Park District resident, informing him that she will form a trust, placing the Frankfort Square Park District in her will.

VIII. Treasurer's Report

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

Jim Randall reported that the District is in a better financial position this year due to conservative measures and efficiencies that have been put in place, and he is mildly optimistic that a Tax Anticipation Warrant may not be required during this fiscal year.

It is anticipated that the audited financial statements for Fiscal Year Ended 4/30/15 would be available by the September meeting. Mr. Williams, CPA for the firm of Hearne & Associates, will make a brief presentation to Board Members upon completion of the audit.

Line item adjustments to the current budget will be necessary, due to staff changes.

Dave Macek made Motion 15-1131 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

#### IX. Executive Director's Report

The decision to close Lincoln-Way North High School at the close of the current year will not affect the F.A.N. program this year, and Mr. Randall is hopeful that expanded opportunities may be available in the coming year.

The Park District was to have a 5-6 year commitment from Summit Hill School District 161, enabling use of this facility for Park programming. Mr. Randall was notified that it may now be necessary to relocate programming to another facility prior to the start of the next school year. This facility is being provided by Summit Hill at no cost to the Park District, and all improvements are temporary and moveable, with an anticipated cost of approximately \$10,000.

The PDRMA LCR mock review had a positive outcome, and the District was notified that if it were the actual review, we would have received a 95% rating, resulting in lower liability insurance coverage. It is expected the actual review, scheduled for July of 2016, will net good results.

Jim Randall revisited the recent roll over accident that occurred, but noted that ongoing training methods, use of PPEs, and the safety culture that is in place resulted in no physical injuries.

Ed Reidy, Superintendent of Parks, will complete the required playground safety audit.

The 2016 Ford Explorer has been received.

Jim Randall contacted the Park District's bond counsel, Chapman and Cutler, to request legal assistance with the annual mini bond.

A potential bonding issue may be presented to the Board for consideration during the November Board Meeting. Information regarding this issue will be provided to Board Members in September.

Construction of a 55+ housing development has begun at Pine Hill and St. Francis Roads. Mr. Randall negotiated sewer and water connection in lieu of a cash donation from the developer. The connection would enable water service for restrooms and a concession stand at Kiwanis Park, a site contiguous to the development. A Frankfort permit will be required for the sewer and water connection.

Major crack repair to the Park District's bike path was completed.

The Park District has a potential to provide school lunches for SHSD 161 students, utilizing the golf course kitchen facility and A La Cart staff. The program could potentially create a revenue stream and a proposal is being developed. SHSD 161 legal counsel is framing an intergovernmental agreement, and Mr. Randall will keep Board Members apprised of all actions related to this potential opportunity.

Jim Randall discussed the need to raise the salaries for jobs that are considered undesirable and are difficult to fill, i.e. restroom cleaning.

Mr. Randall discussed the possibility of contracting additional maintenance duties within the next ten years as debt service on equipment is retired, noting that the cost of new equipment purchases and staffing exceeds the cost to contract out maintenance services.

Another future development related to staffing may be the provision of child care for employees and residents. Jim Randall discussed the need to evaluate all aspects of Park District operation to ensure the FSPD remains relevant. Staff will meet in October to discuss potential changes and new trends.

## X. Committee Reports

### A. Maintenance

Crews are top dressing athletic fields.

Brian Mulheran reported that speed bump screws at Union Creek Park are protruding, requiring adjustment.

The Wildcats field lighting will be tested and evaluated.

Jim will investigate the possibility of installing television monitors that the Wildcats could use for training.

### B. Recreation

Recreation staff are busy with the start of BAS, ELC, and fall sports.

The final summer series concert, PettyCash was cut short due to rain.

C. Information Technology

IT upgrades are nearing completion at Mary Drew, for BAS and additional Park District programming use.

Locks are being transitioned to a key fob system. Master fobs will be issued to Board Members in the coming weeks.

D. Special Recreation

No report

E. Finance and Planning

No report

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

No report

H. Golf Course

The course is doing well, and has good participation numbers.

Plans for the October 10<sup>th</sup> Oktoberfest event continue. Kelly VanHyning, Manager of Square Links Golf Course, will attend various community group meetings to promote the event and request assistance with ticket sales.

I. Office

No report

XI. Old Business

No old business was discussed.

XII. New Business

Joe Vlosak presented a plaque to Jim Randall that displays names of All Eagle Scouts that completed their Eagle Scout projects with the assistance of the Frankfort Square Park District.

XIII. Executive Session

No business was presented before the Board that would require an Executive Session.

XIV. Adjournment

Dave Macek made Motion 15-1132 to adjourn the meeting at 8:13 p.m.  
Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell