

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 21, 2016

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: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Attending via audio teleconferencing: Dave Macek

Absent was: Ken Blackburn

IV. Public Input

Park District resident, Sue McMann, was interested in the intergovernmental agreement by and between Lincoln-Way Community High School District 210 and the park District that will be considered during this regular meeting/

V. Correspondence

A. Information

Email distributed by Park Naturalist, Julie Arvia, regarding a Mink sighting at Island Prairie Park during the monthly bird count.

Daily Southtown article that featured the Park District's plan for beekeeping at the Park District's Island Prairie Park site.

B. Appreciation

Letter from Park District resident and supporter, Judy Osborn expressing appreciation for Park District efforts and disappointment that the Moving Forward referendum did not pass. The resident included a check for her share, had the referendum been successful.

Letter from Jim Randall, Executive Director, to Judy Osborn, *see above*, listed above, returning the check and expressing appreciation on behalf of the Park Board and staff for her support.

Letter from Birdhaven Greenhouse and Joliet Area Garden Club, expressing appreciation for the Park District donation of flyers and goody bags in support of their Garden Day event.

VI. Presentation of the March 17, 2016 Board Meeting Minutes

Joe Vlosak made Motion 17-1174 to accept the March 17, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes - Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Anthony Granata abstained. Nays: None. Motion carried.

VII. Legal Report

Jim Randall presented a revised intergovernmental agreement by and between the Lincoln-Way Community High School District 210 (LWCHSD) and the Frankfort Square Park District providing for the use of Lincoln-Way High School Facilities, and requested approval of same. Said document, previously approved during the February 18, 2016 Park Board Meeting, was redrafted to include language as noted in Section 2.16 of the agreement.

Mr. Randall informed all present that Lincoln-Way North was built with tax exempt bonds, and therefore cannot allow for-profit concerns to lease without restructuring the bond issue. This matter was clarified by Chapman and Cutler, bond counsel for both the Park District and LWCHSD. The revised Section 2.16 language was provided by Chapman and Cutler and also reviewed by the Park District legal firm, Ancel Glink.

Jim Randall will go before the newly formed LWCHSD Building & Finance Committee's meeting on April 28th, for the purpose of providing information on the Park District's longstanding relationship with the School District and plans for proposed use of LWN for programming, ensuring resident access to the facility.

Anthony Granata made Motion 16-1175 authorizing the revised Intergovernmental Agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes – Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

Jim Randall presented an intergovernmental agreement by and between Summit Hill School District 161 and the Frankfort Square Park District providing for the use of Summit Hill School Facilities, and requested approval of same.

Said agreement details the Park District commitment to green area maintenance, per Attachment A, provided as an exchange for free use of Mary Drew School for Park District programming.

Joe Vlosak made Motion 16-1176 authorizing the Intergovernmental Agreement by and between Summit Hill School District 161 and the Frankfort Square Park District as presented. Brian Mulheran seconded.

Vote on Motion: Ayes – Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Treasurer, Craig Maksymiak accepted the March Treasurer's Report, pending audit.

Commissioner, Joe Vlosak, asked if it would be possible to group multiple payments to the same vendor on the Accounts Payable List. Treasurer, Craig Maksymiak, stated that the Accounts Payable List is completed in chronological order, similar to a check register, and grouping the vendor payments would be a separate document, more in line with a GL report.

Mr. Vlosak also asked if the separate expenses on the Treasurer's Report, i.e. the Administrative, Building and Grounds, and Capital Expenses, and Golf Course and Restaurant totals be combined.

Mr. Vlosak felt these changes could provide added clarity to the reports. Mr. Randall will discuss these matters with offsite Bookkeeper, Duane Meyers.

As there was no further discussion, Anthony Granata made Motion 16-1177 to accept the March Accounts Payable List, pending audit. Jim Kohlbacher seconded.

Vote on Motion: Ayes – Jim Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and. Nays: None. Motion carried.

Jim Randall reviewed 2016/2017 budget highlights, hereto attached and made part of these minutes. Mr. Randall then presented the 2016/2017 Operating Budget and requested consideration of same.

Brian Mulheran made Motion 16-1178 authorizing the adoption of the 2016/2017 Operating Budget as presented. Anthony Granata seconded. Motion carried.

Vote on Motion: Ayes – Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

IX. Executive Director's Report

Jim Randall is in the process of applying for a zoning change through Will County, enabling beekeeping at the Park District's Island Prairie Park site. If approved, it will be the first in our county, and will provide environmental benefits.

The Park District contracted with a Spring Creative to develop a five minute promotional video that will be posted to the District's website, and will include a variety of interviews and footage of parks and facilities.

Annual performance evaluations will be conducted prior to the start of the new fiscal year.

Installation of the new electronic sign at Square Links Golf Course, a cooperative effort between Frankfort Township and the Park District, was completed on April 1, 2016.

A discussion regarding how best to notify residents about ways the Park District positively impacts the community ensued. Mr. Randall cited examples, i.e. in its two year existence under Park District management, the Dog Obedience program has provided \$25,000 to the Lincoln-Way Community High School District 210. In addition, revenue from this program provided \$4,700 to help support the Lincoln-Way North spring sports' trips.

The Park District also invested in mats that are used by the Frankfort Square Organization cheerleaders. Making this information public would help to provide a positive focus for the community.

X. Committee Reports

A. Maintenance

Board Members reviewed the resident input summary.

The new electronic message sign, referenced in the Executive Director's section of these minutes, will provide added safety by eliminating the need for maintenance personnel to climb a ladder to make weekly changes at this sign location.

B. Recreation

The summer brochure was received by all residents, and registration began in early April.

Girls softball is underway. All uniforms for this program were donated by the Chicago White Sox.

C. Information Technology

No report.

D. Special Recreation

Jim Randall is discussing the potential to install an LED sign at the Union Creek Park location as a cooperative effort between the SSSRA and the Park District.

E. Finance and Planning

Jim Randall has been discussing the development of a reasonable method for performance evaluations with Treasurer, Craig Maksymiak. Will County has a multiplier of .05% or 1.5%, which can be defined by the Park District's auditor. Mr. Randall noted the net increase was .08%, supported with tax revenue. This year's multiplier would apply to the following year, and he will discuss this with the auditor to determine salary ranges and increases.

F. Township Planning Commission

Jim Randall reported on utility improvements at Kiwanis Park that will provide sewer and water at no cost to the Park District. This estimated \$70,000 improvement will be absorbed by Carlson Development, to satisfy the required developer donation to the Park District for the adjacent Hawthorne Lakes senior residences.

In the interim, Jim Randall reported that at the end of the school year, the Park District will move the restroom trailer from LWN to Kiwanis Park for use during the baseball season.

In an effort to ensure safe play at Kiwanis Park, Mr. Randall is considering creating a t-ball field, replacing the ball fields, due to the close proximity of the new senior housing development.

G. SHSD 161 Workshop Committee

Jim Randall, Audrey Marcquenski, Director, and Ed Reidy, Superintendent of Parks, have been meeting monthly with Barb Rains, SHSD 161 Superintendent, and Jim Jacobowski, Building Grounds Supervisor, to review the Park and School District's intergovernmental cooperation.

H. Golf Course

Jim Randall reported that there has been no decision to date on the golf course's restaurant operation; he will review this opportunity in the near future, but ice cream may be served during the summer months. Mr. Randall noted that the liquor license was renewed.

I. Office

No report.

J. Risk Management

The initial Loss Control Review will be conducted on May 11th by the Park District's liability insurance provider, PDRMA. The LCR will focus on the administration department, and all documents, processes, and overall operation of this department will be reviewed. Remaining Park District department reviews have been scheduled.

K. Wellness Committee

The second staff wellness initiative concluded, and the committee will work on developing additional opportunities.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

It was determined that there was no business brought before the Board that would require an Executive Session.

XIV. Adjournment

Anthony Granata made Motion 16-1179 to adjourn the meeting at 8:20 p.m. Jim Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell