

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 18, 2016

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square Park District's 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, Brian Mulheran, Craig Maksymiak, and Joe Vlosak.

Absent was: Anthony Granata

Also present were: FSPD staff, John Keenan, Superintendent of Recreation, and Carter Patton, Athletic Supervisor

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Note received from The Miracle League of Joliet, thanking the FSPD for donating a Square Links Golf Course gift certificate in support of the organization's fundraiser.

Note received from Sandy Stundins, Frankfort Park District's Superintendent of Building & Grounds, expressing appreciation for the loan of FSPD equipment.

B. Informative

Newspaper article written by Susan Lafferty, Contact Reporter for the *Daily Southtown*, about the positive community impact provided by an intergovernmental agreement that allows Park District usage and scheduling of programs/activities at the Lincoln-Way North campus.

VI. Presentation of the July 21, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1207 to accept the July 21, 2016 Board Meeting Minutes as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Abstained: Jim Kohlbacher and Brian Mulheran

VII. Legal Report

Jim Randall presented a revised intergovernmental agreement for the use of Summit Hill School District 161 facilities by the Frankfort Square Park District for consideration, a copy of which was provided to each Board Member in advance of the meeting. Said agreement, previously approved, was revised by the removal of a single word to better indemnify both agencies.

Dave Macek made Motion 16-1208 to adopt the revised intergovernmental agreement by and between Summit Hill School District 161 and the Frankfort Square Park District as presented. Craig Maksymiak seconded. Motion carried in a vote by voice.

Jim Randall presented an investment policy to indicate a conscious formal effort by the Board to develop, implement, and monitor the investment of District funds for consideration, a copy of which was provided to each Board Member in advance of the meeting.

Craig Maksymiak made Motion 16-1209 authorizing the adoption of an investment policy as requested. Dave Macek seconded.

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

Jim Randall requested approval to open a second collateralized money market account through Old Plank Trail Community Bank, and to close the MaxSafe account. Said account will double the return, currently earned through the MaxSafe account, which will be eliminated, from 2% to 4% interest rate.

Craig Maksymiak made Motion 16-1210 to open a second collateralized money market account through Old Plank Trail Community Bank as requested. Dave Macek seconded.

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

Park District legal counsel is reviewing the Personnel Handbook, redrafting the document to reflect changes in legislation, and will assist in developing a revised impact fee policy.

Legal counsel is also reviewing current agreements with the law enforcement agencies that serve the communities within Park District boundaries, and will draft a document to standardize the agreements.

The proposed zoning change to enable beekeeping at Island Prairie Park is still in process, and Mr. Randall will keep Board Members apprised of the progress.

A social media policy will be developed, addressing the length of time postings will be retained, potentially archiving for one week prior to removal.

A Park District policy will be drafted to address changes to legislation regarding travel and conference allowances that will go into effect January 1, 2017.

VIII. Treasurer's Report

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

Dave Macek made Motion 16-1211 to accept the July Accounts Payable Listing, pending audit. Craig Maksymiak seconded.

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

Jim Randall distributed the Audited Financial Report FYE 4/30/16, completed by the independent firm of Hearne & Associates, P.C. The auditor only recommended a minor fund balance adjustment of \$3.00. Included in this year's document is the annual CPI which will aid Board Members in determining wage increases in the next budget cycle.

Craig Maksymiak reviewed the Significant Audit Findings that were detailed in the Auditor's Communication with Those Charged with Governance, noting all findings were standard statements of fact that can be found in audit conclusions, and nothing can be construed as out of the ordinary or requiring major adjustments.

Jim Randall discussed debt that will be incurred through the annual mini bond ordinance, the required refunding of a two year loan for the St. Francis ballfield purchase, a golf course paving project and OSLAD grant project.

Mr. Randall further detailed a paving project which will save the District approximately \$30,000 by adding to the Frankfort Township Road District's bid to resurface St. Francis Road. Also adding to the savings is the reduction in petroleum costs. Said project would be completed this fall, and may require a one day closing of the golf course.

The OSLAD grant for redevelopment of Community Park, previously on hold due to State of Illinois budget constraints, has been reinstated. This is a matching funds grant, and Mr. Randall will not proceed until the \$200,000 grant award check is received from the State.

Jim Randall reported that adjustments to the budget, necessary due to staff and health insurance policy changes, will be completed and presented to the Board for consideration during the September or October Board Meeting. In addition, \$65,000 remaining from the previous year's budget will be applied to the amended budget, and may be used to fund planned improvements.

IX. Executive Director's Report

Jim Randall requested Board approval to provide a one-time \$400 payment to full time staff to aide in the transition to a new health insurance carrier. The deductible for the new policy doubled, and staff with outstanding claims may face difficulties with benefit payments through the previous carrier.

Dave Macek made Motion 16-1212 approving a one-time \$400 payment to full time staff to aide in the health insurance policy transition, as requested. Brian Mulheran seconded.

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

Jim Randall requested Board approval to trade in a Park District-owned vehicle, valued at \$16,000, towards the purchase of a new Transit vehicle for custodial staff, not to exceed \$21,000. The net purchase price will be at or about \$5,000, covered by this fiscal year's budget.

Jim Kohlbacher made Motion 16-1213 approving the trade in of a Park District-owned vehicle and purchase of a Transit van to be used for custodial purposes at net purchase price of \$5,000, utilizing existing budget funds as requested. Dave Macek seconded

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

Jim Randall discussed the upcoming NRPA Conference in St. Louis, MO that several key staff and one Board Member will attend to represent the District and participate in educational sessions. The Park District will provide \$75.00 per day stipends and a \$100 travel reimbursement for any staff not being transported by Park District van, Conference and hotel reservation costs, and a celebratory meal. Staff will contribute a portion to the meal expense, and no alcohol will be purchased by the Park District.

X. Committee Reports

A. Maintenance

Jim Randall requested consideration to proceed with asphalt resurfacing of the Square Links Golf Course parking lot and repairs to a section of cart path for an amount not to exceed \$40,000.

Dave Macek made Motion 16-1214 approving the asphalt resurfacing of the Square Links Golf Course parking lot and cart path repairs for an amount not to exceed \$40,000 as presented. Brian Mulheran seconded.

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

Jim Randall informed the Board that Frankfort Township will purchase a new tub grinder that will improve the efficiency and end product of the mulch material. The Park District will not be involved in the purchase of said equipment.

Jim Randall presented a rendering of field improvements proposed for the St. Francis ball field, that will include T-ball fields and fencing. A bleacher component may also be added, but the current plan is to complete fencing and a water line. Demolition, general grading and field prep will be completed in-house by Park District staff.

B. Recreation

John Keenan, Superintendent of Recreation addressed the Board, focusing on positive changes being made in programming.

A new instructor, Dave Esterkamp, was hired to run the basketball programs. Mr. Esterkamp played professional basketball internationally and brings a new level of excitement and experience to the program, dramatically increasing participation and offerings.

The FSPD joined the SSC softball league this season, comprised of teams from Frankfort Mokena, Monee, Orland Hills and Tinley Park. The Chicago White Sox contributed new uniforms to our program, adding to the excitement about the many changes. The league garnered a renewed interest, as many would start playing T-ball with the FSPD, then play in Frankfort or Mokena. Now that our girls can play in the same league, they are returning and paying a more affordable resident rate. The players are also looking forward to winter practice sessions in the LWN fieldhouse.

John closed by providing details about the new F.A.N. program that will begin on September 6th, with expanded daily morning hours and mid-day hours on Tuesday and Thursday, in addition to the normal evening hours. A meeting with groups and organizations interested in scheduling indoor/outdoor usage of LWN facilities was held on August 15th. Approximately 30 different groups were represented, and all but one were receptive to the manner in which usage will be assigned and charged. The Park District will also hold an open house event in November, inviting all to visit the facility and see the new programming opportunities.

Carter Patton, Athletic Supervisor, introduced himself to the Board and provided details about his background and experience that led him to accept his first full time position at the FSPD.

Carter discussed the September 24th Scholarship Golf Outing, where community groups will reserve tee times from 7:00-9:00 a.m., followed by a free day of golf from 1:30 p.m.-dusk. To date, a total of \$7,450 has been raised in donations, and Jim is confident the new format will increase funds raised for the scholarship program, as free will donations will be accepted for the Free Day of Golf.

This summer's Ladies' League concluded on August 17th, and although positive feedback was received, Carter will evaluate the program and make improvements for next year's offering.

The July 22nd Parent/Child Scramble was successful, with 10 pairs enjoying the event. One team had a hole in one, and trophies were donated and provided to all participants.

Carter also presented a new hole-in-one trophy that will be awarded to patrons.

John and Carter became certified food handlers, enabling ice cream service to return to the clubhouse.

The course has been busy with high school teams, Andrew JV boys, LWE and LWC girls teams, in addition to the Summit Hill Junior High intramural programs.

Other improvements include changes at Hole #7 through an added tee box, and the hiring of starters to move play along more efficiently.

Jim Randall noted that Carter and Raegan Christy, Recreation Supervisor, have been a great additions to the Recreation Department, bringing new ideas, while also learning the FSPD operations, and he is pleased with all they have to offer. Raegan will attend the November Board Meeting to meet the Board Members and report on her areas of responsibility.

C. Information Technology

Jim Randall is very pleased with the progress and improvements to the District's IT, made possible through the new outside contractor, B Practical Solutions. The president and vice president of the company are onsite Tuesdays and Thursdays for eight hours each day, and have been cleaning up various areas of hardware and software that were problematic.

D. Special Recreation

The SSSRA is reviewing future changes in managing its excessive fund balance, and Jim Randall is communicating with member agencies about this matter.

E. Finance and Planning

Jim Randall noted the District remains in good financial position, but continues to work towards improving efficiencies. One area currently being evaluated is the Beautification and Natural Areas Department, and Mr. Randall has interviewed companies in consideration of contracting these services to reduce expenses in an area that produces minimal revenue.

F. Township Planning Commission

No report

G. Golf Course

Vice President, Dave Macek, and Commissioner, Craig Maksymiak, will represent the Board by playing in the College Scholarship Golf Tournament scramble. Jim Randall is confident that between donations the District is receiving from vendors and organizations, and free will donations that will be accepted during the event.

Dave Macek inquired about the marketing of the September 24th event, and Mr. Randall noted that it will be advertised through social media, the local press, and Park District marquees.

Golf course staff asked if a dress code could be established at the course, requiring men to wear shirts with sleeves. The Board is not interested in establishing the rule, citing difficulties in enforcement.

H. Office

Jim Randall reported that front office operations continue to go well, commending Diane Meister, Office Manager/Bookkeeper for her management skills and training of staff.

I. Risk Management

Jim Randall reported that PDRMA Loss Control Reviews of the Administration, Parks, and Recreation Departments have gone very well. Areas of deficiencies are being addressed, and final reviews will be completed in late fall. The Golf Course review is scheduled for September 9th.

J. Wellness Committee

The Wellness Committee met on August 10th, and began planning the next BAS and staff fitness challenges.

XI. Old Business

No old business was discussed

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XV. Adjournment

Dave Macek made Motion 16-1215 to adjourn the meeting at 8:26 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell