

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
May 18, 2017

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, Dave Macek, Brian Mulheran, and Joe Vlosak.

Also present were: Denis Moore, Consolidated Election Electee  
Jack Zinsky, Scholarship Recipient

Absent was: Anthony Granata, Jim Kohlbacher, and Craig Maksymiak

IV. Public Input

Jack Zinsky and his family were invited to attend the Board Meeting for the purpose of recognizing Jack as a 2017 College Scholarship. Jack, a student at Benet Academy and Park District resident, was one of ten graduating seniors chosen by a panel of judges to receive a \$1,000 scholarship.

Mr. Randall greeted the Zinsky family, noting the Park District is honored to participate in the College Scholarship Program, and has provided \$94,000 in scholarships to 94 students in the past 10 years.

Jack Zinsky represents the quality of student deserving of a scholarship award, with his high level of academics, combined with participation in athletics, Park District activities/programming, and volunteer efforts.

V. Correspondence

A. Appreciation

1. Letter received from St. Paul Lutheran Church, expressing appreciation for the donation of a golf pass in support of their mission trip fundraising efforts.
2. Letter received from the Lincoln-Way West Girls' Soccer Program for the District's donation of a golf pass in support of their "Kick for the Cure" fundraiser.

B. Congratulatory

1. Email received from Paul Slade, President of Old Plank Trail Community Bank, acknowledging the Park District's fiscal discipline, a direct reflection of Park Board and staff efforts.

VI. Presentation of the April 20, 2017 Board Meeting Minutes.

Dave Macek made Motion 17-1275 to accept the April 20, 2017 Board Meeting Minutes as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Brian Mulheran, Dave Macek, and Ken Blackburn.  
Abstained: Joe Vlosak. Nays: none. Motion passed.

VII. Oath of Office

Ken Blackburn, Dave Macek, Denis Moore, and Brian Mulheran, candidates that were elected to the Office of Park Commissioner at the Consolidated Election held on April 4, 2017, were sworn in to serve four year terms of office as Park Board Commissioners.

VIII. Election of Officers

Dave Macek made Motion 17-1276 to open the floor for the nomination of officers. Brian Mulheran seconded. Motion carried in a vote by voice.

Brian Mulheran made Motion 17-1277 to nominate Ken Blackburn as President. Dave Macek seconded. Motion carried in a vote by voice.

Brian Mulheran made Motion 17-1278 to nominate Dave Macek as Vice President. Joe Vlosak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 17-1279 to close the floor for the nomination of officers. Denis Moore seconded. Motion carried in a vote by voice.

IX. Board Appointments

President Ken Blackburn appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak, not present during this meeting, will be notified of said appointment.

President Ken Blackburn appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation. Rob Bush will be notified of said appointment.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as FOIA Officers. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as OMA Designees. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Dave Macek to serve as Risk Management/Personnel Liaison. Dave Macek accepted said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:30 p.m., and the December Tax Levy Hearing and regular December Board Meeting will be held on Monday, December 4, 2017, at 7:00 p.m. and 7:30 p.m. respectively. Said meetings and hearing will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's regular August Board Meeting and the regular November Board Meeting will be held at the Square Links Golf Course clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois at 7:30 p.m.

Check signing authority was granted to the following individuals: Jim Randall, Audrey Marcquenski, John Keenan, Ken Blackburn, Dave Macek, Craig Maksymiak, and Ed Reidy.

It was further noted that the Board will remove check signing authority from Audrey Marcquenski prior to the time she assumes the District's bookkeeping responsibilities.

The Board named the *Frankfort Station* and/or *Daily Southtown* as newspapers of choice for legal ad publications.

Anthony Granata was appointed to serve on the Frankfort Township Planning Commission. Anthony Granata, not present during this meeting, will be notified of said appointment. Mr. Randall noted that due to lack of Frankfort Township Planning Commission meetings, this committee was removed from the District's Park Board Meeting monthly agenda.

President Ken Blackburn appointed John Keenan to the SSSRA Board, and Audrey Marcquenski and Jim Randall to serve as alternates. Mr. Keenan and Ms. Marcquenski, not present during this meeting, will be notified of said appointments.

The Board named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts.

#### X. Legal Report

Jim Randall presented a revised Personnel Handbook that was updated by Park District Counsel from the law firm of Ancel Glink, to ensure the document is current with all state and federal legislation. Consideration of said document will be deferred one month, due to late clarifications of certain items.

Jim Randall presented the Second Amendment to the Intergovernmental Agreement by and between the Summit Hill School District and Frankfort Square Park District providing the use of Summit Hill School facilities, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 17-1280 to adopt the Second Amendment to the Intergovernmental Agreement by and between the Summit Hill School District and Frankfort Square Park District, as presented. Brian Mulheran seconded.

Jim Randall and Dave Macek met with Barb Rains, Superintendent of SHSD 161 and Rich Marron, President of the SHSD 161 School Board. The addition of a \$30,000 payment made to the School District by the Park District for use of facilities was discussed. This payment will offset costs the School District will incur through hiring a snow removal service, as the Park District is unable to provide staffing and equipment required to provide this service at the current level. The Park District will assist with snow removal and salt applications during daytime hours.

Vote on Motion: Ayes: Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

Jim Randall presented an amendment to the 2017/2018 Operating Budget, revised to reflect the end of year balance and fund adjustments, a copy of which was provided to each Board Member in advance of said meeting.

Joe Vlosak made Motion 17-1281 to adopt the amended 2017/2018 Operating Budget as presented. Denis Moore seconded.

Vote on Motion: Ayes: Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

#### XI. Treasurer's Report

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

Dave Macek made Motion 17-1282 to accept the Accounts Payable Listing. Joe Vlosak seconded.

Vote on Motion: Ayes: Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

#### XII. Executive Director's Report

Robin Hall of the University of Illinois, will again assist with the development of an attitude and interest survey. A draft copy will be available for Board review in June, and the document will be mailed to residents in June or early July.

Jim Randall reported that a permit will be required for the installation of the 1,500 gallon water tower, a Community Park grant project amenity.

Jim Randall requested authorization to accept a proposal for materials and installation of a changeable letter sign to replace the existing Community Park sign that is in disrepair for an amount not to exceed \$7,000, and to publicly bid an electronic message sign to replace the existing aerial sign at Union Creek Park on 80<sup>th</sup> Avenue for an amount not to exceed \$28,000.

Dave Macek made Motion 17-1283, authorizing Jim Randall to accept a proposal replacing the worn changeable letter sign at Community Park for an amount not to exceed \$7,000, and to publicly bid an electronic message sign to replace the aerial sign at Union Creek for an amount not to exceed \$28,000, as presented.

Vote on Motion: Ayes: Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

Fieldwork for the annual independent audit, conducted by Hearne & Associates, is scheduled to begin on June 19.

The Dance Showcase, an end of year performance for the District's dance program, was a phenomenal success. The event was held at the Lincoln-Way East auditorium, and consisted of two shows performed by 500 dancers and attended by 3,000+ guests.

A 10' fence with locking gate will be installed at the mulch bins at Kiwanis Park. The area, providing free mulch for Frankfort Township residents, will have posted hours of operation, and will close on weekdays at 5:00 p.m., and on weekends and holidays.

### XIII. Committee Reports

#### A. Maintenance

Sufficient information was provided in the Executive Director's monthly report.

#### B. Recreation

Sufficient information was provided in the Executive Director's monthly report.

#### C. Information Technology

Sufficient information was provided in the Executive Director's monthly report.

#### D. Special Recreation

No report

#### E. Finance and Planning

Sufficient information was provided in the Executive Director's monthly report.

#### F. Golf Course

Sufficient information was provided in the Executive Director's monthly report.

G. Office

Sufficient information was provided in the Executive Director's monthly report.

H. Risk Management

Sufficient information was provided in the Executive Director's monthly report.

I. Wellness Committee

No report

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Executive Session

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

XVI. Adjournment

Dave Macek made Motion 17-1284 to adjourn the meeting at 8:10 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell