

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
September 21, 2017

The following are Minutes of a meeting and public hearing of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square 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: Ken Blackburn, Anthony Granata, Denis Moore, Brian Mulheran, Craig Maksymiak, and Joe Vlosak.

Absent was: Dave Macek

Also present were: Residents, Julie Arvia and Rik Mitchell

IV. Public Hearing

Jim Randall was pleased to personally thank and recognize Rik Mitchell for volunteering his labor and craftsmanship in the design and construction of the new Board Room table. The table, made of white oak and walnut inlays, measures 13 feet in length, weighs 575 pounds, and is equipped with phone/data/electric access, enabling audio attendance by Board Members, and computer/server/monitor access. Initially, Park District staff were prepared to assist with the project, but it was immediately obvious that Mr. Mitchell was capable of managing without assistance. In addition, he lent his expertise by aiding staff in choosing the new carpet, paint, lighting, and ceiling tile choices for the Board Room. Rik would not accept compensation, but simply requested that a donation be made to St. Jude's Children's Hospital. The Park Board complied with his wishes, and all thanked him for his time, talent, and efforts.

V. Correspondence

A. Appreciation

Emails received from Earl Bonovich, Boy Scout Troop 237, Greg Kordas, Wildcats Football, and James Zawilinski, FSBL, expressing appreciation for the support and distribution of funds raised through beverage sales at Square Links during the 2017 golf season.

Email exchange between Jim Randall and Shannon Visser following her public input at the August meeting of the Park Board.

Email Carter Patton, Athletic Supervisor, received from Victor Andrew High School Coach, expressing appreciation for the accommodations made at Square Links in support of their team's usage.

Thank you card Jim Randall received from Frankfort Square School Principal, Jason Isdonas, the teachers, and students for the repairs made to the school's playground.

B. Informative

Jim Randall reviewed the Village of Frankfort sewer rate increase that will be introduced incrementally, with a \$1.59 per 1,000 gallons increase effective September 1, 2017, and an additional \$1.59 per 1,000 gallons increase effective September 1, 2018. Said increase may impact the District's irrigation system use, and Mr. Randall will check with the Village regarding the possibility of incorporating separate meters for sewer usage.

Jim Randall presented information about the new recreation offering, the Polar Express Metra Train ride from the 80th Avenue Station in Tinley Park to Joliet on December 8. Nicolette Jerik, Recreation Supervisor, worked with Metra staff to enable this holiday experience.

Jim Randall presented the Week #23 Cardno Report, detailing work performed by this contracted service provider at various natural areas within the District. Said reports are posted to the Park District's website, enabling residents to review progress throughout the season.

VI. Presentation of the August 17, 2017 Board Meeting Minutes

Craig Maksymiak made Motion 17-1306 to accept the August 17, 2017, Board Meeting Minutes as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, and Ken Blackburn. Nays: None. Motion carried.

VII. Legal Report

President, Ken Blackburn read by title and Jim Randall requested consideration of the AIA Contract Agreement, designating Graefen Development, Inc., to provide construction management services in connection with the Community Park Redevelopment OSLAD Grant Project Compliance Manual, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Brian Mulheran made Motion 17-1307 to adopt the AIA Contract Agreement as presented. Anthony Granata seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall presented LWSRA Articles of Agreement, providing membership to the Frankfort Square Park District, and requested consideration of same.

Denis Moore made Motion 17-1308 to accept the LWSRA Articles Agreement as presented. Joe Vlosak seconded. Motion carried.

Mr. Randall reported there has been no response from SSSRA, following the District's request in June to cancel its membership. The Park Board will be kept apprised regarding any changes to the current status. If no action is taken by SSSRA, the Park District's membership cancellation will become effective with SSSRA's new fiscal year, June, 2018.

Park District staff met with LWSRA to discuss inclusion. In addition, the agency was made aware that if FSPD residents incur extra expense for programming, should SSSRA make changes to their existing intergovernmental agreement, the FSPD has funding to offset residents' costs.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall presented the Community Park Redevelopment Bid Tabulation results and requested Board approval to hire the low bidders for the various contracts.

Mr. Randall noted this was a rebid, as the previous bid resulted in a combined amount for Phase 1 of the project at \$307,000, exceeding the available grant and matching funds dollars. The rebid totaled \$206,000, resulting in a net savings of \$101,000.

Mr. Randall also discussed the use of Graefen Development to manage the Community Park construction project, herein approved via Motion 17-1307. The net cost for this service is \$12,000, and with the \$101,000 savings, it will be money well spent.

Craig Maksymiak made Motion 17-1309 to hire the low bidders for the various contracts included in the Community Park Redevelopment project, per the Bid Tabulation as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, and Ken Blackburn. Nays: None. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 17-1310 to accept the August Accounts Payable Listing. Brian Mulheran seconded.

Treasurer, Craig Maksymiak noted that health insurance spending increased significantly, but liability insurance savings have counteracted the increase. Mr. Randall noted numbers are higher, but will equal out over the winter months, and further stated that the District is in the best financial position since 2002, when the budget was artificially inflated due to receipt of the 2002 referendum proceeds.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, and Ken Blackburn. Nays: None. Motion carried.

IX. Executive Director's Report

The newly installed generator, enabling the District to operate in the event of power outages worked well, but some adjustments will be made to include power for an additional office space and Board Room.

Two grant applications were submitted to PDRMA, the District's insurance pool, for the 2017 grant cycle.

Jarrold Scheunemann, from the University of Illinois, will present results from the community-wide survey at the October meeting. Jarrod noted that our survey received the strongest return, in terms of population, than he has previously recorded.

Jim Randall discussed recent requests for use of the Community Center from groups that are not easily defined in residency or affiliation. Mr. Randall is developing revised usage forms, consistent with the forms used for Lincoln-Way North facility/field usage that require users to provide information regarding their group's residency status.

Craig Maksymiak stated that if the District has facilities available, they should be used, however, Mr. Randall cautioned that if users are political groups, they can be assumed to be affiliated with the Park District.

Commissioner, Denis Moore asked how other districts manage usage. Mr. Randall replied that the FSPD is more open than other districts, therefore we continue to receive requests from peripheral groups that may take up space normally provided to community groups.

No action is currently required, but a policy will be developed, reviewed by Park District counsel, and submitted for Board consideration.

Mr. Randall noted the existing scholarship program application will also be amended. Applicants will be required to submit proof of need in the form of written documentation from a government entity that states they are provided with a subsidy. Both the usage and scholarship policies will be presented at the October meeting.

LED lights were installed outside the Community Center, replacing the previous fixtures with a more energy efficient option. Mr. Randall also noted that he was contacted by Will County regarding the potential to apply for a lighting grant that would replace interior lighting with energy efficient fixtures.

Mr. Randall reported that to date, a total of \$9,450 has been raised for the College Scholarship Program. The Free Day of Golf, scheduled for Saturday, September 30, should also generate funds, enabling the District to provide ten \$1,000 scholarships to graduating high school seniors in the spring of 2018.

The mini bond sale and annual abatement is set for the October meeting.

The FSPD will host a Guinness World Record Frisbee golf event at Indian Boundary South Park on Saturday, September 23. A representative from Guinness World Book of Records will travel with the individuals attempting to break a record by golfing multiple Frisbee courses in the south suburbs on one day.

X. Committee Reports

A. Maintenance

Jim Randall distributed the monthly Resident Input Summary, and noted it was also posted to the web-based September Board Meeting agenda.

Mr. Randall provided updates to projects that were completed over the summer.

Brian Mulheran asked if the District is filling tree bags, affixed to newly planted trees, with water. Mr. Randall responded that the District is only filling the bags attached to the Community Park trees. These trees, planted by Arbor Care, are guaranteed, and if necessary, would replace them at no cost, per contract.

B. Recreation

Recreation staff are doing exceptionally well, and Mr. Randall noted that fall program numbers are strong.

F.A.N. numbers are down slightly, but the college student summer passes and group usage has resulted in increased use of LWN.

The District is adding mulch to the LWN beds, and will bring in new infield mix.

C. Information Technology

The District's IT contractor has ensured smooth operation of all existing technology, and is working through several issues.

D. Special Recreation

As noted in this meeting's Legal Report, there has been no advancement regarding change of membership.

The FSPD is managing inclusion on its own, with assistance from another organization.

E. Finance and Planning

The Audited Financial Report, FYE 4/30/17, will be distributed electronically to Board Members.

F. Golf Course

The high school season concluded today, September 21, and teams will use the facility for practice only over the next two weeks.

Revenue for the 2017 has been strong.

Counter staff are certified food handlers, and can now manage the clubhouse food service.

G. Office

As noted in this meeting's Legal Report, a revised building usage form will be developed over the coming month.

H. Risk Management

An OSHA Day event was held on Tuesday, September 19, that included safety training for maintenance staff. In addition, a mobile auditory lab visited the District, setting up baseline auditory tests for all maintenance employees, and will be followed up in one year with a second assessment.

Ed Reidy, Superintendent of Parks, led OSHA training sessions for all Maintenance staff.

I. Wellness Committee

The health assessments, provided to all staff, was well-received by those that participated, and a second opportunity will be made available in the coming year.

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.

XIII. Adjournment

Craig Maksymiak made Motion 17-1311 to adjourn the meeting at 8:07 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell