

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
October 19, 2017

The following are Minutes of a meeting 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, Dave Macek, Denis Moore, Craig Maksymiak, and Joe Vlosak.

Absent were: Anthony Granata and Brian Mulheran

Also present was: Director, Audrey Marcquenski and resident, Julie Arvia

IV. Public Input

Ms. Arvia addressed the Board with a concern that when accessing monthly agenda hyperlinks through her mobile device, only one third or one half of the page is visible, and that the information should be shared with the District's IT contractor.

V. Correspondence

A. Appreciation

Letter received from Tommy Schuman Foundation, a foundation to advance research and promote awareness in sudden death of youths, expressing appreciation for the Park District's donation of golf passes for its annual golf outing fundraiser.

Letter received from the Kick in 4 Kathy committee, notifying the District that although the individual for whom a golf pass donation was provided had passed prior to their fundraiser, all donations would be used towards payment of outstanding medical bills with any remaining funds to be donated to a 501(c) 3 cancer charity.

B. Recognition

2017 NRPA Congress Opening Session booklet, recognizing the Frankfort Square Park District as a 2016 Gold Medal Award recipient.

C. Informative

Letter received from the Illinois Department of Revenue regarding an accounting error resulting in overpayment of personal property replacement tax. The letter served as notification that the Department of Revenue will not seek to recoup overpaid amounts from local taxing districts.

VI. Presentation of the September 21, 2017 Board Meeting Minutes

Craig Maksymiak made Motion 17-1312 to accept the September 21, 2017, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall, presented Ordinance No. 17-10-308 an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2017, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a District annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Old Plank Trail Community Bank, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Denis Moore made Motion 17-1313 to adopt Ordinance No. 17-10-308 as presented. Dave Macek seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Ordinance No. 17-10-309, an Ordinance abating the tax hereto levied for the year 2017 to pay principal and interest on the District's General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Park Bonds (Alternate Revenue Source), Series 2010, and General Obligation Park Bonds (Alternate Revenue Source), Series 2009, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 17-1314 to adopt Ordinance No. 17-10-309 as presented. Denis Moore seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Resolution No. 17-10-18, a Truth in Tax Resolution a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 17-1315 to adopt Resolution No. 17-10-18 as presented, Dave Macek seconded. Motion carried in a vote by voice.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at County and State levels.

Dave Macek made Motion 17-1316 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Joe Vlosak seconded. Motion carried in a vote by voice.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented the revised Building Usage Request form, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Mr. Randall further noted that the Recreation Program Scholarship Application, included on the October agenda, shall be tabled for consideration at an upcoming meeting.

Denis Moore made Motion 17-1317 authorizing the revisions to the Building Usage Request form as presented, Joe Vlosak seconded. Motion carried in a vote by voice.

Jim Randall informed the Board that revision of the Building Usage Request form will ensure that assigned use of facilities is fair and equitable, based on FSPD residency, as is the Lincoln-Way North usage form. Said form was reviewed by Park Counsel, and will allow for better documentation of building usage, and will also enable booking of rooms to more appropriately fit groups' needs, based on occupancy.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 17-1318 to accept the September Accounts Payable Listing. Dave Macek seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

IX. Executive Director's Report

Denis Moore made Motion 17-1319 authorizing Mr. Randall to enter into a contract with Reliable Golf Services to complete listed services that include drainage improvements, tee leveling and tee expansion at various holes, at a cost not to exceed \$17,000, as presented. Brian Mulheran seconded.

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

The University of Illinois is working on the final draft of the community-wide survey, and will be presented to the Board at the December 4, 2017 meeting.

B Practical Solutions is proposing a social media program, designed to improve awareness of programs and opportunities, such as F.A.N. and the golf course. Said proposal has a six month term at an amount of \$1,500, and can be evaluated at four months to determine impact. Previous marketing efforts that included newspaper and billboard ads could not be easily tracked. If acceptable, the District will move forward with the proposal and promote F.A.N. beginning in December, then change the focus to the golf course promotions in the spring.

Jim Randall and Audrey Marcquenski enjoyed the annual NRPA Conference, and Audrey provided a report, detailing the experience.

Jim Randall will be out of town during the November Board Meeting, and Audrey will conduct the meeting during his absence.

The Community Park Redevelopment project is underway. The path has been cut in, a 10 ton outcropping stone is in place, underground electric was roughed in, the community gardens concrete pad was poured, and the water tower foundation will be installed in the next two weeks. Residents living in close proximity to the park are excited about this long awaited amenity, made possible through the IDNR's OSLAD grant program.

Jim Randall reported that funds raised by the annual golf outing exceed \$11,000. The District donated \$1,000 toward the LWSRA's annual fundraiser. Mr. Randall also noted that the District's dance program will hold a fundraiser to help the family of a former resident and long-time FSPD program participant, whose youngest child was recently diagnosed with a serious medical issue. The District may donate \$1,000 towards this cause, but will ensure appropriate protocols have been established prior to making a donation. The District will have \$9,000 remaining to fund nine \$1,000 scholarships to graduating high school seniors in the spring of 2018.

Jim Randall reported that golf course numbers are good, and that he is pleased with the level of maintenance, noting the transition to contracted services has been positive.

Jim Randall informed the Board that the District received a phone call from a resident at Odyssey Park regarding the conditions of the park site in this subdivision. The resident was informed that contractors had already been scheduled to begin improvements at this park, and that their concerns would be instantly addressed.

Staff are in the final stages of completing the PDRMA Loss Control Review, LCR, due by November 1. The LCR culminates two to three years of effort by all departments, under the management of Audrey Marcquenski and Arliss Bouton. If the District scores well, these efforts will be rewarded by lower general liability insurance rates, and we will not need to be reviewed for another three years.

X. Committee Reports

A. Maintenance

The maintenance department is well-staffed and all continue to work diligently on capital improvement projects, while also completing a myriad of tasks required at the end of the summer/fall season.

B. Recreation

The winter/spring brochure will go to print in early December, and will be delivered to residents' homes in mid-December.

Jim Randall reported strong participation numbers in the Dog Obedience program, and that the newly offered Polar Express was sold out.

C. Information Technology

All is going well with Park District IT systems, and there are no major issues to report.

D. Special Recreation

No report

E. Finance and Planning

The Park District remains in good financial stead, and key bond payments will be completed by December 30.

F. Golf Course

Sufficient information was provided in this month's Executive Director's Report.

G. Office

Bonnie Roach, Office Manager, continues to do a great job in her new position.

H. Risk Management

Staff will attend PDRMA's Risk Management Institute on November 17, at the Tinley Park Convention Center. This annual event has proven to be a valuable experience, with staff attending morning and afternoon safety sessions.

I. Wellness Committee

No report.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall provided the following community updates, and moving forward, will add a Community Update section to the Committee Reports:

St. Francis Road improvements will be completed in March or April, 2018. The developer of the Walnut Creek subdivision, initially responsible for this improvement, went bankrupt. In addition, no park land was provided to the Park District due to the bankruptcy.

The District was notified that plans for an apartment complex in Brookside Glen have been resubmitted, and a public hearing will be scheduled.

Construction for the new supermarket on 191st and Harlem Avenue will begin in the spring. Preliminary infrastructure is currently underway.

Vice President, Dave Macek, asked if there were any updates on the 80th Avenue bridge improvements. Mr. Randall noted this cooperative project between Will County and Tinley Park is in phase one of engineering.

Wildcats Football enjoyed another successful year, and home games are done for this season.

Dr. Gardner, retired Lincoln-Way North principal, thanked the Park District for maintaining the condition of the high school campus.

Illinois Representative, Margot McDermed received a call from a resident reporting that lights were on at Lincoln-Way North, but fields were not in use. Jim Randall informed her that the fields had been in use earlier, and a call must be placed to a site in Iowa, resulting in a slow transition to switching off.

The Park District will assist Boy Scout Troop 237, providing use of Lincoln-Way North for their annual food drive in November. The food drive is the Frankfort Township Food Pantry's largest source of donations.

XIII. Executive Session

Dave Macek made Motion 17-1320 to go into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

An Executive Session was called for the purpose of discussing a potential litigation issue.

Dave Macek made Motion 17-1321 to go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

The Board returned to the open meeting and the following action was considered.

Dave Macek made Motion 17-1322 directing the Executive Director, Jim Randall, to respond to a resident's request for program scholarship assistance, providing "one time" free programming. The Park Board further directed Executive Director, Jim Randall, to work with Park District Counsel in the preparation of a scholarship application that offers a bridge for residents in need, but not a permanent expectation. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 17-1323 to adjourn the meeting at 8:38 p.m.
Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell