

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 17, 2018

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, Craig Maksymiak, and Denis Moore. Anthony Granata attended via teleconference.

Absent were: Brian Mulheran and Joe Vlosak

Also present: Audrey Marcquenski, FSPD Director
Katherine Saunders, Scholarship Recipient

IV. Public Input

Jim Randall welcomed Katherine and Saunders, noting it was his distinct pleasure to recognize Katherine as a recipient of a \$1,000 College Scholarship award.

Since the FSPD's College Scholarship Program was introduced, the District has awarded \$102,000 to 102 applicants, and Katherine is the second Providence Catholic High School student to receive a scholarship.

Mr. Randall noted Katherine's GPA, ACT test score, numerous high school activities that included leadership roles, and her strong volunteer service and community involvement, and participation in FSPD programs were all factors that led to her successful application.

Katherine's dedication, positive attitude, commendable work ethic, intelligence, and outgoing personality were some of the traits reflected in letters of reference received from her teachers and community members. The Park Board was pleased to provide the award and wishes Katherine well in her future endeavors where she will study nursing, specializing in neonatal or labor and delivery.

V. Correspondence

A. Appreciation

Jim Randall received a photo of Boy Scout Troop 237, taken at the Island Prairie Park bandshell from Earl Bonovich, Troop Leader, acknowledging support provided by the Park District as its Chartered Organization. The photo will be framed and displayed in the Board Room.

B. Informative

The Frankfort Lions Club provided a cash donation to the Park District for the purpose of purchasing two park benches.

VI. Presentation of the April 26, 2018 Board Meeting Minutes.

Dave Macek made Motion 18-1359 to accept the April 26, 2018, Board Meeting Minutes as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, and Dave Macek.
Abstained: Ken Blackburn and Anthony Granata. Nays: none. Motion passed.

VII. Election of Officers

Dave Macek made Motion 18-1360 to open the floor for the nomination of officers. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 18-1361 to nominate Ken Blackburn as President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Denis Moore made Motion 18-1362 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 18-1363 to close the floor for the nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

VIII. 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 accepted said appointment.

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

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as FOIA and 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 3, 2018, 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, John Keenan, Ed Reidy, Ken Blackburn, Dave Macek, and Craig Maksymiak.

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

President Ken Blackburn appointed Anthony Granata to serve on the Frankfort Township Planning Commission. Anthony Granata accepted said appointment.

President Ken Blackburn appointed Audrey Marcquenski to the LWSRA Board, and Jim Randall to serve as an alternate. Ms. Marcquenski and Mr. Randall accepted said appointments.

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

IX. Legal Report

Ken Blackburn presented by title, and Jim Randall read Ordinance No. 18-05-313 into the record, an ordinance providing for the issue of approximately \$1,400,000 General Obligation Park Bonds, Series 2018, of the Frankfort Square Park District, Will and Cook Counties, Illinois, for the purpose of purchasing and improving land for new parks and improving existing parks and facilities of said Park District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the execution of a bond purchase agreement with Robert W. Baird & Co, Incorporated in connection with the sale of said bonds, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall noted the bond sale was completed today, May 17, 2018, and that the results were more positive than anticipated, due to the Standard & Poor's downgrade from A to A-/Stable. The number of buyers exceeded the number of available bonds, resulting in a lowered interest rate by 1-2 basis points. Staff worked diligently to ensure the positive outcome.

Denis Moore made Motion 18-1364 to adopt Ordinance No. 18-05-313, as presented. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

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, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 18-1365 to adopt the revised Personnel Handbook as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

Jim Randall presented an Amendment to the 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, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall reported that a building permit application was submitted to the Superintendent of Schools, and upon receipt of a permit, renovation to accommodate the FSPD's dance program can begin, with an approximate project time of 6-8 weeks, and anticipated completion in August.

Craig Maksymiak made Motion 18-1366 to adopt the Amendment to the Intergovernmental Agreement by and between the Summit Hill School District 161 and the Frankfort Square Park District, as presented. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

X. 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 18-1367 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

XI. Executive Director's Report

Mr. Randall noted the new budget, approved at the April 26, 2018 special meeting of the Park Board, is in place and referendum projects have begun.

The Community Park Redevelopment, OSLAD grant project is going well. Staff are planting trees, and excavation for Phase 2 of the project will begin on Friday, May 18, or Monday, May 21. The water tower is complete, electric service is connected, and the community garden tubs were wrapped to match the water tower.

Maintenance staff assisted Cardno with controlled burns, and held the annual Super Scout Clean Up on Saturday, May 5.

The annual Dance Showcase was held at the LWE Performing Arts Center, with 500+ dancers performing in two shows, and over 2,500 audience members in attendance. Mr. Randall reported that a third show may be added to next year's Showcase.

A second summer brochure, highlighting LWSRA, was mailed to Park District residents.

Jim Randall requested consideration to again donate \$1,000 towards the LWSRA's 11th Annual Golf Outing fundraiser, scheduled for Friday, August 10, 2018.

Denis Moore made Motion 18-1368 to approve the donation of \$1,000 to LWSRA, as requested. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

Jim Randall met with Eamon Malone, developer of the Brookside Glen subdivision, to discuss the potential to construct a bike path from the Union Creek fields #1-#4 to Frankfort Square Road, and noted that Mr. Malone is supportive of this project.

Mr. Randall reported the Park District has provided in excess of \$50,000 to Lincoln-Way Community High School District 210 for use of the pole building to conduct dog obedience classes, which is equal to or greater than the amount expended by the School District to convert the facility for this purpose.

XII. Committee Reports

A. Maintenance

Jim Randall distributed the monthly Resident Input Summary and reviewed the details with Board Members.

A used Smithco Sweep Star 60, a self-propelled riding sweeper, in the amount of \$3,900 was purchased from the Burbank Park District, and will be useful in ensuring the cleanliness of the District's bike paths.

Multi-generational swings will be installed in District playgrounds throughout the community.

B. Recreation

Jim Randall commended Nicolette Jerik, Recreation Supervisor, and dance staff for their outstanding efforts in preparing for and providing the annual Dance Showcase.

Vice President, Dave Macek asked if there were updates on the potential use of the Lincoln-Way North pool. Mr. Randall stated a second meeting of area park districts in the Lincoln-Way Community High School District was held, generating additional questions. The estimated annual cost to operate the pool is \$125,000. The group will check comparables in the area, will survey residents to determine interest, but at this time, there is no firm commitment. Mr. Randall will update the Park Board as additional meetings are held.

C. Information Technology

The monthly meeting between the IT contractor and key Park District staff was held today, and a full agenda of items was discussed.

The annual in-house RecTrac training session, held on May 1 and 2 again proved to be worthwhile. Automated debit of credit cards for the dance program without retaining credit information was discussed, along with bar code scanning of F.A.N. passes, enabling improved tracking and safety controls.

D. Special Recreation

Audrey Marcquenski, Director, attended the first meeting of the LWSRA Board on Tuesday, May 15, and noted they are a dynamic agency that offers great programming and services for individuals with disabilities.

E. Finance and Planning

Jim Randall reported that referendum proceeds will be deposited into the Park District accounts on or about June 4, 2018.

F. Golf Course

The golf course experienced a slow start due to the unseasonably cold April temperatures, but Mr. Randall noted that play is increasing as conditions improve.

G. Office

Bonnie Roach, Office Manager is doing a great job, and her staff members are preparing to enter fall brochure information into RecTrac.

H. Risk Management

Jim Randall attended the annual PDRMA membership assembly.

There was damage to a staff member's vehicle when a Workman utility vehicle's break was not properly set. Although the incident was reported to PDRMA, the Park District will incur the repair costs.

I. Wellness Committee

Audrey Marcquenski is managing a health and wellness survey, where the community will provide input on wellness opportunities, and a salary equity study to ensure staff are appropriately compensated according to their skills and abilities.

J. Community Updates

Mr. Randall reported that Village of Frankfort sewer work through Lighthouse Pointe continues, and all damages will be restored by the Village.

XIII. Old Business

No old business was discussed.

XIV. New Business

No new business was discussed.

XV. Executive Session

Dave Macek made Motion 18-1369 to enter into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

The Executive Session was called for the purpose of discussing personnel, a legal issue, and a potential property sale.

Dave Macek made Motion 18-1370 to go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XVI. Adjournment

Dave Macek made Motion 18-1371 to adjourn the meeting at 8:19 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell