

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
June 21, 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, Anthony Granata, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Also present: Adam Simon, SSSRA Attorney
SSSRA Board Members & Staff

IV. Public Input

Steve Adams, attorney for SSSRA, addressed the Park Board and provided documentation in support of his client's offer to purchase land owned by the Frankfort Square Park District where the SSSRA office building is located, 19900 S. 80th Avenue in Tinley Park.

Mr. Adams cited the FSPD's offer to sell of \$160,000, and provided the SSSRA's counter offer of \$85,000, recently raised from their initial offer of \$75,000, and requested the following from the FSPD:

1. Reasonable selling price
2. Documentation regarding inclusion costs deducted from final payment
3. Documentation for \$1,600 in scholarship dollars deducted from final payment
4. Request that FSPD continue to perform landscape maintenance at the SSSRA office building

V. Correspondence

A. Appreciation

Thank you cards received from recipients of the Frankfort Square Park District's 2018 College Scholarship awards.

VI. Presentation of the May 17, 2018 Board Meeting Minutes.

Dave Macek made Motion 18-1372 to accept the May 17, 2018, Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Ken Blackburn presented by title, and Jim Randall read Ordinance No. 18-06-314 into the record, an ordinance adopting prevailing wage rates to be paid to laborers, mechanics and other workers performing construction of public works in the Frankfort Square Park District, Will County, Illinois, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Craig Maksymiak made Motion 18-1373 to adopt Ordinance No. 18-06-314, as presented. Brian Mulheran seconded.

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

Jim Randall presented the amended Operating Budget FYE 4/30/19, revised to correct certain line items to appropriately reflect expenditures, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 18-1374 to approve the amended Operating Budget FYE 4/30/19, as presented. Joe Vlosak seconded.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 18-1375 to accept the Accounts Payable Listing. Denis Moore seconded.

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

IX. Executive Director's Report

Jim Randall reported that the Cook County Clerk's Office provided the annual Agency Tax Rate Report for tax year 2017, reflecting a net increase of \$39,000.

Mr. Randall distributed a summary of projects that included general, referendum safety committee, painting, and miscellaneous projects. The Board reviewed all that is scheduled for the current season and what has been completed.

Paving projects are nearing completion, and the Union Creek Park, 80th Avenue parking lot is currently being repaired. Due to damages caused by SSSRA's garage construction, they agreed to pay 50% of the cost, and the District will bill them \$9,000 for the \$18,000 repairs.

A 3' boardwalk with concrete ramps is under construction at Indian Boundary South Park on the bike/walking path that normally floods during rain events, enabling this heavily used amenity to be passable 90% of the year. The park bench on the path will also be repaired.

An in-house customer service session will be provided to approximately 50 staff members from all areas of Park District operation.

Attorney, Jim Rock of Ancel Glink will review financial documents in July. Primarily, Mr. Rock will assist with the annual tax levy to guarantee we gain anticipated new growth with no tax increase to residents.

Jim Randall will meet with the District's insurance agent, Brian Murray, of Group Benefit Specialists, to discuss health insurance health insurance, which will need to be renewed in November, 2018. An increase of 10-12% is anticipated, and comparable coverages are being investigated.

X. Committee Reports

A. Maintenance

Jim Randall reported that the Maintenance Department has been extremely busy, and added that we are moving in the right direction with improvements, evidenced by the many positive comments the District is receiving from its residents.

The Resident Input Summary was distributed and reviewed.

B. Recreation

Matt Tillman, formerly from the Rockford Park District, was hired as the new Athletic Supervisor. Matt comes with great experience, particularly in management where he supervised 200 staff, and also managed a \$3.5 million food service budget for the Rockford Park District. After reviewing an extensive number of candidates and conducting interviews, Matt was offered the position and will start employment on June 28, 2018.

Jim Randall was happy to announce that Pam Kohlbacher will assist with the ELC preschool program, with a primary focus on the curriculum.

John Keenan, Superintendent of Recreation, is working with the American Cancer Society to host their Relay for Life fundraiser at Lincoln-Way North on Saturday, June 23, 2018.

Jim Randall reported that following the resignation of Carter Patton, former Athletic Supervisor, John Keenan has taken on added responsibilities of managing the golf course, F.A.N. and softball programs. John has been working evenings, weekends, and cancelled a family vacation to ensure all areas of responsibility are well-managed. It is for this reason Mr. Randall requested approval to provide a one time bonus of \$750 to John Keenan, in recognition of his efforts.

Brian Mulheran made Motion 18-1376, approving a one time bonus of \$750 to John Keenan, as requested. Anthony Granata seconded.

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

C. Information Technology
No report.

D. Special Recreation
Audrey Marcquenski, Director, attended the FSPD's first LWSRA Board Meeting as a member of the agency. A monthly report was provided to Park Board Members, and Jim Randall further noted our residents are thrilled with the services provided by LWSRA that includes a teen summer camp, and TITANS, and adult daytime program.

The FSPD has committed to providing use of Mary Drew for the TITANS program while LWSRA renovates its building to include a sensory room and expanded office space.

LWSRA and FSPD will also work with Freedom Golf to provide use of Square Links Golf Course, enabling individuals with special needs and disabilities with opportunities to utilize the course and driving range.

E. Finance and Planning
Jim Randall reported that the District is in its best financial position since 2002.

Fieldwork for the annual audit will take place on June 26 and 27.

Jim Randall noted that it is recommended auditors are changed every fifth year, allowing for fresh review of financial matters.

F. Golf Course
Weather has been a factor in limiting play, but when the weather cooperates, it has been busy.

Tee renovation has been scheduled for the fall.

Staff will remodel the clubhouse restrooms over the winter months.

Vice President, Dave Macek inquired about the plan to add a restroom at the fifth hole. Mr. Randall stated that it was moved to another location in response to resident concerns.

G. Office

Two new office staff have been hired and will begin employment late June and early July.

H. Risk Management

A Spill Prevention, Control and Countermeasure (SPCC) plan is nearing completion and will be posted at the District's two containment areas, the Community Center maintenance yard and Square Links Golf Course.

An infrared inspection, for the purpose of detecting hot points in high voltage, was completed. No immediate issues were found, but incorrect wiring was identified and will be resolved.

I. Wellness Committee

The second annual onsite employee wellness exams, conducted by Ingalls will be scheduled this summer.

J. Community Updates

Jim Randall noted good progress in the sewer line installation, a segment of the waste plant project along St. Francis Road. The estimated completion date is 2020 or 2021, and the plant located adjacent to Champions Park will then become a holding pond.

XI. Old Business

Commissioner, Joe Vlosak, asked if there had been a decision regarding upgrades to the website, recommended by John Staples of Visionary Webworks the District's web provider. Jim Randall reported that the FSPD's IT contractor thought the cost was a bit high, but he also commended the quality of Mr. Staple's service. The improvements will provide a faster server speed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 18-1377 to enter into Executive Session. Anthony Granata 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 18-1378 to go out of Executive Session. Denis Moore seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 18-1379 to adjourn the meeting at 8:29 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell