

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
December 3, 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: Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent were: Anthony Granata and Ken Blackburn

IV. Public Input

No input was provided.

V. Correspondence

A. Appreciation

Letter received from the Hometown Hoedown Committee, expressing appreciation for the Park District's support of their 25<sup>th</sup> and final fundraiser in support of the Cancer Support Center and Camp Quality.

Email from a Brookside Glen resident inquiring about the status of the asphalt path improvement project. The resident thanked the District for providing an explanation, and expressed appreciation for all the hard work that went into improving the path.

B. Complimentary

A Toshiba representative recently completed a service call for the District's copy machine and informed Bonnie Roach, Office Manager, that he was very impressed with the Park District and its staff, and further stated for these reasons he would love to be a FSPD resident.

VI. Presentation of the November 15, 2018 Board Meeting Minutes

Craig Maksymiak made Motion 18-1411 to accept the November 15, 2018 Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated staff to attend the IPRA Conference in Chicago in January, 2019.

Brian Mulheran made Motion 18-1412 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated staff to attend the IPRA Conference in Chicago in January, 2019, as presented

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

#### VIII. Treasurer's Report

Due to the early scheduling of the December meeting, the Treasurer's Report and Accounts Payable listing for the month of November were not available for consideration. Action on these financial matters was tabled until the January Board Meeting.

#### IX. Executive Director's Report

Jim Randall reported that Park District staff did a phenomenal job during his absence this November.

Mr. Randall commended John Keenan, Superintendent of Recreation for the steps he took in making a decision to offer an optional extra day that will be available to the ELC preschool program in the 2019/2020 school year. Prior to making a determination, John listened to all sides, the parents and teaching staff, to ensure all would be comfortable with the proposed changes. John will evaluate the success of this option next year and will make recommendations for the following school year.

Commissioner, Denis Moore, asked if the 3 year old classes will include an optional third day in the 2019-2020 school year. Mr. Randall replied that it will be available to and that if 50% of participants opt for the additional day, a fifth day can be added for 4's and a fourth day added for 3's in the 2020/2021 school year. Jim Randall also noted that he is pleased with the energy the new staff has brought to the preschool program, and that it is nice to have people receptive to new and innovative ideas.

The Maintenance staff completed an incredible amount of work over the past year. Their accomplishments are readily apparent, as the results are tangible, however, Nicolette Jerik, Recreation Supervisor, and Matt Tillman, Athletic Supervisor also made great strides in moving the District forward through the scope of programming available to residents. Both Supervisors have added outstanding programs; Dance has over 500 participants, and in addition to her supervisory duties, Nicolette also teaches a successful Acro program, and participation in the F.A.N. program and community group usage of LWN has increased dramatically.

Audrey Marcquenski attended the annual IAPD Legal Symposium and has become knowledgeable in all aspects of District operation, particularly its financial procedures.

Jim Randall requested consideration to upgrade the golf course QuickBooks POS system to RecTrac at a cost not to exceed \$11,800 that includes equipment, installation, and two days of onsite training. The upgrade will integrate with the registration software used by the Park District office, eliminate the need to provide two separate credit card systems, improve reports, and enable golf program registration at either the golf course or Community Center.

Craig Maksymiak made Motion 18-1413 to approve the purchase of Vermont Systems RecTrac software for Square Links Golf Course at a cost not to exceed \$11,800, including equipment, installation, and training, as presented. Denis Moore seconded.

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

A new picnic table, with permanent umbrella, was on display in the Board Room for review. The tables will be installed in the ELC preschool playground outdoor education area. The ADA accessible child-height garden tables will be filled with different types of sand to provide a sensory experience, and one section will be filled with dirt to allow preschool students to plant in the spring. AstroTurf and a multi-generational swing will complete the upgrades.

The grant administrator from the IDNR inspected Community Park Redevelopment project on Wednesday, November 28, and the final grant distribution for this OSLAD project should be received in 90-100 days.

Jim Randall began work on the 2019/2020 budget, and the first draft will be provided for Board review at the January meeting.

Jim Randall noted his December report was comprehensive, covering all committees and he would therefore not review the information, but would answer any questions Board Members may have regarding the District various areas of operation.

X. Committee Reports

A. Maintenance

Jim Randall distributed the resident input summary and reviewed the content with the Board.

B. Recreation

Sufficient information was included in the December Executive Director's Report.

C. Information Technology

Sufficient information was included in the December Executive Director's Report.

D. Special Recreation

LWSRA will host the National Women's and Youth Basketball Tournament at LWN in March, 2019.

E. Finance and Planning

Sufficient information was included in the December Executive Director's Report.

F. Golf Course

Sufficient information was included in the December Executive Director's Report.

G. Office

Sufficient information was included in the December Executive Director's Report.

H. Risk Management

Sufficient information was included in the December Executive Director's Report.

I. Wellness Committee

Sufficient information was included in the December Executive Director's Report.

J. Community Updates

Jim Randall reported that the Village of Frankfort is in the process of completing its community master plan that includes a recreation component with information provided by our Park District.

The proposed apartment complex off Brookside Glen Drive has been approved and is under construction.

Jim Randall scheduled the annual meeting with Dr. Tingley, Superintendent of LWCHSD 210.

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner Joe Vlosak requested that the District refrain from distributing hard copies of the resident input summary to Board Members during the monthly meetings, and simply post them to the agenda. Jim Randall noted that if the report is not received in time to post for the monthly meetings, a single hard copy will be available for review, in keeping with our environmentally conscious mission.

XIII. Executive Session

Brian Mulheran made Motion 18-1414 to go into executive session at 7:40 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The executive session was called for the purpose of reviewing SSSRA's offer to purchase property adjacent to the SSSRA administration building owned by the Park District.

Brian Mulheran made Motion 18-1415 go return to open session at 7:56 p.m. Denis Moore seconded. Motion carried in a vote by voice.

XIV. Offer to Purchase Park Property

Jim Randall requested consideration to accept the offer extended by the SSSRA to purchase 1.9+/- acres of Park District property adjacent to the SSSRA administration building located at 19900 S. 80<sup>th</sup> Avenue in Tinley Park for a sum of \$100,000.

Park District Counsel, Rob Bush, will supervise all requirements for property closure.

Craig Maksymiak made Motion 18-1416 authorizing Jim Randall to accept the SSSRA's offer of \$100,000 for property adjacent to the SSSRA administration building, as presented. Joe Vlosak seconded.

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

XV. Adjournment

Craig Maksymiak made Motion 18-1417 to adjourn the meeting at 8:00 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell