

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 21, 2019

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

Colors were presented by Scout Troop #237.

III. Roll Call

Present were: Anthony Granata, Ken Blackburn, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Also present: Scout Troop #237 leaders and Scouts

IV. Public Input

Troop #237 Senior Patrol Leader, Ryan Zich presented the Troop's charter to Jim Randall and the Board of Park Commissioners.

Dave Geekie, Troop #237 Committee Chair, thanked the Park District for all the support provided to their organization over its 30 years of existence.

V. Correspondence

No correspondence was provided.

VI. Presentation of the January 17, 2019 Board Meeting Minutes

Craig Maksymiak made Motion 19-1427 to accept the January 17, 2019 Board Meeting Minutes as presented. Dave Macek seconded.

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

VII. Legal Report

President Ken Blackburn presented Ordinance No. 19-02-319, an Ordinance authorizing the issuance of not to exceed \$350,000 2018 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2018 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank, a copy of which was provided to each member of the Board Member prior to said meeting, and requested consideration of same.

Dave Macek made Motion 19-1428 to adopt Ordinance No. 19-02-319, \$350,000 2018 Corporate Purposes Taxable Tax Anticipation Warrants as presented. Joe Vlosak seconded. Motion carried.

Jim Randall anticipates an end of fiscal year balance of \$250,000, not including referendum proceeds, and funds will only be drawn upon if a shortfall is anticipated at the end of the current fiscal year, or beginning of the next fiscal year.

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

Dave Macek made Motion 19-1429 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the Applause competition in Batavia from March 1-3, 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 carried.

VIII. Treasurer's Report

Due to a delay in availability of the December and January financials, action was tabled until the March 21, 2019 meeting.

IX. Executive Director's Report

Jim Randall reported that Senior Bookkeeper, Duane Meyers, is on the mend. In his absence, the Park District is working with Norine Lau from the CPA firm of William A. Lau and Associates. Norine had previously provided bookkeeping services to the Frankfort Park District, and is currently providing these services to LWSRA. Park staff, Audrey Marquenski, Director, and Linda Mitchell, Assistant to the Executive Director, have also assisted with necessary state, federal, and payroll filings and PDRMA worker compensation reporting to ensure District compliancy.

A previous employee, Sue Baker, was hired to fill in for Duane Meyers, completing payroll, accounts payable, and monthly treasurer's reports. Diane Meister, former Office Manager/Bookkeeper, has agreed to help catch up on all necessary bookkeeping tasks during the week of March 4. Diane has also agreed to work remotely from her home in Florida, and she will be provided with laptop and VPN access, enabling her to send and receive data through the District's network.

Jim Randall reported that the District is working with Lohmann Quitno Golf Course Architects, Inc. to develop an updated master plan, assessing work done since the original master plan that was developed in 2007, and to design improvements that would provide a shortened course for children and older adults, enabling all to enjoy the game of golf. The plan will also include a review of the driving range and tees where golfers would have the ability to choose their tee, white, blue, or red, and play the game based upon the colored area their ball would land on at the range.

Mr. Randall requested consideration to enter into an agreement for the development of an updated master plan, with Lohmann Quitno Golf Course Architects, Inc., completing said improvements, as specified above, at Square Links Golf Course for an amount not to exceed \$7,000.

Dave Macek made motion 19-1430, authorizing the updated master plan agreement by and between the Park District and Lohmann Quitno Golf Course Architects, Inc., for an amount not to exceed \$7,000, as presented. 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 carried.

Jim Randall requested approval for the Park District to construct a shelter at the Union Creek baseball complex, UC #1 - #4, for an amount not to exceed \$18,000.

Denis Moore made Motion 19-1431 approving the construction of a picnic shelter at the Union Creek baseball complex, UC fields #1 - #4, as presented. Dave Macek seconded.

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

X. Committee Reports

A. Maintenance

Jim Randall reported that it has been a challenging winter season, with increased snow and ice removal, however, Maintenance staff has done a commendable job meeting these challenges.

Jim Randall is working with Ed Reidy, Superintendent of Parks, to finalize the capital improvement project list for the upcoming season.

B. Recreation

The Park District's Company classes enjoyed phenomenal success at the Dance Idol competition in Des Plaines, held February 1-3, winning several group and individual awards.

C. Information Technology

A new infrared license plate security camera was installed at the Community Center parking lot. The camera can take photos of cars and license plates, capturing a clear view of plates as the phosphorous surface of the license plates are easily read in any light condition. The system was installed as a result of a vehicle break-in where the existing analog cameras did not provide a clear image. Once the camera is functional, a sample photograph will be provided to Board Members for their review.

D. Special Recreation

It is anticipated that a contract for the Park District's sale of property to SSSRA should be provided within the week.

LWSRA will host the National Women's & Youth Wheel Chair Basketball Tournaments during the last weekend in March. A total of 109 games will be played, and 50% of the games are scheduled at Lincoln-Way North, with Park District staff assisting LWSRA with the event.

Commissioner, Craig Maksymiak, asked if there would be sufficient parking at LWN, and Mr. Randall noted there will not be enough ADA parking spots, but the Park District reviewed the facility with LWSRA Executive Director, Keith Wallace, and adjustments will be made. Mr. Wallace is very appreciative of the facility access and its location.

E. Finance and Planning

The Park District remains in good financial standing and is making strides for a solid future.

F. Golf Course

Jim Randall noted that capital improvements will be implemented, per approval of the updated master plan, *ref Motion 19-1430 above*.

G. Office

No report

H. Risk Management

Audrey Marcquenski completed the PDRMA Workers Comp audit, a task annually completed by Duane Meyers, and Mr. Randall noted the District is paying half of what it paid prior to becoming PDRMA members.

I. Wellness Committee

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

J. Community Updates

No report

XI. Old Business

No old business was discussed.

XII. New Business

Vice President, Dave Macek, was recently installed on the Lincolnway Special Recreation (LWSR) Foundation. LWSR raises funds for LWSRA through various events, i.e. the Breakfast with the Bunny and an annual golf outing. Mr. Macek reported that LWSR presented a check in the amount of \$45,000 to LWSRA this year, a \$5,000 increase from the previous year.

LWSR meets every other month, and Mr. Macek noted he may seek assistance from the Park District to promote the group's various events.

Commissioner, Joe Vlosak reported that he has not heard from Summit Hill School District 161 regarding meeting dates and times. Jim Randall will ensure his contact information is provided to the District for notification of future meetings.

XIII. Executive Session

Dave Macek made Motion 19-1432 to go into executive session at 7:51 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of discussing a personnel issue.

Dave Macek made Motion 19-1433 to return to open session at 8:06 p.m. Denis Moore seconded. Motion carried in a vote by voice.

XV. Adjournment

Dave Macek made Motion 19-1434 to adjourn the meeting at 8:06 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell