

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 18, 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

III. Roll Call

Present were: Dave Macek, Craig Maksymiak, Denis Moore, and Brian Mulheran. Joe Vlosak arrived at 7:33 p.m.

Absent were: Anthony Granata and Ken Blackburn.

IV. Public Input

No public input was provided.

V. Correspondence

No correspondence was presented.

VI. Presentation of the March 21, 2019 Board Meeting Minutes

Craig Maksymiak made Motion 19-1442 to accept the March 21, 2019 Board Meeting Minutes as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Brian Mulheran, and Dave Macek. Nays: None. Motion carried. *Joe Vlosak, not yet present is not included in the vote.*

VII. Legal Report

The Park Board was provided a copy of Resolution No. 19-05-21 that will authorize the release of closed session minutes and the destruction of closed session audio recordings that will be presented at the May organizational meeting for consideration. Jim Randall reported that the Board will semi-annually review closed session minutes, and per the District's legal counsel, personnel or legal issues will never be made publically available.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek accepted the March, 2019 Treasurer's Report, pending audit.

Mr. Randall anticipates an end of fiscal year balance of \$158,000. The District paid off a \$100,000 note in the 2018/2019 fiscal year, and is scheduled to pay off another loan through an \$80,000 in the coming fiscal year. Mr. Randall anticipates smaller notes will be paid off by the end of the 2019/2020 fiscal year.

Craig Maksymiak made Motion 19-1443 to accept the March, 2019 Accounts Payable Listing. Denis Moore seconded.

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

Jim Randall presented the 2019/2020 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Denis Moore made Motion 19-1444 authorizing the adoption of the 2019/2020 Operating Budget as presented. Brian Mulheran seconded.

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

Mr. Randall noted that the capital project listing, provided for Board review, is included within the Operating Budget. Pickleball has proven to be very popular, and the top priority project is the repurposing of the Champions Park tennis courts to pickleball courts. Existing light poles at the court site and one in the athletic outfield, will require emergency replacement. Items on the list that do not include monetary values will be brought before the Board. It is not expected that all projects listed will be completed, but the District can move forward with projects per budget authorization.

Jim Randall requested Board approval to purchase a Kubota front mount mower, a Kubota finishing mower, and trailer for a cost not to exceed \$40,000, including a trade in of three trailers. Said purchases do not rise to the level of a bid, and five mower prices and four trailer prices were solicited. The District has not purchased a mower in eight or nine years, and equipment will be needed for Park staff to maintain the Lincoln-Way North campus in-house, replacing the contracted service provider.

Brian Mulheran made Motion 19-1445 authorizing the purchase of mowing equipment and a trailer for an amount not to exceed \$40,000, including trade-in of three existing trailers, as presented. Joe Vlosak seconded.

A discussion ensued prior to voting on the matter. Commissioner, Craig Maksymiak inquired about the decision to assign Park staff to mow Lincoln-Way North in lieu of contracted service. Mr. Randall replied that the contracted service provider works well for small parks/sites, but the 40+ acres at Lincoln-Way North proved to be problematic, as they would do the site piecemeal and never complete the task, potentially due to labor issues. The District expended \$50,000 for this contracted service, and in the short term, will employ two Park staff that will be on the premises on a daily basis to improve the maintenance of this high-visibility area in a more economic manner.

Mr. Randall further noted that the District is evaluating all areas of maintenance operations to determine if, moving forward, contracted labor may be a more cost-effective way of managing park sites, with Park District staff continuing to maintain ball diamonds, manage fertilization, and weed control. This season, expectations are being raised as Park staff will be compensated at a higher hourly rate and will be made more accountable for supervisory roles and detail-orientated management of their assigned park sites.

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

IX. Executive Director's Report

Jim Randall presented an amended Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, a copy of which was provided to each Board Member in advance of said meeting for review, and requested consideration of same. The School Board revised the term of the previously approved Agreement, *ref. March 21, 2019 Minutes, Motion 19-1438*, from three years to two years, and includes a \$10,000 reduction in the Park District's financial obligation until eliminated.

Craig Maksymiak made Motion 19-1446 to accept the amended Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, as presented. Brian Mulheran seconded.

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

Commissioner Brian Mulheran asked if Mr. Randall intended to meet with the Summit Hill School District Board to correct the misinformation regarding the defamatory statements that were made about the Park District during their open meeting on April 10, 2019. Mr. Randall noted he has had numerous conversations with the Superintendent and they are aware they underrepresented their relationship with the Park District. Additionally, Park District staff meet monthly with the Superintendent and SHSD administrators to review cooperative efforts. The Park District continues to maintain 168 acres of School District property, and monthly summaries of maintenance and School facility usage by the community that is managed by the Park District is provided, however, the School Board does not have a complete understanding of the level of service and efforts the Park District provides for the benefit of the community. Mr. Randall had also requested a meeting with Fred Pufahl, SHSD Athletic Director and the Superintendent to review the School District's use of Square Links Golf Course, but the Superintendent did not wish to meet until the Agreement was fully executed. The goal of the meeting would be to avoid issues that occurred with their usage last year when forty-two children were brought to the course and were supervised by only two SHSD instructors. Commissioner Mulheran further inquired about the claim that the School District was turned away. Mr. Randall believed that Summit Hill was not calendared for use that day, and high school matches were underway when they arrived, adding that the Park District made a mistake and taken responsibility for the error, but both SHSD 161 and the Park District need to improve.

Commissioner Craig Maksymiak inquired about the snow plowing issue. Jim Randall replied that when the School District quadrupled the size of its facilities and required snow be removed by 6:00 a.m., was not possible with the Park District's limited budget and full-time staff of three maintenance employees. It was determined that the Park District would provide \$30,000 a year to subsidize the School District's use of contracted services to manage snow and ice.

Commissioner Denis Moore asked if it would be appropriate for Park Board Members to discuss issues with School Board Members in the interest of educating them on the Park District's efforts. Mr. Randall stated we have an Agreement in place, and he will additionally provide a letter to the Superintendent and Board Members, detailing the history of the Park District's relationship and continued support of the School District.

Jim Randall presented and requested consideration to enter into a Golf Course Maintenance Contract authorizing Reliable Property Services, LLC to perform basic services at certain real property, Square Links Golf Course for contract years 2020, 2021, and 2022, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same. Early execution of the contract would enable the District to tie the increases to the current CPI, and the document was reviewed by Park District counsel.

Denis Moore made Motion 19-1447 approving the Golf Course Maintenance Contract, as presented. Joe Vlosak seconded.

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

X. Committee Reports

A. Maintenance

Fencing at the Union Creek baseball field concession stand was changed to a canopy. The foundations were poured and the roof is complete, providing a nice addition to the complex.

The Park District appreciated the efforts of area Scouts for participating in the Super Scout Clean-Up the weekend of April 6.

B. Recreation

The summer brochure has been received by residents, and registration is underway.

The District's dance program will conduct its annual Dance Showcase at the Lincoln-Way East Performing Arts Center on Saturday, May 4.

C. Information Technology

Sufficient information was provided in the monthly Executive Director's Report.

D. Special Recreation

Sufficient information was provided in the monthly Executive Director's Report.

E. Golf Course

Sufficient information was provided in the monthly Executive Director's Report.

F. Office

Sufficient information was provided in the monthly Executive Director's Report.

G. Risk Management

Sufficient information was provided in the monthly Executive Director's Report.

H. Wellness Committee

The Wellness survey is being prepared for distribution to residents.

I. Community Updates

Jim Randall reported that the St. Francis Road project is anticipated to be completed by the end of the construction season.

The Village of Frankfort is making plans for Phase 1 of the Pfeiffer Road extension from Lighthouse Pointe to Route 30 that would include a bike path.

Testing of the sewer plan for transfer of material went well. The plant, located in Frankfort Square north of Champions Park, will be completed this year, and restoration of the site will be addressed next year.

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner Joe Vlosak attended the Summit Hill School District facility meeting on April 15, and can share meeting notes with Park Board Members.

Vice President Dave Macek, and LWSR Board Member, reported on the success of the National Wheelchair Basketball Tournament where over \$25,000 was raised. LSWRA is interested in hosting the event again next year, but would prefer to hold the event in a single location, as opposed to the multiple facilities utilized this year. Jim Randall noted that Park District staff provided extraordinary efforts and commitment to ensure the logistics and cleanliness of Lincoln-Way North prior to and during the event.

Mr. Macek is also scheduled to work the LWSR's Breakfast with the Easter Bunny and the upcoming golf outing fundraiser, and is enjoying his involvement in this worthy organization.

XIII. Executive Session

Craig Maksymiak made Motion 19-1448 to go into executive session at 8:00 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

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

Brian Mulheran made Motion 19-1449 to return to open session at 8:14 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Adjournment

Brian Mulheran made Motion 19-1450 to adjourn the meeting at 8:15 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell