

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

October 18, 2012

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Nature Center Building, 7530 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

The Meeting was called to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Also present were: Bernie Schmidt, President, Renewable Energy Alternatives
Patrick Burke, Burke Electric
Jeff Mecher, Superintendent of Parks
Audrey Marcquenski, Director of Recreation and Administration
Cheryl Martin, Superintendent of Early Childhood Programming

IV. Dedication of Nature Center Solar Panel Roof System

Jim Randall introduced and acknowledged special guests in attendance for the Nature Center Solar Panel Dedication: Patrick Burke, Burke Electric, Bernie Schmidt, President of REA, and Jon DePaolis, Editor of *Frankfort Station*.

Special thanks were extended to Patrick Burke, long-time friend and valued contractor for the Frankfort Square Park District. Patrick introduced Mr. Randall to Bernie Schmidt of REA; a company who could provide solar and wind energy for the park district.

REA provided consultation, design, and installation of the Nature Center energy system, and helped secure \$46,800 in grant funds through the Illinois Clean Energy Foundation. The system provides 100% of the Nature Center's electric power, producing 19,305 kW-hours annually.

Jim noted that Jonathon DePaolis and his family have been long-time residents of Frankfort Square, and supporters of the park district through employment, program participation, and volunteer work. As editor of the Frankfort Station, Mr. DePaolis has provided coverage of various events and improvements, educating the public on park district offerings provided to its residents and community.

V. Public Input

No members of the public were present for input.

VI. Correspondence

The following correspondence was presented for Board review:

A. Appreciation

1. Thank you letter from Lincoln-Way High School Foundation for Educational Excellence for park district's donation of a gift basket for the foundation's annual fundraiser.
2. Email from a parent of a preschool student, expressing appreciation regarding the positive atmosphere provided throughout her child's first school experience.
3. Email from a parent of a former preschool student, stating her child's success in school is due in part to the support of the ELC.
4. Email from a parent of a BAS program participant, expressing gratitude for the friendly staff, creative innovative projects, and constant interaction that help children stay curious and motivated.

B. Complimentary

1. Email received from beautification volunteer, commending the park district's use of the greenhouse to cultivate lettuce greens during the winter months, which are then donated to the Frankfort Township Food Pantry.

VII. Presentation of the September 20, 2012 Board Meeting Minutes.

Pam Kohlbacher made Motion 12-894 to accept the September 20, 2012 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried.

VIII. Legal Report

Jim Randall presented the Annual Abatement Ordinance No. 12-10-263 abating the tax hereto levied for the year 2012 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2010, 2009, 2003, and 2002, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 12-895 to adopt the Annual Abatement Ordinance No. 12-10-263 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall presented Ordinance No. 12-10-264 providing for the issue of General Obligation Limited Tax Park Bonds, *Series 2012*, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 12-896 to adopt the General Obligation Limited Tax Park Bonds, Series 2012 Ordinance No. 12-10-264 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at county and state levels. Said process must be completed on an annual basis. Mr. Randall reviewed the operation, noting that no incidents transpired through the sales of beer and wine at Square Links Golf Course.

Anthony Granata made motion 12-897 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Dave Macek seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 12-898 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested consideration to purchase a New Holland 2012 Wheel Loader for an amount not to exceed \$68,470. Old Plank Trail Community Bank agreed to provide financing with a \$70,000, five year term loan, at 3.85% semi-annual interest rate and annual payments of \$13,900. The 2012 Wheel Loader would replace the 2004 Kubota Wheel Loader and 2003 Skidsteer with a combined trade in value of \$16,150.

Dave Macek made Motion 12-899 approving the purchase of a New Holland 2012 Wheel Loader at a value not to exceed \$68,470, financed as presented. Anthony Granata seconded. Motion carried.

X. Committee Reports

A. Maintenance

Jeff Mecher, Superintendent of Parks, thanked the Board for the opportunity to provide the following summary of changes and accomplishments completed over the past year.

Training:

A consistent and formal training program was instituted for each piece of equipment and vehicle, which involves a training video, review of owners' manuals, written and hands-on test, walk through, and supervisor observation of field usage of equipment. The new training regimen resulted in no damage to equipment due improper use or neglect, and fewer repairs due to pre and post-trip inspections.

Procedures:

Jeff is in the process of preparing written procedures (step-by-step instructions) for every task performed by the maintenance department. The procedures are improving efficiency, consistency, and accountability.

Playground Inspections:

A computer generated playground inspection package, City Reporter, was instituted. The software provides all necessary documents and enables Jeff to complete inspections with an iPad. Information and photographs are downloaded to park district computers, enabling Jeff to generate reports and work orders for needed repairs. Consistent results have been provided through the use of this software program.

Park Maintenance Management School:

Jeff attended the first session of the NRPA's Park Maintenance Management School in January, 2012. The curriculum involved development of a park maintenance management plan in order to provide consistent repeatable results. Jeff will attend the second session in January, 2013.

Leadership Academy:

Jeff attended the first of six IPRA Leadership Academy sessions. The sessions are designed to focus on leadership strengths needed to be successful in one's career.

Fleet Management:

A fleet management plan will be developed to ensure all park district equipment is in perfect working order.

Jeff closed by thanking Jim Randall and the Park Board for providing opportunities to improve through growth and change.

Jim Randall noted that with the elimination of three full time positions in the maintenance department and Jeff assigned to more administrative tasks, the department is functioning well with fewer employees. Mr. Randall is pleased with the developments and efficiencies, resulting in repeatable, consistent, and documented operations.

B. Beautification and Natural Areas

Julie Arvia reported that the arbor is almost empty, with natives and shrubs installed throughout the district.

Beautification crews, with the assistance of volunteers, have been collecting native seeds for propagation in the greenhouse.

C. Recreation

Audrey Marcquenski, Director of Recreation and Administration provided the following annual recreation update:

The park district annually offers more than 1,000 programs attended by 125,000+ program participants. Over 90 staff members and 250 volunteers make the program offerings possible.

All full time recreation staff members have been employed by the park district for over five years, ensuring consistency and efficiency.

New opportunities for growth and development have been provided, with John Keenan managing the summer day camp program, and Kelly VanHying and Deb Cancialosi managing the new restaurant at Square Links.

A new point of sale system and major upgrade to registration software have been welcome challenges and learning opportunities for park staff.

The park district is involved in an NRPA initiative, PRORAGIS, a national database that will aide in the development of program planning and enhance overall community operations through benchmarking with similar agencies.

Audrey attended the first year of a two-year Directors School program. offered through NRPA. The program prepares new directors for the challenge of effective management.

Audrey is currently working with University of Illinois staff to develop a community-wide survey, which will be sent to all residents the week of October 29, 2012. Results will be presented in January, 2013.

In the past five years, the park district helped over 50 qualified families through the provision of program scholarships, enabling participation in programs at reduced rate or no cost.

One of the first recipients of the FSPD college scholarship graduated from college and began her career as an emergency room nurse.

Increased participation in children's programs has also increased the need to provide individualized education programs and special needs. SSSRA has assisted park district staff in meeting these needs.

The park district regularly helps various schools, athletic organizations, and community groups with fundraisers and benefits, i.e. the American Cancer Society's Bark for Life event at Union Creek Park, and the International Rett Syndrome Foundation's Strollathon.

Audrey looks forward to new opportunities in the coming year and transitioning of responsibilities, and thanked the Board for the opportunity to address them during the October meeting.

- D. Early Childhood
Cheryl Martin, Superintendent of Early Childhood Programming, addressed the Board, providing the following annual Early Childhood summary.

Preschool

The second year of computer classes, taught by Deb Cancialosi and assisted by approximately twenty-five parent volunteers, will begin this fall.

Several students have special needs, and Cheryl consults with the SSSRA for assistance to ensure the children's success.

A multi-sensory approach to learning, following National Association of Education of Young Children, has been implemented, with centers and manipulatives designed to work on pre-reading, writing, and math concepts.

A year-long scrapbook is under development that will showcase the ELC and be displayed at various events, i.e. registration, preview day, and to anyone inquiring about the program.

Sunshine Pals Play Camp

The summer program is now offered five days per week, in response to requests received from parents of participants.

Enrollment increased by over 100 children, from 720 to 830 daily participants, resulting in a \$7,000 positive balance.

Rising Stars Program

This new program is offered as a "kinderbridge". Thirteen of the sixteen students are enrolled in the Early Learning Center, therefore units correlate and build on the preschool program.

The program focuses on math concepts, alphabet awareness, science, and critical thinking.

BAS

The Before and After School Program has grown each year since it was introduced in 2009. On average, 120 students participate in the morning and afternoon sessions.

The SHSD 161 School Board transportation decision created challenges for staff, and most of the preparations completed over the summer months had to be reconfigured in a three week timeframe. Parents were appreciative of the park district's efforts and continued communication regarding the school district's changes.

Staff members continue to evaluate procedures, policies, and structure to fit the needs of students, families, and BAS personnel, with safety as the primary goal.

Twelve new staff members were hired to meet the demands of increased enrollment, consequently, Cheryl has focused on training, evaluating, and retraining the new and existing 45-member BAS staff.

IPRA Conference

Several skills and techniques Cheryl learned during the January conference have helped her to manage more effectively.

Cheryl closed by acknowledging the success of early childhood programming has been made possible with the assistance and teamwork of department heads, office staff, and a great support staff.

E. Internet and Technology

Jim Randall reported that Board Members will be trained on the use of the iPad system. The iPads will also be available for ELC and BAS use.

F. Special Recreation

Audrey reported that the SSSRA recently took delivery of a its new 15-passenger bus.

Jeff Mecher and his staff have supported the SSSRA during its annual Oktoberfest and hayrides for program participants.

G. Finance and Planning

Jim Randall will work with the financial firm of Robert W. Baird & Co., to refinance an existing park district bond that may provide \$25,000 in savings over the life of the bond.

The annual audit was received and emailed to Board Members. Going forward, audits will be made available through the park district's website for public access.

H. Township Planning Commission

No report

I. F.A.N.

The new season of F.A.N. is underway, and is well attended.

- J. Golf Course
A La Cart will close for the season in early November.

Weather will dictate the season closing of Square Links.

Jim Randall reported on course improvements that will be completed prior to the 2013 season.

Jim Randall is investigating a driving range ditch system that will dramatically increase efficiency in range ball retrieval and cleaning.

- K. Office Report
No report

- L. FOIA
No report

- XI. Old Business
No old business was discussed.

- XII. New Business
Jim Randall reported that his attendance at the October NRPA Congress was beneficial and informative.

Mr. Randall commented on the creative and hardworking park district staff, noting they all take pride in their jobs, which is reflected in the success of the district.

Ken Blackburn commented that the Frankfort Square Park District is the finest park district in the area, and noting it is directly related to the accomplishments of the district's personnel.

Jim Randall also commended the Park Board, stating that the absence of personal agendas and micro-managing has allowed park district staff to focus on their goals of serving the Frankfort Square community.

- XIII. Adjournment

Dave Macek made Motion 12-900 to adjourn the meeting at 8:05 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell