

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

November 15, 2012

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 7:00 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 was: Dave Anders, Park Attorney

IV. Public Input

No members of the public were present for input.

V. Correspondence

Jim Randall read the following correspondence into the record:

A. Appreciation

1. Email received from individuals that participated in the Brookside Bayou community garden plot program, expressing appreciation for the opportunity.

VI. Presentation of the October 18, 2012 Board Meeting Minutes.

Dave Macek made Motion 12-901 to accept the October 18, 2012 Board Meeting Minutes as presented. Craig Maksymiak seconded. Brian Mulheran abstained. Motion carried.

VII. Legal Report

Jim Randall reported that following the levy hearing on December 3, 2012, tax ordinance documents will be forwarded to Park Attorney, Dave Anders for Will/Cook County filing.

Mr. Anders continues to work on outstanding property transfer issues, Lakeside Park and the McDonnell property. The trust company previously handling the McDonnell parcel is no longer in business, and a disagreement exists regarding whether or not a transfer was completed.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 12-902 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Payment of the General Obligation Limited Tax Park Bonds, Series 2011A, was rendered to Old Plank Trail Community Bank today, November 15th.

Distribution of General Obligation Limited Tax Park Bonds, Series 2012, is scheduled for November 30, 2012.

Board Members agreed to schedule the December Board Meeting in conjunction with the tax levy public hearing on Monday, December 3, 2012.

Jeff Mecher and Kelly VanHying attended the second session of the IPRA Leadership Academy.

Jeff, Julie Arvia, and Audrey Marcquenski will attend second sessions of NRPA's two year educational programs.

Required filings of the park district's audit and annual financial reports with the State of Illinois Comptroller, Will County, and Cook County Tax Extension Divisions, were completed.

The Square Links Class D liquor license renewal application will be delivered to the Will County Liquor Control Commission on November 16, 2012.

The filing period for the April 5, 2013 Consolidated Election begins December 17, 2012, and will conclude on December 24, 2012.

Jim Randall will present a budget outline prior to the January Board Meeting.

Over 475 community-wide surveys were received, and today, November 15th, marks the deadline for submission.

There was a general consensus by the Park Board to participate in the NRPA's 2013 Gold Medal Awards Program.

Jim Randall reported that the wind turbine is scheduled for installation on December 6th. The concrete foundation was poured on November 6th, and requires a 30-day cure time.

In an effort to alleviate traffic patterns at the Community Center, full time personnel were assigned parking spots in the maintenance yard. Mr. Randall noted that moving the dance program to Mary Drew School will also eliminate parking/traffic concerns.

X. Committee Reports

A. Maintenance

Park Mechanic, Steve Fifer's last official day of employment is January 13, 2013, but due to medical reasons, he may retire earlier.

The new high lift was delivered, and the dump truck will be received in the coming weeks.

Maintenance personnel are preparing snow removal equipment for the winter season.

B. Beautification and Natural Areas

Julie Arvia and staff completed a thorough cleaning of the greenhouse, and with the assistance of volunteers, the lettuce project began on November 10th. Once harvested, bags of lettuce will again be donated to the Frankfort Township Food Pantry.

Jim Randall distributed an environmental summary for Board review. Said document was sent to the NRPA President and CEO, along with a letter of invitation to visit the park district's natural areas during the 2013 growing season.

C. Recreation

Staff have been finalizing and proofing the winter/spring brochure, in preparation for its mailing during the second week of December.

D. Early Childhood

The ELC preschool registration for the 2013-2014 school year will be held on February 2, 2013.

E. Internet and Technology

Jim Randall reported that Deb Cancialosi, Superintendent of Internet and Technology, and Joe Smulevitz, of Logical Technical Systems, worked hard to ensure a smooth transition to Board Members' website access of Board packet documents and use of iPad tablets during monthly meetings.

The iPad tablets, used during Board Meetings, will be available for use by the park district's BAS and ELC program participants.

F. Special Recreation

No report

G. Finance and Planning

A first draft of the budget will be provided to Board Members at the January meeting, and subsequent budget meetings will be scheduled as needed.

H. Township Planning Commission

No report

I. F.A.N.

The F.A.N. program continues to generate strong numbers.

J. Golf Course

Square Links officially closed for the season.

Jim Randall requested consideration to enter into a contract with Clear Channel for outdoor billboard advertising of Square Links Golf Course, to be located at 194th & Harlem Avenue, a copy of which was provided to each Board Member prior to said meeting. Sign space will begin on April 1, 2013 and run for six consecutive 4-week terms at a contract total not to exceed \$4,500, with an additional poster cost of \$313.

Dave Macek made Motion 12-903 to authorize a contract with Clear Channel for outdoor billboard advertising of Square Links Golf Course, as presented. Brian Mulheran seconded. Motion carried.

Jim Randall presented preliminary plans for clubhouse improvements; an entryway vestibule to reduce loss of heating/cooling, and a driving range canopy covering 14 of the 15 mat areas to allow use during inclement weather. The driving range canopy would not initially include heating, but could be installed in the future.

K. Office Report

Jim Randall discussed the need to provide additional office space at the Community Center. Preliminary plans to subdivide Board Room #1, providing two offices and a copy machine room, will be presented in January for further discussion. President Ken Blackburn suggested utilizing the server room for the copy machine, and Jim Randall will look into the matter

L. FOIA

The park district received two FOIA requests over the past month, one for 2011 tax levy documents, and another for the solar panel construction project. Both were met within the required timeframe.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 12-904 to adjourn the meeting at 7:30 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell