

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

December 3, 2012

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 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, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Absent was: Anthony Granata

Also present were: Deb Cancialosi, Superintendent of Internet and Technology
Kelly VanHying, Director of Square Links Golf Course

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. Letter received from golf course patron, expressing appreciation for the outstanding opportunities provided at Square Links Golf Course.

VI. Presentation of the November 15, 2012 Board Meeting Minutes.

Dave Macek made Motion 12-907 to accept the November 15, 2012 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

VII. Legal Report

Pending Board approval of Tax Levy Ordinance No. 12-12-266, Park Attorney, Dave Anders will file certified copies with Will and Cook Counties prior to the December 24, 2012 deadline.

VIII. Consideration of Tax Levy Ordinance No. 12-12-266 for fiscal year 5/1/12-4/30/13.

Secretary, Jim Randall read Tax Levy Ordinance No. 12-12-266 for fiscal year 5/1/12-4/30/13 into the record and requested consideration of same.

Craig Maksymiak made Motion 12-908 to adopt Tax Levy Ordinance No. 12-12-266 for fiscal year 5/1/12-4/30/13, as presented. Dave Macek seconded. Motion carried.

IX. Treasurer's Report

Due to the early scheduling of the December meeting, the Treasurer's Report was not available for consideration. Action regarding said report was postponed until the January Board Meeting.

Dave Macek made Motion 12-909 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported on the installation of an electronic gate at the Community Center's maintenance yard. Said measure will increase the level of security, and access will be allowed through entry of a key pad code.

The 2013 Peterbilt Dump Truck, (*ref. July 19, 2012 Minutes, Sect. VII. Legal Report, Motion 12-876*), was delivered on December 3, 2012.

Approximately five hundred completed Community-Wide Surveys were received. Mr. Randall noted a Town Hall Meeting to publicize results will be scheduled concurrently with the January Board Meeting.

X. Committee Reports

A. Maintenance

A luncheon will be held at the park district on Friday, December 7th, in recognition of Park Mechanic, Steve Fifer's retirement.

Jim Randall discussed short term measures that will be put in place to manage vehicle/equipment maintenance, i.e. contracted professional services, and maintenance personnel completing basic service. In the long term, the park district will consider a multi-purpose staff position that would entail mechanic and maintenance duties.

Drainage repairs were completed at the Union Creek #4 athletic field, and similar repairs to Union Creek #5 are planned.

B. Beautification and Natural Areas

Prescribed burns at various park district natural areas are planned in early December, weather permitting.

The lettuce project is underway at the Nature Center's greenhouse.

A wind turbine, the second phase of the Island Prairie alternative energy project, is scheduled for installation on December 6, 2012.

C. Recreation

The winter/spring brochure is at the printer, and will be mailed to district households beginning December 13th.

D. Early Childhood

Four year old pre-registration for the 2013/2014 preschool year is underway.

The annual Christmas Concert is scheduled for December 19th, at the Lincoln-Way North Performing Arts Center.

E. Internet and Technology

Jim Randall introduced Deb Cancialosi, noting that she is an integral staff member, assisting in all areas of park district operation.

Deb Cancialosi, Superintendent of Internet and Technology, expressed appreciation to the Board for the opportunity to be part of the Frankfort Square Park District, and summarized the following I.T. improvements over the past year.

RecTrac

The park district undertook the most labor intensive RecTrac registration software package since it was introduced in 2005. The improvements allow for improved accuracy in registration, in particular for the BAS program, an option to email receipts to registrants in lieu of paper copies, and the ability to create maintenance/facility calendars to provide improved tracking of all scheduled activities throughout the district.

Solar Panel Project

The Board approved, grant funded Nature Center solar panel installation will not only reduce the park district's energy consumption, but will also educate the public on clean energy alternatives, which can be tracked both cumulative and in real time through a link on the park district's website.

Square Links POS System

A new point of sale system was installed at Square Links Golf Course providing security, accountability, ease of use, and report capabilities. The signature pin pad feature also greatly reduces the risk of credit card fraud and park district liability.

iPads and iPods

Board approval of the iPad purchases allows the paperless delivery of Board packets via a dedicated website. The tablets are also used by park staff, BAS and preschool students.

The purchase of iPods for preschool classrooms allows teachers to instantly access all music, previously stored on cassette tapes and CD's.

Deb closed by acknowledging the progressive measures in park district technology are due to the support of the Park Board and Jim Randall's forward-thinking leadership.

Commissioner, Craig Maksymiak, asked if the online registration software provider, Vermont Systems, accepts input and implements suggestions from its clients. Ms. Cancialosi stated that Vermont Systems conducts annual meetings, and prior to the meetings, the park district is encouraged to provide input and suggestions for software improvements. This past year, Vermont Systems re-wrote their daycare software to accommodate our district's needs, and now offers the improvements to all users.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall is working on the annual budget, and will provide Board Members with a first draft prior to the January Board Meeting.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported that participation at all levels of the F.A.N. program remains strong.

Audrey Marcquenski, Director of Recreation and Administration, is assisting a park district resident in the planning of an indoor triathlon at the Lincoln-Way North facility. The event, scheduled for February 24, 2013, will benefit the Crises Center for South Suburbia.

I. Golf Course

Jim Randall introduced Kelly VanHyning, noting that in Kelly's new position of Director of Square Links Golf Course, he will be responsible for the management of all areas of the golf course operation.

Kelly VanHyning addressed the Board, thanking them for the opportunity provided through his promotion to Director of Square Links Golf Course. Kelly worked two previous seasons at Square Links, and this past season worked with Deb Cancialosi, managing A La Cart Family Diner. This experience enabled Kelly to learn the new point of sales system, obtain state certification in the handling of food and alcohol, observe daily course operations, and interact with customers to identify what patrons expect when visiting Square Links.

Square Links experienced a record number of rounds played, 18,000, during the 2012 season, bringing over \$160,000 in revenue. The overall revenue reached a new record of \$360,000. Favorable weather conditions, the addition of the restaurant, and beer and wine sales were contributing factors to the successful season. These additional offerings also create opportunity for continued course development, increased programming, and the potential to attract a new base of customers.

Kelly is currently developing updated operational procedures, focusing on efficiency, increased staff training, and course supervision that will take effect at the beginning of the 2013 golf season.

Taking part in several meetings, seminars, and educational opportunities, such as the annual Public Agency Golf Summit, the NRPA's Municipal Golf Institute, and IPRA's Leadership Academy, have provided great insight for Kelly as he prepares to take on his new position at Square Links.

During the winter months, Kelly will be staffing and developing updated job descriptions, marketing techniques, daily operational procedures including cash management, customer service, and overall communication.

Kelly closed by again thanking the Board for their continuous support of his professional development and growth in his park district position.

Jim Randall reported on various course improvement projects that include renovation of the sand trap on #8, additional tee surfaces on #5 and #6, and driving range drainage improvements.

Vice President, Dave Macek, inquired about the possibility of allowing patrons to run tabs, rather than make individual purchases throughout the day. Deb Cancialosi noted the feature is available in the POS system, and could be implemented in the upcoming season.

Jim Randall attended the Greystone Golf Course auction and secured a great price on the purchase of seventeen pull carts and twelve push carts.

K. FOIA

No Freedom of Information requests were received during the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 12-910 to adjourn the meeting at 7:30 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell