

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

March 21, 2013

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: Pam Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran. Ken Blackburn arrived at 7:05 p.m.

Also present was: David L. Anders, Park Attorney.

Absent were: Anthony Granata and Jeff Roach.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Thank you note and email received from Mark Moylan, expressing appreciation for assistance in organizing the Crisis Center of South Suburbia's Indoor Triathlon fundraiser, held at Lincoln-Way North.

B. Complimentary

1. Master Plan Executive Summary received from the University of Illinois that provides summarized results of the Attitude and Interest Survey, and further states that the FSPD is a world class park district, and the data collected from residents shows they feel the same way.

VI. Presentation of the February 21, 2013 Board Meeting Minutes.

Craig Maksymiak made Motion 13-920 to accept the February 21, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 13-03-268, an Ordinance authorizing the issuance of not to exceed \$250,000 2012 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2012 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois, for corporate purposes, a copy of which was provided to each Park Commissioner prior to said meeting, and requested consideration of same.

Mr. Randall noted the end-of-year balance is projected to be \$218,000, but in the event that tax extension from the county is delayed, Tax Anticipation Warrants would ensure immediate access to funds, should a shortfall occur.

Craig Maksymiak made Motion 13-921 approving the adoption of Ordinance No. 13-03-268 as presented. Ken Blackburn seconded. Following a full and complete discussion, motion carried.

Dave Anders reported that property tax exemption status was approved for Lakeside Park. Will County confirmed that the small parcel located at Magnolia & Westport will also be granted exemption status in the near future.

Mr. Randall noted that due to difficulties Dave Ander's confronted throughout the process of securing deeds for both properties, the successful transfers were a major accomplishment.

VIII. Treasurer's Report

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

Ken Blackburn made Motion 13-922 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested authorization to enter into a park donation agreement with the current owner of remaining property in the Walnut Creek subdivision to accept a 3.5 acre unimproved parcel, which will be set aside for park land.

Ken Blackburn made Motion 13-923, authorizing Jim Randall to enter into a park agreement with the current owner of remaining property in the Walnut Creek subdivision as requested. Brian Mulheran seconded. Motion carried.

Jim Randall requested Board approval regarding the change in health insurance from Humana to NPEC3805 Blue Edge HSA 80/60 and life insurance with optional vision/dental employee-funded policy: Blue Cross and Blue Shield of Illinois, with Health Savings Account to remain at the previous year's level. In addition, the Personnel Policy Handbook would be revised from the current allowable 12 sick days per year to 6 sick days per year, and shall not carry over to the following fiscal year.

Brian Mulheran made Motion 13-924, approving the change in health insurance/life insurance carriers with Health Savings Account contributions to remain at the previous year's level as requested. The Personnel Policy Handbook will also be revised from twelve allowable sick days per year to six allowable sick days per year, not to carry over to the following fiscal year. Craig Maksymiak seconded. Motion carried.

Jim Randall provided a cash flow forecast, estimating revenue and expenses through the remainder of the fiscal year.

An Executive Session is included at the conclusion of this March 21st regular meeting to review full time salaries. The Board will also determine if another budget meeting will be necessary to review discretionary line items.

Jim Randall will provide a final line-by-line budget to Board Members in advance of the April Board Meeting.

The bond sale was completed (*ref. February 21, 2013 Minutes, Sect. VII Legal Report, Motion 13-916*), providing a net savings exceeding \$26,000 over the term of the bond.

The Gold Medal application process is nearing completion. The application and supporting documents will be posted to the new website link, created to provide broader transparency in government. The new site will also include historical and current information detailing all areas of park district operation.

Jim Randall reported that Kelly VanHyning and Deb Cancialosi have been working hard to hire new staff and retrain existing golf course staff, and a new marketing plan was put in place to better promote the facility. Mr. Randall noted that minor clubhouse improvements and a revised menu will be introduced, and a future Board Meeting may be held at Square Links.

X. Committee Reports

A. Maintenance

Due to the colder temperatures experienced during the start of this spring season, outdoor projects have been limited. Crews are expected to complete basic clean-up of parks over the next week to ten days.

B. Beautification and Natural Areas

Beautification personnel have returned, and are completing online training in advance of the season.

The greenhouse was cleaned and sanitized in preparation for native plant propagation, and the first crop has been planted.

C. Recreation

The summer brochure was mailed, and Jim Randall noted that it includes a broad diversity in program offerings.

D. Early Childhood

Jim Randall reported that preschool registration for the 2013/2014 school year is slightly down, but there is no clear indication that the new SHSD 161 preschool has impacted registration.

E. Internet and Technology

The POS system at Square Links has been revised, enabling an improved method of tracking cash flow and providing efficiency in close-outs at the end of the business day.

F. Special Recreation

SSSRA is in their annual budget process, and Jim Randall noted that they have a strong cash balance.

G. Finance and Planning

Jim Randall continues to work on the annual budget, which will be finalized and presented for consideration during the April meeting.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported this season of the F.A.N. program has had record participation and revenue since its inception in the fall of 2008.

J. Golf Course

Jim Randall noted that Kelly VanHyning, Director of Square Links Golf Course, is a very dedicated employee, as evidenced in the 2013 pre-season summary that Mr. VanHyning provided to Board Members in advance of the meeting.

K. Office

No report

L. FOIA

Jim Randall reported that no FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Ken Blackburn made Motion 13-925 to enter into Executive Session. Craig Maksymiak seconded. Motion carried.

The Executive Session was called for the purpose of reviewing personnel salaries, a component of the annual budget process.

Ken Blackburn made Motion 13-926 to go out of Executive Session. Craig Maksymiak seconded. Motion carried.

IX. Adjournment

Ken Blackburn made Motion 13-927 to adjourn the meeting at 8:20 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell