

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

May 16, 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: Ken Blackburn, Anthony Granata, Dave Macek, and Craig Maksymiak

Absent were: Pam Kohlbacher, Brian Mulheran, and Jeff Roach

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Note received from Michael Sieja, LWN PPS Counselor, thanking the park district for its support of LWN students through the scholarship program.
2. Thank you notes received from all nine 2013 College Scholarship recipients.

B. Complimentary

1. Email received from the parent of child enrolled in various tiny tot programs, noting her child's success can be attributed to class instructor Patty Arthurs' caring approach towards the children.

C. Informative

1. Photo of Bald Eagle at Island Prairie Park that was posted in an online edition of the Frankfort Patch.
2. Legal opinion letter received from park attorney, David Anders, Hutchison, Anders and Hickey, stating the Illinois State Constitution does not prohibit an Illinois resident from holding office with two separate governmental bodies.
3. Letter of resignation received from Pam Kohlbacher, noting she will step down from her 18-year service as a Park Board Commissioner in order to focus on another commitment. Jim Randall reported that Jim Kohlbacher, past park district employee, longtime resident and active member of Frankfort Square, is interested in serving the remainder of Pam Kohlbacher's term of office.

VI. Presentation of the April 18, 2013 Board Meeting Minutes.

Craig Maksymiak made Motion 13-932 to accept the April 18, 2013 Board Meeting Minutes as presented. Dave Macek seconded. Vote on Motion: 3 in favor, Anthony Granata abstained. Motion carried.

VII. Oath of Office

Ken Blackburn and Dave Macek, candidates that were elected during the April 9, 2013 Consolidated Election, were sworn in to serve a four year term of office as Park Board Commissioners. Brian Mulheran and Jeff Roach, also elected but absent from said meeting, will be sworn in during the regular June Board Meeting.

VIII. Election of Officers

Anthony Granata made Motion 13-933 to open the floor for nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Dave Macek made Motion 13-934 to nominate Ken Blackburn as President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Anthony Granata made Motion 13-935 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 13-936 to close the floor for nomination of officers. Anthony Granata seconded. Motion carried in a vote by voice.

IX. Board Appointments

President Ken Blackburn appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak accepted said appointment.

President Ken Blackburn appointed the law firm of Hutchison, Anders and Hickey to serve as legal representation. Attorney Dave Anders accepted said appointment.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as FOIA Officers. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as OMA Designees. Mr. Randall and Mr. Macek accepted said appointments.

It was decided that the park district Board Meetings shall be conducted on the third Thursday of each month at 7:00 p.m., and the December Tax Levy Hearing and monthly Board Meeting will be held on Monday, December 2, 2013, at 6:30 p.m. and 7:00 p.m. respectively. Said meetings and hearing will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

Check signing authority was granted to the following individuals: Jim Randall, Bob Guler, Audrey Marcquenski, Jeff Mecher, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the Herald-News as the newspaper of choice for legal ad publications.

Dave Macek was appointed to serve on the Frankfort Township Planning Commission.

President Ken Blackburn appointed Audrey Marcquenski to the SSSRA Board, and Jim Randall to serve as alternate. Mr. Randall accepted said appointment, and Ms. Marcquenski, not present during this meeting, will be notified of said appointment.

The Board named the Illinois Treasurer's Pool and Old Plank Trail Community Bank as primary financial institutions to house park district bank accounts.

X. Legal Report

Park Attorney, Dave Anders, received notification from the Illinois Department of Revenue that 100% tax exemption status was approved for the Lakeside Park parcel, located at Frankfort Square Road and 80th Avenue.

Jim Randall reported that insurance agent, Brian Murray, whose firm, Group Benefit Specialists, provides health insurance benefits for park district staff, has offered \$40,000 life insurance policies, available to Board Members at a low rate of \$8.00 per month while serving on the Board. It was decided that the issue will be considered at a later date, when all Board Members are present.

XI. Treasurer's Report

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

Dave Macek made Motion 13-937 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

XII. Executive Director's Report

Jim Randall reported an April 30, 2013, end of fiscal year balance of \$46,179. The park district did not need to access the \$250,000 extended in tax anticipation warrants, approved via TAW Ordinance 13-02-267 (*ref. February 21, 2013 Board Meeting Minutes, Sect. VII. Legal Report, Motion 13-916*) due to this positive balance. The district also received \$100,000 in tax distributions on May 16th, and anticipates receiving a second distribution on or about June 14th.

The annual audit, conducted by the independent CPA firm of Wermer, Rogers, Doran and Ruzon has been scheduled for mid-June.

Jim Randall sought Board approval to repair the tennis court surface at Hunter Prairie Park. The Flex Court International proposal for a sum of \$40,000-\$50,000, will provide a resilient surface with a 15-year warranty. This heavily used facility, in its present well-worn condition, poses a liability to users and the park district, and Mr. Randall requested Board approval to move forward with the proposed improvement of the Hunter Prairie Park tennis court facility.

Dave Macek made Motion 13-938 to accept the Flex Court International proposal for the described work to improve the Hunter Prairie Park tennis court facility as presented. Anthony Granata seconded. Following a full and complete discussion, Motion carried.

Jim Randall reported that additional planned improvements will include repair of the Hunter Prairie Park parking lot, and tree removal/replacement throughout the district.

The park district may have the opportunity to combine with the Frankfort Township's St. Francis road improvement project to complete necessary parking lot upgrades at Kiwanis Park, for a cost of \$32,000-\$40,000.

Jim Randall noted that no other major capital projects are planned for the 2013/2014 fiscal year.

XIII. Committee Reports

A. Maintenance

The dog park gate, which has been problematic over the years, was replaced.

Jim Randall reported that the opening of the skate park to bike use, per Board consensus (*ref. April 18, 2013 Board Meeting Minutes, Section XII, New Business*) has been well received.

B. Beautification and Natural Areas

No report

C. Recreation

Summer Intern, Rachael Bennett, began her May through August internship, and Jim Randall hopes it will lead to a long-term employment with the district.

The annual dance recital, held at the Lincoln-Way North Performing Arts Center on May 4th, was a phenomenal event. Jim Randall commented on the amount of work and planning that goes into the recital, and the efforts of all park personnel who work to ensure its success.

D. Early Childhood

No report

E. Internet and Technology

IT improvements are planned, with a Microsoft Office software upgrade and replacement of older CPU's with terminals.

F. Special Recreation

No report

G. Finance and Planning

No report

H. Township Planning Commission

No report

I. F.A.N.

No report

J. Golf Course

Jim Randall reported that the golf course is doing well, and the grounds are in great condition.

The improvements to A La Cart Family Diner and the simplified menu have been positively received.

The April 27th, Square Links Demo Day, sponsored by Golf Galaxy, went well.

Jim Randall reported that Dan McDonald was hired with the intention of eventually taking over the Superintendent of Golf Course Maintenance position. Mr. Randall asked for Board input regarding the provision of two (2) 10-week, golf turf management program sessions offered through Rutgers University. The park district would provide the initial deposit, and pay Dan as an employee, with the understanding that upon completion of this certified program, he will then assume the Superintendent position at Square Links.

The Board approved, by general consensus, the provision of an initial deposit and salary for Dan McDonald during the Rutgers educational program, as described.

K. Office

No report

L. FOIA

No report

XIV. Old Business

No old business was discussed.

XV. New Business

President, Ken Blackburn, accepted Pam Kohlbacher's letter of resignation, and recommended the Board appoint Jim Kohlbacher to serve the remainder of Pam's term of office, which will run through the April, 2015 Consolidated Election.

Anthony Granata made Motion 13-939 to appoint Jim Kohlbacher to serve the remainder of Pam Kohlbacher's term of office, as recommended. Dave Macek seconded. Motion carried.

Jim Kohlbacher will take the Oath of Office at the regular meeting of the Park Board on June 20, 2013.

XVI. Adjournment

Dave Macek made Motion 13-940 to adjourn the meeting at 7:46 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell