

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 20, 2014

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 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Absent was: Anthony Granata

Also present were: Joe Vlosak, Board Member Appointee
Julie Arvia, Supt. of Beautification and Natural Areas

IV. Oath of Office

Secretary Jim Randall administered the Oath of Office to Joe Vlosak, who was appointed to fill the unexpired term of Park Board Commissioner (*ref. Jan. 16, 2014 Board Meeting Minutes, Sect. XIV. Motion 14-992*), and will serve a fourteen month term of office.

V. Public Input

Julie Arvia was present to conduct a lottery for remaining garden plots in Brookside Bayou and Community Gardens Park.

Newly appointed Commissioner, Joe Vlosak, blindly pulled all seven lottery cards, and the first four individuals will be notified that they will be assigned to one of the four remaining plots. Should any of the four decline, the next person(s) on the list will be notified.

VI. Correspondence

A. Appreciation

Jim Randall presented a thank you note received from President, Ken Blackburn, expressing appreciation for recognition of his 25 years of service on the Park Board of Commissioners during the November Park Board Meeting.

VII. Presentation of the January 16, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-994 to accept the January 16, 2014 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Motion passed.

VIII. Legal Report

Secretary, Jim Randall read Resolution No. 14-02-12, a Resolution authorizing application to the 2014 ComEd Green Region Program for the purpose of seeking grant funding to expand the Island Prairie boardwalk, a copy of which was provided to each Board Member prior to the meeting, requesting consideration of same. Said grant would provide up to \$10,000 for the boardwalk project, with the park district matching the funds by expensing no less than \$10,000 to complete said construction.

Craig Maksymiak made Motion 14-995 to authorize application to the 2014 ComEd Green Region program as presented. Dave Macek seconded. Motion carried.

Secretary, Jim Randall read the amended Natural Areas Maintenance Plan into the record, a copy of which was provided to each Board Member prior to the meeting. Said plan, revised annually, was amended in 2014 to remove specific reference to Brookside Glen properties, as management of natural areas is repeatable for all park district-owned natural areas.

Craig Maksymiak made Motion 14-996 to accept the amended Natural Areas Maintenance Plan as presented. Dave Macek seconded. Motion carried.

VIII. Treasurer's Report

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

Jim Kohlbacher made Motion 14-997 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall reported that a letter was forwarded to the park district's accounting firm of Wermer, Rogers, Doran and Ruzon, requesting a proposal with locked-in rates for all actions completed by firm on an annual basis.

Although the financial forecast reflects a \$94,000 positive end-of year balance, Jim Randall will work with bond counsel Chapman and Cutler to provide Tax Anticipation Warrants to ensure a sufficient balance. If tax distributions are received and there is an improvement in the fund balance, the park district will not move forward with the action.

It was further noted that a five year projection will include \$50,000 annually to develop a stronger overall fund balance and prevent incidental cash flow concerns.

IX. Executive Director's Report

Jim Kohlbacher, Dave Macek, and Craig Maksymiak agreed to serve as judges with two additional park district staff members, on the 2014 College Scholarship Committee.

Jim Randall presented an opportunity for the park district to become involved in Lincoln-Way North's J. Kyle Braid Leadership Program (JKB). The program was started twenty years ago by a family in memory of their son, to provide sophomore boys and girls with an opportunity to participate in a program that teaches effective leadership. The family will no longer be funding JKB, and Mr. Randall asked the Park Board to consider becoming involved in this worthwhile offering.

The Board directed Jim Randall to contact the LWN PPS office to learn more about the scholarship program, and invite JKB scholarship recipients to speak before the Board at an upcoming Board Meeting.

The new computer servers and software upgrades were installed and are operating well.

Board Members agreed to schedule a budget meeting for March 19th, at 7:00 p.m.

Jim Randall reported that the current Blue Cross Blue Shield health insurance premium will be reduced by 3% for the next fiscal year. Full information, along with the PDRMA rates, will be provided with budget information.

Jim Randall noted that 2014 marks the 40th anniversary of the park district, and a celebration is being planned. Board Members were asked to forward any suggestions they may have for the event.

X. Committee Reports

A. Maintenance

The maintenance department has been very successful in managing snow plowing during a record-breaking cold and snowy winter season, and Mr. Randall reported minimal damage to equipment.

The Summit Hill School District voiced complaints about paths not being cleared. Jim Randall contacted the SHSD Superintendent to clarify the issue, noting the park district's first responsibility is to clear parking lots, and pathways are addressed only after all lots have been plowed.

B. Beautification and Natural Areas

No report

C. Recreation

No report

D. Early Childhood

No report

E. Internet and Technology

Jim Randall is evaluating use of phones and radios, with plans to eliminate the problematic Nextel phones. Smart phones may be assigned to key Staff members, and 2-way radios will be used for internal communication.

F. Special Recreation

The SSSRA Board is working on their annual budget, and are addressing personnel compensation and benefit packages.

G. Finance and Planning

Jim Randall continues to monitor monthly expenditures, summarized on a monthly basis with a cash flow report.

H. Township Planning Commission/SHSD 161 Workshop Committee

No report

I. F.A.N.

No report

J. Golf Course

Jim Randall is investigating the purchase of a keg to dispense beer for the purpose of providing better control of product with an improved profit margin.

K. Office

The final step towards advancing the district's computer system will involve the installation of CPU's and credit card processors at the front counter.

L. FOIA

No FOIA requests were received over the past month.

XI. Old Business

Documents, prepared by park staff, were forwarded to Robin Hall, Director of the Department of Recreation, Sport and Tourism, University of Illinois, for compilation into a Master Plan. Jim Randall reported that Mr. Hall was impressed by the volume of the information provided, stating that it would be impossible to contract a service to equal the comprehensive nature of the information provided.

Staff continue to work through the Gold Medal application process.

XII. New Business

No new business was discussed.

XIII. Executive Session

No business was brought before the Board that would require an Executive Session.

XV. Adjournment

Dave Macek made Motion 14-998 to adjourn the meeting at 8:12 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:
Linda Mitchell