

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

November 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, Anthony Granata, Jim Kohlbacher, Dave Macek, Brian Mulheran, and Joe Vlosak.

Also present were: Julie Arvia, Park Naturalist, Cheryl Martin, Superintendent of Early Childhood Programming, Kelly VanHyning, Manager of Square Links Golf Course/Recreation Supervisor

Absent was: Craig Maksymiak

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Email received from Pam Hodgson, Principal, SHJH, for assistance provided by the park district in support of their baseball team parade.
2. Letter received from chairperson of Hometown Hoedown, an annual fundraising event for the Cancer support Center in Mokena and Camp Quality Illinois, thanking the park district for supporting the event through a raffle donation.

B. Informative

Note from Marjorie Keane, Treasurer of the Prestwick Area Garden Club. The Garden Club provided a \$100 donation to be used for materials in support of the park district's Lettuce Project.

VI. Presentation of the October 23, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1064 to accept the October 23, 2014 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Legal Report

Jim Randall requested that authority be granted to the Executive Director to secure the services of Robert W. Baird for the purpose of providing a report that may include refinancing of alternate bonds or general obligation bonds.

Jim Kohlbacher inquired about the fee, and Mr. Randall noted that a 2% fee would be assessed only if the district elects to move forward with either an alternate bond or general obligation bond action.

Dave Macek made Motion 14-1065, authorizing the Executive Director to engage the services of Robert W. Baird as requested. Brian Muheran seconded. Following a full and complete discussion, motion passed.

VIII. Treasurer's Report

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

Dave Macek made Motion 14-1066 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

Jim Randall reported that the Board will be asked to consider a Tax Anticipation Warrant ordinance during the December 1, 2014 Board Meeting. The \$450,000 Warrant will provide security in the event the district requires additional funds to meet its obligations during this fiscal year.

Mr. Randall further noted that financial projections reflect the potential of a \$258,000 negative balance in April, 2015. The district will not be in the position to complete large capital projects, and austerity measures have been put in place for the next 1-1 ½ years.

IX. Executive Director's Report

Jim Randall requested consideration of an audit services proposal from Hearne & Associates, P.C., a local certified public accountant and business consultant firm, a copy of which was provided to each member of Board of Park Commissioners prior to said meeting. The proposal includes services for the next five years, and reflects a substantial discount over the previous firm.

Brian Mulheran made Motion 14-1067 to accept the Hearne & Associates, P.C. audit proposal as presented. Joe Vlosak seconded. Motion carried.

Jim Randall reported that the Village of Frankfort discussed the possible placement of a water tower at the Community Park site, replacing the current tower on St. Francis Road. The footprint is small, and if the village moves forward as proposed, there would be an offset for use of the park district property.

The PDRMA attorney, representing the park district in the June 17, 2014 accident, attended a court session in an attempt to secure rights for the park district to sell the Toro 4000-D mower. No action on the sale has been determined.

The park district's insurance carrier requires any rental serving alcohol to purchase host insurance. A \$200 fee will be added to the rental agreement beginning January 1, 2015.

A Park Board Workshop will be conducted in the coming year either on February 21st or March 7th. Board Members will determine a date during the December 1st Board Meeting.

The park district is investigating the purchase of a small used school bus to transport its program participants.

X. Committee Reports

A. Maintenance

No report.

B. Beautification and Natural Areas

Julie Arvia, Park Naturalist, addressed the Board, thanking them for their continued support and commitment to beautification and natural areas.

Seed collection efforts over the past year resulted in 45 different varieties, valued at \$6,700. The collected seeds will be propagated in the greenhouse and planted in natural areas during the 2015 growing season.

Last year, weather conditions were not favorable for prescribed burns. To address weather variables during this year's prescribed burn season, mowing will be conducted, with help from the maintenance department, in addition to burning, as weather permits.

Native plantings were conducted at Island Prairie, Lincoln-Way North, and a new bioswale was installed at Indian Boundary South Park, behind Frankfort Square School.

Annual plantings were reduced by 50%. Areas traditionally planted with annuals have been replaced with perennial native petunias and native plants, reducing staff labor and water costs.

General maintenance is conducted throughout the season and supplemental watering of newly planted trees and the new bioswale was included in with the normal tasks.

The annual Lettuce Project, which began on November 10th, is in its 5th year. Last year, 87 pounds of lettuce was donated to the Frankfort Township Food Pantry, and Julie hopes to increase the amount to 100 pounds this season.

Thirty-five different species of Illinois native plants were produced during the past season, which included 30,000 native plugs, 1,200 bio bricks of Prairie Cordgrass, 350 4" pots of wild strawberry, and 180 4" pots of Virginia Creeper, conservatively valued at \$32,000.

Since January 1, 2014, 66 individual volunteers contributed 780 service hours through various Nature Center projects and activities.

Nature Center programming and Nature Notes are published in tri-annual brochures, and Earth Day continues to be a popular program.

A variety of bird species are now seen throughout Frankfort Square, most notably the Bald Eagle, has been spotted weekly, if not daily, and this can be attributable to the biodiversity of the park district's natural areas.

C. Recreation

Kelly VanHyning, Recreation Supervisor, reported on the success of the dance and fitness programs.

The dance program had 610 total class registrations and 300+ performers in the spring recital. This popular offering, produced \$76,000 in revenue from the fall of 2013 to the summer of 2014, with less than \$45,000 in total expense. Instructor, Donette Cannonie, has been leading the dance program for the past four years, and has drawn not only a large following of children in various styles of dance, but also teaches hip hop adult classes.

Fitness programs continue to gain in popularity, as the district works to develop new offerings relevant to current fitness trends. These offerings are adjusted per requests from current fitness program participants.

D. Early Childhood

Cheryl Martin, Superintendent of Early Childhood Programming addressed the Board, stating that change has been a prevalent theme for Early Childhood programming, with historically popular programs experiencing low enrollment, such as Sunshine Pals Play Camp and 3 year old preschool. With twenty-nine preschool program competitors, only six children transferred out of ELC preschool.

At the end of July, two key staff resigned, one in preschool and one in BAS. This provided an opportunity to infuse fresh skills and ideas to the existing strong staff.

A new 3 hour program was introduced in the 4 year old preschool during the 2014/15 school year, and due to its success, the expanded sessions will be offered to all 4 year old classes during the 2015/16 school year.

The new staff and improved 4 year old program enabled the addition of:

- Math concepts with pocket chart and graphing activities, including number sense and writing
- Working as a team
- Literature and comprehension activities
- Weekly science experiments

Cheryl Martin and ELC teachers attended an IPRA-sponsored Common Core Workshop for preschool. The information provided reaffirmed what the teachers do each day, and in addition to learning common core, the workshop was also a confidence and team building exercise.

The BAS program services between 100-120 students daily. A new goal that was set this year was a “Get Up and Move” initiative. This initiative involves more creative thinking and planning, and also includes a health and nutrition component.

Cheryl is a member of the Wellness Committee, and has been working with fellow committee member, Deb Cancialosi and the A La Cart restaurant staff to provide healthy snacks for the BAS children. The healthy approach has altered the way students and staff think about food through portion control and trying new and different healthy foods.

Ms. Martin began attending the IPRA Leadership Academy in September. The sessions offer learning ideas and strategies to become a more effective leader.

In closing, Cheryl Martin stated that overcoming challenges creates champions, and she believes that she is surrounded by champions at the Frankfort Square Park District.

E. Information Technology

The new website will be introduced at the end of December.

The biometric time clock is in its testing phase, and be fully instituted at the end of November.

F. Special Recreation

The recently completed audit was approved by the SSSRA Board.

G. Finance and Planning

Jim Randall continues to work on the annual budget.

The minimum wage increase to \$10.00 per hour, if approved, may go into effect on July 1, 2015.

H. Township Planning Commission

No report

I. Summit Hill School District 161 Workshop Committee

Dave Macek reported the Summit Hill is focusing on 5-day per week gym classes, and may seek input from the park district on this initiative.

J. F.A.N.

The park district will expand the F.A.N. program by offering early morning access to the fitness center and swimming pool.

K. Golf Course

Kelly VanHyning, Manager of Square Links Golf Course, summarized the 2014 golf season, and discussed improvement and program plans for the 2015 season.

There was a slight decrease in overall revenue of \$3,055, primarily due to the increased rainfall, but there was a 19% decrease in equipment and salary expenditures.

The grounds crew kept the course in great shape throughout the season, and completed improvements that included a new ladies tee on hole number 6, removal of trees on hole numbers 1A and 1, installed a paved turnaround road behind the maintenance yard, and filled in and sodded the range.

A vestibule and additional air conditioning unit were added to the main entrance to conserve energy and keep the clubhouse cool. The addition of two kegerators expanded the offering of draft beer, increasing alcohol sales by \$3,000. A range ball storage chute was installed in the garage, helping to manage the range ball inventory.

Participation in program offerings increased, with a record 43 golfers in the Wednesday evening ladies league, a record 116 golfers in group lessons, and 61 golfers attending free clinics offered by Golf Galaxy.

The Mother's Day breakfast was well attended, and introduced this past season, was family movie nights on the range. Two showings, one in June and a second in August were enjoyed by 219 and 256, respectively.

In 2015, a water expansion and installation of the bridge on hole 6 will be completed, trees will be planted along 1A and 1, replacing the trees removed during the 2014 season, and 16 new fuel injected golf carts will improve fuel efficiency.

The Board will be asked to consider a raise in cart rental prices, from \$7 per rider to \$8 per rider, which would be competitive with local courses.

An Oktoberfest event may be held next fall, with proceeds funding park district scholarship programs.

Kelly concluded by noting it is a privilege to work with the professional and supportive FSPD staff, and thanked the Board and staff for their tremendous support.

Jim Randall requested Board consideration to raise the riding golf cart rate from \$7.00 per person to \$8 per person, beginning in the 2015 season.

Dave Macek made Motion 14-1068 approving the new riding golf cart per person rate of \$8.00, as requested. Anthony Granata seconded. Motion carried in a vote by voice.

L. Office

The office has been busy, and Jim Randall noted the staff is extremely competent.

M. FOIA

The park district received a request for documentation/information related to the Dog Obedience classes. The request was received via mail on, November 10th, and all information was forwarded to the requestor via certified mail on November 13th. In addition, Jim Randall notified Lincoln-Way about the request.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 14-1069 to adjourn the meeting at 8:26 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell