

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
September 17, 2015

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square Park District Administration Building, Room 204, 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: Jim Kohlbacher, Craig Maksymiak, and Joe Vlosak.

Absent were: Ken Blackburn, Anthony Granata, Dave Macek, and Brian Mulheran.

IV. Adjournment

Due to the absence of a quorum, Craig Maksymiak made Motion 15-1133 to adjourn the meeting at 7:33 p.m. Jim Kohlbacher seconded. Motion carried.

A committee meeting followed adjournment. No action, based on discussions took place, and notes of said committee meeting are hereto attached, and will be reviewed prior to the scheduled October 15, 2015 Board Meeting of the Frankfort Square Park District.

Respectfully submitted:
Linda Mitchell

Frankfort Square Park District
Committee Meeting
September 17, 2015

Due to the absence of a quorum, no business requiring Board decisions was transacted during the regular meeting of the Frankfort Square Park District Board of Commissioners.

Commissioners, Jim Kohlbacher, Craig Maksymiak, and Joe Vlosak took part in the following informal discussions, led by Secretary/Executive Director.

Jim Randall anticipates that he will receive the completed annual audited financial statements on Friday, September 18th. Upon receipt, electronic copies will be forwarded to Board Members.

Mr. Randall is mildly optimistic that the Park District is in a better financial position, with a fund increase of \$250,000 over the previous year at this time.

The PDRMA Risk Management Grant application was submitted to our insurance carrier, PDRMA, detailing the District's innovative module and equipment classification safety training for its employees. A copy of the application packet was posted to the Park District's website, linked to the September Board Meeting agenda.

The Park Board will hold a community open house at Mary Drew on Wednesday, September 23, 2015. SHSD 161 Board members received an invitation to arrive at 6:15 p.m., in advance of the scheduled 6:30 p.m. event, to discuss the School and Park Board relationship, and to tour the facility in advance of opening to the public.

LWCHSD 210 will investigate utility costs related to the potential Park District use of the Lincoln-Way North High School field house, weight room, and fitness center, after the school closes at the end of this school year. A determination will then be made by both agencies regarding the FSPD's future use of the facility.

The Park District may be required to move programming from Mary Drew School to Frankfort Square School at the end of the 2015/2016 school year. All improvements made to accommodate Park District programming at Mary Drew were intended to be temporary and are moveable. The FSPD appreciates the opportunity to use this facility for an exchange of services and at no cost, and the potential availability of Frankfort Square School, a comparable facility, will also benefit the District and our residents.

The Park District's involvement in the SHSD 161 school lunch program is currently on hold, and may be considered in the future.

Jim Randall is considering contracting the Square Links clubhouse kitchen to a local restaurant. If this is a viable option, it is estimated that an experienced restaurateur would be able to provide \$10,000 in revenue to the Park District. Staffing of the kitchen has been a constant challenge due to the limited months of operation, and sales are not increasing at a level to make this facility sustainable. Jim is looking at all options, which also includes opening the restaurant only during June through August. It is also the intent to keep the liquor license as a separate revenue stream.

The building permit application process for the equipment storage building at the Community Center is still underway, and it is hoped the District will receive the necessary permit the week of August 21st, enabling construction to begin. Dennis Persic is providing the site engineering for this improvement.

Work on the ADA transition plan continues.

A preliminary referendum packet was presented, and Board Members will need to decide if they want to pursue this opportunity. If approved, the information would be presented to residents in a brochure format, and provided to community groups that would most likely benefit from proposed capital projects made possible through referendum funding.

The Park District lent assistance to LWN for their annual Homecoming Parade, held on Sunday, September 13th.

Asphalt repair of the District's bike trail and golf course parking lot is complete.

Jim Randall reported that he is pleased to have welcomed Pam Kohlbacher as the new Director of Early Childhood Programming. Phenomenal improvements have already been made in the Early Learning Center preschool program, and Pam also opened up a dialog with SHSD 161 to adjust the ELC curriculum, ensuring children are well-prepared for kindergarten. The ELC program may undergo addition restructuring in the 2016/2017 school year, transitioning to a five day per week offering.

New keypad locks have been installed at various Park District facilities. This is a work in progress, and the time frame to complete this transition is approximately two months.

The annual mini bond will be presented for consideration during the October Board Meeting.

Over the past two weeks, the Park District received \$1.2 million in tax distributions from Will County.

Planning for the October 10th Oktoberfest event at Square Links is well underway. Kelly VanHyning, Manager of Square Links Golf Course, has attended several community group meetings to promote the inaugural event. If successful, Oktoberfest may combine with a golf outing to provide a singular scholarship fundraising event. This would replace the annual College Scholarship Golf Tournament, which has been experiencing diminishing interest and participation. All funds raised during this event will fund the District's College Scholarship Program.

Ed Reidy, Superintendent of Parks, has been working out very well.

Park staff will meet in October to review all programs and every aspect of Park District operation in an effort to reinvent the District to ensure it remains current in meeting the needs of the community.

Construction of 55+ housing at Pine Hill and St. Francis Roads is underway. Jim Randall negotiated sewer and water connection for the adjacent Kiwanis Park site, in lieu of a cash donation required by the developer.

Mr. Randall noted there has been an increase in new construction in the community, which will provide \$25,000-\$30,000 in impact fees next year.

Jim Randall discussed the increase in the professionalism in the front office, under the direction of Office Manager/Bookkeeper, Diane Meister.