

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 19, 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: Ken Blackburn, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Absent was: Anthony Granata

Also present was: John C. Williams, CPA – Hearne & Associates, P.C.

IV. Public Input

No members of the public were present for input.

V. Annual Financial Report FYE 4/30/15

Mr. Williams, whose firm conducted the independent audit of the Park District, attended the meeting for the purpose of reviewing the Annual Financial Report FYE 4/30/15.

The Park District provided all information that was requested in a well-organized manner, discussions regarding policies and procedures were conveyed, and Mr. Williams noted the District employs excellent controls.

It is the responsibility of the Park District to provide information during and audit, and it is the responsibility of the independent audit firm to render an opinion and make recommendations for best practices, as detailed in the audit letters that were provided with the final report.

The initial finding of “material weakness” is a standard footnote that was carried over from a previous audit firm’s finding, and is inherent to the size of our District that does not employ a specific staff member to manage GASB.

Jim Randall noted that Duane Meyers, the Park District’s offsite bookkeeper, recently attended a GASB seminar, and that the law firm of Ancel Glink could review the District’s financial documents, but it must be at a practical cost, ensuring fiscal responsibility.

Mr. Williams stated that he would be available to attend Board Meetings, upon request.

VI. Correspondence

A. Appreciation

Email received from the Frankfort Square Baseball League, expressing appreciation for the timely field maintenance that was completed by the Park District's maintenance department throughout the season.

Letter received from the Hometown Hoedown Committee Chairperson, thanking the Park District for its donation to their annual fundraiser that supports both the Cancer Support Center in Mokena and Camp Quality Illinois.

Thank you letter from Pam Kohlbacher, Director of Preschool Curriculum, addressed to Julie Arvia, Park Naturalist, for her Reduce, Reuse, and Recycle assembly for the 4 year old ELC Preschool students.

Ed Reidy, Superintendent of Parks, received a phone message from a Girl Scout representative, who expressed the organization's appreciation for all the maintenance department provided during their annual Scarecrow Fest held at the Community Center on Sunday, October 25th. Maintenance personnel set up the scarecrow posts, purchased hay bales, and provided hay rides throughout the event.

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.

C. Congratulatory

Notification from PDRMA, the Park District's insurance provider, congratulating the Park District on winning a PDRMA Risk Management Grant Award for its Green, Yellow and Red Advanced Maintenance Equipment Operation Training and Risk Management Program. An award check of \$750 was included, and the Park District will provide a brief presentation with the PDRMA Committee during its October, 2016 meeting.

VII. Presentation of the October 15, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1141 to accept the October 15, 2015 Board Meeting Minutes as presented. Craig Maksymiak seconded, Brian Mulheran abstained. Motion carried.

VIII. Legal Report

Jim Randall, presented Resolution No. 15-11-15, a Resolution providing for and requiring the submission of the proposition to issue \$3,500,000 General Obligation Park Bonds to the voters of the Frankfort Square Park District, Will and Cook Counties, Illinois, at the general primary election to be held on the 15th day of March, 2016, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 15-1142 to adopt Resolution No. 15-11-15 as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall provided a first draft of the referendum insert that will be included in the winter/spring brochure that includes a letter of introduction, project narrative and summary, and a timeline.

This will not be a “hard sell” approach. The information will be distributed in mid-December, a press release will be sent to local press, and details will be posted on the Park District’s website. Key staff will attend meetings of various groups and organizations in February, and Board Members will place phone calls to friends and neighbors close to the election.

The project list was developed based on resident input, and it will be the residents that provide direction. If approved, the projects would be completed in a three year progression, with high points early on, and others scheduled over this time frame. The Park District would be required to expend the full sum of the bonds within three years.

The Park District neither received nor made any requests for information under the Freedom of Information Act.

IX. Treasurer’s Report

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

Jim Randall reported that the Park District continues to remain in a better financial position than the previous year, by approximately \$200,000. It may still be necessary to extend tax anticipation warrants, but many steps have been taken to improve the financial position.

Craig Maksymiak made Motion 15-1143 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

X. Executive Director’s Report

Jim Randall met with Lincoln-Way Community High School administration staff for the purpose of discussing the Park District’s potential use of the North campus after the 2015/2016 school year.

Jim Randall and Ed Reidy, Superintendent of Parks, attended an FSBL meeting as a wrap up to their 2015 season.

Jim Randall met with the owner of Jimbooo’s Italian Beef to discuss the potential management of the golf course restaurant in the 2016 season. Mr. Randall further noted that the Park District would maintain the liquor service.

Staff are participating in continued educational opportunities that include a GASB workshop, RecTrac seminar, and a PDRMA Risk Management Institute.

Jim Randall requested consideration to replace a 2003 Ford Pick Up Truck with a 2016 Ford Escape, at a price not to exceed \$24,000.

Dave Macek made Motion 15-1144, approving the trade in of a 2003 Ford Pick Up Truck and the purchase of a 2016 Ford Escape, at a price not to exceed \$24,000. Jim Kohlbacher seconded. Motion carried.

The Park Board decided to defer staff Board reports until the summer of 2016.

Per Ed Reidy's suggestion, the Skate Park fence was removed, citing the main cause of damages, exceeding \$8,000, was due to users breaking into the locked facility. Since the removal, no complaints of loitering or damages have been reported.

Jim Randall discussed the resignation of Kelly VanHynning, Manager of Square Links Golf Course/Recreation Supervisor. Kelly had an opportunity for improvement, and the Park District wishes him well in his new career. There is no plan to replace Kelly, as his responsibilities will be absorbed by existing full time staff. No salary increases are planned, but all will be reevaluated in the spring, and a part time person may be hired to manage smaller recreation events, such as the Daddy Daughter Dance and various holiday parties.

X. Committee Reports

A. Maintenance

The Nice Rink liner will be installed at the Hockey Rink, and will provide expanded use of this facility during the winter months.

B. Recreation

The winter/spring brochure will be mailed to residents in mid-December, and will include a new preschool opportunity, ELC Plus One, providing parents of preschool children with an option to add a day of social and gross motor activity to the existing ELC program.

C. Information Technology

Jim Randall and staff met with the Park District's website contractor to discuss plans to update the site.

D. Special Recreation

No report

E. Finance and Planning

Jim Randall referenced the improved financial position of the Park District, as detailed above in Sect. IX. Treasurer's Report.

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

Jim Randall reported that SHSD 161 will update the Park District on the status of Mary Drew usage in December.

H. Golf Course

During Jim Randall's absence, Ed Reidy managed a project at the golf course, wherein a pond was pumped down, silt was removed, and a broken pipe was repaired, to improve the function of the irrigation system. With equipment on hand, the ditch at Kingston/Hoffman was also cleaned out.

I. Office

No report

J. Risk Management

Chapters 3 and 4 of the Safety Manual will be distributed for review at the December Board Meeting, prior to consideration of adoption at the January meeting.

Jim Randall discussed the \$750 grant award the Park District received for its development of the Green, Yellow and Red Advanced Maintenance Equipment Operation Training and Risk Management Program. Mr. Randall would like to utilize a portion of the funds to recognize the Risk Management staff and Ed Reidy, for their contributions in the development of this award-winning program, designed to improve the safety and training of Park District staff in an efficient and comprehensive manner.

K. Wellness Committee

The Wellness Committee's fitness challenges, Road to Disney for BAS participants, and Struttin' to Sonoma for Park District staff have been well received, and are providing fun and positive ways to be fit and active.

Juice machines will be installed at Mary Drew and the Park District to provide healthy beverages from concentrate for BAS and ELC program participants.

Jim Randall is working with key staff to improve the efficiency of the snack program for both BAS and ELC.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 15-1145 to adjourn the meeting at 8:26 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell