

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
December 7, 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, and Brian Mulheran.
Absent were: Anthony Granata, Craig Maksymiak

IV. Public Input

No members of the public were present for input.

V. Correspondence

No correspondence was available for review.

VI. Presentation of the November 19, 2015 Board Meeting Minutes.

Jim Kohlbacher made Motion 15-1148 to accept the November 19, 2015 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Consideration of Tax Levy Ordinance No. 15-12-291 for fiscal year 5/1/15-4/30/16.

President Ken Blackburn presented and Secretary, Jim Randall read Tax Levy Ordinance No. 15-12-291 for fiscal year 5/1/15-4/30/16 into the record, a copy of which was provided to each member of the Board Member prior to said meeting, and requested consideration of same.

Dave Macek made Motion 15-1149 to adopt Tax Levy Ordinance No. 15-12-291 for fiscal year 5/1/15-4/30/16, as presented. Jim Kohlbacher seconded. Motion carried.

VIII. Legal Report

Jim Randall requested authorization to establish a MaxSafe money market account through Old Plank Trail Community Bank to house Park District funds, noting the account is FDIC insured for up to \$3.75 million dollars, with no monthly limit on deposits and a monthly limit of six withdrawals. Said account will replace the existing Illinois Funds account, which due to changes and new fee structures would no longer be fiscally responsible to maintain. The Illinois Funds account will be closed in February or March to ensure all tax transactions have been completed.

Jim Kohlbacher made Motion 15-1150 authorizing the establishment of a MaxSafe money market account through Old Plank Trail Community Bank. Dave Macek seconded. Motion carried.

IX. Treasurer's Report

Jim Randall reported that due to the early scheduling of the December meeting, the Treasurer's Report and Accounts Payable listing for the month of November was not available for consideration. Action on these financial matters was tabled until the January Board Meeting.

X. Executive Director's Report

A draft copy of the referendum brochure insert was distributed to Board Members for advanced review, prior to its release to residents on or about December 17th, with the winter/spring brochure.

A list of voters was distributed, and Board Members will highlight potential referendum supporters.

An Invitation to Bid will be published in the December 10th edition of the *Frankfort Station*, and the bid opening is scheduled for January 11, 2016.

The Will County Land Use Department issued a permit for the 40'x20' equipment storage building. Construction will be postponed until the spring..

Jim Randall reported that the Park District will be provided with programming space at Mary Drew School during the 2016/2017 school year.

Following Kelly VanHyning's resignation, Jim Randall reported that his recreation and golf course responsibilities will be assumed by current full time employees John Keenan, Rachael Bennett, and Deb Cancialosi.

Jim Randall will meet with the Park District's IT contractor to review ongoing issues with software and hardware.

Budget adjustments, due primarily to staff changes, will be presented at the January Board Meeting, as recommended by the Park District's auditor.

A first draft of the 2016/2017 budget will be presented to Board Members in February.

Jim Randall continues to investigate leasing the golf course restaurant space to an outside vendor, via a bid process. Park Bond Counsel, Chapman and Cutler, recommends the current restaurant loan be re-evaluated on a taxable level. The interest rate will be about the same, but the change will enable the Park District to lease the space. This matter will be considered at the January Board Meeting.

XI. Committee Reports

A. Maintenance

Ditches at Kingston and Hoffman Parks were cleaned.

A revised plan for snow plowing plan that will increase efficiencies at SHSD schools has been developed.

B. Recreation

An Early Learning Center ad will be published in the December 10th edition of the *Frankfort Station*. In addition, Pam Kohlbacher, Director of Early Childhood Programming, was interviewed, and the article will be published in a future edition of the *Frankfort Station*.

C. Information Technology

No report

D. Special Recreation

No report

E. Finance and Planning

No report

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

No report

H. Golf Course

Jim Randall requested authorization to enter into a lease agreement with Harris Golf Cars to lease four (4) gas golf cars and two (2) utility cars at a cost not to exceed \$16,350 that includes a trade in value for a five (5) year term with an option to purchase the fleet for \$1.00 per car.

Dave Macek made Motion 15-1151, authorizing the lease agreement with Harris golf cars as requested. Jim Kohlbacher seconded. Motion carried.

I. Office

Office clerical, Maureen Rascop, tendered her resignation, effective December 10, 2015.

J. Risk Management

Jim Randall distributed copies of Chapters 3 and 4 of the Safety Manual, enabling Board review prior to consideration at the January 21, 2016 Board Meeting.

K. Wellness Committee

No report

XII. Old Business

No old business was discussed.

XIII. New Business

Jim Randall discussed publicity related to the referendum. The brochure information will be forwarded to local press, and letters will be sent to community groups and local agencies, with a request to present information about referendum projects during their February/March meetings. One week prior to the March 15, 2015 general primary election, Board Members and staff can place phone calls to residents from a highlighted call list.

XIV. Executive Session

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

XV. Adjournment

Dave Macek made Motion 15-1152 to adjourn the meeting at 7:46 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:
Linda Mitchell