

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 19, 2017

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

Also present was: Denis Moore, Park Board candidate

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Post card received from Old Plank Trail Bank in appreciation for the assistance the Park District provided during their annual Pant for the Pantry fundraiser.

B. Congratulatory

Letter received from the Park District's liability insurance carrier, PDRMA, acknowledging the FSPD's loss prevention efforts with a Level A - \$1,500 cash award.

C. Informative

Letter received from the Village of Frankfort stating the Village will no longer collect impact fees on behalf of taxing districts, and builders will be required to pay said fees to taxing bodies directly.

VI. Presentation of the December 5, 2016 Truth in Taxation Public Hearing Minutes and December 5, 2016 Board Meeting Minutes.

Dave Macek made Motion 17-1245 to accept the December 5, 2016 Truth in Taxation Public Hearing Minutes and the December 5, 2016 Board Meeting Minutes as presented. Anthony Granata seconded.

Vote on Motion: Anthony Granata, Craig Maksymiak, Dave Macek, Joe Vlosak, Ken Blackburn, Joe Vlosak-Aye, Jim Kohlbacher abstained. Motion passed.

VII. Legal Report

One Park District employee gave a disposition regarding the June 17, 2014 accident. The Park District was not named in the lawsuit, nor will it be, as the statute of limitations has expired. Staff are being deposed because they were present at the location at the time of the accident, and the District owned the equipment. Two additional staff members may be deposed on February 3, 2017.

Jim Randall reported that last year's overall fund balance was \$488,078. This year, the balance is \$765,674, reflecting a \$277,596 net positive that does not include the \$99,500 for the OSLAD grant. Mr. Randall is still recommending the issuance of \$400,000 in tax anticipation warrants, due to the possibility of late tax distributions through the county. An ordinance could be considered at the February meeting, enabling Chapman and Cutler, legal counsel, and Old Plank Trail Community Bank, sufficient time to complete necessary documentation and issue debt. Mr. Randall further noted the District is improving its fund balance by approximately \$150,000 per year, as substantial progress has been made to minimize expenses, and it would be a goal to avoid tax anticipation warrants in the following year.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 17-1246 to accept the November Accounts Payable Listing, pending audit. Dave Macek seconded.

Vote on Motion: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Dave Macek, Joe Vlosak, Ken Blackburn, Joe Vlosak-Aye. Motion passed.

Dave Macek made Motion 17-1247 to accept the December Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

Commissioner, Craig Maksymiak questioned a \$7,000 transfer in the F.A.N. program daily admissions in the month of December. Mr. Randall explained the income was through community group usage, and was inadvertently added to the daily admission line item. A correction was made, and has also been correctly presented on the Park District's website, transparency section.

Mr. Maksymiak further noted that F.A.N. income is down significantly. Mr. Randall stated there were unanticipated expenses, the purchase of goals and nets, and an air conditioning unit for the fitness center that affected the revenue. Mr. Randall also reported that December was a good month, with increased community group usage.

Commissioner, Anthony Granata asked about the term of the Park District's intergovernmental agreement with Lincoln-Way. Jim Randall replied that it is a one year term renewal, with a 30-day walk-away.

Vote on Motion: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Dave Macek, Joe Vlosak, Ken Blackburn, Joe Vlosak-Aye. Motion passed.

IX. Executive Director's Report

Jim Randall reported that he and Audrey Marcquenski, Director, will be meeting with Robin Hall, from the University of Illinois to discuss framing out a survey for day care and a survey in anticipation of developing a master plan. The District's current master plan is nearing completion, and this could determine the potential for a referendum, as the last referendum was in 2002.

Mr. Randall discussed the potential to offer a \$0-based, or low cost referendum, with elimination of the annual mini bond. Staff will develop a project list and survey, cost to complete the process, and will provide said information for Board review.

The District's current computer back-up system and equipment is expiring. The IT contractors recommend a new system of data protection that will provide disaster recovery and ensure business continuity.

Jim Randall reported that the SSSRA recently hired the Park District's first IT contractor.

The Park District purchased a range ball dispensing machine, replacing the previous token method to a one-day code system. The machine will be housed inside the clubhouse, and will also track range balls. Converting to this system will mitigate issues wherein members access their daily tokens and store them for future use or share them with non-members.

The ditch project, installation of Gabion baskets at Square Link's Hole #7 to correct the collapsing retaining wall, is underway. In addition, a 150' pipe, spanning from the tee to green, is being installed. The project required frozen ground, and will be completed prior to the 2017 season.

The Park District office will be closed for two days in May to enable Vermont Systems, the online registration system provider, to conduct staff training that will expand knowledge of all the system has to offer.

The 2017 Loss Control Review by the District's liability carrier, PDRMA, has been scheduled. If the District scores 92%+ on its second LCR, it will be exempt from reviews for the next 3-4 years.

Four full time staff members are attending the January Illinois Parks and Recreation Association conference in Chicago. Audrey Marcquenski, reviewed the sessions staff will attend, and follow-up reports will be provided to the Board.

Mr. Randall distributed FSPD logo jackets to Board Members.

X. Committee Reports

A. Maintenance

Sufficient information was included in the Executive Director's Report.

B. Recreation

Sufficient information was included in the Executive Director's Report.

C. Information Technology

Sufficient information was included in the Executive Director's Report.

D. Special Recreation

Sufficient information was included in the Executive Director's Report.

E. Finance and Planning

Sufficient information was included in the Executive Director's Report.

F. Township Planning Commission

No report

G. Golf Course

Sufficient information was included in the Executive Director's Report.

H. Office

Sufficient information was included in the Executive Director's Report.

I. Risk Management

Sufficient information was included in the Executive Director's Report.

J. Wellness Committee

No report.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall distributed preliminary 2017/2018 budget packets for Board review and discussion. Said packets included Salary Survey results from the SSPRPA and Franklin Park Park District, IAPD legislative update, Debt Service Schedule, and Salary Summary.

A discussion regarding the preliminary documents ensued, and future budget planning will be conducted during the February and March Park Board Meetings.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 17-1248 to adjourn the meeting at 8:26 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell