

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 16, 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: Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Also present was: Denis Moore, Park Board candidate
Members and leaders from Boy Scout Troop 237

Absent was: Ken Blackburn

IV. Public Input

Scouts from Boy Scout Troop 237, presented colors, leading all assembled in the Pledge of Allegiance, and presented Jim Randall, Executive Director, with the annual Charter certificate.

Mr. Randall noted that the Frankfort Square Park District has been the Charter Organization for Troop 237 for 30+ years, and is highly supportive of the Scouts. Mr. Randall further stated that our respective organizations and residents have benefited by all the Eagle Scout projects over the years, and he thanked the Boy Scouts and leaders for their service.

V. Correspondence

A. Appreciation

Email received from parent of Girls Softball program participant, expressing appreciation for the opportunity to practice indoors at LWN during the winter season. Jim Randall also reported that John Keenan, Superintendent of Recreation, has worked tirelessly to redevelop this long-standing Park District program to ensure it evolves with the changing needs of the residents.

Two emails received from a resident whose family participated in recent special events and programming, expressed appreciation for the quality of their experiences.

B. Congratulatory

Letter received from the Park District's liability insurance carrier, PDRMA, recognizing the FSPD's loss prevention efforts with a Level A – 2016 plate to be added to the District's plaque.

VI. Presentation of the January 19, 2017, Board Meeting Minutes.

Jim Kohlbacher made Motion 17-1249 to accept the January 19, 2017, Board Meeting Minutes as presented. Joe Vlosak seconded.

Vote on Motion: Ayes - Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays – None. Motion passed.

VII. Legal Report

Dave Macek presented Ordinance No. 17-02-302, and Jim Randall read into the record, an Ordinance authorizing the issuance of not to exceed \$400,000 2016 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2016 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Randall reported a current fund balance is \$297,320 ahead of the previous year. The District is in good financial stead, and will only request issuance of TAWs if necessary.

Mr. Randall also noted that Will County provided the tax distribution schedule, and the first distribution is scheduled to be received on May 25.

Craig Maksymiak made Motion 17-1250 approving the adoption of Ordinance No. 17-02-302 as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes - Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays - None. Motion carried.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek accepted the January Treasurer's Report, pending audit.

Craig Maksymiak made Motion 17-1251 to accept the January Accounts Payable Listing, pending audit. Anthony Granata seconded.

Vote on Motion: Ayes - Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Dave Macek, Joe Vlosak, and Dave Macek. Nays – None. Motion passed.

IX. Executive Director's Report

Jim Randall is researching a plan to build a 14.5'x4'x5' table for the Community Center's board room, and will keep the Board informed on the progress of the project.

Jim Randall and Audrey Marcquenski, Director, will meet with Robin Hall from the University of Illinois, to discuss the development of a community-wide survey. Mr. Randall noted the current 5-year Master Plan is now complete, and the District will seek direction to begin another Master Plan process.

Intergovernmental agreements for Boy Scouts, Wildcats Football, the Frankfort Square Baseball League, and SSSRA will be developed for future Board consideration. Jim Randall noted that the Park District works closely with these organizations, and the agreement will formalize the relationship.

In support of select community organizations, Jim Randall is proposing the provision of revenue from beverage sales at the golf course. One dollar for beer sales, and fifty cents for soft drinks can be allocated to organizations designated by patrons, and if no designation is made, the funds collected would be divided evenly among pre-approved organizations that have at least 98% residency. A simple policy will be drafted by the Park District's legal counsel, and will be presented for consideration at the March Board Meeting. Commissioner, Craig Maksymiak recommended choosing organizations annually, and it was determined that since local schools are well-funded through their booster organizations, they would not be included in this proposed benefit.

Staff that attended the January IPRA Conference in Chicago provided summaries of their session attendance and experiences to the Park Board for review.

Jim Randall discussed a change to the Park District's provision of snow plowing for Summit Hill School District facilities. Mr. Randall noted there are typically ten snow events per year, and with limited staffing, continuing this service is not viable. The Park District appreciates the direct benefit of school usage, and can consider providing approximately \$20,000 per year, enabling the School District to contract snow plowing services independently. In addition, the Park District could offer supplementing the School District by salting their lots during daytime hours.

X. Committee Reports

A. Maintenance

The Hole #7 repair project, addressed over the winter months, is scheduled for completion on February 17.

Ed Reidy, Superintendent of Parks, developed a bid packet to contract mowing services for the 2017 season, and the bid opening is scheduled for Monday, February 20.

The Park District received \$7,700 in grant funds through the Great Lakes Restoration Grant program, and will utilize the funds to purchase diverse tree species to replace those lost to the destructive emerald ash borer.

B. Recreation

Sufficient information was included in the Executive Director's monthly report to the Board.

C. Information Technology

Improvements to surveillance cameras are underway, and speakers will be added to the Board Room to provide audio for various video presentations.

Vermont Systems will provide RecTrac software training in May, during which time the office will be closed for two days, enabling key staff to participate in the training sessions.

D. Special Recreation

Jim Randall expressed concern regarding SSSRA's decision to hire an IT contractor without providing notification or receiving approval of its Board of Directors.

E. Finance and Planning

The second draft of the 2017/18 budget will be presented during this meeting's Old Business.

F. Township Planning Commission

No report

G. Golf Course

The new range ball machine that changes codes via algorithms when dispensing range balls, was installed at Square Links,

H. Office

No report

I. Risk Management

The second loss control review will begin on March 9, with PDRMA representatives' onsite review of the administration department's operations.

J. Wellness Committee

The third staff wellness challenge concluded with a celebratory gathering on February 14.

XI. Old Business

Jim Randall presented the second draft of the 2017/18 budget, and provided a general overview of several line items and funds as detailed below.

- Anticipated property tax increase of 2%
- Elimination of transfers from the previous year's budget, replaced by amending the extension of the levy edit report, permissible as long as the legal limit is not exceeded.
- Numerous staff changes
- Building and Grounds improvement project line item is inflated and will be adjusted in subsequent drafts, but will include sufficient funds for necessary building repairs.
- Debt service is broken down by principle and interest, and a debt service summary will be included in the final budget packet.
- The budget includes OSLAD grant Community Park redevelopment project line items. A drawing of the project will be provided at the next meeting.
- Programming includes normal expenses.
- ELC/BAS/F.A.N./Dance, all include transfers of excess funds to programming revenue to cover staffing costs.
- ELC has been experiencing declining enrollment, and will be evaluated at the end of the year.
- F.A.N. included unexpected expenses in this current budget year, but similar expenditures are not anticipated for the coming year. Mr. Randall further noted the Park District has access to a \$30 million dollar facility, and although the investment made by the Park District is reasonable, numbers will be reviewed and may result in an adjustment to the annual cost provided to Lincoln-Way.
- The dance program is doing exceptionally well, and is on track to generate \$100,000 this year.
- The audit revenue/expense is consistent with the previous year.
- There is a substantial savings due to the membership with PDRMA, lowering the cost of liability insurance from approximately \$150,000 to \$50,000.
- The principal reason for the improvement in the budget is the reduction in staffing costs.
- Dramatic changes may occur in golf course expenses that potentially includes the contracting of greenskeeping, however, if a qualified candidate is found, a new superintendent would be hired in lieu of contracting this service.
- Staff are currently reviewing the potential to provide a modified restaurant operation, serving burgers/hot dogs/fries when schools are on summer break.

XII. New Business

Jim Randall requested consideration to allow Park Board candidate, Denis Moore to participate in the Executive Session.

Craig Maksymiak made Motion 17-1252, allowing Park Board candidate, Denis Moore to participate in the Executive Session included in this regular meeting of the Park Board. Anthony Granata seconded. Motion carried in a vote by voice.

XIII. Executive Session

Anthony Granata made Motion 17-1253 to enter into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

An Executive Session was held for the purpose of discussing personnel, and intergovernmental agreements.

Craig Maksymiak made Motion 17-1254 go out of Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

XIV. Adjournment

Anthony Granata made Motion 17-1255 to adjourn the meeting at 8:42 p.m. Jim Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell