

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

September 20, 2012

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

The Meeting was called to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, and Craig Maksymiak.

Also present were: Dave Anders, Park Attorney
Julie Arvia, Supt. of Beautification and Natural Areas
John Keenan, Athletic Supervisor
Diane Meister, Office Manager

Absent were: Brian Mulheran and Jeff Roach

IV. Public Input

No members of the public were present for input.

V. Correspondence

The following correspondence was presented for Board review:

A. Concerns

1. Certified letter sent to resident regarding park district's removal of trees located on park district property that posed liability to adjacent homeowners.

B. Appreciation

1. Email addressed to Cheryl Martin, Supt. of Early Childhood Programming, expressing appreciation for BAS program.
2. Email addressed to Cheryl Martin, acknowledging the extraordinary efforts by park district personnel in managing the BAS transportation issue following the SHSD 161's decision to change their policy.

C. Informative

1. IAPD Legal Symposium registration form for October 11, 2012 event, held in Oak Brook, Illinois. Jim Randall will complete the registration on behalf of park attorney, Dave Anders, if his schedule permits.

VI. Presentation of the August 16, 2012 Board Meeting Minutes.

Pam Kohlbacher made Motion 12-886 to accept the August 16, 2012 Board Meeting Minutes as presented. Dave Macek seconded. Vote on motion: 4 in favor, Anthony Granata abstained. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title, a revised Intergovernmental Agreement for the Use of Summit Hill School District Facilities by the Frankfort Square Park District, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Said revision was precipitated by the SHSD 161 Board of Education's recent policy change.

Dave Macek made Motion 12-887 authorizing the park district to enter into the agreement, as presented. Anthony Granata seconded. Following a full and complete discussion, motion carried.

Attorney, Dave Anders, reported that he continues to communicate with James DeBruyn, attorney for developer Malone & Moloney, regarding the pending transfer of retention property known as Lakeside Park, to the park district. Mr. Anders hopes to reach resolution on the matter in the near future.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, President, Ken Blackburn accepted the August Treasurer's Reports, pending audit.

Dave Macek made Motion 12-888 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported on a change of venue for the October 18, 2012 Board Meeting. The meeting will be held in conjunction with a ribbon cutting ceremony at the Nature Center building, celebrating the completion of the solar panel grant project.

Mr. Randall reported that under the advisement of Bond Counsel, Chapman and Cutler, the annual issuance of the General Obligation Limited Tax Park Bonds (Mini Bond) has been moved up one month from November to October, allowing additional time between passage and distribution.

Jim Randall requested Board consideration to enter into a contract with the University of Illinois, for the provision of a community survey/needs assessment, a copy of which was provided to each member of the Board of Park Commissioners, prior to said meeting.

Dave Macek made Motion 12-889 authorizing the park district to enter into the contract with the University of Illinois, as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall reported that the iPads will be available for Board use by the November meeting, and an in-service training will be provided in advance of the November 15th meeting.

Jim Randall reported that a link will be posted on the park district's website, enabling members of the public to review Board Meeting agendas and minutes.

A final report, detailing the Nature Center's solar panel grant project, was submitted to the Illinois Clean Energy Community Foundation, for reimbursement of grant funds.

Jim Randall anticipates issuance of a wind permit from the Will County Land Use Department on or about October 1st. The park district was instrumental in the county's decision to approve wind permits, and will be among the first to receive approval for the installation of a wind turbine.

Jim Randall proposed an option to trade in two model year 2002 trucks and to acquire two replacement vehicles in the spring of 2013. A decision to move forward at this time will lock in current pricing prior to the January, 2013 price increase.

Jim Randall requested Board approval to purchase two Ford F250 trucks for an amount not to exceed \$43,890, with five payments of \$9,908.12 at an interest rate of 6.45% through the Ford Credit Municipal Finance in the spring of 2013, which includes the trade in of two model year 2002 trucks, valued at \$12,000.

A decision to move forward at this time will lock in current pricing prior to the January, 2013 price increase.

Craig Maksymiak made Motion 12-890 authorizing the trade in and purchase of two vehicles as presented. Dave Macek seconded. Motion carried.

Jim Randall reported that petition filings for the April 9, 2013 Consolidated Election are scheduled for December 17, 2012 through December 24, 2012. Legislators will consider the issue of requiring agencies, i.e. park districts and schools, to remain open on Christmas Eve, and Jim Randall will update Board Members as information becomes available.

X. Committee Reports

A. Maintenance

Jim Randall reported that a park district trailer was struck by a vehicle resulting in minor damage. The Will County Sheriff's Department responded, and the other driver was found to be at fault and issued citations accordingly.

The carpet in Board Room #2 was replaced.

Bettenhausen Construction was contracted to complete sidewalk repairs at the preschool's tot lot.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, addressed the Board, and related an encounter with a Frankfort resident at the Lighthouse Pointe subdivision. The resident, an Illinois Department of Agriculture inspector, expressed appreciation for the park district's commitment to preserving natural areas. Julie also thanked the Board and Jim Randall their continued commitment to restoration/preservation efforts.

The following reflects highlights from August, 2011 to present:

- Completion of Brookside Bayou Park and Community Gardens Park which includes the successful 21 community garden plots.
- Native seed collection, resulting in 56 different varieties of seed, valued at just under \$13,000
- The highly productive prescribed burn season, resulting in 13 burn units at 5 separate sites
- Cooperative efforts with the Village of Frankfort to complete two village burns
- Continued prescribed burn training and licensing for staff
- Annual planting of approximately 2,000 Profusion Zinnia's at park signs and landscaped areas
- Plans to save on watering and resources by transitioning non-irrigated sites from annuals to native perennials
- General maintenance which includes watering, removal and spraying of invasive species
- Mulching of large areas, utilizing woodchips produced with the tub grinder
- The successful lettuce project, with micro greens produced in the greenhouse and donated to the Frankfort Township Food Pantry for the third successive year
- Three Eagle Scout projects completed through the Park District which included transplanting native emergent wetland plants, native planting at Square Links 1st tee, and construction of 20 sets of seed sieves
- Partnerships with Boy Scout and Girl Scout Troops, Peace Community Church, Bartel Grassland Site Steward, Thorn Creek Audubon, Governor's State and Bradley Universities, Chicago Botanic Garden, benefitting the park district and its partnering organizations
- Events and programming that includes Nature Center programs, BAS and ELC field trips to the Nature Center, and the annual Earth Day Celebration

In closing, Ms. Arvia credits her Beautification and Natural Areas employees for their hard work, knowledge, and productivity. These qualities, displayed by individuals who often work in harsh outdoor conditions, attribute to the success of the Beautification Department.

C. Recreation

John Keenan, Athletic Supervisor, addressed the Board and began by acknowledging that the success of over sixty-five athletic programs and leagues offered annually is made possible with assistance of volunteer coaches and experienced park district staff.

Mr. Keenan provided the following summary of programming for which he is responsible:

- Girls softball league, comprised of 18 teams, totaling 225 girls played 45 of their 102 games on LWN fields
- Facial protection was made mandatory for pitchers and batters, and John was contacted by the father of a player who personally benefitted from this requirement, after she was struck by a line drive ball
- Adult men's summer softball league enjoyed another great season, and the fall league, currently underway will conclude in October
- Girls lacrosse, a new cooperative program with Frankfort Square, Frankfort, Mokena, and New Lenox is quickly becoming popular
- F.A.N. continues to grow, with 1,617 passes issued last season, and 3,812 daily paid attendees utilizing the fitness center and fieldhouse
- To date, \$5,509, has been invoiced in 2012 to over twenty private athletic teams utilizing indoor/outdoor space at LWN and ballfield space in Frankfort Square. All revenue collected for LWN use is expensed into facility improvements after staff and maintenance costs are met.

John took on the responsibility of Summer Day Camp this past year, and acknowledged the tremendous responsibility and seriousness involved in caring for people's children. The program was a rewarding experience, and John credited his day camp staff for the positive impact they have on the lives of the young people they care for throughout the summer months.

D. Early Childhood

No report

E. Internet and Technology

Jim Randall reported that the infrastructure is not currently in place to support AT&T internet service.

F. Special Recreation

No report

G. Finance and Planning

No report

H. Township Planning Commission

No report

I. F.A.N.

No report

J. Golf Course

Jim Randall discussed potential minor golf course and clubhouse improvements that will be considered over the winter months.

Jim Randall reported that net sales, from May 1st through August 31st, increased over the previous season by \$40,000. The revenue does not include March and April income. A portion of the increase can be credited to restaurant sales.

Commissioner, Pam Kohlbacher, asked if there are plans to keep the restaurant open through the winter months. Mr. Randall noted that the restaurant will close at the end of the season, but if the facility consistently generates increased revenue, the matter will be considered in subsequent seasons.

K. Office Report

Office Manager, Diane Meister, provided the following information on office activities and changes over the past year:

- The front office serves as hub of communication for staff, program participants, contractors, vendors, and suppliers
- Office staff provides various services, both internally and externally
- Successful completion of major RecTrac software upgrade in June, 2012, enabling simplified BAS registration process, email and Excel functionality, additional report features, and an online help tool
- Assessed individual staff strengths to provide opportunities for growth and development, resulting in the preparation of job descriptions, expectations, and continuous training
- Work schedules provide consistent hours and vacation coverage
- Developed processes for timely opening/closing responsibilities, balancing daily revenue, preparing bank deposits, handling of program registrations has improved accuracy and communication
- Analyzed various reports, resulting in improved fiscal responsibility
- Devised a simplified and consistent format for registration and rental forms
- An office training manual is under development
- Inventoried and reorganized office supplies to improve planning, ordering, and budgeting

Diane noted that office accomplishments are the result of teamwork between all park district staff.

L. FOIA

The park district was contacted by the Illinois Senate Democrats Victory Fund with a records request for Board Meeting Minutes and audited financial statements during a timeframe when a former Board Member, Edgar Montalvo, currently seeking public office, served on the Park Board of Commissioners. Information, under the Freedom of Information Act, was disclosed as requested.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 12-891 to enter into Executive Session. Anthony Granata seconded. Motion carried.

The Executive Session was called for the purpose of discussing changes in personnel.

Dave Macek made Motion 12-892 to go out of Executive Session. Anthony Granata seconded. Motion carried.

XIII. Adjournment

Dave Macek made Motion 12-893 to adjourn the meeting at 8:02 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

