

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

February 21, 2013

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, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Also present was: Julie Arvia, Superintendent of Beautification and Natural Areas

Absent were: Anthony Granata, Pam Kohlbacher, and Dave Macek

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Thank you note received from Daisy Troop #597, thanking Julie Arvia, Superintendent of Beautification and Natural Areas, for teaching a nature program that enabled their Daisy Troop to earn their Green Petal.
2. Thank you note from Boy Scout Den #8, expressing appreciation for the recycling program that Julie Arvia taught to the Scouts.
3. Thank you note addressed to the FSPD staff for their support of the LW210 Transition Program by employing students with special needs to work various maintenance duties at the park district.
4. Thank you card received from Old Plank Trail Community Bank for the FSPD's support of their annual Pant for the Pantry 5K event. Non-perishable food items and funds raised through this event benefit local food pantries.
5. Thank you letters received from the Summit Hill Education Foundation for the park district's donation of a F.A.N. Family Membership Pass and pool party at Lincoln-Way North Aquatic Center, in support of their Dancing with the Teachers fundraiser.

B. Complimentary

1. Email received from the parent of a Rising Stars kinderbridge program participant, noting how well her son is doing with the additional learning opportunities and the quality of individual attention provided.

VI. Presentation of the January 17, 2013 Board Meeting Minutes.

Craig Maksymiak made Motion 13-915 to accept the January 17, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 13-02-267, an Ordinance providing for the issue of the District's General Obligation Refunding Park Bonds, (Alternate Revenue Source) Series 2013 for an amount not to exceed \$490,000, a copy of which was provided to each Park Commissioner prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 13-916 approving the adoption of Ordinance No. 13-02-267 as presented. Brian Mulheran seconded. Following a full and complete discussion, motion carried.

VIII. Treasurer's Report

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

Brian Mulheran made Motion 13-917 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall presented a letter of reference, a component of the NRPA Gold Medal application that was provided by Dr. Lawrence Wyllie, Superintendent of Lincoln-Way Community High School District 210.

Jim Randall was invited to attend the Lincoln-Way High School Board of Education meeting on March 7th, to provide a report on the F.A.N. program. Mr. Randall will also recognize outgoing administrators and review the unique ongoing intergovernmental relationship between the school district and park district.

Due to the absence of a quorum, the budget meeting, initially scheduled for 6:00 p.m. on February 21st, was rescheduled for March 14th at 7:00 p.m. Debt service, tax extension worksheet, cash flow, potential capital project list, and salary recommendation documents will be distributed to Board Members prior to said meeting, and will be the focus of discussion.

A second budget meeting will be scheduled in advance of the March Board Meeting to review full-time salaries. An executive session will also be included prior to the conclusion of the regular meeting.

Jim Randall reported that he is working with two insurance agents to determine the best possible health insurance rates.

Jim Randall requested Board approval to increase funding, previously approved (*ref. September 20, 2012 Minutes, Sect. IX, Executive Director's Report, Motion 12-890*), for the purchase of the two Ford F250 trucks by \$7,000. Said increase will provide for the addition of tommy lift gates. Mr. Randall also requested Board approval to increase funding, previously approved (*ref. January 17, 2013 Minutes, Sect. IX, Executive Director's Report, Motion 13-913*), for the purchase of a 2013 Ford Flex. Said increase will provide for the January 1, 2013 price increase.

Craig Maksymiak made Motion 13-918, approving the \$7,000 increase in funding for the two Ford F250 trucks by \$7,000, and the \$1,000 increase in funding for the 2013 Ford Flex, as requested. Brian Mulheran seconded. Motion carried.

X. Committee Reports

A. Maintenance

Maintenance personnel and equipment are prepared for snow removal in response to the storm predicted for Friday, February 22nd.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, was present to conduct a lottery for the three open garden plots at the Brookside Bayou & Community Gardens Park. It was further noted that eighteen gardeners opted to retain their plots from the 2012 season, and seven individuals requested to be included in the lottery for the three remaining plots.

The front office will notify the successful candidates, and a community gardeners meeting will be scheduled for Saturday, March 9th.

Julie Arvia reported that this season's lettuce program concluded, with one hundred pounds of lettuce donated to the Frankfort Township Food Pantry. Julie attributed the success of the program to the assistance of volunteers, and thanked the Board for providing the opportunity.

Julie reported that the WeSort recycling program is going well, and NuWay completed the first dumpster pick-up of materials.

C. Recreation

The second session of the Daddy/Daughter dance is scheduled for Saturday, February 23rd.

Jim Randall reported that mirrors were installed at Mary Drew School and there are plans to purchase a portable mat flooring system, which will provide a professional facility for the dance program. Mr. Randall hopes to expand use of this facility for future park district programming needs.

D. Early Childhood

Registration for the Early Learning Center's 2013/2014 school year, conducted on February 2nd, went well.

E. Internet and Technology

Jim Randall reported that CPU's may be replaced with terminal-based units at a cost of \$700-\$800 per unit, enabling information to be stored within the park district's server.

F. Special Recreation

SSSRA is currently working on their annual budget process.

G. Finance and Planning

Reminder notices regarding the rescheduled budget meeting will be sent to Board Members and posted at the Community Center.

H. Township Planning Commission

No report

I. F.A.N.

The F.A.N. program is going exceptionally well, and additional supervisors will be hired to manage the increased participation of 150-180 junior high students that attend open gym on Friday evenings.

J. Golf Course

Preparations to open for the 2013 season are well underway. Jim Randall noted that two new television sets were purchased, sound attenuation panels will be installed in the clubhouse, and the counter was refinished.

K. Office

No report

L. FOIA

A request for budget information was received from an individual, requiring documents for a school project. The requested documentation was transmitted within the required timeframe.

XI. Old Business

No old business was discussed.

XII. New Business

Jeff Roach and Craig Maksymiak volunteered to serve as judges on the College Scholarship Program committee. Mr. Randall noted that the deadline to submit applications is March 4th, and the committee will be provided with applications and judging criteria.

XIII. Adjournment

Craig Maksymiak made Motion 13-919 to adjourn the meeting at 7:19 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell