

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

November 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, Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Jeff Roach.

Brian Mulheran arrived at 7:07 p.m.

Also present were: Dave Anders, Park District Attorney  
Cheryl Martin, Supt. of Early Childhood Programming  
Kelly VanHyning, Director of Square Links Golf Course

IV. Public Input

No input.

V. Correspondence

A. Complimentary

1. Phone message regarding services provided by Square Links Golf Course: Golf patron complimented Square Links staff on the condition of the grounds, the friendliness of the clubhouse personnel, stating that everything about the golf course wonderful. He further stated; "Keep up the great work, it is really appreciated!"
2. Letters received from Peter Murphy, President of the IAPD, Heidi Tegtmeier, Marketing Operations Manger of Musco Lighting, and Mark McKinnon, Executive Director of the Addison Park District, congratulating the park district on achieving a 2013 Class V National Gold Medal Award finalist status.

B. Appreciation

1. Thank you note received from the Operation Playground Board for the park district's donation of Square Links greens fees raffle prizes in support of their fundraising efforts to construct basketball courts at Frankfort's Main Park.

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

Dave Macek made Motion 13-974 to accept the October 17, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 13-11-275 authorizing the Frankfort Square Park District to enter into an installment note contract with Old Plank Trail Community Bank for the purpose of purchasing and installing IT equipment including, but not limited to one (1) PowerEdge 620 Server, two (2) PowerEdge 720 Servers, and related software for an amount not to exceed \$53,000.

Brian Mulheran made Motion 13-975 to adopt Ordinance No. 13-10-275 as presented. Dave Macek seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 13-976 to accept the Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported \$15,000 in wind/storm damage to the Square Links driving range fence and portable bleachers at Indian Trail Park, and noted that a claim was filed with PDRMA

A letter of notice was sent to BerkleyNet, the current worker's comp carrier. The four active worker's comp claims will not be impacted by the change, and BerkleyNet will continue to service these claims.

Overall, PDRMA coverage will equate to approximately \$30,000 in annual savings over conventional insurance policies.

Jim Randall reported that various projects that were under consideration will postponed until the next fiscal year due to the large expenditure required to replace the server, as approved via Motion 13-977.

The current financial forecast illustrates an end-of-year balance of \$88,000, and Mr. Randall noted that the district will more aggressively reduce discretionary spending to avoid a shortfall.

The Park Board regretfully accepted Jeff Roach's resignation from the Park Board, necessary due to his relocation out of district. The Board consented to publishing a notice in the winter/spring brochure, requesting letters of interest from park residents. The Board will evaluate the letters and appoint an individual to the vacant position.

X. Committee Reports

A. Maintenance

Maintenance personnel have been busy preparing parks, facilities, and equipment for the winter months.

Jim Randall will secured rental space to store seasonal equipment.

B. Beautification and Natural Areas

The greenhouse lettuce project is underway, and a Girl Scout Troop assisted with the planting.

C. Recreation

The winter/spring brochure was completed and will be mailed to households in the second week of December.

D. Early Childhood

Cheryl Martin, Superintendent of Early Childhood Programming, provided her annual report to the Board, focusing on personnel and the jobs they do with compassion and dedication, in a responsible, supportive manner.

Ms. Martin often receives positive comments from parents, and was recently told by a parent moving out of district that it was difficult to find a new preschool because the Frankfort Square Park District set the bar so high.

The thought process to increase the number of days children attend preschool was under serious consideration. Results from a recent survey sent to parents of 3 year old preschool students showed no interest in additional days, but a new option will be made available for the 4 year old 2014/2015 school year which will include the usual 2 hours, 3 days per week session, or a new 3 hours, 3 days per week session. The additional hour will be focused on math, science, and literature.

Early childhood recreational opportunities, such as Me at 3 and Summer Play Camp continue to grow and expand thanks to dedicated staff.

BAS is currently in its 5<sup>th</sup> year of operation, and has grown with each successive year.

With a large staff of varying personalities, Ms. Martin begins each school year with goals of encouraging preschool and recreation teachers to work outside their comfort zones, and ensuring that BAS staff members focus on teamwork and cooperation.

Cheryl Martin also commended all park district personnel, noting they are a wonderful support system.

Ms. Martin was honored to represent the Frankfort Square Park District at the NRPA Congress this past fall.

Approximately 225 children are cared for on a daily basis at the park district, and Cheryl Martin credits the success of these childhood programs to the efforts of a caring staff.

E. Internet and Technology

The new server, approved per Motion 13-978 will be ordered and installed as soon as possible. Mr. Randall hopes the equipment will be in place prior to January winter/spring registration.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall will keep Board Members updated on the budget forecasting.

H. Township Planning Commission/SHSD 161 Workshop Committee

Dave Macek had no report on the Township Planning Commission, and noted that the Summit Hill School District 161 Workshop Committee meeting was rescheduled for December 2, 2013.

I. F.A.N.

The F.A.N. program continues to do well.

J. Golf Course

Jim Randall requested consideration to enter into a contract with Clear Channel for outdoor billboard advertising of Square Links Golf Course, to be located at 194<sup>th</sup> & Harlem Avenue, a copy of which was provided to each Board Member prior to said meeting. Sign space will begin on May 5, 2014, and run through September, 2014 for five consecutive 4-week periods at a contract total not to exceed \$7,875, with an additional poster cost of \$567.

Commissioner Craig Maksymiak recommended adding grass range tee availability to the billboard.

Commissioner Anthony Granata inquired about the results of the 2013 billboard, and although no quantitative information was available, Jim Randall stated patrons reported they became aware of the course thanks to the sign.

Dave Macek made Motion 13-979 to authorize a contract with Clear Channel for outdoor billboard advertising of Square Links Golf Course, as presented. Craig Maksymiak seconded. Following a full and complete discussion, Motion carried.

Kelly VanHyning, Director of Square Links Golf Course provided the following annual golf course report to the Board.

The 2013 season proved to have record participation and revenue. Revenue exceed \$355,000, equating to a 14% overall increase from the 2012 season, with approximately 20,000 rounds of golf played between April 1<sup>st</sup> and October 31<sup>st</sup>.

Improved efficiencies were introduced in A La Cart Family Diner operations. Clubhouse personnel were trained to assist restaurant staff to ensure restaurant patrons were cared for and kitchen staff were able to provide consistent quality preparation of menu items.

The first full season of beer and wine sales totaled over \$11,000 in revenue, a 120% increase over sales that began in June during the 2012 season.

Programming increased with 62 youth golfers enrolled in group lessons, and 31 golfers participating in the ladies league.

The 8<sup>th</sup> annual College Scholarship Tournament was a success, with \$11,000 raised to fund 11 scholarships in the spring of 2014.

Golf Galaxy provided a successful Demo Day in April along with two four week clinics.

Seven group outings for community organizations and private groups were hosted during the 2013 season.

Favorable weather, the closing of Greystone Golf Course, and additional marketing efforts helped ensure a successful 2013 season, but Mr. VanHyning credited the teamwork provided by the dedicated, friendly, and welcoming staff as the biggest contributor.

Kelly commended Deb Cancialosi for the updated restaurant menu, setting high kitchen standards, training staff, and supervising daily kitchen operations.

Nathan Russo and Ginny Marek excelled in maintaining consistent quality in food preparation and kitchen cleanliness, resulting in 100% scores from the health department

Katie Smulevitz trained staff on the POS system, was instrumental in promotional marketing, and assisted with preparing daily deposits and keeping financial reports up-to-date.

Ray Schmitz, Dan McDonald, and the entire grounds crew displayed a level of dedication that ensures the quality of Square Links can rival the top courses in the state.

Course improvements included increased signage for golf etiquette, extended tee boxes on holes 5, 6 and 7, irrigation on hole 5, and filling large holes in the driving range.

Preparations for the 2014 season are already underway, with the reevaluation of the loyalty rewards program, pricing for group outings, and a slight increase in driving range fees, season passes, and rental cart fees.

Kelly VanHynning thanked the Board of Commissioners for providing him with the latitude necessary to make changes that helped improve operations during his first year.

K. Office

Jim Randall reported that he is pleased with the professional operation of the front office.

L. FOIA

A request was received from a park district resident on November 15<sup>th</sup>, for a copy of the audited financial statement, FYE 4/30/13, and a paper copy was provided on the same day.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall requested Board consideration to move Board Meeting start times from 7:00 p.m. to 7:30 p.m., beginning with the January 16, 2014 meeting to better accommodate Commissioners work schedules.

Dave Macek approved the change of Board Meeting start times from 7:00 p.m. to 7:30 p.m., beginning with the January 16, 2014 meeting, as requested. Craig Maksymiak seconded. Motion carried.

XIV. Adjournment

Dave Macek made Motion 13-980 to adjourn the meeting at 7:35 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell