

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 19, 2015

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 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Absent was: Anthony Granata

Also present were: Audrey Marcquenski, Director of Recreation & Administration
Ken Novak, Risk Manager

IV. Public Input

Jim Randall reported that six of the remaining garden plots at Brookside Bayou and Community Gardens Park were filled, and no lottery to assign plots was necessary for the upcoming 2015 season.

V. Correspondence

A. Informative

Letter sent by Executive Director, Jim Randall, to Barb Rains, SHSD 161 Superintendent, detailing the Park District's snow removal methods, and a follow-up email Ms. Rains distributed to SHSD 161 administrative staff.

A La Cart Survey Card responses from 2014 golf season.

Letter received from IDNR regarding hold placed on OSLAD grant awards.

B. Appreciation

Facebook message and photos placed by a resident, expressing appreciation for snow removal along Brookside Glen path, following the February 2, 2015 snowstorm.

VI. Presentation of the January 15, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1082 to accept the January 15, 2015 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Vote on Motion, 4 in favor, Brian Mulheran and Joe Vlosak abstained. Motion carried.

VII. Legal Report

Secretary, Jim Randall read Resolution No. 15-02-13, a Resolution authorizing application to the 2015 ComEd Green Region Program for the purpose of seeking grant funding to expand the Island Prairie boardwalk, a copy of which was provided to each Board Member prior to the meeting, requesting consideration of same. Said grant would provide up to \$10,000 for the boardwalk project, with the Park District matching the funds by expensing no less than \$10,000 to complete said construction.

Dave Macek made Motion 15-1083 to authorize application to the 2015 ComEd Green Region program as presented. Brian Mulheran seconded. Motion carried.

Audrey Marcquenski and Ken Novak reviewed PDRMA policy documents, copies of which were provided to each Board Member prior to the meeting. Final policy documents will be presented during the March Board Meeting for Board Member consideration, allowing thirty days to review the information, and adoption at the subsequent month's meeting.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 15-1084 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall reported that the end of year fund balance projections are on track through April.

The first draft of the budget, distributed during said meeting, provides a basic overview, and no action is currently required. Also included was a 5-year projection on debt service, a loan payment summary, and a salary summary.

Jim Randall discussed changes to the Recreation Fund, assigning individual line items to larger programs such as ELC, BAS, F.A.N., and dance.

Jim Randall requested consideration to change insurance carriers from Blue Cross Blue Shield to Land of Lincoln for the full-time employee health insurance benefit. The change of carriers would result in a 15.7% decrease in premiums and a dramatically lower deductible.

Dave Macek made Motion 15-1085 to change insurance carriers from Blue Cross Blue Shield to Land of Lincoln for the full-time employee health insurance benefit as provided. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

Jim Kohlbacher, Dave Macek, and Craig Maksymiak agreed to serve as judges along with two additional Park District staff members, on the 2015 College Scholarship Committee.

The first draft of the 2015/2016 budget was distributed to Board Members. Additional budget documents will be provided during the March meeting, with a final budget distributed at the April meeting for Board adoption.

Jim Randall discussed the upcoming March 14, 2015 Park Board Workshop. Robin Hall, from the University of Illinois, will provide a review of the Master Plan, followed by breakout sessions of the Recreation, Maintenance, Beautification, and Golf Course departments. Public input will be recorded during these sessions. A luncheon is scheduled from noon to 1:00 p.m., where representatives from local government agencies and schools will provide 5-minute snapshots of their agencies.

The Park District will transition its contracted IT and web designer service providers. Unique Computing Solutions, a Frankfort-based company, will manage IT needs, and John Staples, former Park District website designer, will once again provide website services.

Jim Randall discussed the planned Village of Frankfort project to remove the sewer plant, located adjacent to Union Creek and Champions Parks.

SHSD 161 is working on plans to offer the vacant Mary Drew Elementary School facility to the Park District. Classrooms and the gymnasium could be utilized for much-needed daytime programming opportunities, and storage space for sports equipment and archive records would also be available.

Kelly VanHying, Golf Course Manager, is planning a new Octoberfest event to be held on October 10th, at Square Links Golf Course.

The ADA final report is forthcoming, and Mr. Randall will make copies available for Board review, upon completion.

The Village of Tinley Park is working to develop costs for cooperative efforts related to maintenance of equipment along with mowing and asphalt services.

The golf course is scheduled to open in one month, depending on weather conditions.

The mower involved in the June 17, 2014 accident has been sold.

X. Committee Reports

A. Maintenance

Sufficient information regarding the maintenance department was provided in the February Executive Director's Report.

B. Beautification and Natural Areas

Taller growth in natural areas that was not managed through fall burns, is being mowed.

This past season's lettuce project has produced 180 pounds of fresh greens that were donated to the Frankfort Township Food Pantry.

C. Recreation

Sufficient information regarding the recreation department was provided in the February Executive Director's Report.

D. Early Childhood

Jim Randall reported that the Early Learning Center, once the largest FSPD program, is down from \$300,000 in annual revenue, to \$115,000 in projected revenue for the 2015/2016 school year.

E. Internet and Technology

The new IT contractor, referenced in the Executive Director's Report, will be able to isolate incoming email messages to block spam from foreign countries, and will also filter information coming into the website, ensuring inappropriate content is not encountered by preschool and BAS children utilizing computers and iPads in the computer lab.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall is investigating bond retirement and debt projections.

H. Township Planning Commission

No report

I. SHSD 161 Workshop Committee

No report

I. F.A.N.

The F.A.N. program is setting record participation numbers.

Currently, 4-5 individuals have been taking advantage of the new Early Bird F.A.N. hours, and are hugely appreciative of the morning opportunity.

The Park District extended F.A.N. membership to all Summit Hill School District employees.

J. Golf Course

The loft area of the golf course garage is being cleaned and organized.

K. Office

Office Manager, Diane Meister, has been on vacation this past week, and her staff have done a phenomenal job in her absence.

L. FOIA

No FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XV. Adjournment

Dave Macek made Motion 15-1086 to adjourn the meeting at 8:10 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:
Linda Mitchell