

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 21, 2016

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: Ken Blackburn, Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Joe Vlosak.

Absent was: Brian Mulheran

IV. Public Input

Resident, Rich Slager, addressed the Board, requesting further information regarding the proposed referendum. Mr. Slager noted that \$40 per \$250,000 home value is not substantial, but he further stated that property taxes continue to increase. He asked for clarification regarding the status of the Park District's debt.

President, Ken Blackburn, stated the proposed improvement projects detailed in the referendum are included per residents' responses from an independent third party community-wide survey. He then deferred to Secretary/Executive Director to address the financial question.

Jim Randall detailed the two different forms of debt service that include 2002 bonds and debt incurred through the acquisition of athletic fields and various improvement projects. If approved, the Park District would pay off a portion of debt that could provide \$200,000-\$225,000 annually for capital repair and improvement items. The major portion of the referendum funds would be expensed on improvements at all 32 park sites.

Mr. Randall also noted the Park District spends money it receives through tax levies by putting it back into parks and facilities. The District does not accumulate large debt margins nor acquire large facilities, and remains well under the legal debt limit prescribed by the State of Illinois, and the Board and staff continue to be good stewards of the money received.

Mr. Slager wanted to be sure the Park District made wise spending decisions.

Jim Randall reported that the District has imposed substantial reduction in nearly every line item by not replacing vacant full time positions and daily reviewing expenditures.

Commissioner, Craig Maksymiak stated that if residents approve the referendum, the Park District will be in a better financial position to provide improvements. If not approved, there are no dire consequences, and the Park District will continue to maintain existing parks and facilities, doing what is necessary.

Vice President, Dave Macek, further noted that survey responses and feedback from residents confirmed that the community is highly supportive of the proposed improvements.

Mr. Slager asked what the community-wide survey response was, and Jim Randall noted that residents were highly supportive of the District as a whole.

In addition, the University of Illinois, conducted the survey and met with all community groups and organizations, gathering data that was developed into the 2014 Master Plan. The normal progression of the five year Master Plan is to then enable residents to provide direction in the form a referendum. The Park District is simply looking for a strong positive or negative response to provide direction, and therefore chose a popular election to ensure a large turnout of voters to give a greater number the opportunity to voice their opinions.

Mr. Slager asked how the referendum was publicized. Mr. Randall informed him that the referendum booklet was included in the winter/spring brochure that was mailed to all Park District households in December 2015, articles were published in the *Chicago Tribune*, *Frankfort Station*, and *Daily Southtown*, through Board Meetings, community group meetings, referendum displays at various community locations, and will be displayed on Park District marquee closer to the March 15th election.

Mr. Slager was pleased with the information provided, stating the Park District has been proactive in their approach. He also stated that the parks are impressive, and his family regularly provides volunteer hours to the Park District through its Natural Areas and environmental initiatives. He reiterated that he was only concerned that the Park District was not getting into excessive debt.

Mr. Randall stated the Park District adheres to transparency in government, noting all financials are accessible to all through the District's website.

V. Correspondence

A. Information

Email from Rick Danczyk, Hawthorne Lakes Townhome Association representative, providing positive feedback regarding the proposed Park District referendum.

Screenshots of FSPD Facebook posts, managed by Colleen Hassell, FSPD Social Media Coordinator were presented for Board review. The posts include photographs of the ELC preschool classes during their holiday celebrations, viewed by over 1000 people, the Nature Center's solar panels, and the FSPD's ice rinks, featuring the new Nice Rink liner, reflecting combined viewing by over 800 people. Mr. Randall noted that Colleen Hassell, FSPD Media Coordinator, was hired in response to what residents requested during the March, 2015 Park Board Workshop, and stated that she has provided a tremendous benefit to the District.

VI. Presentation of the December 7, 2015 Truth in Taxation Public Hearing Minutes and December 7, 2015 Board Meeting Minutes.

Dave Macek made Motion 16-1153 to accept the December 7, 2015 Truth in Taxation Public Hearing Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Anthony Granata, Craig Maksymiak, Dave Macek, Joe Vlosak, Ken Blackburn-Aye, Jim Kohlbacher abstained. Motion passed.

Dave Macek made Motion 16-1154 to accept the December 7, 2015 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Anthony Granata, Craig Maksymiak, Dave Macek, Joe Vlosak, Ken Blackburn-Aye, Jim Kohlbacher abstained. Motion passed.

VII. Legal Report

Jim Randall reported that he responded to requests for information by the *Chicago Tribune* regarding the Park District's Dog Obedience program, noting that of the \$76,000 in revenue received, \$46,000 was paid in instructor fees, \$20,000 was provided to Lincoln-Way Community High School District 210, and \$4,200 was put towards the FSPD College Scholarship fund, and \$4,558 was expensed in facility maintenance costs, incurred by the Park District.

Commissioner, Craig Maksymiak asked if Dr. Wyllie received free services through the Dog Obedience program, and Mr. Randall stated that Dr. Wyllie has paid for every program, and never received free classes.

Jim Randall further reported that the dog facility fits into the School District's mission of to serve the community, similar the F.A.N. program and Senior Series concerts that ensure the school is open for all in the community to use.

Jim Randall reported that he received a phone call from a resident regarding her encounter with dogs off leash while walking the Park District's bike paths. Mr. Randall informed her that the Park District has no powers of enforcement, but will consider placing additional signage on the path system detailing rules and regulation for its use.

VIII. Treasurer's Report

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

Commissioner, Craig Maksymiak, reviewed financials, and reported that three programs, dance, BAS, and F.A.N. provide the majority of recreation revenue. Jim Randall noted that staff have been challenged to reinvent programming to ensure the Park District remains relevant, i.e. the introduction of a new program with the winter/spring brochure, ELC Plus One.

Craig Maksymiak made Motion 16-1155 to accept the November Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Dave Macek made Motion 16-1156 to accept the December Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

Jim Randall presented an amended 2015/2016 Operating Budget, a copy of which was provided to Board Members for review prior to consideration, and requested consideration of same. Changes were based on recommendations from the auditor and personnel changes.

Dave Macek made Motion 16-1157 authorizing the adoption of the amended 2015/2016 Operating Budget as presented. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

The new MaxSafe account is in place, and tax revenue was deposited into this account.

A preliminary budget meeting is scheduled for the February 18th Board Meeting, and will begin at 7:00 p.m.

The Park District's end of year fund balance is projected to be \$140,000, and Mr. Randall recommended consideration of a tentative tax anticipation warrant document in the event there was a shortfall.

A new phone system will include the capability of audio conferencing for Board Members, and the Park District attorney will draft an ordinance that would authorize this action for Board consideration during the February meeting.

Jim Randall reported some interest in the published restaurant RFP, and he will update the Board if new information becomes available. Mr. Randall further noted that the Park District may continue operating the kitchen and a decreased capacity.

There will be changes in golf course operation this season, with Dan McDonald, current Assistant Superintendent of Square Links assuming the position of Superintendent, Deb Cancialosi managing the clubhouse counter, and John Keenan overseeing leagues and programming.

Commissioners were presented with a referendum meeting list, and Jim Randall noted all would be welcome to attend any or all of the meetings.

Jim Randall asked for Board consensus to promote John Keenan to the position of Superintendent of Recreation, per the job description that was provided to all Board Members in advance of said meeting. This action will be a title change only, and compensation will be reevaluated with the 2016/2017 budget. The Board consented to the action, with no further discussion.

Jim Randall asked for Board consensus to move forward the 2016 Gold Medal application. All Members were in agreement, and the completed application will be forwarded for Board review upon completion. Mr. Randall also noted that, a 3-5 minute video is required of finalists, and may be posted to the Park District website as part of the second phase of the application.

Jim Randall reported that the purchase of golf boards is on hold, and may be reconsidered in 2017 golf season.

The LED sign was ordered for the golf course, and is scheduled to be installed by April 1, 2016. The Frankfort Township Road District will assume 50% of the \$32,500 cost.

Jim Randall asked for approval to purchase two portable garage structures to be placed at the Community Center maintenance yard for a total cost not to exceed \$18,910, for the purpose of storing hand tools, small equipment, and chemicals.

The garages will replace the previously approved pole barn. Mr. Randall noted the permit process to build the 800 square foot structure became cost prohibitive when a soil test revealed it would be necessary to auger 16' holes and fill them with stone. This process would cost \$25,000, resulting in a final cost of \$65,000 to build a simple 40'x20' 800 square foot unheated facility. The portable garages, as proposed, would provide 1,152 square feet of storage space.

Jim Kohlbacher made Motion 16-1158 approving the purchase of the two portable garage structures as presented. Anthony Granata seconded. Motion approved.

Commissioners, Dave Macek, Craig Maksymiak, and Jim Kohlbacher agreed to judge the 2016 College Scholarship applications.

X. Committee Reports

A. Maintenance

Jim Randall requested consideration to move forward the purchase of a new 2015 Ford F-250 4x4 plow truck, replacing a 2002 Ford F-150 4x4 at a cost not to exceed \$24,000, taking delivery in June, 2016, and would only take earlier delivery if the current allotment of these vehicles should deplete.

Dave Macek made Motion 16-1159 approving the purchase of the new 2015 Ford F-250 4x4 plow truck at a cost not to exceed \$24,000, as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall presented a Power Point presentation summarizing the newly installed Nice Rink liner at the 80th Avenue Hockey Rink facility. The liner was installed, flooded, and frozen, providing the ability to extend an ice surface at this popular year round facility.

The annual T.E.A.M. Asset Family Faire will be held at Lincoln-Way Central High School on March 5, 2016.

Jim Randall reported that a wood shop is being set up in a portion of the pole barn on the north end of the maintenance yard.

B. Recreation

The Chicago White Sox organization will provide uniforms for the Park District's girls softball program.

Registration for the 2016/2017 Early Learning Center Preschool will begin on February 1st.

C. Information Technology

No report

D. Special Recreation

Jim Randall met with SSSRA Executive Director, Janet Porter, to request the organization consider offering an after school program for special needs children in district.

E. Finance and Planning

A budget comparison tool is being developed that will assist with the budget development process.

F. Township Planning Commission

Anthony Granata reported that he has not received notice of meetings from the Township Planning Commission.

G. SHSD 161 Workshop Committee

There have been no meetings of the Workshop Committee, but Jim Randall reported that there will be no changes to the School District's agreement to provide Mary Drew School space to Park District programming for the 2016/2017 school year.

H. Golf Course

Jim Randall reported that Ray Schmitz will step down as Superintendent of Square Links Golf Course, but will continue working golf course maintenance in a more part time capacity. Mr. Schmitz has done a tremendous job at Square Links, sharing 40+ years of experience in the field.

I. Office

The front office staff continue to provide quality service, and all have specialized roles, assisting with maintenance, facility rentals, the ELC program, and the dog park, in addition to normal office duties.

J. Risk Management

Jim Randall requested approval of Chapters 3 and 4 of the Park District's Safety Manual, copies of which were provided to Board Members during the December 7, 2015 Board Meeting for review, and requested consideration of same.

Jim Kohlbacher made Motion 16-1160 to adopt Chapters 3 and 4 of the Park District's Safety Manual, as presented. Dave Macek seconded. Motion carried.

Jim Randall distributed copies of Chapters 5 and 6 of the Safety Manual, enabling Board review prior to consideration at the February 18, 2016 Board Meeting.

K. Wellness Committee

The Wellness Committee's staff fitness initiative wrapped up in early January, and a new challenge is scheduled to begin on February 1st. The programs have provided an increased awareness on health and wellness.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

It was determined that there was no business brought before the Board that would require an Executive Session.

XIV. Adjournment

Dave Macek made Motion 16-1161 to adjourn the meeting at 8:47 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell