

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

May 26, 2004

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. Presentation of Colors

Boy Scout Troop 237 conducted the Presentation of Colors.

III. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Barb Libowitz, and Bob Murphy.

Jill Simmons arrived at 7:34 p.m.

Pam Kohlbacher arrived at 7:45 p.m.

IV. Public Input

The following Scouts from Troop 237, were introduced and read into the record: John Kasper, Rick McCully, Ian Toppett, Alex Tepp, and Alex Baker. The Scouts attended the Park Board Meeting in order to earn their Citizenship in the Community merit badges, fulfilling an Eagle Scout requirement.

The following Troop 237 leaders were introduced and read into record: Scoutmaster Rich McCully, Assistant Scoutmaster Hank Toppett, and Assistant Scoutmaster Ken Kasper.

Jim Randall recognized Troop 237, sponsored by the Park District for the past 20 years, and acknowledged their volunteer efforts this past spring in cleaning up the District's wetlands as a Scout service project. Mr. Randall praised the leadership for time and commitment spent in the administration of the organization. Troop 237 plans to work with the Park District on another service project in the upcoming summer months.

V. Presentation of the April 28, 2004 Board Meeting Minutes

Mike Constantine made motion 04-201 to accept the April 28, 2004 Board Meeting Minutes as presented. Phill Cherry seconded. Motion passed.

VI. Treasurer's Report

Jim Randall informed the Board that the annual audit is scheduled to begin the week of June 14, 2004.

Bob Murphy made motion 04-202 to accept the Accounts Payable Listing pending audit. Mike Constantine seconded. Following a brief discussion, motion carried in a vote by voice.

VII. Executive Director's Report

Jim Randall asked for Board approval to purchase and install a gazebo at Plank Trail Park, a component of the referendum projects approved in 2002, at a cost not to exceed \$33,000. Mike Constantine made motion 04-203 to approve the purchase and installation of a gazebo not to exceed \$33,000 for the Plank Trail Park site. Barb Libowitz seconded. After a full discussion, motion carried in a vote by voice.

Jim Randall asked for Board approval to complete asphalt cart paths at Square Links Golf Course in an amount not to exceed \$25,000 in accordance with a bid received in June, 2003 from Oak Lawn Blacktop. Funding is available through the remaining resources from an extension of debt in 2003. Jill Simmons made motion 04-204 to approve the completion of asphalt paving to the Square Links Golf Course cart paths. Mike Constantine seconded. Following a full discussion motion carried in a vote by voice.

Jim Randall informed the Board, that an in-house demonstration has been scheduled with a representative from Vermont Systems Software on Wednesday, June 6<sup>th</sup>. Pending Board approval, the District will purchase the software, offering improved registration procedures with plans to offer on-line registration in the next eighteen months.

Jim Randall expressed overall satisfaction with the new format of the summer brochure, which was mailed to residents the week of May 17<sup>th</sup>.

Jim Randall reported on the May 22<sup>nd</sup> summer program registration, citing a rise in program registrants over the 2003 summer registration.

Meetings between various Park District departments and Commissioners were scheduled as follows: June 21<sup>st</sup> - Recreation, July 13<sup>th</sup> - Golf Course, and August 23<sup>rd</sup> - Maintenance. Said meetings will be conducted at 7:00 p.m. for the purpose of reviewing operations and conducting long-range planning strategies.

Jim Randall informed the Board that the District will pursue grant funding for the purpose of creating a dog park, an A.D.A. accessible playground, and a band shell to be located at Union Creek Park.

VIII. Legal Report

Park Attorney, Dick Hutchison introduced Ethics Ordinance #04-05-166, and requested a motion to enact the required ordinance, following a recent legislative statute.

Mike Constantine made motion 04-205 to approve Ethics Ordinance #04-05-166 as presented. Ken Blackburn seconded. Following a full discussion, and a vote by voice, motion carried.

IX. Election of Officers

Jill Simmons made motion 04-206 to open the nomination of officers. Phill Cherry seconded. Motion carried.

Bob Murphy made motion 04-207 to nominate Pam Kohlbacher as President. Jill Simmons seconded. Motion carried.

Mike Constantine made motion 04-208 to nominate Ken Blackburn as Vice President. Bob Murphy seconded. Motion carried.

Pam Kohlbacher made motion 04-209 to close nominations. Barb Libowitz seconded. Motion carried.

X. Board Appointments

Following a full discussion, the Board named Frankfort Neue Presse as the newspaper of choice for legal ad publications.

It was decided that Park Board meetings shall be conducted on the fourth Wednesday of each month at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois, at 7:00 p.m. A discussion regarding change of venue during summer months ensued, and it was affirmed that advance notice shall be posted to apprise the public of said changes.

Pam Kohlbacher appointed Dick Hutchison to serve as Park Attorney. Mr. Hutchison accepted said appointment, no discussion.

Pam Kohlbacher appointed Mike Constantine to serve on the Frankfort Township Planning Commission. Mr. Constantine accepted said appointment, no discussion.

Pam Kohlbacher appointed Jim Randall to the SSSRA Board. Mr. Randall accepted said appointment, no discussion.

Pam Kohlbacher appointed Jim Randall to the L.A.P. Board. Mr. Randall accepted said appointment, no discussion.

Jim Randall appointed Audrey Marcquenski, Jeff Mecher, and JoAnn Kraft to serve as Commissioners of the Ethics Commission of Frankfort Square Park District.

Pam Kohlbacher appointed Robert Guler to serve as Treasurer of the Board of Commissioners. Mr. Guler accepted said appointment, no discussion.

Pam Kohlbacher appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment, no discussion.

XI. Committee Reports

A. Maintenance

No report

B. Recreation

No report

C. Special Recreation

No report

D. Finance and Planning

Jim Randall reported that the District received tax distributions over the past two weeks, and additional distributions will be received by Friday, May 29, 2004.

E. Township Planning Commission

No report

F. Lincoln-Way Area Parks

Jim Randall informed the Board that Harry Zimmer, Athletic Director of L.A.P. has resigned his position. Job placement ads were placed, and applications will be reviewed.

G. Carnival

Jim Randall reported that plans for the annual carnival are well underway. Mr. Randall noted that thanks in large part to a generous fireworks donation of over \$5,000 from the Village of Tinley Park, and additional monetary donations received from the Village of Frankfort and area businesses, the District will come close to meeting expenses incurred by the annual fireworks display.

H. Golf Course

Jim Randall reported that although weather has been a factor in limiting business at the course, revenues are comparable to 2003 proceeds.

Jim Randall expressed satisfaction with the flawless operation of the newly installed irrigation system.

Jim Randall reported that staffing is in place at the course, and operations are running smoothly.

XII. Old Business

Jim Randall reiterated plans to seek grant monies, as heretofore mentioned, to install a dog park, A.D.A. accessible playground, and band shell at the Union Creek Park site. A July 1, 2004 deadline has been set to appeal for OSLAD grant funding of this project, and a public hearing may be scheduled prior to the June Board Meeting.

Pam Kohlbacher asked about the usage of the Splash Park. Jim reported that although weather has hampered use, residents are enjoying the facility. Several reservations are booked at the facility, and hours of operation will increase for the summer season, beginning June 7, 2004.

XIII. New Business

No report

XIV. Closing Ceremony

Scout Troop 237 conducted a closing ceremony at 8:15 p.m.

XV. Executive Session

Ken Blackburn made motion 04-210 to enter into Executive Session. Phill Cherry seconded. Motion passed unanimously.

Proposed land acquisition, as previously addressed by this body in Executive Session on April 28, 2004, was discussed.

Jim Randall reviewed a personnel matter with the Board.

Bob Murphy made motion 04-211 to go out of Executive Session. Mike Constantine seconded. Motion passed unanimously.

XVI. Adjournment

Bob Murphy made motion 04-212 to adjourn the meeting at 8:40 p.m. Mike Constantine seconded. Motion passed unanimously.

Respectfully submitted:

Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

June 23, 2004

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. Roll Call

Present were: Ken Blackburn, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy.

Phill Cherry arrived at 7:30 p.m.

Absent was Jill Simmons

III. Public Input

No input

IV. Presentation of the May 26, 2004 Board Meeting Minutes

Mike Constantine made motion 04-213 to accept the May 26, 2004 Board Meeting Minutes as presented. Ken Blackburn seconded. Motion carried.

V. Treasurer's Report

Mike Constantine made motion 04-214 to accept the Accounts Payable Listing pending audit. Bob Murphy seconded. Motion carried.

Jim Randall explained the revised format of the monthly Treasurer's Report, noting increased detail when tracking monthly expenditures, and the landscape orientation, which will allow for a more straightforward assessment of said document.

VI. Executive Director's Report

Jim Randall requested Board approval to initiate the grant application process for the proposed A.D.A. accessible garden/playground, large and small dog park, and band platform to be located at Union Creek Park. Mr. Randall informed the Members that no further action can be taken prior to the July 28, 2004 public hearing, thereby allowing for resident input in the matter. Ken Blackburn made motion 04-215 to initiate the grant application process, with the understanding that completion of the procedure will be withheld pending public input. Bob Murphy seconded. Following a full discussion, motion carried.

Jim Randall asked for Board approval to purchase Vermont System registration software at the budgeted amount of \$17,533. Mike Constantine made motion 04-216 to purchase Vermont System registration software at a cost not to exceed \$17,533. Ken Blackburn seconded. Following a full discussion, motion carried.

Jim Randall reported that the recreation staff enjoyed meeting with Commissioners on June 19<sup>th</sup>, and the next Board of Commissioners/departamental meeting is scheduled with golf course staff on July 13<sup>th</sup> at the Square Links Golf Course.

Jim Randall led a discussion regarding the new Splash Park facility. Overall the Splash Park has been well received by residents, although there have been complaints regarding the \$1 charge assessed to users. Staff reported a situation wherein individuals attending community room rental parties gained entered the facility. Proactive measures have been taken to prevent this situation from occurring in the future.

Jim Randall informed the Board that the Park's energy grant application did not meet with initial success, and will be reconsidered in mid-July.

Jim Randall asked for Board approval to move forward with the purchase of a Zamboni attachment in the amount of \$8,075. Prior to the winter season, additional expenses will be incurred, i.e. shipping charges, a larger water heater, and a plexi-glass environment cab. Advanced purchase of said attachment will result in a savings of approximately \$2,000. Mike Constantine made motion 04-217 to purchase a Zamboni attachment at a cost of \$8,075. Ken Blackburn seconded. Following a full discussion, motion carried.

Jim Randall detailed plans to renovate Union Creek football fields. Maintenance crews will re-grade, seed, and hydro seed the eroded areas, thereby insuring a playable surface for the upcoming season.

Jim Randall informed the Members present that the cart path paving project, per Board direction, Motion No. 04-204, at the golf course is complete, and further conveyed a successful golf season to date, noting a record numbers of sales this past Father's Day.

Jim Randall announced that installation of playground equipment at Plank Trail Park, per Board direction, Motion No. 04-197, is complete. Maintenance staff will install timbers and fibar, and the park site should be ready to open by the pre-determined date of July 4, 2004.

Jim Randall informed Members present that a gazebo was ordered for Plank Trail Park, as per Board's direction, Motion No. 04-203.



Jim Randall stated that no updates are available regarding the engineering of the bridge, connecting Plank Trail Park and Old Plank Trail. The developer, Bruti & Associates, is pursuing the matter.

Jim Randall notified the Board that a new surface, New Mexico Red has been applied to the baseball field at Summit Hill. The crushed stone surface has a fine, powder-like texture, and will allow for improved irrigation.

VII. Committee Reports

A. Maintenance

No report

B. Recreation

No report

C. Special Recreation

No report

D. Finance and Planning

No report

E. Township Planning Commission

Mike Constantine reported that a special use permit was granted, allowing the parking of approximately 10-15 auto auction cars in a lot behind Express Lube & Wash business located on Route 30. The area is fenced and not visible from the street.

F. Lincoln-Way Area Parks

Jim Randall reported on the receipt of over fifty applications for the position of L.A.P. Athletic Director. Eight qualifying applicants were interviewed, and it is expected that a new director will be in place by July 1, 2004.

G. Carnival

Jim Randall stated that all plans are in place for the annual carnival, scheduled for August 5<sup>th</sup> through August 8<sup>th</sup>, and the event will be the topic of discussion at the upcoming weekly staff meeting.

H. Golf Course

Commissioner Bob Murphy inquired about the time-frame for the projected township sidewalk installation at Square Links Golf Course. Jim Randall replied that final engineering is not complete, and awaits the pending ComEd approval.

VIII. Old Business

Jim Randall reported that the current referendum project, Plank Trail Park, is currently pending.

Jim Randall stated no updates regarding property acquisition are available.

IX. New Business

No report

X. Legal Report

Park Attorney, Dick Hutchison, sought a motion to record the Historic and Natural Resources Preservation covenant with the Square Links Golf Course deed, as per IDNR instruction to meet OSLAD requirements. Ken Blackburn made motion 04-218 to proceed with the recording of the Historic and Natural Resources Preservation covenant with the Square Links Golf Course deed. Bob Murphy seconded. Following a vote by voice, motion carried.

XI. Executive Session

Ken Blackburn made motion 04-219 to enter into Executive Session. Mike Constantine seconded. Motion passed.

A personnel matter was the point of discussion. No action was taken.

Ken Blackburn made motion 04-220 to go out of Executive Session. Mike Constantine seconded. Motion passed.

XII. Adjournment

Ken Blackburn made motion 04-221 to adjourn the meeting at 7:45 p.m. Mike Constantine seconded. Motion passed.

Respectfully submitted:  
Linda Mitchell

## PUBLIC HEARING

JULY 28, 2004

The following are Minutes of a Public Hearing of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building regarding the proposed Union Creek Park improvement project grant application and the passage of the Budget and Appropriation Ordinance #04-07-167.

### I. Call to Order

The Meeting was called to order at 6:30 p.m.

### II. Roll Call

Present were: Ken Blackburn, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons.

Absent was: Phill Cherry.

### III. Public Hearing

Inasmuch as the Frankfort Square Park District is considering applying for a grant with the Illinois Department of Conservation to construct an A.D.A. accessible garden/playground, a large and small dog park and a band shell at the Union Creek Park site, located at 19900 S. 80<sup>th</sup> Avenue, Tinley Park, Illinois, the Board of Commissioners met with the purpose of ascertaining public opinion regarding the proposed grant application.

Inasmuch as the Frankfort Square Park District is required to pass an annual Budget and Appropriation ordinance, the Board of Commissioners met with the purpose of presenting said ordinance for public hearing prior to adoption of same.

Jill Simmons made motion 04-222 to open the public hearing regarding Union Creek Park site proposed improvement project grant application, and the public hearing of the Budget and Appropriation Ordinance #04-07-167. Mike Constantine seconded. Motion carried.

No input.

Ken Blackburn made motion 04-223 to close the public hearing regarding Union Creek Park site proposed improvement project grant application, and the public hearing of the Budget and Appropriation Ordinance #04-07-167. Jill Simmons seconded. Motion carried.

### IV. Adjournment

Jill Simmons made motion 04-224 to adjourn the public hearing at 7:00 p.m. Mike Constantine seconded. Motion passed unanimously.

Respectfully submitted:

Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

July 28, 2004

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. Roll Call

Present were: Ken Blackburn, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons,  
Absent was: Phill Cherry.

III. Public Input

No public input

IV. Presentation of the June 23, 2004 Board Meeting Minutes

Ken Blackburn made motion 04-225 to accept the June 23, 2004 Board Meeting Minutes as presented. Mike Constantine seconded. Motion carried.

V. Legal Report

Ken Blackburn made motion 04-226 to adopt Prevailing Wage Ordinance #04-07-168 as presented. Mike Constantine seconded. Motion carried.

VI. Treasurer's Report

Ken Blackburn made motion 04-227 to accept the Accounts Payable Listing pending audit. Mike Constantine seconded. Motion carried.

Mike Constantine made motion 04-228 to accept the Budget and Appropriation Ordinance #04-07-167 as presented. Jill Simmons seconded. Following a brief discussion, motion carried. Park Attorney, Dick Hutchison will file the ordinance and supporting documents with Will and Cook counties.

Jim Randall informed Board Members that notification of OSLAD grant funding for the proposed bike trail is expected within the next two months. Mr. Randall further explained that the state budget was passed with legislators voting to retain the OSLAD grant program, thanks in large part to lobbying efforts extended by communities and park districts.

Jim Randall updated the Board on the progress of the District's \$750,000 OSLAD grant award. Following submission of necessary documentation at state and federal levels, funds are expected to be distributed within 30-90 days.

Jim Randall led a discussion regarding the Lincoln-Way High School District 210's land purchase, located at Harlem and St. Francis Road. If plans to build a third high school at this site move forward, shared use of the school facility and grounds by the Park District is a strong possibility. Additionally, Lincoln-Way would be amenable to the Park District's construction of athletic fields at this site. Firm plans should be finalized within the coming year.

The Vermont System Software package was installed on Park computers, and key staff will receive onsite training August 24<sup>th</sup> through August 26<sup>th</sup>. The fall brochure will include a form required to establish a family data base for future online registration.

Jim Randall asked for Board approval to purchase a Massey Ferguson tractor for a sum not to exceed \$6,000. Said implement will benefit the District in reduced labor cost, and allow for ease of operation.

Ken Blackburn made motion 04-229 to approve the purchase of a Massey Ferguson tractor at a sum not to exceed \$6,000. Bob Murphy seconded. Following a full discussion, motion carried.

## VII. Committee Reports

### A. Maintenance

Jim Randall reported that staff is preparing an information packet for the August 23<sup>rd</sup> committee meeting with Board Members. Said meeting will include a tour of park sites.

### B. Recreation

Jim Randall stated that the fall brochure proof will be released to the printer on Aug. 4<sup>th</sup>, with resident registration scheduled to begin August 28<sup>th</sup>.

Jim Randall reported on a free hockey clinic presented by the Chicago Blackhawks/AHAI on Thursday, August 12<sup>th</sup>, at the Park District's hockey rink.

C. Special Recreation

No report

D. Finance and Planning

Jim Randall reported on the completion of the annual audit. A copy of the financial statements, compiled by the audit firm of Wermer, Rogers, Doran, and Ruzon, will be distributed to Commissioners in advance of August meeting. Greg Miller, auditor for the firm will attend the meeting to present a brief report.

E. Township Planning Commission

Mike Constantine reported on Frankfort Park District's plans to construct a splash park and skate park facility, and on Mokena Community Park District's plans to construct a Frisbee golf course.

F. Lincoln-Way Area Parks

Jim Randall was pleased to announce the hiring John Mitchell, new L.A.P. Athletic Director.

Jim Randall reported that L.A.P. season will begin on September 7<sup>th</sup>. John Mitchell and his assistant, Ruth Bradley, are working on expanding the existing programming and developing new programs.

G. Carnival

Jim Randall reported that planning for the annual event, scheduled August 5<sup>th</sup> through August 8<sup>th</sup>, is complete.

H. Golf Course

Jim Randall reported that business increased over the previous year of operation.

Jim Randall informed the Board that a local nursery offered a great deal on new plantings, which were currently installed at the course.

The Commissioners remarked on the exceptional overall condition of the golf course, following their tour during the July 13<sup>th</sup> committee meeting.

Jim Randall announced plans to hold an evening golf event for Board Members and staff during the month of August. Information regarding said event will be forthcoming.

VIII. Old Business

Jim Randall stated that all grants, herein addressed, relate to referendum projects slated for future completion.

IX. New Business

Pam Kohlbacher reported that parents waiting for children to be released from Park programming at Indian Trail School have been littering the area with cigarette butts. Jim Randall assured the Board that he would look into the matter, as smoking is prohibited on school grounds.

X. Executive Session

Ken Blackburn made motion 04-230 to enter into Executive Session. Bob Murphy seconded. Motion passed unanimously.

Jim Randall reviewed a personnel matter with the Board.

Ken Blackburn made motion 04-231 to go out of Executive Session. Mike Constantine seconded. Motion passed unanimously.

XI. Adjournment

Ken Blackburn made motion 04-232 to adjourn the meeting at 7:45 p.m. Mike Constantine seconded. Motion passed unanimously.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

August 25, 2004

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. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons.

III. Public Input

No public input

IV. Presentation of the July 28, 2004 Board Meeting Minutes

Ken Blackburn made Motion 04-233 to accept the July 28, 2004 Board Meeting Minutes as presented. Mike Constantine seconded. Phill Cherry abstained. Motion carried.

V. Presentation of the July 28, 2004 Public Hearing Minutes

Ken Blackburn made Motion 04-234 to accept the July 28, 2004 Public Hearing Minutes as presented. Mike Constantine seconded. Phill Cherry abstained. Motion carried.

VI. Legal Report

Park Attorney, Dick Hutchison reported that all necessary documents pertaining to the Budget and Appropriation Ordinance #04-07-167 have been filed with Will and Cook counties. Mr. Hutchison submitted the Will County filing receipt for file.

Attorney Hutchison submitted the Square Links Golf Course deed, filed with the Historic and Natural Resources Preservation Covenant, for file purposes. Said filing was a necessary component of the \$750,000 OSLAD grant award.

Attorney Hutchison informed the Board that the tax status at the golf course has been corrected, and the District was refunded accordingly.



Jim Randall forwarded an abridged version of an ethics ordinance, drafted by the Illinois Municipal League, to Attorney Hutchison for the purpose of rendering a legal opinion. Mr. Hutchison recommends that the Board consider replacing the existing Ethics Ordinance #04-05-166 with the abbreviated version, citing its simplicity. Said version will also negate the requirement of an ethics officer and board assignments. A copy of the revised ordinance will be forwarded for Board analysis prior to the September meeting.

VII. Treasurer's Report

Ken Blackburn made Motion 04-235 to accept the Accounts Payable Listing pending audit. Mike Constantine seconded. Motion carried.

VIII. Executive Director's Report

Jim Randall presented for Board approval, a professional services contract with United Energy Associates, Inc. in the amount of \$22,593.60 for the purpose of retrofitting lighting fixtures in the golf course club house and garage, and throughout older sections of the Park Community Center. Implementation of said project will improve energy efficiency and quality of overhead lighting.

Ken Blackburn made Motion 04-236 to enter into a professional services contract with United Energy Associates, Inc. for an amount not to exceed \$22,593.60. Upon completion of lighting upgrade, Illinois Clean Energy Community Foundation will render the \$15,000 grant award, and the District expects to recoup the remaining \$7,593.60 in energy savings within one year. Mike Constantine seconded. Following a full discussion, motion carried.

Jim Randall presented the Board with a grant and referenda summary, detailing a historic financial picture of the District, dating from 1978 to present.

Jim Randall presented the Board with a Splash Park summary, fully detailing operational costs incurred during the initial year of operation. Staff will review the operation at season's end and make adjustments, if deemed necessary, to improve service for the following year.

Jim Randall reported that the District initiated the application process for OSLAD grant consideration, in accordance with Board direction, per Motion 04-215, for Union Creek Park improvement projects.

Jim Randall informed Board Members that notification regarding the Park's outstanding bike trail grant application should be received within the next two months.

Jim Randall updated the Board on the progress of the \$750,000 OSLAD grant award. An appraisal was completed according to IDNR standards, and additional documentation will be completed prior to distribution of grant funds, expected by November or December of this year.

Jim Randall reported that the accounting firm of Wermer, Rogers, Doran and Ruzon is completing the annual audit, and Greg Miller, C.P.A. for the firm, plans to present the finished document at an upcoming Board Meeting.

Jim Randall requested Board approval to trade-in a 1991 Ford F-250 Park truck, and to lease a 2005 Crown Victoria at a cost not to exceed \$26,000.

Bob Murphy made Motion 04-237 to authorize Vehicle Lease Ordinance #04-08-170 with Currie Motors/Ford Motor Credit for the purpose of leasing a 2005 Crown Victoria at a cost not to exceed \$26,000, including a \$3,500 trade allowance for Park owned 1991 Ford-250 truck. Lease agreement shall not exceed three years, \$7,000 annual lease payments, and will include a \$1.00 purchase option at the conclusion of the three year lease. Jill Simmons seconded. Following a full discussion, motion carried.

Jim Randall asked for Board approval to purchase a new Toro Groundsmaster 4500-D Rotary Mower for a sum of \$35,825. Said purchase would be financed via an installment loan contract through First United Bank with annual principle payments not to exceed \$8,345, and an annual interest rate not to exceed 3.20%.

Ken Blackburn made Motion 04-238 to authorize Installment Loan Contract Ordinance #04-08-169 with First United Bank for the purpose of purchasing a Toro Groundsmaster 4500-D Rotary Mower at a cost not to exceed \$35,825. Barb Libowitz seconded. Following a full discussion, motion carried.

Jim Randall requested Board approval to hire an independent third party, Dr. Anthony Zito, to review the Park's 2002 Master Plan and referendum project summary in order to render an opinion on objectives met through the plan. Cost of said service should be approximately \$1,000 and results could be presented at the November Town Hall Meeting. Following a vote by voice, the Board approved said proposal.

Jim Randall announced that two cardiac defibrillators with adult and pediatric pads have been ordered for use at the golf course and Park District. Vicki Guler, registered nurse and staff member will be trained on usage of said units through the Frankfort Fire Department.

IX. Committee Reports

A. Maintenance

Commissioner Phill Cherry inquired into the possibility of constructing a garage at the west end of the District, citing the need to store equipment and reduce time spent traveling from the main building. Jim stated that additional space is needed, and could increase efficiency. The Board tabled the matter for future study.

B. Recreation

Jim Randall reported that registration for fall programming will begin on Saturday, August 28<sup>th</sup>.

Jim Randall informed Board Members that the onsite RecTrac software training session has been postponed, and will be rescheduled in the near future.

Commissioner Barb Libowitz remarked positively on the fall brochure. Jim Randall further commented on the diversity of programming and the unique offerings.

C. Special Recreation

Jim Randall informed the Board that the \$500,000 State Line Item grant was received by the SSSRA. Said grant was made possible through the efforts of State Representative, Kevin McCarthy. Mr. Randall is currently working with a financial advisor from the firm of Robert W. Baird & Co., Inc. to reduce the size of the initial bond, thereby resulting in lower payments.

Jim Randall reported that all personnel issues have been resolved.

Jim Randall reported the SSSRA Board is in the process of finalizing a master plan.

D. Finance and Planning

No report

E. Township Planning Commission

No report

F. Lincoln-Way Area Parks

Jim Randall reported that John Mitchell, LAP Athletic Director is working out of the Park District office, preparing for the 2004-05 season of operation.

G. Carnival

Jim Randall was pleased to report on the overall success of the annual event, which was well received by residents.

H. Golf Course

Jim Randall reported that the course is running smoothly, thanks in large part to SGO Bob Guler's direction and dedication to its operation.

X. Old Business

Jim Randall reported that installation of the gazebo and path, along with final grading and seeding, will complete the remainder of projects at the Plank Trail Park site.

XI. New Business

No report

XII. Adjournment

Ken Blackburn made Motion 04-239 to adjourn the meeting at 7:55 p.m. Phill Cherry seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

September 22, 2004

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. Roll Call

Present were: Phill Cherry, Mike Constantine, Barb Libowitz, Bob Murphy, and Jill Simmons.

Absent were: Ken Blackburn and Pam Kohlbacher

III. Public Input

No public input

IV. Presentation of the August 25, 2004 Board Meeting Minutes

Mike Constantine made Motion 04-240 to accept the August 25, 2004 Board Meeting Minutes as presented. Barb Libowitz seconded. Following a vote by voice, motion carried.

V. Legal Report

Dick Hutchison introduced Ethics Ordinance 04-09-171, and requested a motion to enact the abbreviated version, per legal opinion rendered at the August 25, 2004 Board Meeting.

Mike Constantine made motion 04-241 to approve revised Ethics Ordinance 04-09-171 as presented. Phill Cherry seconded. Motion carried.

VI. Passage of Ordinance

Jim Randall presented Ordinance No. 04-09-172, and requested a motion to authorize said ordinance, directing the redemption of \$370,000 principal amount General Obligation Park Bonds for repayment of the SSSRA bond.

Jill Simmons made motion 04-242 to adopt Ordinance No. 04-09-172 General Obligation Park Bonds, (Alternate Revenue Source), Series 2002, as presented. Phill Cherry seconded. Following a discussion, motion carried.

VII. Treasurer's Report

Mike Constantine made Motion 04-243 to accept the Accounts Payable Listing, pending audit. Phill Cherry seconded. Following a brief discussion, motion carried.

VIII. Executive Director's Report

By general consensus, Greg Miller, C.P.A. with the independent audit firm of Wermer, Rogers, Doran and Ruzon will be scheduled to review the Park's financial statements, fiscal year ended April 30, 2004 with Board Members at a date and time yet to be determined.

Jim Randall referred Members to the September Executive Director's Report, wherein sufficient information was conveyed.

IX. Committee Reports

A. Maintenance

Jim Randall referred Members present to the September Maintenance Report wherein sufficient information was conveyed.

B. Recreation

Jim Randall referred Members present to the September Recreation Report wherein sufficient information was conveyed.

C. Special Recreation

Jim Randall reported that staff is in place, with one vacant position remaining.

Jim Randall informed the Board that a planning meeting is scheduled for September 30, 2004 at the Park District Administration Building. Dr. Anthony Zito will attend said meeting, wherein formulation of a master plan will be the topic of discussion.

D. Finance and Planning

Jim Randall reported on the Town Hall Meeting, scheduled for November 18, 2004. The informational meeting will be conducted, updating residents on the state of the Park District. A preliminary report will be made available for Board review at the October 27, 2004 Board Meeting.

Jim Randall reported that the impending St. Francis road improvement project is scheduled to begin on September 27, 2004. An estimated completion time frame of four weeks has been established.

E. Township Planning Commission

No report

F. Lincoln-Way Area Parks

Jim Randall reported that Athletic Director, John Mitchell has scheduled informational public relations meetings with various community groups.

Jim Randall reported that volleyball, the single largest L.A.P. program is well underway, with no difficulties encountered.

G. Carnival

Jim Randall reported that the closing financial summary from the August, 2004 event are unavailable to date, pending receipt of final invoicing.

H. Golf Course

Jim Randall reported that the golf course has surpassed previous year's revenues to date.

X. Old Business

A. Referendum projects

Jim Randall reported that lines were repainted at the hockey rink, following a year of heavy use at the facility.

Jim Randall reported that electric work and engineering of the existing stone path to connect with Frankfort's Plank Trail will finalize the Plank Trail Park project.

Jim Randall reiterated that bike trail grant notification is expected within one to two months.

Jim Randall reported that the Park will submit an OSLAD grant application by the October 1, 2004 deadline for the proposed Union Creek Park projects.

Jim Randall reported on a recent meeting conducted at the new Tinley Park Library facility, introducing government entities who service residents in the Village of Tinley Park to area realtors. Mr. Randall presented a brief overview of the District, and distributed information packets detailing Park District programs and facilities to those in attendance.

XI. New Business

No report

XII. Adjournment

Mike Constantine made Motion 04-244 to adjourn the meeting at 7:35 p.m. Phill Cherry seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell



FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

October 27, 2004

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. Roll Call

Present were: Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons.

Absent was: Ken Blackburn

III. Public Input

No public input

IV. Presentation of the September 22, 2004 Board Meeting Minutes

Mike Constantine made Motion 04-245 to accept the September 22, 2004 Board Meeting Minutes as presented. Barb Libowitz seconded. Following a vote by voice, motion carried.

V. Legal Report

Park Attorney Dick Hutchison reported on the receipt of assessment petitions from the Will County Board of Review, regarding four area businesses requesting reductions to their property assessments.

Dick Hutchison submitted Will and Cook County filing receipts for the General Obligation Park Bonds (Alternate Revenue Source), Series 2002, Ordinance No. 04-09-172, as adopted, via Motion 04-242.

VI. Passage of Ordinances

Park Secretary, Jim Randall read Bond Abatement Ordinance No. 04-10-173 into the record.

Mike Constantine made motion 04-246 to adopt Ordinance No. 04-10-173 as presented. Jill Simmons seconded. Following a full and complete discussion, motion carried.

Park Secretary, Jim Randall read General Obligation Park Bonds, Series 1989 Ordinance No. 04-10-174 into the record.

Mike Constantine made motion 04-247 to adopt Ordinance No. 04-10-174. Jill Simmons seconded. Following a full and complete discussion, motion carried.

VII. Treasurer's Report

Greg Miller, CPA for the firm of Wermer, Rogers, Doran and Ruzon, presented a summary of the Park's Financial Statements FY Ended 04/30/04.

Mike Constantine made Motion 04-248 to accept the Accounts Payable Listing, pending audit. Phill Cherry seconded. Following a brief discussion regarding Commissioner Libowitz's proposed revisions to the Accounts Payable Listing format, motion carried.

VIII. Executive Director's Report

Jim reported on the finalization of the Lighthouse Pointe Developer land contribution agreement by and between the Park District and Midwest Property Development. In addition to the full cash and land contribution, said agreement encompasses an innovative joint ownership of 6+ acres of park property between Frankfort Square Park District and Frankfort Park District.

Jim Randall presented a basic outline for the November 18, 2004 Town Hall Meeting.

IX. Committee Reports

A. Maintenance

Jim Randall reported on the annual hayrides for the girl scouts and Early Learning Center. In addition, community hayrides, followed by a bonfire, will be operated conjointly by the maintenance and recreation departments during Halloween weekend.

B. Recreation

Jim Randall reported on the success of the annual Halloween parties.

C. Special Recreation

Jim Randall reported the organization's survey and master plan is currently be finalized, and recreation professor, Dr. Anthony Zito will be making recommendations on said project.

D. Finance and Planning

No report

E. Township Planning Commission

No report

F. Lincoln-Way Area Parks

Jim Randall reported that L.A.P. Athletic Director, John Mitchell resigned his position, due to a recent out-of-state job offer. Assistant Director, Ruth Bradley accepted the position, vacated by Mr. Mitchell.

Jim Randall reported that all programs are in place, with adequate levels of participation.

G. Carnival

No report

H. Golf Course

Jim Randall reported on the November 1, 2004 season closing of Square Links Golf Course. Routine maintenance will be completed, and repairs will be made to the duck pond and driving range.

Jim Randall reported on a successful 2004 season, with revenues exceeding previous year totals.

Jim Randall offered updates on the progress of the St. Francis road construction at the course's access point.

X. Old Business

A. Referendum projects

Jim Randall reported on the submission of an OSLAD grant application for proposed Union Creek Park improvements. Mr. Randall expressed optimism that the Park District will be invited to attend the December 1, 2004 hearing in Springfield.

XI. New Business

Commissioner Mike Constantine inquired about eroded sections of asphalt path west of 80<sup>th</sup> Avenue in the Brookside Glen subdivision. Jim Randall stated that the developer will make necessary repairs upon completion of path installation east of 80<sup>th</sup> Avenue.

XII. Adjournment

Mike Constantine made Motion 04-249 to adjourn the meeting at 8:15 p.m. Jill Simmons seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
TRUTH IN TAXATION HEARING MINUTES

December 6, 2004

The following are Minutes of a Truth in Taxation Hearing of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

The Meeting was called to order at 6:30 p.m.

II. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Bob Murphy, and Jill Simmons.  
Barb Libowitz arrived at 6:55 p.m.

III. Public Hearing

No public input.

IV. Ken Blackburn made motion 04-250 to open the Truth and Taxation Hearing for Tax Levy Ordinance #04-12-175. Mike Constantine seconded. Following a vote by voice, motion passed.

Ken Blackburn made motion 04-251 to close the Truth and Taxation Hearing for Tax Levy Ordinance #04-12-175. Jill Simmons seconded. Motion passed unanimously.

V. Adjournment

Ken Blackburn made motion 04-252 to adjourn the Truth in Taxation Hearing at 7:00 p.m. Mike Constantine seconded. Following a vote by voice, motion passed.

Respectfully submitted:  
Linda Mitchell

**FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING**

**December 6, 2004**

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. Roll Call**

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons.

**III. Public Input**

No public input.

**IV. Presentation of the October 27, 2004 Board Meeting Minutes**

Ken Blackburn made Motion 04-253 to accept the October 27, 2004 Board Meeting Minutes as presented. Mike Constantine seconded. 5 voted yes, 2 abstained.

**V. Legal Report**

Secretary, Jim Randall presented Tax Levy Ordinance No. 04-12-175 for fiscal year 5/1/04-4/30/05 for Board approval.

Ken Blackburn made Motion 04-254 to approve Tax Levy Ordinance No. 04-12-175 as presented. Mike Constantine seconded. Motion carried.

**VI. Treasurer's Report**

Ken Blackburn made Motion 04-255 to accept the Accounts Payable Listing, pending audit. Jill Simmons seconded. Motion carried.

**VII. Executive Director's Report**

Jim Randall reported on the submission of all necessary documentation for completion of the \$750,000 land acquisition grant. Distribution of funding is expected by late December, 2004.

Jim Randall reported that staff submitted all necessary paperwork for release of the \$15,000 Illinois Clean Energy Community Foundation grant funds.

Jim Randall reported on the December 1<sup>st</sup> IDNR grant hearing, held in Springfield, Illinois, wherein the Park was invited to present an appeal for funding of Union Creek Park improvement projects. Notice of grant decision will be announced during the IPRA/IAPD state convention, held in Chicago on January 27<sup>th</sup> through January 29<sup>th</sup>.

Jim Randall presented the Board with a draft of correspondence directed to residents living contiguous to the proposed park site in Brookside Glen, east of 80<sup>th</sup> Avenue, in Tinley Park. Following a full and complete discussion, an informational meeting by and between the Park Board, Park staff, and residents is scheduled for January 26<sup>th</sup>.

Jim Randall informed the Board that he attended a meeting of local government entities, wherein the formulation of a government agency coalition was proposed. Said coalition, comprised of local area schools, park districts, and the township, may organize for the purpose of engaging services of an attorney to defend against local area business appeals for reduction of property taxes.

Jim Randall sought Board direction regarding a resident request to purchase Lot #8. The Board denied said request.

Jim Randall reported on a proposed subdivision site located within the Village of Frankfort, on 84<sup>th</sup> Avenue, parallel to the Illinois Bell substation, north of Route 30. The developer of said site is proposing to donate acreage of which the majority is encumbered by wetlands, flood plane, and high tension wires to the Park District in lieu of the normal cash donation. Staff will study the matter and work to negotiate a more favorable outcome to present to the Board for consideration prior to contract settlement.

Jim Randall requested Board approval to contract a lease agreement with deferred payment to June 2005, for a 2004 model Massey Ferguson tractor. Executing said agreement prior to January 1, 2005 will result in a 3% cost savings of \$5,000.

Bob Murphy made Motion 04-256 to enter into a lease agreement for a 2004 model Massey Ferguson tractor. Phill Cherry seconded. Following a full discussion, motion carried.

VIII. Committee Reports

A. Maintenance

Jim Randall reported on the purchase of District purchased end-of-year stock through Saunoris Nursery.

Jim Randall informed the Board that K&T ChemDry is contracted to clean Community Center carpeting over Christmas break. Minor painting will also be accomplished during this time-frame.

B. Recreation

Jim Randall reported on the successful Lunch with Santa programs, held on December 4<sup>th</sup>, attended by over 230 participants.

Jim Randall reported on the Early Learning Center Christmas programs, scheduled for the week of December 13<sup>th</sup>.

Jim Randall reported the winter/spring brochure is in first draft phase, and will go to print the week of December 13<sup>th</sup>.

C. Special Recreation

No report

D. Finance and Planning

Jim Randall reported that budget planning will begin after January 1, 2005.

Jim Randall reported staff is working on establishing bid specifications for the bike path, and construction will begin during the spring of 2005.

Jim Randall reported on plans to erect playground equipment in the following new subdivisions: White Oak Estates, Crystal Lakes, Shimmering View, and Brookside Glen.

Jim Randall discussed future plans to locate a storage building for the purpose of housing Park maintenance equipment and vehicles.

E. Township Planning Commission

No report



F. Lincoln-Way Area Parks

Jim Randall reported that volleyball registration was held on December 6<sup>th</sup>.

G. Carnival

Jim Randall is currently negotiating a contract with the carnival provider, and preliminary plans to hold the event the weekend of August 10<sup>th</sup> are under consideration.

H. Golf Course

Jim Randall directed Bob Guler, Supervisor of Golf Operations, to submit a final financial report for the 2004 season at the January Board Meeting.

IX. Old Business

No report

X. New Business

No report

XI. Adjournment

Ken Blackburn made Motion 04-257 to adjourn the meeting at 7:20 p.m. Mike Constantine seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

January 26, 2005

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. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, and Jill Simmons.

Absent was: Bob Murphy

III. Correspondence

Various letters addressed to the Park District were presented for Board review.

IV. Public Input

a. New Brookside Glen Park

A packet of information, including, maps, park matrix, and an example survey was presented to approximately fifty residents in attendance. Executive Director, Jim Randall, gave an oral presentation regarding the 12.6 acre site complete with a summary of the development plans and an estimated schedule of completion.

Following the presentation, the floor was opened for public questions and comments.

Prior to further action, the district will distribute a survey to residents living within the service area of the proposed park site, allowing for an inclusive process of resident input in the decision making and all aspects of planning stages.

b. Frankfort Area Jaycees

Representatives of the Frankfort Area Jaycees organization presented a proposal, addressing district concerns set forth in previous correspondence regarding the annual Haunted House event.

Due to safety issues, the district informed the Jaycees that it could no longer house the event. The Jaycees are asking the district to reconsider and offered solutions addressing various concerns. The Board tabled the issue and agreed to study the matter. Board President, Pam Kohlbacher asked the Jaycee representatives to attend the March 23, 2005 Board Meeting, wherein a resolve will be achieved.

- V. Presentation of the December 6, 2004 Truth in Taxation Public Hearing Minutes and the December 6, 2004 Board Meeting Minutes.

Ken Blackburn made Motion 05-258 to accept the December 6, 2004 Public Hearing Minutes and December 6, 2004 Board Meeting Minutes as presented. Mike Constantine seconded. Motion carried.

- VI. Legal Report

Park District Attorney, Dick Hutchison, reported on the filings of tax levies with both Will and Cook counties. Receipts were forwarded to the district via facsimile transmission.

- VII. Presentation of Tree Ordinance No. 05-01-176

Jim Randall read Tree Ordinance No. 05-01-176 into the record, explaining its intent and purpose.

Phill Cherry made Motion 05-259 to accept Tree Ordinance No. 05-01-176 as presented. Jill Simmons seconded. Following a full and complete discussion, motion carried.

- VIII. Presentation of Tax Appeal Resolution No. 05-01-03

Jim Randall read Tax Appeal Resolution No. 05-01-03 into the record.

Jill Simmons made Motion 05-260 to accept the Tax Appeal Resolution No 05-01-03 as presented. Barb Libowitz seconded. Following a full and complete discussion, motion carried.

- IX. Presentation of Authorization for a New Position.

Jim Randall sought Board approval to establish a new position of seasonal Golf Maintenance Superintendent.

Ken Blackburn made Motion 05-261 to authorize the establishment of the new position of seasonal Golf Maintenance Superintendent, at an annual salary not to exceed \$28,800 Mike Constantine seconded. Following a full and complete discussion, motion carried.

X. Treasurer's Report

Mike Constantine made Motion 05-262 to accept the Accounts Payable Listing, pending audit. Ken Blackburn seconded. Motion carried.

Jim Randall sought Board approval to contract for GASB-34 inventory services, the financial reporting standard which requires documenting the depreciation on fixed assets and other changes to bring government reporting in line with private industry reporting.

Jill Simmons made Motion 05-263 to contract for GASB-34 inventory services for an amount not to exceed \$8,000. Barb Libowitz seconded. Following a full and complete discussion, motion carried.

XI. Executive Director's Report

The Board authorized Jim Randall to initiate the bid process for two pole buildings, one to be erected at Square Links Golf Course, and one to be erected at the Community Center. No further action will be taken, pending the Board's decision at the February meeting.

A discussion regarding the location of a pole building at the golf course facility ensued. Said building will be erected inside the fenced area; insuring esthetics of the course will not be compromised.

The Board was referred to the January report, prepared by Jim Randall, Executive Director, for a complete overview of district information.

XII. Committee Reports

A. Maintenance

The January report prepared by Jeff Mecher, Superintendent of Parks and Facilities, contained sufficient information for Board review.

B. Recreation

The January report prepared by Audrey Marcquenski, Superintendent of Recreation, contained sufficient information for Board review.

XIII. Special Recreation

No report.

XIV. Finance and Planning

Board Members will arrive ½ hour prior to the regularly scheduled Board Meetings for the month of February and March for the purpose of reviewing budgetary matters for the coming fiscal year.

A general estimate of line items and projects for the 2005-06 fiscal year will be introduced at the February meeting, total line item budget will be presented at the March meeting, final approval of the complete budget will be conducted during the April meeting.

E. Township Planning Commission

No report.

F. Lincoln-Way Area Parks

A February 11, 2005 committee meeting has been scheduled, and Jim Randall reported that Ruth Bradley, L.A.P. Superintendent continues to do an outstanding job.

G. Carnival

A tentative date of August 18<sup>th</sup> through August 21<sup>st</sup> has been set. Spectacular Midways, the district's carnival provider has once again been contracted for the annual event. Jim Randall negotiated a higher return, adding additional revenue of 5% for the district, with no increase to mega passes or ticket pricing.

H. Golf Course

Damages sustained at the Square Links Golf Course due to a ComEd lineman error have been repaired, and a full incident report was forwarded to the utility for reimbursement of repair and replacement costs, totaling \$5,000 to date.

Park District Board Meeting  
January 26, 2005  
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XV. Old Business

No discussion

XVI. New Business

No discussion.

XVII. Adjournment

Ken Blackburn made Motion 05-264 to adjourn the meeting at 8:25 p.m.  
Phill Cherry seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

February 23, 2005

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. Award Presentation

Board President, Pam Kohlbacher, formally presented the IAPD 15-Year Service Award to Commissioner Ken Blackburn. Mr. Blackburn was commended for his outstanding contributions, community leadership, and service to the Frankfort Square Park District during his tenure as Park Board Commissioner, including holding various offices of Maintenance Committee Chairman, Treasurer, and Vice President of the Park Board.

III. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons.

IV. Public Input

No input

V. Presentation of the January 26, 2005 Board Meeting Minutes.

Ken Blackburn made Motion 05-265 to accept the January 26, 2005 Board Meeting Minutes as presented. Mike Constantine seconded. 6 voted yes, one abstained, Motion carried.

VI. Legal Report

Attorney, Dick Hutchison reported on the filing of the certificates of tax exempt status.

Attorney Hutchison will represent the district in the transfer of property located in the Plank Trail Subdivision. To date, Mr. Hutchison has not contacted by the developer or the developer's attorney.

VII. Treasurer's Report

Mike Constantine made Motion 05-266 to accept the Accounts Payable Listing, pending audit. Jill Simmons seconded. Motion carried.

VIII. Executive Director's Report

Jim Randall presented Members with the first draft of the budget in advance of the February meeting.

Keith Pain, District 161 Superintendent has been invited to present a brief presentation of the school district's referendum in advance of the March 23, 2005 Park Board Meeting at 6:00 p.m.

The Park Board will meet in advance of the March meeting to review and discuss the second draft of the 2005-06 budget. Personnel reviews will also be conducted at this appointed time.

Jim Randall is in the process of finalizing the survey instrument regarding the proposed Brookside Glen park site. The format will be similar to the sample survey, which was distributed to residents in attendance at the January 26, 2005 Board Meeting.

Jim Randall informed the Board that Bruti Associates, Ltd., Plank Trail Subdivision developer, is prepared to turn over parcels of land to the Park District in compliance with the executed developer donation agreement. The developer will additionally remit a sum of \$31,000 to the district for the planned installation of trail access to Old Plank Trail. A permit was issued by the Will County Forest Preserve District, and approval for construction was approved by the Plank Trail Commission.

Many revisions of the Walnut Creek Subdivision have been drafted, and the district is currently awaiting submission of new drawings for review purposes.

Jim Randall sought Board approval for the purchase of Game Time playground equipment, necessary for the completion of park sites at Shimmering View and White Oak Estates.

Ken Blackburn made Motion 05-267 to purchase Game Time equipment for park sites at an amount not to exceed \$58,000. Barb Libowitz seconded. Motion carried.



Jim Randall sought Board approval for the installation of two pole buildings, one to be constructed at the Community Center and one to be constructed at Square Links Golf Course.

Phill Cherry made Motion 05-268 to approve the installation of two pole buildings, with materials only not to exceed an amount of \$82,564. Ken Blackburn seconded. Following a full and complete discussion, motion carried.

The district currently awaits final engineering and permitting prior to bike trail construction. Jim Randall will seek direction through the Will County Planning Commission regarding said issues.

Stacy Proper left the district to begin her new position as Superintendent of Recreation for the Frankfort Park District. After four years of dedicated service, Stacy will be missed, but staff and Commissioners wish her well in her career at the Frankfort Park District.

A job opening for the position of Recreation Supervisor, vacated by Stacy Proper, has been posted, and Jim Randall and Audrey Marcquenski are in the process of hiring a replacement.

Jim Randall sought Board approval for the provision of two internship opportunities to St. Francis University students.

In a vote by voice, the Board unanimously approved the summer internship program, with a stipend not to exceed \$100 per week per student. Additional salary will be paid if said interns are employed in tasks beyond the scope of the internship program. If successful, the trial basis program will be considered for continuation in the future.

Jim Randall reported that Gold Medal application is now complete and will be forwarded to the NRPA in advance of the March 4, 2005 deadline, noting the document proved a great teaching tool to staff as it provides a complete overview of district operation.

## IX. Committee Reports

### A. Maintenance

Information contained within Jeff Mecher's monthly report was considered sufficient for Board review.

B. Recreation

Jim Randall noted that since implementing I.H.S.A. rules and regulations for the basketball program, the district observed fewer problems and the program has improved overall.

C. Special Recreation

No report

D. Finance and Planning

Jim Randall reiterated the budget meetings schedule as referenced herein. (*See VIII. Executive Director Report*)

E. Township Planning Commission

No report

F. Lincoln-Way Area Parks

No report

G. Carnival

Jim Randall informed the Board that the date of the annual event has been changed to July 20, 2005 – July 24, 2005, due to a scheduling conflict on behalf of the carnival provider.

H. Golf Course

Square Links Golf Course is scheduled to reopen for the 2005 season on or around April 1<sup>st</sup>.

The new Superintendent of Golf Course Maintenance will begin his employment on March 15, 2005.

Final perimeter fencing, along the north exposure will be installed upon the township's completion of the St. Francis Road improvement project. The township should begin by mid-March, allowing for Park District fencing and gate completion by mid-May.

X. Old Business

The Frankfort Area Jaycees will attend the March 23, 2005 Board Meeting to discuss the issue of holding their annual Haunted House event at the Community Center location.

Park staff will install portable planter boxes at the base of district signs located at the golf course and 80<sup>th</sup> Avenue. A professional landscape company will be contracted to install bedding plants for the spring/summer season.

XI. New Business

Summit Hill School District 161 has requested endorsement of their referendum. The park district cannot publicly endorse said issue, but Board President, Pam Kohlbacher will prepare written documentation detailing the working relationship between the park and school districts.

A discussion regarding the school district's request to expand Hilda Walker Elementary School ensued. It was determined that Board approval would be required to authorize the expansion project onto district owned property.

Barb Libowitz made Motion 05-269 to amend the existing lease agreement, allowing for proposed construction of twelve (12) additional classrooms to be built upon park district land at the Hilda Walker School site, per rendered A1.1, A1.2, AC1, AC2, and A2 architectural drawings. Mike Constantine seconded. Following a full and complete discussion, Motion carried.

XI. Adjournment

Phill Cherry made Motion 05-270 to adjourn the meeting at 7:42 p.m. Jill Simmons seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

March 23, 2005

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. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons.

III. Public Input

Members of the Frankfort Area Jaycees attended for the purpose of revisiting the issue regarding conducting their Haunted House activity on Park District Community Center grounds.

Concerns regarding exposure to fuels, fertilizer, and equipment by children attending the event were raised and addressed through correspondence from Park District Executive Director, Jim Randall, directed to the President of the Jaycees following the 2004 event. The district has bid for construction of a pole building which will house said materials, and alleviate risk. The Board recommends that the organization find an alternative site, but the Jaycees are welcome to conduct the event at the Community Center location, pending completion of the construction project. Mr. Randall will notify the Jaycees as to when the permit is issued, and keep them informed regarding construction progress.

IV. Presentation of the February 23, 2005 Board Meeting Minutes.

Jill Simmons made Motion 05-271 to accept the February 23, 2005 Board Meeting Minutes as presented. Phill Cherry seconded. Motion carried.

V. Legal Report

Park Attorney, Dick Hutchison, presented Ordinance No. 05-03-177, drafted per Motion 05-269, and recommended its passage, thereby reaffirming the Summit Hill lease agreement, and allowing for the proposed expansion of Hilda Walker Elementary School, pending referendum passage at the April 5, 2005 Consolidated Election.

Mike Constantine made Motion 05-272 to approve Ordinance No. 05-03-177, as presented. Phill Cherry seconded, motion carried.

Dick Hutchison informed the Board that he will be unable to pick up final results from the Consolidated Election. Jim Randall will arrange for said retrieval, in order to conduct the canvass of election results.

VI. Treasurer's Report

Ken Blackburn made Motion 05-273 to accept the Accounts Payable Listing, pending audit. Jill Simmons seconded. Motion carried.

VII. Executive Director's Report

Jim Randall scheduled a meeting on Wednesday, April 20, 2005, in order to conduct the canvass of election results from the April 5, 2005 Consolidated Election. Newly elected Park Board Commissioners will be sworn in at the April 26, 2005 Board Meeting.

Jim Randall updated the Board on the status of survey returns for the proposed park in the Brookside Glen subdivision, east of 80<sup>th</sup> Avenue. Following the April 10<sup>th</sup> deadline for returning said survey document, the Board will be presented with final results.

Jim Randall announced the hiring of Chyenne Frieh as new Recreation Supervisor. Chyenne will begin her employment on Monday, April 11, 2005.

The Board agreed to grant Recreation Supervisor, Megan Hogan, an unpaid leave of absence in order that she may complete an internship in Colorado as part of her graduation requirement. Ms. Hogan will depart in August and return to full time duty in December.

VIII. Committee Reports

A. Maintenance

Jim Randall reported that staff is preparing the course for season's open, scheduled for Friday, April 1<sup>st</sup>.

Ray Domagalski was hired to assist Ray Schmitz, Supervisor of Golf Course Maintenance with mowing, thereby alleviating maintenance staff from daily course duties.

B. Recreation

The annual evening egg hunt, normally conducted at Square Links Golf Course has been relocated to the Community Center.

Arrangements to hire an intern from the University of St. Francis to primarily assist the recreation department during the summer months have been finalized.

C. Special Recreation

Jim Randall discussed plans to install lighting and add landscaping to the SSSRA sign this spring.

Jim Randall stated SSSRA staff has assisted with increased number of inclusion children participating in various park district programs.

D. Finance and Planning

Jim Randall will present the final 2005-06 budget to Board Members at the April 26<sup>th</sup> meeting, with the understanding that certain purchases will be made in advance of budget release in order to maximize fiscal responsibility.

E. Township Planning Commission

Jim Randall discussed the reevaluation of the Walnut Creek Development Agreement. Revisions to the agreement will be reviewed by Park District Attorney, Dick Hutchison prior to releasing said document for Village of Frankfort approval.

F. Lincoln-Way Area Parks

No report

G. Carnival

No report

H. Golf Course

Jim Randall referred back to information reported in the Maintenance portion of this meeting

IX. Old Business

No report

X. New Business

No report

XI. Executive Session

Ken Blackburn made Motion 05-274 to enter into Executive Session. Jill Simmons seconded. Motion carried.

The Board reviewed budget-related personnel issues for the 2005-2006 fiscal year.

Ken Blackburn made Motion 05-275 to go out of Executive Session. Jill Simmons seconded. Motion carried.

XII. Adjournment

Ken Blackburn made Motion 05-276 to adjourn the meeting at 8:15 p.m. Mike Constantine seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

April 20, 2005

The following are Minutes of a Special Meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois, held for the purpose of canvassing the results of the April 5, 2005 Consolidated Election.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Bob Murphy, and Jill Simmons.

III. Public Input

No input

IV. New Business

Secretary Jim Randall read the results of the April 5, 2005 Consolidated Election sent by the Will County and Cook County Clerk offices into the record.

The total number of votes cast during the April 5, 2005 Consolidated Election were 2,650. Votes were recorded as follows:

For the Park Board Commissioner Four Year Terms:

|                      |                |                  |            |
|----------------------|----------------|------------------|------------|
| Kenneth W. Blackburn | Cook County-1  | Will County-955  | Total-965  |
| Phill Cherry         | Cook County-6  | Will County-875  | Total-881  |
| David J. Macek       | Cook County-5  | Will County-1059 | Total-1064 |
| Kevin Kocolowski     | Cook County-6  | Will County-828  | Total-834  |
| Mike Constantine Sr. | Cook County-10 | Will County-785  | Total-795  |
| Paul Schissler       | Cook County-8  | Will County-807  | Total-815  |
| Jeffrey D. Roach     | Cook County-12 | Will County-1034 | Total-1046 |



Mike Constantine made Motion 05-277 to enter into the Minutes the Abstract of Votes declaring Kenneth W. Blackburn, Phill Cherry, David J. Macek, and Jeffrey D. Roach the winners of the four year terms for the office of Park Board Commissioner. Bob Murphy seconded. Motion carried.

V. Adjournment

Mike Constantine made Motion 05-278 to adjourn the meeting at 7:15 p.m. Bob Murphy seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

April 27, 2005

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  
Presentation of Colors-Boy Scout Troop 237

III. Roll Call

Present were: Ken Blackburn, Phill Cherry, Mike Constantine, Pam Kohlbacher, Barb Libowitz, Dave Macek, Bob Murphy, Jeff Roach, and Jill Simmons.

IV. Oath of Office

Park Secretary, Jim Randall administered the Oath of Office to Commissioners elected at the April 5, 2005 Consolidated Election. Ken Blackburn, Phill Cherry, Dave Macek and Jeff Roach were sworn in to office. Each elected candidate signed an Official Oath, affirming support of the Constitution of the United States and the State of Illinois, and vowing to faithfully discharge duties of the office of Frankfort Square Park District Park Board Commissioners.

V. Public Input

Representing Boy Scout Troop 237, scout leader, Hank Toppett extended sincere appreciation to the Frankfort Square Park District for their sponsorship and support of the troop

VI. Presentation of the March 23, 2005 Board Meeting Minutes.

Ken Blackburn made Motion 05-279 to accept the March 23, 2005 Board Meeting Minutes as presented. Jill Simmons seconded. Motion carried.

VII. Presentation of the April 20, 2005 Canvassing Meeting Minutes

Ken Blackburn made Motion 05-280 to accept the April 20, 2005 Canvassing Meeting Minutes as presented. Barb Libowitz seconded. The April 20, 2005 Minutes incorrectly recorded Ken Blackburn as present during Roll Call. Said Minutes are hereby amended to reflect Commissioner Blackburn's absence from the Canvassing Meeting. Following discussion, motion carried.

VIII. Legal Report

An intergovernmental agreement will be drafted by Summit Hill School District 161's attorney, per recommendation of Park Attorney, Dick Hutchison. Said agreement will allow use of park district property for installation and shared use of a parking lot at the new junior high. Attorney Hutchison will review the draft prior to presenting to the Board for consideration at the May meeting.

Ordinance No. 05-03-177, an ordinance readopting Ordinance No. 91, the lease agreement by and between the Board of Education of Summit Hill School District 161 and the Frankfort Square Park District and allowing for expansion of Hilda Walker, passed via Motion 05-272, was forwarded to the Summit Hill Board of Education for their review and subsequent adoption.

Jim Randall presented an amended Walnut Creek developer donation agreement for Board approval. Said agreement, required by the Village of Frankfort, shall apply a time-frame to Broadacre Management Company to complete necessary park improvements.

Phill Cherry made Motion 05-281 to adopt the amended Walnut Creek developer donation agreement, thereby insuring the developer's completion of park land, allowing the park district to proceed with installation of a park facility for the subdivision. Jill Simmons seconded. Following a full and complete discussion, motion carried.

IX. Presentation of Resolution No. 05-04-04, support for HB 3760

Secretary, Jim Randall, read Resolution No. 05-04-04 into the record, and requested Board consideration to adopt the resolution as presented.

Ken Blackburn made Motion 05-282 to adopt Resolution No. 05-04-04, urging the Illinois General Assembly and governor Rod Blagojevich to support the passage of House Bill 3760 into law. Phill Cherry seconded. Following a full and complete discussion, motion carried.

X. Treasurer's Report

Ken Blackburn made Motion 05-283 to accept the Accounts Payable Listing, pending audit. Jill Simmons seconded. Motion carried.

Jim Randall presented the 2005-06 Operating Budget along with a summary of capital improvement projects to be incorporated therein as expensed items.

Jill Simmons made motion 05-284 to approve the 2005-2006 Operating Budget. Phill Cherry seconded. Following a full and complete discussion, motion carried.

XI. Executive Director's Report

Jim Randall's monthly Board report contained sufficient information for Board review.

XII. Committee Reports

A. Maintenance

A discussion regarding maintenance staffing of the golf course ensued. Jeff Mecher has been alleviated from golf course duties due to newly hired golf course maintenance staff, enabling him to focus on parks and park district maintenance responsibilities.

B. Recreation

Audrey Marcquenski's monthly Board report contained sufficient information for Board review.

C. Special Recreation

Jim Randall reported that he will attend the monthly SSSRA meeting on Thursday, April 26<sup>th</sup>.

Jim Randall reported on the annual SSSRA athletic banquet, and stated that due to a conflict with park Board Meetings, SSSRA staff will alter the date of next year's event, enabling park district staff and Commissioners to attend.

#### D. Finance and Planning

Following passage of the 2005-06 Operating Budget, Jim Randall stated the Budget and Appropriation Ordinance will be drafted for Board consideration and passage at a future meeting.

The park district audit and inventory is scheduled to begin June, 2005. Maximus, a firm specializing in asset valuation, has been contracted to conduct the newly mandated GASB-34 inventory of property and facilities.

Commissioners agreed to meet with staff from various park district departments in order to review 2005-06 planning and tour parks and facilities. Meetings will be conducted on the second Thursday of each month, beginning in June, allocated as follows: June-Golf Course, July-Recreation, August-Maintenance, and September-Office.

#### E. Township Planning Commission

Mike Constantine reported that a private company requested approval to build a self-storage facility north of Gas City on Harlem Avenue. The Township denied said request.

Jim Randall asked Board Members to consider accepting a role on the Frankfort Township Planning Commission, replacing retiring Board Commissioner, Mike Constantine. Members will consider a replacement at the May meeting.

#### F. Lincoln-Way Area Parks

LAP programming is coming to a close, and Jim Randall commended Ruth Bradley on an outstanding job as director of the program.

#### G. Carnival

The prescribed carnival dates of July 20-July 24 have remained unchanged and fireworks have been scheduled for Sunday, July 24<sup>th</sup>.

The Wildcat Football organization confirmed that they will again conduct the parking concession, and Frankfort Square Baseball League will run the food concessions at this annual park district event.

H. Golf Course

Jim Randall reported that the 2005 season is off to a great start, due to the dedicated commitment of Bob & Vicki Guler, and the expertise of newly hired maintenance staff, Ray Schmitz and Ray Domagalski.

The Township road improvement project is progressing slowly, but is expected to near completion by Memorial Day weekend.

Jim Randall reported that construction of the storage barn at Square Links will be scheduled for the fall of 2005, thereby minimizing impact for golf patrons.

XIII. Old Business

No report

X. New Business

No report

XI. Executive Session

Jill Simmons made Motion 05-285 to enter into Executive Session. Ken Blackburn seconded. Motion carried.

A personnel issue was the subject of discussion.

Jill Simmons made Motion 05-286 to go out of Executive Session. Ken Blackburn seconded. Motion carried.

XII. Adjournment

Phill Cherry made Motion 05-287 to adjourn the meeting at 8:00 p.m. Ken Blackburn seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell