

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

May 17, 2007

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

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

IV. Recognition of College Scholarship Recipients

Scholarship recipients, Daniel Pirkle, and Kevin Riggle, were recognized by the board. Ashley Erdmann, Kelly Murphy, and Kayla O'Doran were not in attendance.

V. Public Input

Katie Libowitz and Erica Cogswell, Girl Scouts from Troop #284, attended to present the Frankfort Square Park District with the Trailways Tribute Award. The park district was nominated for the award by Girl Scout Service Unit 42, from the Summit Hill area.

Frankfort Square residents attended to address the board regarding the proposed 191<sup>st</sup> & Harlem Commercial Development. Discussion followed.

VI. Correspondence

- A. Jim Randall presented a message of thanks from an outside community group that was granted free use of the Community Room for an Avon Breast Cancer fundraiser.
- B. Jim Randall presented correspondence from a resident in Walnut Creek, inquiring about the status of a park installation.
- C. Jim Randall presented correspondence he directed to a resident who expressed concerns regarding commercial development at 191<sup>st</sup> & Harlem Avenue. Scott Niehaus, Tinley Park Village Manager, also responded to the complaint and his e-mail was presented for Board review.
- D. Jim Randall provided minutes from the Frankfort Township Planning Meeting.

VII. Presentation of the April 19, 2007 Board Meeting Minutes.

Dave Macek made Motion 07-439 to accept the April 19, 2007 Board Meeting Minutes as presented. Ken Blackburn seconded. Phill Cherry and Barb Libowitz abstained. Motion carried.

VIII. Oath of Office

Candidates re-elected to office, Pam Kohlbacher, Barb Libowitz, and Jill Simmons, were sworn in for a four-year term of office on the Park Board.

IX. Election of Officers

Ken Blackburn made Motion 07-440 to open the floor for nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Ken Blackburn made Motion 07-441 to nominate Pam Kohlbacher as President. Jill Simmons seconded. Motion carried in a vote by voice.

Phill Cherry made Motion 07-442 to nominate Ken Blackburn as Vice President. Dave Macek seconded. Motion carried in a vote by voice.

Dave Macek made Motion 07-443 to close the floor for nominations. Phill Cherry seconded. Motion carried in a vote by voice.

X. Board Appointments

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

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

President, Pam Kohlbacher, appointed Jim Randall to the Lincoln-Way Area Parks Board. Mr. Randall accepted said appointment, no discussion.

President, Pam Kohlbacher, appointed Dick Hutchison to serve as Park Attorney. Mr. Hutchison accepted said appointment.

It was decided that park district Board Meetings shall be conducted on the third Thursday of each month at the Frankfort Square Park District Administration building, located at 7540 W. Braemar Lane, Frankfort, Illinois at 7:00 p.m.

XI. Board Appointments (continued)

Check signing authority was granted on a renewal basis to the following individuals: Jim Randall, Bob Guler, Audrey Marcquenski, Jeff Mecher, Ken Blackburn, and Pam Kohlbacher.

The Board named The Frankfort Neue Presse as the newspaper of choice for legal ad publications.

Jill Simmons volunteered to serve on the Frankfort Township Planning Commission.

President, Pam Kohlbacher, appointed Jim Randall to the SSSRA Board. Mr. Randall accepted said appointment.

XII. Legal Report

Jim Randall presented a DOC-3 Resolution of Authorization for the Island Prairie Park Nature Center grant for Board approval.

Ken Blackburn made Motion 07-444 to adopt the DOC-3 Resolution of Authorization for the Island Prairie Park Nature Center grant. Dave Macek seconded. Motion carried.

Dick Hutchison is working on the tax exceptions and notified Jim Randall and the Board that there would be 6 tax bills in all.

XIII. Treasurer's Report

Ken Blackburn made Motion 07-445 to accept the Accounts Payable Listing, pending audit. Phill Cherry seconded. Motion carried.

Jim Randall requested Board consideration to establish a checking account at First Midwest Bank for the purpose of conducting demand deposit transactions for Square Links Golf Course.

Ken Blackburn made Motion 07-446 to approve the establishment of a demand deposit account through First Midwest Bank on behalf of Square Links Golf Course. Phill Cherry seconded. Motion carried.

Jim Randall requested Board consideration to dissolve park district accounts currently held at Harris Bank and National City Bank.

XIV. Treasurer's Report (continued)

Ken Blackburn made Motion 07-447 approving dissolution of park district accounts currently held at Harris Bank and National City Bank. Phill Cherry seconded. Following a full discussion, Motion carried.

Jim Randall requested Board approval for credit card issuance through First Midwest Bank for Park Ecologist, Clayton Wooldridge with a credit limit of \$500.

Phill Cherry made Motion 07-448 authorizing the issuance of a First Midwest Bank credit card with a \$500 limit to Park Ecologist, Clayton Wooldridge. Dave Macek seconded. Motion carried.

XV. Executive Director's Report

Jim Randall reported that additional park equipment has been delivered for the Brookside Glen East Park and is ready to go.

Jim reported that it is extremely busy throughout the Park District, but everything is going well.

XVI. Committee Reports

A. Maintenance

Jim Randall reported that the exterior bathrooms at Summit Hill School are useable. He hopes to hold the July board meeting there.

B. Natural Areas/Beautification

Clayton has been overwhelmed with projects, but has been doing a great job keeping up with them.

C. Recreation

Jim Randall commended Audrey on the exceptional job she was doing with a shortened staff. She has received several good applications, but no one as been hired yet.

D. Special Recreation

SSSRA elected to provide a vehicle for its Executive Director.

E. Finance and Planning

No report

F. Township Planning Commission

Jill Simmons reported on a zoning issue that was approved at the May 2<sup>nd</sup> Township Planning Meeting, to build an Iron Horse Restaurant on Harlem Avenue, just south of Gas City. The owner is affiliated with the Creamery and Steamboat restaurants. It will be an indoor/outdoor establishment with a drive-thru window.

G. Lincoln-Way Area Parks

No report

H. Golf Course

In spite of the weather, the golf course has been doing extremely well.

XVII. Old Business

Pam Kohlbacher asked if there was a solution to Ron Miner's previous concerns over the lack of playable basketball courts. Jim Randall stated they will be relocating the basketball courts at Indian Trail School, pending Summit Hill District 161 approval.

XVIII. New Business

Jim Randall hopes to hold the July Meeting at the Summit Hill Concession Stand and the August meeting at the Golf Course.

A rough copy of the Gold Medal video should be available by the end of May.

XIX. Adjournment

Dave Macek made Motion 07-449 to adjourn the meeting at 8:14 p.m. Ken Blackburn seconded. Motion carried.

Respectfully submitted,  
Jill Simmons

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

June 21, 2007

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Phill Cherry, Barb Libowitz, Pam Kohlbacher, Dave Macek, and Jeff Roach.

Absent was: Jill Simmons

IV. Public Input

No members of the public were present for input.

V. Correspondence

Letters, e-mails, and local press articles in the following categories were presented for Board review by Jim Randall.

- A. Thank You Letters
- B. Complimentary Letters
- C. Informative Letters
- D. Resident Concerns

VI. Presentation of the May 17, 2007 Board Meeting Minutes.

Dave Macek made Motion 07-450 to accept the May 17, 2007 Board Meeting Minutes as presented. Phill Cherry seconded. Motion carried.

VII. Legal Report

Jim Randall reported on the following matters in Dick Hutchison's absence:

Land acquisitions for parcels located in Hawthorne Lakes and Outlot "S" in Brookside Glen East were completed.

Attorney Hutchison is currently working with the Lighthouse Pointe attorney, Lyman Tieman, to secure Commitment for Title Insurance on the parcel located within the subdivision as a necessary component of the Island Prairie Nature Center OSLAD grant application.

VIII. Treasurer's Report

Ken Blackburn made Motion 07-451 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall offered updates on construction progress of Brookside Glen East Park, noting an estimated completion date of August 15, 2007.

Staff are in the process of finalizing details for the Island Prairie Nature Center grant application, due to the Illinois Department of Natural Resources by July 1, 2007. Jim Randall commented on the many positive letters of support he received by various community groups and agencies.

Jim Randall stated it may be necessary to relocate the ThorGuard Lightning Prediction unit from its location at the top of Union Creek Park, to the new Summit Hill Junior High School facility, due to problems caused by static electricity.

Jim Randall reported that the musical instrument components have been received and are slated to be installed at the Union Creek Park ADA playground.

Jim Randall requested Board approval to assist the Summit Hill School District in the planning phase, i.e. engineering and design of the parking lot repair project at the Hilda Walker School site.

There will be a delay in delivery of the façade and picnic shelter for the Summit Hill concession stand scheduled to be received the week of July 16<sup>th</sup>. Jim Randall estimates a completion date by the end of July and plans to hold the August Board Meeting at the facility, combining the meeting with an open house, inviting Girl Scout groups to attend.

Jim Randall informed Board Members that solicitation of sponsorships for the 2<sup>nd</sup> annual College Scholarship Golf Tournament is underway. Lincoln-Way North color and mascot choices will be on display at Square Links Golf Course from July 18-21 and can be viewed during the tournament.

The Gold Medal finalist packet will be mailed to Virginia on Friday, June 20<sup>th</sup>, prior to the June 29<sup>th</sup> deadline. Jim Randall is planning to schedule a viewing of the 2007 Gold Medal video at the July Board Meeting. In addition, staff will present 5-minute overviews of their department operation.

Jim Randall reported that a system upgrade of video equipment at various park locations was ordered and will be scheduled for installation.

The park district will work with Ross Electric to service all fountains. The individual from this firm specializes strictly in fountain repair and will be an excellent resource for the maintenance of this equipment.

The Southwest Community Concert Band will conduct a free patriotic concert at Union Creek Park picnic shelter on Sunday, July 1<sup>st</sup>. The event was advertised through press releases and on all park district marquees and Jim Randall discussed the possibility of the 60-member band performing at the park district's August 19<sup>th</sup> summer event.

Jim Randall discussed the day of family oriented activities, culminated by a fireworks display, planned for August 19<sup>th</sup> at Union Creek Park.

Development of the Wal-Mart site on 191<sup>st</sup> & Harlem Avenue in Tinley Park will be delayed due to a façade design change, which has yet to be finalized.

The pop machine at Union Creek Park was vandalized again. Jim Randall noted that the new surveillance system upgrade and request for increased patrols will hopefully correct the frequency of these incidents.

#### X. Committee Reports

##### A. Maintenance

Park district maintenance personnel conducted all necessary repairs following damages that took place at the Cub Scouts summer camp held at the Frankfort Square School. Jim Randall informed Board Members that vandals overturned porta-potties and slashed the tires of the scout-owned trailers.

Jim discussed the recent equipment purchases which include a new Ford F-350 truck, chipper, and bed edger.

Lincoln-Way will conduct its baseball camp program at Union Creek the week of June 25<sup>th</sup>, and Wildcats Football will begin their season at the end of the month.

##### B. Natural Areas/Beautification

Earthwork preparation, i.e. grading and mushroom composting on the side of the sledding hill is complete. Clayton and Julie are working on the design of the new native planting bed that will be installed in the fall at this location.



C. Recreation

Kelly VanHyning was hired to fill the position of Recreation Supervisor. Mr. VanHyning, who comes highly recommended by his current employer at the Bensenville Park District, will begin employment on July 9<sup>th</sup>.

Jim Randall commented on the success of the summer day camp program, noting the record-breaking number of participants enrolled.

D. Special Recreation

No report

E. Finance and Planning

A public hearing for the annual Budget & Appropriation Ordinance will be conducted on July 19<sup>th</sup>, preceding the Board Meeting. Board Members will receive a copy prior to the meeting, enabling review prior to passage.

F. Township Planning Commission

Jim Randall he was contacted by a resident who was concerned about development of condominiums on St. Francis Road & Pine Hill, citing it may not be the best use of the property.

G. Lincoln-Way Area Parks

No report

H. Golf Course

Jim Randall commented on the exceptional condition of Square Links, and that revenues have doubled over the previous year.

Lohmann Golf Designs is finalizing the 10-year master plan for Square Links, and Jim Randall will present the document for Board approval by July 31<sup>st</sup>.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Ken Blackburn made Motion 07-452 to go into Executive Session.  
Dave Macek seconded. Motion carried.

A summer day camp issue was discussed in closed session.

Dave Macek made Motion 07-453 to go out of Executive Session. Ken  
Blackburn seconded. Motion carried.

XIV. Adjournment

Ken Blackburn made Motion 07-454 to adjourn the meeting at 8:38 p.m.  
Dave Macek seconded. Motion carried.

Respectfully submitted,  
Linda Mitchell

Board Meeting Minutes-Closed Session  
June 21, 2007

Motion 07-452 made by K. Blackburn, seconded by D. Macek to go into executive session.  
Motion carried.

The Board discussed an issue that occurred in the Summer Day Camp program, and decided to remove a participant due to the nature of the incident.

Motion 07-453 made by D. Macek, seconded by K. Blackburn to return to open session. Motion carried.

## PUBLIC HEARING

July 19, 2007

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 passage of the Budget and Appropriation Ordinance No. 07-07-208.

### I. Call to Order

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

### II. Roll Call

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

Absent was: Jeff Roach

### III. Public Hearing

Ken Blackburn made Motion 07-455 to open the floor for the Public Hearing of the Budget and Appropriation, FY May 1, 2007 through April 30, 2008.

A sample copy of the Budget and Appropriations Ordinance for fiscal year beginning May 1, 2007 and ending April 30, 2008 was on display at the park district office from June 19<sup>th</sup> through July 19<sup>th</sup> for public inspection.

A legal ad, noting the date, time, and place of the public hearing was published in the Thursday, June 21<sup>st</sup> edition of the Frankfort Neue Presse.

The floor was opened for thirty minutes in order to facilitate and allow for comments from late arriving community members.

No members of the public were present to provide input.

Ken Blackburn made Motion 07-456 to close the floor for the Public Hearing. Dave Macek seconded. Motion carried.

### IV. Adjournment

Ken Blackburn made motion 07-457 to adjourn the public hearing at 7:00 p.m. Jill Simmons seconded. Motion passed unanimously.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

July 19, 2007

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Phill Cherry, Barb Libowitz, Pam Kohlbacher, Dave Macek, and Jill Simmons

Absent was: Jeff Roach

IV. Public Input

No members of the public were present for input.

V. Correspondence

Letters, e-mails, and verbal messages received from residents in the following categories were presented for Board review by Jim Randall.

- A. Thank You Letter
- B. Resident Concerns
- C. Complimentary

VI. Presentation of the June 21, 2007 Board Meeting Minutes.

Ken Blackburn made Motion 07-458 to accept the June 21, 2007 Board Meeting Minutes as presented. Phill Cherry seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall presented Ordinance No. 07-07-207, Determination of Prevailing Wages for Board approval.

Ken Blackburn made Motion 07-459 to accept Ordinance No. 07-07-207 the Determination of Prevailing Wages. Jill Simmons seconded. Motion carried. Attorney Dick Hutchison will file said Ordinance with Will and Cook Counties as required.

Park Attorney, Dick Hutchison reported that the tax exemption for Odyssey Park was received and he will work towards obtaining a refund from the Cook County for the \$1,600 paid in property taxes.

Attorney Hutchison is in the process of obtaining tax exempt status for Outlot "S" in Brookside Glen, and Hawthorne Lakes Park in the Rainford Farms subdivision.

Mr. Hutchison continues to work with Jim Randall on issues with the Lighthouse Pointe subdivision.

#### VIII. Treasurer's Report

Ken Blackburn made Motion 07-460 to accept the Treasurer's Report, pending audit. Dave Macek seconded. Motion carried.

Ken Blackburn made Motion 07-461 to accept the Accounts Payable Listing. Jill Simmons seconded. Motion carried.

Secretary Jim Randall read Ordinance No. 07-07-208, Budget and Appropriation into the record, and requested Board consideration for passage of same.

Ken Blackburn made Motion 07-462 to accept the Budget and Appropriation Ordinance No. 07-07-208 as presented. Phill Cherry seconded. Park Attorney, Dick Hutchison will file the Ordinance and supporting documents with Will and Cook Counties as required.

#### IX. Executive Director's Report

Jim Randall was pleased to announce the hiring of Kelly VanHyning for the position of Recreation Supervisor.

Jim Randall reported that camera systems throughout the district are in the process of being updated, replacing outdated systems with improved equipment improving both efficiency and effectiveness in surveillance imaging.

Updates on the progress of the remodeling project at Summit Hill concession stand were presented by Jim Randall. Board Members agreed to a change in venue for the August Board Meeting which will be held at the newly remodeled concession stand. Board Members will arrive at 5:30 for an end-of-season tour of all park sites and facilities prior to the start of the 7:00 p.m. meeting.

The Island Prairie Nature Center grant application was submitted to the Illinois Department of Natural Resources for consideration of OSLAD funding.

Jim Randall discussed the 10-year master plan and presented a site schematic, noting the project will be a phased-in approach. The first priority will be to reconstruct the first hole and tee. A budget will be developed, allocating \$15,000-\$20,000 annually, and the project will be discussed in greater detail over the winter months.

A final coat of asphalt will be added to the maintenance yard at the Community Center approximately 30% of the older section of the Brookside Glen path will receive sealcoating and necessary asphalt repairs.

Jim Randall met with Summit Hill Superintendent, Keith Pain and Business Manager, Dean Gerdes, to discuss the Hilda Walker School parking lot renovation. The park district hired a landscape architect to design the landscaping and athletic fields at the new junior high. In addition, the park district contributed by overseeing the engineering phase of the parking lot repair, expending an approximate sum of \$20,000 for both projects. The school district will not request any further financial support from the park district.

Jim Randall commented on the construction of the Frankfort Township bike path, noting the Township hired a reputable paving company to complete the project.

Jim Randall offered details on the annual fireworks display that will be held at Union Creek Park on Sunday, August 19<sup>th</sup>, preceded by a Southwest Community Concert Band concert in the Union Creek picnic shelter from 5:30-7:30 p.m., DJ Don Gray at 7:30-9:00 p.m., with concessions supplied by Villa Rosa.

Summit Hill School District has contracted ARC to complete renovation of the existing Summit Hill Junior High building. Asbestos abatement will begin during the second week of August, and it is anticipated that the entire project, i.e. interior finishes and parking lot repair will span two seasons of construction. Jim Randall noted that he is working with the contractor to configure the project so access to the athletic fields should not be greatly impacted.

The musical instrument components will be installed at the Union Creek ADA playground site, completing the final phase of the \$40,000 Kevin McCarthy playground grant project.

Jim Randall presented updated information regarding the construction of the Brookside Glen East Park project. The final finish entails seeding and planting which will begin after August 15<sup>th</sup>.

X. Committee Reports

Department heads were in attendance to update Commissioners on the status of their respective departments. Executive Director, Jim Randall, reinforced the reports by recognizing staff and a supportive Board for the park district's many achievements in all areas of operation. The following committee reports offer summaries of each report.

A. Maintenance

Jeff Mecher, Superintendent of Parks expressed appreciation for the opportunity to address the Board, and reported on new staff additions, capital improvements, routine park maintenance, equipment purchases, and detailed upcoming projects planned at Indian Boundary South, Union Creek picnic shelter, and possible fishing pier installation at Woodlawn Park Pond.

B. Natural Areas/Beautification

Clayton Wooldridge, Park Ecologist, informed Board Members that the park district was accepted as a member of Chicago Wilderness, an organization that will provide an exchange of ideas, ideas for new projects, assist in the development of educational programs, and open up new areas for grant projects. Highlights of Mr. Wooldridge's report also included information regarding ongoing ecological restorations, educating residents on natural areas, and measures taken to control weeds and algae throughout parks and ponds.

C. Recreation

Audrey Marcquenski, Superintendent of Recreation, discussed staffing in the recreation department from full time and part time, to seasonal employees, and professional contractors who are responsible for over 700 programs annually. Ms. Marcquenski has worked closely with the SSSRA, noting a marked increase in the number of successful inclusions over the past year. Goals for the coming year shall include training new staff, updating holiday special events, and scheduling park district programming and field usage at the new Summit Hill Junior High and Lincoln-Way North High Schools.

D. Special Recreation

Jim Randall reported on the inclusion of Lan-Oak Park District as a Member District in the SSSRA, via an amendment to the existing 10-member agreement.



E. Finance and Planning

No report

F. Township Planning Commission

Commissioner, Jill Simmons, reported that due to the 4<sup>th</sup> of July holiday, no meeting of the Planning Commission was conducted. An alternate meeting time would have been established if deemed necessary, but no issues arose to precipitate such an action.

G. Lincoln-Way Area Parks

Jim Randall noted a reduced schedule will be developed for the upcoming LAP season.

H. Golf Course

Bob Guler, Supervisor of Golf Operations, addressed the Board, informing them that Square Links is currently enjoying its busiest year since the park district began management and subsequent ownership of the course, noting a 20% increase in revenue was realized over the previous year. Mr. Guler stated patrons comment regularly on the wonderful condition of the course, and the friendliness of the counter staff. In addition to increasing rounds of golf, adult and youth lessons are well-attended and several groups, i.e. Victor Andrew High School Physical Education classes, Boy Scout day camp, SSSRA and three new Cub Scout groups utilize the course for their programming and/or special events.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Ken Blackburn made Motion 07-463 to adjourn the meeting at 7:45 p.m. Jill Simmons seconded. Motion carried.

Respectfully submitted,  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

August 16, 2007

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Summit Hill Concession Stand, 20130 Rosewood, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Phill Cherry, Barb Libowitz, Pam Kohlbacher, Dave Macek, Jeff Roach, and Jill Simmons

Also present were: Dick Hutchison, Park Attorney, Robin Hall, University of Illinois, Michael Mulvaney, Eastern Illinois University, and members of Boy Scout Troop 237.

IV. Public Input

Troop Leaders expressed appreciation to the Board for the invitation they received to tour the newly remodeled concession stand.

Jim Randall introduced the special guests from U. of I. and E.I.U., explaining that Mr. Hall and Mr. Mulvaney will be developing the new park district master plan.

V. Correspondence

Letters, and e-mails in the following categories were presented for Board review by Jim Randall.

A. Informative

- Village of Frankfort Annexation of Cappell Commons Commercial property located at Rt. 30 & Frankfort Square Road
- Announcement from the Illinois Department of Agriculture regarding proactive measures that can be taken to control the Emerald Ash Borer beetles.

B. Resident Concerns-Inquiry and park district response

- Resident request for status of park yet to be constructed in the Walnut Creek Subdivision, followed by park district response explaining the history of the development and why the action has not taken place.

VI. Presentation of the July 19, 2007 Board Meeting Minutes.

Ken Blackburn made Motion 07-464 to accept the July 19, 2007 Board Meeting Minutes as presented. Dave Macek seconded, Jeff Roach abstained, Motion carried.

VII. Legal Report

Attorney, Dick Hutchison submitted county filing receipts for Prevailing Wage Ordinance No. 07-07-207, and reported that a filing also took place at county level for the Budget & Appropriation Ordinance, No. 07-07-208, (*ref. Sect. VII, Legal Report, and Sect. VIII., Treasurer's Report respectively, July 19, 2007 Minutes*).

Dick Hutchison applied for and received reimbursement in the amount of \$1,611.23, for property taxes rendered by the park district.

Mr. Hutchison will file for tax exempt status of Hawthorne Lakes Park and Outlot S in Brookside Glen.

VIII. Treasurer's Report

Ken Blackburn made Motion 07-465 to accept the Treasurer's Report, pending audit. Dave Macek seconded, Jeff Roach abstained, motion carried.

IX. Executive Director's Report

Jim Randall requested Board approval to increase the current \$500 credit card limit for park district employees to a sum of \$1,500. The action is necessary due to purchases made for recreation program and maintenance supplies/equipment generally exceed imposed limits. In addition Mr. Randall requested issuance of credit card with \$1,500 limit for Recreation Supervisor, Kelly VanHynning.

Approval was granted in a unanimous vote by voice to increase the credit card limit from \$500 to \$1,500 for park district employees, and to issue a credit card for Recreation Supervisor, Kelly VanHynning.

Jim Randall sought Board approval to purchase a chemical sprayer for exclusive use at the golf course for a sum not to exceed \$21,000.

Barb Libowitz made Motion 07-466 to purchase a chemical sprayer for a sum not to exceed \$21,000, paid from the corporate fund and repaid through proceeds from Square Links Golf Course over a 4-year period. Jill Simmons seconded. Motion carried.

Master plan work at the golf course will begin the week of August 20<sup>th</sup>, with renovation of the tee box on the first hole and a new women's tee on the eighth hole. In addition, the irrigation system will be reengineered and repaired to accommodate hole changes. Approximately \$35,000-\$38,000 will be expended to complete the listed renovations. Square Links will reopen in the spring of 2008 as a 10-hole course. Mr. Randall will update Board Members with master plan progress reports as necessary.

Board Members traveling to Indianapolis for the NRPA Congress in September will meet at 6:30 p.m., in advance of the September 20<sup>th</sup> Board Meeting to review the trip itinerary and related documents.

Jim Randall reported that \$8,300 was received in net proceeds from the 2<sup>nd</sup> Annual College Scholarship Golf Tournament, held on July 21, 2007. Said sum reflects a \$1,665 increase over the inaugural year which will enable the park district to award seven (7) \$1,000 scholarships to graduating seniors in the spring of 2008.

Jim Randall noted a monetary increase of \$20,000 for fall programming registration.

The new key fob system at the dog park is working well, and Mr. Randall reported that currently, over 130 dogs are registered users of this popular facility.

Jim Randall reported that preschool teachers will return the week of August 27<sup>th</sup> to prepare for the 2007-08 school year.

Jim Randall received a request from mothers of Wildcat Football players to install a bridge providing easier egress from the SSSRA parking lot to the Wildcats field, thereby reducing the walking distance.

The Rainbow Council will hold their Cub Scout Olympics at Frankfort Square School and Indian Boundary South Park on Saturday, October 13, 2007, with assistance from the park district.

The master plan process is well underway. Robin Hall, University of Illinois, and Michael Mulvaney, Eastern Illinois University, conducted staff and community leader interviews, and Commissioners will provide input following the August Board Meeting.

#### X. Committee Reports

##### A. Maintenance

Full time staff members are busy maintaining all sites and facilities with the departure of seasonal employees who have returned to school.

Lighted fountains were installed in Plank Trail Park pond, making a nice addition to this site.

Crews have increased maintenance of athletic fields to accommodate Summit Hill baseball and girls' softball teams and the Wildcats Football 2007 season of play.

The bike path at Union Creek Park has been repaired, and sealcoating of this amenity will take place on August 17<sup>th</sup>.

B. Natural Areas/Beautification

Clayton Wooldridge assisted the contracted wildlife trapper, successfully removing sixteen muskrats and one beaver to date. The action is necessary due to the negative environmental effect said rodents create along pond shorelines.

C. Recreation

Summer day camp ended for the season, and Jim Randall reported that staff will reevaluate the program, making necessary revisions to the 2008 summer offering.

Staff will be busy hosting two special events planned for Saturday, August 19<sup>th</sup>, the annual fishing derby at Woodlawn Park pond, and a new trip, Letterboxing at Starved Rock.

Two special events are planned for registered members of Simba and Nala's Dog Park. A dog Halloween costume party on October 27<sup>th</sup> and a photo shoot with Santa Claus on Tuesday, December, 4<sup>th</sup>.

The annual fireworks display is scheduled for Sunday, August 19<sup>th</sup>. The Southwest Suburban Community Concert Band will perform, and DJ Don Gray will offer musical entertainment throughout the evening at Union Creek Park.

Over 150 children are registered in the upcoming fall outdoor soccer program.

Adult summer softball season is ending, and the fall leagues will begin on August 23<sup>rd</sup> and August 24<sup>th</sup>.

D. Special Recreation

No report

E. Finance and Planning

No report

F. Township Planning Commission

Commissioner, Jill Simmons reported that no zoning issues came before the Township Planning Committee during the month of July.

G. Lincoln-Way Area Parks

No report

H. Golf Course

Jim Randall reported on the use of Square Links by area schools golf teams and physical education classes. Victor Andrew High School in Tinley Park, Rich Township, and Lincoln-Way North boys' and girls' teams equate to daily visits throughout the week. Square Links is now home course to Lincoln-Way North golf teams, and Summit Hill will begin an intramural program, utilizing the course Monday through Friday.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall reported on plans to schedule the 2008 fireworks display in conjunction with the Lincoln-Way North inaugural football game. Melrose Pyrotechnics may set up the launch site from the Schoeling farm on St. Francis, allowing prime viewing from the high school location.

Vice-President, Ken Blackburn suggested that firework displays be held on Saturday evenings instead of Sundays' in the future, since they no longer mark the end of a carnival weekends.

XIII. Adjournment

Ken Blackburn made Motion 07-467 to adjourn the meeting at 7:19 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted,  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

September 20, 2007

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Barb Libowitz, Pam Kohlbacher, Dave Macek, Jeff Roach, and Jill Simmons.

Also present were: Dick Hutchison, Park Attorney

Absent was: Phill Cherry

IV. Public Input

No members of the public were present for comment.

V. Correspondence

Letters, and e-mails in the following categories were presented for Board review by Jim Randall.

A. Informative

- Online news article providing national recognition for the purchase of Solo Rider Golf Carts enabling greater accessibility for golfers with limited mobility.

B. Resident Concerns-Inquiries and park district responses

- Resident seeking solution to a park-user's disregard of leash laws and pet clean-up rules.
- Prairie Creek Townhomes group of owners seeking responsible party regarding conditions of the creek which runs through their development.
- Resident inquiry regarding state of planning for Lake of the Glen site in Brookside Glen development.

C. Complimentary

- Letter from resident expressing gratitude for dog park amenity.
- Congratulatory letter from Jim Moustis, Frankfort Township regarding the Frankfort Square Park District's Gold Medal finalist status.

Park District Board Meeting

September 20, 2007

Page 2

*(Section V. Correspondence continued)*

- Jim Randall passed on verbal compliments from past Park Board Commissioner, John Waters. Mr. Waters was very impressed with the changes to parks and facilities and the overall operation of the Frankfort Square Park District since he served on the Park Board in 1985.

VI. Presentation of the August 16, 2007 Board Meeting Minutes.

Jill Simmons made Motion 07-468 to accept the August 16, 2007 Board Meeting Minutes as presented. Ken Blackburn seconded. Motion carried.

VII. Legal Report

Park Attorney, Dick Hutchison reported that he worked on obtaining tax exemption status for park property in the Hawthorne Lakes subdivision.

VIII. Treasurer's Report

Ken Blackburn made Motion 07-469 to accept the Treasurer's Report, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall discussed plans for the upcoming Indianapolis NRPA Congress, scheduled for September 25<sup>th</sup> through September 28<sup>th</sup>.

A discussion regarding the posting of notices on the park district bulletin board ensued. Jim Randall sought Board input to limit posting to non-profit organizations, schools, and park district business/programming. The Board agreed to institute the new policy.

President, Pam Kohlbacher announced that following his nomination for the "Those Who Excel" award, Executive Director, Jim Randall, was named recipient of the prestigious Award of Merit in the category of community volunteer. The School Board will recognize Mr. Randall at an upcoming School Board Meeting, and he will additionally be recognized at the state level on October 13, 2007.

X. Committee Reports

A. Maintenance

Jim Randall reported crews were busy preparing the classrooms for the beginning of the 2007-08 preschool year.

Park Superintendent, Jeff Mecher, added temporary adult staff members to assist crews throughout the fall season.



Kyle Cherry, golf course maintenance, will return to Rutgers finish his greens keeping course. Mr. Randall noted Kyle was a great addition, assisting Ray Schmitz and the golf course maintenance staff.

B. Natural Areas/Beautification

Jim Randall reported that the pond excavation project, necessary to insure proper fountain operation, spearheaded by Park Ecologist, Clayton Wooldridge, is nearing completion. Following a fall tree planting within the coming month the new park will be complete. The majority of payouts will be distributed during the week of September 24<sup>th</sup>.

C. Recreation

Comprehensive recreation department information was included in Jim Randall's Executive Director monthly report.

D. Special Recreation

No report

E. Finance and Planning

No report

F. Township Planning Commission

No report

G. Lincoln-Way Area Parks

No report

H. Golf Course

Jim Randall distributed copies of the Square Links 10-year master plan booklet to Board Members for review. Mr. Randall provided updated information regarding the progress of the plan as follows: the newly configured #2 tee and new #8 women's tee will be ready for play by October 1, 2007, and construction of the new #1 green and tee will begin on October 1, 2007.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Ken Blackburn made Motion 07-470 to enter into Executive Session. Dave Macek seconded. Motion carried.

A personnel matter was discussed in closed session.

Ken Blackburn made Motion 07-471 to go out of Executive Session. Dave Macek seconded. Motion carried.

XIV. Adjournment

Ken Blackburn made Motion 07-472 to adjourn the meeting at 7:30 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted,  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

October 18, 2007

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Barb Libowitz, Pam Kohlbacher, Dave Macek, Jeff Roach, and Jill Simmons.

Also present were: Dick Hutchison, Park Attorney arrived at 7:30 p.m.

Absent was: Phill Cherry

IV. Public Input

No members of the public were present for comment.

V. Correspondence

Jim Randall received several letters, and e-mails from various agencies, local officials, school districts, and individuals, congratulating the park district on earning the National Gold Medal Award, presented by the NRPA in Indianapolis on September 26, 2007. All were presented to the Board for review.

President, Pam Kohlbacher presented a letter of resignation tendered by Commissioner, Phill Cherry.

Jim Randall opened a discussion regarding filling the Board vacancy. It was determined that a press release would be sent to all local print publications, and letters can be sent to qualified candidates. The deadline for applications shall be November 15, 2007, and the Board will announce the appointment December 3, 2007, during the monthly Board Meeting.

Ken Blackburn made Motion 07-473 to accept Commissioner Phill Cherry's letter of resignation. Barb Libowitz seconded. Motion carried in a vote by voice.

Jim Randall announced that he and Pam Kohlbacher attended the Village of Frankfort meeting on Monday, October 15, 2007. The park district was honored with a proclamation, which Mr. Randall presented for Board review.

VI. Presentation of the September 20, 2007 Board Meeting Minutes.

Ken Blackburn made Motion 07-474 to accept the September 20, 2007 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried.

VII. Legal Report

A decision was made to defer Park Attorney, Dick Hutchison's report until Executive Session.

VIII. Treasurer's Report

The Board accepted the Treasurer's Report, pending audit, with no discussion.

Ken Blackburn made Motion 07-475 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall discussed a recent incident that allegedly occurred on the Brookside Glen bike path. Every effort is being made by the park district to work with Tinley Park Public Works and the village, ensuring a safe environment along the path. Staff will mow fringes to reduce overgrowth, and Tinley Park Police will increase patrols.

Brookside Glen East Park is now complete. Fountains will be installed next spring, and a park sign and one remaining interpretive sign will be placed. Staff and Fawn Landscaping personnel are working with residents regarding tree placement.

The Gold Medal celebration is scheduled for December 6, 2007. Invitations with full details will be forthcoming.

Jim Randall informed the Board that various agencies have encountered issues with renegotiation of PACE van leases. The leases are currently being reevaluated by a PACE representative, and Mr. Randall will keep the Board informed on the progress of the issue.

Jim Randall attended a public hearing in Springfield on October 17, 2007, for the purpose of presenting the park district's Island Prairie Nature Center proposal for OSLAD grant assistance. Mr. Randall noted the project was well received by the IDNR Administering Board, and he is optimistic that the announcement, which should come out in January-March of 2008, will render a favorable result.

Jim Randall presented a tentative draft of the community wide survey which included revisions by staff. Barb Libowitz suggested adding a community garden as a possible new facility. Mr. Randall stressed the fact that the park district is seeking public input to better allocate existing funds and seek future grants, and no referendum is planned. Said survey will be distributed to park district residents in early November.

The accounting firm of Wermer, Rogers, Doran and Ruzon completed the audit for FYE 4/30/07, and Jim Randall distributed copies to Board Members for review.

X. Committee Reports

A. Maintenance

Jim Randall stated that maintenance crews are doubling efforts to ensure athletic fields are in playable condition for Wildcats Football games and practices, softball playoffs, and the final week of soccer. In addition, they are assisting with community group hayrides and the Jaycees Haunted House.

B. Natural Areas/Beautification

The native garden on the back side of the sledding hill at Union Creek is now complete.

C. Recreation

Sufficient information was included in Jim Randall's monthly report for Board review.

D. Special Recreation

SSSRA conducted their annual Oktoberfest at Union Creek Park, and park district staff offered logistical support and hayrides for their special event.

E. Finance and Planning

Jim Randall informed Board Members that he will begin the budget process earlier this year in order to incorporate all plans for the proposed nature center grant.

F. Township Planning Commission

Jill Simmons reported no zoning issues were on the agenda, and she took the opportunity to report on the park district's Gold Medal Award to the Commission.

G. Lincoln-Way Area Parks

Due to limited availability of the facilities, programming has been scaled back.

The park district recreation staff will meet in December to begin planning programming at the new Lincoln-Way North campus. Following the planning session, park staff will then meet with North's Athletic Director, Matt Lyke, to discuss usage and programming of the facility.

H. Golf Course

Jim Randall reported that Square Links is enjoying steady play, and that the course is scheduled to close for the season on November 1<sup>st</sup>.

Jim Randall updated Board Members on the progress of the Master Plan renovation project. Irrigation and sand is complete, and sod will be laid, pending suitable weather conditions. Mr. Randall is confident that the lowering of the tee box on the first hole will be well received by homeowners along the east fence line.

XI. Old Business

No old business was discussed.

XII. New Business

Ken Blackburn inquired into the Township's progress regarding sod removal from the bike trail project. Jim Randall noted the Township is working with contractors to ensure a satisfactory end-result.

Pam Kohlbacher presented requests by residents interested in having a bridge installed connecting the area behind the hockey rink to the athletic fields. Jim is aware of the request, and noted the improvement would cost between \$50,000 and \$60,000, and would not provide access to existing pathways. A bridge was installed several years ago that provides a connection from the Union Creek Park site to the school site.

XIII. Executive Session

Ken Blackburn made Motion 07-476 to enter into Executive Session. Dave Macek seconded. Motion carried.

A personnel matter was discussed in closed session.

Ken Blackburn made Motion 07-477 to go out of Executive Session. Dave Macek seconded. Motion carried.

Park District Board Meeting  
October 18, 2007  
Page 5

XIV. Adjournment

Ken Blackburn made Motion 07-478 to adjourn the meeting at 7:33 p.m.  
Dave Macek seconded. Motion carried.

Respectfully submitted,  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

November 15, 2007

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Dave Macek, Pam Kohlbacher, Jeff Roach, and Jill Simmons.

Barb Libowitz arrived at 7:05 p.m.

Others Present: Park Attorney, Richard L. Hutchison

IV. Public Input

No members of the public were present for input.

V. Correspondence

Jim Randall presented a letter and Resolution received from the Addison Park District, commending the Frankfort Square Park District's National Gold Medal Award.

Jim Randall read correspondence he received from former park district Commissioner and Park Board President, Dave Wilson, into the record. Said letter praised the district's accomplishments and congratulated the FSPD for earning the prestigious Nation Gold Medal Award.

VI. Presentation of the October 18, 2007 Board Meeting Minutes.

Ken Blackburn made Motion 07-479 to accept the October 18, 2007 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried.

VII. Legal Report

Park Attorney, Richard Hutchison reported that he is in receipt of a response from the Human Rights Commission following a recent case filing.



Mr. Hutchison rendered legal opinion for General Obligation Park Bond and Bond Abatement ordinances that will be presented for passage during the November meeting of the Park Board.

VIII. Passage of Ordinances

Park Secretary, Jim Randall read General Obligation Park Bond, Series 1989 Ordinance No. 07-11-209 into the record.

Ken Blackburn made Motion 07-480 to adopt Ordinance No. 07-11-209 as presented. Jill Simmons seconded. Dave Macek, Jeff Roach, Jill Simmons, Ken Blackburn, and Pam Kohlbacher voted Aye, Barb Libowitz Abstained. Motion carried.

Park Secretary, Jim Randall read Bond Abatement-Series 2003, 2002, 1998 Ordinance No. 07-11-210 into the record.

Ken Blackburn made Motion 07-481 to adopt Ordinance No. 07-11-210 as presented. Jill Simmons seconded. Motion carried.

IX. Treasurer's Report

The Board accepted the Treasurer's Report, pending audit, with no discussion.

Dave Macek made Motion 07-482 to accept the Accounts Payable Listing, pending audit. Barb Libowitz seconded. Motion carried.

X. Executive Director's Report

Jim Randall reported on the following items of interest:

Brenda Kushner, Superintendent of Early Childhood Programming was invited to be a guest reader at the Frankfort Public Library on Wednesday November 14, 2007. The event was well attended by 100+ children and their parents.

Mr. Randall forwarded a letter and agreement to Donald Hunter, owner of property located along Harlem Avenue and St. Francis Road, requesting first right of refusal be extended to the park district should the parcel become available in the future.

Jim Randall attended a recent Rotary Meeting in Tinley Park.

Jim Randall and Park Ecologist, Clayton Wooldridge attended a November 14<sup>th</sup> meeting with Lighthouse Pointe Subdivision developers and Village representatives. The developer is highly motivated to complete 100+ acres of improvements. At the completion of established park district criteria, acceptance of park property may take place as early as June, 2008.

A meeting with the Walnut Creek Subdivision developers, village officials, and the architect, is scheduled for Thursday, November 15<sup>th</sup> at the park district Community Center. It is hoped a final agreement will be executed to enable transfer of property to the park district.

A levy hearing is scheduled for December 3, 2007 at 6:30 p.m. A preliminary copy of the tax levy ordinance was forwarded to Board Members for advanced review. Following the public hearing, the December Park Board Meeting will convene at 7:00 p.m.

The master plan survey was completed with all requested revisions. A completed survey should be mailed to park district residents in the near future.

Jim Randall was invited to attend the ribbon cutting ceremony of the Township bike trail improvement.

Lincoln-Way Band Boosters will be using the park district's Community Center pole barn as a distribution point for their holiday wreath fundraiser.

Jim Randall expressed his gratitude anniversary party organized by the Park Board, honoring his 25 years of service to the park district as its Executive Director. Pam Kohlbacher also commended staff for their assistance in the planning process.

Two qualified candidates applied for the Board vacancy left following Commissioner Phill Cherry's resignation. Brian Mulheran, Wildcat's Football President, and Kevin Kocolowski, former park district seasonal employee and 2005 Consolidated Election candidate forwarded letters of intent.

Following a review and discussion of both candidates, the Board decided to move forward with an appointment, via a straw pole vote. Ballots were tabulated, resulting in a 3-2 vote in favor of Brian Mulheran. In the absence of a tie-breaking circumstance, President Pam Kohlbacher was not required to cast a vote.

Dave Macek made Motion 07-483 to appoint Brian Mulheran to serve on the Frankfort Square Park District Board of Commissioners until the next Consolidated Election. Ken Blackburn seconded. Motion passed.

President, Pam Kohlbacher will draft a letter of notification to Brian Mulheran, inviting him to attend the December 3, 2007 public hearing/Board Meeting.

XI. Committee Reports

A. Maintenance

Jim Randall reported that the downsized maintenance staff is exceptionally busy, completing the winterization of all parks and facilities.

Measures are being taken to eradicate beavers in park district ponds and waterways, due to the disruption they cause to the natural flow.

Minor expansion of maintenance yard at the Community Center is nearing completion

B. Recreation

Recreation staff members are developing a bean bag tournament to be held over the winter months.

The winter/spring brochure is nearing completion.

All staff worked on revising the community wide survey.

C. Special Recreation

Staff are in the process of reevaluating grant seekers.

Jim Randall noted that programs numbers are good and the agency is doing well.

D. Finance and Planning

A public hearing will be held on Monday, December 3, 2007 for the required tax levy. Following the levy hearing, the normal monthly Board Meeting will convene at 7:00 p.m.

The annual budget process will begin in January 2008.

Necessary appraisal documents were received for the Brookside Glen East Park Improvement project. A final packet is being prepared and will be audited by the CPA firm of Wermer, Rogers, Doran and Ruzon, per IDNR guidelines. Upon submission of the final packet to the state, fund distribution can take place within 3-4 weeks.

The \$40,000 grant secured by State Representative Kevin McCarthy is delayed by the Springfield budget process. A final packet will be forwarded to the state at the end of December for fund distribution.

E. Township Planning Commission

A zoning issue regarding the detention area adjacent to the newly remodeled Mary Drew School was passed.

F. Lincoln-Way Area Parks

Jim Randall noted that Recreation staff members will work with LAP director, Ruth Bradley, and LAP Secretary, Bonnie Roach, to ensure a smooth transition as the LAP program is phased out. Expanded aerobics, fitness, and some youth programming will be offered at the new Lincoln-Way North campus. Several LAP employees expressed a desire to work for the park district in their former LAP capacities.

G. Golf Course

Bob Guler, Supervisor of Golf Operations, will be attending an annual meeting of south suburban municipal golf courses at Channahon.

Mr. Guler will set fees for the 2008 season and present recommendations along with a financial report for the 2007 season for review at the January Board Meeting.

XII. Old Business

No old business was discussed.

XIII. New Business

The Board expressed an interest in honoring former Commissioner, Phill Cherry for his years of Board service, with a pizza party in the coming weeks.

Park district photographs, an environmental layout for Board Room #2, and various recreation and maintenance images for the foyer, will be permanently exhibited. Plans are also underway to redesign the Community Center lobby with a Gold Medal display.

XIV. Adjournment

Dave Macek made Motion 07-484 to adjourn the meeting at 7:45 p.m. Ken Blackburn seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
TRUTH IN TAXATION HEARING MINUTES

December 3, 2007

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, Pam Kohlbacher, Barb Libowitz, Dave Macek, Jeff Roach, and Jill Simmons.

III. Public Hearing

Ken Blackburn made Motion 07-485 to open the Truth and Taxation Hearing for Tax Levy Ordinance #07-12-211. Dave Macek seconded. Motion carried.

Park district resident, Richard Kipper, arrived at 6:50 p.m. to voice concerns regarding the legal notice posted in the Frankfort Neue Presse on November 22, 2007, wherein it is stated that the Frankfort Square Park District proposed a property tax levy increase.

Executive Director, Jim Randall explained that the notice is posted in accordance with "The Truth in Taxation Act", and that the district must levy, as published, in order to maximize tax revenues from new growth and commercial development. Mr. Randall further stated that the park district cannot raise the tax rates of individual property owners, which are based upon the equalized assessed valuation set by the Frankfort Township Assessor's office. Park district tax rates have been and are projected to decrease due to the steady growth within the district.

IV. Adjournment

Ken Blackburn made motion 07-486 to close and adjourn the Truth in Taxation Hearing at 7:00 p.m. Jill Simmons seconded. Following a vote by voice, motion passed.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

December 3, 2007

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. Oath of Office

Newly appointed Commissioner, Brian Mulheran was sworn in as a voting member of the Frankfort Square Park District Board of Commissioners following a unanimous vote conducted during the November 15, 2007 Park Board Meeting, (*ref. Sect. X, Executive Director's Report, item #13*).

III. Pledge of Allegiance

IV. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Barb Libowitz, Dave Macek, Brian Mulheran, Jeff Roach, and Jill Simmons.

V. Public Input

No public input was voiced.

VI. Correspondence

A. Informative

Jim Randall offered a letter drafted by Park Ecologist, Clayton Wooldridge as written follow-up to a meeting with Lighthouse Pointe developers, Village of Frankfort officials, and park district staff.

VII. Presentation of the November 15, 2007 Board Meeting Minutes.

Ken Blackburn made Motion 07-487 to accept the November 15, 2007 Board Meeting Minutes as presented. Dave Macek seconded. Barb Libowitz, Dave Macek, Jeff Roach, Jill Simmons, Ken Blackburn, and Pam Kohlbacher voted Aye. Brian Mulheran abstained. Motion carried.

VIII. Legal Report

Park Attorney, Dick Hutchison was not in attendance, and no legal matters were discussed.

IX. Treasurer's Report

Due to the early scheduling of the December meeting, the Treasurer's Report was not available for consideration. The Board elected to postpone action regarding the Treasurer's Report until the January meeting.

Ken Blackburn made Motion 07-488 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. A discussion regarding an item in the accounts payable report, Nevco Scoreboard, was introduced by Commissioner, Ken Blackburn. Jim Randall explained the school district purchases scoreboards and the park district elects to purchase its own controllers for park program use. Barb Libowitz, Dave Macek, Jeff Roach, Jill Simmons, Ken Blackburn, and Pam Kohlbacher voted Aye. Brian Mulheran Abstained. Motion carried.

Secretary, Jim Randall presented Tax Levy Ordinance No. 07-12-211 for fiscal year 5/1/07-4/30/08 for Board approval.

Ken Blackburn made Motion 07-489 to approve Tax Levy Ordinance No. 07-12-211 as presented. Jill Simmons seconded. Barb Libowitz, Dave Macek, Jeff Roach, Jill Simmons, Ken Blackburn, and Pam Kohlbacher voted Aye. Brian Mulheran Abstained. Motion carried

Park Secretary, Jim Randall read Ordinance No. 07-12-212, Installment Contract with First United Bank in the amount of \$450,000 into the record.

Ken Blackburn made Motion 07-490 to adopt Ordinance No. 07-12-212 as presented. Dave Macek seconded. Barb Libowitz, Dave Macek, Jeff Roach, Jill Simmons, Ken Blackburn, and Pam Kohlbacher voted Aye. Brian Mulheran Abstained. Motion carried.

X. Executive Director's Report

Jim Randall commented on the passage of the annual tax levy ordinance, noting approval of same is a normal function wherein the park district levies in excess of 125% to maximize all available tax dollars.

Extensive documentation was provided to Board Members in advance of the December meeting, regarding the installment loan contract with First United, as referenced per Motion 07-490.

Jim Randall informed Board Members that the main server reached capacity, due in large part to the massive data base created for online registration. A long term solution will be to install a larger server, capable of meeting the growing needs of the district.

Neumann Homes, developer of the LaPorte Meadows Subdivision, has gone into receivership. Park district staff will work with Village of Frankfort officials to ensure transfer of property is accomplished, but Mr. Randall noted the district will be obliged to accept property at less than normal levels, due to the financial condition of the developer.

Jim Randall and Clayton Wooldridge met with representatives from both Walnut Creek and Lighthouse Pointe Subdivisions, along with Frankfort Village officials, to work out details of developer donation agreements.

JoAnn Kraft completed the winter/spring brochure, and fifty-four Santa letters were sent to children of area residents.

The meeting with Lincoln-Way North staff has been rescheduled for December 13, 2007. Items of interest to discuss shall include park district and community group involvement in the inaugural football game and Homecoming celebration, in addition to the scheduling of the new facility and its athletic fields.

Dog park members were invited to have photos taken with Santa on Tuesday, December 4<sup>th</sup>. Saunoris Nursery donated a fresh Christmas tree to use as a backdrop for the photographs.

Jim Randall invited Board Members to consider joining the judging team for the newly developed Holiday House Decorating Contest. Alsip Nursery generously donated gift certificates to award as prizes for first through third place winners.

Board Members were pleased with the photo displays in the Community Center lobby and Board Room #2. Jim Randall noted a remodeling project is planned for the lobby, incorporating an expanded photo essay and Gold Medal display. Said renovation will take place over the Christmas break.

## XI. Committee Reports

### A. Maintenance

Staff planted four new trees the district received at a discounted price from Saunoris Nursery. Saunoris also donated free nursery stock which will be planted throughout the district.

Parks and facilities are in the process of being closed down for the winter. Jim Randall noted crews are working to keep up with indoor maintenance of the Community Center.



#### B. Natural Areas/Beautification

The beaver problem, which caused flow issues at Indian Boundary South, Brookside Glen, and Union Creek ponds and waterways, has been corrected. Steve Fifer and Clayton Wooldridge are working on fabricating covers for storm pipes to keep beavers from causing blockages in the future.

Clayton Wooldridge is completing an application for the Audubon Cooperative Sanctuary Program of Square Links Golf Course.

Mr. Wooldridge was invited to give a presentation to Lincoln-Way East biology classes, sharing his experiences and knowledge of natural areas with the students.

#### B. Recreation

Jim Randall stated he is very pleased with the recreation department, and that they function well independently. John Keenan and Kelly VanHynning have been great additions, and are a great support team for Audrey Marcquenski.

Staff completed programming for the winter/spring brochure in a timely manner, and Mr. Randall noted there are many great new program ideas added to the diverse complement of recreational programs.

#### C. Special Recreation

Jim Randall received notification that the SSSRA will be given a \$25,000 donation from a family in Frankfort. The agency was successful in raising between \$35,000-\$40,000 in donations over the past year.

#### D. Finance and Planning

Jim Randall has worked diligently over the past weeks to address financial issues experienced within the district due to many factors which include a drop off in housing and late receipt of tax revenue. The district is in a good financial position to start the new year, and staff will practice due diligence to ensure solvency.

E. Township Planning Commission

The Planning Commission will meet on Wednesday, December 5<sup>th</sup>. No zoning issues are on the agenda.

F. Lincoln-Way Area Parks

LAP is in its last year of operation and hours have been reduced, limiting revenues. Any loss due to cutbacks will be equally shared by all three participating LAP districts. Future adult fitness programming will be conducted by the park district at Lincoln-Way North High School.

G. Golf Course

SGO, Bob Guler, will attend a municipal golf course meeting on Wednesday, December 5<sup>th</sup>. Said meeting is a good opportunity to network with other area course managers that have operations similar to Square Links. A survey of all participating courses, detailing rounds of golf, staffing, and fees will be presented as a comparison study.

XII. Old Business

Commissioner, Barb Libowitz, inquired into the progress of developing a park in the Walnut Creek Subdivision. Jim Randall explained that the developer must first meet park district criteria prior to acceptance, which they have failed to accomplish. To date, the land has not been graded, the detention pond has not been landscaped, and no infrastructure exists. Following a recent meeting, Mr. Randall is hopeful they will move forward with all necessary punch list items, allowing for transfer of property to the park district.

XIII. New Business

Brian Mulheran, Frankfort Square Wildcat's president, commended Jim Randall and the Frankfort Square Park District for continued support throughout the years. Mr. Mulheran then presented a plaque of appreciation to Mr. Randall.

Jim Randall presented Resolution No. 07-12-05, a resolution authorizing use of Frankfort Square Park District property to Summit Hill School District 161 for necessary construction measures during remodel/renovation of Mary Drew Elementary School for Board consideration.

Ken Blackburn made Motion 07-491 to adopt Resolution No. 07-12-05 as presented. Barb Libowitz seconded. Following a full and complete discussion, Motion passed.

Ken Blackburn inquired into the possibility of installing a new sign at Hoffman Park. Jim Randall noted a new style sign will be installed at Brookside Glen East Park. The Board may wish to consider replacing existing park signs with this more weather-resistant sign in the near future.

XIV. Adjournment

Ken Blackburn made Motion 07-492 to adjourn the meeting at 7:30 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

January 17, 2008

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Barb Libowitz, Dave Macek, Brian Mulheran, and Jeff Roach.

Absent was: Jill Simmons.

Also present: Park Attorney, Richard L. Hutchison

IV. Public Input

No members of the public were present for input.

V. Correspondence

Jim Randall presented the following letters and documents for Board review:

A. Complimentary

- Christmas card from resident expressing appreciation to golf course staff and the FSPD for all they do for the community.
- E-mail from resident conveying gratitude and compliments regarding the Community Center rental facility.
- E-mail from resident noting appreciation for quick response following request for maintenance in Brookside Glen area.

B. Informative

- Agreement from Donald Hunter granting first right of refusal to Frankfort Square Park District when and if property on St. Francis Road and Harlem Avenue becomes available.
- Letter regarding Lincoln-Way North engraved brick fundraiser.

C. Miscellaneous

- IAPD annual report highlighting a photograph submitted by Park Ecologist, Clayton Wooldridge on its cover.

VI. Presentation of the December 3, 2007 Truth in Taxation Public Hearing Minutes and the December 3, 2007 Board Meeting Minutes.

Ken Blackburn made Motion 08-493 to accept the December 3, 2007 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

Ken Blackburn made Motion 08-494 to accept the December 3, 2007 Truth in Taxation Public Hearing Minutes as presented. Dave Macek seconded. Motion carried.

VII. Legal Report

The Certificate of Status of Exempt Property form was given to Attorney Hutchison for necessary annual filing to continue exemption of the thirty-six park district-owned properties.

Mr. Hutchison completed all filings of tax levy and bond documents with Will and Cook Counties.

VIII. Treasurer's Report

Jim Randall distributed a Corporate Fund replacement page to the December, 2007 Treasurer's Report to Board Members. Said report included a new line item, the Capital Improvements Installment Loan Proceeds under the Corporate General Revenues.

The Board accepted the Treasurer's Report, pending audit, with no discussion.

Ken Blackburn made Motion 08-495 to accept the Accounts Payable Listing, pending audit. Barb Libowitz seconded. Motion carried.

IX. Executive Director's Report

Executive Director, Jim Randall and Superintendent of Recreation, Audrey Marcquenski, met with representatives from the Frankfort Square Baseball League to schedule fields for the upcoming season. Mr. Randall agreed to investigate various field improvements and present quotes to the Board at the February meeting.

A second mailing of the community-wide survey will be distributed to the Frankfort and Tinley Park post offices on Friday, January 18<sup>th</sup>. The problems with the first mailing, the method used in mailing and an incorrect deadline, have been corrected. Jim Randall noted that approximately 300 responses received through the December 2007 mailing will be retained and included in data gathering.

Jim Randall discussed plans for the 2009 OSLAD grant cycle. The park district will apply for funds to develop a senior/passive park at 78<sup>th</sup> and 191<sup>st</sup> in Tinley Park. A property donation from Lighthouse Pointe could be used as matching funds, resulting in a no-cost project to the district. A preliminary rendering and description of this 2.5-3 acre park site will be developed and a public hearing could be scheduled in the spring. The park would be ornamental in nature and include a wetland restoration, a permeable path, boardwalk, a shelter with interpretive signage, a community vegetable garden with fountain and water irrigation access, and permanent passive game tables. Mr. Randall noted this type of plan would appeal to older adults residing in the nearby elevator condos in Brookside Glen.

The park district will work with Lincoln-Way North staff to plan weekend activities for their inaugural homecoming. Fireworks, a parade, a family fun fair, and youth and high school level football/soccer/baseball games are activities being considered in the initial planning stages. Amid-February meeting is planned to finalize details.

Jim Randall requested Board approval to apply for a temporary liquor license for the upcoming February 16, 2008 bean bag tournament.

Ken Blackburn made Motion 08-496 authorizing Executive Director, Jim Randall, to apply for a temporary, Class "T" temporary liquor permit to allow alcohol sales during the adult bean bag tournament, scheduled for February 16, 2008. Brian Mulheran seconded. Motion passed in a vote by voice.

Mr. Randall informed the members present that both the Maintenance and Recreation departments will be increasing seasonal staffing. Board Members were asked to encourage interested individuals to fill out an application for summer employment.

X. Committee Reports

A. Maintenance

Sufficient information regarding the maintenance department was included in the January Executive Director's Report for Board review.

B. Natural Areas/Beautification

Park district Master Gardener, Julie Arvia will develop a community garden program, which will be a major component of the 2009 OSLAD grant application, as referenced in this month's Section IX., Executive Director's Report.

B. Recreation

Sufficient information regarding the recreation department was included in the January Executive Director's Report for Board review.

C. Special Recreation

No report

D. Finance and Planning

The 2008-2009 fiscal year budget is in process and is currently being reviewed by staff. The Board will meet at 6:30 p.m. in advance of February and March Board Meetings, and if deemed necessary, again in April.

E. Township Planning Commission

Commissioner, Dave Macek, stated that the Township Planning Commission did not convene during the month of January.

F. Lincoln-Way Area Parks

No report

G. Golf Course

Superintendent of Golf Operations, Robert Guler, included a summary report for Board review.

Jim Randall discussed the possibility of a slight increase for the 2008 season, further noting rates have remained stable for the past three years. A formal request will be presented to the Board at the February meeting.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Ken Blackburn made Motion 08-497 to enter into Executive Session.  
Dave Macek seconded. Motion carried in a vote by voice.

A closed session was called for the purpose of discussing a personnel matter.

Ken Blackburn made Motion 08-498 to go out of Executive Session.  
Dave Macek seconded. Motion carried in a vote by voice.

XIV. Adjournment

Ken Blackburn made Motion 08-499 to adjourn the meeting at 7:37 p.m.  
Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell



FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

February 21, 2008

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Barb Libowitz, Dave Macek, Brian Mulheran, Jeff Roach, and Jill Simmons.

Also present: Park Attorney, Richard L. Hutchison

IV. Public Input

No members of the public were present for input.

V. Correspondence

Jim Randall presented the following letters and documents for Board review:

A. Resident Concern

- E-mail from resident concerned about snowmobile use on park property, Executive Director's response and letter to Tinley Park Police Department requesting assistance with issue.

B. Informative

- Post meeting correspondence drafted by Park Ecologist regarding detention basin restoration and natural area establishment in LaPorte Meadows subdivision.
- Letter from Early Childhood Superintendent, Brenda Kushner to parents, informing them of her retirement at the end of the 2008 school year.

VI. Presentation of the January 17, 2008 Board Meeting Minutes.

Ken Blackburn made Motion 08-500 to accept the January 17, 2008 Board Meeting Minutes as presented. Jill Simmons seconded. Motion carried.

VII. Legal Report

Attorney Hutchison reported that a fact finding meeting will be held at the State of Illinois Center, Illinois Department of Human Rights, regarding an outstanding issue. Attorney Hutchison will accompany staff to said meeting.

Jim Randall read Resolution No. 08-02-06, providing for the enforcement of five federal civil rights laws reflective of a diverse population.

Ken Blackburn made Motion 08-501 to accept Resolution No. 08-02-06 as presented. Barb Libowitz seconded. Motion carried.

VIII. Treasurer's Report

The Board accepted the Treasurer's Report, pending audit, with no discussion.

Ken Blackburn made Motion 08-502 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Mr. Randall noted that the district arranged a loan in December, 2007, as a proactive approach to circumvent a possible budget shortfall for the current fiscal year. As of January, the district funds reflect a \$72,000 positive balance.

IX. Executive Director's Report

Jim Randall reported that Tinley Park Park District will offer a discounted rate to Frankfort Square residents for membership to their water park this summer. Postcards will be mailed to our residents notifying them of the available amenity.

Kelly VanHynning, Recreation Supervisor prepares flyers detailing programs and special events for bi-monthly distribution to area schools. Mr. Randall will present copies to Board Members to keep them informed regarding park district activities.

An updated, comprehensive Emergency Action Plan was distributed to Board Members for a first reading. Jim Randall will present a finished document for Board review and potential adoption at the March Board Meeting.

Staff has been meeting with Lincoln-Way North representatives to discuss facility usage and plans for the inaugural Homecoming celebration.

Following an issue the Frankfort Park District had with their agency's teen dances, Jim Randall noted our park district has not encountered the same problems. Consequently, there is no reason for us to amend this activity.

Jim Randall reported that to date, 1,200+ Community-Wide Recreation Surveys have been returned. Five hundred were tabulated, with preliminary results confirming an 89% approval rating. Final results should be available for Board review at the February meeting.

Jim Randall discussed the Earth Day celebration, scheduled for Saturday, April 26<sup>th</sup>. The event will be highly advertised through local press, posters, and flyers will be distributed at the Family Faire on March 16<sup>th</sup>.

Jim Randall sought Board approval to raise Square Links fees, noting there has not been an increase since 2003. Mr. Randall proposed to raise bucket and round fees by \$1.00 and SoloRider (ADA cart) rentals by \$3.00.

Ken Blackburn made Motion 08-503 to raise 2008 Square Links Golf Course and Driving Range fees as presented. Dave Macek seconded. Following a full and complete discussion, Motion carried.

X. Committee Reports

A. Maintenance

Sufficient information regarding the maintenance department was included in the February Executive Director's Report for Board review.

B. Natural Areas/Beautification

Jim Randall reported that burn permits were received. Two burns are planned for the spring and two may be scheduled in the fall.

B. Recreation

Jim Randall discussed tentative preliminary plans for the Lincoln-Way North Homecoming event. A full slate of activities are being planned which will include a parade, bands, games, exhibitions, and fireworks at the conclusion of the Homecoming game. Mr. Randall is also proposing to hold an adult event at the park district facility on Saturday, the same night as the school's Homecoming dance.

The bean bag tournament, scheduled for Saturday, February 16<sup>th</sup>, was cancelled due to low enrollment. Staff will revisit the program and will try a more direct marketing approach in the future.

C. Special Recreation

SSSRA is in the process of establishing their budget, and they are proposing construction of a garage to house the agency's vans.

Lan-Oak Park District will join the agency in June, 2008, and Crete has requested consideration to join as a member agency.

D. Finance and Planning

Jim Randall asked the Board to meet at 6:00 p.m. on March 20<sup>th</sup>, in advance of the normal Board Meeting to discuss the 2008-09 budget.

E. Township Planning Commission

Jill Simmons noted there were no planning committee issues to report.

F. Lincoln-Way Area Parks

No report

G. Golf Course

Sufficient information was included in the February Executive Director's Report for Board review.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Ken Blackburn made Motion 08-504 to enter into Executive Session. Dave Macek seconded. Motion carried in a vote by voice.

A closed session was called for the purpose of discussing personnel matters.

Ken Blackburn made Motion 08-505 to go out of Executive Session. Dave Macek seconded. Motion carried in a vote by voice.

Park District Board Meeting  
February 21, 2008  
Page 5

XIV. Adjournment

Ken Blackburn made Motion 08-506 to adjourn the meeting at 7:50 p.m.  
Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

March 20, 2008

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Pam Kohlbacher, Barb Libowitz, Dave Macek, Brian Mulheran, Jeff Roach, and Jill Simmons.

Absent was: Ken Blackburn and Dave Macek

Also present: Robin Hall, University of Illinois Urbana-Champaign  
Michael Mulvaney, Ph.D. Eastern Illinois University

IV. Public Input

No members of the public were present for input.

V. Correspondence

Jim Randall presented the following information for Board review:

- a. Informative-Project drawings of a proposed meeting room to be constructed in the Walnut Creek subdivision, submitted by the developer.

VI. Presentation of the February 21, 2008 Board Meeting Minutes.

Jill Simmons made Motion 08-507 to accept the February 21, 2008 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Jim Randall reported on the following legal issues for Park Attorney, Dick Hutchison:

- Attorney Hutchison drafted a preliminary agreement of dissolution for the L.A.P. program. Said agreement will be reviewed and presented for Board consideration at a future Park Board Meeting.

- Attorney Hutchison amended the Brookside Glen East Park property deed to include necessary OSLAD grant language, as required by the Illinois Department of Natural Resources, (IDNR). Said deed was presented to Will County for re-recording and subsequently forwarded to the IDNR.

#### VIII. Treasurer's Report

The Board accepted the Treasurer's Report, pending audit, with no discussion.

Barb Libowitz made Motion 08-508 to accept the Accounts Payable Listing, pending audit. Jill Simmons seconded. Motion carried.

#### IX. Executive Director's Report

Jim Randall reported that he will attend a State of Illinois budget hearing in Oak Lawn on March 27, 2008, to testify on the impact the OSLAD grant program provides, per State Representative, Kevin McCarthy's request.

Jim Randall noted that no further issues have occurred at the skate park.

Linda Mitchell worked with a representative of the State of Illinois Archive Records Division to establish a file retention schedule for the park district.

Jim Randall presented a revised comprehensive Emergency Action Plan, for Board consideration. Said plan was developed to assist staff and park district patrons through a variety of potential emergencies, ensuring safety of all who utilize park programs and facilities.

Brian Mulheran made Motion 08-509 to adopt the revised Emergency Action Plan as presented. Jill Simmons seconded. Motion carried in a vote by voice

All staff were invited to tour the new Lincoln-Way North High School on March 5, 2008. The park district will assist Lincoln-Way staff in planning the campus open house on August 3, 2008. Park staff have met with North's Principal, Dr. Gardner, Athletic Director, Matt Lyke, and his assistant, Aimee Lonigro to discuss plans for the Homecoming celebration.

X. Committee Reports

A. Maintenance

The maintenance department agreed to mow grass in exchange for use of facilities at the new Lincoln-Way North campus. In addition, staff met with an agronomist to develop a fertilization program for the new Summit Hill Junior High and Lincoln-Way North athletic fields. The program will begin in early April.

B. Natural Areas/Beautification

Master Gardner, Julie Arvia and some of her staff have begun preparing planting beds throughout the district.

Park Ecologist, Clayton Wooldridge secured the required permits from the EPA for the park district's annual burns. Letters of notification were mailed to residents who surround areas that are slated for burns, which are scheduled to begin approximately April 2<sup>nd</sup>.

B. Recreation

All special Easter events were wonderful and well attended. The Recreation staff is considering holding next year's Easter egg hunt in the new Lincoln-Way North field house.

The summer brochure will go to the post office on Wednesday, March 26<sup>th</sup>, and resident online registration will begin on April 1<sup>st</sup>.

A special brochure specifically detailing adult fitness, open gyms and other opportunities available at the new L-Way North High School is under development and will be distributed to residents over the summer months.

C. Special Recreation

No report

D. Finance and Planning

No report

E. Finance and Planning

No report



E. Township Planning Commission

No report

F. Lincoln-Way Area Parks

No report

G. Golf Course

Ray Schmitz, Superintendent of Golf Course Maintenance and his assistant, Bob Murphy are back for the season and have begun the maintenance of the course.

XI. Presentation of Community-Wide Recreation Survey results

Robin Hall and Dr. Michael Mulvaney Office of Recreation and Park Resources developed a Community-Wide Recreation Survey that was distributed to all households in the Frankfort Square area. Mr. Hall and Dr. Mulvaney were in attendance to present the procedure, methodology, summaries and conclusions to the Park Board.

An above average return rate of 16% netted very positive overall results. Satisfaction rates were strong and consistent, with 90% approval ratings.

Dr. Mulvaney and Mr. Hall concluded that the park district is highly responsive to the needs of the community, and the study will enable the district to plan programming and resources per residents' direction.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XIV. Executive Session

Barb Libowitz made Motion 08-510 to enter into Executive Session. Jill Simmons seconded. Motion carried in a vote by voice.

A closed session was called for the purpose of discussing annual performance and compensation reviews of full time personnel.

Barb Libowitz made Motion 08-511 to go out of Executive Session. Brian Mulheran seconded. Motion carried in a vote by voice.

Park District Board Meeting  
March 20, 2008  
Page 5

XV. Adjournment

Barb Libowitz made Motion 08-512 to adjourn the meeting at 8:20 p.m. Jeff Roach seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

April 17, 2008

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Dave Macek, Brian Mulheran, Jeff Roach, and Jill Simmons.

Absent was: Barb Libowitz

Also present: Park Attorney, Richard L. Hutchison  
Janet Porter, Executive Director, SSSRA

IV. Public Input

No members of the public were present for input.

V. Correspondence

Jim Randall presented the following information for Board review:

A. Resident Concerns

1. Letter from Michael O'Connell, Tinley Park Chief of Police addressing possible solutions to vandalism issues experienced by a Brookside Glen resident.
2. E-mail from resident inquiring about spring clean-up of park area adjacent to walking path/Park Ecologist, Clayton Wooldridge's response.
3. E-mail from Plank Trail resident asking for assistance in dealing with pet clean-up issues, Executive Director, Jim Randall's response.
4. Letter from Executive Director, Jim Randall to park resident granting trail access for homeowner's improvement project.

B. Informative

1. Letter from Park Superintendent, Jeff Mecher, to Summit Hill School District 161 Superintendent, Keith Pain regarding various seasonal maintenance issues.
2. Letter from Executive Director, Jim Randall to Village of Tinley Park requesting financial assistance for tree removal along creek in Brookside Glen subdivision. Response from Village Manager, Scott Niehaus.

VI. Presentation of the March 21, 2008 Board Meeting Minutes.

Jill Simmons made Motion 08-513 to accept the March 21, 2008 Board Meeting Minutes as presented. Brian Mulheran seconded. Brian Mulheran, Jeff Roach, Jill Simmons, and Pam Kohlbacher voted aye. Dave Macek and Ken Blackburn abstained. Motion carried.

VII. Legal Report

Jim Randall presented Resolution 08-04-07, Cancellation of Intergovernmental Agreement for Cooperative Park Use of Lincoln-Way High School between Frankfort Square, Frankfort, and Mokena Community Park Districts, drafted by Park Attorney, Richard L. Hutchison.

Ken Blackburn made Motion 08-514 to accept Resolution 08-04-07 as presented. Dave Macek seconded. Motion carried.

Mr. Randall further stated that an agreement which enables the Frankfort Square Park District use of all Lincoln-Way High School facilities remains in force.

Park Attorney Hutchison assisted in adding OSLAD language to a deed for property located at Brookside Glen Drive and 191<sup>st</sup> Street in Tinley Park, Illinois, as required by the Illinois Department of Natural Resources.

VIII. Treasurer's Report

The Board accepted the Treasurer's Report, pending audit, with no discussion.

Ken Blackburn made Motion 08-515 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall presented the 2008-2009 Operating Budget for Board approval, and included a month-by-month expenditure report.

Ken Blackburn made Motion 08-516 to accept the 2008-2009 Operating Budget as presented. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that an unidentified vehicle struck the golf course entry gate, resulting in extensive damage. The gate was removed and will be replaced. A discussion regarding artwork that was to be contracted through Roger Carlsen, Ephraim Forge ensued. It was decided to table the project for the next six months while Mr. Carlsen works to complete a project for the Lincoln-Way High School District.

The summer brochure was well received by residents.

Summer day camp information was distributed to Board Members for their review. Jim Randall noted that extensive work went into revising the program in order to create an exceptional summer opportunity. To date, twenty five children have been registered and staff anticipate good numbers for this year's offering.

The girls softball program has grown every year. Jim noted that John Keenan, Athletic Supervisor, solicited a generous donation of bat bags from Dick's Sporting Goods. In addition, Mr. Keenan did a tremendous job managing concerns and issues during the off-season, and no complaints were expressed during the recent coaches' meeting.

Audrey Marcquenski, Superintendent of Recreation has been working with the Lincoln-Way North music department and athletic departments to plan for new program opportunities when the North campus opens in the fall of 2008.

Residents responded well to the new gymnastics programming offered through Gym Kinetics in Mokena.

Jim Randall reported that to date, information regarding approval of the OSLAD nature center grant has not been released.

Park Ecologist, Clayton Wooldridge scheduled several events for the park district's first annual Earth Day Celebration. Mr. Wooldridge is working with the recreation staff to conduct the event on Saturday, April 26<sup>th</sup> at the Community Center.

Joe Brusseau, of Brusseau Design Group is working with staff in the initial planning stages of the proposed OSLAD grant application for the 191<sup>st</sup> Street project.

Park Ecologist, Clayton Wooldridge has completed the first step towards recognition of Square Links Golf Course by the Audubon International Cooperative Golf Course Sanctuary Program.

Jeff Mecher, Park Superintendent, completed a certification program for playground safety. Information regarding new standards will be presented to Board Members in their May packets. Mr. Randall noted that several of the new standards are already in place or are scheduled for attention, i.e. repair of bleachers and removal of swing sets over thirty years old.

JoAnn Kraft, Office Manager, and Deb Cancialosi, IT Person, worked diligently to ensure the online registration system worked well for the summer program registration. Ms. Cancialosi observed a problem with the park district server beginning at midnight on April 1<sup>st</sup>, and she worked through the night with John Staples, park district web provider, to correct the problem.

Jim Randall further noted that we continue to receive surveys from online registrants, and all comments have been positive.

Spam and virus software has been updated in all park district computers.

The golf course opened on April 1<sup>st</sup>, and attendance records are being set daily. Victor Andrew High School has been using the course since it opened on a daily basis.

The new hole, 1A, is playable and healing in well.

Ray Schmitz, Superintendent of Golf Course Maintenance hired a new employee, Chuck Reiser, to fill the position vacated by Kyle Cherry.

X. Committee Reports

A. Maintenance

Burns have been conducted at White Oak Park and the prairie south of the Frankfort Library, and a small prairie at Lincoln-Way East. Island Prairie, and Brookside Glen prairies will be scheduled for burns the week of April 21<sup>st</sup>, weather permitting.

Overseeding of athletic fields will be conducted at Summit Hill Junior High and Lincoln-Way North within the next ten days.

**B. Natural Areas/Beautification**

Sufficient information for Board review was addressed in the Executive Director's Report.

**C. Recreation**

Sufficient information for Board review was addressed in the Executive Director's Report.

**D. Special Recreation**

Janet Porter, SSSRA Executive Director addressed the Board, presenting updates on services the agency provides to residents with disabilities. Board Members were also presented with the latest program brochure, a listing of programs offered in Frankfort Square, 2006-07 registration figures from all member agencies, and a registration history dating back to 2001.

Ms. Porter noted that the Board voted to incorporate Lan-Oak Park District into the SSSRA, and Crete is under consideration for membership. Both agencies agreed to pay back five years of debt service on the construction of the administration building.

Janet Porter expressed appreciation to Jim Randall for his continued support and leadership, and his service on the budget committee.

**E. Finance and Planning**

Jim Randall noted that the district is on track with projects provided to Board Members during the initial budget meeting in January, 2008.

**F. Township Planning Commission**

Jill Simmons noted that no regular meetings of the Planning Commission have been recently held; consequently there were no zoning issues to report.

**G. Lincoln-Way Area Parks**

Mr. Randall noted the dissolution of the LAP agreement, per Resolution No. 08-04-07, *reference Section VII, Legal Report.*

*Section X., Committee Reports-Maintenance, continued.*

H. Golf Course

Jim Randall noted that patrons are very pleased with the new hole configurations and overall maintenance of the golf course.

XI. Old Business

The scholarship committee will meet following the April Board Meeting to finalize candidate selection. Seven \$1,000 scholarships will be awarded to graduation high school seniors.

Five individuals have been interviewed for the Superintendent of Early Childhood position. Currently two candidates are under consideration, and Jim Randall will inform the Board when a final decision is reached.

XII. New Business

No new business was discussed.

XIII. Adjournment

Ken Blackburn made Motion 08-517 to adjourn the meeting 7:40 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell