

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

May 19, 2011

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: Commissioners, Pam Kohlbacher, Ken Blackburn, Jeff Libowitz, Dave Macek, Brian Mulheran, and Jill Simmons.

Also present were: Craig Maksymiak and Anthony Granata, newly elected Park Board Commissioners, and park staff, Audrey Marcquenski and Julie Arvia.

Absent was: Commissioner, Jeff Roach

IV. Public Input

No input was provided by those in attendance.

V. Correspondence

No correspondence was presented.

VI. Presentation of the April 21, 2011 Board Meeting Minutes

Jill Simmons made Motion 11-770 to accept the April 21, 2011 Board Meeting Minutes as presented. Jeff Libowitz seconded. Motion carried.

VII. Oath of Office

April 5, 2011 Consolidated Election candidates were sworn in to serve a four-year term of office on the Park Board.

VIII. Election of Officers

Ken Blackburn made Motion 11-771 to open the floor for nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Dave Macek made Motion 11-772 to nominate Ken Blackburn as President. Brian Mulheran seconded. Motion carried in a vote by voice.

Ken Blackburn made Motion 11-773 to nominate Dave Macek as Vice President. Brian Mulheran seconded. Motion carried in a vote by voice.

Brian Mulheran made Motion 11-774 to close the floor for nominations. Anthony Granata seconded. Motion carried in a vote by voice.

IX. Board Appointments

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

President, Ken Blackburn appointed Bob Guler to serve as Treasurer of the Board of Commissioners. Mr. Guler, not present during this meeting, will be notified of said appointment.

President, Ken Blackburn appointed the law firm of Hutchison, Anders and Hickey to serve as legal representation. Attorney Dave Anders accepted said appointment.

President, Ken Blackburn appointed Jim Randall and Brian Mulheran to serve as FOIA Officers. Mr. Randall and Mr. Mulheran accepted said appointments.

President, Ken Blackburn appointed Jim Randall and Craig Maksymiak to serve as OMA Designees. Mr. Randall and Mr. Maksymiak accepted said appointments.

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.

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

The Board named *Herald-News* as the newspaper of choice for legal ad publications.

President, Ken Blackburn appointed Dave Macek to serve on the Frankfort Township Planning Commission. Mr. Macek accepted said appointment.

President, Ken Blackburn appointed Audrey Marcquenski to the SSSRA Board and Jim Randall to serve as alternate. Ms. Marcquenski and Mr. Randall accepted said appointments.

The Board named the Illinois Treasurer's Pool and Old Plank Trail Community Bank as primary financial institutions to house park district bank accounts.

VIII. Legal Report

Consideration of a Defeasance Ordinance

President, Ken Blackburn presented and Secretary Jim Randall read by title, Ordinance No. 11-05-249, providing for the payment of SSSRA General Obligation Park Bonds (Alternate Revenue Source), Series 2002, in advance of their maturity and abating all of the taxes heretofore levied to pay debt service on said bonds.

After a full and complete discussion thereof, Craig Maksymiak made Motion 11-775 to adopt Ordinance No. 11-05-249 as presented. Brian Mulheran seconded. Motion carried.

The park district will seek to form an Island Prairie Park Nature Center and Interpretive Gardens foundation to enable the district to pursue new grant funding sources. Attorney Dave Anders provided 501 (C) (3) application documents; and park staff will work through the process.

IX. Treasurer's Report

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

Craig Maksymiak made Motion 11-776 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

IX. Executive Director's Report

Jim Randall sought and received IDNR approval to include \$80,000 of A/E costs related to 191<sup>st</sup> Street Park Development expenditures, noting that 15% is the normal and customary A/E cost guideline imposed through OSLAD grant funding. The increase was requested due to added expenses related to permitting requirements, necessitating extensive plan revisions.

Jim Randall requested Board consideration to employ a new marketing strategy, a vinyl wrap promoting Square Links Golf Course which would be applied to the high-use park district passenger van. Mr. Randall presented a rendering for review and asked for approval to contract Missions Signs to apply the permanent advertisement at a cost not to exceed \$4,800.

Craig Maksymiak made Motion 11-777, to approve the installation of the van wrap advertisement for a cost not to exceed \$4,800, as presented. Dave Macek seconded. Motion carried.

Jim Randall requested consideration to replace the resilient surface at the park district's Splash Park facility for a cost not to exceed \$30,000. Said improvement is necessary due to excessive wear resulting from ten years of use, and could be completed and operational by the planned Memorial Day weekend season opening. The budgeting process allows for the needed correction, with \$200,000 in emergency funds in the Corporate Capital Development, Improvement Projects line item.

Dave Macek made Motion 11-778 to approve the resilient surface replacement at the Splash Park facility for a cost not to exceed \$30,000. Brian Mulheran seconded. Motion carried.

X. Committee Reports

A. Maintenance

The park district accepted delivery of a new Toro Groundmaster 4000-D, subsidized by the annual stipend received from the Village of Tinley Park per the intergovernmental agreement, *ref Motion 11-748, Sect. VIII. Legal Report, February 17, 2011.*

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas reported that spring native plants are blooming in the interpretive gardens, the second crop of natives have been started in the greenhouse, some plugs from the first greenhouse crop have been planted, and staff are spraying invasives and maintaining landscaped areas.

C. Recreation

Audrey Marcquenski, Superintendent of Recreation, reported that the May 14<sup>th</sup> dance recital held in the LWN Performing Arts Center was well received. Two shows were performed to accommodate the programs 150 dancers and 1,700 family members. Jill Feingold will retire in June, and the newly hired dance instructor, Donette Cannonie, will be a wonderful addition to the program.

D. Early Childhood

Jim Randall reported on end-of-year ELC activities, further noting that the Monday graduation exercises were held outdoors at the Island Prairie band shell, and the Tuesday/Wednesday graduations were held indoors due to inclement weather.

Jim Randall reported that enrollment in the 2011/2012 ELC preschool program is strong.

E. Internet and Technology

No report.

F. Special Recreation

Jim Randall reported that the General Obligation Park Bonds (Alternate Revenue Source), Series 2002 that funded the SSSRA Administrative Offices was retired three years ahead of schedule, *ref. above Motion 11-775, Defeasance Ordinance.*

G. Finance and Planning

Jim Randall requested Board consideration to transfer \$145,700 from the park district's Corporate Fund, allocating \$111,000 to the Golf Course Fund, \$5,200 to Debt Service, \$20,000 to the Audit Fund, and \$9,500 to the Liability Fund in order to balance the budget.

Dave Macek made Motion 11-779 to transfer \$111,000 from the Corporate Fund, apportioning \$82,200 into the Golf Course Fund, \$19,400 into the Audit Fund, and \$9,400 into the Liability Insurance Fund, thereby balancing the budget. Brian Mulheran seconded. Motion carried.

Mr. Randall reported that the district is in its best financial position in 6-7 years.

H. Township Planning Commission

No meeting of the Township Planning Commission was held over the past month.

I. F.A.N.

Jim Randall reported on a record-setting year for the F.A.N. program, with increases in group usage, pass sales, and pool party rentals.

J. Golf Course

Jim Randall reported that the golf course grounds are in ideal condition, but poor weather conditions have impacted play at the golf course.

To date, a total of fifty-eight membership passes have been sold. This new opportunity has been well-received by patrons who frequent the facility.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIV. Adjournment

Pam Kohlbacher made Motion 11-779 to adjourn the meeting at 7:30 p.m.  
Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

June 16, 2011

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

IV. Public Input

No members of the public were present for input.

V. Correspondence

The following correspondence was presented for Board review:

A. Appreciation

1. Thank you notes from recipients of 2011 College Scholarship awards.
2. Thank you note from Michael Sieja, College Counselor at LWN expressing appreciation for park district support through scholarship awards.
3. Thank you note from Jill Simmons for recognition of her Board service.
4. Thank you note from employee, Maria Pennington, expressing appreciation for pay raise.
5. Thank you note to Jim Randall expressing appreciation for generosity extended to Nikki Roach.
6. Thank you letter to Jeff Mecher, Park Superintendent from FSBL for park district's assistance with their Memorial Day tournament.
7. Thank you note from the Genis family for the BAS program's assistance in baking cupcakes for the Pediatric Oncology Treasure Chest Foundation fundraiser.

B. Complimentary

1. E-mail from BAS parent commending Cheryl Martin, Superintendent of Early Childhood Development, and BAS staff for providing and excellent Before and After School program.

VI. Presentation of the May 19, 2011 Board Meeting Minutes.

Dave Macek made Motion 11-780 to accept the May 19, 2011 Board Meeting Minutes as presented. Pam Kohlbacher seconded, Jeff Roach abstained. Motion carried.

IX. Legal Report

Jim Randall reported that over the coming year, staff will work on the 501 (c) (3) application rendered by Attorney, Dave Anders, *ref Sect. VIII. Legal Report, May 19, 2011 Minutes*. Securing this tax deductible status could provide an alternate revenue source for the Island Prairie Nature Center greenhouse facility.

X. Treasurer's Report

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

Pam Kohlbacher made Motion 11-781 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall reported that the annual audit is currently underway.

XI. Executive Director's Report

Jim Randall reported that ComEd controls a recreation easement across two baseball fields at Union Creek Park. The property has always been available to the park district at no charge, but a fee of \$1,500 will now be assessed to renew the recreation lease, and a market value rental fee will be established for continued park district use.

The annual Budget & Appropriation Ordinance has been prepared and will be presented for Board approval and consideration at the July meeting. This annual action is required in the first quarter of the fiscal year in order to ensure the park district will qualify for tax extension from Will/Cook Counties.

A total of \$1,244,000 in tax distributions was received from Will County, and the second distribution will be received in September, 2011. Mr. Randall noted that the park district will receive \$2.4 million in property taxes this year.

Jim Randall requested Board approval for the park district to enter into an agreement with the Frankfort Square Wildcats Football Association for the purpose of installing sport lighting at Champions Park. The park district will secure financing in the amount of \$20,000-\$25,000 at an annual interest rate of 3.5%, annual payments of \$7,200-\$7,500. The Wildcats organization will commit to make annual installment payments to retire the debt in 3-4 years.



Dave Macek made Motion 11-782 to authorize the park district to enter into an agreement with the Frankfort Square Wildcats Football Association as presented. Jeff Roach seconded. Brian Mulheran abstained. Following a full and complete discussion, Motion carried.

Mr. Randall reported that Park Attorney, Dave Anders will draft said agreement, and a lighting design plan will be forwarded to the Village of Frankfort.

The final SSSRA payment, following the Bond Defeasance, per Ordinance No. 11-05-249 will be rendered on June 30, 2011.

Jim Randall reported that the 191<sup>st</sup> Street Park Development project is behind schedule by approximately two weeks, due to the recent rainy weather conditions. Concrete work may begin on June 21<sup>st</sup>, and the east portion of the park is complete, with the removal of undergrowth, planting of nursery stock, and drainage improvements.

The Lincoln-Way North athletic field improvement project is going well, despite recent excessive rainfalls. Paving is scheduled for the week of June 20<sup>th</sup>, and Mr. Randall noted the park district is overseeing the project that is funded by Lincoln-Way North.

The park district has experienced electrical problems that caused damage to park district computers, furnaces, and phone lines, but corrective actions are being put in place to minimize future impact.

Mr. Randall also reported on an electrical issue at the Champions Park concession stand resulting from vandalism and a faulty ComEd installation. A claim was filed with ComEd which may enable the park district to recoup some loss.

The Splash Park resilient surface, approved for replacement, *ref. May 19, 2011 Minutes, Motion 11-778*, was replaced, and the Splash Park opened for the season on Memorial Day weekend.

## XII. Committee Reports

### A. Maintenance

Jim Randall reported that due to the rainy weather this spring, all park district turf is in excellent condition, and maintenance crews are working hard to keep current with mowing throughout the district.

### B. Beautification and Natural Areas

Jim Randall reported on the amazing commitment of Julie Arvia, Superintendent of Beautification and Natural Areas, which is evident in the success of the Island Prairie Interpretive Gardens.

The Village of Frankfort approved the removal of natural planting in the Lighthouse Pointe islands, as requested by the subdivisions homeowner's group. The park district is attempting to salvage the plants, and will transplant stock at park-owned sites.

C. Recreation

Jim Randall reported on the current Summer Concert Series, and encouraged Board Members to attend, as their schedules permit.

Summer Day Camp began the week of June 6<sup>th</sup>, enrollment is good, and the program is going well.

Audrey Marcquenski, Superintendent of Recreation, is doing a wonderful job working with SSSRA to provide special assistance to individuals who require one-on-one inclusion aides in order to participate in programming.

D. Early Childhood

All openings in the Sunshine Pals Play Camp for ages 4-6 have been filled

Jim Randall reported on positive enrollment numbers for the Early Learning Center's 2011/2012 school year.

E. Internet and Technology

Software upgrades at the golf course are complete.

F. Special Recreation

Following final payment on June 30, 2011, the debt retirement of SSSRA bonds will be complete.

G. Finance and Planning

Jim Randall reported that the annual Budget and Appropriation public hearing will be held during the July Board Meeting. The legal notice will be published, and all documents have been prepared and will be forwarded to Board Members for their advanced review prior to consideration.

The CPA firm of Wermer, Rogers, Doran and Ruzon is currently conducting the annual audit.

H. Township Planning Commission

No report.

I. F.A.N.

Beginning in June, the F.A.N. program began its summer schedule, with no hours on Tuesdays and Thursdays.

Year-end F.A.N. budget reports will be forwarded to Board Members.

J. Golf Course

Jim Randall reported that the golf course is in prime condition.

Record rainfalls in April and May limited play, but the sale of sixty-two memberships helped to ensure a revenue stream.

The Square Links van wrap, *ref Motion 11-777, Sect. IX Executive Director's Report, May 19, 2011*, is now 50% complete.

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Adjournment

Brian Mulheran made Motion 11-783 to adjourn the meeting at 7:33 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

July 21, 2011

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, and Brian Mulheran.

Absent were: Craig Maksymiak and Jeff Roach.

Also present were: Park Attorney, Dave Anders and Intern, Jason Peck.

IV. Public Hearing

Anthony Granata made Motion 11-784 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2011 through April 30, 2012. Dave Macek seconded. Motion carried.

A copy of the Budget and Appropriation Ordinance No. 11-07-252 for Fiscal Year beginning May 1, 2011 and ending April 30, 2012, was posted for public inspection at the park district office since June 21, 2011.

A legal ad, noting the date, time, and place of the public hearing was published in the Tuesday, July 12, 2011 edition of the *Southtown Star*.

No members of the public were present for input, and the floor remained open for thirty minutes while other business not pertinent to the Budget and Appropriation Ordinance No. 11-07-252, was duly transacted at said meeting.

Dave Macek made Motion 11-785 to close the floor and adjourn the public hearing at 7:30 p.m. Anthony Granata seconded. Motion carried.

V. Public Input

No members of the public were present for input.

VI. Correspondence

The following correspondence was presented for Board review:

A. Appreciation

1. Thank you letter from Mark McKinnon, Executive Director of Addison Park District, for donation of a Square Links gift certificate in support of their annual golf fundraiser outing.
2. E-mail and photos received from a Frankfort Square family, expressing appreciation for displaying a welcome home message for their son, Army Spc Marcus Torres, who is home on leave from Iraq.

B. Complimentary

1. Phone message from a family that participated in the Music Together program, commenting on the enjoyment the mother and her 2-year old daughter had, thanks to the park district's well-run offering.

C. Informative

1. Notification letter received from the Illinois Environmental Protection Agency, stating the park district's grant application for green infrastructure improvements to the baseball field complex on St. Francis Road was not selected for funding.

VII. Presentation of the June 16, 2011 Board Meeting Minutes.

Pam Kohlbacher made Motion 11-786 to accept the June 16, 2011 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried.

VIII. Legal Report

Park Attorney, Dave Anders, reviewed the proposed Intergovernmental Agreement by and between Summit Hill School District 161 and the park district, and found the document to be sound.

Consideration of the Determination of Prevailing Wages Ordinance

Secretary, Jim Randall, read by title, Ordinance No. 11-07-250, Determination of Prevailing Wages, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 11-787 to accept Ordinance No. 11-07-250, the Determination of Prevailing wages, as presented. Brian Mulheran seconded. Motion carried. The park district's law firm of Hutchison, Anders and Hickey will file said Ordinance with Will and Cook Counties, and the park district will complete filings with the Secretary of State Index Division and Illinois Department of Labor, as required.

Consideration of an Installment Note Contract Ordinance

Secretary Jim Randall read by title and requested consideration of Ordinance No. 11-07-251, authorizing and providing for an installment note contract in the amount of \$28,000 with Old Plank Trail Community Bank for the purpose of funding sport lighting at the Frankfort Square Wildcats Football Association's practice facility.

Dave Macek made Motion 11-788 to adopt Installment Note Contract Ordinance No. 11-07-251 as presented. Pam Kohlbacher seconded. Anthony Granata, Pam Kohlbacher, Dave Macek, and Ken Blackburn voted Aye. Brian Mulheran abstained. Motion carried.

Secretary, Jim Randall, presented a copy of a Will County Sheriff's Agreement, granting Will County Sheriff's deputies authority to control certain activities on park district-owned properties, and requested consideration of same. A copy of the Agreement was provided to each member of the Board of Commissioners prior to said meeting.

Pam Kohlbacher made Motion 11-789 to adopt the Will County Sheriff's Agreement as presented. Dave Macek seconded. Motion carried.

Secretary, Jim Randall, presented a copy of the Intergovernmental Agreement by and between Summit Hill School District 161 and the Frankfort Square Park District concerning the use and maintenance of the school facilities. A copy of the Agreement was provided to each member of the Board of Commissioners prior to said meeting.

Dave Macek made Motion 11-790 to accept the Intergovernmental Agreement by and between Summit Hill School District 161 as presented. Anthony Granata seconded. Following a full and complete discussion, Motion carried.

Jim Randall reported that recent legislation no longer requires the posting/publishing of the park district's annual vendor list, and will only need to have the information on file for public viewing upon request. This action was introduced as a cost-saving measure for public agencies.

IX. Treasurer's Report

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

Dave Macek made Motion 11-791 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Following a full and complete discussion, Motion carried.

Secretary Jim Randall read by title and requested consideration of Budget and Appropriation Ordinance No. 11-07-252, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Anthony Granata made Motion 11-792 to adopt the Budget and Appropriation Ordinance No. 11-07-252 as presented. Dave Macek seconded. Motion carried.

X. Executive Director's Report

Jim Randall reported on a 70% completion rate at the 191<sup>st</sup> Street Park Development grant project. Twenty-one garden plots, an elevated ADA accessible planter, final concrete work, and final grading remain.

A demonstration solar lighting unit has been ordered and will be installed prior to the start of the school year. Jim Randall noted that additional units have been ordered, and will be purchased by the Lincoln-Way School District.

Commissioners will attend the annual park tour at 5:30 p.m. on August 18<sup>th</sup>, in advance of the August Board Meeting.

The contracted building maintenance, GCA Services, is working well, and the annual fee of \$26,000, reflects a cost savings in excess of 50% when compared to a full-time salary position with benefits.

Jim Randall informed the Board that vandalism at the Union Creek Skate Park will be repaired.

Secretary, Jim Randall, presented an agreement for Board consideration that would allow the SSSRA to participate in the Illinois Municipal Retirement Fund, a copy of which was provided to members of the Board of Commissioners prior to said meeting. Mr. Randall recommended that our member agency cast a dissenting vote, as our district does not participate in IMRF, but rather has elected to fund individual 403b accounts. The issue should pass, as only a two-thirds majority of member agencies is required.

Dave Macek made Motion 11-793 to deny approval of SSSRA participation in IMRF. Pam Kohlbacher seconded. Motion carried.

Jim Randall introduced park district intern, Jason Peck, who served an 11-week internship that began on May 16<sup>th</sup>, and will conclude on July 29<sup>th</sup>. Jason will graduate from Lewis University in August, 2011, with a B.A. in Sport Management. Jason's duties and special project included:

- Planned and supervised girls softball special event (400 participants)
- F.A.N. - maintained calendar, created fitness machine guidelines
- Proofread brochure – improved program descriptions and grammar
- Adult softball – maintained on-line standings
- Rescued a turtle from St. Francis Road and returned it to Community Pond

Special project – college scholarship golf tournament

- Prepared 150+ letters requesting sponsorship, prizes, and participation
- Visited 50+ businesses asking for sponsorship and prizes
- Raised \$7,200 for scholarship fund (late donations are expected)
- Purchased and prepared supplies – trophies, gift bags, signage
- Supervised tournaments and took photographs
- Prepared thank you notes to sponsors and prize donors
- Currently preparing Power Point presentation for Lewis University faculty and students

XII. Committee Reports

A. Maintenance

Jim Randall reported that although the maintenance department has been operating with a downsized staff, crews have had a very successful season.

Neil Kobylarczyk, a valued full-time staff member, will return to light duty the week of July 25<sup>th</sup>, following a medical leave.

Seasonal staff members, Louis Viecei and Tom Chrusciel have offered tremendous support, contributing to the high productivity levels despite full-time and seasonal staff downsizing.

B. Beautification and Natural Areas

Beautification crews have been extraordinarily busy, propagating 30,000+ native plants in the Island Prairie greenhouse, and planting them throughout the district.

Jim Randall reported the Island Prairie Interpretive Garden, now in its second year, has taken shape, thanks to the dedicated efforts of Julie Arvia, Superintendent of Beautification and Natural Areas.

Ms. Arvia is currently investigating biological methods of eradicating Purple loosestrife invasives. A permit must be secured in order to transport the beetles across state lines. Julie is also working with Arbury Hills School 3<sup>rd</sup> grade teachers to incorporate this control method as a teaching tool in their science curriculum.

C. Recreation

Jim Randall reported that the fall brochure was delivered to post offices, and is currently being received by park district residents.

The Summer Concert Series will conclude another successful season with a performance by Od Tapo Imi on Tuesday, August 2<sup>nd</sup>.



D. Early Childhood

Jim Randall reported that two inclusion staff members were hired, enabling children with behavioral issues to participate in summer day camp programming.

Enrollment is strong for the 2011/2012 Early Learning Center preschool program.

E. Internet and Technology

A surge suppressor was ordered and will be installed to alleviate electrical problems recently experienced at the Community Center.

Jim Randall investigated the purchase of a generator to power compressors, furnaces, computers, lights, phones, and the fire system in the event of a power outage. The \$48,000 cost is not in the current budget, but may be considered in the future.

Jim Randall will file a claim seeking reimbursement for damage caused to park district equipment, due to recent brown-outs.

F. Special Recreation

No report.

G. Finance and Planning

Auditors from the firm of Wermer, Rogers, Doran and Ruzon completed the annual audit, and Financial Statements, FY 4/30/11, should be forthcoming.

H. Township Planning Commission

Dave Macek reported that the Planning Commission did not meet over the past month.

Jim Randall met with Bill Carlson, Highway Commissioner, to review property lines in Lighthouse Pointe, adjacent to the condominium building recently purchased by Frankfort Township. The park district will work with the township to improve the site's aesthetics.

I. F.A.N.

Jim Randall reported that beginning August 1<sup>st</sup>, passes will be sold for the new season which begins on September 1<sup>st</sup>.

J. Golf Course

Inclement weather continues to impact play, but Jim Randall noted that the newly introduced membership pass program helped to ensure revenues remained comparable to the previous year.

To date, a total of \$7,200 was raised during the 6<sup>th</sup> Annual College Scholarship Tournament, held on Saturday, July 16<sup>th</sup>.

The Parent/Child Tournament filled, and the Youth Tournament was rescheduled to allow for increased participation.

XII. Old Business  
No old business was discussed.

XIII. New Business  
No new business was discussed.

XIV. Executive Session

Dave Macek made Motion 11-794 to go into Executive Session. Anthony Granata seconded. Motion carried.

An Executive Session was called for the purpose of discussing personnel matters.

Jim Randall presented a job description for a position of Director of Recreation and Administration, and requested Board consideration to incorporate the new staff position.

Dave Macek made Motion 11-795 to approve the new position of Director of Recreation and Administration, per attached job description. Brian Mulheran seconded. Following a full and complete discussion, Motion carried.

Dave Macek made Motion 11-796 to go out of Executive Session. Brian Mulheran seconded. Motion carried.

XV. Adjournment

Dave Macek made Motion 11-797 to adjourn the meeting at 8:12 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

August 18, 2011

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, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Absent was: Anthony Granata.

Also present were: Julie Arvia, Superintendent of Beautification and Natural Areas, Audrey Marcquenski, Director of Recreation and Administration, and Jeff Mecher, Superintendent of Parks.

IV. Public Input

No members of the public were present for input.

V. Correspondence

The following correspondence was presented for Board review:

A. Appreciation

1. Letter received from Tammy McMahon, SSSRA Program Coordinator, thanking Jeff Mecher, Park Superintendent for providing support for their annual softball tournament.
2. Note received from intern, Jason Peck, expressing appreciation for experienced gained through his summer internship.

VI. Presentation of the July 21, 2011 Board Meeting Minutes.

Brian Mulheran made Motion 11-798 to accept the July 21, 2011 Board Meeting Minutes as presented. Pam Kohlbacher seconded. Vote on motion: 4 in favor, Craig Maksymiak and Jeff Roach abstained. Motion carried.

VII. Legal Report

No report

VIII. Treasurer's Report

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

Pam Kohlbacher made Motion 11-799 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that online survey responses have been very positive and supportive in all areas of park district operation, but due to the limited return, the survey instrument will not be a viable document for the development of a master plan. Mr. Randall will reevaluate the matter to determine a direction that could provide a better analysis.

The 191<sup>st</sup> Street Park OSLAD grant project, currently entering the final phase of construction, was renamed Brookside Bayou and Community Gardens.

Jim Randall reported that the first of four solar fixtures will be installed on August 23<sup>rd</sup> at the LWN campus. Solar lighting is the final component of the athletic complex improvement project, conducted throughout the summer months.

Jim Randall reported that the skid-steer loader, rented to complete several projects during the summer, may be purchased with 90% of the rental fee going towards the purchase price. Mr. Randall will look for Board direction on the matter at the September meeting.

Jim Randall is researching options to provide expanded food service at Square Links Golf Course. Frankfort Square resident and former restaurant owner, Lorene Czjaka, and an architectural firm will consult with Mr. Randall on the potential for this offering over the upcoming winter months.

Jim Randall reported on recent vandalism to a Frankfort Township vehicle while parked at the district's lot adjacent to Frankfort Square School.

X. Committee Reports

A. Maintenance

Jeff Mecher, Superintendent of Parks addressed the Board, providing the following summary of projects and money saving measures the maintenance department provided to the district over the summer months:

Champions football field lighting-Jim Randall secured athletic light fixtures at no cost through the Naperville Park District.

Three poles were purchased, and electrician, Bill Garrett, headed up the testing, wiring, and placement of the fixtures. Maintenance staff assisted throughout the process, and the improvement, valued at \$175,000, was completed for \$30,000, saving the park district \$145,000.

Athletic fields at the LWN campus, maintained by the park district for community groups, have gone unused due to inaccessibility. In an effort to provide safe and easy access to the baseball/softball fields, the park district spearheaded an asphalt path/solar lighting improvement project, with the maintenance department assisting in all aspects of the project. The logistics and labor provided by the park district resulted in substantial savings to the school district and will provide safe and easy access to all fields.

In a cooperative effort with Frankfort Township, the park district purchased a used tub grinder, and trees pruned by both agencies provide cuttings that are ground into high-quality mulch, used throughout the district, resulting in a savings of over \$10,000 in one year alone.

Maintenance staff worked on various components of the 191<sup>st</sup> Street Park Development OSLAD grant project, helping to ensure the project will stay under budget.

Jeff concluded by reporting that his department completed these special projects, in addition to daily maintenance duties, with reduced staff of fourteen employees, full-time and seasonal included. With effective leadership, equipment, and dedicated staff, the maintenance department was able to save the district in excess of \$160,000 over the past year.

**B. Beautification and Natural Areas**

Julie Arvia expressed appreciation to the Board for their commitment to restoration of natural areas, and summarized the following projects, over and above ongoing general maintenance of native and landscaped areas, that were completed over the past year:

Lighthouse Pointe Park, completed in the fall of 2010, includes over 7,500 native plugs propagated in the park district's greenhouse.

Fifty-five varieties of native seeds valued at approximately \$5,000 were collected for the park district's native areas.

A total of 8 burns at 6 park district sites were managed with prescribed burns, conducted by specially trained and licensed park district staff.

The Frankfort Township Food Pantry was the recipient of 100+ pounds of lettuce, from the Micro Greens Project, grown and harvested in the greenhouse.

The Island Prairie Interpretive Garden was recognized by the EPA/Chicago Wilderness Native Landscaping Award.

The second season of native Illinois prairie and wetland plants propagated in the greenhouse was valued at approximately \$30,000.

Volunteers from home school families, to high school students, Master Gardeners and Boy/Girl Scouts, contributed 435 hours since January 1, 2011, assisting with tending the Interpretive Garden, greenhouse plantings, park clean-up, and special Eagle Scout projects.

The park district's monthly bird counts and the annual Island Prairie Christmas Bird Count continue, and information is entered on EBird, used by Cornell University to monitor bird populations and migratory habits worldwide.

Education remains a strong component of the Island Prairie Nature Center, with school group field trips and programming included in every brochure.

C. Recreation

Audrey Marcquenski reported that the recreation department has adapted well to the changing needs of the community. Over 1,000 programs with 90+ staff members offer a variety of experiences for park district residents. The following highlights were presented to the Board:

The Before and After School program, beginning its third year of operation, has grown from an average daily attendance during the previous year, to an average of 102 students and 25 staff members per day.

In one year alone, the dance program, led by Jill Feingold, grew by 20%. With Jill moving on, a new instructor, Donnette Cannonie, a well-credentialed instructor and performer, was hired to teach to 150+ dancers that enroll in this popular offering.

The F.A.N. program, managed by Athletic Supervisor, John Keenan, continues to grow and expand, with daily paid attendees increasing by 100% during its third year of operation.

Summer intern, Jason Peck, provided tremendous support, most notably through his main project, the annual College Scholarship Golf Tournament.

The 2<sup>nd</sup> year of the Summer Concert Series was enjoyed by over 350 guests attending performances of professional musicians, and local talent.

Kelly VanHynning, Recreation Supervisor, and Neil Kobylarczyk, maintenance staff member, obtained CPR/AED instructor certification, enabling the park district to train and certify park district staff for CPR and AED training in-house.

Marketing opportunities have been expanded, with the creation of a Facebook page and Constant Contact account.

Audrey sits on the SSSRA Board of Directors and also serves as the contact for residents requesting inclusion services through the park district. Two recently hired inclusion aides worked 90 hours to ensure children requiring special care on a one-on-one basis were successful in park district programming.

Audrey thanked the Park Board for her recent promotion to Director of Recreation and Administration, adding that she looks forward to the additional responsibilities of her new position.

- D. Early Childhood  
Preschool teachers and aides will return on August 29<sup>th</sup> to begin preparing for the new school year.
- E. Internet and Technology  
Jim Randall reported that a surge suppressor was installed in an effort to protect electrical and computer equipment from damage caused by power surges and outages.
- F. Special Recreation  
SSSRA will hold its annual fundraiser golf outing on September 23, 2011.
- G. Finance and Planning  
Jim Randall noted that due to limited funding, the installation of a park in the LaPorte Meadows subdivision will be delayed.  
  
Jim Randall reported that measures taken to reduce operations, staffing, and insurance expenditures have proven successful.
- H. Township Planning Commission  
No report
- I. F.A.N.  
The third season of F.A.N. will begin on September 1, 2011.

J. Golf Course

Business increased over the past few weeks, with people taking advantage of final days of summer vacations and better weather conditions.

Local area high schools, Lincoln-Way North and East, and Andrew High School began their golf team play.

Revenues are down approximately \$10,000 over the previous year, but Mr. Randall noted that the new offering of membership pass sales helped to ensure the loss, due primarily to poor weather conditions, was minimized.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Brian Mulheran made Motion 11-800 to adjourn the meeting at 7:50 p.m.  
Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell



FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

September 15, 2011

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Also present was: Dave Anders, Park Attorney

IV. Public Input

No members of the public were present for input.

V. Correspondence

The following correspondence was presented for Board review:

A. Informative

1. Notification from the law firm representing Frankfort Township regarding acquisition of condo building clubhouse in Lighthouse Pointe, requesting tax exemption for the parcel.

B. Appreciation

1. Photo of appreciation banner presented to Dennis Merz, Frankfort Fire Prevention Officer, by BAS students, as it appears on the fire department's website.

2. E-mail from resident expressing appreciation to Jim Randall and park district staff for the new 191<sup>st</sup> Street (Brookside Bayou & Community Gardens) Park.

VI. Presentation of the August 18, 2011 Board Meeting Minutes.

Pam Kohlbacher made Motion 11-801 to accept the August 18, 2011 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried

VII. Legal Report

The park district's Personnel Handbook was forwarded to Attorney, Dave Anders for his review and input prior to presenting to the Board for consideration at the October meeting. Jim Randall noted that minor revisions to the text and an updated flow chart were completed, and the park district can amend the document as needed. Mr. Anders will forward a memorandum with comments and suggestions prior to Board consideration.

Commissioner, Pam Kohlbacher inquired as to whether a seated Board Member could be in a position to work for the park district in the capacity of an instructor and receive compensation. Mr. Anders replied affirmatively, and it was further noted that annual compensation under \$600 would not be included on the Statement of Economic Interest filing.

Jim Randall will forward information regarding the IAPD's annual Legal Symposium to Mr. Anders.

A discussion regarding the change in law regarding homeowner's property taxes and how the new ruling could impact taxing bodies ensued.

Jim Randall reported that Chapman and Cutler, LLP will be working on the park district's annual mini bond that will come before the Board in November. Old Plank Trail Community Bank agreed to fund the bond issue.

The Board will be asked to consider an installment ordinance to finance an equipment purchase, and Mr. Anders will be asked to review the installment contract and provide a legal opinion letter to the lending institution.

VIII. Treasurer's Report

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

Dave Macek made Motion 11-802 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

Jim Randall reported that as of August 3, 2011, the park district is in the best non-referendum financial position in the past twelve years, due to restructuring of debt and cost saving measures that have been put in place.

IX. Executive Director's Report

Jim Randall reported that the 191<sup>st</sup> Street Park Development project is nearing completion. In addition to the planned improvements, the park district corrected a depression that provided a mosquito habitat on the west side of the lot, installed a bioswale, and added trees, shrubs, and turf grass. The ongoing native area restoration, i.e. cattail control and prescribed burns will further improve the state of the site.

Jim Randall reported that the fall tax distribution was received.

The final draft of the audited financial statements FYE 4/30/11 was received and distributed to Board Members. Jim Randall reported that Greg Miller CPA from the independent audit firm of Wermer, Rogers, Doran and Ruzon offered to attend a future meeting to review the audit and answer questions from Board Members.

The Union Creek concession stand was vandalized with graffiti, similar to known gang graffiti in Joliet. Video surveillance cameras captured the individual, and a report was filed with the Tinley Park Police Department.

The new server installation is complete, and minor issues are being worked out.

Jim Randall will represent the park district at the annual NRPA Congress in November.

Jim Randall is soliciting proposals for the potential acquisition of a Skid Steer Loader that the park district has been renting over the past season.

X. Committee Reports

A. Maintenance

Jim Randall reported that due to two full-time staff members working under restricted duty, the Maintenance Department is short staffed, but crews are working hard to ensure that the district's high standards of quality maintenance continues.

The installation of athletic field lights at Champions Park is complete, and the Wildcats Football Association has been utilizing the site's practice field. Jim Randall reported that the park district will work on improving turf conditions at this site.

Jim Randall received good feedback regarding the installation of the solar light at Lincoln-Way North, and the park district anticipates delivery of poles to complete installation of the remaining three fixtures.

B. Beautification and Natural Areas

Jim Randall reported that Julie Arvia and her Beautification staff continue to produce outstanding results throughout the park district's native areas.

Two Beautification staff members completed online and field burn training.

Jim Randall reported that Ms. Arvia has been working with Eagle Scout candidates on various projects, and to date, the Nature Center bookshelves and poster frame project is complete, and two additional candidates are working on the construction of wood duck houses and seed sieves, used to remove rough material from native seed collections.

C. Recreation

The dance program, under the new instructor, Donnette Cannonie, has been very well received, and Jim Randall noted that enrollment is up 50% over the fall, 2010 registration.

The BAS program has also grown tremendously, requiring Cheryl Martin to hire additional staff for this popular offering.

Jim Randall reported that Summit Hill School District 161 may limit the parents' ability to choose the number of days their children attend the BAS program, enforcing a rule that they must attend Monday through Friday, or choose an alternate provider for before and after school care.

D. Early Childhood

The Early Learning Center is back to school, and an additional 3-year old class was added to the afternoon schedule.

E. Internet and Technology

Jim Randall reported that issues with the new server are being addressed.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall reported that the park district has a positive cash balance.

Jim Randall reported that the path improvement at Woodlawn Park will be deferred to the next year.

Jim Randall sought Board approval for the purchase of playground equipment not to exceed \$25,000, with installation not to exceed \$10,000, for the LaPorte Meadows subdivision.

Brian Mulheran made Motion 11-803, authorizing the purchase and installation of playground equipment at the LaPorte Meadows subdivision, not to exceed \$35,000. Dave Macek seconded. Motion carried.

H. Township Planning Commission

Vice President, Dave Macek, reported that no meeting of the Township Planning Commission was held over the past month.

I. F.A.N.

Jim Randall reported that the new F.A.N. season began on September 1<sup>st</sup>.

J. Golf Course

Jim Randall reported that improvements at the 1<sup>st</sup> tee, including the installation of an arbor and retaining wall are complete. Permanent benches and a landscape design adjacent to the 1<sup>st</sup> tee remain.

The long-term goal is to address one enhancement to golf course grounds per year.

A shade structure, similar to the 1<sup>st</sup> tee arbor, will be installed over the picnic table area outside the clubhouse.

Jim Randall led a discussion regarding the expanded food service that will be available at the club house beginning next season. The Board will consider the option to apply for a liquor license to serve beer and wine, and may move on this action at the October meeting.

XI. Old Business

Jim Randall will forward Attorney Anders comments on the personnel manual to the Board upon receipt.

XII. New Business

Board Members will notify Jim Randall if they would like CPA Greg Miller to attend a future Board Meeting to review the audited financial statements.

XIII. Adjournment

Dave Macek made Motion 11-804 to adjourn the meeting at 8:10 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

October 20, 2011

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Also present were: Zach Biehweg, Eagle Scout candidate attending the meeting to meet his Merit Badge requirements.

Julie Arvia, Superintendent of Beautification and Natural Areas

IV. Public Input

Julie Arvia addressed the Board, relating the success of the first field trip to the Nature Center attended by Arbury Hills School students, the well-attended Stewardship Day event, and visits from students in the park district's Before and After School Program.

V. Correspondence

The following correspondence was presented for Board review:

A. Appreciation

1. Thank you note to Jim Randall from Arbury Hills School 3<sup>rd</sup> grade teachers for the fun and educational experience the children had during their September 30<sup>th</sup> Nature Center field trip.
2. Thank you letter to Bob Guler and the Square Links Golf Course staff for their efforts in hosting the Lincoln-Way East girls freshman/sophomore golf team.

B. Informative

1. Letter from RJ Schauer & Associates, Ltd., announcing the hiring of Jill Simmons, former Park Board Commissioner, to the position of Account Executive.

VI. Presentation of the September 15, 2011 Board Meeting Minutes.

Dave Macek made Motion 11-805 to accept the September 15, 2011 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

VII. Legal Report

Jim Randall requested the Board table action on the Personnel Handbook to allow Commissioners time to review changes received from the park attorney, Dave Anders on Monday, October 17<sup>th</sup>. Mr. Randall is also seeking final comment from Mr. Anders on the changes that were included in the document.

The Board elected to table action on the Personnel Handbook until the November 17, 2011 Board Meeting.

VIII. Treasurer's Report

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

Dave Macek made Motion 11-806 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested Board authorization to move forward on construction documents and the bidding process for the expanded food service area at Square Links Golf Course clubhouse, as defined in the renderings and site plan, copies of which were provided to Board Members for review prior to the October meeting.

Dave Macek made Motion 11-807 authorizing Jim Randall to initiate construction documents and the bidding process necessary for the expansion of a food service area in the Square Links Golf Course clubhouse as presented. Brian Mulheran seconded. Following a full and complete discussion, Motion carried.

Jim Randall requested Board consideration to accept Management & Planning Solutions, LLC master plan and department assessment proposals, copies of which were provided to Board Member for review prior to the October meeting. Said proposals shall not exceed \$35,000, for the survey/master plan proposal and \$10,000 for the department assessment and coaching, with 50% paid in the 2011/2012 fiscal year, and the remaining 50% paid in the 2012/2013 fiscal year.

Craig Maksymiak made Motion 11-808, authorizing Jim Randall to accept proposals for services provided by Management & Planning Solutions, LLC as presented, for a combined sum not to exceed \$45,000, paid in two installments over the current and next fiscal year. Dave Macek seconded. Following a full and complete discussion, Motion carried.

Jim Randall requested authorization to distribute a survey instrument to gather public input regarding the level of satisfaction with the Square Links Golf Course, and interest in expanding food service in the clubhouse, a copy of which was provided to Board Members in advance of the meeting date.

The survey will be revised per Commissioner Pam Kohlbacher's directive to include detail stating that only persons age 21 and over can answer Question #7, regarding interest in beer and wine sales at the clubhouse restaurant

Dave Macek made Motion 11-809, approving the distribution of the survey instrument to the general public. Brian Mulheran seconded. Motion carried.

Jim Randall was pleased to report that construction of Brookside Bayou Park (formerly referenced as 191<sup>st</sup> Street Park), has been completed. All park users and neighboring residents are very pleased with the new facility. Documentation has been sent to Greg Miller, CPA for independent attestation prior to submitting a request for grant fund reimbursement through the Illinois Department of Natural Resources.

Jim Randall reported that he contacted local legislatures to request assistance in recovering \$40,000 in grant funds owed by the State of Illinois for an approved 2007 DCEO grant project.

Jim Randall discussed potential costs of the Square Links clubhouse renovation to provide enhanced food service capabilities. Early estimated construction numbers of \$18,000-\$20,000 do not include restaurant components, but final numbers should be lower. The restaurant could generate revenue for the golf course on a year round basis.

#### X. Committee Reports

##### A. Maintenance

Crews have begun the process of winterizing parks and facilities and preparing equipment for snow removal.

Playground equipment was ordered for LaPorte Meadows Park as approved at the September Board Meeting (*ref. September 15, 2011 Minutes, Section G. Finance and Planning, Motion 11-803*). Said equipment should arrive within one to two weeks and will be installed this season, weather permitting.

Staff worked cooperatively with the Village of Frankfort on a small seeding/hydro-mulch project at Prairie Park, and with Lincoln-Way North and Summit Hill Junior High on athletic field improvements.

Park staff installed two elevated gardens in the Lincoln-Way North demonstration garden.

Eagle Construction completed installation of three arbors, two at the golf course, and one adjacent to the Nature Center's greenhouse. The Nature Center arbor will be used to display and harden-off native plants that have been propagated in the greenhouse, prior to planting throughout the district's natural areas.



B. Beautification and Natural Areas

Crews completed planting this year's crop of natives that were propagated in the greenhouse.

The fall burn season is approaching, and Julie Arvia has been preparing required notifications and planning for prescribed burns that will be conducted at various sites, pending appropriate weather conditions.

Jim Randall reported that Nikki Specht, Beautification staff member, recently accepted a Naturalist position with the Village of Frankfort. The creation of this position within the Village could create better cooperative efforts between our agencies, and provide a great resource for our communities.

Jim Randall continues to investigate the possibility of acquiring wind turbines for the park district. Honeywell provides an affordable solution, with a unit costing \$9,000, substantially less than previous estimates of \$180,000. The wind turbine is designed for residential use, and could serve as a demonstration model for our community. Early estimates of this proposed improvement reflect a 4.5 year payback, and Mr. Randall will conduct further studies on energy savings prior to seeking Board consideration on the matter.

C. Recreation

The dance program, under the instruction of our new dance teacher, Donnette Canonnie, continues to be well-received, with record enrollment.

Jim Randall reported that fewer F.A.N. memberships have been sold, but due to increased daily usage, revenues remain strong.

The Before and After School Program has incorporated visits to the Nature Center and Interpretive Gardens in their activities.

Board Members were provided with email tracking reports for the park district's Constant Contact opportunity. Viewership has been strong, and this has proven to be an inexpensive way to market park district programs, special events, and disseminate general information to the public.

D. Early Childhood

No report

E. Internet and Technology

No report

F. Special Recreation

The SSSRA provided a copy of their agency's FYE 5/31/11 audited financial statements.

G. Finance and Planning

Jim Randall noted continued tracking and projecting of expenditures district-wide.

The annual mini-bond sale and abatement ordinances will be prepared by the firm of Chapman and Cutler, and presented for Board consideration at the November meeting.

Expenditures planned for the next fiscal year will be discussed during the November meeting.

H. Township Planning Commission

Commissioner Dave Macek, reported that the Township Planning Commission did not meet over the past month.

I. F.A.N.

Participation in the F.A.N. program remains strong.

J. Golf Course

Jim Randall sought Board consideration of the proposed recommendations for the 2012 membership passes summary, a copy of which was provided to Board Members for review prior to the October meeting.

Dave Macek made Motion 11-810 authorizing the proposed recommendations to increase the 2012 membership pass fees by \$100. Pam Kohlbacher seconded. Following a full and complete discussion, Motion carried.

XI. Old Business

Commissioner, Dave Macek, asked for updates on recent vandalism that occurred at the Union Creek concession stand, (*ref. September 15, 2011 Minutes, sect. IX. Executive Director's Report*).

The potential to release photos taken from video surveillance through Constant Contact and local press was discussed. Jim Randall will contact Detective Sergeant Duane Davis to determine if this action would be a useful tool to identify perpetrators and deter future problems.

Jim Randall reported that he was contacted by a Will County deputy who is following up on a break-in at Square Links wherein a golf cart was driven into a pond at golf course earlier in the season.

XII. New Business

Jim Randall reported that he and Audrey Marcquenski recently met with Barb Rains, SHSD 161 Interim Superintendent, and Mary Kenny, SHSD 161 Board Member, to discuss their concerns regarding the busing of BAS students. Currently, parents have the option to choose the amount of days per week their children attend BAS, but SHSD may require children be dropped off at the same location five days per week. If the school board decides to impose the 5-day rule during the 2012/2013 school year, it could dramatically affect parents who only require BAS services 2-3 days per week.

Disregard for parking rules at Union Creek Park near the football and baseball fields resulted in issuance of parking tickets by the Tinley Park Police Department. Jim Randall reported that the park district installed several "No Parking" signs to discourage illegal parking that can impact the safety of patrons and limit emergency vehicle access.

XIII. Executive Session

Dave Macek made Motion 11-811 to enter into Executive Session. Craig Maksymiak seconded. Motion carried.

The Executive Session was called for the purpose of discussing personnel issues.

Dave Macek made Motion 11-812 to go out of Executive Session. Craig Maksymiak seconded. Motion carried.

XIII. Adjournment

Dave Macek made Motion 11-813 to adjourn the meeting at 8:26 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

November 17, 2011

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, and Jeff Roach.

Craig Maksymiak arrived at 7:12 p.m.

Also present were: Dave Anders, Park Attorney  
Audrey Marcquenski, Dir. of Recreation and Administration

Absent was: Anthony Granata

IV. Public Input

No members of the public were present for input.

V. Correspondence

The following correspondence was presented for Board review:

A. Informative

1. Notice from SHSD 161's Board of Education regarding a Town Hall Meeting scheduled for December 1, 2011, requesting community input on hiring new Superintendent.
2. Brusseau Design Group/W-T Engineering Newsletter which features a summary and photographs of the recently completed Brookside Bayou and Community Gardens Park.
3. RCP Shelter catalog, displaying photos of the Island Prairie Park bandshell, Union Creek Park picnic shelter/warming room, and Lighthouse Pointe Park green roof picnic shelter.

VI. Presentation of the October 21, 2011 Board Meeting Minutes.

Dave Macek made Motion 11-814 to accept the October 21, 2011 Board Meeting Minutes as presented. Pam Kohlbacher seconded. Vote on motion: 4 in favor, Jeff Roach abstained. Motion carried.

VII. Legal Report

Jim Randall presented the Annual Abatement Ordinance No. 11-11-253 abating the tax hereto levied for the year 2011 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2010, 2009, 2003, and 2002, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 11-815 to adopt the Annual Abatement Ordinance No. 11-11-253 as presented. Brian Mulheran seconded. Motion carried.

Jim Randall presented Ordinance No. 11-11-254 providing for the issue of General Obligation Limited Tax Park Bonds, *Series 2011A*, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 11-816 to adopt the General Obligation Limited Tax Park Bonds, Series 2010 A Ordinance No. 11-11-254 as presented. Brian Mulheran seconded. Motion carried.

Jim Randall presented Ordinance No. 11-11-255 authorizing the Frankfort Square Park District to enter into an Installment Note Contract with Old Plank Trail Community Bank for the purpose of purchasing a New Holland Tractor Skid Steer with Snow Pusher for a loan amount of \$35,000, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 11-817 to adopt Installment Note Contract Ordinance No. 11-11-255 as presented. Pam Kohlbacher seconded. Motion carried.

Jim Randall presented the revised Personnel Handbook, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Brian Mulheran made Motion 11-818 to adopt the revised Personnel Handbook as presented. Dave Macek seconded. Motion carried.

Jim Randall noted that the Personnel Handbook will be introduced to full-time staff at the next scheduled bi-weekly staff meeting, and subsequently distributed to all staff. Employees will be required to sign a Receipt of Acceptance which will be placed in personnel files.

Jim Randall reported that he was notified by an attorney regarding potential litigation. Mr. Randall forwarded the information to IPARKS, the park district's insurance carrier, and will keep the Board informed as additional information becomes available.

VIII. Treasurer's Report

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

Dave Macek made Motion 11-819 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

A copy of the Cash Flow Forecast was provided to each Board Member prior to said meeting. Jim Randall reported that the report was provided as an addendum to the Treasurer's Report and details historic and current expenditures and revenues. This report will be updated and provided on a monthly basis.

IX. Executive Director's Report

Jim Randall discussed results of the Square Links Golf Course and Driving Range Survey, a copy of which was provided to each Board Member prior to said meeting. Of the 232 responses regarding the issue beer/wine sales in the proposed clubhouse restaurant, 16% opposed the matter. It was further noted that 77% responded favorably to the offering of an enhanced food service. The Board will consider action regarding the beer/wine sales at the January Board Meeting.

Jim Randall requested consideration to move the December Board Meeting to Monday, December 6<sup>th</sup>, immediately following the Tax Levy Public Hearing, scheduled for 6:30 p.m.

Dave Macek made Motion 11-820 authorizing the December Board Meeting change of date from December 15<sup>th</sup>, to December 6<sup>th</sup>, as proposed. Craig Macksymiak seconded. Motion carried on a vote by voice.

Jim Randall reported on the progress of Management & Planning Solutions master plan and department assessment proposals, *ref. October 20, 2011 Minutes, Motion 11-808*, noting the focus will be on the maintenance department assessment over the next several weeks. The winter/spring brochure will include information regarding a public meeting that will be scheduled in February to obtain community input as part of the master plan process. Board Members and staff will not attend said meeting.

Jim Randall reported that Robinson Engineering will revise the park district's Illinois Green Infrastructure Grant Program application, detailing green infrastructure improvements to the St. Francis baseball field/Kiwanis Park.

Jim Randall continues to investigate solar panel and wind turbine improvements for the Nature Center. Fifty percent of the estimated project cost of \$15,000-\$25,000 could be funded through a Clean Energy Foundation grant. Mr. Randall will provide the Board with updates as they become available.

Jim Randall reported on the potential project at the Square Links Golf Course 7<sup>th</sup> hole and fairway reconfiguration.

The installation of playground equipment at LaPorte Meadows Park is complete, *ref Motion 11-803, September 15, 2011 Minutes, Section G. Finance & Planning.*

Jim Randall reported that the final packet requesting reimbursement for the 191<sup>st</sup> Street Park OSLAD grant project was submitted to the Illinois Department of Natural Resources and payment will be forthcoming.

Jim Randall will secure indoor storage for non-motorized maintenance equipment over the winter months, further noting that when the current pole barn installment loan is paid in full, the Board may want to consider financing construction of another pole barn at the Administration Building site.

Jim Randall reported on plans to redevelop Community Park on St. Francis Road, to enhance the aesthetics of this community focal point. Renderings will be presented to Board Members for future consideration.

Maintenance personnel continue to work on infield renovations for the Frankfort Square Baseball League fields, Summit Hill Junior High baseball fields, and Lincoln-Way North JV baseball fields.

Lincoln-Way North will provide dog obedience training school in the school's pole barn. The program will be promoted through the park district's brochure.

Jeff Mecher, Superintendent of Maintenance, will attend a maintenance training school in January, 2012.

Jim Randall requested consideration to enroll Julie Arvia, Superintendent of Beautification and Natural Areas, in NRPA Green School to be held February 26, 2012 through March 2, 2012. The course will be offered in 2-year blocks and would provide great professional development.

Dave Macek made Motion 11-820, authorizing Julie Arvia to enroll in NRPA Green School as presented. Brian Mulheran seconded. Motion carried in a vote by voice.

Jim Randall reported on pending purchases; a new stove and refrigerator for the Community Room kitchen, and a new paper shredder for the front office.

X. Committee Reports

A. Maintenance

Sufficient information was provided in the Executive Director's monthly report.

B. Beautification and Natural Areas

Jim Randall reported that plans are underway to conduct fall prescribed burns at various natural area locations within the district.

C. Recreation

Audrey Marcquenski, Director of Recreation and Administration, reported on the following matters:

The winter/spring brochure will be delivered to the Frankfort and Tinley Park Post Offices on December 14<sup>th</sup>, and will be received by residents beginning December 15<sup>th</sup>.

The November 7<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> Day Off Escapades experienced tremendous growth, with daily enrollment exceeding 50 students. Participants enjoyed daily field trips to Pump It Up, the Tinley Park Roller Rink, and Space Golf in Orland Park.

The dance program has experienced a 10% increase in registration, with 170 girls current enrolled.

The park district noted changing trends in recreation, with diminished interest in organized sports and increased interest in lifetime opportunities, such as lacrosse, golf, and dance. The recreation department will redevelop offerings to transition through the changes.

D. Early Childhood

Participation in all early childhood programming remains strong.

Jim Randall reported that the Early Learning Center is preparing for upcoming seasonal events.

E. Internet and Technology

Jim Randall reported that the main project over the past year was the installation of the new server.

RecTrac will introduce a major upgrade to its registration software package, and Deb Cancialosi, Superintendent of I.T. attended a RecTrac workshop on November 16, 2011.

A new Point of Sale system will be installed at the golf course to accommodate the food service expansion.

Deb has been working on extensive training of front office staff.

F. Special Recreation

Audrey Marcquenski attended the November SSSRA Board Meeting, and reported that free and reduced fee programs, in addition to increasing the number of scholarships to make programs more affordable, was discussed.



Audrey reported that some of the member agencies are struggling with budgetary constraints and are considering charging SSSRA for usage of their facilities for programming. The majority of member agencies strongly oppose this action.

G. Finance and Planning

Jim Randall reported that the budget process will begin after the first of the year.

Jim Randall reported a 5%-6% downturn in total tax revenue received, but noted that through changes in debt service and reduction in staff, the district remains in good financial status.

H. Township Planning Commission

Dave Macek reported that no meeting of the Township Planning Commission was held over the previous month.

I. F.A.N.

Participation in the F.A.N. program remains strong.

J. Golf Course

The golf course closed for the season on November 14<sup>th</sup>.

Jim Randall noted that if the restaurant is successful in generating revenue, the course could extend its season.

XI. Old Business

Vice President, Dave Macek asked if the park district will consider posting photos of vandals on the internet, as discussed in the October 20<sup>th</sup> Board Meeting. Mr. Randall investigated the possibility with the Will County Sheriff's Department, and Sgt. Duane Davis did not recommend this action.

Jim Randall reported on the installation of enhanced security cameras around the Nature Center.

Security cameras at Union Creek will be re-beamed and light enhanced to ensure better quality images.

XII. New Business

Commissioner, Pam Kohlbacher requested a donation from the park district on behalf of the Summit Hill Education Foundation for their Dancing with the Teachers fundraiser. The park district will provide a family F.A.N. pass and a LWN Pool Party pass. It was noted that the recipient of the raffle prizes donated by the park district must reside in Lincoln-Way High School District 210.

XIII. Executive Session

Dave Macek made Motion 11-821 to enter into Executive Session. Craig Maksymiak seconded. Motion carried.

The Executive Session was called for the purpose of discussing a legal matter.

Dave Macek made Motion 11-822 to go out of Executive Session. Craig Maksymiak seconded. Motion carried.

XIII. Adjournment

Dave Macek made Motion 11-823 to adjourn the meeting at 8:10 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
TRUTH IN TAXATION HEARING MINUTES

December 5, 2011

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, Room 204, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Absent were: Anthony Granata and Jeff Roach.

III. Public Hearing

Dave Macek made Motion 11-824 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 11-12-256. Brian Mulheran seconded. Motion carried.

Jim Randall reported that the proposed tax levy ordinance has little to do with the operating budget, and serves only to ensure that the park district can take advantage of any new growth over the coming fiscal year. If not completed, the park district would lose the tax dollars, as claims cannot be made retroactively.

No member of the public were present for input

IV. Adjournment

Dave Macek made motion 11-825 to close and adjourn the Truth in Taxation Hearing at 7:00 p.m. Craig Maksymiak seconded. Following a vote by voice, motion passed.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

December 5, 2011

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 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, Craig Maksymiak, and Brian Mulheran.

Absent were: Anthony Granata and Jeff Roach.

IV. Public Input

No members of the public were present for input.

V. Correspondence

The following correspondence was presented for Board review:

A. Informative

1. Letter from the Illinois Department of Natural Resources confirming receipt of final billing request for the 191<sup>st</sup> Street Park OSLAD grant project, and advising the \$400,000 in grant funding has been approved. Jim Randall confirmed receipt of the \$400,000 reimbursement check on December 5<sup>th</sup>.
2. Email from resident expressing interest in attending a financial planning meeting and Jim Randall's response encouraging resident's attendance at variety of financial planning meetings held throughout the year.

B. Appreciation

1. Email from president of the Plank Trail Estates Homeowners Association expressing appreciation for recent repair and restoration to the Plank Trail Park gazebo and continued extraordinary care and service performed by park district maintenance personnel.

VI. Presentation of the November 17, 2011 Board Meeting Minutes.

Dave Macek made Motion 11-826 to accept the November 17, 2011 Board Meeting Minutes as presented. Pam Kohlbacher seconded. Motion carried.

VII. Legal Report

Jim Randall reported on the receipt of correspondence from the district's insurance carrier, IPARKS, regarding a claim following an incident involving a participant in a senior traveling softball team at Champions Park this past season.

VIII. Consideration of Tax Levy Ordinance No. 11-12-256 for fiscal year 5/1/11-4/30/12

Secretary, Jim Randall read Tax Levy Ordinance No. 11-12-256 for fiscal year 5/1/11-4/30/12 into the record, requesting passage of same.

Dave Macek made Motion 11-827 to adopt Tax Levy Ordinance No. 11-12-256 for fiscal year 5/1/11-4/30/12, as presented. Craig Maksymiak seconded. Motion carried.

VIII. Treasurer's Report

Due to the early scheduling of the December meeting, the Treasurer's Report was not available for consideration. Action regarding said report will be postponed until the regularly scheduled January meeting of the Park Board.

IX. Executive Director's Report

Jim Randall requested Board consideration to proceed with permitting and preliminary construction plans for the addition of a restaurant at Square Links Golf Course.

Craig Maksymiak made Motion 11-828, authorizing Jim Randall to initiate the permitting process and preliminary construction plans for the addition of a restaurant at Square Links Golf Course as requested. Dave Macek seconded. Following a full and complete discussion, Motion carried.

Jim Randall requested Board consideration to begin the application process for a Class D liquor license at the Square Links Golf Course restaurant, pending final Board approval to seek a permit at the January Board Meeting.

Brian Mulheran made Motion 11-829 authorizing Jim Randall to begin the application process for a Class D liquor license at Square Links Golf Course restaurant, as requested. Dave Macek seconded. Vote on Motion: Dave Macek, Craig Maksymiak, Brian Mulheran, and Ken Blackburn in favor; Pam Kohlbacher opposed; Anthony Granata and Jeff Roach absent. Following a full and complete discussion, Motion carried.

X. Committee Reports

A. Maintenance

The Maintenance Department continues to implement management strategies recommended by Dennis Ulrey, Management & Planning Solutions, per the department assessment proposal, *ref. October 20, 2011 Minutes, Motion 11-808*.

B. Beautification and Natural Areas

Crews successfully conducted prescribed burns at various natural areas, and a final burn of the season will be scheduled at Lighthouse Pointe.

The micro greens crops were planted in the Nature Center's greenhouse.

C. Recreation

The winter/spring brochure is currently at the printer and will be delivered to residents in mid-December. Resident online registration will begin on January 3<sup>rd</sup>.

Jim Randall reported that Recreation staff will attend the December 10th open house for the new dog training program to be held at Lincoln-Way North.

D. Early Childhood

The annual preschool Christmas shows are scheduled for December 15<sup>th</sup>, at the Lincoln-Way North Performing Arts Center.

E. Internet and Technology

No report

F. Special Recreation

No report

G. Finance and Planning

The annual budget process will begin in January, and the preliminary budget meeting with the Board will be scheduled in February.

H. Township Planning Commission

Dave Macek reported that no meeting of the Township Planning Commission was held over the previous month.

I. F.A.N.

Jim Randall reported that the program continues to generate good attendance numbers.

J. Golf Course

Jim Randall reported that the course is closed for the season, and the clubhouse will be renovated over the winter months to accommodate the new restaurant.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 11-830 to adjourn the meeting at 7:10 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

January 19, 2012

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Also present were: Dave Anders, Park Attorney  
Cheryl Martin, Supt. of Early Childhood Programming  
Bob Guler, Supt. of Golf Operations

Absent was: Jeff Roach

IV. Public Input

No members of the public were present for input.

V. Correspondence

The following correspondence was presented for Board review:

A. Concerns

1. Email from resident inquiring about increase in golf membership fee structure at Square Links Golf Course, response from Bob Guler, Supt. of Golf Operations

B. Appreciation

1. Email from Jan Nation, IDNR Grant Administrator, expressing appreciation Christmas arrangement sent by the park district.
2. Note from parent of dance program participant, thanking the park district for providing the family with a scholarship, enabling her child to continue in the dance program.
3. Memo detailing phone call Jeff Mecher, Superintendent of Parks, received from Indian Trail School custodian, thanking the maintenance crew for the hard work and efforts displayed in clearing snow at Indian Trail School.
4. Phone message received from Barb Rains, Superintendent of Summit Hill School District 161, expressing appreciation to Jim Randall and the maintenance staff for the remarkable job they did in plowing snow at the schools following the January 12<sup>th</sup> snowstorm.
5. Thank you letter from Lincoln-Way High School District 210 Foundation for Educational Excellence for the dinner basket donation for their February 11<sup>th</sup> fundraising event.



- VI. Presentation of the December 5, 2011 Truth in Taxation Public Hearing Minutes and December 5, 2011 Board Meeting Minutes.

Dave Macek made Motion 12-831 to accept the December 5, 2011 Truth in Taxation Public Hearing Minutes and December 5, 2011 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

- VII. Legal Report

Jim Randall presented Installment Loan Contract Ordinance No. 12-01-257, authorizing the park district to enter into an Installment Note Contract with Old Plank Trail Community Bank for the purpose of permitting and preconstruction demolition work for the proposed Square Links Golf Course restaurant, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same..

Craig Maksymiak made Motion 12-832 to adopt Installment Loan Contract Ordinance No. 12-01-257 as presented. Dave Macek seconded. Motion carried.

Park Attorney, Dave Anders, reviewed the Code of Conduct, developed for the F.A.N. program, and provided minor modifications for consideration.

- VIII. Treasurer's Report

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

Dave Macek made Motion 12-833 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

- IX. Executive Director's Report

Jim Randall announced the birth of Ashyln Paige VanHyning, born on December 24, 2011 to proud parents Kelly VanHyning, Recreation Supervisor, and his wife, Kim.

Grant reimbursement in the amount of \$40,000 was received from the State of Illinois for the 2007 DCEO grant that was secured by State Representative Kevin McCarthy, enabling the purchase and installation of three playgrounds.

A 6:30 p.m. budget meeting was scheduled for Thursday, February 16<sup>th</sup>, in advance of the regular Board Meeting, wherein the first draft of the budget will be introduced and discussed. A final budget will be presented for consideration and adoption at the April Board Meeting.

Park personnel and Commissioners met with Dr. Dennis Ulrey, Management & Planning Solutions, as part of the effort to complete a park district master plan. A Town Hall Meeting will be held on February 16<sup>th</sup>, at Lincoln-Way North, for the purpose of gathering public input for inclusion in the master plan document.

The Maintenance Department Assessment, contracted through Management & Planning Solutions, has resulted in marked improvements, enhanced interdepartmental communication, monitoring, and follow up of assignments and responsibilities. Jim Randall reported that an expanded review of vehicle and equipment was added to the overall assessment.

Jim Randall provided updates on the construction of A la Cart Family Diner, located in the Square Links Golf Course clubhouse. Lorene Czajka will manage the restaurant, which is scheduled to open at the beginning of the golf season, and staff will be cross-trained to work both the restaurant and golf course counter.

Jim Randall requested consideration of line item adjustments, a copy of which was provided to each Member of the Board of Park Commissioners prior to said meeting.

Craig Maksymiak made Motion 12-834, approving line item adjustments as presented. Dave Macek seconded. Motion carried.

Jim Randall requested approval of a new full-time clerical position for the park district, as discussed in a previous meeting of the Board of Park Commissioners.

Dave Macek made Motion 12-835, approving the addition of a new full-time clerical position for the park district, as was previously discussed by the Board of Park Commissioners. Craig Maksymiak seconded. Motion carried.

Jim Randall reported that a grant application was submitted to the Illinois Clean Energy Foundation, for the purpose of funding installation of solar panels and a wind turbine at the Island Prairie Park Nature Center. If approved, the park district would receive 40% of the \$120,000 project expense, and the components would provide a 3.5 to 4 year return on the investment.

Jim Randall reported that the park district's liability insurance application was completed. Major changes to liability have been instituted, resulting in a savings of \$40,000. The park district will continue to maintain 100% coverage for replacement of large items, but smaller items, i.e. picnic shelters and playgrounds, can be self insured by the park district.

Jim Randall reviewed the Potential Project list for future consideration that was provided to each Member of the Board of Park Commissioners prior to said meeting, a copy of which is hereunto attached.

#### X. Committee Reports

##### A. Maintenance

Jim Randall reported that Maintenance personnel did a great job clearing park district and school lots following the first snowfall on January 12<sup>th</sup>.

Improved reporting procedures of standardized maintenance throughout the district and inspections/evaluations upon project completion have improved the department's efficiencies.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, is in the process of training and testing for public applicator licensing through the Department of Agriculture-Pesticide, Ornamental, and Turf.

Jim Randall is investigating a vehicle that would maneuver through ponds and peat bogs, enabling staff to access these areas for management of invasives and native plantings.

C. Recreation

Jim Randall reported that the Recreation Department is operating successfully, and that winter/spring programming has been well received.

D. Early Childhood

Cheryl Martin, Superintendent of Early Childhood Programming, addressed the Board with the following annual updates:

1. Parents and students in the 4-year old preschool are pleased with the new computer program instituted during the 2011/2012 school year that incorporates units and skills with online programs.
2. The Scholastic Book Club, beginning in February, will enable families to purchase quality books at great prices and will also provide free books to enhance the preschool's library.
3. Cheryl has been busy, managing preschool BAS, and early childhood programs with a staff of forty-five teachers and aides.
4. With the denial of Preschool for All for SHSD 161, the preschool's enrollment was positively affected, resulting in only three drops as compared to 20+ in previous years.
5. For the first time in three years, the 4-year old program is full.
6. New programs and staff were introduced this past year, and the Music Together program is stronger than ever.
7. A parent/child sign language class for children ages 3 months to 3 years with a parent, taught by a certified instructor, was introduced in the winter/spring brochure.
8. Summer Play Camp continues to be a successful program, with average weekly attendance of thirty-four students.
9. Due to the dramatic increase in BAS registrations, from 67 students enrolled in the previous year to an average of 101 in the current year, 9 new staff members were interviewed, hired, trained, and scheduled in order to meet the program's growing need.
10. Cheryl commented on the interdepartmental teamwork that has helped to ensure the success of Early Childhood programming.

E. Internet and Technology

The new POS system that was purchased for the golf course clubhouse includes a card scanner, eliminating the need for golf course staff to handle patrons' credit cards. The system will also track usage through a rewards card that will add cardholders to a data base providing information for direct marketing.

F. Special Recreation

Audrey Marcquenski, Director of Recreation and Administration and SSSRA Board Member, attended the agency's monthly Board Meeting on January 19<sup>th</sup>.

G. Finance and Planning

Jim Randall will provide a budget draft for the 2012/2013 budget in advance of the February 16<sup>th</sup> meeting.

H. Township Planning Commission

Park District representative, Dave Macek, did not receive notice of a meeting for the Township Planning Commission during the past month.

I. F.A.N.

Jim Randall requested an Executive Session prior to the adjournment of this meeting for the purpose of discussing a recent occurrence at the LWN field house.

J. Golf Course

Bob Guler, Superintendent of Golf Operations provided the following summarization of the 2011 golf season at Square Links Golf Course.

1. The Annual Membership program, introduced during the 2011 season, resulted in the sales of sixty-two memberships and \$22,000 in revenue.
2. Based on survey results of eighteen local area golf courses from the Annual Golf Summit Meeting held in December, only three courses had smaller decreases in revenue than the 6% experienced at Square Links.
3. Reductions in golf course maintenance and operations staff offset nearly 2/3's of the 2011 revenue decrease.
4. The following improvements were completed during the 2011 season:
  - a. Epoxy floor finish in the clubhouse
  - b. Expansion of some tee boxes
  - c. Construction of arbors at the first tee box and clubhouse
  - d. Installation of two water stations on the course
  - e. Improved drainage in some areas
  - f. Bedding areas installed for landscaping at the first tee
5. For the third year in a row, \$9,000 in College Scholarship donations was collected, bringing the total to 44 scholarships to date.
6. The Parent/Child Tournament and Youth Tournament were well attended.
7. The Ladies League, private and group lessons, golf camps and outings, SSSRA, one junior high and four high school golf teams, and Andrew High School PE classes are activities that were repeated during the past season.
8. The golf course successfully hosted the district-wide LWHHS team Lincoln-Way Cup and 18-hole match with all four Lincoln-Way High School girls varsity teams competing.
9. The new A la Cart Family Diner will open in the 2012 season.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 12-836 to enter into Executive Session. Pam Kohlbacher seconded. Motion carried.

The Executive Session was called for the purpose of discussing an incident that occurred at the LWN field house during F.A.N. hours of operation.

Dave Macek made Motion 12-837 to go out of Executive Session. Craig Maksymiak seconded. Motion carried.

XIII. Adjournment

Dave Macek made Motion 12-838 to adjourn the meeting at 8:20 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

Board Meeting Minutes-Closed Session  
January 19, 2012

Motion 12-836 made by D. Macek seconded by P. Kohlbacher to go into executive session.  
Motion carried.

The Board discussed an incident that occurred at the LWN field house during F.A.N. hours of operation.

Motion 12-837 made by D. Macek, seconded by C. Maksymiak to return to open session.  
Motion carried.

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

February 16, 2012

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Dave Macek, Craig Maksymiak, and Jeff Roach.

Absent were: Pam Kohlbacher and Brian Mulheran

IV. Public Input

Dave Smith addressed the Board, stating he is a 16-year resident of Frankfort Square, and he is pleased with the operation of the park district.

Mr. Smith reported that he has heard concerns regarding the district's liquor license application for the service of beer and wine at Square Links Golf Course, and has directed individuals to contact Will County.

Mr. Smith also encouraged the Board to adopt fiscal responsibility, reflective of the economy, as the district enters into a new budget season, recommending no expansion of programming.

V. Correspondence

The following correspondence were presented for Board review:

A. Appreciation

1. Letter from Girl Scout Troop 520, thanking the park district for assisting with their successful book drive. 1,025 books were collected that will benefit children in day care facilities and adults in our community.

2. Email from Music Together instructor, thanking Cheryl Martin for her quick response to the request for the installation of coat hooks in the Nature Center building.

B. Informative

1. Letter from Laura Kies, BSA Troop 10 Committee Chairperson, announcing that Nathan Kies was awarded rank of Eagle Scout.

2. Jim Randall's congratulatory letter to Nathan Kies, with appreciation for choosing the park district to complete his Eagle Scout project, the construction and installation of several duck nesting boxes throughout park district properties.

3. TribLocal article detailing the Brookside Bayou and Community Gardens garden plot opportunities.

VI. Presentation of the January 19, 2012 Board Meeting Minutes.

Dave Macek made Motion 12-839 to accept the January 19, 2012 Board Meeting Minutes as presented. Anthony Granata seconded. Vote on Motion: 4 in favor, Jeff Roach abstained. Motion carried.

VII. Legal Report

Jim Randall introduced the proposed lease agreement for Frankfort Square Baseball League and Wildcats Football Association operation of park district-owned concession stands at Union Creek, a copy of which was provided to each Board Member prior to said meeting, requesting Board input of same.

President, Ken Blackburn would be in favor of imposing utility fees for use, citing the park district should not incur costs for a local business to sell concessions at the district-owned facility.

Jim Randall noted the concession stands operate on a single-use meter for field lights and concessions, and he will need to define estimated usage. Consideration of the lease will be further discussed during the March Board Meeting.

Jim Randall reported that he contacted Steve Adams, an attorney from the firm of Tressler, LLP, to assist with the completion of a 501 (C) 3 application, establishing a non profit status for the Nature Center, enabling donations in support of the facilities operations.

Mr. Adams will also assist on clarifying the issue of pending changes in 2013 to the definition of full-time employees.

VIII. Treasurer's Report

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

Dave Macek made Motion 12-840 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.



IX. Executive Director's Report

Jim Randall reported that the Board will meet at 6:00 p.m. on March 15<sup>th</sup>, to discuss personnel and line items as part of the annual budget review.

Jim Randall reported that two outstanding grant applications, the Illinois Clean Energy Community Foundation for the installation of solar panels on the Nature Center building, and the IEPA Illinois Green Infrastructure Grant for environmental improvements at the St. Francis ballfield/Kiwanis Park location, are still under consideration by the respective agencies.

Jim Randall reported on the following remaining aspects of the A La Cart improvement project:

- Final finishes are nearing completion
- Request for occupancy permit
- Installation of restaurant equipment
- Health Department approval
- Staff training in March
- Soft openings for Board Members and staff

Golf Galaxy will conduct a vendor demo day on April 28<sup>th</sup>, running concurrently with the A La Cart grand opening.

Jim Randall will attend a zoning hearing at the Will County Office Building on February 21<sup>st</sup>, regarding permitting for the sale and use of alcohol at A La Cart. Mr. Randall further noted that of the 238 survey respondents, 75% were in favor of alcohol sales, and 26% were opposed.

A maintenance software package, providing park and facility assessment, will be employed on a three month trial basis. The program would identify issues in parks/facilities, and increase staff accountability.

An overall restructuring of management is recommended through the fleet maintenance assessment, conducted by Management Planning Solutions.

Jim Randall requested Board involvement in the annual college scholarship application judging process. Dave Macek, Anthony Granata, Craig Maksymiak, and Jeff Roach agreed to serve on the judging committee.

Jim Randall will meet with FSBL president, Dave Creamer on Tuesday, February 21<sup>st</sup>, to discuss the organization's field usage and maintenance requirements for the upcoming season.

Jim Randall reported that the executive session, scheduled per this meeting's agenda, will not be necessary.

X. Committee Reports

A. Maintenance

The maintenance department continues to implement new processes recommended through the Management Planning Solutions assessment, including the expansion of online equipment training for all maintenance and beautification personnel.

B. Beautification and Natural Areas

Jim Randall reported that thirty-one individuals requested garden plots for the twenty-one sites available at Brookside Bayou and Community Gardens Park.

Julie Arvia, Superintendent of Beautification and Natural Areas, was present to conduct the lottery for the garden plots that will be assigned for the upcoming season.

The front office will notify the successful candidates, allowing them one week to complete their applications, render the \$25 annual fee, and pick up their spigot keys for water access.

Jim Randall will pursue a Monarch butterfly costume that would serve as a mascot, promoting Beautification and Natural Areas programming at various park district events.

C. Recreation

Full-time staff members who attended the IPRA Conference in Chicago, January 27<sup>th</sup>-29<sup>th</sup>, provided reports for Board review.

The summer brochure will be delivered to the Frankfort and Tinley Park Post Offices on March 21<sup>st</sup>.

Jim Randall reported that enrollment in the BAS program is dramatically higher, and parents are pleased with the offering and the professionalism of the staff.

D. Early Childhood

Registration for the 2012/2013 school year was held on Saturday February 4<sup>th</sup>.

Jim Randall reported that Summit Hill School District 161 will not provide early childhood education in the 2012/2013 school year.

Cheryl Martin, Superintendent of Early Childhood Programming, heard many concerns from parents regarding the offering of full day kindergarten in the coming year, and Jim Randall reported that there will be no change in this SHSD 161 program.

E. Internet and Technology

Deb Cancialosi, Superintendent of Internet & Technology, is working with the park district's IT contractor, Logical Technical Services, to input information into the new golf course POS system and train staff on its operation.

Deb is working with Jeff Mecher, Superintendent of Parks, to implement the new maintenance software system, as referenced in the above Section IX., Executive Director's Report.

F. Special Recreation

Audrey Marcquenski, Director of Recreation and Administration, will attend an annual budget meeting of the SSSRA Board on February 23<sup>rd</sup>.

G. Finance and Planning

Jim Randall reported a negative 5% decrease in the park district's overall EAV for the upcoming fiscal year.

H. Township Planning Commission

Dave Macek, park district Township Planning Commission member, reported that meetings have been intermittent, and the next meeting will be held in March.

I. F.A.N.

Jim Randall reported that the F.A.N. program continues to good participation from residents throughout the Lincoln-Way High School District 210 area.

Dave Macek reported that he received several inquiries asking the park district to accommodate students on Christmas break with open basketball at the LWN field house. Jim Randall stated that the facility is heavily used by high school programming over Christmas break, but he will review the matter.

J. Golf Course

Jim Randall reported that the new POS system will provide comprehensive report capabilities, include two registers with split screens, enabling cross trained staff to assist with golf and restaurant sales, as needed.

Jim Randall reported that adult golf course counter staff will be responsible for all beer and wine sales.

K. Office

Jim Randall reported that new Office Manager, Diane Meister, has provided a nice transition for the department.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 12-841 to adjourn the meeting at 7:46 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

March 15, 2012

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: Anthony Granata, Pam Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Absent were: Ken Blackburn and Jeff Roach

Also present: Dave Anders, park district Attorney

IV. Public Input

No members of the public were present for input.

V. Correspondence

No correspondence was presented for Board review.

VI. Presentation of the February 16, 2012 Board Meeting Minutes.

Anthony Granata made Motion 12-842 to accept the February 16, 2012 Board Meeting Minutes as presented. Craig Maksymiak seconded. Vote on Motion: 3 in favor, Pam Kohlbacher and Brian Mulheran abstained. Motion carried.

VII. Legal Report

Jim Randall presented a lease agreement by and between the Frankfort Square Baseball League and the Frankfort Square Park District for operation of the park district-owned concession stand at Union Creek, a copy of which was provided to each Board Member prior to said meeting, requesting authorization for the Executive Director to enter into the agreement.

Anthony Granata made Motion 12-843, authorizing the park district's Executive Director to enter into the lease agreement by and between the Frankfort Square Baseball League and the Frankfort Square Park District, as presented. Brian Mulheran seconded. Following a full and complete discussion, Motion carried.

Attorney, Dave Anders has been working on personnel issues that will be reviewed in this meeting's Executive Session.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek accepted the February Treasurer's Report, pending audit.

Craig Maksymiak made Motion 12-844 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that the final budget will be presented at the April Board meeting, and a final draft will be provided to each Board Member prior to said meeting. If Board Members require information prior to the April meeting, an additional meeting can be scheduled prior to April 19<sup>th</sup>.

Jim Randall requested an Executive Session prior to the close of this meeting.

Jim Randall provided the following updates on A La Cart Family Diner:

- Cooks' training is underway
- Final inspection will be conducted on Monday, March 19<sup>th</sup>
- A soft opening will be held on Tuesday, March 20<sup>th</sup>
- A third and final liquor license meeting will be held in Will County
- The district will apply for liquor licensing through the State of Illinois, which should be received by mid-May
- Dram shop insurance is in place

The maintenance garage has been moved to the Community Center pole barn, enabling immediate accessibility for equipment servicing. Mr. Randall noted that the move will also improve maintenance and storage at the golf course.

Jim Randall reported that the master plan process, contracted through Management & Planning Solutions, LLC, is nearing completion.

Jim Randall reported that the Management & Planning Solutions, LLC, fleet assessment report details areas of needed improvement.

Jim Randall requested consideration to trade in a 1999 Ford F250 and 1986 Ford Chassis and purchase a 2012 Ford Transit Connect for a total amount of \$15,597, with annual payments not to exceed \$7,000.

Brian Mulheran made Motion 12-845, authorizing the purchase of a 2012 Ford Transit Connect, as requested. Anthony Granata seconded. Motion carried.

Jim Randall reported that maintenance department staff members were very helpful throughout the construction process of the A La Cart Family Diner.

X. Committee Reports

A. Maintenance

Jeff Mecher, Superintendent of Parks, continues to test the inspection software demo that provides standardized inspection and evaluation processes of park facilities.

Crews have begun the seasonal maintenance of outdoor facilities.

B. Beautification and Natural Areas

The Beautification staff completed highly effective prescribed burns at Lighthouse Pointe, Brookside Glen and LaPorte Meadows subdivisions. Crews also participated in a cooperative effort with the Village of Frankfort to burn native areas in Prairie Park and the basin on Nebraska and LaGrange Road.

The park district contracted with a trapper to address the issue of a beaver in the Lighthouse Pointe subdivision.

C. Recreation

The summer brochure was delivered to the Frankfort and Tinley Park Post Offices today, and should be arriving in residents' mailboxes beginning Thursday, March 22<sup>nd</sup>.

Jim Randall commended John Keenan, Athletic Supervisor, for his work throughout the Family Fun Faire planning process.

The digital photo presentation that was introduced at the Family Fun Faire is now displayed in the Community Center's trophy case.

D. Early Childhood

Jim Randall reported increased participation in the Before and After School Program.

Cheryl Martin, Superintendent of Early Childhood Programming, is currently on a one month medical leave that began on March 16<sup>th</sup>.

E. Internet and Technology

No report

F. Special Recreation

No report

G. Finance and Planning

No report

H. Township Planning Commission

Dave Macek reported that no information regarding meetings of the Commission has been forthcoming.

I. F.A.N.

No report

J. Golf Course

Ray Schmitz, Supervisor of Golf Course Maintenance, will return on Monday, March 19<sup>th</sup>, and the golf course could open for the season on Saturday, March 24<sup>th</sup>.

K. Office

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Anthony Granata made Motion 12-846 to enter into Executive Session. Craig Maksymiak seconded. Motion carried.

The Executive Session was called for the purpose of discussing personnel issues.

Anthony Granata made Motion 12-847 to go out of Executive Session. Craig Maksymiak seconded. Motion carried.

XIII. Adjournment

Anthony Granata made Motion 12-848 to adjourn the meeting at 7:36 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell



FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

April 19, 2012

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Anthony Granata, Dave Macek, Craig Maksymiak, Brian Mulheran, and Jeff Roach

Absent was: Pam Kohlbacher

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Informative

1. Olivieri Brothers, Inc. brochure featuring the Square Links clubhouse kitchen renovation project.

B. Resident Concern

1. Email received from Walnut Creek resident regarding various improvements, underway and planned, for the subdivision. Email response from Jim Randall, Executive Director.

C. Appreciation

1. Thank you letter from Summit Hill Educational Foundation for park district's donation in support of the organization's annual fundraiser.

VI. Presentation of the March 15, 2012 Board Meeting Minutes.

Dave Macek made Motion 12-849 to accept the March 15, 2012 Board Meeting Minutes as presented. Anthony Granata seconded. Vote on Motion: 4 in favor, Jeff Roach and Ken Blackburn abstained. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 12-04-258, authorizing the issuance of 2011 corporate purposes taxable tax anticipation warrants in anticipation of the collection of taxes levied for the year 2011 for corporate purposes, a copy of which was provided to each Board Member prior to said meeting, requesting consideration of same. Mr. Randall noted a year end projection of a positive balance in the amount of \$212,000, and that warrants would only be issued in the event of a shortfall. Chapman and Cutler, Bond Counsel, prepared the documents at no cost to the district unless it became necessary to move forward with the warrants.

Dave Macek made Motion 12-850, adopting Ordinance No. 12-04-258, as presented. Craig Maksymiak seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 12-851 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall presented the Final Draft of the 2012/2013 Operating Budget, a copy of which was provided to Board Members for review prior the April meeting, and requested consideration of same.

Dave Macek made Motion 12-852 authorizing the adoption of the 2012/2013 Operating Budget as presented. Brian Mulheran seconded. Motion carried.

IX. Executive Director's Report

Jim Randall discussed the progress of the golf course liquor license, noting the ordinance was received, and the next step will be issuance of a Will County license. Upon receipt, the park district can then apply for a license through the State of Illinois.

A La Cart Family Diner was officially opened. The restaurant offers a good product and sales should increase as the season progresses.

The Frankfort Square Baseball League returned a signed copy of the Union Creek Park concession stand agreement, *ref. March 15, 2012 Minutes, Motion 12-843.*

Jim Randall was notified that the current workers compensation carrier would no longer service the district. Park district insurance agent, Mike Amwoza, AMPRO Insurance, is in the process of securing a replacement carrier.

Jim Randall requested an Executive Session at the close of the meeting for the purpose of discussing personnel issues.

Jim Randall and Audrey Marcquenski, Director of Recreation and Administration, will meet with Dennis Ulrey to review findings from surveys and stakeholder interviews as part of the master plan process.

Audrey Marcquenski was accepted into the NRPA's Directors School.

Jim Randall contacted the Village of Tinley Park to confirm the department will continue to enforce parking laws at Union Creek Park for the upcoming season.

X. Committee Reports

A. Maintenance

Maintenance personnel have been busy mowing grass, a process that began one month early due to the unseasonably warm March temperatures. Bill's Lawn Maintenance was contracted to work on additional small park sites to assist with the early season start.

Seasonal staff members are expected to return on or about the third week in May.

B. Beautification and Natural Areas

The annual Earth Day Celebration event is scheduled for Saturday, April 21<sup>st</sup>, from 1:00-4:00 p.m.

Beautification crews have been highly productive, completing record numbers of prescribed spring burns, and preparing natural areas for the upcoming season.

Jim Randall and Julie Arvia, Superintendent of Beautification and Natural Areas, met with LaPorte Meadows residents to discuss concerns regarding members of the public fishing in locations owned by homeowners. The park district agreed to post signage and install rustic fencing as a deterrent.

Mr. Randall noted that he was contacted by Lighthouse Pointe residents also concerned about fishing in their subdivision. The basins are public property, owned by the park district. Outside of enforcing the dusk to dawn park district regulations, fishing these sites is permissible.

C. Recreation

The summer brochure was mailed to park district residents, and registration began the first week of April.

The Before and After School Program continues to be well-received, with strong daily attendance.

The girls softball season is scheduled to begin the week of April 23<sup>rd</sup>.

D. Early Childhood

Cheryl Martin, Superintendent of Early Childhood Programming, returned from medical leave on April 16<sup>th</sup>.

E. Internet and Technology

Deb Cancialosi, Superintendent of Internet and Technology, has been busy with a myriad of tasks which include, set-up and training of the POS and phone system at Square Links, developing rewards, membership, and gift cards for the golf course, and preparing for the new RecTrac software upgrade.

F. Special Recreation

The SSSRA will conduct a special cycling event on Saturday, April 14<sup>th</sup>, at Union Creek Park, and requested closure of the parking lot on 80<sup>th</sup> Avenue during their event.

G. Finance and Planning

The 2012/2013 Operating Budget was approved.

Monthly line item reports will be included with the Treasurer's Reports that are distributed to Board Members in advance of the monthly meetings.

H. Township Planning Commission

No report.

I. F.A.N.

The F.A.N. program continues to generate good participation numbers.

J. Golf Course

A free Demo Day, sponsored by Golf Galaxy will be held at the course on Saturday, April 28<sup>th</sup>, in conjunction with the A La Cart Grand Opening.

Ray Schmitz, Superintendent of Golf Course Maintenance, did an outstanding job in preparing the course for an early opening, one week ahead of schedule.

Due to the early onset of warm spring temperatures, the golf course has experienced good play.

K. Office

Jim Randall reported that office operations are running smoothly.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 12-853 to enter into Executive Session. Craig Maksymiak seconded. Motion carried.

The Executive Session was called for the purpose of discussing a personnel issue.

Dave Macek made Motion 12-854 to go out of Executive Session. Brian Mulheran seconded. Motion carried.

XIII. Adjournment

Dave Macek made Motion 12-855 to adjourn the meeting at 7:22 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell