

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

May 17, 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: Commissioners, Ken Blackburn, Pam Kohlbacher, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Also present were: Park Attorney, Dave Anders, and Boy Scouts of America, Pack 237 Troop Leaders and Boy Scouts.

Absent were: Anthony Granata and Dave Macek

IV. Public Input

Troop leaders presented the following charters to President, Ken Blackburn:

Cub Scout Troop 237-39 year partnership
Boy Scout Troop 237-34 year partnership
Venturing Crew 237-inaugural year

Troop Leaders Mike Woehlert and Rebecca Eisel addressed the Board, expressing appreciation for the park district's support of Pack 237, benefitting the boys through facilities, activities, meeting space, and programming.

Jim Randall, Executive Director, commended the leaders for providing continuity in leadership that ensures the strength of the BSA organization, further commenting on the beneficial partnership that has provided the park district with a myriad of Eagle Scout projects over the years.

V. Correspondence

A. Appreciation

1. Thank card received from SSSRA staff, expressing appreciation for A La Cart luncheon.
2. Card received from Michael Sieja, LWN PPS Counselor, thanking the park district for its support of LWN students through the scholarship program.

3. Thank you notes received from 2012 College Scholarship recipients.

4. Thank you card received by Jeff Mecher for his assistance in ensuring a lost dog was cared for and returned to his owners.

5. Letter of appreciation from Arbury Hills SCO for donation of Square Links foursome and power carts in support of their May 2nd Walk-a-thon fundraiser.

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

Brian Mulheran made Motion 12-856 to accept the April 19, 2012 Board Meeting Minutes as presented. Craig Maksymiak seconded. Vote on Motion: 4 in favor, Pam Kohlbacher abstained. Motion carried.

VIII. Election of Officers

Craig Maksymiak made Motion 12-857 to open the floor for nomination of officers. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 12-858 to nominate Ken Blackburn as President. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Jeff Roach made Motion 12-859 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Pam Kohlbacher made Motion 12-860 to close the floor for nominations. Craig Maksymiak 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 Dave Macek to serve as FOIA Officers. Mr. Randall accepted said appointment, and Mr. Macek, not present during this meeting, will be notified of said appointment.

President, Ken Blackburn appointed Jim Randall and Dave Macek to serve as OMA Designees. Mr. Randall accepted said appointment, and Mr. Macek, not present during this meeting, will be notified of said appointment.

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

Check signing authority was granted 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, not present during this meeting, will be notified of said appointment.

President, Ken Blackburn appointed Audrey Marcquenski to the SSSRA Board and Jim Randall to serve as alternate. Mr. Randall accepted said appointment, and Ms. Marcquenski, not present during this meeting, will be notified of said appointment.

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

VII. Legal Report

Jim Randall provided information regarding changes to FMLA compliance to Park Attorney Dave Anders. Mr. Anders will study the matter and provide recommendations.

Attorney Anders will provide a redraft of Section K. Drug/Alcohol-Free Workplace, necessary due to the receipt of a liquor license for the sale and distribution of beer and wine at Square Links Golf Course.

VIII. Treasurer's Report

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

Craig Maysymiak made Motion 12-861 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that the park district received \$150,000 in tax anticipation warrants, as approved during the April meeting, *ref. Motion 12-850, Section VII., Legal Report*. The year-end park district account balance was in excess of \$80,000, and the additional funding will be on hand, if needed.

Jim Randall noted that one resident phoned in a complaint regarding her property tax bill.

Neil Kobylarczyk, maintenance laborer, tendered his resignation on May 7, 2012. There is no immediate plan to fill the vacant position.

Dennis Ulrey, PhD., conducted a process seminar for full time staff, and met with Jim Randall and Audrey Marcquenski to discuss the progress of the master plan, which is expected to be finalized in June.

Jim Randall requested Board consideration to enter into an agreement with Renewable Energy Alternatives LLC, for the installation of a solar photovoltaic roof panel system on the Island Prairie Park Nature Center for a cost not to exceed \$102,257, of which \$46,800 will be provided through an approved ICECF grant, a copy of which was provided to each Board Member prior to the meeting. The agreement also includes a Honeywell wind turbine, provided at no extra cost for equipment or installation.

Craig Maksymiak made Motion 12-862, to authorize the agreement with Renewable Energy Alternatives LLC as presented. Brian Mulheran seconded. Vote on Motion: Craig Maksymiak, Brian Mulheran, Jeff Roach and Ken Blackburn-yes, Pam Kohlbacher-no. Following a full and complete discussion, Motion carried.

Mr. Randall reported that the PV and wind turbine installation project will be completed within four to five months from contract approval.

It was agreed by Mr. Randall and the Board that if residents object strongly to the wind turbine, it will be removed, as the equipment and installation are provided free of charge, and removal will not have a negative financial impact.

Jim Randall attended a Frankfort Square Baseball League meeting for the purpose of refreshing the long-standing relationship between the park district and the FSBL, and to discuss the concession stand agreement that was instituted this season.

Jim Randall reported that the opening of A La Cart Family Diner has not been without challenges, as is the case with new ventures, but the operation will improve over time.

X. Committee Reports

A. Maintenance

Maintenance crews have been challenged to complete necessary tasks with a limited staff.

A new process is in place, wherein crews complete the entire maintenance procedure at each site before moving to another location.

Technology upgrades have been introduced in the maintenance department which will improve park inspection efficiencies. An iPad will be utilized to record problems at specific locations, allowing crews to make necessary corrections/repairs on a timely basis.

B. Beautification and Natural Areas

Plant material that has been healed in at the Nature Center arbor will be installed at the Square Links 1st tee this weekend. The improvement is an Eagle Scout project that will be completed under the guidance of Julie Arvia, Superintendent of Beautification and Natural Areas.

The Nature Center hosted Early Learning Center field trips for both the 3-year old and 4-year old classes on May 16th and 17th.

Master Gardeners participated in a native plant propagation class on Monday, May 14th.

Jim Randall noted that the Nature Center/greenhouse is a well-used facility, and he commended Julie Arvia and Lorrie Cerkvenik, plant grower, for the successful propagation of native plants.

C. Recreation

Jim Randall reported on the May 5th dance recital, noting that the LWN Performing Arts Center was filled to capacity for both seatings. The new instructors, Donnette Cannonie and Heather Janek are to be commended for the popularity of the dance program.

Jim Randall reported on several special events that the park district organized or partnered with outside organizations which include the Phoenix Phun Run, Community-Wide Garage Sale, Rhett Syndrome fundraiser, American Cancer Society's Bark for Life fundraiser, Illinois Philharmonic Orchestra luncheon, multiple rentals, and ball games.

The recreation department has been keeping up with changing trends in recreation, noting growth in traveling teams and participation in Wildcats Football, FSBL, and Lincoln-Way Xplosion Basketball, have changed the park district's operation. Alternate programming, i.e. BAS, ELC, F.A.N., dance program, lacrosse, and the change from outdoor activities to more passive lifetime sports have been well-received.

D. Early Childhood

The Early Learning Center has been preparing for graduation, and weather permitting, commencement ceremonies will be held in the Island Prairie bandshell.

E. Internet and Technology

A major RecTrac software upgrade will be introduced in June.

Issues with the golf course POS system are being addressed.

F. Special Recreation

A review of bylaws will be conducted to clearly define administrative positions that can serve on the SSSRA Board of Directors.

G. Finance and Planning

Tax distributions will be received by the end of the month.

Jim Randall noted the cost saving measures that were implemented have proven to be successful, with positive balances in all park district accounts.

H. Township Planning Commission

No report.

I. F.A.N.

No report.

J. Golf Course

Jim Randall reported \$50,000 in revenues to date, noting an increase of \$10,000 in sales over the previous year.

Jim Randall reported on plans to offer end-of-year memberships beginning in August that will be good through the 2013 season.

Kelly VanHynning will assume operations at the golf course beginning in the 2013 season.

Jim Randall noted that alcohol sales have been incidental to the operation, with average daily sales of \$50.

Rachael Bennett, summer intern, will assist with the College Scholarship Tournament.

K. Office

Front office staff members have been accepting registrations for summer camps. Registration for Sunshine Pals Play Camp has been strong, and Summer Day Camp should increase as the end of the school year approaches.

XI. Old Business

Pam Kohlbacher inquired about the Board's requirement to complete OMA certification through the Illinois Attorney General's Office. President, Ken Blackburn, completed the online training, and Mr. Randall will forward website information to Board Members.

XII. New Business

No new business was discussed.

XIII. Executive Session

Pam Kohlbacher made Motion 12-863 to enter into Executive Session. Craig Maksymiak seconded. Motion carried.

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

Craig Maksymiak made Motion 12-864 to go out of Executive Session. Brian Mulheran seconded. Motion carried.

Craig Maksymiak made Motion 12-865 to provide an additional \$1,000 to Park Mechanic, Steve Fifer's HSA disbursement for the current fiscal year, and to provide an additional \$1,000 for the current and following fiscal year to Superintendent of Golf Operations/Bookkeeper, Bob Guler's HSA disbursement. Brian Mulheran seconded. Motion carried.

XIII. Adjournment

Brian Mulheran made Motion 12-866 to adjourn the meeting at 8:01 p.m. Pam Kohlbacher seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

June 21, 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: Commissioners, Ken Blackburn, Anthony Granata, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

IV. Public Input

Board members and residents of the Court Homes of Frankfort addressed the Park Board with concerns regarding planned renovation of Community Park, i.e. removal of tennis courts and extension of the parking lot.

Executive Director Jim Randall reported that based on information gathered during the current master plan process, lightly used facilities were earmarked for elimination. The Community Park tennis courts and ball diamond were among those facilities. Removal would allow the park district to focus on facilities in areas of higher usage. In addition to fiscal responsibility, safety concerns would also be addressed, as the ball diamond is immediately adjacent to the heavily traveled St. Francis Road.

Residents were also concerned that they were not given an opportunity to voice their opinions about the renovation. Mr. Randall responded by noting the provision of a park survey, notices of public meetings in the brochure, and marquee messages that invited all park district residents to provide input. Mr. Randall encouraged those present to provide contact information, and they will personally receive invitations to the town hall meeting scheduled for the fall, wherein the master plan will be introduced.

The Board listened to all concerns and concluded that although the renovation would move forward, the parking lot will not be extended, and both areas under renovation will be seeded with grass.

V. Correspondence

A. Appreciation

1. Thank card received from park district staff member, expressing appreciation for pay increase.
2. Thank you note from 2012 College Scholarship recipient.
3. Thank you card received by Audrey Marcquenski from Carrie Robinette, Senior Income Development Rep for the American Cancer Society, thanking her for assistance with the Bark for Life event held at Union Creek Park on May 12th.
4. Thank you note received from park district family, expressing appreciation for financial assistance scholarship enabling their two children to attend BAS and Summer Day Camp.
5. Email received by John Keenan, Athletic Supervisor, thanking him for providing a pitcher's safety mask that ensured a player was not harmed when she was struck in the face by a line drive.

B. Complimentary

1. Phone message received by Jeff Mecher on June 6, 2012 from Dottie, Hilda Walker custodian, complimenting the park district and maintenance crew for the quality of maintenance done at the school and surrounding park grounds.
2. Letter received from golf course patron complimenting the Park Board and Bob Guler for the many improvements at Square Links, including the A La Cart Family Diner

C. Informative

1. Photos and summary of Indian Trail Make a Difference Service Club students adding artwork to school benches, assisted by Jeff Mecher, Park Superintendent.

VI. Presentation of the May 17, 2012 Board Meeting Minutes

Pam Kohlbacher made Motion 12-867 to accept the May 17, 2012 Board Meeting Minutes as presented. Brian Mulheran seconded. Vote on Motion: 5 in favor, Anthony Granata and Dave Macek abstained. Motion carried.

VII. Legal Report

Jim Randall distributed draft copies of the Budget and Appropriation Ordinance that will be presented during the July meeting, for consideration.

VIII. Treasurer's Report

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

Dave Macek made Motion 12-868 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that the Tax Anticipation Warrants, authorized per Ordinance No. 12-04-258, *ref. April 19, 2012 Board Meeting Minutes, Legal Report, Motion 12-850*, were repaid.

The park district secured an at-risk workers' compensation policy, resulting in an additional cost of \$12,000, necessary due to the increased number of claims. Mr. Randall noted that measures are being taken to ensure strict safety standards are in place and adhered to by all staff, and subsequent policies should be lowered accordingly.

The upgrade of the online registration system, RecTrac, is complete.

Summit Hill School District 161 notified the park district of plans to assess a fee for the bus transportation of students in the Before and After School Program. Mr. Randall prepared a response, which includes an analysis of the park district's provision of maintenance services to the school district. The Board confirmed the response was appropriate, and the letter will be forwarded to School District Superintendent, Barb Rains.

Lincoln-Way High School expressed appreciation for the cooperative efforts and beneficial relationship by and between the school and park districts, and asked to re-evaluate the current lease agreement, adding detail to the shared services and extending the contract for an additional 25-50 years.

Mr. Randall reported that the annual audit is nearing completion.

Jim Randall will attend the NRPA Congress in October.

The park district will apply for Gold Medal status in the next calendar year.

Kelly VanHyning will attend the NRPA Municipal Golf Institute in West Virginia.

X. Committee Reports

A. Maintenance

Crews have caught up on general maintenance throughout the district, and have begun to focus on the following summer projects:

- Ditch cleaning at Indian Trail, Kingston, and Hoffman Parks
- Regrading Union Creek ball field #3
- Grading and swale work to improve drainage at St. Francis fields
- Fence repair at St. Francis fields

Jim Randall reported that the ball diamond was removed at Kingston Park. The tennis courts and ball field at Community Park are also scheduled for removal. These measures, identified in the master plan, will allow maintenance staff to focus efforts on best available fields.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural areas is completing the annual update of the management plan.

Jim Randall reported on Frankfort Township's removal of approximately 30% of community's green ash trees, infected by the emerald ash borer. In the long term, the township will replace trees on easements.

The recent hot, dry weather has created challenges for beautification crews in the maintenance of annuals and natural areas.

C. Recreation

Work on the fall brochure is nearing completion.

Jim Randall reported that the Summer Concert Series and community performances at Island Prairie bandshell have begun.

Summer Intern, Rachael Bennett, was initially a business major at Illinois State University, then after her employment experiences through the park district's BAS and early childhood programs, she changed her major to the field of recreation management. Mr. Randall noted that Rachael will attend the July Board Meeting to report on her internship experiences.

D. Early Childhood

Jim Randall reported that the Sunshine Pals Play Camp remains a popular summer offering.

E. Internet and Technology

The RecTrac upgrade is complete, and offers improved online registration procedures.

F. Special Recreation

Jim Randall reported that the park district remitted its first contribution to the SSSRA for the 2012/2013 fiscal year.

G. Finance and Planning

Board Members will review the draft of Budget and Appropriation Ordinance, prior to consideration for passage during the July meeting.

H. Township Planning Commission

No report

I. F.A.N.

No report

J. Golf Course

Jim Randall reported on the increase in play at Square Links.

Lorene Czajka's tendered her resignation as manager of A La Cart, effective June 21st.

Jim Randall noted that Deb Cancialosi, Superintendent of Internet and Technology and licensed food handler, provided Ms. Czajka with mentoring, but there was disconnect between privately run and government run restaurants. Kelly VanHynning, Recreation Supervisor, will manage the restaurant, and has rescheduled staff accordingly, ensuring no interruption in service.

Jim Randall reported on planned changes at Square Links, beginning in the 2013 season. Kelly VanHynning will manage the golf course and restaurant, and Bob Guler will provide support, working approximately 35 hours per week. Innovations will be implemented over time, and Mr. Randall hopes the new ideas will attract new players to the course.

K. Office

Sandi Butler, F.A.N. staff member and long-time Frankfort Square resident, was hired to work 15 hours per week in the office.

Jim Randall is pleased with the professionalism of the front office, and commended Diane Meister for her efforts

XI. Old Business

No old business was discussed

XII. New Business

Jim sought Board approval to increase Kelly VanHynning's salary by \$2,000, effectively immediately, as compensation for his increased hours and responsibilities in the management of the A La Cart Family Diner.

Dave Macek made Motion 12-869 to increase Kelly VanHynning's salary by \$2,000, effectively immediately. Anthony Granata seconded. Motion carried.

Jim Randall noted that Deb Cancialosi will also be recognized for her efforts at A La Cart by providing her with additional vacation days.

President, Ken Blackburn inquired about the possibility of replacing playground mulch with recycled ground rubber tires. Jim Randall noted the product is expensive, and could be a safety hazard as it is not fire retardant.

Jim Randall will be out of town the week of July 9th.

XIII. Adjournment

Dave Macek made Motion 12-870 to adjourn the meeting at 7:42 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

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

Also Present: Lynn Hickey, Park Attorney
Audrey Marcquenski, Director of Recreation and
Administration
Rachael Bennett, Summer Intern

IV. Public Hearing/Public Input

Dave Macek made Motion 12-871 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2012 through April 30, 2013. Craig Maksymiak seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 12-07-260 for Fiscal Year beginning May 1, 2012 and ending April 30, 2013, was posted for public inspection at the park district office since June 19, 2012.

A legal ad, noting the date, time, and place of the public hearing was published in the Monday, July 9, 2012 edition of the *Herald-News*.

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. 12-07-260 was duly transacted at said meeting.

Dave Macek made Motion 12-872 to close the floor and adjourn the public hearing at 7:30 p.m. Brian Mulheran seconded. Motion carried.

V. Correspondence

A. Appreciation

1. Thank you letter received from Addison Park District for donation of Square Links greens fees and carts for their annual fundraiser.
2. Thank you note received from Lincoln-Way North Athletic Boosters for support provided during the annual Phoenix Phun Run.

B. Informative

1. Notification of a \$200 check received from IPARKS for participation in the Swing Repair Reimbursement Program.

VI. Presentation of the June 21, 2012 Board Meeting Minutes

Dave Macek made Motion 12-873 to accept the June 21, 2012 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Attorney, Lynn Hickey, noted that she reviewed the park district file in advance of the meeting, and had nothing new to report.

Secretary, Jim Randall, read by title, Ordinance No. 12-07-259, 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.

Brian Mulheran made Motion 12-874 to accept Ordinance No. 12-07-259, the Determination of Prevailing Wages, as presented. Craig Maksymiak 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.

Secretary, Jim Randall, read by title and requested consideration of Ordinance No. 12-07-261, authorizing and providing for a four year term Installment Note Contract with Old Plank Trail Community Bank in the amount of \$28,000 for the purpose of funding the purchase of a Toro Greensmaster 3150-Q Mower.

Craig Maksymiak made Motion 12-875 to adopt Installment Note Contract Ordinance No. 12-07-261 as presented. Anthony Granata seconded. Following a full and complete discussion, Motion carried.

Secretary, Jim Randall, read by title and requested consideration of Ordinance No. 12-07-262, authorizing and providing for an eight year term Installment Note Contract with Old Plank Trail Community Bank in the amount of \$95,000 for the purpose of funding the purchase of a 2013 Peterbilt Model 337 Dump Truck with Salt Spreader.

Craig Maksymiak made Motion 12-876 to adopt Installment Note Contract Ordinance No. 12-07-262 as presented. Dave Macek seconded. Following a full and complete discussion, Motion carried.

Secretary, Jim Randall, presented a revised copy of the Intergovernmental Agreement by and between Lincoln-Way High School District 210 and the Frankfort Square Park District concerning the use and maintenance of the school facilities, extending the term to 25 years. Mr. Randall further noted that the revised document reflects the intent and support for cooperative and beneficial efforts between the school and park districts in meeting the needs of the residents they mutually serve.

Dave Macek made Motion 12-877 to accept the Intergovernmental Agreement by and between Lincoln-Way High School District 210 as presented. Craig Maksymiak seconded. Motion carried.

VIII. Treasurer's Report

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

Pam Kohlbacher made Motion 12-878 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 12-07-260, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 12-879 to adopt the Budget and Appropriation Ordinance No. 12-07-260 as presented. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall will forward a revision to the existing alcohol policy to the Board for consideration at the August meeting. The revision addresses drug and alcohol testing in addition to the impact recent health care legislation may have upon the district. A draft copy will also be forwarded to the park district attorney for review and input.

Jim Randall introduced Rachael Bennett, who recently completed her summer internship as required through her recreation major studies at Illinois State University. Rachael organized multiple special events this past summer, and has also been an outstanding park district employee over the past two years, assuming many duties, in a capable and professional manner.

Rachael Bennett addressed the Board, providing detail on her internship, which included the Annual College Scholarship Golf Tournament, and the Backyard Olympics.

Rachael sent letters requesting donations from area businesses, organizations, and park district vendors, raising \$10,000, the largest amount received during the seven year history of the scholarship program.

Ms. Bennett also visited in excess of fifty local businesses, securing \$1,500 in prize donations that were awarded to registered tournament golfers.

The event was marketed through flyers designed by Ms. Bennett, and she also created a program that was distributed to tournament golfers and also enclosed in thank you letters sent to all donors.

Rachael attended the tournament, setting up for the event, providing players with starting information, and documented the tournament through photographs.

The Backyard Olympics, planned, organized, and presented by Rachael Bennett, was held in advance of the June 12th summer concert. The program was designed as an evening of family fun, based on the upcoming summer Olympics. The event was well attended, and also increased the attendance of summer concert.

Jim Randall concluded by thanking Rachael, noting she has been a nice fit and an asset to the park district.

Jim Randall reported that the solar panels have been installed at the Nature Center.

Mr. Randall reported that the Will County Board approved an ordinance that will allow for placement of small wind turbines within the county. The Frankfort Square Park District will be among the first to receive a wind permit, on or about October 1, 2012. Mr. Randall noted that the wind turbine will be installed at no cost to the district, and if residents are opposed to the improvement, it will be removed.

The current and cumulative electricity provided by the solar panels and wind turbine will be monitored, allowing the district to realize savings in real time, and provide an educational tool for the public.

Commissioner, Pam Kohlbacher, inquired about the recent FOIA request the park district received.

Mr. Randall responded by stating that the park district was misrepresented in a recent Chicago Tribune insert provided by the Cook County Assessor's Office. A resident requested financials, and the park district provided the most recent audited financial statements, FYE 4/30/12.

An individual representing the Illinois Policy Institute also requested financial documentation, and the request was met within the required five business days. No further information has been requested from this individual.

Jim Randall foresees an increase in concerns regarding financial matters of governing agencies, and a FOIA section will be added to Section X., Committee Reports at all future Board Meetings.

X. Committee Reports

A. Maintenance

Jim Randall reported on improvements completed at the St. Francis baseball fields, which included the installation and repair of fencing, and field repairs.

Crews removed the baseball field at Community Park, the park's under utilized tennis courts are also slated for removal.

B. Beautification and Natural Areas

Jim Randall reported that the Beautification department has struggled to maintain planted areas during this summer's extreme drought.

Julie Arvia and her staff continue to propagate natives, but will delay planting until weather improves.

Mr. Randall noted the established native areas have been prosperous, in spite of the dry weather, due to their longer root systems and ability to adapt to severe conditions.

C. Recreation

Jim Randall reported that the fall brochure has been delivered to residents. A dramatic downsizing of the brochure has resulted in a \$10,000-\$13,000 annual savings to the district without compromising quality.

Audrey reported that John Keenan, Athletic Supervisor, organized a successful end of year celebration for the girls softball program, held in advance of the July 10th summer concert.

D. Early Childhood

Jim Randall reported that Cheryl Martin, Superintendent of Early Childhood Programming, is in the process of preparing for the upcoming preschool year.

E. Internet and Technology

Jim Randall reported that the RecTrac online registration program and website have been updated.

The fall brochure is in the process of being downloaded into RecTrac in preparation for fall online registration.

F. Special Recreation

Audrey Marcquenski reported that she and Rachael Bennett will attend the organization's monthly meeting on July 26, 2012.

G. Finance and Planning

Jim Randall noted the park district is in good financial condition.

Square Links revenue has been strong, making up for losses in the restaurant. Jim Randall reported that Kelly VanHyning will manage the golf course next season, and he looks forward to implementation of new operational developments.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported that F.A.N. continues to generate good numbers, and September 1st will mark the fourth season of the program.

J. Golf Course

Jim Randall distributed a revenue spreadsheet to Board Members, which included golf and restaurant sales. The March-June revenues for 2012 exceeded the March-June 2011 numbers by approximately \$38,000. Jim Randall partially credits good weather this past March for the increase in sales.

Jim Randall reported that several measures have been taken to address issues in the restaurant operation and correct the negative first impression many patrons experienced. The menu was downsized; Kelly VanHyning and Deb Cancialosi increased staff training, resulting in a cleaner, more efficient operation, and improved quality of the food.

Jim Randall reported that the alcohol service has been positive, and no issues have resulted from the beer and wine sales.

K. Office

No report.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall reported that he received a phone call asking if the park district was equipped to plow paths and sidewalks that access Hilda Walker and Rogus Schools. Summit Hill District 161 will discontinue bus service to these schools from the Brookside Glen subdivision and reconfigure the parking lot at Rogus School and install sidewalks on 88th Avenue. Mr. Randall responded that it is neither feasible nor practical for the park district's current staff to plow paths, as the parking lots are first priority during a snow event. In addition, the park district cannot maintain property it does not own, such as the proposed sidewalk improvement.

XIII. Adjournment

Dave Macek made Motion 12-880 to adjourn the meeting at 7:40 p.m.
Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

August 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: Commissioners, Ken Blackburn, Pam Kohlbacher, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Absent were: Anthony Granata and Dave Macek

IV. Public Hearing

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Letter of appreciation received from the Miracle League of Joliet for the donation of a Square Links golf outing raffle prize for their organization's fundraiser.

B. Complimentary

1. Letter received from the American Legion Gold Star Post 1102 commending the park district on condition of the Union Creek picnic pavilion, and the assistance of courteous staff, resulting in a wonderful experience for the veterans during their annual picnic.

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

Pam Kohlbacher made Motion 12-881 to accept the July 19, 2012 Board Meeting Minutes as presented. Jeff Roach seconded. Motion carried.

VII. Legal Report

Jim Randall requested a brief executive session at the conclusion of the meeting for the purpose of reviewing the Master Plan agreement.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 12-882 to accept the Accounts Payable Listing pending audit. Brian Mulheran seconded. Motion carried.

IX. Executive Director's Report

Jim Randall discussed the recent decision of the Summit Hill School Board of Education regarding a change to their transportation policy wherein parents seeking before and after care for their children would be required to choose one location, five days per week.

Although initially set to begin with the school year, the Board will delay implementation of the policy for nine weeks, allowing parents to seek alternative care for their children.

The park district rescheduled the BAS meeting from Wednesday, August 15th, to Tuesday, August 14th, enabling school district parents the opportunity to attend the School Board's August 15th special meeting.

Jim Randall reported that the photovoltaic panel system is complete. ComEd approved the interconnection agreement, and upon approval by energy provider, Integrys, the system will be operational. The wind turbine portion of the project will be installed upon receipt of permit from Will County, on or about October 1, 2012.

Jim Randall and Audrey Marcquenski met with the new editor of the *Frankfort Station*, Jon DePaolis. Mr. DePaolis will include an article regarding the Nature Center's PV system in a future edition of the *Frankfort Station*.

Jim Randall discussed the potential to implement a drug and alcohol testing policy, highly recommended by the district's worker's comp and liability insurance carriers. Commissioner, Pam Kohlbacher is in favor of, at minimum, testing park district personnel charged with transporting children for park programs. Mr. Randall will work with park attorneys to define a policy and cost for random drug and alcohol testing, which will be presented to the Board at a future date.

X. Committee Reports

A. Maintenance

Mr. Randall reported on projects that were completed over the past month, including installation of fiber, improvements at St. Francis ball fields, sealcoating of parking lots and paths, spreading of forty-four semi-truck loads of biosolids, and the removal of the Community Park ball field, and installation of sport field lighting at the Union Creek football practice field.

B. Beautification and Natural Areas

Thornton Equipment completed wood removal at the Brookside Bayou Park swamp area.

Jim Randall reported that the inaugural year of the community gardens at Brookside Bayou Park has been a tremendous success.

C. Recreation

Within the first week of fall program registration, \$28,000 in revenue was received.

The introduction of the new RecTrac online registration software was seamless.

Before and After School Program registration is underway. Park district personnel continue to work through issues caused by changes to the Summit Hill School District 161's transportation policy to ensure the safety of the children.

Summer programs have concluded, and Mr. Randall was pleased to report that there were few issues, with children enjoying the opportunities provided.

Jim Randall reported that enrollment in the Indoor Soccer League has increased over the previous year.

D. Early Childhood

Mr. Randall reported that Cheryl Martin, Superintendent of Early Childhood Programming has been working on final preparations for the beginning of the preschool year.

E. Internet and Technology

The golf course POS has been a success, enabling tracking of various areas of operation via a comprehensive reporting system.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall reported that year-to-date golf course receipts are at \$182,000, up from the previous year's \$146,000, and expenditures are relative to the increased income.

H. Township Planning Commission

The Township Planning Commission did not meet over the past month.

I. F.A.N.

The new F.A.N. season will begin on September 1, 2012.

J. Golf Course

Jim Randall reported that the high school golf season has begun, and teams will again utilize Square Links for tryouts, practices, and games.

Revenues are strong, reflecting near record income for the season.

The grounds are in great shape, and the new Toro Greensmaster Mower, approved at the July Board Meeting, *ref. Sect. V. Legal Report, Motion 12-875*, has been delivered and is in use.

K. Office

No report

L. FOIA

No report

XI. Old Business

No old business was discussed

XII. New Business

No new business was discussed.

XIII. Executive Session

Craig Maksymiak made Motion 12-883 to enter into Executive Session. Brian Mulheran seconded. Motion carried.

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

Craig Maksymiak made Motion 12-884 to go out of Executive Session. Brian Mulheran seconded. Motion carried.

XIII. Adjournment

Craig Maksymiak made Motion 12-885 to adjourn the meeting at 7:40 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

September 20, 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, and Craig Maksymiak.

Also present were: Dave Anders, Park Attorney
Julie Arvia, Supt. of Beautification and Natural Areas
John Keenan, Athletic Supervisor
Diane Meister, Office Manager

Absent were: 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. Concerns

1. Certified letter sent to resident regarding park district's removal of trees located on park district property that posed liability to adjacent homeowners.

B. Appreciation

1. Email addressed to Cheryl Martin, Supt. of Early Childhood Programming, expressing appreciation for BAS program.
2. Email addressed to Cheryl Martin, acknowledging the extraordinary efforts by park district personnel in managing the BAS transportation issue following the SHSD 161's decision to change their policy.

C. Informative

1. IAPD Legal Symposium registration form for October 11, 2012 event, held in Oak Brook, Illinois. Jim Randall will complete the registration on behalf of park attorney, Dave Anders, if his schedule permits.

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

Pam Kohlbacher made Motion 12-886 to accept the August 16, 2012 Board Meeting Minutes as presented. Dave Macek seconded. Vote on motion: 4 in favor, Anthony Granata abstained. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title, a revised Intergovernmental Agreement for the Use of Summit Hill School District Facilities by the Frankfort Square Park District, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Said revision was precipitated by the SHSD 161 Board of Education's recent policy change.

Dave Macek made Motion 12-887 authorizing the park district to enter into the agreement, as presented. Anthony Granata seconded. Following a full and complete discussion, motion carried.

Attorney, Dave Anders, reported that he continues to communicate with James DeBruyn, attorney for developer Malone & Moloney, regarding the pending transfer of retention property known as Lakeside Park, to the park district. Mr. Anders hopes to reach resolution on the matter in the near future.

VIII. Treasurer's Report

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

Dave Macek made Motion 12-888 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported on a change of venue for the October 18, 2012 Board Meeting. The meeting will be held in conjunction with a ribbon cutting ceremony at the Nature Center building, celebrating the completion of the solar panel grant project.

Mr. Randall reported that under the advisement of Bond Counsel, Chapman and Cutler, the annual issuance of the General Obligation Limited Tax Park Bonds (Mini Bond) has been moved up one month from November to October, allowing additional time between passage and distribution.

Jim Randall requested Board consideration to enter into a contract with the University of Illinois, for the provision of a community survey/needs assessment, a copy of which was provided to each member of the Board of Park Commissioners, prior to said meeting.

Dave Macek made Motion 12-889 authorizing the park district to enter into the contract with the University of Illinois, as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall reported that the iPads will be available for Board use by the November meeting, and an in-service training will be provided in advance of the November 15th meeting.

Jim Randall reported that a link will be posted on the park district's website, enabling members of the public to review Board Meeting agendas and minutes.

A final report, detailing the Nature Center's solar panel grant project, was submitted to the Illinois Clean Energy Community Foundation, for reimbursement of grant funds.

Jim Randall anticipates issuance of a wind permit from the Will County Land Use Department on or about October 1st. The park district was instrumental in the county's decision to approve wind permits, and will be among the first to receive approval for the installation of a wind turbine.

Jim Randall proposed an option to trade in two model year 2002 trucks and to acquire two replacement vehicles in the spring of 2013. A decision to move forward at this time will lock in current pricing prior to the January, 2013 price increase.

Jim Randall requested Board approval to purchase two Ford F250 trucks for an amount not to exceed \$43,890, with five payments of \$9,908.12 at an interest rate of 6.45% through the Ford Credit Municipal Finance in the spring of 2013, which includes the trade in of two model year 2002 trucks, valued at \$12,000.

A decision to move forward at this time will lock in current pricing prior to the January, 2013 price increase.

Craig Maksymiak made Motion 12-890 authorizing the trade in and purchase of two vehicles as presented. Dave Macek seconded. Motion carried.

Jim Randall reported that petition filings for the April 9, 2013 Consolidated Election are scheduled for December 17, 2012 through December 24, 2012. Legislators will consider the issue of requiring agencies, i.e. park districts and schools, to remain open on Christmas Eve, and Jim Randall will update Board Members as information becomes available.

X. Committee Reports

A. Maintenance

Jim Randall reported that a park district trailer was struck by a vehicle resulting in minor damage. The Will County Sheriff's Department responded, and the other driver was found to be at fault and issued citations accordingly.

The carpet in Board Room #2 was replaced.

Bettenhausen Construction was contracted to complete sidewalk repairs at the preschool's tot lot.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, addressed the Board, and related an encounter with a Frankfort resident at the Lighthouse Pointe subdivision. The resident, an Illinois Department of Agriculture inspector, expressed appreciation for the park district's commitment to preserving natural areas. Julie also thanked the Board and Jim Randall their continued commitment to restoration/preservation efforts.

The following reflects highlights from August, 2011 to present:

- Completion of Brookside Bayou Park and Community Gardens Park which includes the successful 21 community garden plots.
- Native seed collection, resulting in 56 different varieties of seed, valued at just under \$13,000
- The highly productive prescribed burn season, resulting in 13 burn units at 5 separate sites
- Cooperative efforts with the Village of Frankfort to complete two village burns
- Continued prescribed burn training and licensing for staff
- Annual planting of approximately 2,000 Profusion Zinnia's at park signs and landscaped areas
- Plans to save on watering and resources by transitioning non-irrigated sites from annuals to native perennials
- General maintenance which includes watering, removal and spraying of invasive species
- Mulching of large areas, utilizing woodchips produced with the tub grinder
- The successful lettuce project, with micro greens produced in the greenhouse and donated to the Frankfort Township Food Pantry for the third successive year
- Three Eagle Scout projects completed through the Park District which included transplanting native emergent wetland plants, native planting at Square Links 1st tee, and construction of 20 sets of seed sieves
- Partnerships with Boy Scout and Girl Scout Troops, Peace Community Church, Bartel Grassland Site Steward, Thorn Creek Audubon, Governor's State and Bradley Universities, Chicago Botanic Garden, benefitting the park district and its partnering organizations
- Events and programming that includes Nature Center programs, BAS and ELC field trips to the Nature Center, and the annual Earth Day Celebration

In closing, Ms. Arvia credits her Beautification and Natural Areas employees for their hard work, knowledge, and productivity. These qualities, displayed by individuals who often work in harsh outdoor conditions, attribute to the success of the Beautification Department.

C. Recreation

John Keenan, Athletic Supervisor, addressed the Board and began by acknowledging that the success of over sixty-five athletic programs and leagues offered annually is made possible with assistance of volunteer coaches and experienced park district staff.

Mr. Keenan provided the following summary of programming for which he is responsible:

- Girls softball league, comprised of 18 teams, totaling 225 girls played 45 of their 102 games on LWN fields
- Facial protection was made mandatory for pitchers and batters, and John was contacted by the father of a player who personally benefitted from this requirement, after she was struck by a line drive ball
- Adult men's summer softball league enjoyed another great season, and the fall league, currently underway will conclude in October
- Girls lacrosse, a new cooperative program with Frankfort Square, Frankfort, Mokena, and New Lenox is quickly becoming popular
- F.A.N. continues to grow, with 1,617 passes issued last season, and 3,812 daily paid attendees utilizing the fitness center and fieldhouse
- To date, \$5,509, has been invoiced in 2012 to over twenty private athletic teams utilizing indoor/outdoor space at LWN and ballfield space in Frankfort Square. All revenue collected for LWN use is expensed into facility improvements after staff and maintenance costs are met.

John took on the responsibility of Summer Day Camp this past year, and acknowledged the tremendous responsibility and seriousness involved in caring for people's children. The program was a rewarding experience, and John credited his day camp staff for the positive impact they have on the lives of the young people they care for throughout the summer months.

D. Early Childhood

No report

E. Internet and Technology

Jim Randall reported that the infrastructure is not currently in place to support AT&T internet service.

F. Special Recreation

No report

G. Finance and Planning

No report

H. Township Planning Commission

No report

I. F.A.N.

No report

J. Golf Course

Jim Randall discussed potential minor golf course and clubhouse improvements that will be considered over the winter months.

Jim Randall reported that net sales, from May 1st through August 31st, increased over the previous season by \$40,000. The revenue does not include March and April income. A portion of the increase can be credited to restaurant sales.

Commissioner, Pam Kohlbacher, asked if there are plans to keep the restaurant open through the winter months. Mr. Randall noted that the restaurant will close at the end of the season, but if the facility consistently generates increased revenue, the matter will be considered in subsequent seasons.

K. Office Report

Office Manager, Diane Meister, provided the following information on office activities and changes over the past year:

- The front office serves as hub of communication for staff, program participants, contractors, vendors, and suppliers
- Office staff provides various services, both internally and externally
- Successful completion of major RecTrac software upgrade in June, 2012, enabling simplified BAS registration process, email and Excel functionality, additional report features, and an online help tool
- Assessed individual staff strengths to provide opportunities for growth and development, resulting in the preparation of job descriptions, expectations, and continuous training
- Work schedules provide consistent hours and vacation coverage
- Developed processes for timely opening/closing responsibilities, balancing daily revenue, preparing bank deposits, handling of program registrations has improved accuracy and communication
- Analyzed various reports, resulting in improved fiscal responsibility
- Devised a simplified and consistent format for registration and rental forms
- An office training manual is under development
- Inventoried and reorganized office supplies to improve planning, ordering, and budgeting

Diane noted that office accomplishments are the result of teamwork between all park district staff.

L. FOIA

The park district was contacted by the Illinois Senate Democrats Victory Fund with a records request for Board Meeting Minutes and audited financial statements during a timeframe when a former Board Member, Edgar Montalvo, currently seeking public office, served on the Park Board of Commissioners. Information, under the Freedom of Information Act, was disclosed as requested.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 12-891 to enter into Executive Session. Anthony Granata seconded. Motion carried.

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

Dave Macek made Motion 12-892 to go out of Executive Session. Anthony Granata seconded. Motion carried.

XIII. Adjournment

Dave Macek made Motion 12-893 to adjourn the meeting at 8:02 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

October 18, 2012

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Nature Center Building, 7530 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: Bernie Schmidt, President, Renewable Energy Alternatives
Patrick Burke, Burke Electric
Jeff Mecher, Superintendent of Parks
Audrey Marcquenski, Director of Recreation and Administration
Cheryl Martin, Superintendent of Early Childhood Programming

IV. Dedication of Nature Center Solar Panel Roof System

Jim Randall introduced and acknowledged special guests in attendance for the Nature Center Solar Panel Dedication: Patrick Burke, Burke Electric, Bernie Schmidt, President of REA, and Jon DePaolis, Editor of *Frankfort Station*.

Special thanks were extended to Patrick Burke, long-time friend and valued contractor for the Frankfort Square Park District. Patrick introduced Mr. Randall to Bernie Schmidt of REA; a company who could provide solar and wind energy for the park district.

REA provided consultation, design, and installation of the Nature Center energy system, and helped secure \$46,800 in grant funds through the Illinois Clean Energy Foundation. The system provides 100% of the Nature Center's electric power, producing 19,305 kW-hours annually.

Jim noted that Jonathon DePaolis and his family have been long-time residents of Frankfort Square, and supporters of the park district through employment, program participation, and volunteer work. As editor of the Frankfort Station, Mr. DePaolis has provided coverage of various events and improvements, educating the public on park district offerings provided to its residents and community.

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 Lincoln-Way High School Foundation for Educational Excellence for park district's donation of a gift basket for the foundation's annual fundraiser.
2. Email from a parent of a preschool student, expressing appreciation regarding the positive atmosphere provided throughout her child's first school experience.
3. Email from a parent of a former preschool student, stating her child's success in school is due in part to the support of the ELC.
4. Email from a parent of a BAS program participant, expressing gratitude for the friendly staff, creative innovative projects, and constant interaction that help children stay curious and motivated.

B. Complimentary

1. Email received from beautification volunteer, commending the park district's use of the greenhouse to cultivate lettuce greens during the winter months, which are then donated to the Frankfort Township Food Pantry.

VII. Presentation of the September 20, 2012 Board Meeting Minutes.

Pam Kohlbacher made Motion 12-894 to accept the September 20, 2012 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried.

VIII. Legal Report

Jim Randall presented the Annual Abatement Ordinance No. 12-10-263 abating the tax hereto levied for the year 2012 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 12-895 to adopt the Annual Abatement Ordinance No. 12-10-263 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall presented Ordinance No. 12-10-264 providing for the issue of General Obligation Limited Tax Park Bonds, *Series 2012*, 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 12-896 to adopt the General Obligation Limited Tax Park Bonds, Series 2012 Ordinance No. 12-10-264 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at county and state levels. Said process must be completed on an annual basis. Mr. Randall reviewed the operation, noting that no incidents transpired through the sales of beer and wine at Square Links Golf Course.

Anthony Granata made motion 12-897 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Dave Macek seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 12-898 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested consideration to purchase a New Holland 2012 Wheel Loader for an amount not to exceed \$68,470. Old Plank Trail Community Bank agreed to provide financing with a \$70,000, five year term loan, at 3.85% semi-annual interest rate and annual payments of \$13,900. The 2012 Wheel Loader would replace the 2004 Kubota Wheel Loader and 2003 Skidsteer with a combined trade in value of \$16,150.

Dave Macek made Motion 12-899 approving the purchase of a New Holland 2012 Wheel Loader at a value not to exceed \$68,470, financed as presented. Anthony Granata seconded. Motion carried.

X. Committee Reports

A. Maintenance

Jeff Mecher, Superintendent of Parks, thanked the Board for the opportunity to provide the following summary of changes and accomplishments completed over the past year.

Training:

A consistent and formal training program was instituted for each piece of equipment and vehicle, which involves a training video, review of owners' manuals, written and hands-on test, walk through, and supervisor observation of field usage of equipment. The new training regimen resulted in no damage to equipment due improper use or neglect, and fewer repairs due to pre and post-trip inspections.

Procedures:

Jeff is in the process of preparing written procedures (step-by-step instructions) for every task performed by the maintenance department. The procedures are improving efficiency, consistency, and accountability.

Playground Inspections:

A computer generated playground inspection package, City Reporter, was instituted. The software provides all necessary documents and enables Jeff to complete inspections with an iPad. Information and photographs are downloaded to park district computers, enabling Jeff to generate reports and work orders for needed repairs. Consistent results have been provided through the use of this software program.

Park Maintenance Management School:

Jeff attended the first session of the NRPA's Park Maintenance Management School in January, 2012. The curriculum involved development of a park maintenance management plan in order to provide consistent repeatable results. Jeff will attend the second session in January, 2013.

Leadership Academy:

Jeff attended the first of six IPRA Leadership Academy sessions. The sessions are designed to focus on leadership strengths needed to be successful in one's career.

Fleet Management:

A fleet management plan will be developed to ensure all park district equipment is in perfect working order.

Jeff closed by thanking Jim Randall and the Park Board for providing opportunities to improve through growth and change.

Jim Randall noted that with the elimination of three full time positions in the maintenance department and Jeff assigned to more administrative tasks, the department is functioning well with fewer employees. Mr. Randall is pleased with the developments and efficiencies, resulting in repeatable, consistent, and documented operations.

B. Beautification and Natural Areas

Julie Arvia reported that the arbor is almost empty, with natives and shrubs installed throughout the district.

Beautification crews, with the assistance of volunteers, have been collecting native seeds for propagation in the greenhouse.

C. Recreation

Audrey Marcquenski, Director of Recreation and Administration provided the following annual recreation update:

The park district annually offers more than 1,000 programs attended by 125,000+ program participants. Over 90 staff members and 250 volunteers make the program offerings possible.

All full time recreation staff members have been employed by the park district for over five years, ensuring consistency and efficiency.

New opportunities for growth and development have been provided, with John Keenan managing the summer day camp program, and Kelly VanHyning and Deb Cancialosi managing the new restaurant at Square Links.

A new point of sale system and major upgrade to registration software have been welcome challenges and learning opportunities for park staff.

The park district is involved in an NRPA initiative, PRORAGIS, a national database that will aide in the development of program planning and enhance overall community operations through benchmarking with similar agencies.

Audrey attended the first year of a two-year Directors School program. offered through NRPA. The program prepares new directors for the challenge of effective management.

Audrey is currently working with University of Illinois staff to develop a community-wide survey, which will be sent to all residents the week of October 29, 2012. Results will be presented in January, 2013.

In the past five years, the park district helped over 50 qualified families through the provision of program scholarships, enabling participation in programs at reduced rate or no cost.

One of the first recipients of the FSPD college scholarship graduated from college and began her career as an emergency room nurse.

Increased participation in children's programs has also increased the need to provide individualized education programs and special needs. SSSRA has assisted park district staff in meeting these needs.

The park district regularly helps various schools, athletic organizations, and community groups with fundraisers and benefits, i.e. the American Cancer Society's Bark for Life event at Union Creek Park, and the International Rett Syndrome Foundation's Strollathon.

Audrey looks forward to new opportunities in the coming year and transitioning of responsibilities, and thanked the Board for the opportunity to address them during the October meeting.

- D. Early Childhood
Cheryl Martin, Superintendent of Early Childhood Programming, addressed the Board, providing the following annual Early Childhood summary.

Preschool

The second year of computer classes, taught by Deb Cancialosi and assisted by approximately twenty-five parent volunteers, will begin this fall.

Several students have special needs, and Cheryl consults with the SSSRA for assistance to ensure the children's success.

A multi-sensory approach to learning, following National Association of Education of Young Children, has been implemented, with centers and manipulatives designed to work on pre-reading, writing, and math concepts.

A year-long scrapbook is under development that will showcase the ELC and be displayed at various events, i.e. registration, preview day, and to anyone inquiring about the program.

Sunshine Pals Play Camp

The summer program is now offered five days per week, in response to requests received from parents of participants.

Enrollment increased by over 100 children, from 720 to 830 daily participants, resulting in a \$7,000 positive balance.

Rising Stars Program

This new program is offered as a "kinderbridge". Thirteen of the sixteen students are enrolled in the Early Learning Center, therefore units correlate and build on the preschool program.

The program focuses on math concepts, alphabet awareness, science, and critical thinking.

BAS

The Before and After School Program has grown each year since it was introduced in 2009. On average, 120 students participate in the morning and afternoon sessions.

The SHSD 161 School Board transportation decision created challenges for staff, and most of the preparations completed over the summer months had to be reconfigured in a three week timeframe. Parents were appreciative of the park district's efforts and continued communication regarding the school district's changes.

Staff members continue to evaluate procedures, policies, and structure to fit the needs of students, families, and BAS personnel, with safety as the primary goal.

Twelve new staff members were hired to meet the demands of increased enrollment, consequently, Cheryl has focused on training, evaluating, and retraining the new and existing 45-member BAS staff.

IPRA Conference

Several skills and techniques Cheryl learned during the January conference have helped her to manage more effectively.

Cheryl closed by acknowledging the success of early childhood programming has been made possible with the assistance and teamwork of department heads, office staff, and a great support staff.

E. Internet and Technology

Jim Randall reported that Board Members will be trained on the use of the iPad system. The iPads will also be available for ELC and BAS use.

F. Special Recreation

Audrey reported that the SSSRA recently took delivery of a its new 15-passenger bus.

Jeff Mecher and his staff have supported the SSSRA during its annual Oktoberfest and hayrides for program participants.

G. Finance and Planning

Jim Randall will work with the financial firm of Robert W. Baird & Co., to refinance an existing park district bond that may provide \$25,000 in savings over the life of the bond.

The annual audit was received and emailed to Board Members. Going forward, audits will be made available through the park district's website for public access.

H. Township Planning Commission

No report

I. F.A.N.

The new season of F.A.N. is underway, and is well attended.

- J. Golf Course
A La Cart will close for the season in early November.

Weather will dictate the season closing of Square Links.

Jim Randall reported on course improvements that will be completed prior to the 2013 season.

Jim Randall is investigating a driving range ditch system that will dramatically increase efficiency in range ball retrieval and cleaning.

- K. Office Report
No report

- L. FOIA
No report

- XI. Old Business
No old business was discussed.

- XII. New Business
Jim Randall reported that his attendance at the October NRPA Congress was beneficial and informative.

Mr. Randall commented on the creative and hardworking park district staff, noting they all take pride in their jobs, which is reflected in the success of the district.

Ken Blackburn commented that the Frankfort Square Park District is the finest park district in the area, and noting it is directly related to the accomplishments of the district's personnel.

Jim Randall also commended the Park Board, stating that the absence of personal agendas and micro-managing has allowed park district staff to focus on their goals of serving the Frankfort Square community.

- XIII. Adjournment

Dave Macek made Motion 12-900 to adjourn the meeting at 8:05 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

November 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: 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

Jim Randall read the following correspondence into the record:

A. Appreciation

1. Email received from individuals that participated in the Brookside Bayou community garden plot program, expressing appreciation for the opportunity.

VI. Presentation of the October 18, 2012 Board Meeting Minutes.

Dave Macek made Motion 12-901 to accept the October 18, 2012 Board Meeting Minutes as presented. Craig Maksymiak seconded. Brian Mulheran abstained. Motion carried.

VII. Legal Report

Jim Randall reported that following the levy hearing on December 3, 2012, tax ordinance documents will be forwarded to Park Attorney, Dave Anders for Will/Cook County filing.

Mr. Anders continues to work on outstanding property transfer issues, Lakeside Park and the McDonnell property. The trust company previously handling the McDonnell parcel is no longer in business, and a disagreement exists regarding whether or not a transfer was completed.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 12-902 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Payment of the General Obligation Limited Tax Park Bonds, Series 2011A, was rendered to Old Plank Trail Community Bank today, November 15th.

Distribution of General Obligation Limited Tax Park Bonds, Series 2012, is scheduled for November 30, 2012.

Board Members agreed to schedule the December Board Meeting in conjunction with the tax levy public hearing on Monday, December 3, 2012.

Jeff Mecher and Kelly VanHyning attended the second session of the IPRA Leadership Academy.

Jeff, Julie Arvia, and Audrey Marcquenski will attend second sessions of NRPA's two year educational programs.

Required filings of the park district's audit and annual financial reports with the State of Illinois Comptroller, Will County, and Cook County Tax Extension Divisions, were completed.

The Square Links Class D liquor license renewal application will be delivered to the Will County Liquor Control Commission on November 16, 2012.

The filing period for the April 5, 2013 Consolidated Election begins December 17, 2012, and will conclude on December 24, 2012.

Jim Randall will present a budget outline prior to the January Board Meeting.

Over 475 community-wide surveys were received, and today, November 15th, marks the deadline for submission.

There was a general consensus by the Park Board to participate in the NRPA's 2013 Gold Medal Awards Program.

Jim Randall reported that the wind turbine is scheduled for installation on December 6th. The concrete foundation was poured on November 6th, and requires a 30-day cure time.

In an effort to alleviate traffic patterns at the Community Center, full time personnel were assigned parking spots in the maintenance yard. Mr. Randall noted that moving the dance program to Mary Drew School will also eliminate parking/traffic concerns.

X. Committee Reports

A. Maintenance

Park Mechanic, Steve Fifer's last official day of employment is January 13, 2013, but due to medical reasons, he may retire earlier.

The new high lift was delivered, and the dump truck will be received in the coming weeks.

Maintenance personnel are preparing snow removal equipment for the winter season.

B. Beautification and Natural Areas

Julie Arvia and staff completed a thorough cleaning of the greenhouse, and with the assistance of volunteers, the lettuce project began on November 10th. Once harvested, bags of lettuce will again be donated to the Frankfort Township Food Pantry.

Jim Randall distributed an environmental summary for Board review. Said document was sent to the NRPA President and CEO, along with a letter of invitation to visit the park district's natural areas during the 2013 growing season.

C. Recreation

Staff have been finalizing and proofing the winter/spring brochure, in preparation for its mailing during the second week of December.

D. Early Childhood

The ELC preschool registration for the 2013-2014 school year will be held on February 2, 2013.

E. Internet and Technology

Jim Randall reported that Deb Cancialosi, Superintendent of Internet and Technology, and Joe Smulevitz, of Logical Technical Systems, worked hard to ensure a smooth transition to Board Members' website access of Board packet documents and use of iPad tablets during monthly meetings.

The iPad tablets, used during Board Meetings, will be available for use by the park district's BAS and ELC program participants.

F. Special Recreation

No report

G. Finance and Planning

A first draft of the budget will be provided to Board Members at the January meeting, and subsequent budget meetings will be scheduled as needed.

H. Township Planning Commission

No report

I. F.A.N.

The F.A.N. program continues to generate strong numbers.

J. Golf Course

Square Links officially closed for the season.

Jim Randall requested consideration to enter into a contract with Clear Channel for outdoor billboard advertising of Square Links Golf Course, to be located at 194th & Harlem Avenue, a copy of which was provided to each Board Member prior to said meeting. Sign space will begin on April 1, 2013 and run for six consecutive 4-week terms at a contract total not to exceed \$4,500, with an additional poster cost of \$313.

Dave Macek made Motion 12-903 to authorize a contract with Clear Channel for outdoor billboard advertising of Square Links Golf Course, as presented. Brian Mulheran seconded. Motion carried.

Jim Randall presented preliminary plans for clubhouse improvements; an entryway vestibule to reduce loss of heating/cooling, and a driving range canopy covering 14 of the 15 mat areas to allow use during inclement weather. The driving range canopy would not initially include heating, but could be installed in the future.

K. Office Report

Jim Randall discussed the need to provide additional office space at the Community Center. Preliminary plans to subdivide Board Room #1, providing two offices and a copy machine room, will be presented in January for further discussion. President Ken Blackburn suggested utilizing the server room for the copy machine, and Jim Randall will look into the matter

L. FOIA

The park district received two FOIA requests over the past month, one for 2011 tax levy documents, and another for the solar panel construction project. Both were met within the required timeframe.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 12-904 to adjourn the meeting at 7:30 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
TRUTH IN TAXATION HEARING MINUTES

December 3, 2012

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, Brian Mulheran, and Jeff Roach

Absent was: Anthony Granata

III. Public Hearing

Dave Macek made Motion 12-905 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 12-12-266. Craig Maksymiak seconded. Motion carried.

Jim Randall discussed the purpose behind the 105% levy, the maximum allowable rate.

The proposed levy rate is necessary to ensure the park district obtains the 3% CPI increase.

No members of the public were present for input.

IV. Adjournment

Dave Macek made motion 12-906 to close and adjourn the Truth in Taxation Hearing at 7:00 p.m. Brian Mulheran seconded. Following a vote by voice, motion passed.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

December 3, 2012

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, Brian Mulheran, and Jeff Roach.

Absent was: Anthony Granata

Also present were: Deb Cancialosi, Superintendent of Internet and Technology
Kelly VanHyning, Director of Square Links Golf Course

IV. Public Input

No members of the public were present for input.

V. Correspondence

Jim Randall read the following correspondence into the record:

A. Appreciation

1. Letter received from golf course patron, expressing appreciation for the outstanding opportunities provided at Square Links Golf Course.

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

Dave Macek made Motion 12-907 to accept the November 15, 2012 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

VII. Legal Report

Pending Board approval of Tax Levy Ordinance No. 12-12-266, Park Attorney, Dave Anders will file certified copies with Will and Cook Counties prior to the December 24, 2012 deadline.

VIII. Consideration of Tax Levy Ordinance No. 12-12-266 for fiscal year 5/1/12-4/30/13.

Secretary, Jim Randall read Tax Levy Ordinance No. 12-12-266 for fiscal year 5/1/12-4/30/13 into the record and requested consideration of same.

Craig Maksymiak made Motion 12-908 to adopt Tax Levy Ordinance No. 12-12-266 for fiscal year 5/1/12-4/30/13, as presented. Dave Macek seconded. Motion carried.

IX. 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 was postponed until the January Board Meeting.

Dave Macek made Motion 12-909 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported on the installation of an electronic gate at the Community Center's maintenance yard. Said measure will increase the level of security, and access will be allowed through entry of a key pad code.

The 2013 Peterbilt Dump Truck, (*ref. July 19, 2012 Minutes, Sect. VII. Legal Report, Motion 12-876*), was delivered on December 3, 2012.

Approximately five hundred completed Community-Wide Surveys were received. Mr. Randall noted a Town Hall Meeting to publicize results will be scheduled concurrently with the January Board Meeting.

X. Committee Reports

A. Maintenance

A luncheon will be held at the park district on Friday, December 7th, in recognition of Park Mechanic, Steve Fifer's retirement.

Jim Randall discussed short term measures that will be put in place to manage vehicle/equipment maintenance, i.e. contracted professional services, and maintenance personnel completing basic service. In the long term, the park district will consider a multi-purpose staff position that would entail mechanic and maintenance duties.

Drainage repairs were completed at the Union Creek #4 athletic field, and similar repairs to Union Creek #5 are planned.

B. Beautification and Natural Areas

Prescribed burns at various park district natural areas are planned in early December, weather permitting.

The lettuce project is underway at the Nature Center's greenhouse.

A wind turbine, the second phase of the Island Prairie alternative energy project, is scheduled for installation on December 6, 2012.

C. Recreation

The winter/spring brochure is at the printer, and will be mailed to district households beginning December 13th.

D. Early Childhood

Four year old pre-registration for the 2013/2014 preschool year is underway.

The annual Christmas Concert is scheduled for December 19th, at the Lincoln-Way North Performing Arts Center.

E. Internet and Technology

Jim Randall introduced Deb Cancialosi, noting that she is an integral staff members, assisting in all areas of park district operation.

Deb Cancialosi, Superintendent of Internet and Technology, expressed appreciation to the Board for the opportunity to be part of the Frankfort Square Park District, and summarized the following I.T. improvements over the past year.

RecTrac

The park district undertook the most labor intensive RecTrac registration software package since it was introduced in 2005. The improvements allow for improved accuracy in registration, in particular for the BAS program, an option to email receipts to registrants in lieu of paper copies, and the ability to create maintenance/facility calendars to provide improved tracking of all scheduled activities throughout the district.

Solar Panel Project

The Board approved, grant funded Nature Center solar panel installation will not only reduce the park district's energy consumption, but will also educate the public on clean energy alternatives, which can be tracked both cumulative and in real time through a link on the park district's website.

Square Links POS System

A new point of sale system was installed at Square Links Golf Course providing security, accountability, ease of use, and report capabilities. The signature pin pad feature also greatly reduces the risk of credit card fraud and park district liability.

iPads and iPods

Board approval of the iPad purchases allows the paperless delivery of Board packets via a dedicated website. The tablets are also used by park staff, BAS and preschool students.

The purchase of iPods for preschool classrooms allows teachers to instantly access all music, previously stored on cassette tapes and CD's.

Deb closed by acknowledging the progressive measures in park district technology are due to the support of the Park Board and Jim Randall's forward-thinking leadership.

Commissioner, Craig Maksymiak, asked if the online registration software provider, Vermont Systems, accepts input and implements suggestions from its clients. Ms. Cancialosi stated that Vermont Systems conducts annual meetings, and prior to the meetings, the park district is encouraged to provide input and suggestions for software improvements. This past year, Vermont Systems re-wrote their daycare software to accommodate our district's needs, and now offers the improvements to all users.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall is working on the annual budget, and will provide Board Members with a first draft prior to the January Board Meeting.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported that participation at all levels of the F.A.N. program remains strong.

Audrey Marcquenski, Director of Recreation and Administration, is assisting a park district resident in the planning of an indoor triathlon at the Lincoln-Way North facility. The event, scheduled for February 24, 2013, will benefit the Crises Center for South Suburbia.

I. Golf Course

Jim Randall introduced Kelly VanHyning, noting that in Kelly's new position of Director of Square Links Golf Course, he will be responsible for the management of all areas of the golf course operation.

Kelly VanHyning addressed the Board, thanking them for the opportunity provided through his promotion to Director of Square Links Golf Course. Kelly worked two previous seasons at Square Links, and this past season worked with Deb Cancialosi, managing A La Cart Family Diner. This experience enabled Kelly to learn the new point of sales system, obtain state certification in the handling of food and alcohol, observe daily course operations, and interact with customers to identify what patrons expect when visiting Square Links.

Square Links experienced a record number of rounds played, 18,000, during the 2012 season, bringing over \$160,000 in revenue. The overall revenue reached a new record of \$360,000. Favorable weather conditions, the addition of the restaurant, and beer and wine sales were contributing factors to the successful season. These additional offerings also create opportunity for continued course development, increased programming, and the potential to attract a new base of customers.

Kelly is currently developing updated operational procedures, focusing on efficiency, increased staff training, and course supervision that will take effect at the beginning of the 2013 golf season.

Taking part in several meetings, seminars, and educational opportunities, such as the annual Public Agency Golf Summit, the NRPA's Municipal Golf Institute, and IPRA's Leadership Academy, have provided great insight for Kelly as he prepares to take on his new position at Square Links.

During the winter months, Kelly will be staffing and developing updated job descriptions, marketing techniques, daily operational procedures including cash management, customer service, and overall communication.

Kelly closed by again thanking the Board for their continuous support of his professional development and growth in his park district position.

Jim Randall reported on various course improvement projects that include renovation of the sand trap on #8, additional tee surfaces on #5 and #6, and driving range drainage improvements.

Vice President, Dave Macek, inquired about the possibility of allowing patrons to run tabs, rather than make individual purchases throughout the day. Deb Cancialosi noted the feature is available in the POS system, and could be implemented in the upcoming season.

Jim Randall attended the Greystone Golf Course auction and secured a great price on the purchase of seventeen pull carts and twelve push carts.

K. FOIA

No Freedom of Information requests were received during the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 12-910 to adjourn the meeting at 7:30 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING/TOWN HALL MEETING

January 17, 2013

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 Jeff Roach.

Also present were: Dave Anders, Park Attorney
Dr. Michael Mulvaney, Assistant Professor in the Department
of Recreation Administration at Eastern Illinois University
Jarrod Scheunemann, Community Services and Education
Coordinator for the Office of Recreation and Park Resources
at University of Illinois at Urbana-Champaign
Stakeholders
Park district residents

Absent was: Brian Mulheran

IV. Public Input/Town Hall Meeting

Jim Randall addressed all present, acknowledging the stakeholders and residents in attendance.

Dr. Michael Mulvaney and Jarrod Scheunemann, presented the findings of the Attitude & Interest Survey that was conducted by the University of Illinois at Urbana-Champaign, and distributed to all households within the Frankfort Square Park District community.

Following the presentation, Dr. Mulvaney and Mr. Scheunemann opened the floor to the public for a question/answer period and discussion.

At the conclusion of input from residents and stakeholders, Mr. Randall reported that the Attitude & Interest Survey will be posted on the park district's website. Mr. Randall also noted there would be a brief interval before resuming the remainder of the Board Meeting.

V. Correspondence

No correspondence was presented for Board review.

VI. Presentation of the December 3, 2012 Truth in Taxation Public Hearing Minutes and December 3, 2012 Board Meeting Minutes.

Dave Macek made Motion 13-911 to accept the December 3, 2012 Truth in Taxation Public Hearing Minutes and December 3, 2012 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

VII. Legal Report

Park Attorney, Dave Anders reported that Outlot X, located on 80th Avenue and Lakeside Drive in Tinley Park, was transferred to the park district on November 15, 2012, and the Trustee's Deed was duly recorded by the Will County Recorder on January 10, 2013.

Mr. Anders reported that a small parcel known as the McDonnell property, located north of Magnolia in Frankfort Square, was also transferred to the park district, and the Trustee's Deed will be forwarded upon receipt.

Mr. Anders will file for tax exemption of both properties herein described.

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 13-912 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

IX. Executive Director's Report

Jim Randall distributed a budget outline and overview, along with a budget committee meeting calendar, noting the first committee meeting will be held on February 21st at 6:00 p.m., in advance of the February Board Meeting.

Jim Randall reported that the installation of the wind turbine, adjacent to the Island Prairie Nature Center is complete.

The Attitude & Interest Survey will be distributed to park district personnel, and a plan based on the report's findings will be developed over the coming months.

Jim Randall requested approval to enter into a Municipal Lease/Purchase financing proposal for a 2013 Ford Flex, arranged by Ford Credit through Currie Motors at an amount not to exceed \$32,000 for a period of four years.

Craig Maksymiak made Motion 13-913 to authorize Jim Randall to enter into a Municipal Lease/Purchase financing proposal for a 2013 Ford Flex, at an amount not to exceed \$32,000, for a period of four years as requested. Dave Macek seconded. Following a brief discussion, Motion carried.

The Park Board agreed to return maintenance of landscaping immediately adjacent to school facilities back to Summit Hill District 161 maintenance personnel in order to alleviate high demand on limited park staff, per Jim Randall's recommendation. The park district will continue to maintain the 85% of school site turf.

Jim Randall reported that AT&T expressed an interest in constructing a cell tower at Square Links Golf Course. Said site is one of three potential locations under consideration. Mr. Randall will keep Board Members apprised on the matter.

X. Committee Reports

A. Maintenance

Sufficient information regarding the Maintenance Department was included in the January Executive Director's Report and staff meeting minutes.

B. Beautification and Natural Areas

Sufficient information regarding the Beautification and Natural Areas Department was included in the January Executive Director's Report and staff meeting minutes.

C. Recreation

Sufficient information regarding the Recreation Department was included in the January Executive Director's Report and staff meeting minutes.

D. Early Childhood

Sufficient information regarding the Early Childhood Department was included in the January Executive Director's Report and staff meeting minutes.

E. Internet and Technology

Sufficient information regarding the Internet and Technology Department was included in the January Executive Director's Report and staff meeting minutes.

F. Special Recreation

No report

G. Finance and Planning

Sufficient information regarding Finance and Planning was included in the January Executive Director's Report.

H. Township Planning Commission

No report

I. F.A.N.

Sufficient information regarding the F.A.N. program was included in the January Executive Director's Report and staff meeting minutes.

J. Golf Course

Sufficient information regarding Square Links Golf Course was included in the January Executive Director's Report and staff meeting minutes.

K. Office

Sufficient information regarding the park district Office was included in the January Executive Director's Report and staff meeting minutes.

L. FOIA

No Freedom of Information requests were received nor extended over the past two months.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 13-914 to adjourn the meeting at 8:37 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

February 21, 2013

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, Craig Maksymiak, Brian Mulheran, and Jeff Roach.

Also present was: Julie Arvia, Superintendent of Beautification and Natural Areas

Absent were: Anthony Granata, Pam Kohlbacher, and Dave Macek

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Thank you note received from Daisy Troop #597, thanking Julie Arvia, Superintendent of Beautification and Natural Areas, for teaching a nature program that enabled their Daisy Troop to earn their Green Petal.
2. Thank you note from Boy Scout Den #8, expressing appreciation for the recycling program that Julie Arvia taught to the Scouts.
3. Thank you note addressed to the FSPD staff for their support of the LW210 Transition Program by employing students with special needs to work various maintenance duties at the park district.
4. Thank you card received from Old Plank Trail Community Bank for the FSPD's support of their annual Pant for the Pantry 5K event. Non-perishable food items and funds raised through this event benefit local food pantries.
5. Thank you letters received from the Summit Hill Education Foundation for the park district's donation of a F.A.N. Family Membership Pass and pool party at Lincoln-Way North Aquatic Center, in support of their Dancing with the Teachers fundraiser.

B. Complimentary

1. Email received from the parent of a Rising Stars kinderbridge program participant, noting how well her son is doing with the additional learning opportunities and the quality of individual attention provided.

VI. Presentation of the January 17, 2013 Board Meeting Minutes.

Craig Maksymiak made Motion 13-915 to accept the January 17, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 13-02-267, an Ordinance providing for the issue of the District's General Obligation Refunding Park Bonds, (Alternate Revenue Source) Series 2013 for an amount not to exceed \$490,000, a copy of which was provided to each Park Commissioner prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 13-916 approving the adoption of Ordinance No. 13-02-267 as presented. Brian Mulheran seconded. Following a full and complete discussion, motion carried.

VIII. Treasurer's Report

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

Brian Mulheran made Motion 13-917 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall presented a letter of reference, a component of the NRPA Gold Medal application that was provided by Dr. Lawrence Wyllie, Superintendent of Lincoln-Way Community High School District 210.

Jim Randall was invited to attend the Lincoln-Way High School Board of Education meeting on March 7th, to provide a report on the F.A.N. program. Mr. Randall will also recognize outgoing administrators and review the unique ongoing intergovernmental relationship between the school district and park district.

Due to the absence of a quorum, the budget meeting, initially scheduled for 6:00 p.m. on February 21st, was rescheduled for March 14th at 7:00 p.m. Debt service, tax extension worksheet, cash flow, potential capital project list, and salary recommendation documents will be distributed to Board Members prior to said meeting, and will be the focus of discussion.

A second budget meeting will be scheduled in advance of the March Board Meeting to review full-time salaries. An executive session will also be included prior to the conclusion of the regular meeting.

Jim Randall reported that he is working with two insurance agents to determine the best possible health insurance rates.

Jim Randall requested Board approval to increase funding, previously approved (*ref. September 20, 2012 Minutes, Sect. IX, Executive Director's Report, Motion 12-890*), for the purchase of the two Ford F250 trucks by \$7,000. Said increase will provide for the addition of Tommy lift gates. Mr. Randall also requested Board approval to increase funding, previously approved (*ref. January 17, 2013 Minutes, Sect. IX, Executive Director's Report, Motion 13-913*), for the purchase of a 2013 Ford Flex. Said increase will provide for the January 1, 2013 price increase.

Craig Maksymiak made Motion 13-918, approving the \$7,000 increase in funding for the two Ford F250 trucks by \$7,000, and the \$1,000 increase in funding for the 2013 Ford Flex, as requested. Brian Mulheran seconded. Motion carried.

X. Committee Reports

A. Maintenance

Maintenance personnel and equipment are prepared for snow removal in response to the storm predicted for Friday, February 22nd.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, was present to conduct a lottery for the three open garden plots at the Brookside Bayou & Community Gardens Park. It was further noted that eighteen gardeners opted to retain their plots from the 2012 season, and seven individuals requested to be included in the lottery for the three remaining plots.

The front office will notify the successful candidates, and a community gardeners meeting will be scheduled for Saturday, March 9th.

Julie Arvia reported that this season's lettuce program concluded, with one hundred pounds of lettuce donated to the Frankfort Township Food Pantry. Julie attributed the success of the program to the assistance of volunteers, and thanked the Board for providing the opportunity.

Julie reported that the WeSort recycling program is going well, and NuWay completed the first dumpster pick-up of materials.

C. Recreation

The second session of the Daddy/Daughter dance is scheduled for Saturday, February 23rd.

Jim Randall reported that mirrors were installed at Mary Drew School and there are plans to purchase a portable mat flooring system, which will provide a professional facility for the dance program. Mr. Randall hopes to expand use of this facility for future park district programming needs.

D. Early Childhood

Registration for the Early Learning Center's 2013/2014 school year, conducted on February 2nd, went well.

E. Internet and Technology

Jim Randall reported that CPU's may be replaced with terminal-based units at a cost of \$700-\$800 per unit, enabling information to be stored within the park district's server.

F. Special Recreation

SSSRA is currently working on their annual budget process.

G. Finance and Planning

Reminder notices regarding the rescheduled budget meeting will be sent to Board Members and posted at the Community Center.

H. Township Planning Commission

No report

I. F.A.N.

The F.A.N. program is going exceptionally well, and additional supervisors will be hired to manage the increased participation of 150-180 junior high students that attend open gym on Friday evenings.

J. Golf Course

Preparations to open for the 2013 season are well underway. Jim Randall noted that two new television sets were purchased, sound attenuation panels will be installed in the clubhouse, and the counter was refinished.

K. Office

No report

L. FOIA

A request for budget information was received from an individual, requiring documents for a school project. The requested documentation was transmitted within the required timeframe.

XI. Old Business

No old business was discussed.

XII. New Business

Jeff Roach and Craig Maksymiak volunteered to serve as judges on the College Scholarship Program committee. Mr. Randall noted that the deadline to submit applications is March 4th, and the committee will be provided with applications and judging criteria.

XIII. Adjournment

Craig Maksymiak made Motion 13-919 to adjourn the meeting at 7:19 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

March 21, 2013

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Pam Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran. Ken Blackburn arrived at 7:05 p.m.

Also present was: David L. Anders, Park Attorney.

Absent were: Anthony Granata and Jeff Roach.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Thank you note and email received from Mark Moylan, expressing appreciation for assistance in organizing the Crisis Center of South Suburbia's Indoor Triathlon fundraiser, held at Lincoln-Way North.

B. Complimentary

1. Master Plan Executive Summary received from the University of Illinois that provides summarized results of the Attitude and Interest Survey, and further states that the FSPD is a world class park district, and the data collected from residents shows they feel the same way.

VI. Presentation of the February 21, 2013 Board Meeting Minutes.

Craig Maksymiak made Motion 13-920 to accept the February 21, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 13-03-268, an Ordinance authorizing the issuance of not to exceed \$250,000 2012 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2012 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois, for corporate purposes, a copy of which was provided to each Park Commissioner prior to said meeting, and requested consideration of same.

Mr. Randall noted the end-of-year balance is projected to be \$218,000, but in the event that tax extension from the county is delayed, Tax Anticipation Warrants would ensure immediate access to funds, should a shortfall occur.

Craig Maksymiak made Motion 13-921 approving the adoption of Ordinance No. 13-03-268 as presented. Ken Blackburn seconded. Following a full and complete discussion, motion carried.

Dave Anders reported that property tax exemption status was approved for Lakeside Park. Will County confirmed that the small parcel located at Magnolia & Westport will also be granted exemption status in the near future.

Mr. Randall noted that due to difficulties Dave Ander's confronted throughout the process of securing deeds for both properties, the successful transfers were a major accomplishment.

VIII. Treasurer's Report

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

Ken Blackburn made Motion 13-922 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested authorization to enter into a park donation agreement with the current owner of remaining property in the Walnut Creek subdivision to accept a 3.5 acre unimproved parcel, which will be set aside for park land.

Ken Blackburn made Motion 13-923, authorizing Jim Randall to enter into a park agreement with the current owner of remaining property in the Walnut Creek subdivision as requested. Brian Mulheran seconded. Motion carried.

Jim Randall requested Board approval regarding the change in health insurance from Humana to NPEC3805 Blue Edge HSA 80/60 and life insurance with optional vision/dental employee-funded policy: Blue Cross and Blue Shield of Illinois, with Health Savings Account to remain at the previous year's level. In addition, the Personnel Policy Handbook would be revised from the current allowable 12 sick days per year to 6 sick days per year, and shall not carry over to the following fiscal year.

Brian Mulheran made Motion 13-924, approving the change in health insurance/life insurance carriers with Health Savings Account contributions to remain at the previous year's level as requested. The Personnel Policy Handbook will also be revised from twelve allowable sick days per year to six allowable sick days per year, not to carry over to the following fiscal year. Craig Maksymiak seconded. Motion carried.

Jim Randall provided a cash flow forecast, estimating revenue and expenses through the remainder of the fiscal year.

An Executive Session is included at the conclusion of this March 21st regular meeting to review full time salaries. The Board will also determine if another budget meeting will be necessary to review discretionary line items.

Jim Randall will provide a final line-by-line budget to Board Members in advance of the April Board Meeting.

The bond sale was completed (*ref. February 21, 2013 Minutes, Sect. VII Legal Report, Motion 13-916*), providing a net savings exceeding \$26,000 over the term of the bond.

The Gold Medal application process is nearing completion. The application and supporting documents will be posted to the new website link, created to provide broader transparency in government. The new site will also include historical and current information detailing all areas of park district operation.

Jim Randall reported that Kelly VanHyning and Deb Cancialosi have been working hard to hire new staff and retrain existing golf course staff, and a new marketing plan was put in place to better promote the facility. Mr. Randall noted that minor clubhouse improvements and a revised menu will be introduced, and a future Board Meeting may be held at Square Links.

X. Committee Reports

A. Maintenance

Due to the colder temperatures experienced during the start of this spring season, outdoor projects have been limited. Crews are expected to complete basic clean-up of parks over the next week to ten days.

B. Beautification and Natural Areas

Beautification personnel have returned, and are completing online training in advance of the season.

The greenhouse was cleaned and sanitized in preparation for native plant propagation, and the first crop has been planted.

C. Recreation

The summer brochure was mailed, and Jim Randall noted that it includes a broad diversity in program offerings.

D. Early Childhood

Jim Randall reported that preschool registration for the 2013/2014 school year is slightly down, but there is no clear indication that the new SHSD 161 preschool has impacted registration.

E. Internet and Technology

The POS system at Square Links has been revised, enabling an improved method of tracking cash flow and providing efficiency in close-outs at the end of the business day.

F. Special Recreation

SSSRA is in their annual budget process, and Jim Randall noted that they have a strong cash balance.

G. Finance and Planning

Jim Randall continues to work on the annual budget, which will be finalized and presented for consideration during the April meeting.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported this season of the F.A.N. program has had record participation and revenue since its inception in the fall of 2008.

J. Golf Course

Jim Randall noted that Kelly VanHyning, Director of Square Links Golf Course, is a very dedicated employee, as evidenced in the 2013 pre-season summary that Mr. VanHyning provided to Board Members in advance of the meeting.

K. Office

No report

L. FOIA

Jim Randall reported that no FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Ken Blackburn made Motion 13-925 to enter into Executive Session. Craig Maksymiak seconded. Motion carried.

The Executive Session was called for the purpose of reviewing personnel salaries, a component of the annual budget process.

Ken Blackburn made Motion 13-926 to go out of Executive Session. Craig Maksymiak seconded. Motion carried.

IX. Adjournment

Ken Blackburn made Motion 13-927 to adjourn the meeting at 8:20 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

April 18, 2013

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

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Email received from David Geekie, candidate for the April 9, 2013 Consolidated Election, expressing appreciation for support during the election process, and favorably commenting on all aspects of the park district.

VI. Presentation of the March 21, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-928 to accept the March 21, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Vote on Motion: 5 in favor, Jeff Roach abstained. Motion carried.

VII. Legal Report

Board Members received a preliminary draft of a drug and alcohol policy for initial review and comment. Jim Randall is investigating a revision to the policy presented, and anticipates a copy could be available for Board consideration at the May Board Meeting. A full discussion ensued, and once finalized and approved, the drug and alcohol policy would be incorporated into the Personnel Handbook and distributed to all staff.

VIII. Treasurer's Report

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

Dave Macek made Motion 13-929 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

Jim Randall reported a projected end of fiscal year balance of \$100,000, with initial tax proceeds distributed in mid-May. In order to ensure all obligations will be met, the sale of 2012 Corporate Purposes Taxable Tax Anticipation Warrants, in the amount of \$250,000 will be completed, with a scheduled closing date of April 29, 2013, per Board authorization, (*ref. March 21, 2013 Minutes, Section VII. – Legal Report, Motion 13-921*).

Jim Randall presented the Final Draft of the 2013/2014 Operating Budget, a copy of which was provided to Board Members for review prior the April meeting, and requested consideration of same.

Craig Maksymiak made Motion 13-930 authorizing the adoption of the 2013/2014 Operating Budget as presented. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall extended congratulations to all elected incumbents, following the April 9, 2013 Consolidated Elections. The Will County Clerk's Office will canvass the election and provide official results by April 30, 2013, and the Oath of Office will be delivered during the May 16th organizational Board Meeting.

Jim Randall reported that the Gold Medal application is available for review online at the park district's website, www.fspd.org.

The golf course is doing well, and improving weather conditions will increase play. Jim Randall is pleased with the changes to A La Cart Family Diner, noting the new menu and better qualified staff equate to an improved offering.

Improvements to the Union Creek #5 infield are ongoing, but recent rainy weather has hampered progress. Drainage problems were addressed and eliminated last fall, and the grade was increased by 4 inches.

X. Committee Reports

A. Maintenance

Normal seasonal maintenance has been delayed due to cold, wet weather conditions.

The first mowing of prime athletic fields was completed on April 17th.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, and her crew, assisted by maintenance personnel, conducted a successful spring burn season.

The annual Earth Day Celebration, held on Saturday, April 13th, was well received.

C. Recreation

Interest in summer programs has been low, but as the season approaches, Jim Randall is confident registration numbers will improve.

D. Early Childhood

Jim Randall noted that the Early Learning Center preschool may include a full day class for older four year old students, per feedback received from parents.

E. Internet and Technology

No report

F. Special Recreation

The Frankfort Square Park District has experienced the lowest budget reduction, 3%, of all other SSSRA member agencies, with the average reduction reported as 20%. Jim Randall further noted that the SSSRA financial status remains strong.

G. Finance and Planning

The levy edit report received from Cook County was based on a \$350,000 level, due to an oversight wherein the annual abatement ordinance, although approved, was not properly filed with Cook County. Chapman and Cutler will complete the filing with the Cook County Clerk's Office and a corrected report will be forthcoming.

H. Township Planning Commission

No report

I. F.A.N.

The March F.A.N. report reflected record numbers of participation.

J. Golf Course

Inclement weather conditions resulted in decreased play at Square Links, but Jim Randall is pleased with the overall direction of the operation.

K. Office

No report

L. FOIA

Jim Randall reported that no FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall sought a general consensus by the Board to consider allowing bikes in the skate park on a trial basis. The design of the park allows for mixed use, and removal of the circular gate would enable bike access. The Board agreed to allow bike access, and signage will note that any increase in vandalism will result in discontinuation of bike use at the facility.

Jim Randall will complete a thorough analysis to define park district positions, and set salary ranges.

IX. Adjournment

Dave Macek made Motion 13-931 to adjourn the meeting at 7:28 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell