

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

May 16, 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, Dave Macek, and Craig Maksymiak

Absent were: Pam Kohlbacher, Brian Mulheran, and Jeff Roach

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Note received from Michael Sieja, LWN PPS Counselor, thanking the park district for its support of LWN students through the scholarship program.
2. Thank you notes received from all nine 2013 College Scholarship recipients.

B. Complimentary

1. Email received from the parent of child enrolled in various tiny tot programs, noting her child's success can be attributed to class instructor Patty Arthurs' caring approach towards the children.

C. Informative

1. Photo of Bald Eagle at Island Prairie Park that was posted in an online edition of the Frankfort Patch.
2. Legal opinion letter received from park attorney, David Anders, Hutchison, Anders and Hickey, stating the Illinois State Constitution does not prohibit an Illinois resident from holding office with two separate governmental bodies.
3. Letter of resignation received from Pam Kohlbacher, noting she will step down from her 18-year service as a Park Board Commissioner in order to focus on another commitment. Jim Randall reported that Jim Kohlbacher, past park district employee, longtime resident and active member of Frankfort Square, is interested in serving the remainder of Pam Kohlbacher's term of office.

VI. Presentation of the April 18, 2013 Board Meeting Minutes.

Craig Maksymiak made Motion 13-932 to accept the April 18, 2013 Board Meeting Minutes as presented. Dave Macek seconded. Vote on Motion: 3 in favor, Anthony Granata abstained. Motion carried.

VII. Oath of Office

Ken Blackburn and Dave Macek, candidates that were elected during the April 9, 2013 Consolidated Election, were sworn in to serve a four year term of office as Park Board Commissioners. Brian Mulheran and Jeff Roach, also elected but absent from said meeting, will be sworn in during the regular June Board Meeting.

VIII. Election of Officers

Anthony Granata made Motion 13-933 to open the floor for nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Dave Macek made Motion 13-934 to nominate Ken Blackburn as President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Anthony Granata made Motion 13-935 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 13-936 to close the floor for nomination of officers. Anthony Granata seconded. Motion carried in a vote by voice.

IX. Board Appointments

President Ken Blackburn appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak accepted 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 and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as OMA Designees. Mr. Randall and Mr. Macek accepted said appointments.

It was decided that the park district Board Meetings shall be conducted on the third Thursday of each month at 7:00 p.m., and the December Tax Levy Hearing and monthly Board Meeting will be held on Monday, December 2, 2013, at 6:30 p.m. and 7:00 p.m. respectively. Said meetings and hearing will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

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

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

Dave Macek was appointed to serve on the Frankfort Township Planning Commission.

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.

X. Legal Report

Park Attorney, Dave Anders, received notification from the Illinois Department of Revenue that 100% tax exemption status was approved for the Lakeside Park parcel, located at Frankfort Square Road and 80<sup>th</sup> Avenue.

Jim Randall reported that insurance agent, Brian Murray, whose firm, Group Benefit Specialists, provides health insurance benefits for park district staff, has offered \$40,000 life insurance policies, available to Board Members at a low rate of \$8.00 per month while serving on the Board. It was decided that the issue will be considered at a later date, when all Board Members are present.

XI. Treasurer's Report

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

Dave Macek made Motion 13-937 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

XII. Executive Director's Report

Jim Randall reported an April 30, 2013, end of fiscal year balance of \$46,179. The park district did not need to access the \$250,000 extended in tax anticipation warrants, approved via TAW Ordinance 13-02-267 (*ref. February 21, 2013 Board Meeting Minutes, Sect. VII. Legal Report, Motion 13-916*) due to this positive balance. The district also received \$100,000 in tax distributions on May 16<sup>th</sup>, and anticipates receiving a second distribution on or about June 14<sup>th</sup>.

The annual audit, conducted by the independent CPA firm of Wermer, Rogers, Doran and Ruzon has been scheduled for mid-June.

Jim Randall sought Board approval to repair the tennis court surface at Hunter Prairie Park. The Flex Court International proposal for a sum of \$40,000-\$50,000, will provide a resilient surface with a 15-year warranty. This heavily used facility, in its present well-worn condition, poses a liability to users and the park district, and Mr. Randall requested Board approval to move forward with the proposed improvement of the Hunter Prairie Park tennis court facility.

Dave Macek made Motion 13-938 to accept the Flex Court International proposal for the described work to improve the Hunter Prairie Park tennis court facility as presented. Anthony Granata seconded. Following a full and complete discussion, Motion carried.

Jim Randall reported that additional planned improvements will include repair of the Hunter Prairie Park parking lot, and tree removal/replacement throughout the district.

The park district may have the opportunity to combine with the Frankfort Township's St. Francis road improvement project to complete necessary parking lot upgrades at Kiwanis Park, for a cost of \$32,000-\$40,000.

Jim Randall noted that no other major capital projects are planned for the 2013/2014 fiscal year.

### XIII. Committee Reports

#### A. Maintenance

The dog park gate, which has been problematic over the years, was replaced.

Jim Randall reported that the opening of the skate park to bike use, per Board consensus (*ref. April 18, 2013 Board Meeting Minutes, Section XII, New Business*) has been well received.

#### B. Beautification and Natural Areas

No report

#### C. Recreation

Summer Intern, Rachael Bennett, began her May through August internship, and Jim Randall hopes it will lead to a long-term employment with the district.

The annual dance recital, held at the Lincoln-Way North Performing Arts Center on May 4<sup>th</sup>, was a phenomenal event. Jim Randall commented on the amount of work and planning that goes into the recital, and the efforts of all park personnel who work to ensure its success.

#### D. Early Childhood

No report

E. Internet and Technology

IT improvements are planned, with a Microsoft Office software upgrade and replacement of older CPU's with terminals.

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 reported that the golf course is doing well, and the grounds are in great condition.

The improvements to A La Cart Family Diner and the simplified menu have been positively received.

The April 27<sup>th</sup>, Square Links Demo Day, sponsored by Golf Galaxy, went well.

Jim Randall reported that Dan McDonald was hired with the intention of eventually taking over the Superintendent of Golf Course Maintenance position. Mr. Randall asked for Board input regarding the provision of two (2) 10-week, golf turf management program sessions offered through Rutgers University. The park district would provide the initial deposit, and pay Dan as an employee, with the understanding that upon completion of this certified program, he will then assume the Superintendent position at Square Links.

The Board approved, by general consensus, the provision of an initial deposit and salary for Dan McDonald during the Rutgers educational program, as described.

K. Office

No report

L. FOIA

No report

XIV. Old Business

No old business was discussed.

XV. New Business

President, Ken Blackburn, accepted Pam Kohlbacher's letter of resignation, and recommended the Board appoint Jim Kohlbacher to serve the remainder of Pam's term of office, which will run through the April, 2015 Consolidated Election.

Anthony Granata made Motion 13-939 to appoint Jim Kohlbacher to serve the remainder of Pam Kohlbacher's term of office, as recommended. Dave Macek seconded. Motion carried.

Jim Kohlbacher will take the Oath of Office at the regular meeting of the Park Board on June 20, 2013.

XVI. Adjournment

Dave Macek made Motion 13-940 to adjourn the meeting at 7:46 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

June 20, 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, Dave Macek, Brian Mulheran, and Jeff Roach.

Absent were: Craig Maksymiak

Also present was: Jim Kohlbacher, Board Member appointee

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Note received from the Peder Hedberg Foundation, thanking the district for supporting its Christian Camping for Children with Disabilities fundraiser through the donation of a Square Links raffle prize.
2. Card received from the International Rett Syndrome Strollathon, thanking the park district for assisting with their annual fundraiser at Union Creek Park
3. Thank you note received from the Illinois Philharmonic Orchestra, for free use of the Community Room for their annual luncheon.
4. Email received from a preschool parent expressing gratitude to the entire ELC staff for their compassion and care of his daughter, following the loss of his wife.
5. Email received from Dave Creamer, thanking the park district for the extraordinary condition of the U.C. athletic field complex during its Memorial Day weekend games.

B. Congratulatory

1. Emails received from community leaders and friends of the district, congratulating the FSPD for achieving finalist status for the NRPA's National Gold Medal Award.

2. Congratulatory letters received by Audrey Marcquenski, Director of Recreation and Administration, and Jeff Mecher, Park Superintendent, from Dr. Lawrence Wyllie, Superintendent of Lincoln-Say Community High School, on being selected to receive the school district's Extra Effort Recognition Award.

VI. Presentation of the May 16, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-941 to accept the May 16, 2013 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Oath of Office

Brian Mulheran and Jeff Roach, candidates that were elected during the April 9, 2013 Consolidated Election, were sworn in to serve a four year term of office as Park Board Commissioners. Jim Kohlbacher, appointed to the Park Board during the May 16, 2013 regular Board Meeting, was sworn in to serve the remainder of Pam Kohlbacher's term of office.

VIII. OSLAD Grant Application

Jim Randall presented a DOC-3 Resolution of Authorization to sponsor redevelopment of Community Park through an IDNR OSLAD grant, noting the park district would agree to provide funds in advance and would then be reimbursed if said project is chosen for grant funding, a copy of which was provided to each Board Member prior to said meeting.

Improvements would include native tree and wetland plantings, repurposing the seldom used and worn tennis courts with community garden plots, upgrading the picnic shelter with green roof panels, installation of bag toss courts, game tables, a drinking fountain, solar security lights, and a looped path with exercise equipment.

The OLSAD grant is a 50/50 match, and the park district has funds available within its budget to proceed with the project.

Dave Macek made Motion 13-942 accepting the DOC-3 Resolution of Authorization as presented. Brian Mulheran seconded. Motion carried

IX. Legal Report

Secretary, Jim Randall, read by title, Ordinance No. 13-06-269, 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 13-943 to accept Ordinance No. 13-06-269, the Determination of Prevailing Wages, as presented. Anthony Granata 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.



X. Treasurer's Report

Jim Randall presented the Debt Service Schedule-Actual Loan Payments Made during FYE 4/30/13, a copy of which was provided to each Board Member in advance of said meeting, and asked for consideration of same. Said document summarizes all payments, and will be presented to the firm of Wermer, Rogers, Doran and Ruzon for inclusion in the audit.

Anthony Granata made Motion 13-944 to accept the Debt Service Schedule-Actual Loan Payments Made as presented. Dave Macek seconded. Motion carried.

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

Dave Macek made Motion 13-945 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

XI. Executive Director's Report

Jim Randall extended a welcome to Jeff Roach and Brian Mulheran, returning Commissioners, and to Jim Kohlbacher, newly appointed Commissioner.

Individuals who will represent the park district at the annual NRPA Congress in October have been established.

The park district will provide a 250 word essay and photo display, summarizing the Gold Medal application, required of all Gold Medal finalists. Jim Randall commented that the park district has received positive feedback from community leaders and friends of the park district, for attaining the level of finalist for this national award.

Greg Miller, CPA for the audit firm of Wermer, Rogers, Doran and Ruzon, is currently conducting the park district annual audit.

Jim Randall discussed a potential change from current liability insurance and workers comp carriers to the self insurance pool of PDRMA. Said transfer would offer immediate savings with improved coverage.

The drug free workplace policy revision may be adopted at the July or August Board Meeting, and implemented in the fall. Said policy would require drug testing of all park district personnel responsible for operating park district vehicles and equipment, and those charged with transporting program participants. The law firm of Ancel, Glink, Diamond and Bush provided the policy and legal opinion, and offsite testing would be conducted by Quest.

Jim Randall reported that the park district has been working through several issues with unresponsive vendors. The park district's contract with Tyco, the company who services the park district alarm system, will be cancelled in accordance with the prescribed terms, 30 days prior to January 1, 2014. A letter to Coca Cola's CFO in Atlanta generated a positive response, and the company's district representative is committed to resolving all issues.

The park district entered into an agreement with former owners of Graystone Golf Course, stipulating that the park district will mow the course on a monthly basis during the season in exchange for two bridges. The cost to move the bridges will be \$8,800, and the structures will be stored at Square Links Golf Course, with one scheduled to be installed at Union Creek Park in 2014.

Jim Randall will appeal to residents in his fall brochure letter regarding involvement in the new 501 (c) 3 foundation by serving as a member of its board.

Jim Randall reported that the tennis court improvement project at Hunter Prairie Park will be completed by July 4, 2013.

### XIII. Committee Reports

#### A. Maintenance

Sufficient maintenance department information was provided in the June Executive Director's Report.

#### B. Beautification and Natural Areas

Sufficient beautification department information was provided in the June Executive Director's Report.

#### C. Recreation

Sufficient recreation department information was provided in the June Executive Director's Report.

#### D. Early Childhood

No report

#### E. Internet and Technology

No report

#### 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 reported that Square Links Golf Course is doing exceptionally well with average daily sales exceeding the previous year's sales.

Mr. Randall also noted that the golf course restaurant, A La Cart, is averaging between \$200-\$300 in daily sales; reflecting a \$100 daily increase in sales over the previous year.

The new soft serve ice cream machine is easy to clean and operate, and the old model, purchased last year, will be sold.

Jim Randall reported that the new irrigation system on the 5<sup>th</sup> fairway was installed. The work was completed by park district staff, with Ray Schmitz, Superintendent of Golf Course Maintenance, providing assistance.

K. Office

No report

L. FOIA

No report

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Adjournment

Dave Macek made Motion 13-946 to adjourn the meeting at 7:27 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

July 18, 2013

The following are Minutes of a meeting and public hearing 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, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Absent was: Jeff Roach

Also present was: Dave Anders, Park District Attorney

IV. Public Hearing/Public Input

Dave Macek made Motion 13-947 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2013 through April 30, 2014. Craig Maksymiak seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 13-07-270 for Fiscal Year beginning May 1, 2013 and ending April 30, 2014, was posted for public inspection at the park district office.

A legal ad, noting the date, time, and place of the public hearing was published in the Monday, July 9, 2013 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. 13-07-270, was duly transacted at said meeting.

Dave Macek made Motion 13-948 to close the floor and adjourn the public hearing at 7:30 p.m. Craig Maksymiak seconded. Motion carried.

V. Correspondence

A. Appreciation

1. Letter received from the Addison Park District, expressing appreciation for the FSPD's donation of a foursome of golf with two power carts in support of their annual golf outing fundraiser.

B. Informative

1. Letter received from law firm of Ancel Glink, providing legal opinion on the potential transition of insurance coverage from current liability and workers comp carriers to PDRMA.

VI. Presentation of the June 20, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-949 to accept the June 20, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Vote on Motion: 5 Aye, 1 Abstained, Motion carried.

VII. Legal Report

Attorney Dave Anders stated that since the resolution of long-standing land transfer issues, there were no further legal matters to report.

Jim Randall informed Mr. Anders that the park district is considering changing liability and workers compensation insurance carriers to the self insurance pool of PDRMA. The proposed transition could take place on November 1, 2013, in advance of the January 1, 2014 liability insurance termination date. Information regarding the new carrier will be forwarded to Mr. Anders for his review.

VIII. Treasurer's Report

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

Anthony Granata made Motion 13-950 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 13-07-270, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 13-951 to adopt the Budget and Appropriation Ordinance No. 13-07-270 as presented. Brian Mulheran seconded. Motion carried.

IX. Executive Director's Report

Jim Randall provided a sign message that could be posted at all park facilities, requesting groups to reserve parks prior to usage. Mr. Randall noted that when large groups are in attendance without proper supervision, the park district may incur a risk. No fees will be charged, but posting the requirement to complete forms for this type of use ensures the park district is aware of the groups' activities, and posted notices allow for enforcement of rules by the Will County Sheriff's Department or Tinley Park Police Department.

The annual audit is complete, and Mr. Randall anticipates receiving the financial statements over the next four weeks.

A summary and photo essay of the park district, a Gold Medal finalist requirement, was completed and forwarded to the NRPA.

The tennis court improvement project at Hunter Prairie Park is complete, and the parking lot will be resurfaced.

Mr. Randall reported that old playground equipment posing a hazard was removed, and a native planting bed was installed on one half of the playground area at Hunter Prairie Park. A native planting area was also installed at Kingston Park. Minimizing seldom used and aging playground areas provides an economical benefit by reducing the amount of mulch required on playgrounds.

Removal of dead trees is scheduled throughout the district. An outside contractor will remove both large trees and those that may pose liability issues during removal.

Crews are completing asphalt repair at various locations. Mr. Randall noted that aging parking lots may need to be resurfaced, costing \$30,000-\$40,000. These infrastructure improvements are not imminent, but can be scheduled over a five year period.

The office renovation project is underway, with maintenance staff completing the demo work and framing as a cost saving measure.

Jim Randall met with SHSD 161 Superintendent Barb Rains to discuss the current intergovernmental agreement. Through general consensus, the formalized agreement will not be renewed, but intergovernmental cooperative efforts will continue as they have for 30+ years, with an exchange of certificates of insurance between agencies. In addition the school district will provide a hold harmless clause, protecting the park district from liability issues that may arise during certain maintenance activities, i.e. snow plowing.

Mr. Randall discussed potential park district use of the mostly vacant Mary Drew Elementary School with Ms. Rains. The popular and growing Before and After School Program could be relocated to Mary Drew, benefitting both agencies and the community by making use of this recently renovated facility.

Vice President, Dave Macek, agreed to represent the park district by serving on a Summit Hill School District workshop committee.

Mr. Randall reported that Pam Kohlbacher, retired park district Board Member, will be recognized for her long-term service to the district at an upcoming Board Meeting.

Jim Randall reported on the following issues/complaints that the park district addressed:

- A homeowner in the Matteson subdivision of Odyssey, who is not a Lincoln-Way High School District 210 resident, objects to not having access to the free LWN walker and swim program.
- A child playing at the Lake of the Glens Park fell as the result of an old cast iron pipe that was buried in the ground. The park district was not notified by the parent, but Mike Smetana, of the Will County Land Use contacted Jim Randall, and the park district will correct the issue.
- Jim Randall receives many calls from residents regarding malfunctioning aerators in basins. A Plank Trail resident hired an electrician to repair an aerator in the basin behind her home, and wants to forward the bill to the park district.

President, Ken Blackburn, inquired about the missing sign that was located at the northeast corner of Community Park. The aging and damaged sign was removed, but Mr. Randall will secure a replacement.

X. Committee Reports

A. Maintenance

Sufficient maintenance department information was provided in the June Executive Director's Report.

B. Beautification and Natural Areas

Sufficient beautification department information was provided in the June Executive Director's Report.

C. Recreation

Sufficient recreation department information was provided in the June Executive Director's Report.

D. Early Childhood

No report

E. Internet and Technology

No report

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 reported that the annual Golf Course Scholarship Tournament held on July 13<sup>th</sup> went very well, and \$9,000 was again raised which will enable the park district to provide nine scholarship awards to graduating high school seniors in the spring of 2014.

K. Office  
  
No report

L. FOIA  
  
No report

XI. Old Business

A. PDRMA- Park District Risk Management Association

Jim Randall reported that he has been in contact with Kevin Hoffman, a representative from the self-insurance pool of PDRMA.

Mr. Randall noted that outstanding claims could be a potential issue, due to the one year statute of limitations provided when filing a lawsuit. Although the park district is unaware of any unsettled matters, dual coverage for a two month period during the transition will safeguard the district against potential risk by ensuring no gaps in coverage occur.

XII. New Business

No new business was discussed.

XIII. Adjournment

Dave Macek made Motion 13-952 to adjourn the meeting at 7:34 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell



FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

August 15, 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, Jim Kohlbacher, Dave Macek, and Craig Maksymiak.

Absent were: Anthony Granata, Brian Mulheran, and Jeff Roach.

Also present were: Audrey Marcquenski, Director of Recreation & Administration  
John Keenan, Athletic Supervisor

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Thank you note from Helen Marchbank, Miracle League of Joliet, for hole sponsorship and rounds of golf raffle prize for their fundraiser.
2. Letter of appreciation from American Legion Post 1102 for free use of Union Creek picnic shelter and assistance provided by FSPD staff during their annual event.
3. Thank you letter from Lincoln-Way North High School Key Club for providing volunteer service opportunities, enabling students to serve within the community.

VI. Presentation of the July 18, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-953 to accept the July 18, 2013 Board Meeting Minutes as presented. Craig Maksymiak seconded. Vote on Motion: 5 Aye, 1 Abstained, Motion carried.

VII. Legal Report

Secretary, Jim Randall, requested consideration of Ordinance No. 13-08-271, authorizing and providing for a six year term Installment Note Contract with a fixed 3.25% interest rate with Old Plank Trail Community Bank in the amount of \$84,534.45 for the purpose of funding the purchase of a Toro 4000-D Mower and a Groundsmaster 4300-D Mower.

Dave Macek made Motion 13-954 to adopt Installment Note Contract Ordinance No. 13-08-271 as presented. Craig Maksymiak seconded. Motion carried.

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 13-955 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that, if accepted by PDRMA, the self-insurance pool, liability and workers comp insurance coverage would begin on November 1, 2013. The current IPARKS liability coverage will remain in force until January 8, 2014, and the Board will discuss the issue of securing an additional policy, nose coverage, at the September meeting to ensure the district is fully covered in the case of unforeseen claims that may be filed prior to PDRMA coverage.

The new computer lab, located in the Orchard classroom, is under construction, and will be ready for the beginning of the school year.

Mr. Randall reported that there has been no further communication regarding the developer donation in the Walnut Creek subdivision.

Ron Whitmore, IDNR Grant Administrator conducted a site visit of Community Park, a component of the grant application process for the proposed redevelopment of this park. The IDNR is a strong advocate for natural areas, and Mr. Whitmore also visited the Nature Center site to review the improvements provided through the 2008 OSLAD grant.

Gabriella Martin, Grant Administrator for the Illinois Clean Energy Community Foundation visited the park district to review the Nature Center solar panels, a project funded by the ICECF in 2012. Ms. Martin also toured Brookside Bayou Park, and recommended the park district consider applying for grant funding to expand/improve natural areas.

X. Committee Reports

A. Maintenance

Sufficient information was included in the monthly report for Board review.

B. Beautification and Natural Areas

Sufficient information was included in the monthly report for Board review.

C. Recreation

Audrey Marcquenski, Director of Recreation and Administration, addressed the Board, providing the following annual update:

- In excess of 1,000 recreation programs are offered annually, made possible through the efforts of 90 staff members and 200 volunteers.
- Results from the Attitude and Interest Community Survey, received in January, 2013, provided direction on areas where the district should focus its efforts. Based on the findings, marketing efforts will be increased, in particular towards the senior population. In addition, adult fitness programs were expanded, adding new programs to current offerings.
- In response to requests, the district assisted residents with organizing a triathlon fundraiser to benefit a local women's crisis shelter, provided Union Creek Park for a Strollathon benefiting the International Rett Syndrome Foundation, and secured practice space at Lincoln-Way North for an individual attempting to earn a spot on the 2016 USA handball team.
- Rachel Bennett completed her senior internship with the park district, a requirement for her bachelor's degree from Illinois State University. Rachael worked in all departments, and managed Summer Day Camp, and will begin full time employment with the park district this fall.
- Audrey expressed her appreciation to the Board for providing her with the opportunity to attend the NRPA's Director School two year curriculum that focuses on critical skills and knowledge necessary for the next generation of park and recreation leaders.

John Keenan, Athletic Supervisor provided the following annual updates, detailing his various responsibilities within the Recreation Department:

- 18 teams, made up of nearly 220 girls enjoyed playing at Lincoln-Way North and newly renovated Kiwanis Park athletic fields. Parents and coaches appreciate the park district's provision of facial protection for batters and defensive players.
- Lacrosse is fast becoming a popular new sport for girls in grades 3-9. The program, which began as a cooperative effort with Frankfort and Mokena, is offered in the spring and fall, and has grown in participation each year. A fundamentals clinic for girls in grades 1-2 will be offered this fall.
- The F.A.N. program continues to grow, continuously exceeding previous year numbers. The current year has averaged 244 users per month, or 12,440 per year, which equated to an increase of 1,700 participants.
- The park district works with over 20 private baseball, softball, soccer, volleyball, and wrestling teams to provide them with indoor and outdoor space for games and practices. The end result is that park district and school district athletic fields and facilities are used and enjoyed on a regular basis.
- Summer Day Camp was very well, thanks to the efforts of a great staff.
- Fall Outdoor Soccer is underway, and Adult Fall Softball Leagues will begin in September.

D. Early Childhood

Sufficient information was included in the monthly report for Board review.

E. Internet and Technology

No report

F. Special Recreation

No report

G. Finance and Planning

No report

H. Township Planning Commission

No report

I. F.A.N.

Sufficient information was included in John Keenan's annual address to the Board, Section C of these August 15, 2013 X. Committee Reports minutes.

J. Golf Course

Sufficient information was included in the monthly report for Board review.

K. Office

Sufficient information was included in the monthly report for Board review.

L. FOIA

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Craig Maksymiak made Motion 13-956 to adjourn the meeting at 7:28 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

September 19, 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, Jim Kohlbacher, Dave Macek, and Craig Maksymiak.

Absent were: Anthony Granata, Brian Mulheran, and Jeff Roach.

Also present were: Dave Anders, Park District Attorney  
Jeff Mecher, Park Superintendent  
Julie Arvia, Superintendent of Beautification and Natural Areas  
Diane Meister, Office Manager

IV. Public Input

Jim Randall addressed members of the public who were present to voice concerns regarding the potential development of vacant commercial property at the corner of 191<sup>st</sup> Street & Harlem Avenue in Tinley Park. Mr. Randall stated that the park district has no action on the September agenda, as the Village of Tinley Park has not presented any development plans for consideration by the Park Board.

Jen Vargas, Tinley Park resident, presented a packet of information to Commissioners, and addressed the Board as representative of the public assembled at said meeting. The main concern regards the request for taxing bodies within the district to provide tax abatement to the developer for 2.5 years.

Several other community members also spoke, reiterating resident opposition to providing tax abatement to a big box developer, in addition to concerns about increased traffic and crime that a big box development could foster.

President, Ken Blackburn, thanked the public for their attendance, further stating the Board will review the information packet provided by Ms. Vargas.

Mr. Randall noted that residents will be notified in advance of Park Board consideration of the issue, should the Village of Tinley Park formally request action from the park district.

V. Correspondence

A. Appreciation

1. Thank you note received from park district employee, Julie Arvia, expressing appreciation for the 250 acres of natural areas that are positively impacting the community.
2. Thank you letter received from the Women's Centers of Greater Chicagoland, for the donation of toys provided by the park district's preschool.

B. Informative

1. Letters addressed to homeowners in the Lighthouse Pointe subdivision, requesting that they cease mowing native plantings in public space owned by the park district.
2. Letters addressed to homeowners bordering Island Prairie Park regarding unauthorized dumping of grass clippings and landscape waste in the park.
3. Letters sent to homeowners contiguous to Arbor Park regarding unauthorized dumping of aggregate onto park property.

C. Support

1. Fifteen letters of support received from community members, area school districts, community leaders, and legislators, requesting that the Illinois Department of Natural Resources strongly consider providing grant funding through the state's OSLAD program for the redevelopment of Community Park.

VI. Presentation of the August 15, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-957 to accept the August 15, 2013 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Motion carried.

VII. Legal Report

No report

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 13-958 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

The Board was provided with a copy of the Standard & Poor's Ratings Direct report, noting the district maintained its "A" rating.

New interpretive signage was developed and will be installed on existing sign structures along the bike path.

The PDRMA site visit and evaluation on September 17<sup>th</sup> went well, and Jim noted that switching the park district's insurance carrier will dramatically reduce liability costs. Pending acceptance by PDRMA, the park district would begin coverage on November 7, 2013, which would include "Nose Coverage", protecting the district against any unforeseen liability for a one year period.

The Board will be asked to consider authorizing resolutions to withdraw from its current insurance carrier, IPARKS, and to adopt resolutions authorizing PDRMA membership and acknowledging the park district's recognition and dedication to loss control, and the contract and bylaws. Copies of the resolutions and the PDRMA agency policies will be provided to Board Members in advance of consideration.

Jim Randall reported that the annual mini-bond issue will be presented for consideration during the October Board Meeting, and Chapman and Cutler will again provide the necessary authorizing ordinances for the abatement and subsequent mini bond sale.

## X. Committee Reports

### A. Maintenance

Jeff Mecher, Superintendent of Parks, thanked the Board for providing the opportunity to present an annual maintenance department report, and began by noting there were no new projects, but staff remained busy maintaining existing parks and facilities. The following highlights were addressed:

- The season began with heavy periods of rain, followed by the usual summer dry conditions, impacting routine maintenance duties.
- The biennial sealcoat project was completed during extremely hot summer conditions, with staff sealcoating nearly 10 miles of paths and two parking lots.
- 600 yards of fibar were spread on seven different playgrounds
- The loss of ash trees, due to the Emerald Ash Borer, provided thousands of yards of mulch that was added to planting areas and around trees throughout the district.
- With 550 FSBL players, 150 park district girls softball participants, and private team usage, maintaining park district athletic fields has become a huge task.
- 220 tons of biosolid fertilizer was spread over 8 different parks, producing a very favorable result.
- Maintenance personnel completed demolition of Board Room #1, in preparation for the addition of three new offices.
- Two new seasonal staff members, both adults, were hired to take on difficult tasks, such as bathroom maintenance and garbage pick up, and basic daily responsibilities. These newly hired employees have been invaluable, filling much-needed roles within the department.
- Jeff closed by noting that all maintenance employees gave 100% effort every day, ensuring that the parks and facilities are maintained at the highest standards possible.

B. Beautification and Natural Areas

Julie Arvia, Superintendent of Beautification and Natural Areas, thanked the Board and Jim Randall for their continued commitment to beautification and the restoration of natural areas. Ms. Arvia provided the following annual highlights:

- Last fall, 37 different varieties of seed, valued at \$7,000 was collected, propagated in the greenhouse. and planted throughout district natural areas.
- The most productive prescribed burn season resulted in 15 burn units at 8 sites, with assistance provided by the maintenance department.
- New native planting areas were installed at Hunter Prairie and Kingston Parks.
- Annual plantings in irrigated landscape areas included approximately 800 profusion zinnia plants, reducing the normal amount by 50%, greatly decreasing the need for supplemental watering.
- General maintenance included removal and spraying of invasive species, weeding and mulching landscaped areas, watering newly planted trees and native petunias, and re-mulching sites at Square Links, the Dog Park, and Candle Creek Park.
- The fourth year of the greenhouse Lettuce Project produced 100+ pounds of lettuce that was donated to the Frankfort Township Food Pantry.
- A new custom-blend soil mixture was used to propagate native Illinois prairie and wetland plants in the greenhouse. The new soil reduced expenses by \$730, while improving the overall health of the plants through the infusion of a 3-month fertilizer in the mix.
- 28,253 native plugs were produced, valued at \$28,253, and first year Swamp /White Oak and Bald Cypress trees were also produced.
- Since January 1, 2013 to date, the Nature Center was assisted by 51 individual volunteers, contributing 315 hours.
- Nature Center programming, BAS and ELC field trips, and Earth Day activities are offered year round.
- Forging partnerships with Scouting groups, the U. of I. Master Gardener and Master Naturalist program, Bartel Grassland, and Thorn Creek Audubon benefits the park district and its partnering organizations.
- The hardworking and knowledgeable staff make all the successes of the beautification department possible.

C. Recreation

Sufficient information was included in the September Executive Director's Report.

D. Early Childhood

Sufficient information was included in the September Executive Director's Report.



E. Internet and Technology

No report

F. Special Recreation

No report

G. Finance and Planning

The annual audit was posted to the park district website for Board review, and Mr. Randall distributed the accompanying letters provided by the independent audit firm of Wermer, Rogers, Doran and Ruzon.

H. Township Planning Commission

Vice President, Dave Macek, reported no meetings have been conducted, and posed a question to the Commission, inquiring into the purpose of the Township Planning Commission; to date no response was received.

I. F.A.N.

No report

J. Golf Course

Sufficient information was included in the September Executive Director's Report.

K. Office

Diane Meister, Office Manager, addressed the Board, reporting on the following changes in the office work environment that resulted in a structured and organized workplace, timely communication, new and improved methods, and continual learning.

- Office supplies, program and staff shirts were inventoried and organized into labeled cabinets and drawers, ensuring sufficient supplies are available while eliminating overstock.
- A 43% cost savings was realized by purchasing copier paper through bulk ordering placed with Lincoln-Way District 210.
- A wall was constructed, dividing the front from the back office, enabling office staff to better focus on detailed project work.
- Communicating via email, both internally and externally, has been implemented as an office standard.
- Use of RecTrac to deliver registration receipts, bulk email notices, and reports ensure information is transmitted without delay.
- There was a 13% increase of residents using website program registration for the fall 2013 brochure, as compared to the 2012 fall brochure.
- New and improved methods for daily cash and credit card balancing has resulted in improved accuracy.
- Day Camp, BAS, and league registration, and rental forms were revised, providing a consistent format to simplify the registration process.

- All park district computers will be upgraded with Microsoft's Office 2013.
- Online registration for day camp offerings will be explored in January, implementing the registration calendar format currently used in BAS.
- The office training manual provides a tool for training and performance evaluation in an easy-to-follow format.

L. FOIA

No report

XI. Old Business

No old business was discussed.

XII. New Business

Vice President, Dave Macek, attended the Summit Hill Workshop meeting where new use of school district facilities was discussed. The workshop meetings will be held on the 3<sup>rd</sup> Thursday of each month, and will be added to the park district agenda under Committee Meetings.

Jim Randall discussed an employee's slip and fall accident in the Community Room foyer that was reported to the park district's workers comp carrier.

President, Ken Blackburn, requested that the Indian Boundary South Park sign be replaced. Mr. Randall will order a park sign for both Indian Boundary South Park and a community sign for the corner of St. Francis Road and Frankfort Square Road.

XIII. Adjournment

Dave Macek made Motion 13-959 to adjourn the meeting at 8:35 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

October 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, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Jeff Roach

Absent was: Brian Mulheran

IV. Public Input

Members of the public were in attendance to reiterate their position regarding tax abatement for the proposed Walmart/Sam's Club development at 191<sup>st</sup> Street & Harlem Avenue in Tinley Park.

In addition to opposing any taxing body from providing a tax rebate to the developer, additional concerns were raised, such as increased crime, traffic, and pollution.

Jim Randall addressed the group, informing them that the park district received no request from the Village of Tinley Park to consider tax abatement for any development at this site.

Park District resident, Joe Vlosak was also in attendance. Mr. Vlosak is active within the community, and he expressed an interest in becoming involved with the park district.

V. Correspondence

A. Complimentary

1. Email from Brian Shannon, Lincoln-Way High School Girl's golf coach, expressing appreciation for the courtesy and professionalism displayed by the Square Links Golf Course staff throughout the planning and hosting of the Lincoln-Way Cup on September 28<sup>th</sup>.
2. Email received from a father of BAS children, recognizing and expressing appreciation for the diversity of the staff.

VI. Presentation of the September 19, 2013 Board Meeting Minutes.

Dave Macek made Motion 13-960 to accept the September 19, 2013 Board Meeting Minutes as presented. Jim Kohlbacher seconded, Anthony Granata and Jeff Roach abstained. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 13-10-273 an Ordinance providing for the issue of approximately \$106,000 General Obligation Limited Tax Park Bonds, Series 2013, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the district, and providing for the levy of a direct annual tax to pay the principal and interest on said bonds, 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 13-961 to adopt Ordinance No. 13-10-273 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall presented Ordinance No. 13-10-274, an Ordinance abating the tax hereto levied for the year 2013 to pay Alternate Revenue Source Series 2013, 2010, 2009, 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 13-962 to adopt Ordinance No. 13-10-274 as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall presented Resolution No. 13-10-08, a Resolution authorizing withdrawal from an intergovernmental contract for the administration of Illinois Park Association Risk Services, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 13-963 to adopt Resolution No. 13-10-08 as presented. Dave Macek seconded. Motion carried.

Jim Randall presented Resolution No. 13-10-09, a Resolution acknowledging the Frankfort Square Park District's recognition and dedication to the loss control and risk management principles of the Park District Risk Management Agency, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 13-964 to adopt Resolution No. 13-10-09 as presented. Dave Macek seconded. Motion carried.

Jim Randall presented Resolution No. 13-10-10 a Resolution authorizing membership in the Park District Risk Management Agency, 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 13-965 to adopt Resolution No. 13-10-10 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall presented Resolution No. 13-10-11, a Resolution, the Park District Risk Management Agency Contract and Bylaws, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 13-966 to adopt Resolution No. 13-10-11 as presented. Dave Macek seconded. Motion carried.

Jim Randall presented a copy of the Park District Risk Management Agency policies, 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 accepted the policies as presented. Jim Kohlbacher 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.

Dave Macek made Motion 13-967 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Jim Kohlbacher seconded. Motion carried.

Jim Randall presented a minor amendment to the Lincoln-Way High School Facilities Agreement, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested reauthorization of same.

Dave Macek made Motion 13-968 to authorize the minor amendment to the existing Lincoln-Way High School Facilities Agreement as presented. Jim Kohlbacher seconded. Motion carried.

Said agreement will be forwarded to the Lincoln-Way High School Board of Education for consideration during their regular meeting.

#### VIII. Treasurer's Report

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

Craig Maksymiak made Motion 13-969 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall presented the PDRMA property casualty program membership proposal estimate with optional nose coverage, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting. Following the authorization of PDRMA membership Resolution No. 13-10-10, an executed copy and payment will be rendered.

Jim Randall reported that BerkleyNet, the worker's comp carrier will be notified in January, 2014, that the park district will cancel its coverage.

On behalf of staff members that attended the NRPA Congress in October, Mr. Randall expressed appreciation to the Board for approving the trip. The experience was extremely beneficial, and staff members also appreciated the opportunity to interact with Board Members who were also in attendance.

Jim Randall discussed implementing Saturday breakfast meetings, wherein the Board and staff meet to plan and review operations.

The November Board Meeting will be held at the Square Links clubhouse, and prior to the meeting, Pam Kohlbacher will be recognized for her service as Park Board Commissioner.

Jim Randall reported the OSLAD grant application was not successful, possibly due to the high number of grants the park district received in the past, the limited funding available, and at-risk communities received higher priority in determining distribution of funds.

The parking lot at Kiwanis Park was paved in a joint effort between the park district and the Frankfort Township Road District. This cooperative effort resulted in a 50% savings to the park district, and the mulch bins will be moved from Indian Boundary South Park to this site.

Jim Randall requested authorization to purchase a used chipper from the Frankfort Township Road District at a cost not to exceed \$23,500. This equipment purchase will enable the park district to save money by completing tree removal in house.

Dave Macek made Motion 13-970, authorizing the purchase of a Vermeer Wood Chipper at a value not to exceed \$23,500, as presented. Craig Maksymiak seconded. In further discussion, Jim Randall noted the cost of the equipment would be justified within two years, with estimated annual savings of \$8,000-\$10,000, and the existing smaller model chipper can be sold for \$4,000-\$8,000. Motion passed.

Mr. Randall requested a brief Executive Session following the regular meeting to discuss the following issues: potential property development, personnel matter, and a Board resignation/appointment.

X. Committee Reports

A. Maintenance

The maintenance department has been exceptionally busy, closing down parks and satellite facilities for the season.

Jim Randall continues to research potential heated indoor facilities to house equipment during the winter season.

B. Beautification and Natural Areas

Beautification staff members planted in excess of 10,000 native plugs over the past month.

C. Recreation

The winter/spring brochure is under development, and is scheduled to be mailed to resident households in mid-December.

D. Early Childhood

Preschool students and early childhood program participants have been enjoying annual fall activities.

E. Internet and Technology

Kate Smulevitz, golf course employee, is working on IT issues until Deb Cancialosi returns from her medical leave.

F. Special Recreation

The park district provided the usual assistance for the SSSRA's annual Oktoberfest event.

G. Finance and Planning

Jim Randall reported a projected positive April, 2014 fund balance of \$145,000 to \$175,000.

H. Township Planning Commission/SHSD 161 Workshop Committee

No report

I. F.A.N.

Jim Randall reported increased participation and revenue over September, 2012.

J. Golf Course

Jim Randall reported that Kelly VanHyning and Ray Schmitz have been doing an excellent job managing the golf course and grounds, respectively, and that the course has set records in sales and play.

A camera with tracking capabilities was installed at the first tee, and provides a view of the entire course which is displayed on a monitor in the clubhouse. The camera enables golf course staff to observe play, and in the future, the view can be placed on the park district's website for remote viewing.

K. Office

Audrey will work with Diane Meister and Arliss Bouton to reconfigure reporting and monitoring operations through PDRMA.

L. FOIA

No report

XI. Old Business

No old business was discussed.

XII. New Business

President, Ken Blackburn asked if concrete along the creek at Laurel Drive will be cleaned, and Jim Randall confirmed that Thornton Excavating will be contracted to complete this task in the spring of 2014.

XIII. Executive Session

Dave Macek made Motion 13-971 to enter into Executive Session. Jim Kohlbacher seconded. Motion carried.

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

Dave Macek made Motion 13-972 to go out of Executive Session. Craig Maksymiak seconded. Motion carried.

XIV. Adjournment

Craig Maksymiak made Motion 13-973 to adjourn the meeting at 8:11 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell



FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

November 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, Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Jeff Roach.

Brian Mulheran arrived at 7:07 p.m.

Also present were: Dave Anders, Park District Attorney  
Cheryl Martin, Supt. of Early Childhood Programming  
Kelly VanHying, Director of Square Links Golf Course

IV. Public Input

No input.

V. Correspondence

A. Complimentary

1. Phone message regarding services provided by Square Links Golf Course: Golf patron complimented Square Links staff on the condition of the grounds, the friendliness of the clubhouse personnel, stating that everything about the golf course wonderful. He further stated; "Keep up the great work, it is really appreciated!"
2. Letters received from Peter Murphy, President of the IAPD, Heidi Tegtmeier, Marketing Operations Manager of Musco Lighting, and Mark McKinnon, Executive Director of the Addison Park District, congratulating the park district on achieving a 2013 Class V National Gold Medal Award finalist status.

B. Appreciation

1. Thank you note received from the Operation Playground Board for the park district's donation of Square Links greens fees raffle prizes in support of their fundraising efforts to construct basketball courts at Frankfort's Main Park.

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

Dave Macek made Motion 13-974 to accept the October 17, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Legal Report

Jim Randall presented Ordinance No. 13-11-275 authorizing the Frankfort Square Park District to enter into an installment note contract with Old Plank Trail Community Bank for the purpose of purchasing and installing IT equipment including, but not limited to one (1) PowerEdge 620 Server, two (2) PowerEdge 720 Servers, and related software for an amount not to exceed \$53,000.

Brian Mulheran made Motion 13-975 to adopt Ordinance No. 13-10-275 as presented. Dave Macek seconded. Motion carried.

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 13-976 to accept the Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported \$15,000 in wind/storm damage to the Square Links driving range fence and portable bleachers at Indian Trail Park, and noted that a claim was filed with PDRMA

A letter of notice was sent to BerkleyNet, the current worker's comp carrier. The four active worker's comp claims will not be impacted by the change, and BerkleyNet will continue to service these claims.

Overall, PDRMA coverage will equate to approximately \$30,000 in annual savings over conventional insurance policies.

Jim Randall reported that various projects that were under consideration will postponed until the next fiscal year due to the large expenditure required to replace the server, as approved via Motion 13-977.

The current financial forecast illustrates an end-of-year balance of \$88,000, and Mr. Randall noted that the district will more aggressively reduce discretionary spending to avoid a shortfall.

The Park Board regretfully accepted Jeff Roach's resignation from the Park Board, necessary due to his relocation out of district. The Board consented to publishing a notice in the winter/spring brochure, requesting letters of interest from park residents. The Board will evaluate the letters and appoint an individual to the vacant position.

X. Committee Reports

A. Maintenance

Maintenance personnel have been busy preparing parks, facilities, and equipment for the winter months.

Jim Randall will secured rental space to store seasonal equipment.

B. Beautification and Natural Areas

The greenhouse lettuce project is underway, and a Girl Scout Troop assisted with the planting.

C. Recreation

The winter/spring brochure was completed and will be mailed to households in the second week of December.

D. Early Childhood

Cheryl Martin, Superintendent of Early Childhood Programming, provided her annual report to the Board, focusing on personnel and the jobs they do with compassion and dedication, in a responsible, supportive manner.

Ms. Martin often receives positive comments from parents, and was recently told by a parent moving out of district that it was difficult to find a new preschool because the Frankfort Square Park District set the bar so high.

The thought process to increase the number of days children attend preschool was under serious consideration. Results from a recent survey sent to parents of 3 year old preschool students showed no interest in additional days, but a new option will be made available for the 4 year old 2014/2015 school year which will include the usual 2 hours, 3 days per week session, or a new 3 hours, 3 days per week session. The additional hour will be focused on math, science, and literature.

Early childhood recreational opportunities, such as Me at 3 and Summer Play Camp continue to grow and expand thanks to dedicated staff.

BAS is currently in its 5<sup>th</sup> year of operation, and has grown with each successive year.

With a large staff of varying personalities, Ms. Martin begins each school year with goals of encouraging preschool and recreation teachers to work outside their comfort zones, and ensuring that BAS staff members focus on teamwork and cooperation.

Cheryl Martin also commended all park district personnel, noting they are a wonderful support system.

Ms. Martin was honored to represent the Frankfort Square Park District at the NRPA Congress this past fall.

Approximately 225 children are cared for on a daily basis at the park district, and Cheryl Martin credits the success of these childhood programs to the efforts of a caring staff.

E. Internet and Technology

The new server, approved per Motion 13-978 will be ordered and installed as soon as possible. Mr. Randall hopes the equipment will be in place prior to January winter/spring registration.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall will keep Board Members updated on the budget forecasting.

H. Township Planning Commission/SHSD 161 Workshop Committee

Dave Macek had no report on the Township Planning Commission, and noted that the Summit Hill School District 161 Workshop Committee meeting was rescheduled for December 2, 2013.

I. F.A.N.

The F.A.N. program continues to do well.

J. Golf Course

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 194<sup>th</sup> & Harlem Avenue, a copy of which was provided to each Board Member prior to said meeting. Sign space will begin on May 5, 2014, and run through September, 2014 for five consecutive 4-week periods at a contract total not to exceed \$7,875, with an additional poster cost of \$567.

Commissioner Craig Maksymiak recommended adding grass range tee availability to the billboard.

Commissioner Anthony Granata inquired about the results of the 2013 billboard, and although no quantitative information was available, Jim Randall stated patrons reported they became aware of the course thanks to the sign.

Dave Macek made Motion 13-979 to authorize a contract with Clear Channel for outdoor billboard advertising of Square Links Golf Course, as presented. Craig Maksymiak seconded. Following a full and complete discussion, Motion carried.

Kelly VanHyning, Director of Square Links Golf Course provided the following annual golf course report to the Board.

The 2013 season proved to have record participation and revenue. Revenue exceed \$355,000, equating to a 14% overall increase from the 2012 season, with approximately 20,000 rounds of golf played between April 1<sup>st</sup> and October 31<sup>st</sup>.

Improved efficiencies were introduced in A La Cart Family Diner operations. Clubhouse personnel were trained to assist restaurant staff to ensure restaurant patrons were cared for and kitchen staff were able to provide consistent quality preparation of menu items.

The first full season of beer and wine sales totaled over \$11,000 in revenue, a 120% increase over sales that began in June during the 2012 season.

Programming increased with 62 youth golfers enrolled in group lessons, and 31 golfers participating in the ladies league.

The 8<sup>th</sup> annual College Scholarship Tournament was a success, with \$11,000 raised to fund 11 scholarships in the spring of 2014.

Golf Galaxy provided a successful Demo Day in April along with two four week clinics.

Seven group outings for community organizations and private groups were hosted during the 2013 season.

Favorable weather, the closing of Greystone Golf Course, and additional marketing efforts helped ensure a successful 2013 season, but Mr. VanHyning credited the teamwork provided by the dedicated, friendly, and welcoming staff as the biggest contributor.

Kelly commended Deb Cancialosi for the updated restaurant menu, setting high kitchen standards, training staff, and supervising daily kitchen operations.

Nathan Russo and Ginny Marek excelled in maintaining consistent quality in food preparation and kitchen cleanliness, resulting in 100% scores from the health department

Katie Smulevitz trained staff on the POS system, was instrumental in promotional marketing, and assisted with preparing daily deposits and keeping financial reports up-to-date.

Ray Schmitz, Dan McDonald, and the entire grounds crew displayed a level of dedication that ensures the quality of Square Links can rival the top courses in the state.

Course improvements included increased signage for golf etiquette, extended tee boxes on holes 5, 6 and 7, irrigation on hole 5, and filling large holes in the driving range.

Preparations for the 2014 season are already underway, with the reevaluation of the loyalty rewards program, pricing for group outings, and a slight increase in driving range fees, season passes, and rental cart fees.

Kelly VanHyning thanked the Board of Commissioners for providing him with the latitude necessary to make changes that helped improve operations during his first year.

K. Office

Jim Randall reported that he is pleased with the professional operation of the front office.

L. FOIA

A request was received from a park district resident on November 15<sup>th</sup>, for a copy of the audited financial statement, FYE 4/30/13, and a paper copy was provided on the same day.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall requested Board consideration to move Board Meeting start times from 7:00 p.m. to 7:30 p.m., beginning with the January 16, 2014 meeting to better accommodate Commissioners work schedules.

Dave Macek approved the change of Board Meeting start times from 7:00 p.m. to 7:30 p.m., beginning with the January 16, 2014 meeting, as requested. Craig Maksymiak seconded. Motion carried.

XIV. Adjournment

Dave Macek made Motion 13-980 to adjourn the meeting at 7:35 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
TRUTH IN TAXATION HEARING MINUTES

December 2, 2013

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, Anthony Granata, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Absent was: Jim Kohlbacher

III. Public Hearing

Dave Macek made Motion 13-981 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 13-12-276. Craig Maksymiak seconded. Motion carried.

No members of the public were present for input.

IV. Adjournment

Craig Maksymiak made motion 13-982 to close and adjourn the Truth in Taxation Hearing at 7:00 p.m. Dave Macek seconded. Following a vote by voice, motion passed.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

December 2, 2013

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, Anthony Granata, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Absent was: Jim Kohlbacher

IV. Public Input

No members of the public were present for input.

V. Correspondence

No correspondence was presented.

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

Brian Mulheran made Motion 13-983 to accept the November 21, 2013 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried.

VII. Legal Report

Pending Board approval of Tax Levy Ordinance No. 13-12-276, Park Attorney, Dave Anders will file certified copies with Will and Cook Counties prior to the deadline.

VIII. Consideration of Tax Levy Ordinance No. 13-12-276 for fiscal year 5/1/13-4/30/14.

Secretary, Jim Randall read Tax Levy Ordinance No. 13-12-276 for fiscal year 5/1/13-4/30/14 into the record and requested consideration of same.

Dave Macek made Motion 13-984 to adopt Tax Levy Ordinance No. 13-12-276 for fiscal year 5/1/13-4/30/14, as presented. Brian Mulheran seconded. Vote on Motion: Ken Blackburn, Dave Macek, Craig Maksymiak, and Brian Mulheran, Aye. Anthony Granata, Nay. Motion carried.



IX. Treasurer's Report

Jim Randall reported that due to the early scheduling of the December meeting, the Treasurer's Report was not available for consideration.

Brian Mulheran made Motion 13-985 to table action regarding the Treasurer's Report and Accounts Payable Listing until the January Board Meeting. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall noted that due to the short time span since the November 21, 2013 meeting of the Park Board, minimal reports are available for this December 2, 2013 meeting.

Mr. Randall is pursuing insurance opportunities available through PDRMA.

X. Committee Reports

A. Maintenance

No report

B. Beautification and Natural Areas

No report

C. Recreation

Jim Randall reported that the winter/spring brochure will be delivered to the Frankfort and Tinley Park post offices on December 11<sup>th</sup>, for resident mailing beginning December 12<sup>th</sup>.

D. Early Childhood

No report

E. Internet and Technology

No report

F. Special Recreation

No report

G. Finance and Planning

No report

H. Township Planning Commission/SHSD 161 Workshop

No report

I. F.A.N.

No report

I. Golf Course

No report

K. FOIA

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Adjournment

Craig Maksymiak made Motion 13-986 to adjourn the meeting at 7:05 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
January 16, 2014

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

I. Call to Order

The Meeting was called to order at 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Also present were: Dave Anders, Park Attorney

Absent was: Craig Maksymiak

IV. Public Input

No input was provided

V. Correspondence

A. Appreciation

1. Thank you note received from Pam Kohlbacher, former Park Board Member, for recognition of her service during a special event held in advance of the November 21, 2013 Board Meeting.
2. Letter received from Lincoln-Way H.S. District 210's Foundation for Educational Excellence for donation in support of their annual fundraiser.
3. Email received from resident expressing appreciation that the park district clears snow from the bike/walking paths, enabling residents to utilize them throughout the winter season.

VI. Presentation of the December 2, 2013 Truth in Taxation Public Hearing Minutes and December 2, 2012 Board Meeting Minutes.

Dave Macek made Motion 14-987 to accept the December 2, 2013 Truth in Taxation Public Hearing Minutes and December 2, 2013 Board Meeting Minutes as presented. Brian Mulheran seconded. Vote on motion: 4 in favor, Jim Kohlbacher abstained. Motion passed.

VII. Legal Report

Attorney, Dave Anders, had no report.

Jim Randall reported that five candidates submitted letters of interest to fill the vacant Board position. Copies of said letters were distributed to Board Members prior to the meeting for review. Commissioner, Craig Maksymiak, absent from the meeting, suggested forming a committee and scheduling candidate interviews. President, Ken Blackburn, felt that based upon the information provided by the candidates and the short term of office, no interviews would be necessary. All Commissioners present agreed, and it was decided that the matter would be discussed fully during the meeting's Executive Session.

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 14-988 to accept the Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that required legal ad for the Truth in Taxation Hearing, submitted to the *Herald-News* for publication was not published. Mr. Randall discussed the matter with legal counsel, and the attorney informed him that the Truth in Taxation law, Section 18-100 of the Property Tax Code provides for defective publication wherein the taxing district shall not be invalidated for failure to comply when the newspaper fails to reproduce the notice as directed by the taxing district. The legal ad was sent to the *Frankfort Station* for publication in the January 16<sup>th</sup> edition.

Anthony Granata made Motion 14-989 to change the newspaper of choice for legal ads from the *Herald-News* to the *Frankfort Station*. Jim Kohlbacher seconded. A discussion ensued regarding concerns that the Frankfort Station may not meet general circulation for legal publications. The issue was tabled, allowing Jim Randall to investigate circulation to ensure residents in Tinley Park will have access to the required legal notifications.

Mr. Randall reported that 2014 marks the 40<sup>th</sup> anniversary of the Frankfort Square Park District. A celebration will be held on July 26, 2014 to mark the event, with preliminary plans to include local school bands, a barbeque, and fireworks. Wynn Cramer of Melrose Pyrotechnics, agreed to provide a fireworks display at a discounted rate of \$18,000-\$20,000.

Jim Randall sought Board direction regarding participation in the NRPA's Gold Medal Awards Program. It is the general consensus of the Board that the park district participate in the Gold Medal Awards Program, but due to the heavy workload, i.e. the master plan and summer brochure, the Board agreed to delay the budget process until early April.

Jim Randall reported that the new server equipment and software upgrade, approved via Motion 13-975, Installment Note Contract Ordinance No. 13-11-275, was installed.

Jim Randall reported on the Community Center's complete loss of power during the recent extreme cold weather conditions. Mr. Randall noted that the surge suppressor safeguarded all the electronics, and he is investigating a reasonable back-up system generator that would enable basic functioning, i.e. furnaces, minimal lighting, front office computers.

Jim Randall reported that park district personnel are gathering information, drafting purposes per department/sub-department, and completing an inventory of parks, natural areas, and open water. Documents will be forwarded to Robin Hall, University of Illinois, who will compile the information for the master plan document. Staff involvement will greatly reduce the cost of the completed document.

X. Committee Reports

A. Maintenance

Maintenance personnel have been busy plowing park district and school district parking lots.

New methods will be in place to ensure appropriate safety measures are followed during extreme weather conditions.

B. Beautification and Natural Areas

Preparations are underway for the upcoming season.

Julie Arvia, Superintendent of Beautification and Natural Areas, is supporting Jeff in the preparation of equipment and operations methods.

C. Recreation

Registration for the winter/spring brochure, released in mid-December, is going well.

D. Early Childhood

Registration for the 2014/2015 school year will be held on February 2<sup>nd</sup>.

E. Internet and Technology

No report

F. Special Recreation

SSSRA staff, longtime members of PDRMA, have been helpful in providing direction to park district staff.

SSSRA is considering adding offices and meeting space to their administrative building. Funding for the approximate 1,000 sq. ft. of additional space would be available through their existing budget. The current agreement will be amended, detailing the donation of additional Frankfort Square Park District land for this proposed construction.

G. Finance and Planning

Jim Randall is working on a 3 year analysis and line item summary for the 2014/2015 budget.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported that participation in the F.A.N. program continues to be strong.

J. Golf Course

Jim Randall will meet with Kelly VanHyning, Director of Square Links Golf Course, to begin planning for the 2014 season.

K. Office

The office has been managing the winter/spring registrations.

L. FOIA

A request for a list of contractor/sub-contractor names and contact information that have been assigned work by the park district over the past two years was received via email from SMART Local 265 on January 6, 2014. The requested information was forwarded via email on January 7, 2014.

A request to provide all notices of public meetings was received by mail on January 3, 2014, from Kate Schott of the Herald-News. A letter was sent to Ms. Schott via email, noting that the park district will provide notice of monthly board meetings and public hearings, along with instruction on accessing Board Meeting agendas and related documents through the park district's website.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 14-990 to go into Executive Session at 8:05 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

The Executive Session was called for the purpose of discussing a personnel issue and to review the letters of interest for the unexpired term of Frankfort Square Park District Commissioner.

Dave Macek made Motion 14-991 to go out of Executive Session at 8:25 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

XIV. Consideration of Board Appointment

Dave Macek made motion 14-992 to appoint Joe Vlosak to the position of Board Member to fill the unexpired term, vacated by Jeff Roach on November 20, 2013. Brian Mulheran seconded. Motion carried.

Brian Mulheran will notify Joe Vlosak of said appointment, and Jim Randall will issue letters to the remaining candidates.

XV. Adjournment

Dave Macek made Motion 14-993 to adjourn the meeting at 8:30 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

Board Meeting Minutes-Closed Session  
January 16, 2014

Motion 14-990 made by D. Macek, seconded by A. Granata to go into executive session. Motion carried.

The Board reviewed letters of interest for the unexpired term of Park Board Commissioner, following J. Roach's resignation.

The Board decided to appoint J. Vlosak to the position of Board Member to fill the unexpired term vacated by J. Roach on 11/20/2013.

B. Mulheran will notify J. Vlosak of appointment, and Executive Director, J. Randall will issues letters to the remaining candidates that submitted letters of interest.

Motion to return to open session was not recorded.



FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
February 20, 2014

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

I. Call to Order

The Meeting was called to order at 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent was: Anthony Granata

Also present were: Joe Vlosak, Board Member Appointee  
Julie Arvia, Supt. of Beautification and Natural Areas

IV. Oath of Office

Secretary Jim Randall administered the Oath of Office to Joe Vlosak, who was appointed to fill the unexpired term of Park Board Commissioner (*ref. Jan. 16, 2014 Board Meeting Minutes, Sect. XIV. Motion 14-992*), and will serve a fourteen month term of office.

V. Public Input

Julie Arvia was present to conduct a lottery for remaining garden plots in Brookside Bayou and Community Gardens Park.

Newly appointed Commissioner, Joe Vlosak, blindly pulled all seven lottery cards, and the first four individuals will be notified that they will be assigned to one of the four remaining plots. Should any of the four decline, the next person(s) on the list will be notified.

VI. Correspondence

A. Appreciation

Jim Randall presented a thank you note received from President, Ken Blackburn, expressing appreciation for recognition of his 25 years of service on the Park Board of Commissioners during the November Park Board Meeting.

VII. Presentation of the January 16, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-994 to accept the January 16, 2014 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Motion passed.

VIII. Legal Report

Secretary, Jim Randall read Resolution No. 14-02-12, a Resolution authorizing application to the 2014 ComEd Green Region Program for the purpose of seeking grant funding to expand the Island Prairie boardwalk, a copy of which was provided to each Board Member prior to the meeting, requesting consideration of same. Said grant would provide up to \$10,000 for the boardwalk project, with the park district matching the funds by expensing no less than \$10,000 to complete said construction.

Craig Maksymiak made Motion 14-995 to authorize application to the 2014 ComEd Green Region program as presented. Dave Macek seconded. Motion carried.

Secretary, Jim Randall read the amended Natural Areas Maintenance Plan into the record, a copy of which was provided to each Board Member prior to the meeting. Said plan, revised annually, was amended in 2014 to remove specific reference to Brookside Glen properties, as management of natural areas is repeatable for all park district-owned natural areas.

Craig Maksymiak made Motion 14-996 to accept the amended Natural Areas Maintenance Plan as presented. Dave Macek seconded. Motion carried.

VIII. Treasurer's Report

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

Jim Kohlbacher made Motion 14-997 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall reported that a letter was forwarded to the park district's accounting firm of Wermer, Rogers, Doran and Ruzon, requesting a proposal with locked-in rates for all actions completed by firm on an annual basis.

Although the financial forecast reflects a \$94,000 positive end-of year balance, Jim Randall will work with bond counsel Chapman and Cutler to provide Tax Anticipation Warrants to ensure a sufficient balance. If tax distributions are received and there is an improvement in the fund balance, the park district will not move forward with the action.

It was further noted that a five year projection will include \$50,000 annually to develop a stronger overall fund balance and prevent incidental cash flow concerns.

IX. Executive Director's Report

Jim Kohlbacher, Dave Macek, and Craig Maksymiak agreed to serve as judges with two additional park district staff members, on the 2014 College Scholarship Committee.

Jim Randall presented an opportunity for the park district to become involved in Lincoln-Way North's J. Kyle Braid Leadership Program (JKB). The program was started twenty years ago by a family in memory of their son, to provide sophomore boys and girls with an opportunity to participate in a program that teaches effective leadership. The family will no longer be funding JKB, and Mr. Randall asked the Park Board to consider becoming involved in this worthwhile offering.

The Board directed Jim Randall to contact the LWN PPS office to learn more about the scholarship program, and invite JKB scholarship recipients to speak before the Board at an upcoming Board Meeting.

The new computer servers and software upgrades were installed and are operating well.

Board Members agreed to schedule a budget meeting for March 19<sup>th</sup>, at 7:00 p.m.

Jim Randall reported that the current Blue Cross Blue Shield health insurance premium will be reduced by 3% for the next fiscal year. Full information, along with the PDRMA rates, will be provided with budget information.

Jim Randall noted that 2014 marks the 40<sup>th</sup> anniversary of the park district, and a celebration is being planned. Board Members were asked to forward any suggestions they may have for the event.

X. Committee Reports

A. Maintenance

The maintenance department has been very successful in managing snow plowing during a record-breaking cold and snowy winter season, and Mr. Randall reported minimal damage to equipment.

The Summit Hill School District voiced complaints about paths not being cleared. Jim Randall contacted the SHSD Superintendent to clarify the issue, noting the park district's first responsibility is to clear parking lots, and pathways are addressed only after all lots have been plowed.

B. Beautification and Natural Areas

No report

C. Recreation

No report

D. Early Childhood

No report

E. Internet and Technology

Jim Randall is evaluating use of phones and radios, with plans to eliminate the problematic Nextel phones. Smart phones may be assigned to key Staff members, and 2-way radios will be used for internal communication.

F. Special Recreation

The SSSRA Board is working on their annual budget, and are addressing personnel compensation and benefit packages.

G. Finance and Planning

Jim Randall continues to monitor monthly expenditures, summarized on a monthly basis with a cash flow report.

H. Township Planning Commission/SHSD 161 Workshop Committee

No report

I. F.A.N.

No report

J. Golf Course

Jim Randall is investigating the purchase of a keg to dispense beer for the purpose of providing better control of product with an improved profit margin.

K. Office

The final step towards advancing the district's computer system will involve the installation of CPU's and credit card processors at the front counter.

L. FOIA

No FOIA requests were received over the past month.

XI. Old Business

Documents, prepared by park staff, were forwarded to Robin Hall, Director of the Department of Recreation, Sport and Tourism, University of Illinois, for compilation into a Master Plan. Jim Randall reported that Mr. Hall was impressed by the volume of the information provided, stating that it would be impossible to contract a service to equal the comprehensive nature of the information provided.

Staff continue to work through the Gold Medal application process.

XII. New Business

No new business was discussed.

XIII. Executive Session

No business was brought before the Board that would require an Executive Session.

XV. Adjournment

Dave Macek made Motion 14-998 to adjourn the meeting at 8:12 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
March 20, 2014

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

I. Call to Order

The Meeting was called to order at 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Anthony Granata, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak

Absent was: Ken Blackburn

Also present were: Dave Anders, Park Attorney  
Jaime Calbe, LWN teacher/J. Kyle Braid Leadership Program (JKB) sponsor, and JKB student members, Josh Mutter, Erin Creedon, Allis Sylvester, Julian Hylton, and Ozzy Salazar.

IV. Public Input

Jim Randall welcomed Ms. Calbe and the JKB student members, noting that the park district learned they were in need of support in order to sustain the valuable leadership program. The Board was interested in learning more about the program, and Ms. Calbe and the student members were in attendance to provide details.

JKB was formed by parents who lost their only son during his sophomore year in high school. The organization is designed to instill leadership qualities into high school students who demonstrate potential through athletic and academic accomplishments. Students are nominated and undergo an intense interview process, after which eight individuals are chosen. The students attend a ranch in Colorado, participating in team building exercises while learning how to become team leaders. The skills and lessons learned are then put to use in real life situations both at school and within the community.

All student present described the challenging experiences and the lessons learned that included not only leadership, but conflict resolution, coping strategies, and teamwork.

Mr. Randall stated that the Frankfort Square Park District takes leadership seriously, and understands that although the 2014 JKB Leadership Program is still funded, the family's funding sources are depleting, and the program may not be sustained.

Jim Randall requested Board consideration to provide 50% matching funds in support of the JKB Leadership Program this year, with a commitment to fund future years.

Anthony Granata made Motion 14-999 to provide park district financial support to the JKB Leadership Program as requested. Jim Kohlbacher seconded. Motion carried.

V. Correspondence

A. Appreciation

1. Thank you note received from coordinator of Hearts 4 Heather fundraiser for donation of raffle prize in support of their event.
2. Letter received from SHSD 161 Superintendent, Barb Rains, expressing appreciation for provision of snow plowing and continued support of the FSPD/SHSD partnership.
3. \$1,000 donation received from a preschool family as a thank you for their children's ELC Preschool experience.

VI. Presentation of the February 20, 2014 Board Meeting Minutes.

Jim Kohlbacher made Motion 14-1000 to accept the March 20, 2014 Board Meeting Minutes as presented. Craig Maksymiak seconded. Vote on motion: 5 in favor, Anthony Granata abstained. Motion passed.

VII. Legal Report

Jim Randall presented Ordinance No. 14-03-277, an Ordinance authorizing the issuance of not to exceed \$250,000 2013 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2013 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 member of the Board prior to said meeting, and asked consideration of same.

Mr. Randall further noted that in the event the tax extension from the county is delayed, Tax Anticipation Warrants would provide a short-term bridge loan, should a shortfall occur at the end of the current fiscal year.

Anthony Granata made Motion 14-1001 approving the adoption of Ordinance No. 14-03-277 as presented. Craig Maksymiak seconded. Following a full and complete discussion, motion carried.

Attorney Dave Anders is working on a tax exempt property issue for a parcel located in the Plank Trail subdivision.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 14-1002 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

IX. Executive Director's Report

Board Members reviewed the first draft of the 2014/2015 budget on Wednesday, March 19<sup>th</sup>. Jim Randall anticipates receiving the Will County Tax Rate Calculation report in advance of the next meeting, and the Working Budget will be revised accordingly and presented for Board consideration at the April meeting.

Mr. Randall requested an Executive Session at the conclusion of the March 20<sup>th</sup> meeting to discuss personnel compensation for the 2014/2015 fiscal year.

Jim Randall requested consideration to renew the Blue Cross Blue Shield health insurance policy with HSA employer contributions as detailed in the opinion and comparison provided in the first draft budget packet reviewed during the March 19<sup>th</sup> meeting.

Brian Mulheran made Motion 14-1003 to renew the Blue Cross Blue Shield health insurance policy with HSA employer contributions as presented. Jim Kohlbacher seconded. Motion carried.

The park district submitted the ComEd Green Region grant application, requesting funding to extend the Island Prairie Park boardwalk, authorized via Resolution No 14-02-12, (*ref Feb. 20, 2014 Board Meeting Minutes, Sect. VIII. Legal Report, Motion 14-995*).

The 2014 Gold Medal application was completed, submitted to the NRPA, and was posted to the park district website for public review.

Jim Randall reported that the Master Plan will be finalized over the next 6-8 weeks. An initial draft was provided to Board Members for input, and posted to the park district website for public review.

Jim Randall will present projects for the upcoming fiscal year on a month-by-month basis to Board Members for consideration. May projects include a roof replacement for older sections of the Community Center, changes to cell phone and radio usage, and equipment trade-in and purchase. A proposal for the potential equipment purchase will be received in April.



X. Committee Reports

A. Maintenance

Maintenance staff have been extremely busy with snowplowing, delaying opening procedures for the parks, which will be accomplished over the coming weeks.

B. Beautification and Natural Areas

All beautification staff received training certification, and are recertified annually to ensure that safe and appropriate use of park district equipment and methods are employed.

C. Recreation

The summer brochure was delivered to the Frankfort and Tinley Park Post Offices on March 19<sup>th</sup>.

D. Early Childhood

Jim Randall noted that the \$1,000 donation, detailed in the above Correspondence section, will be utilized to purchase books for the preschool's library.

E. Internet and Technology

All computer hardware/software upgrades have been completed and are working well.

F. Special Recreation

SSSRA is finalizing its budget process, with board members debating employee compensation and benefits.

G. Finance and Planning

The 2014/2015 budget will be updated upon receipt of the Will County Tax Rate Calculation, anticipated in late March.

Jim Randall is working with Craig Maksymiak to provide a 5-year revenue/expense analysis.

H. Township Planning Commission/SHSD 161 Workshop Committee

Dave Macek was unable to attend the March 3<sup>rd</sup> meeting of the Township Planning Commission, but noted the agenda did not include any action items.

Summit Hill School District 161 is preparing a five year building utilization plan, which will be presented to the School Board in June.

The Mary Drew facility is currently at maximum use by for-profit organizations, which cannot be exceeded without risking the school district's tax exempt status.

Summit Hill is interested in discussing potential park district usage of Mary Drew at a future date. Mr. Randall noted expansion of the BAS program could make this a possibility, but programming at remote locations can present issues, and would need to be fully researched.

I. F.A.N.

Participation is winding down, but Jim Randall reported that the program was well attended during the 2013/14 season.

J. Golf Course

Ray Schmitz, Square Links Superintendent, will need two days to prepare the course for play. Mr. Randall hopes to open on March 31<sup>st</sup>, but weather may push the opening date to the month of April. The only concern is the 6" of frost on the greens.

Jim Randall met with a Toro representative to discuss use of sensors to test moisture levels, enabling irrigation based on need rather than time, potentially reducing watering by approximately 66%.

K. Office

A new card machine and software was installed in the front office.

L. FOIA

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

Craig Maksymiak made Motion 14-1004 to enter into Executive Session. Brian Mulheran seconded. Motion carried.

Park District Board Meeting

March 20, 2014

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*(Sect. XIII. Executive Session, continued)*

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

Jim Kohlbacher made Motion 14-1005 to go out of Executive Session.  
Brian Mulheran seconded. Motion carried.

XIV. Adjournment

Anthony Granata made Motion 14-1006 to adjourn the meeting at 8:55 p.m.  
Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

April 17, 2014

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

I. Call to Order

The Meeting was called to order at 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Also present was: Rob Bush, Attorney, Ancel Glink, Diamond & Bush

IV. Public Input

Mr. Randall introduced Mr. Bush, noting he has been involved in park district matters for many years, representing the FSPD during the water fight, working on personnel issues and the handbook, and has been increasingly called upon to provide legal opinion on specific issues.

Mr. Bush addressed the members of the Board, detailing the history of his firm, and their involvement in the formation of PDRMA where they serve as special corporate counsel.

Mr. Bush is well versed in park district law and authored the Illinois Park District Law Handbook for the IAPD, which is now in the 6<sup>th</sup> edition.

Mr. Bush and his firm can handle all park district needs, i.e. employment, environmental, general corporate, and unemployment issues. Immediate needs are addressed, all requests are met with a quick response, and Mr. Bush or his associates are immediately accessible, and if considered to serve as the FSPD legal representative, no other outside expertise would be necessary.

V. Correspondence

A. Appreciation

1. Photo display presented to Julie Arvia, Park Naturalist, by Girl Scout Troop 448 in appreciation for numerous program/volunteer opportunities that were provided to their group through the park district's Nature Center.

VI. Presentation of the March 20, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1007 to accept the March 20, 2014 Board Meeting Minutes as presented. Brian Mulheran seconded.

Vote on Motion: 6 in favor, Ken Blackburn abstained. Motion carried.

VII. Legal Report

Jim Randall reported that Rob Bush, attorney for Ancel, Glink, Diamond and Bush has been an invaluable resource, and noted that the Board will be deciding on legal representation during the May 15<sup>th</sup> Board Meeting.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 14-1008 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall presented the Final Draft of the 2014/2015 Operating Budget, a copy of which was provided to Board Members for review prior the April meeting, and requested consideration of same.

Joe Vlosak made Motion 14-1009 authorizing the adoption of the 2014/2015 Operating Budget as presented. Anthony Granata seconded. Motion carried.

Joe Vlosak asked if the actual numbers could be reflected in the budget comparison. Mr. Randall noted it can be included and further noted that Craig Maksymiak is working on a record of individual line items that will provide a historical record of park district income/expenses and improved budget tracking.

IX. Executive Director's Report

Jim Randall reported that the park district instituted a smoke-free rule for staff, providing specific areas for employees to smoke during break times only, and further noted that per state law, use of tobacco products in publicly-owned vehicles is prohibited.

There was damage to fitness stations at Arbor Park, and a property loss claim was filed with PDRMA.

The golf course fence, damaged during a November, 2013 storm, was repaired, and the district was reimbursed through PDRMA.

Mr. Randall reported on the following projects that will be addressed at the start of the next fiscal year, which begins May 1<sup>st</sup>. All projects were included in the approved Operating Budget and do not require Board action:

- Community Center roof repair: \$20,000
- Community Center and golf course parking lot repair/resurfacing: \$20,000
- Bioswale installation: \$2,000
- Island Prairie boardwalk extension: \$10,000 if approved for grant funding/\$20,000 if unfunded
- Equipment purchase (mower): \$12,289 with trade in

- Equipment purchase (trailer): \$4,000 with trade in
- 40<sup>th</sup> anniversary event and fireworks: \$25,000
- Community Center garage floor re-surface: \$20,000
- Tree planting-re-forestation due to ash tree loss-\$5,000-\$10,000 annually
- ADA projects \$12,000 annually over 5-year period

X. Committee Reports

A. Maintenance

Two major vehicle repairs, totaling \$12,000 were recently completed, a plow truck's electric system and brakes, and a rear seal and brake job on a tractor.

A park district employee was terminated, and additional detail can be discussed during this meeting's Executive Session, if necessary.

A 4-passenger golf cart was ordered, and in addition to use at the golf course, it can be available to transport individuals that require assistance during special events.

B. Beautification and Natural Areas

Prescribed burns have been minimal due to wet and windy spring conditions.

Norine Tyler, long-time park district employee, tendered her resignation.

C. Recreation

Summer program registration has been at or above last year's levels.

D. Early Childhood

Enrollment for the 2014/2015 school year is lower than the previous school year.

E. Internet and Technology

Jim Randall reported that there have been struggles with the new IT equipment, but advancements are being made.

F. Special Recreation

Jim Randall reported on concerns that SSSRA Board Members have discussed lowering non-resident participation fees. This action would defeat the purpose of membership, and Rob Bush provided a legal opinion regarding this matter.

A second concern is the elimination of the HRA benefit for SSSRA staff members and the increased cost of health insurance. The proposed 5% employee contribution and HRA benefit loss would equate to a decrease in the employees' annual income, and could jeopardize retention of a quality staff. Audrey Marcquenski, the FSPD representative on the SSSRA Board, has corresponded with fellow members, provided them with documentation, and presented a motion to reverse this previous decision.

G. Finance and Planning

As previously noted in Section VII, Treasurer's Report, Commissioner Craig Maksymiak has been working with Jim Randall to complete a 5-year line item summary to provide improved budget tracking.

H. Township Planning Commission

No report

I. F.A.N.

Jim Randall reported that participation in the F.A.N. program remains strong.

J. Golf Course

April revenue improved over April, 2013.

The faulty kegerator will be returned, and a replacement will be installed.

K. Office

No report

L. FOIA

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

XI. Old Business

Commissioner, Joe Vlosak provided the following input on the Master Plan document:

- Page 36, the 2000 Census reflects 31.7% with some college or Associate's Degree, while the 2010 census reflects only 8.7% for the same category.
- Page 128, the golf course parking lot is not listed.

Jim Randall noted the document is preliminary, and staff are working with the Village of Frankfort GIS intern to complete and consolidate the Master Plan maps.

The park district will re-apply for OSLAD grant funding of the Community Park improvements. The 2013 application was denied, and it is hoped that the current Master Plan and changes from fitness equipment to a horseshoe stadium, bag toss games, pickle ball, or paddle tennis, as new opportunities for the older demographic.

The park district will receive notification on or about May 19<sup>th</sup>, regarding Gold Medal finalist status.

Jim Randall asked Board Members to contact him if interested in attending the 2014 NRPA Congress in Octobers.

XII. New Business

No new business was discussed.

XIII. Executive Session

No business was brought before the Board that would require an Executive Session.

IX. Adjournment

Dave Macek made Motion 14-1010 to adjourn the meeting at 8:20 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell