

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

May 15, 2014

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. St. Francis Road, 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, and Joe Vlosak.

Absent was: Brian Mulheran

Also present: Jeff Schouten, Legal Notice Clerk, 22<sup>nd</sup> Century Media

IV. Public Input

No public input was presented.

V. Correspondence

A. Appreciation

1. Thank you notes early childhood teachers, Patty Arthurs and Maria Pennington received from the parents of program participants.

VI. Presentation of the April 17, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1011 to accept the April 17, 2014 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Election of Officers

Craig Maksymiak made Motion 14-1012 to open the floor for the nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Dave Macek made Motion 14-1013 to nominate Ken Blackburn as President. Anthony Granata seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 14-1014 to nominate Dave Macek as Vice President. Anthony Granata seconded. Motion carried in a vote by voice.

Anthony Granata made Motion 14-1015 to close the floor for the nomination of officers. Joe Vlosak seconded. Motion carried in a vote by voice.

VIII. 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 Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation. Rob Bush will be notified of 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 7:30 p.m., and the December Tax Levy Hearing and regular December Board Meeting will be held on Monday, December 1, 2014, at 7:00 p.m. and 7:30 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.

It was decided that the park district's August Board Meeting will be held at the Square Links Golf Course clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois at 7:30 p.m.

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 *Frankfort Station* and/or the *Tinley Junction* as the newspapers of choice for legal ad publications.

Anthony Granata was appointed to serve on the Frankfort Township Planning Commission. Mr. Granata accepted said appointment. Dave Macek, former appointee, will notify the FTPC regarding the appointment to ensure a smooth transition.

Dave Macek was appointed to serve on the Summit Hill School District 161 Workshop Committee. Mr. Macek accepted said appointment.

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

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

IX. Legal Report

Jim Randall presented a DOC-3 Resolution of Authorization to sponsor redevelopment of Community Park through an IDNR OSLAD grant, a copy of which was provided to each Board Member prior to the meeting, and requested consideration of same.

Anthony Granata made Motion 14-1016 accepting the DOC-3 Resolution of Authorization as presented. Dave Macek seconded. Motion carried.

Jim Randall requested consideration to schedule a public hearing to present information regarding the proposed redevelopment of Community Park grant project during the regular June meeting of the Frankfort Square Park District Board of Commissioners, and to publish notice of said public hearing with the local press. Renderings of improvements will be presented, and members of the public will be encouraged to comment.

Dave Macek made Motion 14-1017 to schedule the Community Park Redevelopment public hearing to be held during the June 19<sup>th</sup> Meeting of the Park District Board of Commissioners, as requested. Craig Maksymiak seconded. Motion carried.

Jim Randall noted that Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. will represent the park district as appointed by President Blackburn, and Hutchison, Anders and Hickey will provide legal counsel for Will County filings and deed recordings.

X. Treasurer's Report

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

Craig Maksymiak made Motion 14-1018 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

XI. Executive Director's Report

Jim Randall requested consideration to accept the 2014 Master Plan, previously provided to Board Members, with the understanding that the Master Plan is a living document that will be amended and employed over the coming years.

Dave Macek made Motion 14-1019 to accept 2014 Master Plan. Anthony Granata seconded. Motion carried.

Mr. Randall reported that census information was corrected and golf course information was added, per Joe Vlosak's comment during the April 17<sup>th</sup> Board Meeting, *ref. Sect. XI, Old Business*. In addition, Mr. Randall is working with the Village of Frankfort to complete GIS mapping, which will be incorporated into the Master Plan upon completion.

Jim Randall completed all full time evaluations, and supervisors will conduct evaluations of part time staff.

A Nextel phone listing, detailing the plan and equipment upgrades, was provided for Board review. No action is required, as the project was approved through the Operating Budget, *ref. April 17, 2014 Board Meeting Minutes, Motion 14-1009.*

Jim Randall requested Board consideration to purchase a Ford F-350 Crew Cab, replacing an existing Ford Expedition, currently out of warranty, for a total cost not to exceed \$23,353, which includes the municipal discount and trade-in value. Said vehicle would also serve as a plow.

Anthony Granata made Motion 14-1020 authorizing the purchase of the 2015 Ford F-350 Crew Cab as presented. Dave Macek seconded. Following a full and complete discussion, motion carried.

Jim Randall distributed NRPA Congress information, and encouraged Board Members to consider attendance, noting it is a great learning experience for Commissioners and staff, and also provides opportunities to network and compare the FSPD to park districts and recreation departments on a national level. Mr. Randall is considering having five park district staff members represent the FSPD.

Dave Macek and Audrey Marcquenski attended the LWN Honors Night and presented ten (10) 2014 College Scholarship awards to graduating seniors.

Jim Randall discussed the development of multiple resources by involving community groups to participate in providing financial support of the J. Kyle Braid Leadership Program, *ref. March 20, 2014 Board Meeting Minutes, Motion 14-999.*

A second repeater was installed at the golf course to improve radio communication.

Jim Randall reported that the park district accepted JoAnn Kraft's resignation, and the district is actively seeking to fill the part time office position.

### XIII. Committee Reports

#### A. Maintenance

The recent loss of a full time maintenance employee resulted in additional responsibility placed on the current staff. The return of seasonal staff, beginning May 19<sup>th</sup>, will improve the level of detail work within the parks. Mr. Randall noted this year will be considered an evaluation year, where staffing needs will be reassessed.

Jim Randall met with FSBL representatives and discussed their interest in installing batting cages at the UC baseball complex. In addition, the park district hired a contractor to electrostatically paint the UC fields #1-4 fencing in early June for a price of \$5,700, including labor and all materials.

B. Beautification and Natural Areas

Julie Arvia, Park Naturalist, and her beautification team will plant 30,000 plugs this upcoming season. The plants that were propagated in the greenhouse, have been moved to the arbor to harden off prior to installation in natural areas throughout the district.

C. Recreation

The May 3<sup>rd</sup> dance afternoon and evening dance recitals, held at the LWN Performing Arts Center, were enjoyed by 1,600+ spectators.

The Dog Obedience sessions, offered by the park district at LWN, has proven to be hugely successful, with \$6,000+ in registrations for the first eight week sessions. The instructor is well-received with a strong following, and appreciates how the park district is managing the business end of the program, enabling her to focus on training.

D. Early Childhood

The Early Learning Center preschool graduations are scheduled for the week of May 19<sup>th</sup>, and weather permitting, will be held in the Island Prairie bandshell.

E. Internet and Technology

Jim Randall reported that a claim was submitted to ComEd, following a recent brownout that damaged two of the four year old battery back-ups.

B & N Contracting will install bonded ground in the server room. In addition, Mr. Randall will seek proposals to install static dissipative flooring to further safeguard the computer servers from electrical issues.

An air conditioning unit was purchased and installed to maintain proper cooling for the servers.

Mr. Randall anticipates an expense of \$10,000 for the above listed upgrades, equating to 50% of the 2014/15 budget.

F. Special Recreation

Jim Randall reported that the SSSRA's 2014/15 budget and personnel raises were approved.

G. Finance and Planning

Jim Randall will work with Treasurer, Craig Maksymiak over the next month to provide a monthly expenditure with individual line items report.

H. Township Planning Commission/SHSD 161 Workshop Committee

No report

I. F.A.N.

A change to the summer F.A.N. schedule will be available in the coming weeks.

J. Golf Course

Although weather has affected play at Square Links, numbers remain strong.

Jim Randall commended the phenomenal staff, under Kelly VanHynning's supervision.

A La Cart has realized a substantial increase in sales with an improved menu and a well-trained staff. The restaurant received a 100% rating from the Will County Health inspector. Currently, the restaurant is only open during lunch, but will expand hours and begin selling ice cream with the Memorial Day weekend.

Dan McDonald, Assistant Superintendent of Square Links Golf Course, will work with Toro to monitor the irrigation system, sensing moisture levels and watering as needed. Dan will also be in charge of monitoring athletic field irrigation, improving the agronomy.

Jim Randall also noted that the park district is utilizing aeration, limiting chemicals, and managing turf through use of biosolids over irrigated areas, saving 15 tons of fertilizer over the last two years.

K. Office

No report

L. FOIA

No FOIA requests were received over the past month.

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Executive Session

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

XVI. Adjournment

Dave Macek made Motion 14-1021 to adjourn the meeting at 8:17 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

June 19, 2014

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 7:30 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: Members of the Courthomes of Frankfort Square homeowner's association, Betsy Lester, Gail Schuman, Ruth Shaver, and Lisa Tidwell.

IV. Public Input/Public Hearing

Members of the Courthomes of Frankfort Square homeowner's association were present to learn about the proposed redevelopment of Community Park grant application. Jim Randall described planned improvements, and provided a conceptual plan for public review. If approved for OSLAD grant funding through the IDNR, the approximately \$385,000 redevelopment of Community Park would begin in the spring of 2015.

Lisa Tidwell spoke on behalf of the group, and stated that the homeowner's association would be willing to partner with the park district by donating trees for the site.

The association representatives will notify all residents of the Courthomes of Frankfort Square about the potential project, and encourage them to provide letters of support to the park district, which would then be forwarded to the IDNR. Mr. Randall noted that resident support has the most impact with the IDNR as they consider projects for grant assistance.

V. Correspondence

A. Appreciation

1. Thank you notes received from recipients of the 2014 College Scholarship Program awards.
2. Thank you note received from Mike Sieja, LWN PPS staff, for the park district's support of students and their families through the College Scholarship Program.

VI. Presentation of the May 15, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1022 to accept the May 15, 2014 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Vote on motion: 6 ayes, 0 nays, Brian Mulheran abstained. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title, Ordinance No. 14-06-278, 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 14-1023 to accept Ordinance No. 14-06-278, the Determination of Prevailing Wages, as presented. Dave Macek seconded. Motion carried. The park district will complete filings with the Secretary of State Index Division and Illinois Department of Labor, and post the legal notice in the newspaper of record within 30 days of the filings, as required.

VIII. Treasurer's Report

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

Dave Macek made Motion 14-1024 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested consideration of the purchase of payroll hardware and software system for a total not to exceed \$9,500, a copy of said proposal was provided to each Board Member prior to said meeting.

In a prior review, Treasurer, Craig Maksymiak suggested consideration of a payroll service. Mr. Randall noted that due to variables of staffing and rates, the park district has elected to continue to manage payroll in-house.

Craig Maksymiak made Motion 14-1025 authorizing the purchase of the payroll hardware and software system as presented. Brian Mulheran seconded. Motion carried.

Jim Randall reported on a recent emergency replacement of a mower. A new 2012 Grasshopper diesel mower, valued at \$13,355, was purchased at a net cost of \$8,855, which included a \$4,500 trade in value for a 2009 Kubota, and an additional \$3,500 discount for the 2012 model over the 2014 model.

Dave Macek made Motion 14-1026 approving the purchase of the new 2012 Grasshopper diesel mower for a cost not exceeding \$8,855 as presented in the June Executive Director's Report. Anthony Granata seconded. Motion carried.

A battery back-up system was installed at the Community Center to safeguard the computer servers and hardware. A static dissipative floor will also be installed in the server room to reduce static charges through grounding people and equipment.

Jim Randall requested approval for the provision of special rates for employees of local businesses, and local government and school district employees that service park district residents. In addition, Mr. Randall requested approval to provide a fee of \$250 for unlimited play and buckets of balls during the months of July and August for area high school students.

Anthony Granata made Motion 14-1027, approving the provision of special rates for local business employees, local government and school district employees, and the \$250 unlimited play and buckets of balls during the months of July and August for area high school students, as presented. Brian Mulheran seconded. Motion approved.

Jim Randall read the following press release into the record, a copy of which was provided to press making such a request:

“On Tuesday, June 17<sup>th</sup>, 19 year old seasonal employee, Frank Licka, collapsed at Union Creek Park while performing mowing duties. Bystanders immediately summoned emergency medical services and attended to the victim pending arrival of paramedics. Responding paramedics quickly arrived and after attending to the victim, transported Frank to Franciscan St. James Health. Regretfully, Frank was later pronounced dead at Franciscan St. James Health. The exact cause of death is unknown at this time.

The Frankfort Square Park District is working in full cooperation with the Tinley Park Police Department and Illinois Department of Labor on the ongoing investigation of the incident. When further information is available and confirmed, it will be released.

Frank Licka was a valued employee of the Frankfort Square Park District and a dear friend and colleague to many. Frank worked for our agency during his high school summer years and, most recently, as a college student. The Park District extends its sorrow and deepest sympathy to the family and friends of Frank.

A memorial visitation will be held on Sunday, June 22<sup>nd</sup> from 1:00 – 4:00 p.m. at Kurtz Memorial Chapel, located at 65 Old Frankfort Way in Frankfort, and a memorial service will be conducted at 4:00 p.m. In lieu of flowers, the family is asking that donations be sent to the Kiwanis Club of Frankfort, P.O. Box 875, Frankfort.”

X. Committee Reports

A. Maintenance

Jim Randall reported that the baseball season is concluding, thereby minimizing the level of required athletic field maintenance.

Mr. Randall provided a calendared list of maintenance and beautification projects for Board review.

B. Beautification and Natural Areas

Jim Randall commended Julie Arvia and her beautification staff for their exemplary efforts in planting native plugs and maintaining natural areas throughout the district.

C. Recreation

Board Members were provided with a copy of the 2014 Summer Concert Series, Local Showcase Community Concerts, and 40<sup>th</sup> Anniversary Celebration that will take place at the Island Prairie Park this summer.

Mr. Randall noted that the June 17<sup>th</sup> concert, Final Say, was cancelled and will be rescheduled at a later date.

D. Early Childhood

Sunshine Pals Play Camp, for children ages 3 ½ - 7 began on June 16<sup>th</sup>.

E. Internet and Technology

The park district is moving forward with a new website, which is scheduled to be launched this fall.

F. Special Recreation

The SSSRA adopted its annual budget, and will be addressing the issue of lowering non-resident program fees during the June 26<sup>th</sup> meeting of the SSSRA Board.

G. Finance and Planning

Jim Randall reported that the CPA firm of Wermer, Rogers, Doran and Ruzon completed their field work, and the annual audit is underway.

H. Township Planning Commission/SHSD 161 Workshop Committee

Anthony Granata reported that a permit request for a Gas & Wash facility, similar to a truck stop that would sell alcohol and include gambling opportunities, to be located on Harlem Avenue was denied by the Township Planning Commission.

Dave Macek reported that the Summit Hill School District 161 Workshop Committee is reviewing future population statistics as they relate to district-wide planning.

I. F.A.N.

Summer hours are underway, with the resulting decrease in participation numbers.

J. Golf Course

Jim Randall reported on a record Father's Day, with \$5,800 in sales, \$400 over the 2013 Father's Day revenue.

Jim Randall commented on the efficiency of the golf course operations.

K. Office

Two new individuals began part time employment in the front office, Maureen Rascop and Cynthia Standish. The park district received in excess of twenty applications for the posted position, resulting in a strong candidate pool.

L. FOIA

No FOIA requests were received or placed over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 14-1028 to go into Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

An Executive Session was called to review a personnel matter.

Dave Macek made Motion 14-1029 to go out of Executive Session. Brian Mulheran seconded. Motion carried in a vote by voice.

XIII. Purchase of Equipment

Jim Randall requested consideration for the purchase of a Groundsmaster 4000-D mower, with a delivery price not to exceed \$55,375, financed through Old Plank Trail Community Bank. Said loan shall be a six year term with semi-annual interest payments and an annual principal payment at 4.5% interest rate.

Proceeds from the sale of an existing Groundsmaster 4000-D mower will be applied towards said loan.

Dave Macek made Motion 14-1030 approving the purchase of a Groundsmaster 4000-D mower at a cost not to exceed \$55,375, financed through Old Plank Trail Community Bank as presented. Craig Maksymiak seconded. Motion carried.

XIV. Adjournment

Dave Macek made Motion 14-1031 to adjourn the meeting at 8:30 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

July 17, 2014

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 7:30 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.

IV. Public Input/Public Hearing

Dave Macek made Motion 14-1032 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2014 through April 30, 2015. Brian Mulheran seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 14-07-279 for Fiscal Year beginning May 1, 2014 and ending April 30, 2015, 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 3, 2014 edition of the *Frankfort Station*.

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. 14-07-279, was duly transacted at said meeting.

Craig Maksymiak made Motion 14-1033 to close the floor and adjourn the public hearing at 7:30 p.m. Brian Mulheran seconded. Motion carried.

V. Correspondence

A. Appreciation

1. Note received from the Peder Hedberg Foundation, expressing appreciation for the FSPD's donation of a Square Links gift basket, valued at \$80 in support of their annual fundraiser.

VI. Presentation of the June 19, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1034 to accept the June 19, 2014 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 14-07-279, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 14-1035 to adopt the Budget and Appropriation Ordinance No. 14-07-279 as presented. Jim Kohlbacher seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 14-1036 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall reported that Bob Guler, park district bookkeeper, not unexpectedly, tendered his resignation, effective July 3, 2014, and the park district wishes him well.

Jim Randall requested an executive session to review personnel and legal matters.

The new time clock system will be installed in the coming week, tested in August, and is anticipated to be operational by early September.

The park district's OSLAD grant application for the proposed redevelopment of Community Park was submitted prior to the July 1, 2014 deadline.

Jim Randall will attend a Village of Frankfort waste water treatment plant meeting on Monday, July 21<sup>st</sup>. It is hoped the village will move forward with their prior consideration to either improve the containment unit located between Champions Park and Hilda Walker School, or to consolidate the plant to their Frankfort location.

Greg Miller, CPA representing the firm of Wermer, Rogers, Doran and Ruzon was unable to meet with Mr. Randall and Mr. Maksymiak in advance of this Board Meeting, and their meeting will be rescheduled.

An itinerary for the NRPA Congress trip to Charlotte, North Carolina, will be provided to all attendees during the first or second week of August. The Board approved Mr. Randall's request to travel to Charlotte, using his park district vehicle.

The park district's acquisition of digital radios, replacing older analog models, has improved staff communications. The Village of Tinley Park purchased the older radios, enabling the park district to purchase additional units, at no cost to the district.

Vandalism in Union Creek Park has been problematic. Chief Neubauer of the Tinley Park Police Department recommended a park ambassador program that has been successfully implemented by other districts. The program would entail two individuals to drive a truck with a spotlight to park locations after dusk, and to call the police if loiterers refuse to disperse. Mr. Randall will contact the Downers Grove Park District to learn more about the program.

A nearby day care facility has been dropping off large groups of children at FSPD parks, overwhelming the facilities. The executive director of the day care program had received correspondence from Jim Randall in June, 2013, notifying them that registration for their group's usage is required. A letter was again sent in July, 2014. Mr. Randall asked Board consideration to post rules regarding large group usage at various park sites, and will provide a draft of the sign and copy of the letters for Board review at the August Board Meeting.

The park district's 40<sup>th</sup> Anniversary Celebration is scheduled for Saturday, July 26<sup>th</sup>. The Summit Hill Alumni Band will kick off the event at 4:00 p.m. with a performance. Games and activities are planned throughout the day, with a second band performance by Briggs Street Band at 7:30 p.m. A fireworks display, provided by Wynn Cramer of Melrose Pyrotechnics is scheduled to begin at dusk. If the launch site at Island Prairie Park cannot be sufficiently dried out, due to rainy conditions, the fireworks may be moved to the Schoeling farm on St. Francis, and viewed from Lincoln-Way North.

The purchase of a Toro lawn mower, approved during the June 19<sup>th</sup> Board Meeting, *ref. Motion 14-1037*, will require an ordinance, per park district counsel. The installment contract ordinance will be added to the August agenda, and provided to Board Members in advance of consideration.

Jim Randall reported that attorneys at Ancel, Glink, Diamond, and Bush recommended revisions to the Budget and Appropriation ordinance, approved during this meeting, which would ensure protection against tax objections.

## X. Committee Reports

### A. Maintenance

Crews are replenishing fibar at all playground/park facilities to provide the required base for safety of park users. Three semi-loads, \$20,000 worth of fibar, is being applied with a blower, eliminating the need for manual spreading of the material.

Jim Randall reported that a resident requested replacement of the Hunter Prairie Park playground equipment. No previous request has been received, and the park district recently completed approximately \$80,000 in improvements at this park site that included renovation of the soccer field, fencing, parking lot, and tennis courts.

### B. Beautification and Natural Areas

Installation of the bioswale behind Frankfort Square School to filter water run-off from the roof and parking lot is complete. Crews trenched the site and planted natives that were propagated in the Island Prairie greenhouse.

C. Recreation

The new dog obedience classes, managed by the park district and conducted at Lincoln-Way North pole barn have been very successful with \$7,287 in program fees received. Lincoln-Way invested in the facility which allows the community to be served, and after paying out \$4,494 in instructor fees, \$2000 was remitted to Lincoln-Way, and the remaining \$793 will help to fund the J. Kyle Braid Leadership Program.

D. Early Childhood

This summer's Sunshine Pals Play Camp is going well.

Early Learning Center teachers will return for the 2014/2015 school year on August 25<sup>th</sup>.

E. Internet and Technology

The static dissipative floor was installed in the server room.

LTS, the contracted IT firm, will work with ITR Systems to install the new time clock system.

F. Special Recreation

No report

G. Finance and Planning

Potential changes to staff will be discussed in this meeting's Executive Session.

H. Township Planning Commission/SHSD 161 Workshop Committee

No reports

I. F.A.N.

No report

J. Golf Course

Jim Randall reported that the golf course has been very busy, and that positives regarding its operation and management are too numerous to list.

Recent *Frankfort Station* articles about the golf course and restaurant, along with \$2,000 in advertisements, have increased awareness and patronage of the facility. Due to this fact, Jim Randall reported that it will not be necessary to contract for billboard advertising on Harlem Avenue next season.

The July 12<sup>th</sup>, College Scholarship Golf Tournament was postponed due to rainy weather, and rescheduled for July 19<sup>th</sup>. A record sum of \$11,150 in donations was raised for scholarships that will be awarded in the spring of 2015.

The inaugural Movie on the Green, Disney's Up, was attended by 200+ children and adults. A natural bug barrier was applied, and was a successful mosquito abatement tool. A second Movie on the Green, showing the Disney movie, Frozen, is scheduled for August 22<sup>nd</sup>.

High school tryouts have begun, and will increase play at the course.

K. Office

Jim reported that the front office is comprised of a cohesive staff, and the two new employees are working out very well.

L. FOIA

Rob Bush, attorney for Ancel, Glink, Diamond, and Bush, submitted a request for disclosure of records from the Tinley Park Police Department and Cook County Coroner, pursuant to the Freedom of Information Act, regarding the June 17<sup>th</sup> accident. To date, the Tinley Park Police Department provided the requested reports.

XI. Old Business

No old business was discussed.

XII. New Business

The August Board Meeting will be held at the Square Links Golf Course clubhouse, as was determined in the organizational Board Meeting, held on May 15, 2014, *ref. Sect. VIII., Board Appointments*. Several park district staff will be in attendance to provide annual reports.

XIII. Executive Session

Brian Mulheran made Motion 14-1038 to go into Executive Session. Dave Macek seconded. Motion carried in a vote by voice.

An Executive Session was called to review a personnel and a legal matter.

Dave Macek made Motion 14-1039 to go out of Executive Session. Jim Kohlbacher seconded. Motion carried in a vote by voice.

XIII. Employee Promotion

Jim Randall requested approval to promote Diane Meister, Office Manager to the new position of Office Manager/Bookkeeper with a salary increase commensurate to the added responsibility, retroactive to the 6/22/14-7/5/14 payroll.

Brian Mulheran made Motion 14-1040 approving the promotion of Diane Meister, Office Manager, to the new position of Office Manager/Bookkeeper with an increase of salary as requested. Dave Macek seconded. Motion carried.

XIV. Adjournment

Anthony Granata made Motion 14-1041 to adjourn the meeting at 8:15 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

August 21, 2014

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. St. Francis Road, 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.

IV. Public Input

No members of the public were present for input.

V. Correspondence

No correspondence was presented for review.

VI. Presentation of the July 17, 2014 Board Meeting Minutes.

Craig Maksymiak made Motion 14-1042 to accept the July 17, 2014 Board Meeting Minutes as presented. Joe Vlosak seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration Ordinance No. 14-08-280, an ordinance authorizing an Installment Purchase Agreement for the purpose of paying the cost of purchasing personal property in and for the Frankfort Square Park District, and authorizing and providing for the issue of \$55,000 Debt Certificate, series 2014, to finance the purchase of a Toro 4000-D mower, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 14-1043 to adopt the Installment Purchase Agreement Ordinance No. 14-08-280 as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall requested a motion to approve refinancing of a \$131,073.28 balloon payment for the St. Francis Ball Field Loan #1528-7, with Old Plank Trail Community Bank.

Craig Maksymiak made Motion 14-1044 to approve refinancing of a \$131,073.28 balloon payment for the St. Francis Ball Field Loan #1528-7 with Old Plank Community Bank as presented. Anthony Granata seconded. Motion carried.

Jim Randall requested the assignment of Audrey Marcquenski, Director of Recreation and Administration, as signor on wire transfer agreements through Old Plank Trail Community Bank, replacing former signor, Bob Guler, due to his recent retirement.

Jim Kohlbacher made Motion 14-1045 authorizing the assignment of Audrey Marcquenski, Director of Recreation and Administration, as signor on wire transfer agreements through Old Plank Trail Community Bank, as requested. Dave Macek seconded. Motion carried.

Jim Randall requested consideration to change the October Board Meeting date from third Thursday in October to the fourth Thursday in October. The change of date is necessary to accommodate Board Members and park district staff that will be attending the NRPA Congress in Charlotte, North Carolina, during the normally scheduled Board Meeting date of October 16<sup>th</sup>.

Dave Macek made Motion 14-1046 to change the date of the October Board Meeting from October 16, 2014 to October 23, 2014, to accommodate the schedules of Board Members and key staff that will be attending the NRPA Congress during the normally scheduled Board Meeting date of October 16<sup>th</sup>. Joe Vlosak seconded. Motion carried in a vote by voice.

#### 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 14-1047 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

#### IX. Executive Director's Report

The IDOL conducted a closing conference via telephone on August 21, 2014, regarding a fatality investigation. A written summary of the conference will be forthcoming.

Itineraries for the October NRPA Congress trip were distributed to all attendees.

Jim Randall is assisting SHSD 161 with their plans to install security cameras at Frankfort Square School.

Construction of a small storage building, 12' x 20' will be underway. When complete, the unit will be used to store tables and chairs and preschool and day camp equipment.

Per unanimous consent by the Park Board, irrigation will be installed at the Lincoln-Way North JV baseball field.

Jim Randall reported on an incident that occurred at the Dog Park on August 15<sup>th</sup>, wherein a pit bull exited through a fence opening and bit a black lab outside the fenced-in area. The park district will not be held liable, as pet owners are always responsible for the action of their pets. The pit bull owner was notified that his membership to the Dog Park has been indefinitely suspended.

An incident occurred during a Dog Obedience class, the police were called to manage the issue, and park staff completed an internal incident report for file.

A member of the FSBL left his key in the Union Creek Park concession stand lock, and it was then reported missing. The lock was changed and new keys were ordered. Mr. Randall noted that keys will no longer be passed within outside organizations. In addition, all park district locks will be re-pinned over the spring, and key distribution methods will be revised.

Jim Randall is working with the FSBL to install a 2-car garage at Union Creek athletic fields #1-#4. The organization will remove batting cages, add picnic tables, and construct the structure at a cost of \$25,000-\$30,000.

Restroom floors will be resurfaced with an epoxy finish at Union Creek Top, the Skate Park, and Hockey Rink facilities.

An employee caused approximately \$1,000 in damage to a trailer and park truck while backing into a parking space. The individual was required to undergo mandatory drug testing, and results were negative.

Jim Randall reported that a PDRMA employee inadvertently erased all park district GASB inventory data. Greg Miller, park district auditor needs the data to complete the annual audit, and park district bookkeeper, Duane Meyers, will work on recreating the historical cost and depreciation information.

X. Committee Reports

A. Maintenance

Jeff Mecher, Park Superintendent, was present to provide his annual report to the Park Board.

Jeff recalled training he underwent when initially hired in 1987, where he was taken to a park, instructed to operate a weed eater, pick up garbage, and always look busy.

Since 1986, and most notably, in the past five years, there have been many positive changes in the training and operation of the maintenance department.

Landscape Safety training, a step-by-step online program is completed by each maintenance employee on the care and use of all equipment.

Time is set aside each day to clean and properly store equipment.

360° inspections are daily completed on all vehicles.

Weekly vehicle inspections are conducted.

Jim Randall, Audrey Marcquenski, and Arliss Bouton meet with all maintenance staff on a weekly basis, to ensure high standards of care are met.

In closing, Jeff reported that training, equipment care, and inspections have improved dramatically, but noted that there is always room for advancement in these areas.

Jim Randall reported that big strides have been made in doing things better, but the parks and ballfields have never looked better.

B. Beautification and Natural Areas

Jim Randall reported that the bioswale installed behind Frankfort Square School by beautification staff has been a successful project and a positive improvement.

C. Recreation

Audrey Marcquenski, Director of Recreation and Administration, focused her Board report on the park district's membership in the Park District Risk Management Agency (PDRMA).

PDRMA provides its members with insurance coverage, legal advice and counsel, assistance in managing risk, safer and healthier work and play environments for employees and patrons, and financial savings.

As Safety Coordinator, Audrey will complete a required 2-year training curriculum, and will earn Safety Coordinator Level One Certification in the coming year.

Arliss Bouton was hired as the Executive Assistant Safety Coordinator, and assists Audrey with all PDRMA matters.

Since joining PDRMA, all full time employees have log-in access to PDRMA's website which provides resource information, sample forms, and training opportunities. In addition, Risk Management Institutes are held at the Tinley Park Convention Center, and several staff members attend these annual offerings.

Safety and Wellness Committees have been established, bringing safe and healthy initiatives to the forefront of the park district's operation.

Audrey and Arliss are charged with preparing the park district for PDRMA's loss control review, and are currently working closely with the maintenance department, as most safety activities and facility inspections involve this department.

The safety aspect of PDRMA membership provides district-wide benefits that has and will continue to improve programming, facilities, vehicle and equipment care and use, and behavior management.

Rachael Bennett, Recreation Supervisor, addressed the Board, thanking them for the employment opportunity provided by the FSPD.

Some of Rachael's responsibilities involve planning special events which include Lunch with Santa, Daddy/Daughter Dances, and Lunch with the Bunny. These events involve a great deal of preparation and set-up, and staff have been instrumental in making these well-attended events successful.

Rachael obtained her Certified Parks and Recreation Professional certificate in January, 2014, and will be required to earn and submit two Continuing Education Units (CEU's) every two years. Attending the IPRA state conference in January enabled Rachael to earn one of the 2 CEU's needed for this cycle, and she was grateful for the opportunity to learn more about the recreation field.

Rachael has worked with Tanya Mikolajczyk, instructor, on the new Dog Obedience program. The first sessions went very well, with 68 dogs enrolled in 10 weekly classes and 10 individual private lessons.

Rachael was also responsible for the Summer Day Camp program, managing a staff of 15 counselors and directors. A new training program was instituted, and Rachael utilized new information provided by PDRMA to develop the staff and van training, and to update the first aid and emergency sheets. An average of 30 campers enjoyed the program with varied weekly themes and new field trips.

In concluding her Board address, Rachael noted she was looking forward to attending the NRPA Congress this October, an opportunity that will enable her to network with professionals and attend sessions to further enhance her working knowledge within the recreation field.

D. Early Childhood

Preschool classes will begin with preview days the week of September 1<sup>st</sup>.

BAS is going well, with 100+ children attending morning and afternoon sessions on a daily basis.

E. Internet and Technology

The park district is facilitating the installation of two security cameras at Frankfort Square School on behalf of SHSD 161. If the cameras prove beneficial, additional systems may be expanded district-wide.

F. Special Recreation

Three SSSRA inclusion aides will assist park district staff in the BAS program.

Audrey was re-elected to the position of Board Treasurer.

Audrey reported that issues presented during the annual budget process have been overcome with the proposed elimination non-resident rates and employee benefit cutbacks removed from consideration.

G. Finance and Planning

Jim Randall addressed audit issues in the above Sect. IX., Executive Director's Report.

H. Township Planning Commission

Anthony Granata reported that there was no meeting of the Township Planning Commission in the last month, but a meeting is scheduled in September.

I. Summit Hill School District 161 Workshop Committee

Dave Macek reported that meetings are on hiatus until school begins again in the fall.

J. F.A.N.

The F.A.N. program continues to generate positive revenue.

K. Golf Course

The course has experienced another great year of operation.

School golf season is in full swing.

The willow trees bordering the course are at the end of their life, and will need to be removed.

The golf course bridge will be placed on its final foundation in November.

L. Office

Diane Meister, Office Manager/Bookkeeper, reported on the culture of change, which has been a constant at the park district, affecting work methods, communications, and employee relationships.

In January, 2014, a new computer server and upgraded software were introduced, taking the district from Microsoft Office 2003 to Microsoft Office 2013. The change was met with positive attitudes, resulting in a successful winter/spring program registration process.

The Board approved the hiring of two new, and very qualified individuals, Maureen Rascop and Cindy Standish, to part time office positions. Their previous office experience, participation in various park district programs, and excellence in customer service have made for a seamless transition.

In July, Diane was presented with the opportunity to fill the role of bookkeeper, following Bob Guler's retirement. Diane continues to manage the front office, while working with Duane Meyers, park district accountant to learn the financial software used for payroll and accounts payable. Previously, payroll and accounts payable were processed offsite, but will now be managed at the park office.

The Board recently approved the purchase of three new push technology smart clocks to replace the current time clock punch machines. Once in operation, this new system will provide improved payroll efficiencies, and will enable managers to access and approve their staff's payroll using the automated software system.

Recently, Diane became a member of the Safety Committee and was appointed as chairperson of the newly established Wellness Committee.

Diane also appreciates the opportunity to attend the NRPA Congress in October, and is looking forward to the networking opportunities and workshops that will be offered.

M. FOIA

The park district submitted a request for the police report from the Village of Tinley Park, following an incident that occurred at the Dog Park on Friday, August 15, 2014.

No other FOIA requests were made or received during the past month.

XI. Old Business

No old business was discussed.

XII. New Business

Dave Macek reported that he was approached by several residents following recent park district events, i.e. the College Scholarship Tournament and 40<sup>th</sup> Anniversary Celebration, stating they were unaware of the opportunities. Mr. Randall noted this has been an issue, and the park district uses several avenues to promote programming and events that include the website, park district brochure, marquees, flyers posted at the park district and distributed through programming, and social media which includes Facebook and Constant Contact. In addition, Old Plank Trail Community Bank promoted the 40<sup>th</sup> Anniversary Celebration on their Route 30 location's electronic sign and posted flyers at this branch. The park district will continue to explore ways in which it can communicate information to its residents.

The 40<sup>th</sup> Anniversary Celebration was well-received, and Jim Randall reported that the park district will consider building on this event in the future.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 14-1048 to adjourn the meeting at 8:38 p.m.  
Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

September 18, 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, and Joe Vlosak.

Absent was: Brian Mulheran

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Email received from Ross Trout, Victor Andrew High School JV Golf Coach, expressing appreciation regarding the condition of the course and efficient operation during their September 4<sup>th</sup> match.

VI. Presentation of the August 21, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1049 to accept the August 21, 2014 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Ordinance No. 14-09-281, an ordinance authorizing and providing for repayment of debt incurred for the purchase of ballfield on St. Francis Road.

Dave Macek made Motion 14-1050 to adopt the Loan Agreement Ordinance No. 14-09-281 as presented. Joe Vlosak seconded. Motion carried.

VIII. Treasurer's Report

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

Dave Macek made Motion 14-1051 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

IX. Executive Director's Report

The park district will begin distributing petition packets on September 23<sup>rd</sup>, for the April 7, 2015 Consolidated Election.

Jim Randall requested an executive session for the purpose of discussing a legal and a personnel matter.

A resolution, required prior to the Truth in Taxation public hearing, will be presented for Board consideration during the October meeting.

The October Board Meeting will be delayed by one week, as approved during the August meeting, due to the concurrent scheduling of the NRPA Congress, *ref. August 21, 2014 Minutes, Sect VII. Legal Report, Motion 14-1046.*

Jim Randall reported that the audited Financial Statements, FYE 4/30/14, has been completed, and is pending final review by the independent accounting firm of Wermer, Rogers, Doran & Ruzon.

Jim Randall anticipates receiving \$1,775,000, the second installment of Will County tax distributions.

The biometric payroll system is currently in a testing phase, and will be instituted with the last payroll in November.

Jim Randall requested and received Board consensus to extend a ten (10) day paid time off for male maternity leave to full time employees, Kelly VanHyning and John Keenan.

Chapman and Cutler will provide the required ordinance documents for the annual mini-bond, providing for the issue of \$106,000 in General Obligation Limited Tax Park Bonds that will be presented for consideration during the October Board Meeting.

X. Committee Reports

A. Maintenance

The park district took delivery of the 2015 Ford F350 Pickup truck. A tommy lift, plow assembly, and required lighting were added to maximize the vehicle's use.

Plow hardware was installed on the Peterbilt truck.

Installation of the storage garage at the Community Center is underway.

The second of two bridges was moved from the golf course and mounted to its foundation at Union Creek Park on September 17<sup>th</sup>. A temporary stone path will enable access prior to the installation of a permanent asphalt path.

Jim Randall reported that a police report was filed following vandalism at the Union Creek Park hockey rink, wherein the boards were painted. The Board may consider installation of a surveillance camera at this facility.

The renovation of floors in various restrooms at Union Creek Park is pending.

B. Beautification and Natural Areas

Beautification staff completed installation of all 30,000 native plugs throughout natural areas within the district.

Jim Randall and Julie Arvia met with Scott McCreary to discuss assisting LWN with the installation of bios wales in the school's detention area.

Julie completed burn plans and submitted a permit application for the 2015 burn season.

The survey of the park district's natural areas has been completed by Cardno JFNew, and a report will be provided in the coming months.

John Vann, Landscape Architect, completed 70% of the ADA compliance review of park district properties and facilities.

C. Recreation

The Before and After School Program is off to a successful start, with 102 children enrolled in the morning and afternoon sessions.

D. Early Childhood

The 2014/2015 ELC school year is underway, with four 4 year old and three 3 year old sessions. The newly expanded 3 hour classes have been well-received.

E. Information Technology

Jim Randall solicited proposals and forwarded recommendations to SHSD 161 Superintendent, Barb Rains, for a surveillance camera system for Frankfort Square School that would serve as the district's test case. The \$11,000 system would provide coverage of all entrances, windows, and the parking lot, and per previous approval, the Park Board would provide 30% of the cost.

The revised park district website will be available in December.

F. Special Recreation

The LWSRA golf outing, held at Square Links Golf Course was very successful. The organization appreciated the assistance provided by the park district, and they are planning to schedule this as an annual event.

G. Finance and Planning

Jim Randall began working on the 2015/2016 budget.

Jim Randall reported that Diane Meister, Office Manager/Bookkeeper, is doing an exceptional job in her new role as bookkeeper, and all accounts payable and payroll is now completed in-house.

H. Township Planning Commission

Anthony Granata was unable to attend a previous meeting, but requested a copy of the meeting minutes.

I. Summit Hill School District 161 Workshop Committee

Dave Macek reported that he will serve on a finance committee, one a four new committees that the Board established to address four different goals. The finance committee will meet on September 23<sup>rd</sup>, at 6:00 p.m.

J. F.A.N.

The new F.A.N. season has begun, and is going well.

Jim Randall received a call from a senior citizen regarding use of the fitness room at Lincoln-Way North. The gentleman was very pleased to learn that the initial annual cost for senior citizens is \$10.00, with an annual renewal fee of \$5.00.

K. Golf Course

Jim Randall requested Board consideration to enter into a 5 year lease with Harris Golf Cars, to begin in June 2015, adding sixteen new gas car golf cars to the fleet at a yearly cost of \$11,012.16, which includes \$113 per car for preventive maintenance and winter storage. The total lease contract shall not exceed \$55,060.80 over the 5 year term, and includes a trade-in value of \$24,440 for ten 2003 and six 2006 existing Yamaha G22A gas fleet cars.

Mr. Randall further noted that as of August 31<sup>st</sup>, golf cart rental revenue for the 2014 season was \$43,000.

Dave Macek made Motion 14-1052 to enter into a lease agreement for the rental of sixteen gas golf cars for a 5 year term at a cost not to exceed \$55,060.89 as presented. Anthony Granata seconded. Motion carried.

Jim Randall requested Board consideration to purchase a Sweepster 60 Vacuum Brush with a 4 year warranty to replace a 1965 model for a cost not to exceed \$29,300. Said purchase includes a trade-in value of \$8,500 for a Massey Ferguson tractor and an additional \$5,000 discount, with financing deferred to June, 2015.

The vacuum brush would be used to clean up debris on the golf course after storms, and can also be used on park district paths and boulevards.

Joe Vlosak made Motion 14-1053 approving the purchase of a Sweepster 60 Vacuum Brush at a cost not to exceed \$29,300, as presented. Dave Macek seconded. Motion carried.

Jim Randall reported on a record-setting year for the golf course and restaurant, and noted that Kelly VanHynning, Manager of Square Links Golf Course, and Deb Cancialosi, Assistant Manager of Square Links Golf Course, will present annual reports during the November Board Meeting.

L. Office

No report

M. FOIA

The park district submitted a request for the police report from the Will County Sheriff's Office, following an incident that occurred during a Dog Obedience class on August 20, 2014. An incident report, was received on August 27, 2014, and placed on file.

The request for a police report from the Village of Tinley Park regarding an incident that occurred at the Dog Park on August 15, 2014, *ref. August 21, 2014 Board Meeting Minutes, Committee Reports, M-F.O.I.A.*, was received and placed on file.

No other FOIA requests were made or received during the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 14-1054 to go into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

An Executive Session was called for the purpose of reviewing a legal matter and a personnel matter.

Dave Macek made Motion 14-1055 to go out of Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 14-1056 to adjourn the meeting at 8:30 p.m.  
Craig Maksymiak seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

October 23, 2014

The following are Minutes of a rescheduled 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.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Complimentary

1. Note received from Operation Playground, a volunteer organization based in Frankfort, thanking the park district for its donation of a Square Links foursome of golf and two power carts in support of their golf outing fundraiser.
2. Email received from Old Plank Trail Community Bank, expressing appreciation for the donation of golf carts for their annual 5K event, "Pant for the Pantry", that raises funds/supplies, with all proceeds going to the New Lenox Township Food Pantry.
3. Letter from SSSRA, thanking the park district for its continued support and assistance with their annual Oktoberfest event.
4. Letter received from LWHS 210 Foundation for Educational Excellence, thanking the park district for confirming a gift basket donation in support of their annual dinner gala.

VI. Presentation of the September 18, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1057 to accept the September 18, 2014 Board Meeting Minutes as presented. Brian Mulheran seconded, Brian Mulheran abstained. Motion carried.

VII. Legal Report

Jim Randall, presented Ordinance No. 14-10-282 an ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2014, 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 district annual tax to pay the principal and interest on said loans, 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 14-1058 to adopt Ordinance No. 14-10-282 as presented. Brian Mulheran seconded. Motion carried.

Jim Randall presented Ordinance No. 14-10-283, an Ordinance abating the tax hereto levied for the year 2014 to pay principal and interest on certain outstanding alternate bonds of the district, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Anthony Granata made Motion 14-1059 to adopt Ordinance No. 14-10-283 as presented. Dave Macek seconded. Motion carried.

Jim Randall presented Resolution No. 14-10-13, a Truth in Tax Resolution 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 14-1060 to adopt Resolution No. 14-10-13 as presented. Brian Mulheran seconded. Motion carried.

Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at county and state levels. Sales of alcohol have provided a good revenue stream, and there have been no issues due to the sales.

Anthony Granata made Motion 14-1061 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Dave Macek seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 14-1062 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Installation of the second bridge at the golf course is scheduled for completion in November.

The storage garage, located at the Administration Building, is complete.

Vandalism, in the form of graffiti and gang symbols, have been reported at Champions Park.

The SHSD 161 School Board approved the purchase and installation of a surveillance camera system at Frankfort Square School. Jim Randall will be meeting with Barb Rains, Superintendent, and Jim Jakubowski, Building and Grounds Superintendent, to discuss implementation.

Cardno JFNew provided a draft copy of the Native Management Plan. The document is under review and a final copy will be presented to the Board in November or December.

The ADA evaluation report is underway. A working document was received, and projects will be prioritized, determining what needs to be addressed in the future. Jim Randall noted that projects will be completed as needed.

The order was placed for golf carts, approved for purchase during the September 18, 2014 Board Meeting, *ref. Sect. X, Committee Reports, Motion 14-1052*.

Purchase of the vacuum brush, also approved for purchase during the September 18, 2014 meeting, was put on hold, and may be reevaluated in the next fiscal year.

Although the park district did not receive the Gold Medal Grand Plaque Award during the NRPA Congress, the experience was valued by staff. Jim Randall led a discussion regarding adopting a sustainable approach for future NRPA Congress attendance, such limiting the number of attendees, and rotating staff.

Jim Randall discussed conducting park district workshops as a means to ensure staff and Board Members are reflecting the community's point of view in all areas of operation. A calendar of potential dates will be forwarded to Board Members in November, with plans to schedule the workshops in January or February, 2015.

The annual audit was received, and necessary filings will be completed. Jim Randall may ask the Board to consider contracting a different CPA firm for future audits, and will pursue proposals from various firms prior to the first of the year.

Jim Randall was invited to present the park district's Community Park Redevelopment plan to the IDNR in Springfield. If approved for grant funding, the park district would not be required to fund the project up front with a short term installment contract, which will simplify the process.

Jim Randall offered the following updates on the June 17, 2014 mower accident:

- The park district will be selling the mower involved in the June 17, 2014 accident.
- The IDOL citation issue has been resolved with citations vacated 100%. Additional safety restraint training will be implemented upon receipt of materials from IDOT.
- Initially, \$5,000-\$6,000 was expended by the park district. No additional legal fees are anticipated, as PDRMA will cover all future costs.

X. Committee Reports

A. Maintenance

Parks and facilities are being winterized.

The Frankfort Square Baseball League added batting cages to the Union Creek baseball field complex. They are also interested in constructing a storage garage at Union Creek, and a smaller unit at Hunter Prairie Park. Jim Randall assisted the organization by seeking proposals, but the facilities will be added independent of the park district.

B. Beautification and Natural Areas

As previously noted, the Native Management Plan was received, and Jim Randall and Julie Arvia, Park Naturalist, are reviewing the document.

Julie Arvia has been planning nature programs for the upcoming winter/spring brochure.

C. Recreation

The winter/spring brochure will go to the printer on November 24<sup>th</sup>, and will be delivered to residents on or about December 11<sup>th</sup>.

The Dog Obedience classes have been going well, with strong attendance in all sessions.

D. Early Childhood

Final preparations are underway for holiday celebrations and the annual Christmas show, to be held on December 15<sup>th</sup> at the Lincoln-Way North Performing Arts Center.

The district's Wellness Committee is working with the BAS program to provide nutritious snacks and develop movement activities. A contest will be included in the winter/spring brochure that invites residents to submit healthy snack recipes, with \$50 monetary prizes awarded to the top five favorite submissions, as judged by the BAS children.

E. Internet and Technology

The newly designed park district website will be launched by January 1<sup>st</sup>.

F. Special Recreation

Talks about a building addition are proceeding slowly.

G. Finance and Planning

Jim Randall began working on the annual budget process.

H. Township Planning Commission

Anthony Granata reported that no meetings were conducted over the past month.

I. Summit Hill School District 161 Workshop Committee

Dave Macek reported that the committee discussed enhanced physical education, fitting more gym activities into each the day.

Dave Macek may consider serving on an insurance sub-committee.

J. F.A.N.

Lincoln-Way Community High School recently changed their policy regarding the free Lap Swim Program. This change does not impact the park district's F.A.N. program, but does affect District 210 residents. Talks are underway to have the park district manage a morning session, enabling limited swimming pool access.

The park district will be increasing marketing opportunities for the F.A.N. and various programs to encourage awareness and participation.

K. Golf Course

After November 1<sup>st</sup>, the course will open as weather permits. If there is inclement weather five days in a row, it will close for the season. The restaurant will close for the season on October 31<sup>st</sup>.

L. Office

The new biometric payroll system will be activated on November 24<sup>th</sup>.

M. FOIA

No report

Park District Board Meeting

October 23, 2014

Page 6

*(Section X.-Committee Reports, continued)*

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 14-1063 to adjourn the meeting at 8:17 p.m.  
Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

November 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, Anthony Granata, Jim Kohlbacher, Dave Macek, Brian Mulheran, and Joe Vlosak.

Also present were: Julie Arvia, Park Naturalist, Cheryl Martin, Superintendent of Early Childhood Programming, Kelly VanHynning, Manager of Square Links Golf Course/Recreation Supervisor

Absent was: Craig Maksymiak

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Email received from Pam Hodgson, Principal, SHJH, for assistance provided by the park district in support of their baseball team parade.
2. Letter received from chairperson of Hometown Hoedown, an annual fundraising event for the Cancer support Center in Mokena and Camp Quality Illinois, thanking the park district for supporting the event through a raffle donation.

B. Informative

Note from Marjorie Keane, Treasurer of the Prestwick Area Garden Club. The Garden Club provided a \$100 donation to be used for materials in support of the park district's Lettuce Project.

VI. Presentation of the October 23, 2014 Board Meeting Minutes.

Dave Macek made Motion 14-1064 to accept the October 23, 2014 Board Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VII. Legal Report

Jim Randall requested that authority be granted to the Executive Director to secure the services of Robert W. Baird for the purpose of providing a report that may include refinancing of alternate bonds or general obligation bonds.

Jim Kohlbacher inquired about the fee, and Mr. Randall noted that a 2% fee would be assessed only if the district elects to move forward with either an alternate bond or general obligation bond action.

Dave Macek made Motion 14-1065, authorizing the Executive Director to engage the services of Robert W. Baird as requested. Brian Muheran seconded. Following a full and complete discussion, motion passed.

#### VIII. Treasurer's Report

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

Dave Macek made Motion 14-1066 to accept the Accounts Payable Listing, pending audit. Anthony Granata seconded. Motion carried.

Jim Randall reported that the Board will be asked to consider a Tax Anticipation Warrant ordinance during the December 1, 2014 Board Meeting. The \$450,000 Warrant will provide security in the event the district requires additional funds to meet its obligations during this fiscal year.

Mr. Randall further noted that financial projections reflect the potential of a \$258,000 negative balance in April, 2015. The district will not be in the position to complete large capital projects, and austerity measures have been put in place for the next 1-1 ½ years.

#### IX. Executive Director's Report

Jim Randall requested consideration of an audit services proposal from Hearne & Associates, P.C., a local certified public accountant and business consultant firm, a copy of which was provided to each member of Board of Park Commissioners prior to said meeting. The proposal includes services for the next five years, and reflects a substantial discount over the previous firm.

Brian Mulheran made Motion 14-1067 to accept the Hearne & Associates, P.C. audit proposal as presented. Joe Vlosak seconded. Motion carried.

Jim Randall reported that the Village of Frankfort discussed the possible placement of a water tower at the Community Park site, replacing the current tower on St. Francis Road. The footprint is small, and if the village moves forward as proposed, there would be an offset for use of the park district property.

The PDRMA attorney, representing the park district in the June 17, 2014 accident, attended a court session in an attempt to secure rights for the park district to sell the Toro 4000-D mower. No action on the sale has been determined.

The park district's insurance carrier requires any rental serving alcohol to purchase host insurance. A \$200 fee will be added to the rental agreement beginning January 1, 2015.

A Park Board Workshop will be conducted in the coming year either on February 21<sup>st</sup> or March 7<sup>th</sup>. Board Members will determine a date during the December 1<sup>st</sup> Board Meeting.

The park district is investigating the purchase of a small used school bus to transport its program participants.

X. Committee Reports

A. Maintenance

No report.

B. Beautification and Natural Areas

Julie Arvia, Park Naturalist, addressed the Board, thanking them for their continued support and commitment to beautification and natural areas.

Seed collection efforts over the past year resulted in 45 different varieties, valued at \$6,700. The collected seeds will be propagated in the greenhouse and planted in natural areas during the 2015 growing season.

Last year, weather conditions were not favorable for prescribed burns. To address weather variables during this year's prescribed burn season, mowing will be conducted, with help from the maintenance department, in addition to burning, as weather permits.

Native plantings were conducted at Island Prairie, Lincoln-Way North, and a new bioswale was installed at Indian Boundary South Park, behind Frankfort Square School.

Annual plantings were reduced by 50%. Areas traditionally planted with annuals have been replaced with perennial native petunias and native plants, reducing staff labor and water costs.

General maintenance is conducted throughout the season and supplemental watering of newly planted trees and the new bioswale was included in with the normal tasks.

The annual Lettuce Project, which began on November 10<sup>th</sup>, is in its 5<sup>th</sup> year. Last year, 87 pounds of lettuce was donated to the Frankfort Township Food Pantry, and Julie hopes to increase the amount to 100 pounds this season.

Thirty-five different species of Illinois native plants were produced during the past season, which included 30,000 native plugs, 1,200 bio bricks of Prairie Cordgrass, 350 4" pots of wild strawberry, and 180 4" pots of Virginia Creeper, conservatively valued at \$32,000.

Since January 1, 2014, 66 individual volunteers contributed 780 service hours through various Nature Center projects and activities.

Nature Center programming and Nature Notes are published in tri-annual brochures, and Earth Day continues to be a popular program.

A variety of bird species are now seen throughout Frankfort Square, most notably the Bald Eagle, has been spotted weekly, if not daily, and this can be attributable to the biodiversity of the park district's natural areas.

C. Recreation

Kelly VanHynning, Recreation Supervisor, reported on the success of the dance and fitness programs.

The dance program had 610 total class registrations and 300+ performers in the spring recital. This popular offering, produced \$76,000 in revenue from the fall of 2013 to the summer of 2014, with less than \$45,000 in total expense. Instructor, Donette Cannonie, has been leading the dance program for the past four years, and has drawn not only a large following of children in various styles of dance, but also teaches hip hop adult classes.

Fitness programs continue to gain in popularity, as the district works to develop new offerings relevant to current fitness trends. These offerings are adjusted per requests from current fitness program participants.

D. Early Childhood

Cheryl Martin, Superintendent of Early Childhood Programming addressed the Board, stating that change has been a prevalent theme for Early Childhood programming, with historically popular programs experiencing low enrollment, such as Sunshine Pals Play Camp and 3 year old preschool. With twenty-nine preschool program competitors, only six children transferred out of ELC preschool.

At the end of July, two key staff resigned, one in preschool and one in BAS. This provided an opportunity to infuse fresh skills and ideas to the existing strong staff.

A new 3 hour program was introduced in the 4 year old preschool during the 2014/15 school year, and due to its success, the expanded sessions will be offered to all 4 year old classes during the 2015/16 school year.

The new staff and improved 4 year old program enabled the addition of:

- Math concepts with pocket chart and graphing activities, including number sense and writing
- Working as a team
- Literature and comprehension activities
- Weekly science experiments

Cheryl Martin and ELC teachers attended an IPRA-sponsored Common Core Workshop for preschool. The information provided reaffirmed what the teachers do each day, and in addition to learning common core, the workshop was also a confidence and team building exercise.

The BAS program services between 100-120 students daily. A new goal that was set this year was a "Get Up and Move" initiative. This initiative involves more creative thinking and planning, and also includes a health and nutrition component.

Cheryl is a member of the Wellness Committee, and has been working with fellow committee member, Deb Cancialosi and the A La Cart restaurant staff to provide healthy snacks for the BAS children. The healthy approach has altered the way students and staff think about food through portion control and trying new and different healthy foods.

Ms. Martin began attending the IPRA Leadership Academy in September. The sessions offer learning ideas and strategies to become a more effective leader.

In closing, Cheryl Martin stated that overcoming challenges creates champions, and she believes that she is surrounded by champions at the Frankfort Square Park District.

E. Information Technology

The new website will be introduced at the end of December.

The biometric time clock is in its testing phase, and be fully instituted at the end of November.

F. Special Recreation

The recently completed audit was approved by the SSSRA Board.

G. Finance and Planning

Jim Randall continues to work on the annual budget.

The minimum wage increase to \$10.00 per hour, if approved, may go into effect on July 1, 2015.

H. Township Planning Commission

No report

I. Summit Hill School District 161 Workshop Committee

Dave Macek reported the Summit Hill is focusing on 5-day per week gym classes, and may seek input from the park district on this initiative.

J. F.A.N.

The park district will expand the F.A.N. program by offering early morning access to the fitness center and swimming pool.

K. Golf Course

Kelly VanHyning, Manager of Square Links Golf Course, summarized the 2014 golf season, and discussed improvement and program plans for the 2015 season.

There was a slight decrease in overall revenue of \$3,055, primarily due to the increased rainfall, but there was a 19% decrease in equipment and salary expenditures.

The grounds crew kept the course in great shape throughout the season, and completed improvements that included a new ladies tee on hole number 6, removal of trees on hole numbers 1A and 1, installed a paved turnaround road behind the maintenance yard, and filled in and sodded the range.

A vestibule and additional air conditioning unit were added to the main entrance to conserve energy and keep the clubhouse cool. The addition of two kegerators expanded the offering of draft beer, increasing alcohol sales by \$3,000. A range ball storage chute was installed in the garage, helping to manage the range ball inventory.

Participation in program offerings increased, with a record 43 golfers in the Wednesday evening ladies league, a record 116 golfers in group lessons, and 61 golfers attending free clinics offered by Golf Galaxy.

The Mother's Day breakfast was well attended, and introduced this past season, was family movie nights on the range. Two showing, on in June and a second in August were enjoyed by 219 and 256, respectively.

In 2015, a water expansion and installation of the bridge on hole 6 will be completed, trees will be planted along 1A and 1, replacing the trees removed during the 2014 season, and 16 new fuel injected golf carts will improve fuel efficiency.

The Board will be asked to consider a raise in cart rental prices, from \$7 per rider to \$8 per rider, which would be competitive with local courses.

An Oktoberfest event may be held next fall, with proceeds funding park district scholarship programs.

Kelly concluded by noting it is a privilege to work with the professional and supportive FSPD staff, and thanked the Board and staff for their tremendous support.

Jim Randall requested Board consideration to raise the riding golf cart rate from \$7.00 per person to \$8 per person, beginning in the 2015 season.

Park District Board Meeting

November 20, 2014

Page 7

*(Sect X. Committee Reports, K. Golf Course, continued)*

Dave Macek made Motion 14-1068 approving the new riding golf cart per person rate of \$8.00, as requested. Anthony Granata seconded. Motion carried in a vote by voice.

L. Office

The office has been busy, and Jim Randall noted the staff is extremely competent.

M. FOIA

The park district received a request for documentation/information related to the Dog Obedience classes. The request was received via mail on, November 10<sup>th</sup>, and all information was forwarded to the requestor via certified mail on November 13<sup>th</sup>. In addition, Jim Randall notified Lincoln-Way about the request.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 14-1069 to adjourn the meeting at 8:26 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
TRUTH IN TAXATION HEARING MINUTES

December 1, 2014

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 7:00 p.m.

II. Roll Call

Present were: Ken Blackburn, Anthony Granata, Dave Macek, Mulheran, and Joe Vlosak.

Craig Maksymiak arrived at 7:05 p.m.

Absent was: Jim Kohlbacher

III. Public Hearing

Dave Macek made Motion 14-1070 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 14-12-284. Brian Mulheran seconded. Motion carried.

No members of the public were present for input.

Jim Randall explained the reason for the increased levy, noting the park district has no authority to raise property taxes. The published levy increase simply takes into account any potential for new growth. If not levied, the park district would not be entitled to the available property tax dollars collected on new commercial or residential properties not included within the levy amount.

IV. Adjournment

Craig Maksymiak made motion 14-1071 to close and adjourn the Truth in Taxation Hearing at 7:30 p.m. Dave Macek seconded. Following a vote by voice, motion passed.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

December 1, 2014

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 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

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

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 20, 2014 Board Meeting Minutes.

Anthony Granata made Motion 14-1072 to accept the November 20, 2014 Board Meeting Minutes as presented. Joe Vlosak seconded. Craig Maksymiak abstained. Motion carried.

VII. Consideration of Tax Levy Ordinance No. 14-12-284 for fiscal year 5/1/14-4/30/15.

Secretary, Jim Randall read Tax Levy Ordinance No. 14-12-284 for fiscal year 5/1/14-4/30/15 into the record, a copy of which was provided to each member of the Board prior to said meeting, and requested consideration of same.

Anthony Granata made Motion 14-1073 to adopt Tax Levy Ordinance No. 14-12-284 for fiscal year 5/1/14-4/30/15, as presented. Dave Macek seconded. Motion carried.

VIII. Legal Report

Jim Randall presented Ordinance No. 14-12-285, an Ordinance authorizing the issuance of not to exceed \$450,000 2014 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2014 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 requested consideration of same.

Dave Macek made Motion 14-1074 approving the adoption of Ordinance No. 14-12-285 as presented. Brian Mulheran seconded. 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. Action on the report was tabled until the January Board Meeting.

President Ken Blackburn, accepted the November Accounts Payable Listing, pending audit.

X. Executive Director's Report

An attorney representing the park district will request permission to sell the equipment involved in the June 17, 2014 accident. The asking price is set at \$31,000, and it is assumed one of the parties in the lawsuit will purchase the equipment. Board approval of the sale would be required, and Board Members agreed to meet when necessary.

XI. Committee Reports

A. Maintenance

No report

B. Beautification and Natural Areas

No report

C. Recreation

No 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. SHSD 161 Workshop

No report

I. F.A.N.

No report

J. Golf Course

No report

K. FOIA

No FOIA requests were made or received by the park district.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XIV. Executive Session

Dave Macek made Motion 14-1075 to go into Executive Session. Anthony Granata seconded. Motion carried.

An Executive Session was called for the purpose of reviewing Executive Session minutes.

It was the determination of the Board that due to the confidential nature of the documents, an ongoing legal issue and personnel matters, the minutes will not be made available for public inspection.

Dave Macek made Motion 14-1076 to go out of Executive Session. Anthony Granata seconded. Motion carried.

XV. Adjournment

Dave Macek made Motion 14-1077 to adjourn the meeting at 7:42 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

Board Meeting Minutes-Closed Session  
December 1, 2014

Motion 14-1075 made by D. Macek, seconded by A. Granata to go into executive session.  
Motion carried.

The Board reviewed executive session minutes and determined that due to the confidential nature of the discussions pertaining to legal and personnel matters, the minutes will not be made available for public inspection.

Motion 14-1076 made by D. Macek, seconded by A. Granata to return to open session. Motion carried.

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

January 15, 2015

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 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent were: Brian Mulheran and Joe Vlosak.

Also present was: David Geekie, Consolidated Election candidate.

IV. Public Input

No input

V. Correspondence

A. Informative

Letter received from State Representative, Renée Kosel, regarding her retirement at the end of her ninth legislative term, effective in January, 2015. Ms. Kosel was a good friend of the district, instrumental in securing grant funds for improvements. Mr. Randall will forward a letter of appreciation on behalf of the district to Ms. Kosel.

B. Congratulatory

Email received from Andrea Ramirez-Justin, Vice President-Old Plank Trail Community Bank, congratulating the park district on being chosen to receive OSLAD grant funding for its Community Park Redevelopment project.

C. Appreciative

Email from Barb Rains, Superintendent, SHSD 161, expressing appreciation for F.A.N. membership that will be extended to all school district employees, at resident rates.

VI. Presentation of the December 1, 2014 Truth in Taxation Public Hearing Minutes and December 1, 2014 Board Meeting Minutes.

Dave Macek made Motion 15-1078 to accept the December 1, 2014 Truth in Taxation Public Hearing Minutes as presented. Anthony Granata seconded. Vote on motion: 4 in favor, Jim Kohlbacher abstained. Motion passed.

Anthony Granata made Motion 15-1079 to accept the December 1, 2014 Board Meeting Minutes as presented. Dave Macek seconded. Vote on motion: 4 in favor, Jim Kohlbacher abstained. Motion passed.

VII. Legal Report

The park district received a FOIA request related to the June 17, 2014 accident. Jim Randall forwarded requested documents to park district counsel Ed Dutton and Rob Bush for review, and counsel responded to the requestor.

The park district received payoff for the mower involved in the June 17, 2014 accident from the litigants. The balance of the mower loan was paid off, and the remaining funds will be applied to the highest outstanding installment loan.

IX. Treasurer's Report

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

Craig Maksymiak made Motion 15-1080 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

X. Executive Director's Report

The petition filing for the April 7, 2015 Consolidated Election closed on December 22<sup>nd</sup>.

Audrey Marcquenski, Director of Recreation and Administration, attended former Governor Quinn's announcement of OSLAD grant recipients. The park district was chosen to receive \$199,000 for its Community Park Redevelopment project. A letter of notification was received, and the IDNR will forward the contract and necessary forms. Once the IDNR receives the signed contract, they will release the funding check, and the park district will have two years to complete the improvements, with matching funds allocated from its budget. Governor Rauner issued Executive Order 15-08, freezing all spending and entering into new state grants and contracts, which may affect the release of the OSLAD awards.

Park district staff have had increased participation in the budget process, and a first draft will be provided to Board Members at the February meeting. Greater detail with expenditures-by-month, will be included.

Staff members are working to develop "wish lists" of potential capital improvements, based on resident input and the master plan.

Brian Murray, the district employee health insurance agent, met with park staff to review a new insurance provider, Land of Lincoln. The plan would provide lower deductibles and reduce premiums in excess of 12%.

Jim Randall is investigating solutions to enable ice at the inline hockey rink. Frankfort Park District utilizes a liner system, and a liner for the park district's facility would cost approximately \$4,000. A used coil system would cost \$890,000, with an additional \$4,000-\$5,000 for electric service. Commissioner, Craig Maksymiak suggested installing a smaller skating rink with a liner to reduce cost. President, Ken Blackburn expressed concerns regarding damage to the liner.

Jim Randall is working with Dale Schepers, Village of Tinley Park Director of Public Works, to potentially add the park district to its lawn maintenance contract and provide mechanical services.

The March 14, 2015 Park Board Workshop will be an interactive meeting, with Board Members leading groups, assisted by park staff, to generate conversation and input from community groups and residents. Park staff will prepare questions in advance, to initiate conversations, and notes will be taken then summarized. A lunch will be provided for representatives of local taxing bodies, and agency representatives will be given the opportunity to present 5 minute oral summaries on their respective agencies. Following the luncheon, an executive session will be conducted, with park district counsel reviewing the June 17, 2014 accident with Board Members.

The new park district website was launched on December 29, 2014. Minor issues, experienced when introducing a new site, are being addressed, but Jim Randall noted that the registration portion of the site is working well.

The transition to the biometric time clock is complete, and the system generates valuable reports. In the near future, staff will be able to remotely clock in and out, and the program can pinpoint the location of employees at the time of remote access.

Ken Novak began his employment on January 5<sup>th</sup>, and is already proving to be an asset by assisting with PDRMA and maintenance procedures.

The winter/spring brochure was well-received, and registration is setting records.

The Early Learning Center preschool registration for the 2015/2016 school year will take place on February 7<sup>th</sup>.

The new early morning F.A.N. sessions on Tuesdays and Thursdays at LWN is averaging 3-4 participants, who are very appreciative of the added opportunity.

The Square Links clubhouse counter will be reconfigured to enable self-serve soft drink station.

#### XI. Committee Reports

##### A. Maintenance

Issues with snow removal equipment are being resolved.

##### B. Beautification and Natural Areas

Staff have been mowing natural areas that could not be managed with prescribed burns this past fall season. Mowing does not replace burns, but provides alternative management of natural areas where burns could not be conducted due to unsuitable weather conditions.

C. Recreation

The dance program and dog obedience classes continue to be the most popular programs.

D. Early Childhood

No report

E. Internet and Technology

The current IT contract is under evaluation, ensuring the park district has all necessary technology, and that all is in good working order.

F. Special Recreation

The annual SSSRA golf outing has been changed to a scramble, per decision by the agency's Board.

The SSSRA Board is reviewing whether providing inclusion aides for the FSPD's BAS participants is sustainable. The park district, a member agency, has on average 1-4 participants annually that require individual assistance provided by the SSSRA.

G. Finance and Planning

Added detail is being included in the budget preparation process, categorizing major programs by listing revenue and expense. Programs meeting a \$10,000 threshold can justify a separate line item for improved tracking.

Jim Randall and Board President, Ken Blackburn, recently attended a legal workshop which provided information on finance and legislative actions. The main focus of the session was a government liquid asset investment fund that proved to be a financial disappointment. The FSPD did not participate in this program, and was not affected.

Bond counsel, R.W. Baird and Chapman and Cutler are preparing a full analysis of the park district's financial position, and information will be forthcoming.

As with the IT contract, all park district contracts are being evaluated to ensure the district is receiving best possible pricing.

H. Township Planning Commission

Anthony Granata will attend the February 11<sup>th</sup> meeting of the commission.

I. SHSD 161 Workshop

The January 14<sup>th</sup> workshop meeting was rescheduled to January 21<sup>st</sup>, due to the cold weather.

Dave Macek reported that the committee will address concerns regarding the unfunded physical education mandate that stipulates schools must provide a 5 day per week P.E. program.

The school district is preparing for its Board Workshop, focusing on the district's finances and academics.

I. F.A.N.

The F.A.N. program continues to have good participation. Jim Randall is pleased with the staff, and noted that the program's access to LWN's field house, fitness center, and weight room provides a great opportunity for the community.

J. Golf Course

Kelly VanHyning and Deb Cancialosi have begun the process of staffing for the 2015 season.

K. FOIA

As noted in this meeting's Section VII. Legal Report, the park district received a request from the Alison Conlon, an attorney from the law firm of Barnes & Thornburg LLP, for copies of all documents related to the June 17, 2014 accident.

All correspondence, memos, inter and intra agency communications, minutes, reports, notes, photographs, and emails were sent to park district counsel, Ed Dutton-PDRMA, and Rob Bush-Ancel Glink, who will manage the provision of the information to the requestor.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XIV. Executive Session

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

XV. Adjournment

Dave Macek made Motion 15-1081 to adjourn the meeting at 8:07 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
February 19, 2015

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, Brian Mulheran, and Joe Vlosak.

Absent was: Anthony Granata

Also present were: Audrey Marcquenski, Director of Recreation & Administration  
Ken Novak, Risk Manager

IV. Public Input

Jim Randall reported that six of the remaining garden plots at Brookside Bayou and Community Gardens Park were filled, and no lottery to assign plots was necessary for the upcoming 2015 season.

V. Correspondence

A. Informative

Letter sent by Executive Director, Jim Randall, to Barb Rains, SHSD 161 Superintendent, detailing the Park District's snow removal methods, and a follow-up email Ms. Rains distributed to SHSD 161 administrative staff.

A La Cart Survey Card responses from 2014 golf season.

Letter received from IDNR regarding hold placed on OSLAD grant awards.

B. Appreciation

Facebook message and photos placed by a resident, expressing appreciation for snow removal along Brookside Glen path, following the February 2, 2015 snowstorm.

VI. Presentation of the January 15, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1082 to accept the January 15, 2015 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Vote on Motion, 4 in favor, Brian Mulheran and Joe Vlosak abstained. Motion carried.

VII. Legal Report

Secretary, Jim Randall read Resolution No. 15-02-13, a Resolution authorizing application to the 2015 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.

Dave Macek made Motion 15-1083 to authorize application to the 2015 ComEd Green Region program as presented. Brian Mulheran seconded. Motion carried.

Audrey Marcquenski and Ken Novak reviewed PDRMA policy documents, copies of which were provided to each Board Member prior to the meeting. Final policy documents will be presented during the March Board Meeting for Board Member consideration, allowing thirty days to review the information, and adoption at the subsequent month's meeting.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 15-1084 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall reported that the end of year fund balance projections are on track through April.

The first draft of the budget, distributed during said meeting, provides a basic overview, and no action is currently required. Also included was a 5-year projection on debt service, a loan payment summary, and a salary summary.

Jim Randall discussed changes to the Recreation Fund, assigning individual line items to larger programs such as ELC, BAS, F.A.N., and dance.

Jim Randall requested consideration to change insurance carriers from Blue Cross Blue Shield to Land of Lincoln for the full-time employee health insurance benefit. The change of carriers would result in a 15.7% decrease in premiums and a dramatically lower deductible.

Dave Macek made Motion 15-1085 to change insurance carriers from Blue Cross Blue Shield to Land of Lincoln for the full-time employee health insurance benefit as provided. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

Jim Kohlbacher, Dave Macek, and Craig Maksymiak agreed to serve as judges along with two additional Park District staff members, on the 2015 College Scholarship Committee.

The first draft of the 2015/2016 budget was distributed to Board Members. Additional budget documents will be provided during the March meeting, with a final budget distributed at the April meeting for Board adoption.

Jim Randall discussed the upcoming March 14, 2015 Park Board Workshop. Robin Hall, from the University of Illinois, will provide a review of the Master Plan, followed by breakout sessions of the Recreation, Maintenance, Beautification, and Golf Course departments. Public input will be recorded during these sessions. A luncheon is scheduled from noon to 1:00 p.m., where representatives from local government agencies and schools will provide 5-minute snapshots of their agencies.

The Park District will transition its contracted IT and web designer service providers. Unique Computing Solutions, a Frankfort-based company, will manage IT needs, and John Staples, former Park District website designer, will once again provide website services.

Jim Randall discussed the planned Village of Frankfort project to remove the sewer plant, located adjacent to Union Creek and Champions Parks.

SHSD 161 is working on plans to offer the vacant Mary Drew Elementary School facility to the Park District. Classrooms and the gymnasium could be utilized for much-needed daytime programming opportunities, and storage space for sports equipment and archive records would also be available.

Kelly VanHyning, Golf Course Manager, is planning a new Oktoberfest event to be held on October 10<sup>th</sup>, at Square Links Golf Course.

The ADA final report is forthcoming, and Mr. Randall will make copies available for Board review, upon completion.

The Village of Tinley Park is working to develop costs for cooperative efforts related to maintenance of equipment along with mowing and asphalt services.

The golf course is scheduled to open in one month, depending on weather conditions.

The mower involved in the June 17, 2014 accident has been sold.

X. Committee Reports

A. Maintenance

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

B. Beautification and Natural Areas

Taller growth in natural areas that was not managed through fall burns, is being mowed.

This past season's lettuce project has produced 180 pounds of fresh greens that were donated to the Frankfort Township Food Pantry.

C. Recreation

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

D. Early Childhood

Jim Randall reported that the Early Learning Center, once the largest FSPD program, is down from \$300,000 in annual revenue, to \$115,000 in projected revenue for the 2015/2016 school year.

E. Internet and Technology

The new IT contractor, referenced in the Executive Director's Report, will be able to isolate incoming email messages to block spam from foreign countries, and will also filter information coming into the website, ensuring inappropriate content is not encountered by preschool and BAS children utilizing computers and iPads in the computer lab.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall is investigating bond retirement and debt projections.

H. Township Planning Commission

No report

I. SHSD 161 Workshop Committee

No report

I. F.A.N.

The F.A.N. program is setting record participation numbers.

Currently, 4-5 individuals have been taking advantage of the new Early Bird F.A.N. hours, and are hugely appreciative of the morning opportunity.

The Park District extended F.A.N. membership to all Summit Hill School District employees.

J. Golf Course

The loft area of the golf course garage is being cleaned and organized.

K. Office

Office Manager, Diane Meister, has been on vacation this past week, and her staff have done a phenomenal job in her absence.

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

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

XV. Adjournment

Dave Macek made Motion 15-1086 to adjourn the meeting at 8:10 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
March 19, 2015

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, and Brian Mulheran.

Absent was: Joe Vlosak

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Email from resident expressing appreciation for snow removal from bike/walking paths throughout the community.

Email from Park Board Workshop attendee and president of the Frankfort Park Board, John Reilly, commenting on the organization of the event, the information he will share with the FPD, and the lunch.

B. Complimentary

Email from an individual who rented the Lincoln-Way pool for a family party, complimenting the staff member that took care of them during their rental.

Phone call from a 2014 Ladies Golf League participant who commented on the wonderful condition of Square Links Golf Course, and the friendly treatment of patrons by the golf course staff.

Compliment from Audrey Marcquenski, Director, regarding great care office staff members, Sandi Butler and Maureen Rascop showed in managing a private team cancellation at Mary Drew School.

VI. Presentation of the February 19, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1087 to accept the February 19, 2015 Board Meeting Minutes as presented. Craig Maksymiak seconded. Vote on Motion, 4 in favor, Anthony Granata and Brian Mulheran abstained. Motion carried.

VII. Legal Report

Secretary, Jim Randall presented PDRMA Risk Management Policies, copies of which were provided to each Board Member during the February 19, 2015 Board Meeting for review, and requested consideration of same.

Dave Macek made Motion 15-1088 to adopt the PDRMA Risk Management Policies, as presented. Jim Kohlbacher seconded. Motion carried.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 15-1089 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall requested an executive session at the end of said meeting.

New Will County property numbers have not yet been received. Once provided, the new data will be entered into the final draft of the 2015/2016 budget.

The response to the March 14<sup>th</sup> Park Board Workshop was positive. Input provided by attendees will be documented and placed on the Park District's website.

Individuals that expressed interest in serving on of 501 (c) 3 board or learning more about the opportunity will be contacted for the purpose of scheduling an introductory meeting in May or June.

Jim wished all Consolidated Election candidates well in the upcoming April 7<sup>th</sup> election.

Staff have been attending training modules in compliance with PDRMA.

The SHSD 161 School Board will provide an agreement, enabling Park District access to the Mary Drew Elementary School facility for daytime programming. The Park District will provide herbicide application and mulch, estimated at a \$20,000-\$25,000 value, in exchange for free use of the facility. BAS will be transitioned to Mary Drew in the fall, and additional daytime program opportunities will be developed.

Jim Randall had no updates on the OSLAD grant, and the State of Illinois may sweep the funds that were designated for grant distribution to cover shortfalls at the state level.

Budget numbers remain on track with projections.

Backstop fencing at Union Creek Park that collapsed due to a heavy snow load will be repaired and restructured to address the possibility of recurrence, pending approval from the Park District's insurance carrier, PDRMA.

Jim Randall and Audrey Marcquenski attended a PDRMA seminar on performance evaluations.

The March 7<sup>th</sup> Family Faire was a huge success, and John Keenan is credited with managing the Park District's participation in this annual event.

X. Committee Reports

A. Maintenance

Staff are completing necessary actions in advance of the spring/summer seasons.

B. Beautification and Natural Areas

Two seasonal staff have returned and are working in the field.

C. Recreation

Residents received their summer brochures, and resident online registration will begin on April 6<sup>th</sup>.

D. Early Childhood

No report

E. Internet and Technology

The seamless transition to the new IT contractor occurred today, March 19<sup>th</sup>.

The new golf course POS system and irrigation software are ready for operation.

F. Special Recreation

No report

G. Finance and Planning

The second draft of the budget was presented to Board Members during this March 19<sup>th</sup> meeting.

H. Township Planning Commission

No report

I. SHSD 161 Workshop Committee

No report

I. F.A.N.

F.A.N. continues to have a strong response from the community.

J. Golf Course

The golf course transitioned its beverage vendor from Coca-Cola to Pepsi, and the machines were installed on Monday, March 16<sup>th</sup>.

K. Office

No report

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

Dave Macek made Motion 15-1090 to go into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

An Executive Session was called to review a personnel matter.

Craig Maksymiak made Motion 15-1091 to go out of Executive Session. Dave Macek seconded. Motion carried in a vote by voice.

XV. Adjournment

Dave Macek made Motion 15-1092 to adjourn the meeting at 8:30 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
April 9, 2015

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 a.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.

Absent was/were: None

IV. Public Input

V. Legal Report

Secretary, Jim Randall, read into the record a Facilities Lease Agreement by and between the Board of Education of Summit Hill School District 161 and the Frankfort Square Park District, a copy of which was provided to each Board member prior to said meeting, and requested consideration of same.

Said agreement provides the Park District with rental of space in Mary Drew Elementary School by the Park District for an annual cost of \$1.00, and application of fibar at Dr. Julian Rogus and Arbury Hills School playgrounds, and replenishment of landscape mulch at all SHSD 161 buildings prior to the start of the school year.

Anthony Granata made Motion 15-1093 to adopt the Facilities Lease Agreement by and between the Board of Education of Summit Hill School District 161 as presented. Craig Maksymiak seconded. Motion carried.

XV. Adjournment

Anthony Granata made Motion 15-1094 to adjourn the meeting at 7:04 a.m. Jim Kohlbacher seconded. Motion carried.

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
April 16, 2015

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, and Joe Vlosak.

Brian Mulheran arrived at 7:44 p.m.

Absent was/were: None

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you note and packet of information received from The Pediatric Oncology Treasure Chest Foundation, expressing appreciation for toys and gift cards that the FSPD donated during the Team ASSET 2015 toy drive.

Thank you card received from BAS students for the snack items they receive daily, and suggestions for future snack options.

B. Informative

An advanced copy of an ad Old Plank Trail Community Bank will publish in local newspapers, the Frankfort Station and Tinley Junction, recognizing key accounts which includes the FSPD was presented for Board review.

VI. Presentation of the March 19, 2015 Board Meeting Minutes and the April 9, 2015 Special Meeting Minutes.

Dave Macek made Motion 15-1095 to accept the March 19, 2015 Board Meeting Minutes as presented. Anthony Granata seconded. Vote on Motion, 6 in favor, Joe Vlosak abstained. Motion carried.

VII. Presentation of the April 9, 2015 Special Meeting Minutes.

Dave Macek made Motion 15-1096 to accept the April 9, 2015 Special Meeting Minutes as presented. Anthony Granata seconded. Motion carried.

VIII. Legal Report

Secretary, Jim Randall presented PDRMA Risk Management Policies that included the Safety Committee Foundation and Safety Committee Mission and Purpose, copies of which were provided to each Board Member during the March 19, 2015 Board Meeting for review, and requested consideration of same.

Craig Maksymiak made Motion 15-1097 to adopt the PDRMA Risk Management Policies, as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall provided copies of PDRMA Risk Management Policies, High Risk Driver and Vehicle Usage, enabling Board review prior to consideration at the May, 2015 meeting of the Park Board.

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 15-1098 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Jim Randall presented the Final Draft of the 2015/2016 Operating Budget, a copy of which was provided to Board Members for review prior to consideration, and requested consideration of same.

Dave Macek made Motion 15-1099 authorizing the adoption of the 2015/2016 Operating Budget as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall is working on the proration for the June meeting that will result in changes to various line items. Mr. Randall also noted the budget included minimal capital projects.

IX. Executive Director's Report

Jim Randall requested approval to trade in a mid-duty trailer and purchase a 112" wide trailer that will enable safe transport of the slope mower and heavier equipment to multiple park sites, for a sum not to exceed \$10,000.

Dave Macek made Motion 15-1100, authorizing the purchase of a 112" wide trailer for a sum not to exceed \$10,000 as presented. Anthony Granata seconded. Motion approved.

Module 6, the final safety training module, will be presented on April 28, 2015. To date, 80% of Park District staff are current on the training, which must be repeated every 3<sup>rd</sup> year.

In addition to Module training that all staff must complete, maintenance staff must also review all manuals, and prove competency while operating equipment under a supervisor's observation. Maintenance staff are rated per a red/yellow/green system of qualifications, and each piece of equipment is labeled accordingly to ensure that individuals are certified to operate equipment at their achieved level of training.

The Park District has undergone a dramatic shift in training. Jim Randall commended Ken Novak, Risk Manager, Audrey Marcquenski, Director/Safety Coordinator, and Arliss Bouton, Executive Assistant Safety Coordinator for their time and effort in the development and implementation of the training program, necessary for PDRMA compliance.

X. Committee Reports

A. Maintenance

No report.

B. Beautification and Natural Areas

Jim Randall commended Julie Arvia and her staff on the successful prescribed burns that were conducted this spring.

C. Recreation

The summer brochure has been well-received, and program registration has begun.

Rachael Bennett, Recreation Supervisor, will institute the use of CampDoc, a software program that enables Summer Day Camp staff to access participants' medication information and emergency contacts with iPads and smart phones, for a cost of \$1.10 per participant.

D. Early Childhood

Enrollment in early childhood programming has been low, dropping from \$250,000 to \$100,000 in annual revenues, and Mr. Randall cited either a change in population, or competition from programs in the area.

Staffing is under assessment to determine how best to adapt positions in the future.

Beginning this fall, BAS will move to the Mary Drew facility. The program will expand its hours, providing evening homework help that will generate larger enrollment numbers.

E. Information Technology

The transition to a new IT contractor has improved all aspects of operation.

IT needs for the move to Mary Drew, effective on July 1, 2015, will be reviewed in May.

F. Special Recreation

No report

G. Finance and Planning

Jim Randall reported that Tim Reading and Bill Vaselopoulos, Directors of the Will County and Cook County Treasurer's Offices, respectively, both recently resigned their positions, resulting in challenges with the tax rate calculation reports.

Jim Randall is working on an appropriation by month that will be incorporated into the June Treasurer's Report.

H. Township Planning Commission

No report

I. SHSD 161 Workshop Committee

Jim Randall reported, that per the Mary Drew Facilities Lease Agreement, the Park District committed to provide mulch to all landscaped areas of the SHSD school sites. Julie Arvia, Superintendent of Beautification and Natural Areas, has developed a systematic approach to applying herbicide treatments to these areas one day per week. Mr. Randall also noted the mulch will be taken from the material processed by the Park District, with additional mulch purchased, if needed.

I. F.A.N.

The F.A.N. program continues to have good community participation.

J. Golf Course

Jim Randall reported that the 2015 season is off to a good start.

K. Office

The new NOVATime biometric time clock system has resulted in a dramatic reduction in staff time during the preparation of payroll.

L. FOIA

The Park District received a request for video tape images from the Will County States Attorney, following an incident that occurred at Union Creek Park in January. No video images were available, and the State's Attorney was immediately notified, via fax, upon receipt of the request.

XI. Old Business

No old business was discussed.

XII. New Business

On behalf of the Wildcats Football Organization, Brian Mulheran expressed an interest in replacing concession stand windows. Jim Randall will investigate the purchase of replacement windows through Tinley Glass.

XIII. Executive Session

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

XV. Adjournment

Craig Maksymiak made Motion 15-1101 to adjourn the meeting at 8:14 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:  
Linda Mitchell