

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

May 21, 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

1. Letter received from the Lee Ann Murray "Everything Counts" scholarship fund, expressing appreciation for the Park District's donation of a gift basket for their fundraiser raffle.
2. Note received from Ed Reidy, recently hired Superintendent of Parks, thanking Jim Randall for consideration of the offered position.
3. Notes received from Mike Sieja, LWN PPS Counselor, and 2015 scholarship recipients, thanking the Park Board for the scholarship awards that were presented during the Senior Honor Night.
4. Letter received from Gerrit Prince, PDRMA Risk Management Consultant, following his initial visit to review the progress of the Park District's risk management program. Mr. Prince also commended the golf course staff for their willingness to address inquiries about its operations.

VI. Presentation of the April 16, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1102 to accept the April 16, 2015 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Oath of Office

Anthony Granata and Craig Maksymiak, candidates that were elected to the Office of Park Commissioner, at the Consolidated Election held on April 7, 2015, were sworn in to serve a four year term of office as Park Board Commissioners.

Jim Kohlbacher, candidate elected to the Office of Park Commissioner, Frankfort Square Park District at the Consolidated Election held on April 7, 2015, was sworn to serve a two year unexpired term of office as Park Board Commissioner.

VIII. Election of Officers

Dave Macek made Motion 15-1103 to open the floor for the nomination of officers. Anthony Granata seconded. Motion carried in a vote by voice.

Dave Macek made Motion 15-1104 to nominate Ken Blackburn as President. Anthony Granata seconded. Motion carried in a vote by voice.

Anthony Granata made Motion 15-1105 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 15-1106 to close the floor for the nomination of officers. Jim Kohlbacher seconded. Motion carried in a vote by voice.

IX. Board Appointments

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

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

President Ken Blackburn appointed the law firm of 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.

President Ken Blackburn appointed Dave Macek to serve as Risk Management/Personnel Liason. Dave Macek accepted said appointment.

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 7, 2015, 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, John Keenan, Audrey Marcquenski, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the *Frankfort Station* as the newspaper 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 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.

X. Legal Report

Jim Randall discussed recording physical assets, noting that per an independent auditor's recommendation, the level should be increased to capture more permanent items, therefore, Mr. Randall requested Board consideration to raise the capital asset level from the current \$2,500, to \$20,000.

Craig Maksymiak made Motion 15-1107 authorizing raising the capital asset level from the current \$2,500 to \$20,000 as requested. Brian Mulheran seconded. Motion carried.

No FOIA requests were sent or received by the Park District during the previous month.

Jim Randall presented PDRMA Risk Management Policies that included High Risk Driver and Vehicle Usage Policies, copies of which were provided to each Board Member during the April 16, 2015 Board Meeting for review, and requested consideration of same.

Brian Mulheran made Motion 15-1108 to adopt the PDRMA Risk Management Polices, as presented. Dave Macek seconded. Motion carried.

Jim Randall presented IDOL Compliance Program and Footwear Policies, along with a Permission to Dispense Medication form, enabling Board review prior to consideration at the June, 2015 meeting of the Park Board.

Jim Randall reported that the Park District received an administrative law judge's decision regarding a claimant's request for reconsideration of an unemployment claim denial. The result was a disqualification of benefits to the claimant, but the decision can be appealed to a higher level within thirty days of the decision.

XI. Treasurer's Report

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

Dave Macek made Motion 15-1109 to accept the Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

Jim Randall reported the end of fiscal year balance of \$385,000.

Longtime tax extension directors, Tim Reading, Will County, and Bill Vaselopoulos, Cook County, recently retired. The changes to both counties may be a factor in causing delayed tax distributions. On May 14, 2015, the District received \$26,000, and the next distribution of approximately \$800,000 is scheduled for Friday, May 29. In comparison, \$1.2 million was received at this time last year. Mr. Randall is communicating regularly with both counties, and will keep the Board informed on the matter.

XII. Executive Director's Report

The Park Board Workshop summaries were provided for Board review, and will be posted to the website for community access in the coming months.

Jim Randall provided a summary of resident concerns from the previous month, and noted that Ed Reidy, Superintendent of Parks, is managing all concerns and will provide summaries to the Board on a monthly basis.

The purchase of a used golf course shade structure from Green Gardens Golf Course, at a cost of \$30,000, and an estimated cost of \$11,000-\$12,000 to move and assemble the structure at Square Links has been cancelled. Mr. Randall determined that funds would be better spent on projects that could better serve residents as a whole.

The Wildcats cheerleaders are requesting floor mats for their popular activity. Said improvement could also serve in the Park District's largest offering, the dance program. The mats can be installed at Mary Drew, and would be removable if the Facility Use Agreement that goes into effect on July 1, 2015, should terminate at a future date.

Jim Randall requested Board consideration to change the Skate Park hours to reflect the normal park hours of dawn to dusk. The revised hours would begin at the end of the school year, and may resolve damages caused by frequent break-ins at this facility. Rules will be posted, placing increased responsibility on the users, and if vandalism or loitering increases, the facility will revert to its current hours.

Anthony Granata made Motion 15-1110 authorizing the change in Skate Park hours, opening the facility from dawn to dusk, reflective of normal park hours while school is not in session. Craig Maksymiak seconded. Following a full and complete discussion, the motion carried.

Jim Randall will notify SHSD 161 administration about this Board decision.

The Park District provided eleven \$1,000 scholarship awards to graduating seniors, during the LWN Senior Honors Night. Vice President Dave Macek stated Kelly VanHyning did a great job representing the Park District during the event, and that a deserving group of graduates were chosen for the awards. Dave also noted that he will share additional thank you notes he received from recipients during the June Board Meeting.

The first organizational 501 (c) 3 Foundation meeting will be held on June 18th at 6:30 p.m., in advance of the June Board Meeting. This will be the first of many steps taken to establish this Park District foundation, and Mr. Randall encouraged Board Members to attend the meeting.

Jim Randall and staff are working on the ADA transition plan that summarizes all Park District facilities, provided by landscape architect, John Vann.

Jim Randall reported that Ed Reidy, newly hired Superintendent of Parks, is fitting in well with the staff.

Jim Randall requested Board authorization to enter into two five year leases for a 2015 Ford Transit 8-passenger van and a 2016 Ford Explorer, for a total cost not to exceed \$47,024, which includes the municipal discount and trade in value for two 2002 Econoline Vans. The Explorer will be used by office personnel, and the Transit will be used to transport program participants.

Dave Macek made Motion 15-1111, authorizing the Park District to enter into two vehicle leases for a 2015 Ford Transit 8-passenger van and a 2016 Ford Explorer with a trade in of two 2002 Econoline Vans, as presented. Anthony Granata seconded. Following a full and complete discussion, motion carried.

XIII. Committee Reports

A. Maintenance

The maintenance department is working to get back on track for the upcoming season, and college and adult seasonal staff are returning for the summer.

Dave Arnott, permanent part-time maintenance laborer, resigned his position.

B. Recreation

Jim Randall provided Board Members with a complete schedule of summer concerts that will be conducted in the Island Prairie Bandshell.

C. Information Technology

Unique Computing Solutions, the Park District's IT outside contractor, will provide a proposal for equipment and labor necessary for the move to Mary Drew Elementary School.

D. Special Recreation

The SSSRA is conducting a workshop on autism at the Park District's Community Center.

E. Finance and Planning

Jim Randall is hopeful that tax distributions will be received as scheduled, and he will notify the Board when the funds are deposited into Park District accounts.

Preparations are underway for the annual audit and update of the required GASB inventory report.

F. Township Planning Commission

Will County approved a truck wash and gas station on commercially-zoned parcel located on Harlem Avenue, previously denied at the township level.

G. SHSD 161 Workshop Committee

No report

H. Golf Course

Jim Randall discussed the need to replace an old fairway mower that was purchased in 2003. The unit costs \$4,200 annually in repairs, which is not a sustainable expense. The mower should provide one more season of service, but could be replaced next season with a smaller unit, a Tri-Plex for \$27,000.

I. Office

No report

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

XVI. Executive Session

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

XVI. Adjournment

Dave Macek made Motion 15-1112 to adjourn the meeting at 8:15 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

June 18, 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

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

1. Thank you notes received from a college scholarship recipient.
2. Note received from the Kalkis family, expressing appreciation to front office staff for all their assistance during the years that their children participated in Park District programming.

VI. Presentation of the May 21, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1113 to accept the May 21, 2015 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Vote on motion: 5 ayes, 0 nays, Joe Vlosak abstained. Motion carried.

VII. Oath of Office

Joe Vlosak, candidate that was elected to the Office of Park Commissioner at the Consolidated Election held on April 7, 2015, was sworn in to serve a four year term of office as Park Board Commissioner.

VIII. Legal Report

Secretary, Jim Randall, read by title, Ordinance No. 15-06-286, 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 15-1114 to accept Ordinance No. 15-06-286, the Determination of Prevailing Wages, as presented. Jim Kohlbacher seconded. Motion carried. The Park District will complete filings with the Secretary of State Index Division, and post the legal notice in the newspaper of record within 30 days of the filing, as required.

Secretary, Jim Randall, read by title and requested consideration Ordinance No. 15-06-287, an ordinance authorizing and providing for a loan agreement for the purpose of purchasing certain personal property in and for the Frankfort Square Park District, Will County, Illinois, and authorizing and providing for the issue of a \$154,260.00 promissory note of said Park District, evidencing the rights to payment under such agreement, prescribing the details of the agreement and note, and providing for the security for and means of payment under the agreement of the note.

Jim Randall detailed the following items that passage of the loan agreement could be purchased: dance floor, gymnastic mats, key lock system, fairway mower, school furniture and shelving, a storage building, and a digital sign.

Commissioner, Craig Maksymiak expressed concerns regarding increasing the District's debt service and that passage may constitute replacing debt with debt.

Mr. Randall noted that some of the projects would enhance recreation programs, representing revenue in addition to expense. It was also noted that a good portion of the debt service will be retired, and the District should be in a better financial condition, with a \$150,000 to \$175,000 in reserve at the end of the fiscal year.

Dave Macek made Motion 15-1115 to adopt the Installment Purchase Agreement Ordinance No. 15-06-287 as presented. Jim Kohlbacher seconded. Motion carried.

The Park District neither received nor requested an information under the Freedom of Information Act during the past month.

Jim Randall presented PDRMA Risk Management Policies that IDOL Compliance Program, and Footwear Policies, and Chapter 1 of the PDRMA Safety Manual, copies of which were provided to each Board Member during the May 21, 2015 Board Meeting for review, and requested consideration of same.

Jim Kohlbacher made Motion 15-1116 to adopt the PDRMA Risk Management Polices, as presented. Craig Maksymiak seconded. Motion carried.

IX. Treasurer's Report

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

Craig Maksymiak made Motion 15-1117 to accept the Accounts Payable Listing, pending audit. Brian Mulheran seconded. Motion carried.

Jim Randall reported that \$1.2 million in Will County tax distributions was received, one month late, and the TAW payment was completed.

X. Executive Director's Report

Jim Randall authored an article on intergovernmental cooperation that was published on the IPRA website, ipraonline.com.

The 501 (c) 3 Foundation information meeting, held in advance of this June Board Meeting, was not well attended. Mr. Randall noted that establishing a foundation would require strong support and commitment.

Jim Randall reported that two youths will be prosecuted for defacing Park District and School District property. Surveillance cameras, recently installed at Frankfort Square School were instrumental in capturing images of the vandals, and images were delivered to adjacent homes resulted in a positive identification, provided by a resident. The Park District will pay the \$500 reward to the resident, pending successful prosecution of the alleged vandals.

Jim Randall will meet with Sandra Licka, mother of Frank Licka, to discuss the installation of a memorial bench for her son. The Park District will provide the bench and plantings, and allow the family to recognize Frank as they see fit.

The Park District has had a strong training program in place, but recent improvements have resulted in a program that places the FSPD ahead of many, if not all similar agencies.

Improvements in social media, i.e. Facebook and Instagram, will be reviewed during the August meeting.

XI. Committee Reports

A. Maintenance

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

B. Recreation

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

C. Information Technology

No report

D. Special Recreation

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

E. Finance and Planning

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

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

No report

H. Golf Course

No report

I. Office

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 15-1118 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.

Dave Macek made Motion 15-1119 to go out of Executive Session. Brian Mulheran seconded. Motion carried in a vote by voice.

XIV. Personnel Adjustments

Jim Randall requested consideration to increase full-time recreation staff salaries by an annual sum of \$3,000, effective beginning with the June 24, 2015 payroll, reflective of added job responsibilities due to the resignation of the Superintendent of Early Childhood Programming. The full-time position of Superintendent of Early Childhood Programming will not be filled, reducing the total salary and benefits by \$90,000 annually.

Mr. Randall reported that Pam Kohlbacher has accepted the permanent part-time position of Director of Early Childhood Programming, and recreation staff will manage day-to-day responsibilities for BAS, ELC, and related creation and staffing of early childhood offerings.

President, Ken Blackburn, reflected that he is in favor of salary and responsibility changes as a permanent correction, and wanted to ensure the permanent part-time Director of Early Childhood Programming position would not return to a full-time position in the immediate future. Jim Randall indicated that reverting to a full-time position is not the intention.

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(Sect. XIV., Personnel Adjustments, continued)

Dave Macek made Motion 15-1120 approving full-time recreation staff salaries increases by an annual sum of \$3,000, effective with the June 24, 2015 payroll as requested. Craig Maksymiak seconded. Motion carried.

XIV. Adjournment

Dave Macek made Motion 15-1121 to adjourn the meeting at 8:45 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

July 16, 2015

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, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Absent was: Anthony Granata

IV. Public Input/Public Hearing

Dave Macek made Motion 15-1122 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2015 through April 30, 2016. Jim Kohlbacher seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 15-07-288 for Fiscal Year beginning May 1, 2015 and ending April 30, 2016, 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 Thursday, July 9, 2015 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. 15-07-288, was duly transacted at said meeting.

Craig Maksymiak made Motion 15-1123 to close the floor and adjourn the public hearing at 7:30 p.m. Dave Macek seconded. Motion carried.

V. Correspondence

A. Appreciation

Email message from Park District resident commenting on how much she and fellow concert attendees enjoy the Summer Concert Series at the Island Prairie Park bandshell.

VI. Presentation of the June 18, 2015 Board Meeting Minutes.

Brian Mulheran made Motion 15-1124 to accept the June 19, 2014 Board Meeting Minutes as presented. Dave Macek seconded. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 15-07-288, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 15-1125 to adopt the Budget and Appropriation Ordinance No. 15-07-288 as presented. Craig Maksymiak seconded. Motion carried.

Secretary, Jim Randall, read by title and requested consideration of Village of Tinley Park Resolution No. 2015-R-019, a Resolution approving and authorizing a first amendment to the intergovernmental agreement between the Village of Tinley Park and the Frankfort Square Park District concerning property maintenance. A copy of which was provided to each Board Member prior to said meeting.

Dave Macek made Motion 15-1126 to adopt the Village of Tinley Park Resolution No. 2015-R-019 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall received a FOIA request received from SmartProcure for existing electronic record of purchase orders dated January 1, 2010 to present. Staff communicated with the requestor, stating that records are in hard copy, stored in an offsite facility. The requestor closed the request, and directed the Park District to consider it withdrawn.

Jim Randall presented Chapter 2 of the PDRMA Safety Manual, copies of which were provided to each Board Member during the June 18, 2015 Board Meeting for review, and requested consideration of same.

Dave Macek made Motion 15-1127 to adopt Chapter 2 of the PDRMA Safety Manual as presented. Jim Kohlbacher seconded. Motion carried.

Mr. Randall reported that Chapter 3 will be presented during the August meeting, and no other Risk Management Policies were distributed for review.

VIII. Treasurer's Report

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

Brian Mulheran made Motion 15-1128 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

IX. Executive Director's Report

Jim Randall provided the following update on the current project list:

1. Cheerleading mats were delivered.
2. The new dance floor was installed at Mary Drew, and is in use for this week's Dance Camp program.
3. The new mower was delivered today, July 16th.

4. Plans are underway for the new equipment storage building, contracted through Burns Construction, Inc., and the facility may be installed in October, 2015.
5. The bridge installation at the Square Links Golf Course, assisted by Dennis Persic, is complete.
6. Grading and natural plants are being completed on Holes 1A and 1B at Square Links.
7. IT equipment was ordered for Mary Drew School.

The annual audit, conducted by Hearne & Associates, P.C. was a great experience. John Williams, C.P.A. for the auditing firm, will attend a future Board Meeting to present the audited financial statements.

PDRMA representatives will be onsite at Park District facilities on July 30, 2015, to conduct the preliminary Loss Control Review. All staff are preparing for this mock review.

The Park District's application to the ComEd Green Region Grant Program was successful, and \$10,000 was received to expand the Island Prairie Park boardwalk. Plans to begin this project are underway.

Jim Randall met with the family of Frank Licka, and will move forward on the memorial bench project, slated to be installed at Lincoln-Way North Park.

Jim Randall discussed the agreement with Summit Hill School District regarding the Park District's use of Mary Drew School for its programming in exchange for landscaping services, and a summary of the services along with a July calendar of building usage/programming, was provided to each Board Member in advance of said meeting.

The Park Board authorized Jim Randall to contact the financial firm of Robert W. Baird, and the District's bond counsel, Chapman and Cutler to review finance options for the next fiscal year.

X. Committee Reports

A. Maintenance

Due to the rainy weather, maintaining the mowing schedule has been a challenge.

B. Recreation

The fall brochure will be delivered to the Frankfort and Tinley Park post offices on July 22nd, and residents can anticipate receiving the brochures in their mailboxes beginning July 23rd.

C. Information Technology

IT equipment has been ordered for Mary Drew School.

New key probe locks have been ordered, and will improve key management.

D. Special Recreation

No report

E. Finance and Planning

The Park District received an extension of \$154,000 in loan proceeds.

The Budget and Appropriation Ordinance has been presented and approved during said meeting, and certified copies will be forwarded to the Will County and Cook County Clerk's Offices for filing.

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

Park District staff will meet with Barb Rains, Superintendent of SHSD 161, on a monthly basis to review the FSPD's use of the Mary Drew facility.

H. Golf Course

To date, a total of \$9,300 has been received in monetary donations for the 2016 College Scholarship Program.

Weather has negatively affected Square Links revenue.

I. Office

Julie Hein, F.A.N. staff member, was added to the front office staff.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 15-1129 to adjourn the meeting at 8:35 p.m.
Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Jim Randall

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 20, 2015

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, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Anthony Granata arrived at 7:33 p.m.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Letter from Summit Hill Educational Foundation thanking the Park District for its donation towards the groups fundraising event, The Harlem Wizards, held this past spring.

B. Email received from ComEd, interested in being kept up to date on the boardwalk grant project.

C. Letter from Gerrit Prince, follow-up from LCR mock review on July 30th, commending the Park District for its efforts.

VI. Presentation of the July 16, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1130 to accept the July 16, 2015 Board Meeting Minutes as presented. Jim Kohlbacher seconded. Vote on Motion: Ken Blackburn, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak – Aye. Motion carried.

VII. Legal Report

The Park District neither received nor made any requests for information under the Freedom of Information Act.

Jim Randall was contacted by a Park District resident, informing him that she will form a trust, placing the Frankfort Square Park District in her will.

VIII. Treasurer's Report

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

Jim Randall reported that the District is in a better financial position this year due to conservative measures and efficiencies that have been put in place, and he is mildly optimistic that a Tax Anticipation Warrant may not be required during this fiscal year.

It is anticipated that the audited financial statements for Fiscal Year Ended 4/30/15 would be available by the September meeting. Mr. Williams, CPA for the firm of Hearne & Associates, will make a brief presentation to Board Members upon completion of the audit.

Line item adjustments to the current budget will be necessary, due to staff changes.

Dave Macek made Motion 15-1131 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

The decision to close Lincoln-Way North High School at the close of the current year will not affect the F.A.N. program this year, and Mr. Randall is hopeful that expanded opportunities may be available in the coming year.

The Park District was to have a 5-6 year commitment from Summit Hill School District 161, enabling use of this facility for Park programming. Mr. Randall was notified that it may now be necessary to relocate programming to another facility prior to the start of the next school year. This facility is being provided by Summit Hill at no cost to the Park District, and all improvements are temporary and moveable, with an anticipated cost of approximately \$10,000.

The PDRMA LCR mock review had a positive outcome, and the District was notified that if it were the actual review, we would have received a 95% rating, resulting in lower liability insurance coverage. It is expected the actual review, scheduled for July of 2016, will net good results.

Jim Randall revisited the recent roll over accident that occurred, but noted that ongoing training methods, use of PPEs, and the safety culture that is in place resulted in no physical injuries.

Ed Reidy, Superintendent of Parks, will complete the required playground safety audit.

The 2016 Ford Explorer has been received.

Jim Randall contacted the Park District's bond counsel, Chapman and Cutler, to request legal assistance with the annual mini bond.

A potential bonding issue may be presented to the Board for consideration during the November Board Meeting. Information regarding this issue will be provided to Board Members in September.

Construction of a 55+ housing development has begun at Pine Hill and St. Francis Roads. Mr. Randall negotiated sewer and water connection in lieu of a cash donation from the developer. The connection would enable water service for restrooms and a concession stand at Kiwanis Park, a site contiguous to the development. A Frankfort permit will be required for the sewer and water connection.

Major crack repair to the Park District's bike path was completed.

The Park District has a potential to provide school lunches for SHSD 161 students, utilizing the golf course kitchen facility and A La Cart staff. The program could potentially create a revenue stream and a proposal is being developed. SHSD 161 legal counsel is framing an intergovernmental agreement, and Mr. Randall will keep Board Members apprised of all actions related to this potential opportunity.

Jim Randall discussed the need to raise the salaries for jobs that are considered undesirable and are difficult to fill, i.e. restroom cleaning.

Mr. Randall discussed the possibility of contracting additional maintenance duties within the next ten years as debt service on equipment is retired, noting that the cost of new equipment purchases and staffing exceeds the cost to contract out maintenance services.

Another future development related to staffing may be the provision of child care for employees and residents. Jim Randall discussed the need to evaluate all aspects of Park District operation to ensure the FSPD remains relevant. Staff will meet in October to discuss potential changes and new trends.

X. Committee Reports

A. Maintenance

Crews are top dressing athletic fields.

Brian Mulheran reported that speed bump screws at Union Creek Park are protruding, requiring adjustment.

The Wildcats field lighting will be tested and evaluated.

Jim will investigate the possibility of installing television monitors that the Wildcats could use for training.

B. Recreation

Recreation staff are busy with the start of BAS, ELC, and fall sports.

The final summer series concert, PettyCash was cut short due to rain.

C. Information Technology

IT upgrades are nearing completion at Mary Drew, for BAS and additional Park District programming use.

Locks are being transitioned to a key fob system. Master fobs will be issued to Board Members in the coming weeks.

D. Special Recreation

No report

E. Finance and Planning

No report

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

No report

H. Golf Course

The course is doing well, and has good participation numbers.

Plans for the October 10th Oktoberfest event continue. Kelly VanHynning, Manager of Square Links Golf Course, will attend various community group meetings to promote the event and request assistance with ticket sales.

I. Office

No report

XI. Old Business

No old business was discussed.

XII. New Business

Joe Vlosak presented a plaque to Jim Randall that displays names of All Eagle Scouts that completed their Eagle Scout projects with the assistance of the Frankfort Square Park District.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 15-1132 to adjourn the meeting at 8:13 p.m.
Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
September 17, 2015

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square 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: Jim Kohlbacher, Craig Maksymiak, and Joe Vlosak.

Absent were: Ken Blackburn, Anthony Granata, Dave Macek, and Brian Mulheran.

IV. Adjournment

Due to the absence of a quorum, Craig Maksymiak made Motion 15-1133 to adjourn the meeting at 7:33 p.m. Jim Kohlbacher seconded. Motion carried.

A committee meeting followed adjournment. No action, based on discussions took place, and notes of said committee meeting are hereto attached, and will be reviewed prior to the scheduled October 15, 2015 Board Meeting of the Frankfort Square Park District.

Respectfully submitted:
Linda Mitchell

Frankfort Square Park District
Committee Meeting
September 17, 2015

Due to the absence of a quorum, no business requiring Board decisions was transacted during the regular meeting of the Frankfort Square Park District Board of Commissioners.

Commissioners, Jim Kohlbacher, Craig Maksymiak, and Joe Vlosak took part in the following informal discussions, led by Secretary/Executive Director.

Jim Randall anticipates that he will receive the completed annual audited financial statements on Friday, September 18th. Upon receipt, electronic copies will be forwarded to Board Members.

Mr. Randall is mildly optimistic that the Park District is in a better financial position, with a fund increase \$250,000 over the previous year at this time.

The PDRMA Risk Management Grant application was submitted to our insurance carrier, PDRMA, detailing the District's innovative module and equipment classification safety training for its employees. A copy of the application packet was posted to the Park District's website, linked to the September Board Meeting agenda.

The Park Board will hold a community open house at Mary Drew on Wednesday, September 23, 2015. SHSD 161 Board members received an invitation to arrive at 6:15 p.m., in advance of the scheduled 6:30 p.m. event, to discuss the School and Park Board relationship, and to tour the facility in advance of opening to the public.

LWCHSD 210 will investigate utility costs related to the potential Park District use of the Lincoln-Way North High School field house, weight room, and fitness center, after the school closes at the end of this school year. A determination will then be made by both agencies regarding the FSPD's future use of the facility.

The Park District may be required to move programming from Mary Drew School to Frankfort Square School at the end of the 2015/2016 school year. All improvements made to accommodate Park District programming at Mary Drew were intended to be temporary and are moveable. The FSPD appreciates the opportunity to use this facility for an exchange of services and at no cost, and the potential availability of Frankfort Square School, a comparable facility, will also benefit the District and our residents.

The Park District's involvement in the SHSD 161 school lunch program is currently on hold, and may be considered in the future.

Jim Randall is considering contracting the Square Links clubhouse kitchen to a local restaurant. If this is a viable option, it is estimated that an experienced restaurateur would be able to provide \$10,000 in revenue to the Park District. Staffing of the kitchen has been a constant challenge due to the limited months of operation, and sales are not increasing at a level to make this facility sustainable. Jim is looking at all options, which also includes opening the restaurant only during June through August. It is also the intent to keep the liquor license as a separate revenue stream.

The building permit application process for the equipment storage building at the Community Center is still underway, and it is hoped the District will receive the necessary permit the week of August 21st, enabling construction to begin. Dennis Persic is providing the site engineering for this improvement.

Work on the ADA transition plan continues.

A preliminary referendum packet was presented, and Board Members will need to decide if they want to pursue this opportunity. If approved, the information would be presented to residents in a brochure format, and provided to community groups that would most likely benefit from proposed capital projects made possible through referendum funding.

The Park District lent assistance to LWN for their annual Homecoming Parade, held on Sunday, September 13th.

Asphalt repair of the District's bike trail and golf course parking lot is complete.

Jim Randall reported that he is pleased to have welcomed Pam Kohlbacher as the new Director of Early Childhood Programming. Phenomenal improvements have already been made in the Early Learning Center preschool program, and Pam also opened up a dialog with SHSD 161 to adjust the ELC curriculum, ensuring children are well-prepared for kindergarten. The ELC program may undergo addition restructuring in the 2016/2017 school year, transitioning to a five day per week offering.

New keypad locks have been installed at various Park District facilities. This is a work in progress, and the time frame to complete this transition is approximately two months.

The annual mini bond will be presented for consideration during the October Board Meeting.

Over the past two weeks, the Park District received \$1.2 million in tax distributions from Will County.

Planning for the October 10th Oktoberfest event at Square Links is well underway. Kelly VanHying, Manager of Square Links Golf Course, has attended several community group meetings to promote the inaugural event. If successful, Oktoberfest may combine with a golf outing to provide a singular scholarship fundraising event. This would replace the annual College Scholarship Golf Tournament, which has been experiencing diminishing interest and participation. All funds raised during this event will fund the District's College Scholarship Program.

Ed Reidy, Superintendent of Parks, has been working out very well.

Park staff will meet in October to review all programs and every aspect of Park District operation in an effort to reinvent the District to ensure it remains current in meeting the needs of the community.

Construction of 55+ housing at Pine Hill and St. Francis Roads is underway. Jim Randall negotiated sewer and water connection for the adjacent Kiwanis Park site, in lieu of a cash donation required by the developer.

Mr. Randall noted there has been an increase in new construction in the community, which will provide \$25,000-\$30,000 in impact fees next year.

Jim Randall discussed the increase in the professionalism in the front office, under the direction of Office Manager/Bookkeeper, Diane Meister.

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
October 15, 2015

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square 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, 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

Letter from the Lincoln-Way High School Foundation for Educational Excellence foundation, expressing appreciation for the Park District's donation of a Square Links golf course pass for the 2016 season, in support of their annual dinner gala fundraiser.

Thank you note received from Frankfort's Operation Playground Foundation for the donation of a foursome of golf and two power carts in support of their annual golf outing fundraiser.

VI. Presentation of the August 20, 2015 and September 17, 2015 Board Meeting Minutes.

Craig Maksymiak made Motion 15-1134 to accept the August 20, 2015 and September 17, 2015 Board Meeting Minutes as presented. Dave Macek seconded. Vote on Motion: 5 in favor, Anthony Granata abstained. Motion carried.

VII. Legal Report

Jim Randall, presented Ordinance No. 15-10-289 an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2015, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the district, providing for the levy of a district annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Old Plank Trail Community Bank, 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 15-1135 to adopt Ordinance No. 15-10-289 as presented. Joe Vlosak seconded. Motion carried.

Jim Randall presented Ordinance No. 15-10-290, an Ordinance abating the tax hereto levied for the year 2015 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.

Dave Macek made Motion 15-1136 to adopt Ordinance No. 15-10-290 as presented. Craig Maksymiak seconded. Motion carried.

Jim Randall presented Resolution No. 15-10-14, 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.

Anthony Granata made Motion 15-1137 to adopt Resolution No. 15-10-14 as presented. Joe Vlosak seconded. Motion carried.

Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at county and state levels.

Anthony Granata made Motion 15-1138 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Jim Kohlbacher seconded. Motion carried.

The Park District neither received nor made any requests for information under the Freedom of Information Act.

VIII. Treasurer's Report

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

Commissioner, Joe Vlosak requested clarification on the final column of the Treasurer's Report, and Mr. Randall explained that the amounts listed relates to the annual Operating Budget numbers, per line item, that was approved in April.

Dave Macek made Motion 15-1139 to accept the Accounts Payable Listing, pending audit. Craig Maksymiak seconded. Motion carried.

IX. Executive Director's Report

Jim Randall distributed bound copies of the annual audit, and noted that John Williams, CPA for the independent firm of Hearne & Associates, will attend the November meeting to provide a brief overview of the District's financial statements. Concerns were noted in the advisory letter, and they will be addressed through advanced training.

Mr. Randall presented a template for the proposed 2016 referendum was distributed for Board review, and requested Board direction for same. The Board directed Mr. Randall to move forward with this action, and Park District Bond Counsel, Chapman and Cutler, will prepare the necessary authorizing ordinance for consideration during the November meeting.

Numbers for the capital projects included in the template will be finalized prior to the November meeting, and the list also includes retirement of some debt service. The listed projects will enable the District to maintain existing amenities, and include additional improvements that were identified in the 2014 master plan.

Information regarding the referendum will be included in the winter/spring brochure, and the ballot question will be filed with Will and Cook Counties for inclusion on the March 15, 2016 Consolidated Primary Election.

A minimalistic approach will be taken in promoting the referendum, with information provided to community groups and friends of the District.

The open house event at Mary Drew went well, with School and Park Board Members in attendance.

Jim Randall had no updates regarding Park District use of Lincoln-Way North in the coming year. LWCHSD 210 administration is investigating costs related to keeping the field house and fitness center open. The Park District currently provides a net annual savings of \$36,000 through the provision of athletic field maintenance, and will not offer monetary assistance for future use.

The permit process for the construction of an equipment storage building at the Community Center continues, and Mr. Randall hopes to have a permit within the coming week.

Due to concerns regarding the FSBL's contracted concessionaire service at the Park District-owned concession stand, Mr. Randall will notify the FSBL that all equipment must be removed, and a stronger lease agreement will be drafted to ensure compliance for continued use.

A 190' x 88' ice rink liner, Nice Rink, will be installed at the Union Creek hockey rink this winter. The single season liner will increase playability at this popular facility, and will provide efficiency in maintaining the rink, while eliminating water run off on days when temperatures are above freezing.

X. Committee Reports

A. Maintenance

Parks and facilities will be closing down for the winter season.

B. Recreation

A parent of a soccer program participant expressed concerns regarding the District's offering through Chicago Fire. The District elected to move in this direction, due to challenges in securing volunteer coaches. Mr. Randall has communicated with the individual, and is attempting to schedule a meeting, pending her availability.

Commissioner, Craig Maksymiak, feels recreational sports are losing support, with a trend towards more competitive, private team offerings. Jim Randall noted that lifetime sport opportunities, such as the skate park, hockey rink, Frisbee golf, the golf course, and paths, are generating the most interest, although outside of the golf course, do not generate revenue.

Jim Randall reported that staff will participate in an all-day meeting on Wednesday, October 21st, to discuss all areas of operation, and will brainstorm ways in which the Park District can remain relevant, reinvent itself, provide new and dynamic programming, and find efficiencies.

C. Information Technology

A comprehensive list of projects, completed, pending, and planned, was included with the monthly report, for Board review.

D. Special Recreation

The SSSRA held its annual Oktoberfest at Union Creek Park on October 3rd, and the Park District's maintenance department lent support by providing hayrides, a restroom trailer, and set-up and clean-up assistance.

E. Finance and Planning

Jim Randall reported that he is pleased with the Park District's financial position.

A mid-year evaluation of the budget is underway, due to numerous staff changes and line adjustments. An amended budget will be presented during the December Board Meeting, and will include the capital improvement loan, approved in June, 2015, and may also require interfund transfers.

F. Township Planning Commission

Jim Randall noted that a developer has begun construction of multi-family units at St. Francis and Pine Hill Road, and will provide sewer and water for the adjacent Kiwanis Park baseball fields as their developer donation to the Park District.

G. SHSD 161 Workshop Committee

The School District formed an outreach committee regarding the potential transfer from Frankfort Square School to Mary Drew School, but to date, there is no information regarding this matter.

H. Golf Course

Staff will evaluate the Oktoberfest event that was held on October 10th. The amount of work involved did not offset the small amount, \$250 that was raised for the District's College Scholarship Program. In the future, a golf/bonfire event with live music may be planned.

Jim Randall met with the owner of Beggar's Pizza to discuss the future operation of the golf course kitchen. He recommended utilizing one cash register, enabling efficiency in ordering, and providing food that is immediately available. Staff will review and evaluate over the winter months.

I. Office

No report

J. PDRMA Risk Management

This committee report was added to address the varied actions related to our new insurance pool.

Key staff will be attending the annual PDRMA Risk Management Institute at the Tinley Park Convention Center on November 20, 2015.

K. Wellness Committee

This additional committee report will address the actions of the newly formed Wellness Committee. The committee has developed a BAS healthy snack program and fitness initiative for participants, and recently introduced an employee fitness challenge, encouraging good habits for staff.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Anthony Granata made Motion 15-1140 to adjourn the meeting at 8:17 p.m. Dave Macek seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 19, 2015

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square 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, Jim Kohlbacher, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Absent was: Anthony Granata

Also present was: John C. Williams, CPA – Hearne & Associates, P.C.

IV. Public Input

No members of the public were present for input.

V. Annual Financial Report FYE 4/30/15

Mr. Williams, whose firm conducted the independent audit of the Park District, attended the meeting for the purpose of reviewing the Annual Financial Report FYE 4/30/15.

The Park District provided all information that was requested in a well-organized manner, discussions regarding policies and procedures were conveyed, and Mr. Williams noted the District employs excellent controls.

It is the responsibility of the Park District to provide information during and audit, and it is the responsibility of the independent audit firm to render an opinion and make recommendations for best practices, as detailed in the audit letters that were provided with the final report.

The initial finding of “material weakness” is a standard footnote that was carried over from a previous audit firm’s finding, and is inherent to the size of our District that does not employ a specific staff member to manage GASB.

Jim Randall noted that Duane Meyers, the Park District’s offsite bookkeeper, recently attended a GASB seminar, and that the law firm of Ancel Glink could review the District’s financial documents, but it must be at a practical cost, ensuring fiscal responsibility.

Mr. Williams stated that he would be available to attend Board Meetings, upon request.

VI. Correspondence

A. Appreciation

Email received from the Frankfort Square Baseball League, expressing appreciation for the timely field maintenance that was completed by the Park District's maintenance department throughout the season.

Letter received from the Hometown Hoedown Committee Chairperson, thanking the Park District for its donation to their annual fundraiser that supports both the Cancer Support Center in Mokena and Camp Quality Illinois.

Thank you letter from Pam Kohlbacher, Director of Preschool Curriculum, addressed to Julie Arvia, Park Naturalist, for her Reduce, Reuse, and Recycle assembly for the 4 year old ELC Preschool students.

Ed Reidy, Superintendent of Parks, received a phone message from a Girl Scout representative, who expressed the organization's appreciation for all the maintenance department provided during their annual Scarecrow Fest held at the Community Center on Sunday, October 25th. Maintenance personnel set up the scarecrow posts, purchased hay bales, and provided hay rides throughout the event.

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.

C. Congratulatory

Notification from PDRMA, the Park District's insurance provider, congratulating the Park District on winning a PDRMA Risk Management Grant Award for its Green, Yellow and Red Advanced Maintenance Equipment Operation Training and Risk Management Program. An award check of \$750 was included, and the Park District will provide a brief presentation with the PDRMA Committee during its October, 2016 meeting.

VII. Presentation of the October 15, 2015 Board Meeting Minutes.

Dave Macek made Motion 15-1141 to accept the October 15, 2015 Board Meeting Minutes as presented. Craig Maksymiak seconded, Brian Mulheran abstained. Motion carried.

VIII. Legal Report

Jim Randall, presented Resolution No. 15-11-15, a Resolution providing for and requiring the submission of the proposition to issue \$3,500,000 General Obligation Park Bonds to the voters of the Frankfort Square Park District, Will and Cook Counties, Illinois, at the general primary election to be held on the 15th day of March, 2016, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 15-1142 to adopt Resolution No. 15-11-15 as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall provided a first draft of the referendum insert that will be included in the winter/spring brochure that includes a letter of introduction, project narrative and summary, and a timeline.

This will not be a “hard sell” approach. The information will be distributed in mid-December, a press release will be sent to local press, and details will be posted on the Park District’s website. Key staff will attend meetings of various groups and organizations in February, and Board Members will place phone calls to friends and neighbors close to the election.

The project list was developed based on resident input, and it will be the residents that provide direction. If approved, the projects would be completed in a three year progression, with high points early on, and others scheduled over this time frame. The Park District would be required to expend the full sum of the bonds within three years.

The Park District neither received nor made any requests for information under the Freedom of Information Act.

IX. Treasurer’s Report

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

Jim Randall reported that the Park District continues to remain in a better financial position than the previous year, by approximately \$200,000. It may still be necessary to extend tax anticipation warrants, but many steps have been taken to improve the financial position.

Craig Maksymiak made Motion 15-1143 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

X. Executive Director’s Report

Jim Randall met with Lincoln-Way Community High School administration staff for the purpose of discussing the Park District’s potential use of the North campus after the 2015/2016 school year.

Jim Randall and Ed Reidy, Superintendent of Parks, attended an FSBL meeting as a wrap up to their 2015 season.

Jim Randall met with the owner of Jimbooo’s Italian Beef to discuss the potential management of the golf course restaurant in the 2016 season. Mr. Randall further noted that the Park District would maintain the liquor service.

Staff are participating in continued educational opportunities that include a GASB workshop, RecTrac seminar, and a PDRMA Risk Management Institute.

Jim Randall requested consideration to replace a 2003 Ford Pick Up Truck with a 2016 Ford Escape, at a price not to exceed \$24,000.

Dave Macek made Motion 15-1144, approving the trade in of a 2003 Ford Pick Up Truck and the purchase of a 2016 Ford Escape, at a price not to exceed \$24,000. Jim Kohlbacher seconded. Motion carried.

The Park Board decided to defer staff Board reports until the summer of 2016.

Per Ed Reidy's suggestion, the Skate Park fence was removed, citing the main cause of damages, exceeding \$8,000, was due to users breaking into the locked facility. Since the removal, no complaints of loitering or damages have been reported.

Jim Randall discussed the resignation of Kelly VanHyning, Manager of Square Links Golf Course/Recreation Supervisor. Kelly had an opportunity for improvement, and the Park District wishes him well in his new career. There is no plan to replace Kelly, as his responsibilities will be absorbed by existing full time staff. No salary increases are planned, but all will be reevaluated in the spring, and a part time person may be hired to manage smaller recreation events, such as the Daddy Daughter Dance and various holiday parties.

X. Committee Reports

A. Maintenance

The Nice Rink liner will be installed at the Hockey Rink, and will provide expanded use of this facility during the winter months.

B. Recreation

The winter/spring brochure will be mailed to residents in mid-December, and will include a new preschool opportunity, ELC Plus One, providing parents of preschool children with an option to add a day of social and gross motor activity to the existing ELC program.

C. Information Technology

Jim Randall and staff met with the Park District's website contractor to discuss plans to update the site.

D. Special Recreation

No report

E. Finance and Planning

Jim Randall referenced the improved financial position of the Park District, as detailed above in Sect. IX. Treasurer's Report.

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

Jim Randall reported that SHSD 161 will update the Park District on the status of Mary Drew usage in December.

H. Golf Course

During Jim Randall's absence, Ed Reidy managed a project at the golf course, wherein a pond was pumped down, silt was removed, and a broken pipe was repaired, to improve the function of the irrigation system. With equipment on hand, the ditch at Kingston/Hoffman was also cleaned out.

I. Office

No report

J. Risk Management

Chapters 3 and 4 of the Safety Manual will be distributed for review at the December Board Meeting, prior to consideration of adoption at the January meeting.

Jim Randall discussed the \$750 grant award the Park District received for its development of the Green, Yellow and Red Advanced Maintenance Equipment Operation Training and Risk Management Program. Mr. Randall would like to utilize a portion of the funds to recognize the Risk Management staff and Ed Reidy, for their contributions in the development of this award-winning program, designed to improve the safety and training of Park District staff in an efficient and comprehensive manner.

K. Wellness Committee

The Wellness Committee's fitness challenges, Road to Disney for BAS participants, and Struttin' to Sonoma for Park District staff have been well received, and are providing fun and positive ways to be fit and active.

Juice machines will be installed at Mary Drew and the Park District to provide healthy beverages from concentrate for BAS and ELC program participants.

Jim Randall is working with key staff to improve the efficiency of the snack program for both BAS and ELC.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 15-1145 to adjourn the meeting at 8:26 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
TRUTH IN TAXATION HEARING MINUTES

December 7, 2015

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, Jim Kohlbacher, Dave Macek, and Brian Mulheran.

Absent were: Anthony Granata, Craig Maksymiak, and Joe Vlosak

III. Public Hearing

Jim Kohlbacher made Motion 15-1146 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 15-12-291. Dave Macek seconded. Motion carried.

The floor remained open until 7:30 p.m.

No members of the public were present for input.

IV. Adjournment

Jim Kohlbacher made motion 15-1147 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 7, 2015

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square 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, Jim Kohlbacher, Dave Macek, and Brian Mulheran.
Absent were: Anthony Granata, Craig Maksymiak

IV. Public Input

No members of the public were present for input.

V. Correspondence

No correspondence was available for review.

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

Jim Kohlbacher made Motion 15-1148 to accept the November 19, 2015 Board Meeting Minutes as presented. Brian Mulheran seconded. Motion carried.

VII. Consideration of Tax Levy Ordinance No. 15-12-291 for fiscal year 5/1/15-4/30/16.

President Ken Blackburn presented and Secretary, Jim Randall read Tax Levy Ordinance No. 15-12-291 for fiscal year 5/1/15-4/30/16 into the record, a copy of which was provided to each member of the Board Member prior to said meeting, and requested consideration of same.

Dave Macek made Motion 15-1149 to adopt Tax Levy Ordinance No. 15-12-291 for fiscal year 5/1/15-4/30/16, as presented. Jim Kohlbacher seconded. Motion carried.

VIII. Legal Report

Jim Randall requested authorization to establish a MaxSafe money market account through Old Plank Trail Community Bank to house Park District funds, noting the account is FDIC insured for up to \$3.75 million dollars, with no monthly limit on deposits and a monthly limit of six withdrawals. Said account will replace the existing Illinois Funds account, which due to changes and new fee structures would no longer be fiscally responsible to maintain. The Illinois Funds account will be closed in February or March to ensure all tax transactions have been completed.

Jim Kohlbacher made Motion 15-1150 authorizing the establishment of a MaxSafe money market account through Old Plank Trail Community Bank. Dave Macek seconded. Motion carried.

IX. Treasurer's Report

Jim Randall reported that due to the early scheduling of the December meeting, the Treasurer's Report and Accounts Payable listing for the month of November was not available for consideration. Action on these financial matters was tabled until the January Board Meeting.

X. Executive Director's Report

A draft copy of the referendum brochure insert was distributed to Board Members for advanced review, prior to its release to residents on or about December 17th, with the winter/spring brochure.

A list of voters was distributed, and Board Members will highlight potential referendum supporters.

An Invitation to Bid will be published in the December 10th edition of the *Frankfort Station*, and the bid opening is scheduled for January 11, 2016.

The Will County Land Use Department issued a permit for the 40'x20' equipment storage building. Construction will be postponed until the spring..

Jim Randall reported that the Park District will be provided with programming space at Mary Drew School during the 2016/2017 school year.

Following Kelly VanHyning's resignation, Jim Randall reported that his recreation and golf course responsibilities will be assumed by current full time employees John Keenan, Rachael Bennett, and Deb Cancialosi.

Jim Randall will meet with the Park District's IT contractor to review ongoing issues with software and hardware.

Budget adjustments, due primarily to staff changes, will be presented at the January Board Meeting, as recommended by the Park District's auditor.

A first draft of the 2016/2017 budget will be presented to Board Members in February.

Jim Randall continues to investigate leasing the golf course restaurant space to an outside vendor, via a bid process. Park Bond Counsel, Chapman and Cutler, recommends the current restaurant loan be re-evaluated on a taxable level. The interest rate will be about the same, but the change will enable the Park District to lease the space. This matter will be considered at the January Board Meeting.

XI. Committee Reports

A. Maintenance

Ditches at Kingston and Hoffman Parks were cleaned.

A revised plan for snow plowing plan that will increase efficiencies at SHSD schools has been developed.

B. Recreation

An Early Learning Center ad will be published in the December 10th edition of the *Frankfort Station*. In addition, Pam Kohlbacher, Director of Early Childhood Programming, was interviewed, and the article will be published in a future edition of the *Frankfort Station*.

C. Information Technology

No report

D. Special Recreation

No report

E. Finance and Planning

No report

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

No report

H. Golf Course

Jim Randall requested authorization to enter into a lease agreement with Harris Golf Cars to lease four (4) gas golf cars and two (2) utility cars at a cost not to exceed \$16,350 that includes a trade in value for a five (5) year term with an option to purchase the fleet for \$1.00 per car.

Dave Macek made Motion 15-1151, authorizing the lease agreement with Harris golf cars as requested. Jim Kohlbacher seconded. Motion carried.

I. Office

Office clerical, Maureen Rascop, tendered her resignation, effective December 10, 2015.

J. Risk Management

Jim Randall distributed copies of Chapters 3 and 4 of the Safety Manual, enabling Board review prior to consideration at the January 21, 2016 Board Meeting.

K. Wellness Committee

No report

XII. Old Business

No old business was discussed.

XIII. New Business

Jim Randall discussed publicity related to the referendum. The brochure information will be forwarded to local press, and letters will be sent to community groups and local agencies, with a request to present information about referendum projects during their February/March meetings. One week prior to the March 15, 2015 general primary election, Board Members and staff can place phone calls to residents from a highlighted call list.

XIV. Executive Session

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

XV. Adjournment

Dave Macek made Motion 15-1152 to adjourn the meeting at 7:46 p.m. Jim Kohlbacher seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 21, 2016

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square 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, Craig Maksymiak, and Joe Vlosak.

Absent was: Brian Mulheran

IV. Public Input

Resident, Rich Slager, addressed the Board, requesting further information regarding the proposed referendum. Mr. Slager noted that \$40 per \$250,000 home value is not substantial, but he further stated that property taxes continue to increase. He asked for clarification regarding the status of the Park District's debt.

President, Ken Blackburn, stated the proposed improvement projects detailed in the referendum are included per residents' responses from an independent third party community-wide survey. He then deferred to Secretary/Executive Director to address the financial question.

Jim Randall detailed the two different forms of debt service that include 2002 bonds and debt incurred through the acquisition of athletic fields and various improvement projects. If approved, the Park District would pay off a portion of debt that could provide \$200,000-\$225,000 annually for capital repair and improvement items. The major portion of the referendum funds would be expensed on improvements at all 32 park sites.

Mr. Randall also noted the Park District spends money it receives through tax levies by putting it back into parks and facilities. The District does not accumulate large debt margins nor acquire large facilities, and remains well under the legal debt limit prescribed by the State of Illinois, and the Board and staff continue to be good stewards of the money received.

Mr. Slager wanted to be sure the Park District made wise spending decisions.

Jim Randall reported that the District has imposed substantial reduction in nearly every line item by not replacing vacant full time positions and daily reviewing expenditures.

Commissioner, Craig Maksymiak stated that if residents approve the referendum, the Park District will be in a better financial position to provide improvements. If not approved, there are no dire consequences, and the Park District will continue to maintain existing parks and facilities, doing what is necessary.

Vice President, Dave Macek, further noted that survey responses and feedback from residents confirmed that the community is highly supportive of the proposed improvements.

Mr. Slager asked what the community-wide survey response was, and Jim Randall noted that residents were highly supportive of the District as a whole.

In addition, the University of Illinois, conducted the survey and met with all community groups and organizations, gathering data that was developed into the 2014 Master Plan. The normal progression of the five year Master Plan is to then enable residents to provide direction in the form a referendum. The Park District is simply looking for a strong positive or negative response to provide direction, and therefore chose a popular election to ensure a large turnout of voters to give a greater number the opportunity to voice their opinions.

Mr. Slager asked how the referendum was publicized. Mr. Randall informed him that the referendum booklet was included in the winter/spring brochure that was mailed to all Park District households in December 2015, articles were published in the *Chicago Tribune*, *Frankfort Station*, and *Daily Southtown*, through Board Meetings, community group meetings, referendum displays at various community locations, and will be displayed on Park District marquees closer to the March 15th election.

Mr. Slager was pleased with the information provided, stating the Park District has been proactive in their approach. He also stated that the parks are impressive, and his family regularly provides volunteer hours to the Park District through its Natural Areas and environmental initiatives. He reiterated that he was only concerned that the Park District was not getting into excessive debt.

Mr. Randall stated the Park District adheres to transparency in government, noting all financials are accessible to all through the District's website.

V. Correspondence

A. Information

Email from Rick Danczyk, Hawthorne Lakes Townhome Association representative, providing positive feedback regarding the proposed Park District referendum.

Screenshots of FSPD Facebook posts, managed by Colleen Hassell, FSPD Social Media Coordinator were presented for Board review. The posts include photographs of the ELC preschool classes during their holiday celebrations, viewed by over 1000 people, the Nature Center's solar panels, and the FSPD's ice rinks, featuring the new Nice Rink liner, reflecting combined viewing by over 800 people. Mr. Randall noted that Colleen Hassell, FSPD Media Coordinator, was hired in response to what residents requested during the March, 2015 Park Board Workshop, and stated that she has provided a tremendous benefit to the District.

VI. Presentation of the December 7, 2015 Truth in Taxation Public Hearing Minutes and December 7, 2015 Board Meeting Minutes.

Dave Macek made Motion 16-1153 to accept the December 7, 2015 Truth in Taxation Public Hearing Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Anthony Granata, Craig Maksymiak, Dave Macek, Joe Vlosak, Ken Blackburn-Aye, Jim Kohlbacher abstained. Motion passed.

Dave Macek made Motion 16-1154 to accept the December 7, 2015 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Anthony Granata, Craig Maksymiak, Dave Macek, Joe Vlosak, Ken Blackburn-Aye, Jim Kohlbacher abstained. Motion passed.

VII. Legal Report

Jim Randall reported that he responded to requests for information by the *Chicago Tribune* regarding the Park District's Dog Obedience program, noting that of the \$76,000 in revenue received, \$46,000 was paid in instructor fees, \$20,000 was provided to Lincoln-Way Community High School District 210, and \$4,200 was put towards the FSPD College Scholarship fund, and \$4,558 was expensed in facility maintenance costs, incurred by the Park District.

Commissioner, Craig Maksymiak asked if Dr. Wyllie received free services through the Dog Obedience program, and Mr. Randall stated that Dr. Wyllie has paid for every program, and never received free classes.

Jim Randall further reported that the dog facility fits into the School District's mission of to serve the community, similar the F.A.N. program and Senior Series concerts that ensure the school is open for all in the community to use.

Jim Randall reported that he received a phone call from a resident regarding her encounter with dogs off leash while walking the Park District's bike paths. Mr. Randall informed her that the Park District has no powers of enforcement, but will consider placing additional signage on the path system detailing rules and regulation for its use.

VIII. Treasurer's Report

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

Commissioner, Craig Maksymiak, reviewed financials, and reported that three programs, dance, BAS, and F.A.N. provide the majority of recreation revenue. Jim Randall noted that staff have been challenged to reinvent programming to ensure the Park District remains relevant, i.e. the introduction of a new program with the winter/spring brochure, ELC Plus One.

Craig Maksymiak made Motion 16-1155 to accept the November Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

Dave Macek made Motion 16-1156 to accept the December Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

Jim Randall presented an amended 2015/2016 Operating Budget, a copy of which was provided to Board Members for review prior to consideration, and requested consideration of same. Changes were based on recommendations from the auditor and personnel changes.

Dave Macek made Motion 16-1157 authorizing the adoption of the amended 2015/2016 Operating Budget as presented. Jim Kohlbacher seconded. Motion carried.

IX. Executive Director's Report

The new MaxSafe account is in place, and tax revenue was deposited into this account.

A preliminary budget meeting is scheduled for the February 18th Board Meeting, and will begin at 7:00 p.m.

The Park District's end of year fund balance is projected to be \$140,000, and Mr. Randall recommended consideration of a tentative tax anticipation warrant document in the event there was a shortfall.

A new phone system will include the capability of audio conferencing for Board Members, and the Park District attorney will draft an ordinance that would authorize this action for Board consideration during the February meeting.

Jim Randall reported some interest in the published restaurant RFP, and he will update the Board if new information becomes available. Mr. Randall further noted that the Park District may continue operating the kitchen and a decreased capacity.

There will be changes in golf course operation this season, with Dan McDonald, current Assistant Superintendent of Square Links assuming the position of Superintendent, Deb Cancialosi managing the clubhouse counter, and John Keenan overseeing leagues and programming.

Commissioners were presented with a referendum meeting list, and Jim Randall noted all would be welcome to attend any or all of the meetings.

Jim Randall asked for Board consensus to promote John Keenan to the position of Superintendent of Recreation, per the job description that was provided to all Board Members in advance of said meeting. This action will be a title change only, and compensation will be reevaluated with the 2016/2017 budget. The Board consented to the action, with no further discussion.

Jim Randall asked for Board consensus to move forward the 2016 Gold Medal application. All Members were in agreement, and the completed application will be forwarded for Board review upon completion. Mr. Randall also noted that, a 3-5 minute video is required of finalists, and may be posted to the Park District website as part of the second phase of the application.

Jim Randall reported that the purchase of golf boards is on hold, and may be reconsidered in 2017 golf season.

The LED sign was ordered for the golf course, and is scheduled to be installed by April 1, 2016. The Frankfort Township Road District will assume 50% of the \$32,500 cost.

Jim Randall asked for approval to purchase two portable garage structures to be placed at the Community Center maintenance yard for a total cost not to exceed \$18,910, for the purpose of storing hand tools, small equipment, and chemicals.

The garages will replace the previously approved pole barn. Mr. Randall noted the permit process to build the 800 square foot structure became cost prohibitive when a soil test revealed it would be necessary to auger 16' holes and fill them with stone. This process would cost \$25,000, resulting in a final cost of \$65,000 to build a simple 40'x20' 800 square foot unheated facility. The portable garages, as proposed, would provide 1,152 square feet of storage space.

Jim Kohlbacher made Motion 16-1158 approving the purchase of the two portable garage structures as presented. Anthony Granata seconded. Motion approved.

Commissioners, Dave Macek, Craig Maksymiak, and Jim Kohlbacher agreed to judge the 2016 College Scholarship applications.

X. Committee Reports

A. Maintenance

Jim Randall requested consideration to move forward the purchase of a new 2015 Ford F-250 4x4 plow truck, replacing a 2002 Ford F-150 4x4 at a cost not to exceed \$24,000, taking delivery in June, 2016, and would only take earlier delivery if the current allotment of these vehicles should deplete.

Dave Macek made Motion 16-1159 approving the purchase of the new 2015 Ford F-250 4x4 plow truck at a cost not to exceed \$24,000, as presented. Jim Kohlbacher seconded. Motion carried.

Jim Randall presented a Power Point presentation summarizing the newly installed Nice Rink liner at the 80th Avenue Hockey Rink facility. The liner was installed, flooded, and frozen, providing the ability to extend an ice surface at this popular year round facility.

The annual T.E.A.M. Asset Family Faire will be held at Lincoln-Way Central High School on March 5, 2016.

Jim Randall reported that a wood shop is being set up in a portion of the pole barn on the north end of the maintenance yard.

B. Recreation

The Chicago White Sox organization will provide uniforms for the Park District's girls softball program.

Registration for the 2016/2017 Early Learning Center Preschool will begin on February 1st.

C. Information Technology

No report

D. Special Recreation

Jim Randall met with SSSRA Executive Director, Janet Porter, to request the organization consider offering an after school program for special needs children in district.

E. Finance and Planning

A budget comparison tool is being developed that will assist with the budget development process.

F. Township Planning Commission

Anthony Granata reported that he has not received notice of meetings from the Township Planning Commission.

G. SHSD 161 Workshop Committee

There have been no meetings of the Workshop Committee, but Jim Randall reported that there will be no changes to the School District's agreement to provide Mary Drew School space to Park District programming for the 2016/2017 school year.

H. Golf Course

Jim Randall reported that Ray Schmitz will step down as Superintendent of Square Links Golf Course, but will continue working golf course maintenance in a more part time capacity. Mr. Schmitz has done a tremendous job at Square Links, sharing 40+ years of experience in the field.

I. Office

The front office staff continue to provide quality service, and all have specialized roles, assisting with maintenance, facility rentals, the ELC program, and the dog park, in addition to normal office duties.

J. Risk Management

Jim Randall requested approval of Chapters 3 and 4 of the Park District's Safety Manual, copies of which were provided to Board Members during the December 7, 2015 Board Meeting for review, and requested consideration of same.

Jim Kohlbacher made Motion 16-1160 to adopt Chapters 3 and 4 of the Park District's Safety Manual, as presented. Dave Macek seconded. Motion carried.

Jim Randall distributed copies of Chapters 5 and 6 of the Safety Manual, enabling Board review prior to consideration at the February 18, 2016 Board Meeting.

K. Wellness Committee

The Wellness Committee's staff fitness initiative wrapped up in early January, and a new challenge is scheduled to begin on February 1st. The programs have provided an increased awareness on health and wellness.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

It was determined that there was no business brought before the Board that would require an Executive Session.

XIV. Adjournment

Dave Macek made Motion 16-1161 to adjourn the meeting at 8:47 p.m. Anthony Granata seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 18, 2016

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square 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, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Also present: Julie Arvia, Park Naturalist
Laurie and Steve Cook and unidentified residents

IV. Public Input

Julie Arvia was present to conduct a lottery for remaining garden plots in Brookside Bayou and Community Gardens Park. Ms. Arvia noted that the community garden plots have been available for the past five years, and information about the lottery was placed on the Park District's marquees and in the local press. Nine residents and three non-residents are included in this year's lottery.

Commissioner, Dave Macek, blindly pulled all twelve lottery cards, and the first seven individuals will be notified that they will be assigned to one of the seven remaining plots. Should any of the seven lottery winners decline, the next person(s) on the list will be notified.

Mr. Randall noted that, pending referendum approval, community gardens would be installed at Community Park, located at St. Francis and Frankfort Square Road. This amenity was included in a \$400,000 OSLAD grant that was initially successful, but the District was then notified that due to budget cuts, funding is no longer available.

Mr. Randall further stated that referendum materials, both current, and from 2002 has been available for resident review. The Park District wants to ensure all residents have access to information, in order to make an informed decision.

Members of the public were in attendance to discuss issues related to the closing of Lincoln-Way North High School, and how the decision will impact the Park District and community.

Jim Randall specifically addressed the issue of the Dog Obedience classes that the Park District began offering in 2014 in the LWN pole building. Prior to assuming the operation of this program, the facility was used to store bricks. The concept was to utilize the building in a way that would benefit the community.

Mr. Randall also responded to the question of how the potential leasing of the school by outside parties would impact the intergovernmental agreement by and between the Lincoln-Way School District and Frankfort Square Park District. Mr. Randall stated it is his understanding that the building may continue as a community asset, further noting there is a ninety day clause in the agreement regarding termination of same.

Residents asked if the building closes, would the Park District's F.A.N. program remain open. Mr. Randall noted he is highly optimistic the redrafted intergovernmental agreement, that will come before the Park Board during this meeting, will be acted upon at the March 10th School Board Meeting.

Residents inquired about the pool, and Mr. Randall responded that the pool would not be available for Park District use, but the FSPD would be able to provide access to the Lincoln-Way East pool.

A resident asked if Lincoln-Way is planning to drain the LWN pool. Mr. Randall is unaware of any such action at this time.

Concerns were expressed regarding the school falling into disrepair when closed. Mr. Randall noted that the Park District would take care of the outside grounds, pending agreement approval. Conversely, the Park District would not maintain the school grounds if the cost will be greater than the benefit. Per intergovernmental agreements, the Park District provides exchange of service when residents are provided with tangible benefits.

Residents expressed appreciation for the opportunity to discuss matters of concern, and for the information provided.

Mr. Randall thanked all in attendance, stating that he and the Park Board always welcome and appreciate resident input, and requested Dog Obedience Program documents will be forwarded to a resident that provided an email contact.

V. Correspondence

A. Appreciation

Email received from Rich McCully, Boy Scout Troop 237, expressing appreciation to Jim Randall for presenting referendum information during a recent Troop meeting. Mr. McCully noted he has received positive feedback from attendees.

B. Information

Jim Randall distributed photos of the February 6th event, where the Park District's Braemar Dance program competed in its first-ever dance competition, hosted by the Des Plaines Park District. The FSPD dancers won two 1st place trophies, one 2nd place trophy, and the instructors won the Choreography Specialty Award.

Jim Randall noted that Boy Scout Troop 237 asked to assist with the Island Prairie Boardwalk extension project, scheduled to begin this June.

VI. Presentation of the January 21, 2016 Board Meeting Minutes

Anthony Granata made Motion 16-1162 to accept the January 21, 2016 Board Meeting Minutes as presented. Dave Macek seconded.

Vote on Motion: Ayes - Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

VII. Legal Report

Secretary, Jim Randall read Ordinance No. 16-02-292 into the record, an Ordinance authorizing the issuance of not to exceed \$400,000 2015 corporate purposes taxable tax anticipation warrants in anticipation of the collection of taxes levied for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 16-1163 approving the adoption of Ordinance No. 16-02-292 as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes - Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Secretary, Jim Randall, read Ordinance No. 16-02-293 into the record, and Ordinance defining meeting and adopting policies for remote participation, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Anthony Granata made Motion 16-1164 approving the adoption of Ordinance No. 16-02-293 as presented. Dave Macek seconded.

Mr. Randall noted that twenty-four hour notice would be required to make provisions for remote participation, and to be made part of the record.

Vote on Motion: Ayes - Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Secretary, Jim Randall, read an Intergovernmental Agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District providing for the use of Lincoln-Way High School facilities into the record, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Craig Maksymiak made Motion 16-1165 authorizing the Intergovernmental Agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District as presented. Anthony Granata seconded.

Mr. Randall noted the agreement represents an invaluable asset that he hopes will continue.

Vote on Motion, following a full discussion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Note: Anthony Granata left the meeting at 7:55 p.m., and was absent at time of Roll Call.

VIII. Treasurer's Report

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

Dave Macek made Motion 16-1166 to accept the January Accounts Payable Listing, pending audit. Brian Mulheran seconded.

Vote on Motion: Ayes – Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

IX. Executive Director's Report

The March 17, 2016 Board Meeting will be held at Square Links Golf Course and will include a budget meeting at 7:00 p.m., and an Executive Session for the annual review of employees.

The two garages, for equipment storage at the Community Center, were delivered.

Requests for Proposals for the pole barn and garage roof at the Community Center were prepared.

The Park District will participate in the annual Family Faire on March 5th at Lincoln-Way Central High School. Staff will provide referendum materials during this event.

The Daddy/Daughter Dances were held on February 20th and 27th, and both events had full participation.

The golf course is scheduled to open on March 15th, weather permitting.

X. Committee Reports

A. Maintenance

Maintenance staff will recondition eighty-five picnic tables over the winter.

The Island Prairie boardwalk extension project will begin in June, and Jim Randall hopes the construction will be completed in July.

B. Recreation

Staff are working on the summer brochure, which is scheduled to be delivered to residents' homes on or about March 17th.

Jim Randall discussed the success of the dance program, in particular, the company classes that competed at a state level for the first time, and won two first place trophies, one second place trophy, and an award for choreography, as detailed above in Section V. Correspondence, above.

C. Information Technology

The new telephones are in place, but are operating as analog until Comcast completes its line installation. The line would normally cost \$4,800, but due to a Comcast error, the Park District will not incur the charge.

D. Special Recreation

SSSRA conducted a budget meeting this morning.

The provision of a before and after school program at Mary Drew for children with special needs was addressed during the February 18th regular meeting agenda.

E. Finance and Planning

The Board was presented with a first draft of the 2016/2017 budget during this February 18th regular meeting. Updated drafts will be provided at the March 17th meeting, and the final operating budget will be considered during the April 21st regular Board Meeting.

Mr. Randall noted the upcoming budget will include basic fix and repair items if the referendum is not successful.

F. Township Planning Commission

Jim Randall reported that there has been an upswing in construction that includes a senior development adjacent to the Kiwanis Park ballfields. There is a concern regarding the close proximity of the buildings to the ballfields, and Mr. Randall stated the Park District may consider putting up an 80' net to address this issue. The developer of the units will provide a sewer and water connection that would enable the installation of restrooms at the park site.

Jim Randall attended the Village of Frankfort Board Meeting on February 16th to present referendum information, and learned that a multi-screen movie theater will occupy the vacant Dominick's Grocery Store building in LaGrange and LaPorte Roads in Frankfort.

Enrico's will reopen its restaurant in a strip mall north of Alsip Nursery on LaGrange Road.

The Brookside Glen subdivision in Tinley Park and Lighthouse Pointe subdivision in Frankfort have seen housing starts that may reflect signs of recovery.

G. SHSD 161 Workshop Committee

Dave Macek reported that there have been no Workshop Committee meetings scheduled.

Jim Randall reported that Park District staff meet once a month with SHSD 161 Superintendent, Barb Rains, and Building and Grounds Supervisor, Jim Jacobowski, to review their exchange of services related to the Park District's use of Mary Drew.

Mr. Randall noted that SHSD 161 has been a supportive intergovernmental partner, and he will be attending the School District's March Board Meeting to present referendum information.

H. Golf Course

Square Links is scheduled to open March 15th, but the restaurant will not open until June. Mr. Randall further noted that the Park District received no response to the published restaurant RFP.

Due to the resignation of Kelly VanHyning, Manager, and Ray Schmitz stepping down from Superintendent to Assistant Superintendent, there have been many changes to the golf course operation, but all is in place for another successful season.

I. Office

The office staff have been adjusting to the new phone system that replaces the outdated and problematic phones that were installed in 1995. Jim Randall reported that Diane Meister, Office Manager/Bookkeeper, has been a tremendous asset with IT transitions and the new phone system.

Deb Cancialosi and Diane Meister will attend a RecTrac online software seminar in Vermont in August to learn about an upcoming major upgrade.

J. Risk Management

Jim Randall requested approval of Chapters 5 and 6 of the Park District's Safety Manual, copies of which were provided to Board Members during the January 21, 2016 Board Meeting for review, and requested consideration of same.

Dave Macek made Motion 16-1167 to adopt Chapters 5 and 6 of the Park District's Safety Manual, as presented. Jim Kohlbacher seconded.

Mr. Randall reported that the Safety Manual, which took a year to generate, is now complete.

Vote on Motion: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn – Ayes. Nays: None. Motion carried.

K. Wellness Committee

The BAS program completed its first physical challenge, “The Road to Disney”, and is not participating in “Spring into Fitness”.

The staff challenge “Walking to Sonoma” also wrapped up, and staff are now participating in a new fitness challenge that was introduced by the Wellness Committee.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

It was determined that there was no business brought before the Board that would require an Executive Session.

XIV. Adjournment

Dave Macek made Motion 16-1168 to adjourn the meeting at 8:20 p.m. Craig Maksymiak seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 17, 2016

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, Jim Kohlbacher, Dave Macek, Brian Mulheran, and Joe Vlosak.

Absent were: Anthony Granata and Craig Maksymiak

Also present: Brian Murray, Group Benefit Specialists Insurance Agent

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Information

Pre-election referendum article that was published in the *Frankfort Station*.

Letter from a Frankfort Square resident who is appealing to the FSPD for financial assistance with the LWN baseball team's spring trip.

VI. Presentation of the February 18, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1169 to accept the February 18, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes - Jim Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

VII. Legal Report

Jim Randall reported that in the past month it received forty-five Freedom of Information Act requests that required review by the Park District counsel at a cost of \$1,200-\$2,000 in legal fees. The subject matter behind the requests all related to the Dog Obedience program that is run by the Park District and housed at the LWN pole barn. Since introducing the program in May, 2014, it has generated \$85,049.50 in program revenue, and expensed \$52,584.00 in instructor fees, \$23,022.65 in reimbursement to the Lincoln-Way Community High School District for use of the facility, and \$4,554.95 to the Lincoln-Way North High School Boosters Club to assist in funding the LWN baseball's team's spring trip. The remaining \$5,497.90 was withheld to cover insurance costs and maintenance fees.

A Letter of Understanding was forwarded to Summit Hill School District 161, detailing green area maintenance responsibilities in support of cooperative efforts. This will be formalized into an intergovernmental agreement, similar to the current Lincoln-Way intergovernmental agreement, and will be presented for Board consideration. The agreement will provide unlimited access to Mary Drew, and will formalize the spirit of cooperation between the Park District and Summit Hill School District.

Notice was received from legal counsel representing the owners of the Odyssey Golf Course regarding the filing of an application to seek property tax exemption, stating it provides discounted golf to military veterans. The Village of Tinley Park is appealing the request, and the Park Board may be asked to cover a reasonable portion of legal fees.

The TAW, approved during the February 18, 2016 Board Meeting (*ref. Sect. VII. Legal Report, Motion 16-1162*) will be extended on April 1, 2016. Jim Randall reported that the projected end of year fund balance is \$150,000-\$160,000, but if tax distribution from Will and Cook Counties are delayed, the TAW will cover a potential shortfall.

VIII. Treasurer's Report

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

Dave Macek made Motion 16-1170 to accept the February Accounts Payable Listing, pending audit. Brian Mulheran seconded.

Vote on Motion: Ayes – Jim Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

IX. Executive Director's Report

Jim Randall noted that Brian Murray, Group Benefit Specialists insurance agent, was in attendance to present updated health insurance information to Board Members during the budget meeting that preceded this regular meeting of the Park Board.

Jim Randall stated that the referendum did not pass by a margin of 177 votes. The referendum process began three years ago, and included a wide variety projects that would have benefitted the entire community. The current climate of the community may have contributed to the negative outcome. Mr. Randall also noted the distribution of an anonymous flyer that misrepresented the referendum in a negative manner.

The Park District may have an opportunity to acquire ROW property from Union Creek Park to St. Francis property through a ComEd agreement. This could enable the extension of the Brookside Glen bike path up Pfeiffer Road to Route 30, with a long term plan to connect to the Old Plank Trail path system. Successful passage of the referendum would have helped with this potential project, but it may be addressed incrementally, as existing funding allows.

To date, there has been no action by the Lincoln-Way Community High School District 210 in regards to the intergovernmental agreement that could provide expanded access to the LWN campus, as approved by the Park Board during the February 18, 2016 Board Meeting (*ref. Sect. VII. Legal Report, Motion 16-1162*).

Jim Randall encouraged Board Members to visit the recently updated Park District website to review the Gold Medal application/Executive Summary, ADA transition plan, and administrative/financial documents, that provide increased transparency.

Comcast ran cable into the Community Center to provide necessary connection for the enabling the new phone system to switch from analog to digital.

X. Committee Reports

A. Maintenance

The Park District contracted with Brickman Group to provide landscape services at the Lincoln-Way North campus from April through June 1, 2016, at a cost of \$3,000 per month. Pending a decision by the Lincoln-Way Community High School Board regarding the Park District's future access to the campus, the services may be extended and covered by school use revenue.

The Park District will seek RFP's for needed roof repairs.

B. Recreation

The summer brochure will be mailed to Park District residents on or about March 28th, and resident online registration will begin on April 4th.

C. Information Technology

No report

D. Special Recreation

The SSSRA 2016/17 budget is underway.

E. Finance and Planning

A budget draft will be provided to Board Members for review during the first week of April, in advance of consideration at the April 21st Board Meeting.

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

No report

H. Golf Course

The new golf carts were delivered, and all is in place for the season opening.

I. Office

Vermont Systems will introduce a RecTrac update in February, 2017, and it has been confirmed that the existing servers will support the new software. In advance, Diane Meister, Office Manager/Bookkeeper, and Deb Cancialosi, Superintendent of IT, will attend training in Virginia in August, 2016.

J. Risk Management

An OSHA manual has been developed and will be provided to the Board for review prior to consideration at an upcoming Board Meeting.

K. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 16-1171 to enter into Executive Session. Jim Kohlbacher seconded. Motion carried.

An Executive Session was held for the purpose of discussing annual employee reviews.

Dave Macek made Motion 16-1172 go out of Executive Session. Jim Kohlbacher seconded. Motion carried.

XIV. Adjournment

Jim Kohlbacher made Motion 16-1173 to adjourn the meeting at 8:25 p.m. Brian Mulheran seconded. Motion carried.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 21, 2016

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: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Attending via audio teleconferencing: Dave Macek

Absent was: Ken Blackburn

IV. Public Input

Park District resident, Sue McMann, was interested in the intergovernmental agreement by and between Lincoln-Way Community High School District 210 and the park District that will be considered during this regular meeting/

V. Correspondence

A. Information

Email distributed by Park Naturalist, Julie Arvia, regarding a Mink sighting at Island Prairie Park during the monthly bird count.

Daily Southtown article that featured the Park District's plan for beekeeping at the Park District's Island Prairie Park site.

B. Appreciation

Letter from Park District resident and supporter, Judy Osborn expressing appreciation for Park District efforts and disappointment that the Moving Forward referendum did not pass. The resident included a check for her share, had the referendum been successful.

Letter from Jim Randall, Executive Director, to Judy Osborn, *see above*, listed above, returning the check and expressing appreciation on behalf of the Park Board and staff for her support.

Letter from Birdhaven Greenhouse and Joliet Area Garden Club, expressing appreciation for the Park District donation of flyers and goody bags in support of their Garden Day event.

VI. Presentation of the March 17, 2016 Board Meeting Minutes

Joe Vlosak made Motion 17-1174 to accept the March 17, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes - Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Anthony Granata abstained. Nays: None. Motion carried.

VII. Legal Report

Jim Randall presented a revised intergovernmental agreement by and between the Lincoln-Way Community High School District 210 (LWCHSD) and the Frankfort Square Park District providing for the use of Lincoln-Way High School Facilities, and requested approval of same. Said document, previously approved during the February 18, 2016 Park Board Meeting, was redrafted to include language as noted in Section 2.16 of the agreement.

Mr. Randall informed all present that Lincoln-Way North was built with tax exempt bonds, and therefore cannot allow for-profit concerns to lease without restructuring the bond issue. This matter was clarified by Chapman and Cutler, bond counsel for both the Park District and LWCHSD. The revised Section 2.16 language was provided by Chapman and Cutler and also reviewed by the Park District legal firm, Ancel Glink.

Jim Randall will go before the newly formed LWCHSD Building & Finance Committee's meeting on April 28th, for the purpose of providing information on the Park District's longstanding relationship with the School District and plans for proposed use of LWN for programming, ensuring resident access to the facility.

Anthony Granata made Motion 16-1175 authorizing the revised Intergovernmental Agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes – Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

Jim Randall presented an intergovernmental agreement by and between Summit Hill School District 161 and the Frankfort Square Park District providing for the use of Summit Hill School Facilities, and requested approval of same.

Said agreement details the Park District commitment to green area maintenance, per Attachment A, provided as an exchange for free use of Mary Drew School for Park District programming.

Joe Vlosak made Motion 16-1176 authorizing the Intergovernmental Agreement by and between Summit Hill School District 161 and the Frankfort Square Park District as presented. Brian Mulheran seconded.

Vote on Motion: Ayes – Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Treasurer, Craig Maksymiak accepted the March Treasurer's Report, pending audit.

Commissioner, Joe Vlosak, asked if it would be possible to group multiple payments to the same vendor on the Accounts Payable List. Treasurer, Craig Maksymiak, stated that the Accounts Payable List is completed in chronological order, similar to a check register, and grouping the vendor payments would be a separate document, more in line with a GL report.

Mr. Vlosak also asked if the separate expenses on the Treasurer's Report, i.e. the Administrative, Building and Grounds, and Capital Expenses, and Golf Course and Restaurant totals be combined.

Mr. Vlosak felt these changes could provide added clarity to the reports. Mr. Randall will discuss these matters with offsite Bookkeeper, Duane Meyers.

As there was no further discussion, Anthony Granata made Motion 16-1177 to accept the March Accounts Payable List, pending audit. Jim Kohlbacher seconded.

Vote on Motion: Ayes – Jim Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and. Nays: None. Motion carried.

Jim Randall reviewed 2016/2017 budget highlights, hereto attached and made part of these minutes. Mr. Randall then presented the 2016/2017 Operating Budget and requested consideration of same.

Brian Mulheran made Motion 16-1178 authorizing the adoption of the 2016/2017 Operating Budget as presented. Anthony Granata seconded. Motion carried.

Vote on Motion: Ayes – Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

IX. Executive Director's Report

Jim Randall is in the process of applying for a zoning change through Will County, enabling beekeeping at the Park District's Island Prairie Park site. If approved, it will be the first in our county, and will provide environmental benefits.

The Park District contracted with a Spring Creative to develop a five minute promotional video that will be posted to the District's website, and will include a variety of interviews and footage of parks and facilities.

Annual performance evaluations will be conducted prior to the start of the new fiscal year.

Installation of the new electronic sign at Square Links Golf Course, a cooperative effort between Frankfort Township and the Park District, was completed on April 1, 2016.

A discussion regarding how best to notify residents about ways the Park District positively impacts the community ensued. Mr. Randall cited examples, i.e. in its two year existence under Park District management, the Dog Obedience program has provided \$25,000 to the Lincoln-Way Community High School District 210. In addition, revenue from this program provided \$4,700 to help support the Lincoln-Way North spring sports' trips.

The Park District also invested in mats that are used by the Frankfort Square Organization cheerleaders. Making this information public would help to provide a positive focus for the community.

X. Committee Reports

A. Maintenance

Board Members reviewed the resident input summary.

The new electronic message sign, referenced in the Executive Director's section of these minutes, will provide added safety by eliminating the need for maintenance personnel to climb a ladder to make weekly changes at this sign location.

B. Recreation

The summer brochure was received by all residents, and registration began in early April.

Girls softball is underway. All uniforms for this program were donated by the Chicago White Sox.

C. Information Technology

No report.

D. Special Recreation

Jim Randall is discussing the potential to install an LED sign at the Union Creek Park location as a cooperative effort between the SSSRA and the Park District.

E. Finance and Planning

Jim Randall has been discussing the development of a reasonable method for performance evaluations with Treasurer, Craig Maksymiak. Will County has a multiplier of .05% or 1.5%, which can be defined by the Park District's auditor. Mr. Randall noted the net increase was .08%, supported with tax revenue. This year's multiplier would apply to the following year, and he will discuss this with the auditor to determine salary ranges and increases.

F. Township Planning Commission

Jim Randall reported on utility improvements at Kiwanis Park that will provide sewer and water at no cost to the Park District. This estimated \$70,000 improvement will be absorbed by Carlson Development, to satisfy the required developer donation to the Park District for the adjacent Hawthorne Lakes senior residences.

In the interim, Jim Randall reported that at the end of the school year, the Park District will move the restroom trailer from LWN to Kiwanis Park for use during the baseball season.

In an effort to ensure safe play at Kiwanis Park, Mr. Randall is considering creating a t-ball field, replacing the ball fields, due to the close proximity of the new senior housing development.

G. SHSD 161 Workshop Committee

Jim Randall, Audrey Marcquenski, Director, and Ed Reidy, Superintendent of Parks, have been meeting monthly with Barb Rains, SHSD 161 Superintendent, and Jim Jacobowski, Building Grounds Supervisor, to review the Park and School District's intergovernmental cooperation.

H. Golf Course

Jim Randall reported that there has been no decision to date on the golf course's restaurant operation; he will review this opportunity in the near future, but ice cream may be served during the summer months. Mr. Randall noted that the liquor license was renewed.

I. Office

No report.

J. Risk Management

The initial Loss Control Review will be conducted on May 11th by the Park District's liability insurance provider, PDRMA. The LCR will focus on the administration department, and all documents, processes, and overall operation of this department will be reviewed. Remaining Park District department reviews have been scheduled.

K. Wellness Committee

The second staff wellness initiative concluded, and the committee will work on developing additional opportunities.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

It was determined that there was no business brought before the Board that would require an Executive Session.

XIV. Adjournment

Anthony Granata made Motion 16-1179 to adjourn the meeting at 8:20 p.m. Jim Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell