

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
May 19, 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, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Joe Vlosak.

Absent were: Anthony Granata and Brian Mulheran

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Email from Bonnie Roach, front office staff member that assisted a Park District resident that had questions about mowing. The resident also complimented the efforts of the maintenance staff, noting how well the FSPD cares for the Frankfort Square community.

Email from Bonnie Roach, front office staff member, reporting that a preschool parent commented on the Early Learning Center preschool program, complimenting Mrs. Kohlbacher, Director of Early Childhood Programming, the ELC teachers, and the new curriculum. The parent stated that her son is able to read, and she credits the new "sight words" that were introduced in the 4 year old program during the 2015/2016 school year for his accomplishment.

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

Dave Macek made Motion 16-1180 to accept the April 21, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

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

VII. Election of Officers

Craig Maksymiak made Motion 16-1181 to open the floor for the nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 16-1182 to nominate Ken Blackburn as President. Dave Macek seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 16-1183 to nominate Dave Macek as Vice President. Jim Kohlbacher seconded. Motion carried in a vote by voice.

Dave Macek made Motion 16-1184 to close the floor for the nomination of officers. Jim Kohlbacher seconded. Motion carried in a vote by voice.

#### VIII. Board Appointments

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

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

President Ken Blackburn appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as Park District legal representation. Rob Bush, attorney, 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 Officers. 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 5, 2016 at 7:00 p.m. and 7:30 p.m. respectively.

It was decided that the Park District's regular August Board Meeting and the regular November 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 Commissioner. Mr. Granata, not present during this meeting, will be notified of 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.

IX. Legal Report

Jim Randall presented a revised 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, and requested approval of same. Said document, previously approved by the Park Board during the February 18, 2016 and the April 21, 2016 regular Park Board Meetings was revised, following attorney review by both agencies.

Dave Macek made Motion 16-1185 authorizing the revised Intergovernmental Agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District, as presented. Joe Vlosak seconded.

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

Jim Randall presented a revised 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, with Mary Drew as primary and access to other SHSD 161 schools for an exchange of services. Said document, previously approved by the Park Board during the regular April 21, 2016 Board Meeting was revised by Summit Hill School District.

Joe Vlosak made Motion 16-1186 authorizing the Intergovernmental Agreement by and between Summit Hill School District 161 and the Frankfort Square Park District as presented. Dave Macek seconded.

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

X. Treasurer's Report

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

Craig Maksymiak made Motion 16-1187 to accept the April Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

Jim Randall presented a vendor list summary for Board review, as requested by Commissioner Joe Vlosak during the regular April 21, 2016 Board Meeting. Mr. Randall noted the vendor list can be provided on a quarterly basis.

XI. Executive Director's Report

Jim Randall requested a budget adjustment based on end-of-year adjustments to accounts to be presented in June. The current operating budget, (*ref. April 21, 2016 Board Meeting Minutes, Sect. VIII., Treasurer's Report Motion 16-1178*), is in place.

The line-by-line budget is complete and will be incorporated into the regular June Board Meeting to review projections.

Jim Randall cited a recent discussion regarding payroll increases with employees that have reached set salary ranges for their positions. Mr. Randall is proposing that maxed employees would only be entitled to CPI index, to be identified by the Park District's independent audit firm. This action will assist the Board in determining annual increases, beginning with the next fiscal year. Comparable salary ranges will be investigated, and range adjustments may be made every five years, ensuring rates are not randomly assigned. Increases will be equivalent to the economy, providing a simple and transparent process.

Mr. Randall asked Board Members that are considering attendance at the annual NRPA Congress to notify the Park District so that registrations and necessary arrangements can be completed.

The Gold Medal video, the second part of the application process required of finalists, will be posted to the Park District website by June 5, 2016.

The annual audit is scheduled to begin on June 13, 2016. Mr. Randall reported that it is recommended that independent audit firms be changed every five years.

Jim Randall reported that the Village of Frankfort will begin closing the sewer plant, located near Champions Park this year. The current location will house a small steel structure and a pond to address high water situations.

## XI. Committee Reports

### A. Maintenance

New garbage cans were purchased and placed throughout the community.

Staff are preparing for the Maintenance Loss Control Review, scheduled for July 8, 2016.

The restroom trailer, currently located at the Lincoln-Way North campus, was recently vandalized. Mr. Randall reported that the unit will be moved to Kiwanis Park to accommodate the Park District's girls softball program and the FSBL.

The second annual Milkweed Sale was successful, exceeding the previous year's sales.

### B. Recreation

Jim Randall commended staff members that volunteered to work the annual dance recital, held on May 14<sup>th</sup> at the LWN Performing Arts Center. Mr. Randall noted there were two separate recitals, and the event was well managed and enjoyed by all attendees.

All staff have been working together during an extremely busy season to cover a recent recreation staff change, ensuring the success of the many special events this spring.

John Keenan, Superintendent of Recreation, managed a recent unforeseen change in the girls softball program, ensuring all participants were accommodated.

Responses to an end-of-year ELC preschool survey have been extremely positive.

The Summer Day Camp program will be housed at Mary Drew School.

Jim Randall anticipates a template, addressing revisions to F.A.N. program, will be in place by the end of June.

C. Information Technology

Jim Randall is considering delaying a RecTrac software upgrade, previously scheduled to be in place in February, 2017, as it may not be in the best interest to have the Park District be among the first to implement the new software program.

D. Special Recreation

Jim Randall attended the April SSSRA Board Meeting, and reported that the budget was passed, a new after school program for special needs students will be offered at Mary Drew, and the purchase of an LED sign, a cooperative effort between the SSSRA and Park District, was approved.

E. Finance and Planning

Accounts will be zeroed out for the end of the 2015/2016 fiscal year.

F. Township Planning Commission

Jim Randall reported that the Village of Frankfort will not approve occupancy of the new condominium units, located at St. Francis and Pine Hill Road until the developer completes sewer and water connections to Kiwanis Park, per a signed agreement between the developer and the Park District. Said agreement satisfies the required developer donation agreement. The water connection will enable the Park District to install restrooms at Kiwanis Park at a tremendous cost savings.

Mr. Randall is considering restructuring the ballfield at Kiwanis Park to a premier t-ball field, eliminating risk of damage to the newly constructed condominium units that are in close proximity to the ball field. The current site accommodates the Park District's girls softball program and FSBL instructional baseball and t-ball. Mounds can be added to Union Creek, making it a baseball field complex.

G. SHSD 161 Workshop Committee

No report

H. Golf Course

No report

I. Office

Jim Randall commended Diane Meister, Office Manager/Bookkeeper, for her proficiency in managing the front office, her exceptional budget and accounting abilities, and for assuming IT responsibilities.

J. Risk Management

Jim Randall reported that PDRMA Risk Management representatives were pleased with the level of staff competency, demonstrated during the May 11<sup>th</sup> Administration Loss Control Review.

K. Wellness Committee

Wellness opportunities may be available to residents through increased F.A.N. use at Lincoln-Way North High School, pending LWCHSD 210 BOE approval.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XIV. Executive Session

Dave Macek made Motion 16-1188 to enter into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

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

Dave Macek made Motion 16-1189 to go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XV. Adjournment

Dave Macek made Motion 16-1190 to adjourn the meeting at 8:30 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
June 16, 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: Anthony Granata, Ken Blackburn, Jim Kohlbacher, Dave Macek, and Craig Maksymiak. Brian Mulheran arrived at 7:39 p.m.

Also present was: Jim Rock, Attorney, Ancel Glink law firm

Absent was: Joe Vlosak

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you note received by Julie Arvia, Park Naturalist, from an individual that participated in the Native Plant Propagation class.

Thank you notes received from college scholarship recipients.

Email received from Steve Macri, FSBL, commending John Keenan, Superintendent of Recreation, for his expertise in accommodating 900+ field usage requests this past season, and Ed Reidy, Superintendent of Parks, for outstanding work in maintaining ball fields and communicating conditions.

B. Congratulatory

Emails received from local community leaders, intergovernmental partners, residents, and contractors/vendors, positively commenting on the Gold Medal video and commending the Park District's achievement of Gold Medal Finalist Award status.

VI. Presentation of the May 19, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1191 to accept the May 19, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Dave Macek, Ken Blackburn. Nays: None. Anthony Granata abstained. (*Brian Mulheran, not yet present*)  
*Motion passed.*

VII. Executive Session

Dave Macek made Motion 16-1192 to enter into Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

Attorney, Jim Rock, provided Board Members with updates on legal matters.

Jim Kohlbacher made Motion 16-1193 to go out of Executive Session. Dave Macek seconded. Motion carried in a vote by voice.

VIII. Legal Report

Jim Rock, Ancel Glink Attorney, provided an overview regarding new regulations on overtime.

The Park District will be subject to the new regulation, overseen by the Department of Labor Fair Standards Act, ensuring employees are fairly compensated. Beginning December 1, 2016, full time salaried worker standards will go from \$455 to \$913 per week, or \$47,476 annually to be exempt. Park District's will be impacted by this new ruling, as most employees fall below the gap.

Mr. Rock recommended that the District review all employees and responsibilities, categorizing them as Executive, Administrative, or Professional, ensuring job descriptions appropriately detail work that qualifies them for exempt status.

The District may wish to consider adjusting salaries for those that fall under the exempt status through nondiscretionary bonuses and compensation to satisfy up to 10% of the new standard salary level. Mr. Rock also suggested increasing base salary for employees that are close to the threshold.

The Board will review the information provided and take the recommendations provided by Mr. Rock under advisement.

Secretary, Jim Randall, read by title, Ordinance No. 16-06-294, 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 16-1194 to accept Ordinance No. 16-06-294, the Determination of Prevailing Wages, as presented. Anthony Granata seconded. Motion carried. The Park District will file with the Illinois Department of Labor, and post the legal notice in the newspaper of record within 30 days of the filing, as required.

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

Secretary, Jim Randall, read by title Ordinance No. 16-06-295, an ordinance abating the taxes heretofore levied for the years 2016 to 2019, inclusive, to pay the principal and interest on the General Obligation Park Bonds (Alternate Revenue Source), Series 2002 of the Park District, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Anthony Granata made Motion 16-1195 to accept Ordinance No. 16-06-295, an ordinance abating the taxes heretofore levied for the years 2016 to 2019, as presented. Craig Maksymiak seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. 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 16-1196 to accept the May Accounts Payable Listing, pending audit. Dave Macek seconded.

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

Mr. Randall reported that Will County changed tax distributions from bi-weekly to monthly. Although tax distributions were delayed, the District remained in a good financial position, due large part to the Tax Anticipation Warrants.

The Tax Anticipation Warrants will be paid off on Friday, June 17<sup>th</sup>.

The May Treasurer's Report includes estimates of income and expense, based on the historical record over the past six years.

X. Executive Director's Report

Jim Randall reported that following the resignation of Deb Cancialosi, Superintendent of IT, he will evaluate the entire department, and has contacted several IT service providers. Mr. Randall is currently considering B Practical Solutions to provide onsite hardware and software services. References will be checked, and Jim Rock, Legal Counsel, will review all documents. Joe Vlosak, Commissioner with IT background, will also review the agreement.

Jim Randall requested Board authorization to enter into a one year IT service agreement, with B Practical Solutions, not to exceed \$65,000 annual, pending review of references, Park District attorney review, and proof of insurance requirements recommended by PDRMA, the District's liability insurance carrier.

Dave Macek made Motion 16-1197 to authorize Jim Randall to enter into a one year IT service agreement with B Practical Solutions as presented. Anthony Granata seconded.

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

Jim Randall reported that a F.A.N. brochure, detailing additional opportunities per the Intergovernmental Agreement by and between Lincoln-Way Community High School District 210 and the Frankfort Square Park District, *ref. May 19, 2016 Board Meeting Minutes, Sect. IX., Legal Report, Motion 16-1185* is under development.

Mr. Randall discussed the need to maximize use of LWN facilities, and he will meet with community groups in July to discuss the new opportunities. Frankfort Square groups will be given first priority, i.e. Wildcats Football and FSBL. All groups that have requested usage will be invited to the meeting.

Jim Randall noted that the Park District must cover \$127,000 in expenses and staff, and users will be required to pay for usage to ensure feasibility of the F.A.N. program.

The new F.A.N. program will begin on September 6<sup>th</sup>, and will not include a free walking program.

Quarterly reports, detailing F.A.N. revenue and expenses will be prepared, and Jim noted the Park District is not interested in generating revenue, but simply meeting expenses.

Commissioner, Craig Maksymiak, asked if resident and non-resident F.A.N. users will be tracked, and Mr. Randall answered affirmatively, further stating that everything will be tracked and detailed.

F.A.N. will have hours seven days per week, opened 6:00 – 9:00 a.m. and 6:00-9:30 p.m. Monday through Friday, 11:30 a.m.-2:00 p.m. on Tuesdays and Thursdays, 10:00 a.m.-5:00 p.m. on Saturdays, noon-5:00 p.m. on Sundays, and will accommodate after school travel teams until 7:00 p.m.

The Gold Medal video, required as a second round of judging for Gold Medal finalists, was completed and posted to the homepage of the Park District's website.

Jim Randall requested Board authorization to accept the lowest bidder, All American Exteriors, at \$26,600, pending certification of bid documents, for the Community Center Pole Barn #1 and Pole Barn #2 roof repair project.

Brian Mulheran made Motion 16-1198 authorizing Jim Randall to accept the lowest bidder for the roof repair project, as requested. Anthony Granata seconded.

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

Jim Randall reported that the master calendar is under development, with all departments listing monthly actions, enabling better tracking of all tasks that are necessary to the operation of the Park District.

Jim Randall met with the Village of Frankfort regarding changes to developer impact fees and related ordinances.

XI. Committee Reports

A. Maintenance

The fence in the Community Center maintenance yard has been replaced.

Ed Reidy, Superintendent of Parks, will manage the Island Prairie boardwalk extension project, scheduled to begin on Monday, June 20<sup>th</sup>.

Staff are preparing for the Parks LCR, scheduled for July 8<sup>th</sup>.

B. Recreation

Audrey Marcquenski, Director, and John Keenan, Superintendent of Recreation, have been tasked with doing the work of four recreation individuals following recent resignations, but Mr. Randall noted that interviews for the Athletic and Recreation Supervisor positions are underway, and three viable candidates have been identified.

C. Information Technology

Sufficient information was included in these minutes under Section X., Executive Director's Report.

D. Special Recreation

No report

E. Finance and Planning

The annual audit is underway, and Jim Randall anticipates a final report in August or September.

F. Township Planning Commission

Jim Randall reported that water and sewer connections have been installed by Carlson Construction, developer of the Hawthorne Lakes condominiums on St. Francis Road and Pine Hill, in lieu of the required developer donation fees.

Ed Reidy is working on a T-ball field design, converting the St. Francis ball fields to better accommodate the close proximity of the new condo units.

Jim Randall is working on renaming the ball field complex on St. Francis in recognition of the Frankfort Square Baseball League.

G. SHSD 161 Workshop Committee

Jim Randall reported that he, Ed, and Audrey meet monthly with Barb Rains, Superintendent of SHSD 161, and the longstanding relationship between our two agencies is strong.

H. Golf Course

No report

I. Office

No report

J. Risk Management

No report

K. Wellness Committee

No report

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XV. Adjournment

Dave Macek made Motion 16-1199 to adjourn the meeting at 8:33 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING

July 21, 2016

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

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

Absent were: Jim Kohlbacher and Brian Mulheran

IV. Public Input/Public Hearing

Dave Macek made Motion 16-1200 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2016 through April 30, 2017. Craig Maksymiak seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 16-07-296 for Fiscal Year beginning May 1, 2016 and ending April 30, 2017, 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 14, 2016 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. 16-07-296, was duly transacted at said meeting.

Dave Macek made Motion 16-1201 to close the floor and adjourn the public hearing at 7:30 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

V. Correspondence

A. Informative

PDRMA online newsletter, acknowledging the FSPD's 2015 award winning grant submission, Green/Yellow/Red Advanced Maintenance Equipment Operation and Training program.

B. Congratulatory

Emails from Tom Gavin, Managing Director of RW Baird, and Park District's legal counsel, Rob Bush of Ancel Glink, commenting on the FSPD's Gold Medal video and finalist status.

Email from Village of Midlothian Trustee commenting positively about the Park District's environmental mission, demonstrated at Island Prairie Park.

C. Appreciative

Letter received from the Summit Hill Educational Foundation, thanking the Park District for donating two Square Links Golf Course gift certificates to benefit the foundations' school fundraising efforts.

Facebook post commending Jim Randall's leadership and ability to secure awards that enable construction of amenities and grants that help keep property taxes low.

Email from a Park District resident commenting on all the wonderful things the Park District accomplishes under the leadership of Jim Randall.

VI. Presentation of the June 16, 2016 Board Meeting Minutes.

Dave Macek made Motion 16-1202 to accept the June 16, 2016 Board Meeting Minutes as presented. Craig Maksymiak seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Dave Macek, and Ken Blackburn. Abstained: Joe Vlosak Nays: None Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 16-07-296, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Craig Maksymiak made Motion 16-1203 to adopt the Budget and Appropriation Ordinance No. 16-07-296 as presented. Dave Macek seconded. Motion carried.

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

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 16-1204 to accept the Accounts Payable Listing, pending audit. Dave Macek seconded. Motion carried.

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

Jim Randall reported on the positive net balance of \$217,954. Changes at Square Links Golf Course, have also been positive, with last year's revenue of \$127,000 and \$86,000 in expenses compared to this year's \$111,000 in revenue and \$50,000 in expenses. Adjustments in course maintenance staff have also provided a more affordable approach, utilizing Park Maintenance staff to assist golf course maintenance, thereby eliminating staff costs. Mr. Randall hopes to restore kitchen operations in the next year.

Commissioner, Craig Maksymiak noted adjustments to the budget can be made accordingly.

IX. Executive Director's Report

A pre-employment screening, selection, and hiring process packet was provided for Board review. This extensive process is utilized to assist the District in hiring the best and most qualified individuals for open positions, and also details the job and safety training required of new employees.

Jim Randall reported that the current health insurance provider, Land of Lincoln, will discontinue group coverage, beginning December 1, 2016. A new carrier has been secured, but it may be necessary to go to underwriting. Deductibles will double with the new provider.

Jim Randall requested authorization to move forward with a new health insurance provider with best available comparable to the existing benefit at premium rates not exceed a 5% increase.

Dave Macek made Motion 16-1205, authorizing Jim Randall to secure a new health insurance provider as presented. Craig Maksymiak seconded.

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

Mr. Randall requested consideration to offer staff a small sum towards the increased deductibles, in the anticipated net savings of 6% is realized, and the matter will be discussed at the August Board Meeting.

The new IT contractor, B Practical Solutions, has been working out very well, and the when the District experienced a 24 hour power outage on July 13<sup>th</sup>, they came in after power was restored to ensure all systems were functioning well.

The contract with the previous IT company, Unique Computing Solutions, will conclude on July 31, 2016, and the Park District will realize a net benefit of \$35,000-\$45,000 between contract cost and payroll for a former full time staff member.

The F.A.N. brochure has been developed, and the newly expanded program will begin on Tuesday, September 6<sup>th</sup>. This will be a soft opening, and an open house will be planned in late fall.

Staff will meet in August with groups and organizations that are requesting LWN facility usage.

Mr. Randall discussed installation of a cogeneration unit that would enable the District to power IT equipment and the front office in the event of power outages. The cost of \$11,226 is close to the bid margin, and Mr. Randall would prefer to go to bid on this potential improvement.

Jim Randall will not request an Executive Session to discuss potential staff changes that will be necessary due to the Fair Labor Standards Act that will go into effect on December 1, 2016, but will simply ask Board Members to discuss the matter at the conclusion of this meeting.

Mr. Randall is working on a design plan to improve Kiwanis Park ballfields, and will present plans during the August Board Meeting, but would propose the improvements be addressed with the next fiscal year's budget.

President, Ken Blackburn will represent the Board at the NRPA Conference in St. Louis this October, and key staff will also attend this national networking and educational opportunity.

The PDRMA Administration Loss Control Review was completed, with the District receiving a score of 75%, well above the normal average of 40%. Mr. Randall noted it was a huge accomplishment, and that additional LCR dates are scheduled for the Maintenance and Recreation Departments and the Golf Course.

## X. Committee Reports

### A. Maintenance

The Island Prairie Park boardwalk expansion was recently completed. This 480' foot addition which included 485 linear feet of boards, 10,000 screws, and 5,000 nails was installed for \$30,000, of which \$10,000 was covered by a ComEd Green Region Program Grant. Mr. Randall hopes to apply for another grant to complete the loop around the pond, connecting to the existing bike path.

Jim Randall reported that the maintenance department has been exceptionally busy this season. Additional projects include repairs to the Island Prairie bandshell, repainting Union Creek Park playground equipment, tree work at Community Park, pole barn roof replacement at the Community Center, fibar installation at Summit Hill Schools, receipt of free biosolids for application at various turf grass areas, and installation of the new dance studio at Mary Drew.

The SSSRA/Union Creek Park LED sign bid packet is scheduled to be completed.

B. Recreation

Two new staff members, Raegan Christy, Recreation Supervisor, and Carter Patton, Athletic Supervisor will attend the August Board Meeting.

Raegan has been managing the Summer Day Camp program, which will conclude in 2 ½ weeks.

Carter is managing golf course operations and is also working on the softball program.

The fall brochure, which will include a F.A.N. brochure insert, is nearing completion, and will be mailed to residents in mid-August, and will include new programming, such as art and martial arts classes.

C. Information Technology

Mr. Randall reported that the current contract with Unique Computing Solutions will expire on July 31, 2016. The new contractors from B Practical Solutions, are in place and have been getting familiar with the District's IT hardware and software.

Jim Randall will work on securing a bid for a cogeneration unit that will enable the District's office and computer system to operate during power outages, as noted in greater detail in this meeting's Executive Director's Report.

D. Special Recreation

Beginning this fall, SSSRA will offer a new before and after school program for students with special needs at Mary Drew.

SSSRA requested increasing vacation leave to six weeks for staff that have 20+ years of service, but it was considered excessive for the organization's small staff.

E. Finance and Planning

A new investment vehicle will be drafted by Park District counsel, and will be formalized at an upcoming Board Meeting.

F. Township Planning Commission

No report

G. SHSD 161 Workshop Committee

Due to the lack of meeting dates for this committee, it was decided that it would be removed from the agenda.

H. Golf Course

Asphalt repair was completed on Hole #2, and will be completed on Hole #6.

The Frankfort Township Road District will seek bid proposals to pave St. Francis Road this summer. The Park District may include an addendum to this bid project, enabling asphalt replacement at Square Links Golf Course. This would provide a cost savings measure, with pricing based on roadwork.

Tees were graded, and outdoor carpet and wood repair was completed on the golf course and Union Creek Park bridges.

Plans are underway for the College Scholarship Tournament to be held on September 24<sup>th</sup>. New this year will be a 7:00-9:00 a.m. best ball tournament for community groups and neighboring agencies, followed by the Lincoln-Way Cup, and finishing with a Free Day of Golf, with free will donations accepted that will be open to the community from 1:30 p.m.-dusk. Mr. Randall is hoping the new format will increase the level of money raised for this valuable scholarship program. Commissioner, Craig Maksymiak suggested including 2-man speed golf rounds.

John Keenan and Carter Patton passed their food handler's test and ice cream is now being served at Square Links.

Disease has been an issue, due to the hot weather this summer.

Repairs were completed on the first green.

I. Office

Diane Meister, Office Manager/Bookkeeper, has be facilitating the IT contractor transition, and has taken on the management of the District's RecTrac software program.

J. Risk Management

Sufficient information was included in this meeting's Executive Director's Report.

K. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 16-1206 to adjourn the meeting at 8:04 p.m.  
Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
August 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's 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, Craig Maksymiak, and Joe Vlosak.

Absent was: Anthony Granata

Also present were: FSPD staff, John Keenan, Superintendent of Recreation, and Carter Patton, Athletic Supervisor

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Note received from The Miracle League of Joliet, thanking the FSPD for donating a Square Links Golf Course gift certificate in support of the organization's fundraiser.

Note received from Sandy Stundins, Frankfort Park District's Superintendent of Building & Grounds, expressing appreciation for the loan of FSPD equipment.

B. Informative

Newspaper article written by Susan Lafferty, Contact Reporter for the *Daily Southtown*, about the positive community impact provided by an intergovernmental agreement that allows Park District usage and scheduling of programs/activities at the Lincoln-Way North campus.

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

Dave Macek made Motion 16-1207 to accept the July 21, 2016 Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Jim Randall presented a revised intergovernmental agreement for the use of Summit Hill School District 161 facilities by the Frankfort Square Park District for consideration, a copy of which was provided to each Board Member in advance of the meeting. Said agreement, previously approved, was revised by the removal of a single word to better indemnify both agencies.

Dave Macek made Motion 16-1208 to adopt the revised intergovernmental agreement by and between Summit Hill School District 161 and the Frankfort Square Park District as presented. Craig Maksymiak seconded. Motion carried in a vote by voice.

Jim Randall presented an investment policy to indicate a conscious formal effort by the Board to develop, implement, and monitor the investment of District funds for consideration, a copy of which was provided to each Board Member in advance of the meeting.

Craig Maksymiak made Motion 16-1209 authorizing the adoption of an investment policy as requested. Dave Macek seconded.

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

Jim Randall requested approval to open a second collateralized money market account through Old Plank Trail Community Bank, and to close the MaxSafe account. Said account will double the return, currently earned through the MaxSafe account, which will be eliminated, from 2% to 4% interest rate.

Craig Maksymiak made Motion 16-1210 to open a second collateralized money market account through Old Plank Trail Community Bank as requested. Dave Macek seconded.

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

Park District legal counsel is reviewing the Personnel Handbook, redrafting the document to reflect changes in legislation, and will assist in developing a revised impact fee policy.

Legal counsel is also reviewing current agreements with the law enforcement agencies that serve the communities within Park District boundaries, and will draft a document to standardize the agreements.

The proposed zoning change to enable beekeeping at Island Prairie Park is still in process, and Mr. Randall will keep Board Members apprised of the progress.

A social media policy will be developed, addressing the length of time postings will be retained, potentially archiving for one week prior to removal.

A Park District policy will be drafted to address changes to legislation regarding travel and conference allowances that will go into effect January 1, 2017.

#### VIII. Treasurer's Report

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

Dave Macek made Motion 16-1211 to accept the July Accounts Payable Listing, pending audit. Craig Maksymiak seconded.

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

Jim Randall distributed the Audited Financial Report FYE 4/30/16, completed by the independent firm of Hearne & Associates, P.C. The auditor only recommended a minor fund balance adjustment of \$3.00. Included in this year's document is the annual CPI which will aid Board Members in determining wage increases in the next budget cycle.

Craig Maksymiak reviewed the Significant Audit Findings that were detailed in the Auditor's Communication with Those Charged with Governance, noting all findings were standard statements of fact that can be found in audit conclusions, and nothing can be construed as out of the ordinary or requiring major adjustments.

Jim Randall discussed debt that will be incurred through the annual mini bond ordinance, the required refunding of a two year loan for the St. Francis ballfield purchase, a golf course paving project and OSLAD grant project.

Mr. Randall further detailed a paving project which will save the District approximately \$30,000 by adding to the Frankfort Township Road District's bid to resurface St. Francis Road. Also adding to the savings is the reduction in petroleum costs. Said project would be completed this fall, and may require a one day closing of the golf course.

The OSLAD grant for redevelopment of Community Park, previously on hold due to State of Illinois budget constraints, has been reinstated. This is a matching funds grant, and Mr. Randall will not proceed until the \$200,000 grant award check is received from the State.

Jim Randall reported that adjustments to the budget, necessary due to staff and health insurance policy changes, will be completed and presented to the Board for consideration during the September or October Board Meeting. In addition, \$65,000 remaining from the previous year's budget will be applied to the amended budget, and may be used to fund planned improvements.

#### IX. Executive Director's Report

Jim Randall requested Board approval to provide a one-time \$400 payment to full time staff to aide in the transition to a new health insurance carrier. The deductible for the new policy doubled, and staff with outstanding claims may face difficulties with benefit payments through the previous carrier.

Dave Macek made Motion 16-1212 approving a one-time \$400 payment to full time staff to aide in the health insurance policy transition, as requested. Brian Mulheran seconded.

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

Jim Randall requested Board approval to trade in a Park District-owned vehicle, valued at \$16,000, towards the purchase of a new Transit vehicle for custodial staff, not to exceed \$21,000. The net purchase price will be at or about \$5,000, covered by this fiscal year's budget.

Jim Kohlbacher made Motion 16-1213 approving the trade in of a Park District-owned vehicle and purchase of a Transit van to be used for custodial purposes at net purchase price of \$5,000, utilizing existing budget funds as requested. Dave Macek seconded

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

Jim Randall discussed the upcoming NRPA Conference in St. Louis, MO that several key staff and one Board Member will attend to represent the District and participate in educational sessions. The Park District will provide \$75.00 per day stipends and a \$100 travel reimbursement for any staff not being transported by Park District van, Conference and hotel reservation costs, and a celebratory meal. Staff will contribute a portion to the meal expense, and no alcohol will be purchased by the Park District.

## X. Committee Reports

### A. Maintenance

Jim Randall requested consideration to proceed with asphalt resurfacing of the Square Links Golf Course parking lot and repairs to a section of cart path for an amount not to exceed \$40,000.

Dave Macek made Motion 16-1214 approving the asphalt resurfacing of the Square Links Golf Course parking lot and cart path repairs for an amount not to exceed \$40,000 as presented. Brian Mulheran seconded.

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

Jim Randall informed the Board that Frankfort Township will purchase a new tub grinder that will improve the efficiency and end product of the mulch material. The Park District will not be involved in the purchase of said equipment.

Jim Randall presented a rendering of field improvements proposed for the St. Francis ball field, that will include T-ball fields and fencing. A bleacher component may also be added, but the current plan is to complete fencing and a water line. Demolition, general grading and field prep will be completed in-house by Park District staff.

### B. Recreation

John Keenan, Superintendent of Recreation addressed the Board, focusing on positive changes being made in programming.

A new instructor, Dave Esterkamp, was hired to run the basketball programs. Mr. Esterkamp played professional basketball internationally and brings a new level of excitement and experience to the program, dramatically increasing participation and offerings.

The FSPD joined the SSC softball league this season, comprised of teams from Frankfort Mokena, Monee, Orland Hills and Tinley Park. The Chicago White Sox contributed new uniforms to our program, adding to the excitement about the many changes. The league garnered a renewed interest, as many would start playing T-ball with the FSPD, then play in Frankfort or Mokena. Now that our girls can play in the same league, they are returning and paying a more affordable resident rate. The players are also looking forward to winter practice sessions in the LWN fieldhouse.

John closed by providing details about the new F.A.N. program that will begin on September 6<sup>th</sup>, with expanded daily morning hours and mid-day hours on Tuesday and Thursday, in addition to the normal evening hours. A meeting with groups and organizations interested in scheduling indoor/outdoor usage of LWN facilities was held on August 15<sup>th</sup>. Approximately 30 different groups were represented, and all but one were receptive to the manner in which usage will be assigned and charged. The Park District will also hold an open house event in November, inviting all to visit the facility and see the new programming opportunities.

Carter Patton, Athletic Supervisor, introduced himself to the Board and provided details about his background and experience that led him to accept his first full time position at the FSPD.

Carter discussed the September 24<sup>th</sup> Scholarship Golf Outing, where community groups will reserve tee times from 7:00-9:00 a.m., followed by a free day of golf from 1:30 p.m.-dusk. To date, a total of \$7,450 has been raised in donations, and Jim is confident the new format will increase funds raised for the scholarship program, as free will donations will be accepted for the Free Day of Golf.

This summer's Ladies' League concluded on August 17<sup>th</sup>, and although positive feedback was received, Carter will evaluate the program and make improvements for next year's offering.

The July 22<sup>nd</sup> Parent/Child Scramble was successful, with 10 pairs enjoying the event. One team had a hole in one, and trophies were donated and provided to all participants.

Carter also presented a new hole-in-one trophy that will be awarded to patrons.

John and Carter became certified food handlers, enabling ice cream service to return to the clubhouse.

The course has been busy with high school teams, Andrew JV boys, LWE and LWC girls teams, in addition to the Summit Hill Junior High intramural programs.

Other improvements include changes at Hole #7 through an added tee box, and the hiring of starters to move play along more efficiently.

Jim Randall noted that Carter and Raegan Christy, Recreation Supervisor, have been a great additions to the Recreation Department, bringing new ideas, while also learning the FSPD operations, and he is pleased with all they have to offer. Raegan will attend the November Board Meeting to meet the Board Members and report on her areas of responsibility.

C. Information Technology

Jim Randall is very pleased with the progress and improvements to the District's IT, made possible through the new outside contractor, B Practical Solutions. The president and vice president of the company are onsite Tuesdays and Thursdays for eight hours each day, and have been cleaning up various areas of hardware and software that were problematic.

D. Special Recreation

The SSSRA is reviewing future changes in managing its excessive fund balance, and Jim Randall is communicating with member agencies about this matter.

E. Finance and Planning

Jim Randall noted the District remains in good financial position, but continues to work towards improving efficiencies. One area currently being evaluated is the Beautification and Natural Areas Department, and Mr. Randall has interviewed companies in consideration of contracting these services to reduce expenses in an area that produces minimal revenue.

F. Township Planning Commission

No report

G. Golf Course

Vice President, Dave Macek, and Commissioner, Craig Maksymiak, will represent the Board by playing in the College Scholarship Golf Tournament scramble. Jim Randall is confident that between donations the District is receiving from vendors and organizations, and free will donations that will be accepted during the event.

Dave Macek inquired about the marketing of the September 24<sup>th</sup> event, and Mr. Randall noted that it will be advertised through social media, the local press, and Park District marquees.

Golf course staff asked if a dress code could be established at the course, requiring men to wear shirts with sleeves. The Board is not interested in establishing the rule, citing difficulties in enforcement.

H. Office

Jim Randall reported that front office operations continue to go well, commending Diane Meister, Office Manager/Bookkeeper for her management skills and training of staff.

I. Risk Management

Jim Randall reported that PDRMA Loss Control Reviews of the Administration, Parks, and Recreation Departments have gone very well. Areas of deficiencies are being addressed, and final reviews will be completed in late fall. The Golf Course review is scheduled for September 9<sup>th</sup>.

J. Wellness Committee

The Wellness Committee met on August 10<sup>th</sup>, and began planning the next BAS and staff fitness challenges.

XI. Old Business

No old business was discussed

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XV. Adjournment

Dave Macek made Motion 16-1215 to adjourn the meeting at 8:26 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
September 15, 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, Dave Macek, Brian Mulheran, and Joe Vlosak.

Absent were: Anthony Granata, Jim Kohlbacher, and Craig Maksymiak.

IV. Public Input

Park District residents were in attendance to express concerns regarding the upkeep of Lincoln-Way North High School and grounds.

A section of turf at the school's entryway is damaged or severely distressed. Mr. Randall explained that the Park District secured Conserv FS to test a soil sample, and pending results, will proceed with appropriate treatment or replacement.

The Park District contracts with the same lawn maintenance company that the School District utilizes. In addition Park staff trim bushes and maintains athletic fields.

Concerns were also voiced about the empty building providing the potential for vandalism and break ins, and that it could become a "hang out" Jim Randall stated that a security guard is posted at the campus and the Will County Sheriff's Department conducts regular patrols. In addition, the building is not empty, as the Park District provides programming at the school seven days per week.

In response to a question about whether the stadium is locked, Mr. Randall noted that the School District keeps it secured, and the Park District monitors this facility.

There is an increased presence of Canada geese, and Jim Randall replied that is due to limited activity in certain areas of the campus.

A resident stated that the pumps in the basement were turned off, causing a flood. Mr. Randall was unaware of this issue, and does not believe it to be factual, but encouraged individuals to request a tour of the basement to allay concerns.

Residents noticed areas flagged by J.U.L.I.E. and asked what the reason was for this marking. Mr. Randall was unaware of this matter, but stated that no construction is planned and encouraged interested parties to call J.U.L.I.E. for information.

There was also a concern about the lack of a water source for flowers. Mr. Randall responded that there has never been a water source, with the exception of irrigation systems that the Park District installed at the athletic fields that access well water.

Commissioner, Brian Mulheran noted that the Park District has experienced an increase in receipt of FOIA's, requesting information about a building we do not own. This has impacted the Park District's small staff, taking time away from the District's mission to serve its residents. Mr. Randall noted that in addition to staff time, all FOIA requests must be reviewed by legal counsel, costing in excess of \$7,000-\$8,000 in legal fees to date. If residents have questions and concerns, they can contact Jim Randall at any time.

Mr. Randall acknowledged that people are distrustful, but their anger is misplaced, and that School District issues should not trickle down to the Park District. The goal was to keep LWN open, allowing resident access, but if residents are unhappy, the Park District can suspend programming at LWN and move F.A.N. activities to Mary Drew.

Jim Randall closed by thanking all in attendance, and stated that the more people he and the Board can talk to, the better informed the community will be regarding these and all Park District-related matters.

V. Correspondence

A. Appreciation

Note received from the Peder Hedberg Foundation, expressing appreciation for the FSPD's donation of a golf gift basket for their fundraiser.

B. Informative

Newspaper article detailing the 11<sup>th</sup> Annual College Scholarship Free Day of Golf Scramble, scheduled for Saturday, September 24<sup>th</sup>.

Ads placed in the September 11<sup>th</sup> Daily Southtown, and September 15<sup>th</sup> Frankfort Station, Tinley Junction, Mokena Messenger, and New Lenox Patriot, promoting the Free Day of Golf Scramble.

Sample of banners and signs that are marketing the Free Day of Golf Scramble.

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

Dave Macek made Motion 16-1216 to accept the August 18, 2016 Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall presented documents for initial review that included an updated personnel handbook, improvement and dedication agreement for land acquisition, and a law enforcement intergovernmental agreement. Said documents will be presented for consideration during the October 20, 2016 Board Meeting.

Mr. Randall reported that a party expressed interest in managing the golf course restaurant, but further noted that no immediate action will be taken, and the matter will be reviewed over the winter months.

The Park District received and responded to a Freedom of Information request from a Lincoln-Way High School band parent.

VIII. Treasurer's Report

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

Dave Macek made Motion 16-1217 to accept the August Accounts Payable Listing, pending audit. Brian Mulheran seconded.

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

Commissioner, Joe Vlosak, asked why the golf course is listed as an enterprise fund. Jim Randall responded that the golf course was not purchased through a referendum bond, and the operation is nearly self-sufficient, paying expenses through its own revenue.

IX. Executive Director's Report

Jim Randall presented a purchase order for all expenses related to the NRPA Conference trip to St. Louis. The \$12,000 cost covers conference attendance, lodging, per diem, and a small allowance for transportation.

Park District counsel will prepare a policy per the new law that will go into effect on January 1, 2017, regarding stipends.

Jim Randall reported that the annual mini-bond ordinance will be presented for consideration during the October Board Meeting.

The final tax distribution was received.

The golf course received the highest LCR rating, scoring 87% by PDRMA.

The pole barn roof repairs at the Community Center have been completed.

Jim reported that Pam Kohlbacher, Director of Early Childhood Programming, will resign after this school year. Pam has been a tremendous asset to this department, and will assist in finding an appropriate replacement.

The F.A.N. program is going well, but staff are receiving questions about the cost of usage and membership. The program will be reviewed at the end of the year to determine if it is feasible to continue at the current location.

Julie Arvia, Park Naturalist, will represent the Park District at the zoning change public hearing on October 4<sup>th</sup>. The change from R/4 to R/5 will enable the District to provide beekeeping at the Island Prairie Park site for the purpose of pollinating plants.

X. Committee Reports

A. Maintenance

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

B. Recreation

Staff are working on the winter/spring brochure that will be distributed to residents in mid to late December.

C. Information Technology

All IT matters are being well-managed.

D. Special Recreation

No report

E. Finance and Planning

Jim Randall presented copies of the amended budget, FYE 4/30/17, and noted amendments are necessary due to staff and programming changes. Board Members will review same and consider the document for adoption during the October 20, 2016 meeting.

F. Township Planning Commission

No report

G. Golf Course

The parking lot and asphalt path along the sixth hole at the golf course was completed, and striping will be done the week of September 19<sup>th</sup>.

Jim Randall hopes the September 24<sup>th</sup> Free Day of Golf fundraiser for the College Scholarship Program will bring in good revenue. Currently, only four openings remain for the 7:00-9:00 a.m. tee times.

H. Office

No report

I. Risk Management

Jim Randall presented a waiver and release of all claims for use of inhalers for auto-injectors for Board consideration

Dave Macek made Motion 16-1218 authorizing said policy as presented, Joe Vlosak seconded. Motion carried in a vote by voice.

J. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner, Brian Mulheran, reported there has been a large amount of bees inside a tree by the Wildcats concession stand in Union Creek Park. Jim Randall will inform Ed Reidy about the issue.

XIII. Executive Session

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

XV. Adjournment

Dave Macek made Motion 16-1219 to adjourn the meeting at 8:35 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
October 20, 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.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Card received from “My Joyful Heart” children’s charity for a donation the Park District made in support of their fundraiser.

Email received from the SSSRA, expressing appreciation for providing their Unified Golfers an opportunity to golf in the Free Day of Golf event, held at Square Links on September 24, 2016.

Card and team photo received from Lincoln-Way East Boys Golf Team, expressing appreciation for use of Square Links and thanking the golf course staff for accommodating them during their 2016 season.

B. Congratulatory

Numerous cards and emails received from various sources, i.e. local park districts, governing agencies, FSPD contractors and friends, congratulating the FSPD on receiving the 2016 Gold Medal Grand Plaque Award.

C. Informative

Emails the IAPD and University of Illinois’ Office of Recreation and Park Resources send to all members that include notice of the FSPD’s Gold Medal Grand Plaque Award.

Article that appeared in the October 19<sup>th</sup> Daily Southtown newspaper, entitled “Frankfort Square Park District Wins Second Gold Medal”

VI. Presentation of the September 15, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1220 to accept the September 15, 2016 Board Meeting Minutes as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Abstained: Anthony Granata and Jim Kohlbacher. Motion carried.

## VII. Legal Report

Jim Randall, presented Ordinance No. 16-10-297 an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2016, 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.

Dave Macek made Motion 16-1221 to adopt Ordinance No. 16-10-297 as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Ordinance No. 16-10-298, an Ordinance abating the tax hereto levied for the year 2016 to pay principal and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Park Bonds (Alternate Revenue Source), Series 2010, and General Obligation Park Bonds (Alternate Revenue Source), Series 2009, 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 16-1222 to adopt Ordinance No. 16-10-298 as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Ordinance No. 16-10-299, an Ordinance authorizing and providing for a loan agreement for the purpose of refunding the cost of debt service on a preceding loan used for the purpose of purchasing real property and borrowing additional funds for the purchase of a Toro Athletic Field Groomer in and for the Frankfort Square Park District, Will County, Illinois, and authorizing and providing for the issue of a \$131,044.45 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, 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 16-1223 to adopt Ordinance No. 16-10-299 as presented. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented a Land Acquisition Policy, a policy establishing requirements for acquisition and acceptance of real property, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 16-1224 to adopt the Land Acquisition Policy as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion carried.

Jim Randall presented Law Enforcement Intergovernmental Policies with the Will County Sheriff's Department, Frankfort Police Department, and Tinley Park Police Department, copies of which were provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Anthony Granata made Motion 16-1225 to adopt the Law Enforcement Intergovernmental Policies as presented. Craig Maksymiak seconded. Motion carried in a vote by voice.

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

Jim Kohlbacher made Motion 16-1226 approving the revised Personnel Handbook as requested. Dave Macek seconded. Motion carried in a vote by voice.

Jim Randall presented Resolution No. 16-10-16, 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 16-1227 to adopt Resolution No. 16-10-16 as presented, Craig Maksymiak seconded. Motion carried in a vote by voice.

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

Brian Mulheran made Motion 16-1228 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 in a vote by voice.

The Park District received and responded to the following FOIA requests over the past month:

A Chicago Tribune reporter requested any and all correspondence related to attorney, FBI, and/or United States Attorney's Office. No such correspondence detailed in said request existed, and a response was provided to the requestor the same day.

A resident requested the total number of F.A.N. passes sold to date in the 2016/2017 season, and the number of F.A.N. passes sold to residents during the same time period. Information was provided to the requestor on the following day.

Mr. Randall noted that, typically, information requested through FOIA is accessible through the District's website, but once a formal request is received, information must be gathered and reviewed by Park District legal counsel, incurring expense in staff time and legal fees.

#### VIII. Treasurer's Report

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

Jim Randall provided updates on the financial position of the Park District, reporting a \$292,000 increase in positive balance over the previous year.

Dave Macek made Motion 16-1229 to accept the September Accounts Payable Listing, pending audit. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Anthony Granata, Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn.

#### IX. Executive Director's Report

Jim Randall reported that all are to be congratulated for the District's receipt of the 2016 Gold Medal Grand Plaque Award. It was good news for the community, and Mr. Randall noted the District is better because it listens and responds to its residents in all matters, in particular to long range planning.

The November Board Meeting will be held at the golf course, and Director, Audrey Marcquenski will manage the meeting in Mr. Randall's absence.

The budget adjustment, per legal counsel advice, has been deferred until the December Board Meeting.

A F.A.N. Open House event is scheduled for November 22<sup>nd</sup>, and will be promoted through local press, signage, and flyers.

The F.A.N. program is doing well, with a current membership of 144. Community group and organization usage is strong, and daily participation historically increases in mid-November.

Fifteen new CPU's, a budgeted expense, were ordered to replace problematic terminals.

The Park District will purchase Microsoft software at a school rate, saving \$300 per computer.

A new 70" flat screen television will be purchased for use in the Board Room, and the two existing monitors will be moved to the Community Room foyer and training room.

An additional smart television was purchased and installed at Mary Drew for use in the BAS program.

The DVR, displaying security camera images, will be transferred to the server, enabling smart phone access. Dave Camerino, Security Unlimited is managing the logistics of this project.

The Truth in Taxation public hearing will be held on Monday, December 5<sup>th</sup>, followed by the regular monthly meeting of the Park Board.

Seven staff members are required to give depositions regarding the June, 2014 accident. The Park District has no exposure, and staff will be represented by PDRMA legal counsel.

The final PDRMA Loss Control Review (LCR) score will be received on November 4<sup>th</sup> that will reflect two years of work, and thousands of hours of training. The end result is that the Park District has a new safety culture and improved operations.

## X. Committee Reports

### A. Maintenance

Board Members received the monthly resident input summary, and Jim Randall commended Ed Reidy, Superintendent of Parks, for his response to residents and management of reported issues.

The Park District sold \$5,870 of unused miscellaneous equipment in a recent auction.

The District is in the process of downsizing equipment, reviewing management of properties, and considering a commercial approach, contracting maintenance services, to better address fiscal responsibility.

### B. Recreation

Board Members were provided with a F.A.N. program calendar, detailing hours and amenities available at LWN.

Recreation staff meet regularly to discuss how best to market F.A.N. program opportunities that expanded in September, 2016.

Jim Randall reported that newly hired full-time employees, Carter Patton, Athletic Supervisor, and Raegan Christy, Recreation Supervisor, are great additions to the Park District staff.

### C. Information Technology

Sufficient information was provided during this meeting's Executive Director's Report.

D. Special Recreation

SSSRA is adapting to adjusted hourly rate changes, per the FLSA new rule.

E. Finance and Planning

Mr. Randall reviewed the positive financial status of the District during this meeting's Treasurer's Report.

F. Township Planning Commission

Anthony Granata reported that this month's meeting of the Township Planning Commission was cancelled.

G. Golf Course

This season's closing is weather-dependent, but the golf course historically closes on or about November 1<sup>st</sup>.

Management has taken a more practical approach to staffing and supervision, resulting in improved operations.

There is a potential to reopen the restaurant during the 2017 season, but a careful approach will be taken, ensuring there is a proper representative managing the facility.

A wrap-up meeting will be held in December, with staff reviewing the previous season, and planning for next year.

H. Office

Jim Randall reported that Diane Meister, Office Manager/Bookkeeper, has been working on a RecTrac upgrade, and has been efficiently managing and correcting IT issues.

I. Risk Management

Jim Randall reported that the PDRMA LCR process is nearing completion, and with the initial score of 90+%, next year will be a simpler, reevaluation of operations.

J. Wellness Committee

The Wellness Committee continues to work with Kim Kramer, dietician from Ingalls, providing health and wellness presentations for staff.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XV. Adjournment

Anthony Granata made Motion 16-1230 to adjourn the meeting at 8:07 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
November 17, 2016

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Frankfort Square Park District's 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, and Brian Mulheran.

Absent were: Anthony Granata and Joe Vlosak.

Also present were: FSPD staff, Raegan Christy and Ed Reidy.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you card Ed Reidy, Superintendent of Parks, received from Hilda Walker Principal, Laura Goebel, expressing appreciation for the maintenance department's assistance with the Walker 20<sup>th</sup> Birthday Bash.

Letter received from Lamb's Fold for the Park District's donation of a raffle prize in support of the organization's fundraiser for homeless women and children.

Letter received from The Cancer Support Center in Mokena and Camp Quality Illinois for the FSPD's donation of a raffle prize to support the 23<sup>rd</sup> annual Hometown Hoedown fundraiser.

B. Congratulatory

Numerous cards, emails, and letters received from New Lenox Park District Board and staff, Musco Lighting, Village of Tinley Park, Mayor David Seaman, Gold Medal Award judges, and Brenda Kushner, retired Early Childhood Superintendent, congratulating the FSPD on receiving the 2016 Gold Medal Grand Plaque Award.

C. Informative

Article recognizing the Park District's Gold Medal Award, published in the November 3<sup>rd</sup> edition of the *Frankfort Station*.

F.A.N. Open House ads that were published in the November 10<sup>th</sup> editions of the *Frankfort Station*, *Tinley Park Junction*, *New Lenox Patriot*, and *Mokena Messenger* newspapers.

VI. Presentation of the October 20, 2016 Board Meeting Minutes

Dave Macek made Motion 16-1231 to accept the October 20, 2016 Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Motion carried.

VII. Legal Report

Audrey Marcquenski distributed copies of a Grievance Procedure for the Americans with Disabilities Act, providing Board Members with the opportunity to review the document prior to consideration during the December 5, 2016 regular meeting of the Park Board. This ordinance was provided by Jim Rock, legal counsel from Ancel Glink, and pending approval, said document will be posted to the Park District's website, per legal counsel recommendation.

No FOIA requests were received by nor made by the Park District over the previous month.

VIII. Treasurer's Report

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

Dave Macek made Motion 16-1232 to accept the October Accounts Payable Listing, pending audit. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Motion carried.

IX. Director's Report

Diane Meister, Office Manager/Bookkeeper, was scheduled to provide an annual report during this meeting, but will be deferred until after the first of the year.

Ms. Marcquenski reminded Board Members that the Truth in Taxation public hearing is scheduled for Monday December 5<sup>th</sup> at 7:00 p.m., and will be immediately followed by the regular Board Meeting, beginning at 7:30 p.m. The required legal notice for the hearing will be published in the November 23<sup>rd</sup> edition of the *Frankfort Station*.

The Park District's master calendar is in final development, and a copy was provided to Board Members for advanced review. Per Jim Randall, this is to be a living document, providing a tool for staff to keep on task throughout the year. The calendar will also be posted to the Park District's website, enabling the public to have a glimpse of all areas of District operation.

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Parks, addressed the Park Board, providing a summary of accomplishments the maintenance department has had over the previous year.

Maintenance is responsible for 32 park sites, 640+ acres developed, and 250+ natural areas, and all the facilities and amenities encompassed by the parks and land that keep the 4 full-time and 16 seasonal and part-time staff busy throughout the year.

Turf maintenance began on April 11<sup>th</sup> this past season, and will continue through the week of November 21<sup>st</sup>. Park staff are supplemented by landscape contractors that take care of remote park sites and the LWN campus.

Maintenance staff members are licensed by the Illinois Department of Agriculture, ensuring correct applications of fertilizers, fungicides, insecticides, and pre-emergents.

Square Links Golf Course is maintained by a Superintendent, Assistant Superintendent, seasonal maintenance employees, range attendants, and rangers, ensuring the public has access to a beautiful facility with excellent playability.

The District's Park Naturalist, assisted by six seasonal maintenance employees with special training, maintain landscape beds, park signs and natural areas, complete annual plantings, conduct spring and fall clean-ups, spray invasive weeds throughout the District and maintain planted areas at schools, and propagate 20,000 native plugs annually. Volunteers also play a large role, assisting with the annual milkweed sale, native seed collections, and watering annual flowers and arbor natives.

Maintenance staff empty garbage cans throughout the District on a weekly basis, with up to three times each week in heavy-use areas. During the past year, approximately 26,000 cubic feet of trash was collected, enough to fill 7+ large steel shipping containers.

The Maintenance department also manages snow removal at FSPD, SHSD 161, and LWN parking lots and walkways, in addition to the 9.9 miles of walking paths.

In addition to these normal routines, maintenance also manages improvement projects, inspections and repairs, special events, and building maintenance.

Mr. Reidy closed by stating that maintenance staff are proud of the work they do, look for ways to improve efficiency, and are ready to serve the Frankfort Square community by taking care of facilities and amenities. The balance of quantity and quality of their work is a constant challenge that all eagerly accept.

B. Recreation

Raegan Christy, Recreation Supervisor, introduced herself as a new addition to the Park District. Raegan came to the District, having moved from her home in Myrtle Beach, South Carolina to Tinley Park this past summer.

Raegan began by focusing on her largest areas of responsibility, the Before and After School (BAS) and Dance programs.

Currently 103 children are registered and attend the BAS program on a daily basis, and are encouraged and motivated while in the care of BAS staff both before and after school.

Some adjustments were made to improve supervision and efficiency within the program to better serve the young participants.

BAS is the only before and after school program in the area that offers transportation to activities outside the Park District, providing the children with the opportunity to be involved in their school's extracurricular activities.

A new television and Wii have been added, serving as a behavioral incentive, and a more comprehensive snack program was developed.

The popular Dance Program has an enrollment of approximately 400 students.

These two programs, in addition to cheerleading, art, basketball, indoor soccer that are all conducted at Mary Drew, means that on any given day, the Park District has between 150-275 children and adults come through the doors of this wonderful facility.

Two current BAS staff were recently introduced to the ELC program as computer teachers for the 4 year old program, and they have been a great addition, improving the level of learning available to our preschool students.

Raegan has worked with Audrey Marcquenski and Arliss Bouton, Assistant Safety Coordinator, to improve manuals per PDRMA recommendations. This has included the new Epi Pen and seizure response training that the Board approved for staff training guidelines, Code Adam, and aquatics procedures for field trips.

Raegan will also work on evacuation plans, maps, and procedures for each Day Camp field trip to maximize the safety of the children.

Five staff are being certified at the end of the month for their HeartSaver CPR/AED/First Aid instructor certification, and will begin training and recertifying Park staff.

New programs were developed that include art classes for both youth and adults, and Parents' Night Out that will begin in January, designed to be an affordable child care program.

Raegan commended the BAS staff for stepping up to aid programs, parties, and hall monitor openings for athletic programs, noting they are quick to volunteer when needed.

In closing, Ms. Christy commented on the friendliness of all Park staff, and their willingness to help her as she assimilated not only to a new job, but a new home as well.

Audrey Marcquenski summed up the annual presentations by stating that, like Jim Randall, she cannot say enough good things about Ed Reidy and Raegan Christy. While staffing changes can be challenging, it gave us the opportunity to reorganize and prioritize the qualities needed. Audrey is so appreciative that the District was able to hire such talented new staff members with deep skill sets that are ready, willing, and able to accept new challenges.

C. Information Technology

The revised Personnel Handbook and Safety Manual were posted to the Park District's website for easy staff access and transparency.

D. Special Recreation

No report

E. Finance and Planning

Staff are completing a final review of the amended budget that will be presented for Board approval at the December meeting, per recommendations made by the independent audit firm of Hearne & Associates.

F. Township Planning Commission

No report

G. Golf Course

Square Links and its patrons have benefitted from above-normal temperatures and dry weather conditions far into November. With cooler temperatures predicted, the course will close for the season after Friday, November 18<sup>th</sup>.

H. Office

No report

I. Risk Management

Audrey reported that the District received a score of 97.05% for its first Loss Control Review, conducted by PDRMA. This reflects a district-wide effort involving all volunteers, seasonal, part-time, and full-time staff. In addition, Board Members assisted with reviewing and approving agreements, policies, and manuals. This high score is rare for a new member, and speaks to our level of commitment to excellent and safe work practices.

J. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XV. Adjournment

Dave Macek made Motion 16-1233 to adjourn the meeting at 8:15 p.m.  
Jim Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
TRUTH IN TAXATION HEARING MINUTES

December 5, 2016

The following are Minutes of a Truth in Taxation Hearing of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Roll Call

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

Absent was: Jim Kohlbacher

III. Public Hearing

Dave Macek made Motion 16-1234 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 16-12-300. Craig Maksymiak seconded. Motion carried in a vote by voice.

No members of the public were present for input.

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

IV. Adjournment

Dave Macek made motion 16-1235 to close and adjourn the Truth in Taxation Hearing at 7:30 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
December 5, 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, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Absent was: Jim Kohlbacher.

IV. Public Input

No members of the public were present for input.

V. Correspondence

No correspondence was available for Board review.

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

Dave Macek made Motion 16-1236 to accept the November 17, 2016 Board Meeting Minutes as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Brian Mulheran, Dave Macek and Ken Blackburn. Abstained: Anthony Granata and Joe Vlosak. Motion carried.

VII. Consideration of Tax Levy Ordinance No. 16-12-300 for fiscal year 5/1/16-4/30/17.

President Ken Blackburn presented and Secretary Jim Randall read by title Tax Levy Ordinance No. 16-12-300 for fiscal year 5/1/16-4/30/17 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.

Craig Maksymiak made Motion 16-1237 to adopt Tax Levy Ordinance No. 16-12-300 for fiscal year 5/1/15-4/30/16, as presented. Dave Macek seconded. Motion carried.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. Motion carried.

VIII. Legal Report

President, Ken Blackburn, presented and Secretary Jim Randall read by title, Ordinance No. 16-12-301, an Ordinance establishing a travel reimbursement policy in accordance with the local government travel expense control Act (Public Act 099-0604), a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Joe Vlosak made Motion 16-1238 to accept Ordinance No. 16-12-301 as presented. Anthony Granata seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. Motion carried.

President, Ken Blackburn presented, and Secretary Jim Randall read by title, a Grievance Procedure established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA), 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 16-1239 to adopt the Grievance Procedure as presented. Brian Mulheran seconded.

An electronic copy of said Grievance Procedure will be posted to the Park District website for public access, per legal counsel recommendation.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. Motion carried.

Jim Randall requested a Motion and a second to apportion the 2016/2017 Operating Budget to reflect changes/elimination in line items. Changes reflect decreased costs in various categories, resulting from staff reductions, savings on costs, or actions necessary for Park District operation.

No new income is Intrafund, with the exception of grant proceeds in the amount of \$99,500, extended by the State of Illinois. Said changes do not differ from the original Park District appropriation, approved on July 21, 2016. Corrections are made at the direction of Park District auditors to best reflect an accurate accounting of income and expense, with approval of the Park Board.

Attachment A details budget corrections with written explanations, a copy of which was provided to each Board Member prior to said meeting.

Dave Macek made Motion 16-1240 to authorize the 2016/2017 Operating Budget corrections as presented. Anthony Granata seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. Motion carried.

In accordance with the approved Ordinance No. 16-12-301, Travel Reimbursement Policy, Jim Randall presented Travel Reimbursement forms for four staff members that will attend the Illinois Parks and Recreation Association (IPRA) annual conference, held in January in Chicago in the interest of professional development, and requested approval of same.

Anthony Granata made Motion 16-1241, approving the Travel Reimbursement forms for four staff members scheduled to attend the IPRA annual conference in January, as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. 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

Jim Randall noted that the Tax Levy Ordinance No. 16-12-300, approved during this meeting, was reviewed by staff and Park District legal counsel from Ancel Glink, and will be filed with Will and Cook Counties, as required.

Mr. Randall reported that legislation in Springfield was introduced, proposing elimination of tax increases to governing agencies, potentially freezing property taxes. Last year, the District received a .07% increase, and if there is no growth, and in the absence of a referendum, this freeze of property taxes could have a negative impact on the District, as costs for products and services to the District increase. The Board consented to sending letters to legislators, asking that this legislation be reconsidered. Mr. Randall will draft said letters, and forward them for Board review prior to mailing.

The District will complete the annual Bond payments in December.

The 2017/18 budget process has begun, and preliminary documents will be provided for Board review at the January meeting of the Park Board.

The District remains in positive financial terms, but if Will County does not distribute funds until late May, the possibility of a deficit exists. Therefore, Mr. Randall is recommending extending a tax anticipation warrant.

During Jim Randall's absence, an issue of homeless people sleeping in Union Creek Park arose, and was further exacerbated when the District's PDRMA representative while onsite, witnessed these individuals involved in an altercation. Audrey Marcquenski, Director, contacted the Tinley Park Police Department, and an Order of Trespass was delivered to the offending individuals. No further issues have been reported.

Mr. Randall reported a serious erosion issue along the 7<sup>th</sup> hole at Square Links will need to be addressed. The retaining wall requires repair with the installation of a Gabion basket. Mr. Randall also recommends replacing a 180" section of drain tile, providing a continuous fairway from the tee box to the green, and would be completed over the winter months to ensure no disruption on play. Mr. Randall requested Board approval to move forward with the repair of the retaining wall and installation of drain tile project for a cost not to exceed \$52,000.

Dave Macek made Motion 16-1242, approving the repair of the retaining wall and installation of drain tile, for a cost not to exceed \$52,000 as requested. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. Motion carried.

Park maintenance conducted the first snow plow of the season on Wednesday, December 4<sup>th</sup>.

The Park District will assist SHSD 161 by picking up school lunches and delivering them on a daily basis during the winter months, as part of the exchange of services for school access. The process will conclude in March, as Park maintenance will need to return to normal seasonal duties.

Mr. Randall reported that the repurposing of Board Room monitors is complete, and new monitors were installed in the lobby for messaging and the Board Room for use during meetings.

Community Center security cameras can now be viewed live and easily tracked back when issues require monitoring. A phone app also allows Mr. Randall to view cameras through his smart phone. The long term goal is to tie in the golf course and other remote locations, and install new digital cameras that will improve the quality/resolution of images.

The new IT firm, B Practical Solutions, continues to provide the District with excellent service, and the owners are onsite two days per week, rectifying issues.

Jim Randall reported that the District received \$6,600 in impact fees from the Village of Frankfort.

As part of the Master Plan, Jim Randall completed evaluation of all operations of the District and reported that cost for building maintenance dropped from \$125,000 to \$28,000 through contracting cleaning services with GCA. Labor costs for mowing have also been reduced by using outside contractors for various parks/properties, enabling the reduction in seasonal staffing from 35 to 10. Mr. Randall also sought RFP's from three companies for management of the District's natural areas. The most reasonable proposal was received from Cardno (formerly JFNew), a company the Park District has utilized over the years.

In the interest of continued efficiencies, Mr. Randall asked for approval to enter into an agreement with Cardno for the provision of natural areas management/maintenance at a cost not to exceed \$64,500 for the 2017 season, and to eliminate the full time position of Park Naturalist.

Brian Mulheran inquired about use of equipment. Mr. Randall replied that as part of the agreement negotiation, Cardno will use Park District equipment, when possible, eliminating the need for mobilization costs. PDRMA approved the agreement from an insurance standpoint, following their review of the document.

After a full and complete discussion, Brian Mulheran made Motion 16-1243, authorizing Jim Randall to enter into an agreement with Cardno for the management/maintenance of natural areas at a cost not to exceed \$64,500 for the 2017 season. Anthony Granata seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. Motion carried.

XI. Committee Reports

A. Maintenance

Sufficient information was included in this meetings Executive Director's Report.

B. Recreation

No report.

C. Information Technology

Sufficient information was included in this meetings Executive Director's Report.

D. Special Recreation

No report.

E. Finance and Planning

Sufficient information was included in this meetings Executive Director's Report.

F. Township Planning Commission

No report

G. Golf Course

Sufficient information was included in this meetings Executive Director's Report.

H. Office

No report.

I. Risk Management

Park staff will resume LCR tasks after completing the winter/spring brochure.

J. Wellness Committee

No report.

XII. Old Business

Jim Randall reported that jackets with the Park District logo will be ordered for Board Member, per their recent request.

XIII. New Business

No new business was discussed.

XIV. Executive Session

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

XV. Adjournment

Dave Macek made Motion 16-1244 to adjourn the meeting at 7:42 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
January 19, 2017

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 was: Denis Moore, Park Board candidate

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Post card received from Old Plank Trail Bank in appreciation for the assistance the Park District provided during their annual Pant for the Pantry fundraiser.

B. Congratulatory

Letter received from the Park District's liability insurance carrier, PDRMA, acknowledging the FSPD's loss prevention efforts with a Level A - \$1,500 cash award.

C. Informative

Letter received from the Village of Frankfort stating the Village will no longer collect impact fees on behalf of taxing districts, and builders will be required to pay said fees to taxing bodies directly.

VI. Presentation of the December 5, 2016 Truth in Taxation Public Hearing Minutes and December 5, 2016 Board Meeting Minutes.

Dave Macek made Motion 17-1245 to accept the December 5, 2016 Truth in Taxation Public Hearing Minutes and the December 5, 2016 Board Meeting Minutes as presented. Anthony Granata seconded.

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

VII. Legal Report

One Park District employee gave a disposition regarding the June 17, 2014 accident. The Park District was not named in the lawsuit, nor will it be, as the statute of limitations has expired. Staff are being deposed because they were present at the location at the time of the accident, and the District owned the equipment. Two additional staff members may be deposed on February 3, 2017.

Jim Randall reported that last year's overall fund balance was \$488,078. This year, the balance is \$765,674, reflecting a \$277,596 net positive that does not include the \$99,500 for the OSLAD grant. Mr. Randall is still recommending the issuance of \$400,000 in tax anticipation warrants, due to the possibility of late tax distributions through the county. An ordinance could be considered at the February meeting, enabling Chapman and Cutler, legal counsel, and Old Plank Trail Community Bank, sufficient time to complete necessary documentation and issue debt. Mr. Randall further noted the District is improving its fund balance by approximately \$150,000 per year, as substantial progress has been made to minimize expenses, and it would be a goal to avoid tax anticipation warrants in the following year.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 17-1246 to accept the November Accounts Payable Listing, pending audit. Dave Macek seconded.

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

Dave Macek made Motion 17-1247 to accept the December Accounts Payable Listing, pending audit. Jim Kohlbacher seconded. Motion carried.

Commissioner, Craig Maksymiak questioned a \$7,000 transfer in the F.A.N. program daily admissions in the month of December. Mr. Randall explained the income was through community group usage, and was inadvertently added to the daily admission line item. A correction was made, and has also been correctly presented on the Park District's website, transparency section.

Mr. Maksymiak further noted that F.A.N. income is down significantly. Mr. Randall stated there were unanticipated expenses, the purchase of goals and nets, and an air conditioning unit for the fitness center that affected the revenue. Mr. Randall also reported that December was a good month, with increased community group usage.

Commissioner, Anthony Granata asked about the term of the Park District's intergovernmental agreement with Lincoln-Way. Jim Randall replied that it is a one year term renewal, with a 30-day walk-away.

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

IX. Executive Director's Report

Jim Randall reported that he and Audrey Marcquenski, Director, will be meeting with Robin Hall, from the University of Illinois to discuss framing out a survey for day care and a survey in anticipation of developing a master plan. The District's current master plan is nearing completion, and this could determine the potential for a referendum, as the last referendum was in 2002.

Mr. Randall discussed the potential to offer a \$0-based, or low cost referendum, with elimination of the annual mini bond. Staff will develop a project list and survey, cost to complete the process, and will provide said information for Board review.

The District's current computer back-up system and equipment is expiring. The IT contractors recommend a new system of data protection that will provide disaster recovery and ensure business continuity.

Jim Randall reported that the SSSRA recently hired the Park District's first IT contractor.

The Park District purchased a range ball dispensing machine, replacing the previous token method to a one-day code system. The machine will be housed inside the clubhouse, and will also track range balls. Converting to this system will mitigate issues wherein members access their daily tokens and store them for future use or share them with non-members.

The ditch project, installation of Gabion baskets at Square Link's Hole #7 to correct the collapsing retaining wall, is underway. In addition, a 150' pipe, spanning from the tee to green, is being installed. The project required frozen ground, and will be completed prior to the 2017 season.

The Park District office will be closed for two days in May to enable Vermont Systems, the online registration system provider, to conduct staff training that will expand knowledge of all the system has to offer.

The 2017 Loss Control Review by the District's liability carrier, PDRMA, has been scheduled. If the District scores 92%+ on its second LCR, it will be exempt from reviews for the next 3-4 years.

Four full time staff members are attending the January Illinois Parks and Recreation Association conference in Chicago. Audrey Marcquenski, reviewed the sessions staff will attend, and follow-up reports will be provided to the Board.

Mr. Randall distributed FSPD logo jackets to Board Members.

X. Committee Reports

A. Maintenance

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

B. Recreation

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

C. Information Technology

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

D. Special Recreation

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

E. Finance and Planning

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

F. Township Planning Commission

No report

G. Golf Course

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

H. Office

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

I. Risk Management

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

J. Wellness Committee

No report.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall distributed preliminary 2017/2018 budget packets for Board review and discussion. Said packets included Salary Survey results from the SSPRPA and Franklin Park Park District, IAPD legislative update, Debt Service Schedule, and Salary Summary.

A discussion regarding the preliminary documents ensued, and future budget planning will be conducted during the February and March Park Board Meetings.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 17-1248 to adjourn the meeting at 8:26 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
February 16, 2017

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

Also present was: Denis Moore, Park Board candidate  
Members and leaders from Boy Scout Troop 237

Absent was: Ken Blackburn

IV. Public Input

Scouts from Boy Scout Troop 237, presented colors, leading all assembled in the Pledge of Allegiance, and presented Jim Randall, Executive Director, with the annual Charter certificate.

Mr. Randall noted that the Frankfort Square Park District has been the Charter Organization for Troop 237 for 30+ years, and is highly supportive of the Scouts. Mr. Randall further stated that our respective organizations and residents have benefited by all the Eagle Scout projects over the years, and he thanked the Boy Scouts and leaders for their service.

V. Correspondence

A. Appreciation

Email received from parent of Girls Softball program participant, expressing appreciation for the opportunity to practice indoors at LWN during the winter season. Jim Randall also reported that John Keenan, Superintendent of Recreation, has worked tirelessly to redevelop this long-standing Park District program to ensure it evolves with the changing needs of the residents.

Two emails received from a resident whose family participated in recent special events and programming, expressed appreciation for the quality of their experiences.

B. Congratulatory

Letter received from the Park District's liability insurance carrier, PDRMA, recognizing the FSPD's loss prevention efforts with a Level A – 2016 plate to be added to the District's plaque.

VI. Presentation of the January 19, 2017, Board Meeting Minutes.

Jim Kohlbacher made Motion 17-1249 to accept the January 19, 2017, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Dave Macek presented Ordinance No. 17-02-302, and Jim Randall read into the record, an Ordinance authorizing the issuance of not to exceed \$400,000 2016 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2016 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois 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.

Jim Randall reported a current fund balance is \$297,320 ahead of the previous year. The District is in good financial stead, and will only request issuance of TAWs if necessary.

Mr. Randall also noted that Will County provided the tax distribution schedule, and the first distribution is scheduled to be received on May 25.

Craig Maksymiak made Motion 17-1250 approving the adoption of Ordinance No. 17-02-302 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.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 17-1251 to accept the January Accounts Payable Listing, pending audit. Anthony Granata seconded.

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

IX. Executive Director's Report

Jim Randall is researching a plan to build a 14.5'x4'x5' table for the Community Center's board room, and will keep the Board informed on the progress of the project.

Jim Randall and Audrey Marcquenski, Director, will meet with Robin Hall from the University of Illinois, to discuss the development of a community-wide survey. Mr. Randall noted the current 5-year Master Plan is now complete, and the District will seek direction to begin another Master Plan process.

Intergovernmental agreements for Boy Scouts, Wildcats Football, the Frankfort Square Baseball League, and SSSRA will be developed for future Board consideration. Jim Randall noted that the Park District works closely with these organizations, and the agreement will formalize the relationship.

In support of select community organizations, Jim Randall is proposing the provision of revenue from beverage sales at the golf course. One dollar for beer sales, and fifty cents for soft drinks can be allocated to organizations designated by patrons, and if no designation is made, the funds collected would be divided evenly among pre-approved organizations that have at least 98% residency. A simple policy will be drafted by the Park District's legal counsel, and will be presented for consideration at the March Board Meeting. Commissioner, Craig Maksymiak recommended choosing organizations annually, and it was determined that since local schools are well-funded through their booster organizations, they would not be included in this proposed benefit.

Staff that attended the January IPRA Conference in Chicago provided summaries of their session attendance and experiences to the Park Board for review.

Jim Randall discussed a change to the Park District's provision of snow plowing for Summit Hill School District facilities. Mr. Randall noted there are typically ten snow events per year, and with limited staffing, continuing this service is not viable. The Park District appreciates the direct benefit of school usage, and can consider providing approximately \$20,000 per year, enabling the School District to contract snow plowing services independently. In addition, the Park District could offer supplementing the School District by salting their lots during daytime hours.

## X. Committee Reports

### A. Maintenance

The Hole #7 repair project, addressed over the winter months, is scheduled for completion on February 17.

Ed Reidy, Superintendent of Parks, developed a bid packet to contract mowing services for the 2017 season, and the bid opening is scheduled for Monday, February 20.

The Park District received \$7,700 in grant funds through the Great Lakes Restoration Grant program, and will utilize the funds to purchase diverse tree species to replace those lost to the destructive emerald ash borer.

### B. Recreation

Sufficient information was included in the Executive Director's monthly report to the Board.

C. Information Technology

Improvements to surveillance cameras are underway, and speakers will be added to the Board Room to provide audio for various video presentations.

Vermont Systems will provide RecTrac software training in May, during which time the office will be closed for two days, enabling key staff to participate in the training sessions.

D. Special Recreation

Jim Randall expressed concern regarding SSSRA's decision to hire an IT contractor without providing notification or receiving approval of its Board of Directors.

E. Finance and Planning

The second draft of the 2017/18 budget will be presented during this meeting's Old Business.

F. Township Planning Commission

No report

G. Golf Course

The new range ball machine that changes codes via algorithms when dispensing range balls, was installed at Square Links,

H. Office

No report

I. Risk Management

The second loss control review will begin on March 9, with PDRMA representatives' onsite review of the administration department's operations.

J. Wellness Committee

The third staff wellness challenge concluded with a celebratory gathering on February 14.

XI. Old Business

Jim Randall presented the second draft of the 2017/18 budget, and provided a general overview of several line items and funds as detailed below.

- Anticipated property tax increase of 2%
- Elimination of transfers from the previous year's budget, replaced by amending the extension of the levy edit report, permissible as long as the legal limit is not exceeded.
- Numerous staff changes
- Building and Grounds improvement project line item is inflated and will be adjusted in subsequent drafts, but will include sufficient funds for necessary building repairs.
- Debt service is broken down by principle and interest, and a debt service summary will be included in the final budget packet.
- The budget includes OSLAD grant Community Park redevelopment project line items. A drawing of the project will be provided at the next meeting.
- Programming includes normal expenses.
- ELC/BAS/F.A.N./Dance, all include transfers of excess funds to programming revenue to cover staffing costs.
- ELC has been experiencing declining enrollment, and will be evaluated at the end of the year.
- F.A.N. included unexpected expenses in this current budget year, but similar expenditures are not anticipated for the coming year. Mr. Randall further noted the Park District has access to a \$30 million dollar facility, and although the investment made by the Park District is reasonable, numbers will be reviewed and may result in an adjustment to the annual cost provided to Lincoln-Way.
- The dance program is doing exceptionally well, and is on track to generate \$100,000 this year.
- The audit revenue/expense is consistent with the previous year.
- There is a substantial savings due to the membership with PDRMA, lowering the cost of liability insurance from approximately \$150,000 to \$50,000.
- The principal reason for the improvement in the budget is the reduction in staffing costs.
- Dramatic changes may occur in golf course expenses that potentially includes the contracting of greenskeeping, however, if a qualified candidate is found, a new superintendent would be hired in lieu of contracting this service.
- Staff are currently reviewing the potential to provide a modified restaurant operation, serving burgers/hot dogs/fries when schools are on summer break.

## XII. New Business

Jim Randall requested consideration to allow Park Board candidate, Denis Moore to participate in the Executive Session.

Craig Maksymiak made Motion 17-1252, allowing Park Board candidate, Denis Moore to participate in the Executive Session included in this regular meeting of the Park Board. Anthony Granata seconded. Motion carried in a vote by voice.

## XIII. Executive Session

Anthony Granata made Motion 17-1253 to enter into Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

An Executive Session was held for the purpose of discussing personnel, and intergovernmental agreements.

Craig Maksymiak made Motion 17-1254 go out of Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

XIV. Adjournment

Anthony Granata made Motion 17-1255 to adjourn the meeting at 8:42 p.m. Jim Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
March 16, 2017

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

Also present was: Denis Moore, Park Board candidate

Absent were: Ken Blackburn and Anthony Granata

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you card Cindy Standish, office staff, received from Cub Scout Pack 101, acknowledging Cindy's help in scheduling their meetings.

Email that Carter Patton, Recreation Supervisor, received from Greg Beaudin, expressing his appreciation for the assistance provided to ensure the success of his group's World Club event.

Letter Jim Randall, Executive Director, received from residents that are in the process of adopting their second child. Mr. Randall provided the family with the opportunity to hold their fundraiser event at the Community Center at no cost.

B. Informative

A final design plan for the OSLAD grant Community Park Redevelopment project was received from Hitchcock Design Group, and provided for Board review.

VI. Presentation of the February 16, 2017, Board Meeting Minutes.

Brian Mulheran made Motion 17-1256 to accept the February 16, 2017, Board Meeting Minutes as presented. Jim Kohlbacher seconded.

Vote on Motion: Ayes: Jim Kohlbacher, Craig Maksymiak, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: none. Motion passed.

VII. Legal Report

Dave Macek presented, and Jim Randall read into the record, three separate community group intergovernmental agreements between the Park District and the Boy Scouts, Frankfort Square Baseball League, and Wildcats, copies of which were provided to each Board Member in advance of said meeting, and requested consideration of same.

Brian Mulheran made Motion 17-1257 authorizing the Park District to enter into intergovernmental agreements with the Boy Scouts, Frankfort Square Baseball League, and the Wildcats as presented. Joe Vlosak seconded.

Jim Randall noted that the Park District has had the longest relationships with the groups under consideration for said agreements, and all three are considered part of the FSPD. It is per the District's insurance carrier PDRMA's, recommendation that our cooperative efforts are formalized.

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

Dave Macek presented, and Jim Randall read into the record, Resolution 17-03-17. A resolution authorizing donation of a portion of golf course beverage sales to certain community groups, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 17-1258 authorizing Jim Randall adopting Resolution 17-03-17, authorizing donation of a portion of golf course beverage sales to certain community groups as presented. Craig Maksymiak seconded.

Board Members may consider extending this opportunity to other groups on an annual basis. Community groups may submit requests in November, and would be considered in the following spring. Due to booster club support, local school organizations will not be included in this donation opportunity.

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

Jim Randall presented information regarding the newly legislated Illinois Employee Sick Leave Act. If a primary caregiver, an employee can use his/her allowable sick time. Park District legal counsel at Ancel Glink will incorporate this new legislation into the Personnel Handbook, and Board Members will consider the revised policy at the May Board Meeting.

Dave Macek presented, and Jim Randall read into the record, a Golf Course Maintenance Contract authorizing Reliable Property Services, LLC to perform basic services at certain real property, Square Links Golf Course, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Prior to consideration, a full discussion regarding the contract ensued. Mr. Randall reported that the annual contract cost will result in a \$10,000 savings over the District's cost to continue self-maintenance in 2017. Savings realized also include, but are not limited to \$75,000 in equipment costs and personnel costs related to the amount of time Park Maintenance staff worked at the golf course. Relieving maintenance staff of golf course duties will enable them to focus on detail work in parks, athletic fields, etc.

Craig Maksymiak stated that when a service is contracted, it must be considered to be permanently outsourced.

Mr. Randall reported that said contract was reviewed by the District's legal counsel at PDRMA and Ancel Glink, and bond counsel at Chapman and Cutler, LLP. In addition, all references were checked and all responses were positive.

Jim Kohlbacher made Motion 17-1259 approving the Golf Course Maintenance Contract, as presented. Brian Mulheran seconded.

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

Dave Macek presented, and Jim Randall read into the record, Disposal Ordinance No. 17-03-303, an ordinance authorizing the sale of certain golf course maintenance equipment to Reliable Property Services of St. Paul Minnesota for the total amount of \$112,885, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Craig Maksymiak made Motion 17-1260 approving Disposal Ordinance No. 17-03-303, as presented. Jim Kohlbacher seconded.

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

Dave Macek presented, and Jim Randall read into the record, an Intent to Purchase Equipment Agreement between the Frankfort Square Park District and Reliable Property Services, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Kohlbacher made Motion 17-1261 approving the Intent to Purchase Equipment Agreement as presented. Joe Vlosak seconded.

Mr. Randall also provided Board Members with a copy of fair market values of said equipment, received from Reinders, the District's Toro dealer, and Martin Implement concurred with the stated values. Reliable is purchasing the equipment slightly above wholesale prices.

In the event the contracted maintenance service does not work out, Dave Macek asked if new equipment would need to be purchased, enabling the Park District to reestablish management of golf course maintenance. Mr. Randall responded that the District could buy back the equipment sold to Reliable.

Craig Maksymiak raised a concern regarding equipment that has an outstanding loan balance. Mr. Randall noted this effects one mower that is included in a multiple list of items in a capital improvement loan. The debt for the mower can be reduces when the loan is renewed in July, 2017.

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

Final depositions related to the June 17, 2014 accident are scheduled for March 17.

The Park District will investigate adding slot machines at the golf course as a revenue stream. Although the District is not currently in support of this action, it could be included in the upcoming community-wide survey determine resident interest.

#### VIII. Treasurer's Report

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

Jim Kohlbacher made Motion 17-1262 to accept the February Accounts Payable Listing. Joe Vlosak seconded.

Mr. Randall stated that at this time last year, it was necessary to extend a \$400,000 TAW. Although the District is in good financial condition, if the fund balance should go below \$250,000, it will be necessary to extend the warrants

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

#### IX. Executive Director's Report

The final design for the Community Park Redevelopment OSLAD grant project is nearing completion. The project will be phased in over the next two years. A focal point will be a 12'x8' water tower that will enable community gardeners to draw rainwater for their plots. An 8' wrought iron fence will surround the area, and gardeners will have key fob access to the amenity.

Jim Randall reported that the proposed conference table for the board room will be made of white oak and be 14'5" l x 4'5" w.

Mr. Randall distributed advance copies of the summer brochure that recognizes the Kohlbachers' years of service to the community and Park District.

Excess equipment, owned by the Park District, will be included in the upcoming Russo auction.

The new Assistant Superintendent position will be posted, enabling a successful candidate to begin employment in June.

X. Committee Reports

A. Maintenance

Jim Randall and Ed Reidy, Park Superintendent, will meet with Summit Hill School District 161 administrative staff to discuss a revised intergovernmental agreement. The Park District completed an RFP, and Bill's Landscaping proposed \$14,000 to provide snow plowing for SHSD 161 schools. The Park District would supplement the School District with \$25,000, and continue to provide mowing, fibar mulch, purchase a \$3,000 wireless scoreboard, and maintain Mary Drew. Mr. Randall further noted that the Park District's use and scheduling of Mary Drew has provided good will in the community.

B. Recreation

Jim Randall reported that Nicolette Jerik was recently hired as the new Recreation Supervisor.

The summer brochure was delivered to the Frankfort and Tinley Park post offices, and will be received by residents beginning March 17.

Local group use of LWN facilities is strong, with nightly scheduled usage.

C. Information Technology

The recently installed Datto back-up system provides a restorable location almost immediately with no loss of data.

A summary of software, with renewal information is being developed.

D. Special Recreation

Jim Randall and Audrey Marcquenski, Director, will meet with SSSRA administration staff to review outreach plans, designed to increase participation in their programming by our District residents.

An intergovernmental agreement will be drafted to ensure proper assignment of liability for SSSRA's use of facilities scheduled by the Park District facilities.

E. Finance and Planning

Jim Randall requested approval to change the Park District's credit card provider from First Midwest Bank to Old Plank Trail Community Bank.

Craig Maksymiak made Motion 17-1263 approving the change of the Park District's credit card provider from First Midwest Bank to Old Plank Trail Community Bank as requested. Brian Mulheran seconded.

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

F. Township Planning Commission

The Village of Tinley Park conducted a meeting to present renovation of 80<sup>th</sup> Avenue, expanding to four lanes and will include a bike lane, from 191<sup>st</sup> to 183<sup>rd</sup> Streets.

G. Golf Course

The maintenance contractor, approved via Motion 17-1259, can begin work at the course and have it ready for play within two to three days of beginning service.

Hole #7 will not be playable until June, but Mr. Randall noted that the irrigation project is complete.

H. Office

Bonnie Roach, current clerical staff, will begin training for her new role as Office Manager in May.

I. Risk Management

The Administration LCR visit on March 9, went well. Staff did a phenomenal job preparing necessary documents for PDRMA's review. If the District scores 85% or higher following all departmental visits this year, the District may be exempt from future Loss Control Reviews for four years.

Based on the 2016 Level A score, the Park District was awarded a \$1,500 cash incentive, and it was shared with key staff and Board Members through the purchase of a promotional reward.

J. Wellness Committee

No report

XI. Old Business

Jim Randall presented the third draft of the 2017/18 budget, and provided a general overview of several line items and funds as detailed below.

- Transfer from Special Recreation to Corporate Revenue
- Computer Maintenance better defined
- Audit & Debt Service fund balances will be refined in final budget
- Capital Improvements does not include \$100,000 grant project costs
- Property tax revenue will be revised upon receipt of final county numbers
- Program revenue decreased as the Dog Obedience program was removed to define all revenue/expense line items related to this program
- ELC to be reevaluated and staffed appropriately to meet required ratios
- New line item, subsidizing SHSD 161 at \$25,000
- The levy edit will be revised to reduce line item transfers

*(Section XI. Old Business, continued)*

- Expansion of contracted services – natural areas, mowing, golf course maintenance
- New Group Greens/Range Fees reflecting revenue from high school teams
- Equipment payment – revenue from sale of golf course equipment to contractor
- Professional Services that includes service to irrigation system and specialized tree work
- Transfer to Corporate reflecting profit over expense

XII. New Business

Jim Randall requested consideration to allow Park Board candidate, Denis Moore to participate in the Executive Session.

Craig Maksymiak made Motion 17-1264, allowing Park Board candidate, Denis Moore to participate in the Executive Session included in this regular meeting of the Park Board. Jim Kohlbacher seconded. Motion carried in a vote by voice.

XIII. Executive Session

Craig Maksymiak made Motion 17-1265 to enter into Executive Session. Jim Kohlbacher seconded. Motion carried in a vote by voice.

An Executive Session was held for the purpose of conducting annual personnel reviews.

Jim Kohlbacher made Motion 17-1266 go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Adjournment

Brian Mulheran made Motion 17-1267 to adjourn the meeting at 8:48 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
April 20, 2017

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

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

Absent were: Jim Kohlbacher and Joe Vlosak.

Also present were: Denis Moore, Consolidated Election Electee  
Dennis & Kathy Persic

IV. Public Input

Jim Randall unveiled the newest interpretive signs that will be installed along the Island Prairie boardwalk extension, a project made possible through a matching funds grant program by the ComEd Green Region program, in partnership with Openlands.

Two of the signs provide detail regarding important aspects of Island Prairie Park that include mammals and birds that can be seen while visiting this park site.

The third sign, developed by Board approval, memorializes the leadership and volunteerism extended to the Park District for 40+ years by Dennis Persic. Mr. Randall provided a full account of the sign's content, and expressed the deep appreciation of the Board, staff, and Frankfort Square community for his efforts through the years.

V. Correspondence

A. Appreciation

Email from resident expressing appreciation for the Lunch with the Bunny event.

VI. Presentation of the March 16, 2017 Board Meeting Minutes

Craig Maksymiak made Motion 17-1268 to accept the March 16, 2017 Board Meeting Minutes as presented. Dave Macek seconded.

Vote on Motion: Ayes: Craig Maksymiak, Brian Mulheran, and Dave Macek.  
Abstained: Anthony Granata and Ken Blackburn. Nays: none. Motion passed.

VII. Legal Report

Jim Randall reported that the Will County Clerk's Office will canvass Consolidated Election results for both Will and Cook Counties on April 25. Following receipt of the official results, the elected candidates will take the Oath of Office at the May 18 meeting of the Park Board.

An amendment to the Summit Hill School District 161 intergovernmental agreement will be presented to Barb Rains, SHSD 161 Superintendent, for the School District's consideration.

Boy Scout Troop 237 and Wildcats Football returned fully executed intergovernmental agreements that were approved by the Park Board at the March 16, 2017 meeting.

Park District legal counsel, Jim Rock of Ancel Glink, is reviewing the Personnel Handbook for the purpose of including recent changes to family leave legislation. A revised copy will be presented for consideration at the May meeting.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 17-1269 to accept the March Accounts Payable Listing. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Dave Macek, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall presented the 2017/2018 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall further requested approval to submit amendments to be made part of the Operating Budget at the May 18, 2017, Board Meeting, following adjustments necessary due to end-of-year changes to certain line items.

Dave Macek made Motion 17-1270 authorizing the adoption of the 2017/2018 Operating Budget as presented, and further authorizing the Executive Director to adjust deficient fund balances, adjusting line item carryforwards, upon receipt of the April Treasurer's Report. A final budget will be presented at the May Board Meeting for formal approval. Brian Mulheran seconded. Motion carried.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

IX. Executive Director's Report

Jim Randall presented an Attitude & Interest Survey Proposal drafted by The Office of Recreation & Park Resources, University of Illinois, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

A discussion regarding the number of households that will be surveyed ensued. The District has historically surveyed all households. Jim Randall noted a complete survey will cost \$17,000, enabling all residents to provide direction on improvements and programming.

A savings of \$5,500 would be realized by mailing 3,700 surveys to randomly selected households. The Board determined that all residents should be given the opportunity to voice their opinions.

Dave Macek made Motion 17-1271 authorizing a complete survey, mailed to all 7,700 households within District. Brian Mulheran seconded.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall presented the 2017/2018 Project List A & B, a copy of which was provided to each Board Member in advance of said meeting, and provided full detail regarding each item listed, a copy of which is attached and made part of these Minutes.

Jim Randall further requested consideration to approve an amount not to exceed \$115,090 for the initial start-up of Project List A items, noting 50% will be completed at the beginning of the fiscal year, and 50% at the end of the fiscal year.

Following a full and complete discussion, Dave Macek made Motion 17-1272 authorizing an amount not to exceed \$115,090 for items listed as Project A, as requested.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall requested consideration to begin construction of the Community Park Redevelopment OSLAD Grant Project, at an amount not to exceed \$200,000. Said project is listed on Project List A, but is not included in the list's total.

Dave Macek made Motion 17-1273 authorizing the construction of the Community Park Redevelopment OSLAD Grant Project, at an amount not to exceed \$200,000. Anthony Granata seconded.

Vote on Motion: Ayes – Anthony Granata, Craig Maksymiak, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Jim Randall reported that contracted services, Reliable Golf Services and Cardno are going well.

The Park District posted an opening for an Assistant Superintendent of Parks position.

Jim Randall and Audrey Marcquenski, Director, were invited to participate in a Gold Medal program at the NRPA Conference in New Orleans this fall. Mr. Randall further noted a policy will be incorporated into the Master Plan regarding seminar attendance by staff.

Excess equipment was sold at the spring Russo auction, and Board Members will be provided with information regarding proceeds from the sale upon receipt.

Excess golf course equipment will be sold via an online auction, and Mr. Randall noted that bids will be required to meet a pre-determined reserve.

The Village of Frankfort will delay St. Francis Road improvements until 2018 to allow for water and sewer work.

Jim Randall completed a ComEd easement application, requesting an extension of currently leased property at Union Creek Park to St. Francis Road. This .25 mile extension could enable construction of an asphalt bike/walking path, with a long term goal to connect to Old Plank Road Trail in 2020.

X. Committee Reports

A. Maintenance

Sufficient information was provided through the monthly Executive Director's Report.

B. Recreation

Sufficient information was provided through the monthly Executive Director's Report.

C. Information Technology

Sufficient information was provided through the monthly Executive Director's Report.

D. Special Recreation

No report

E. Finance and Planning

Sufficient information was provided through the monthly Executive Director's Report.

F. Township Planning Commission

No report

G. Golf Course

Sufficient information was provided through the monthly Executive Director's Report.

H. Office

Sufficient information was provided through the monthly Executive Director's Report.

I. Risk Management

Sufficient information was provided through the monthly Executive Director's Report.

J. Wellness Committee

No report

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 17-1274 to adjourn the meeting at 8:22 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

## 2017/2018 Project List A

<b>Project - Location</b>	<b>Cost</b>
1. Community Park Redevelopment OSLAD Grant- Phase #1	
A. Tree Planting	\$17,500
B. Infrastructure	Pending
C. Path (rough-in)	Pending
D. Community gardens & improvements	Pending
<b>Total project cost</b>	<b>\$200,000</b>
1.2 Tree grant planting - Union Creek Fields #1-#4	\$7,800
2. New shingle roof - Community Center garage	\$16,500 <i>Estimate</i>
2.5 Garbage cans - park path	\$7,000
3. Painting	
A. Nature Center	\$4,900
B. Community Center	
*Fascia, soffit, doors, windows, gutter, downspouts	\$13,390
C. Arbor	\$2,500
4. Golf Course - asphalt path	\$20,000
5. Water & electric service	
A. Portable restroom	\$10,000
6. Generator - computer room	\$15,000
7. Landscaping - Odyssey Park	\$8,000
8. Playground-Fibar installation	\$10,000
<b>Total, less Community Park Grant Project</b>	<b>\$115,090</b>

## 2017/2018 Project List B (Pending)

9. Water & electric service
  - A. Golf course boring
  - B. Kiwanis Park boring
  - C. Golf course water service
  - D. Golf course-new electric service
  - E. Kiwanis Park-water service, hot box, electric service
  
10. Asphalt path installation - Kiwanis Park

## **2017/2018 Project List B ( Pending) continued**

11. Asphalt repair
  - A. Community path system hot tar crack patching
  - B. LWN path repair
  - C. Kiwanis parking lot repair, following curb cut  
*-see item #11*
  
12. Curb cut - Kiwanis Park
  
13. Restroom purchase - golf course
  
15. Mulch/sand bind cover - golf course
  
16. Trash cans for park path - post & concrete pad
  
17. Signage
  - A. LED sign-80th Avenue
  - B. Park sign-LWN Park
  - C. Sign renovation-Community Park
  
18. Park lighting - LWN Park
  
19. Picnic shelters
  - A. New metal roof replacement
  - B. Installation of permanent picnic tables
  
20. Parking lot paving
  - A. Community Center
  - B. 80th Avenue
  
21. Baseball field renovation - Kiwanis Field #1
  
22. Champions Park - tennis court renovation
  
23. Mulch bin - Kiwanis Park
  - A. Fencing
  - B. Cover