

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 17, 2018

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Dave Macek, Craig Maksymiak, and Denis Moore. Anthony Granata attended via teleconference.

Absent were: Brian Mulheran and Joe Vlosak

Also present: Audrey Marcquenski, FSPD Director
Katherine Saunders, Scholarship Recipient

IV. Public Input

Jim Randall welcomed Katherine and Saunders, noting it was his distinct pleasure to recognize Katherine as a recipient of a \$1,000 College Scholarship award.

Since the FSPD's College Scholarship Program was introduced, the District has awarded \$102,000 to 102 applicants, and Katherine is the second Providence Catholic High School student to receive a scholarship.

Mr. Randall noted Katherine's GPA, ACT test score, numerous high school activities that included leadership roles, and her strong volunteer service and community involvement, and participation in FSPD programs were all factors that led to her successful application.

Katherine's dedication, positive attitude, commendable work ethic, intelligence, and outgoing personality were some of the traits reflected in letters of reference received from her teachers and community members. The Park Board was pleased to provide the award and wishes Katherine well in her future endeavors where she will study nursing, specializing in neonatal or labor and delivery.

V. Correspondence

A. Appreciation

Jim Randall received a photo of Boy Scout Troop 237, taken at the Island Prairie Park bandshell from Earl Bonovich, Troop Leader, acknowledging support provided by the Park District as its Chartered Organization. The photo will be framed and displayed in the Board Room.

B. Informative

The Frankfort Lions Club provided a cash donation to the Park District for the purpose of purchasing two park benches.

VI. Presentation of the April 26, 2018 Board Meeting Minutes.

Dave Macek made Motion 18-1359 to accept the April 26, 2018, Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Election of Officers

Dave Macek made Motion 18-1360 to open the floor for the nomination of officers. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 18-1361 to nominate Ken Blackburn as President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Denis Moore made Motion 18-1362 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 18-1363 to close the floor for the nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

VIII. Board Appointments

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

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

President Ken Blackburn appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation.

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

President Ken Blackburn appointed Dave Macek to serve as Risk Management/Personnel Liaison. 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 3, 2018, at 7:00 p.m. and 7:30 p.m. respectively. Said meetings and hearing will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's 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, Ed Reidy, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the *Frankfort Station* and/or *Daily Southtown* as newspapers of choice for legal ad publications.

President Ken Blackburn appointed Anthony Granata to serve on the Frankfort Township Planning Commission. Anthony Granata accepted said appointment.

President Ken Blackburn appointed Audrey Marcquenski to the LWSRA Board, and Jim Randall to serve as an alternate. Ms. Marcquenski and Mr. Randall accepted said appointments.

The Board named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts.

IX. Legal Report

Ken Blackburn presented by title, and Jim Randall read Ordinance No. 18-05-313 into the record, an ordinance providing for the issue of approximately \$1,400,000 General Obligation Park Bonds, Series 2018, of the Frankfort Square Park District, Will and Cook Counties, Illinois, for the purpose of purchasing and improving land for new parks and improving existing parks and facilities of said Park District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the execution of a bond purchase agreement with Robert W. Baird & Co, Incorporated in connection with the sale of said bonds, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall noted the bond sale was completed today, May 17, 2018, and that the results were more positive than anticipated, due to the Standard & Poor's downgrade from A to A-/Stable. The number of buyers exceeded the number of available bonds, resulting in a lowered interest rate by 1-2 basis points. Staff worked diligently to ensure the positive outcome.

Denis Moore made Motion 18-1364 to adopt Ordinance No. 18-05-313, as presented. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

Jim Randall presented a revised Personnel Handbook that was updated by Park District Counsel from the law firm of Ancel Glink, to ensure the document is current with all state and federal legislation, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 18-1365 to adopt the revised Personnel Handbook as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

Jim Randall presented an Amendment to the 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, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall reported that a building permit application was submitted to the Superintendent of Schools, and upon receipt of a permit, renovation to accommodate the FSPD's dance program can begin, with an approximate project time of 6-8 weeks, and anticipated completion in August.

Craig Maksymiak made Motion 18-1366 to adopt the Amendment to the Intergovernmental Agreement by and between the Summit Hill School District 161 and the Frankfort Square Park District, as presented. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

X. Treasurer's Report

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

Dave Macek made Motion 18-1367 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

XI. Executive Director's Report

Mr. Randall noted the new budget, approved at the April 26, 2018 special meeting of the Park Board, is in place and referendum projects have begun.

The Community Park Redevelopment, OSLAD grant project is going well. Staff are planting trees, and excavation for Phase 2 of the project will begin on Friday, May 18, or Monday, May 21. The water tower is complete, electric service is connected, and the community garden tubs were wrapped to match the water tower.

Maintenance staff assisted Cardno with controlled burns, and held the annual Super Scout Clean Up on Saturday, May 5.

The annual Dance Showcase was held at the LWE Performing Arts Center, with 500+ dancers performing in two shows, and over 2,500 audience members in attendance. Mr. Randall reported that a third show may be added to next year's Showcase.

A second summer brochure, highlighting LWSRA, was mailed to Park District residents.

Jim Randall requested consideration to again donate \$1,000 towards the LWSRA's 11th Annual Golf Outing fundraiser, scheduled for Friday, August 10, 2018.

Denis Moore made Motion 18-1368 to approve the donation of \$1,000 to LWSRA, as requested. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Dave Macek, and Ken Blackburn. Nays: none. Motion passed.

Jim Randall met with Eamon Malone, developer of the Brookside Glen subdivision, to discuss the potential to construct a bike path from the Union Creek fields #1-#4 to Frankfort Square Road, and noted that Mr. Malone is supportive of this project.

Mr. Randall reported the Park District has provided in excess of \$50,000 to Lincoln-Way Community High School District 210 for use of the pole building to conduct dog obedience classes, which is equal to or greater than the amount expended by the School District to convert the facility for this purpose.

XII. Committee Reports

A. Maintenance

Jim Randall distributed the monthly Resident Input Summary and reviewed the details with Board Members.

A used Smithco Sweep Star 60, a self-propelled riding sweeper, in the amount of \$3,900 was purchased from the Burbank Park District, and will be useful in ensuring the cleanliness of the District's bike paths.

Multi-generational swings will be installed in District playgrounds throughout the community.

B. Recreation

Jim Randall commended Nicolette Jerik, Recreation Supervisor, and dance staff for their outstanding efforts in preparing for and providing the annual Dance Showcase.

Vice President, Dave Macek asked if there were updates on the potential use of the Lincoln-Way North pool. Mr. Randall stated a second meeting of area park districts in the Lincoln-Way Community High School District was held, generating additional questions. The estimated annual cost to operate the pool is \$125,000. The group will check comparables in the area, will survey residents to determine interest, but at this time, there is no firm commitment. Mr. Randall will update the Park Board as additional meetings are held.

C. Information Technology

The monthly meeting between the IT contractor and key Park District staff was held today, and a full agenda of items was discussed.

The annual in-house RecTrac training session, held on May 1 and 2 again proved to be worthwhile. Automated debit of credit cards for the dance program without retaining credit information was discussed, along with bar code scanning of F.A.N. passes, enabling improved tracking and safety controls.

D. Special Recreation

Audrey Marcquenski, Director, attended the first meeting of the LWSRA Board on Tuesday, May 15, and noted they are a dynamic agency that offers great programming and services for individuals with disabilities.

E. Finance and Planning

Jim Randall reported that referendum proceeds will be deposited into the Park District accounts on or about June 4, 2018.

F. Golf Course

The golf course experienced a slow start due to the unseasonably cold April temperatures, but Mr. Randall noted that play is increasing as conditions improve.

G. Office

Bonnie Roach, Office Manager is doing a great job, and her staff members are preparing to enter fall brochure information into RecTrac.

H. Risk Management

Jim Randall attended the annual PDRMA membership assembly.

There was damage to a staff member's vehicle when a Workman utility vehicle's break was not properly set. Although the incident was reported to PDRMA, the Park District will incur the repair costs.

I. Wellness Committee

Audrey Marcquenski is managing a health and wellness survey, where the community will provide input on wellness opportunities, and a salary equity study to ensure staff are appropriately compensated according to their skills and abilities.

J. Community Updates

Mr. Randall reported that Village of Frankfort sewer work through Lighthouse Pointe continues, and all damages will be restored by the Village.

XIII. Old Business

No old business was discussed.

XIV. New Business

No new business was discussed.

XV. Executive Session

Dave Macek made Motion 18-1369 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, a legal issue, and a potential property sale.

Dave Macek made Motion 18-1370 to go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XVI. Adjournment

Dave Macek made Motion 18-1371 to adjourn the meeting at 8:19 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
June 21, 2018

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

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

Also present: Adam Simon, SSSRA Attorney
SSSRA Board Members & Staff

IV. Public Input

Steve Adams, attorney for SSSRA, addressed the Park Board and provided documentation in support of his client's offer to purchase land owned by the Frankfort Square Park District where the SSSRA office building is located, 19900 S. 80th Avenue in Tinley Park.

Mr. Adams cited the FSPD's offer to sell of \$160,000, and provided the SSSRA's counter offer of \$85,000, recently raised from their initial offer of \$75,000, and requested the following from the FSPD:

1. Reasonable selling price
2. Documentation regarding inclusion costs deducted from final payment
3. Documentation for \$1,600 in scholarship dollars deducted from final payment
4. Request that FSPD continue to perform landscape maintenance at the SSSRA office building

V. Correspondence

A. Appreciation

Thank you cards received from recipients of the Frankfort Square Park District's 2018 College Scholarship awards.

VI. Presentation of the May 17, 2018 Board Meeting Minutes.

Dave Macek made Motion 18-1372 to accept the May 17, 2018, Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Ken Blackburn presented by title, and Jim Randall read Ordinance No. 18-06-314 into the record, an ordinance adopting prevailing wage rates to be paid to laborers, mechanics and other workers performing construction of public works in the Frankfort Square Park District, Will County, Illinois, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Craig Maksymiak made Motion 18-1373 to adopt Ordinance No. 18-06-314, as presented. Brian Mulheran seconded.

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

Jim Randall presented the amended Operating Budget FYE 4/30/19, revised to correct certain line items to appropriately reflect expenditures, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 18-1374 to approve the amended Operating Budget FYE 4/30/19, as presented. Joe Vlosak seconded.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 18-1375 to accept the Accounts Payable Listing. Denis Moore seconded.

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

IX. Executive Director's Report

Jim Randall reported that the Cook County Clerk's Office provided the annual Agency Tax Rate Report for tax year 2017, reflecting a net increase of \$39,000.

Mr. Randall distributed a summary of projects that included general, referendum safety committee, painting, and miscellaneous projects. The Board reviewed all that is scheduled for the current season and what has been completed.

Paving projects are nearing completion, and the Union Creek Park, 80th Avenue parking lot is currently being repaired. Due to damages caused by SSSRA's garage construction, they agreed to pay 50% of the cost, and the District will bill them \$9,000 for the \$18,000 repairs.

A 3' boardwalk with concrete ramps is under construction at Indian Boundary South Park on the bike/walking path that normally floods during rain events, enabling this heavily used amenity to be passable 90% of the year. The park bench on the path will also be repaired.

An in-house customer service session will be provided to approximately 50 staff members from all areas of Park District operation.

Attorney, Jim Rock of Ancel Glink will review financial documents in July. Primarily, Mr. Rock will assist with the annual tax levy to guarantee we gain anticipated new growth with no tax increase to residents.

Jim Randall will meet with the District's insurance agent, Brian Murray, of Group Benefit Specialists, to discuss health insurance health insurance, which will need to be renewed in November, 2018. An increase of 10-12% is anticipated, and comparable coverages are being investigated.

X. Committee Reports

A. Maintenance

Jim Randall reported that the Maintenance Department has been extremely busy, and added that we are moving in the right direction with improvements, evidenced by the many positive comments the District is receiving from its residents.

The Resident Input Summary was distributed and reviewed.

B. Recreation

Matt Tillman, formerly from the Rockford Park District, was hired as the new Athletic Supervisor. Matt comes with great experience, particularly in management where he supervised 200 staff, and also managed a \$3.5 million food service budget for the Rockford Park District. After reviewing an extensive number of candidates and conducting interviews, Matt was offered the position and will start employment on June 28, 2018.

Jim Randall was happy to announce that Pam Kohlbacher will assist with the ELC preschool program, with a primary focus on the curriculum.

John Keenan, Superintendent of Recreation, is working with the American Cancer Society to host their Relay for Life fundraiser at Lincoln-Way North on Saturday, June 23, 2018.

Jim Randall reported that following the resignation of Carter Patton, former Athletic Supervisor, John Keenan has taken on added responsibilities of managing the golf course, F.A.N. and softball programs. John has been working evenings, weekends, and cancelled a family vacation to ensure all areas of responsibility are well-managed. It is for this reason Mr. Randall requested approval to provide a one time bonus of \$750 to John Keenan, in recognition of his efforts.

Brian Mulheran made Motion 18-1376, approving a one time bonus of \$750 to John Keenan, as requested. Anthony Granata seconded.

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

C. Information Technology
No report.

D. Special Recreation
Audrey Marcquenski, Director, attended the FSPD's first LWSRA Board Meeting as a member of the agency. A monthly report was provided to Park Board Members, and Jim Randall further noted our residents are thrilled with the services provided by LWSRA that includes a teen summer camp, and TITANS, and adult daytime program.

The FSPD has committed to providing use of Mary Drew for the TITANS program while LWSRA renovates its building to include a sensory room and expanded office space.

LWSRA and FSPD will also work with Freedom Golf to provide use of Square Links Golf Course, enabling individuals with special needs and disabilities with opportunities to utilize the course and driving range.

E. Finance and Planning
Jim Randall reported that the District is in its best financial position since 2002.

Fieldwork for the annual audit will take place on June 26 and 27.

Jim Randall noted that it is recommended auditors are changed every fifth year, allowing for fresh review of financial matters.

F. Golf Course
Weather has been a factor in limiting play, but when the weather cooperates, it has been busy.

Tee renovation has been scheduled for the fall.

Staff will remodel the clubhouse restrooms over the winter months.

Vice President, Dave Macek inquired about the plan to add a restroom at the fifth hole. Mr. Randall stated that it was moved to another location in response to resident concerns.

G. Office

Two new office staff have been hired and will begin employment late June and early July.

H. Risk Management

A Spill Prevention, Control and Countermeasure (SPCC) plan is nearing completion and will be posted at the District's two containment areas, the Community Center maintenance yard and Square Links Golf Course.

An infrared inspection, for the purpose of detecting hot points in high voltage, was completed. No immediate issues were found, but incorrect wiring was identified and will be resolved.

I. Wellness Committee

The second annual onsite employee wellness exams, conducted by Ingalls will be scheduled this summer.

J. Community Updates

Jim Randall noted good progress in the sewer line installation, a segment of the waste plant project along St. Francis Road. The estimated completion date is 2020 or 2021, and the plant located adjacent to Champions Park will then become a holding pond.

XI. Old Business

Commissioner, Joe Vlosak, asked if there had been a decision regarding upgrades to the website, recommended by John Staples of Visionary Webworks the District's web provider. Jim Randall reported that the FSPD's IT contractor thought the cost was a bit high, but he also commended the quality of Mr. Staple's service. The improvements will provide a faster server speed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 18-1377 to enter into Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

The Executive Session was called for the purpose of discussing personnel, a legal issue, and a potential property sale.

Dave Macek made Motion 18-1378 to go out of Executive Session. Denis Moore seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 18-1379 to adjourn the meeting at 8:29 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
July 19, 2018

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, Denis Moore, Brian Mulheran, and Joe Vlosak.

IV. Public Hearing/Public Input

Dave Macek made Motion 18-1380 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2018 through April 30, 2019. Denis Moore seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 18-07-315 for Fiscal Year beginning May 1, 2018, and ending April 30, 2019, was posted for public inspection at the Park District office beginning June 19, 2018.

A legal ad, noting the date, time, and place of the public hearing was published in the Thursday, July 5, 2018 edition of the *Frankfort Station*.

Tina Gnade, resident, was present to discuss her daughter's experience in the ELC preschool program during the 2017/18 school year. Ms. Gnade wished to acknowledge the teachers and aides for providing an amazing experience that surpassed her expectations. Her daughter grew as a learner and Ms. Gnade expressed sincere appreciation, in particular, to Mrs. Handzik. As her children return in the fall, she hopes the standards will be what she has come to expect.

Jim Randall introduced Matt Tillman, new Athletic Supervisor. Matt previously was employed by the Rockford Park District, and his initial focus at the FSPD will be to manage the golf course and F.A.N. program.

The floor for the public hearing remained open for thirty minutes while other business, not pertinent to the Budget and Appropriation Ordinance No. 18-07-315, was duly transacted at said meeting.

Craig Maksymiak made Motion 18-1381 to close the floor and adjourn the public hearing at 7:30 p.m. Dave Macek seconded. Motion carried in a vote by voice.

V. Correspondence

No correspondence was presented.

VI. Presentation of the June 21, 2018, Board Meeting Minutes.

Denis Moore made Motion 18-1382 to accept the June 21, 2018, Board Meeting Minutes as presented. Dave Macek seconded.

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

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 18-07-315, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 18- to adopt the Budget and Appropriation Ordinance No. 18-07-315 as presented. Joe Vlosak seconded.

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

Jim Randall requested authorization to open a new depository checking account for online registration revenue. Said account, through Old Plank Trail Community Bank, would simplify accounting procedures and would not be interest bearing.

Anthony Granata made Motion 18-1383, authorizing the establishment of a new checking account as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, 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 18-1384 to accept the June Accounts Payable Listing. Denis Moore seconded.

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

IX. Executive Director's Report

Jim Randall reported that he met with Reliable Services staff, contracted maintenance of the golf course, to discuss deficiencies on renovated tees that were to have been playable by June, but to date, are not usable. Weather was cited as a factor to the delayed healing-in process, however, it was decided that Reliable will not move forward with any other projects at this time.

Customer service specialist, Steve Beck provided a dynamic session that was well-received by Park District staff.

Attorney, Jim Rock of Ancel Glink, will provide an in-house overview of the District's budgets and levies, along with processes for annual ordinances that included Budget & Appropriation and the Truth in Taxation/Tax Levy Ordinances. Mr. Randall noted that Mr. Rock will review the Tax Levy to ensure the District will receive new growth while keeping taxes low.

Representatives from the Frankfort Square Baseball League, Wildcats, and Boy Scout Troop #237 will be invited to attend the August meeting of the Park Board, held at Square Links Golf Course, for the purpose of distributing monies raised from golf course beverage sales.

The District's health/life insurance agent, Brian Murray of Group Benefit Specialists, merged with another insurance company, J.J. Doorhy & Associates, but is continuing to provide the same service. Mr. Randall reported that the health insurance policy has been renewed at a lower premium increase than anticipated.

Jim Randall reported that the IBS boardwalk, enabling users to have access to the trail during incidents of high water, is complete and has been-received by users. Keith Nush, District resident, maintains the ditch line with various plants and shrubs, and the elevated boardwalk now provides a view of his beautification efforts.

The Community Park Redevelopment project is nearing completion. Solar lights are in place, the asphalt path, pickle ball court, and bag toss pit is in place, and all trees were planted. The picnic shelter was re-roofed and green roof cases will be installed. Top dressing was completed and areas will be hydro mulched today, July 19.

The deadline to complete the Community Park Redevelopment, an OSLAD grant project, is August 26, 2018, two years from approval of the project agreement. A request for reimbursement of the remaining grant amount of \$99,500 by the Illinois Department of Natural Resources will be submitted to the Division of Grant Administration by August 10, 2018.

An open house will be planned for Community Park in conjunction with the September or October Board Meeting. Elected officials will be invited, and more information will be forthcoming.

Mr. Randall reported that the District received notification today, July 19, that the ComEd Efficiency LED program has awarded the District a grant in the amount of \$4,456.00. The award is in recognition of the installation of gas furnaces in the Community Center pole barn that were previously electric and fired by propane, and the retrofitting of LED lighting in the Community Center, resulting in dramatic energy savings.

The Park District purchased mats, as part of the referendum that will be used by the Wildcats cheerleaders.

A permit was received for the construction of the new dance studio at Mary Drew, another referendum project, and construction is scheduled to begin August 1, 2018. The new studio will be ready by the start of the school year.

Mr. Randall hosted a third meeting with Park District representatives that are in the Lincoln-Way Community High School District, to discuss the potential to open the LWN pool, but he is not optimistic that any action will take place in the near future.

Work continues on two surveys, a salary equity and wellness survey. The wellness survey will be sent to residents in the spring of 2019, and will provide direction on how best to serve residents through wellness programs and opportunities.

X. Committee Reports

A. Maintenance

Jim Randall distributed and reviewed the monthly resident input summary with Board Members.

A cable at the Island Prairie bandshell has been replaced, correcting an issue with the surveillance camera at this location.

Mr. Randall reported on the progress of the following referendum projects: Asphalt work at Brookside Glen, Woodlawn Park, and the Community Center parking lot is complete.

A new crack repair process for the bike/walking paths around Indian Boundary South, Frankfort Square School to Laurel, and in the Lighthouse Pointe subdivision, utilizing polymer and sealcoat that is guaranteed for five years, will be applied. The contractor, Denler, Inc., will begin the work when their current job of school path repairs is complete.

Jim Randall continues to work on the potential to install a path in the ComEd Right of Way that would begin at the Union Creek baseball fields #1-#4 to St. Francis and Pfeiffer Road corridor. Initial engineering was estimated at \$300,000, which is not an affordable measure.

LED lights were installed in the Community Center.

The ELC playground was ordered three months ago and will be installed upon delivery.

Jim Randall is evaluating a multi-generational swing set that is designed for adults and children to use, and toddlers and pre-teens that can be located at parks throughout the District.

Jim Walsh, owner/operator of Sportsfields, Inc., will renovate ball diamonds at the end of the season.

Dead tree removal and minor bank restoration will be completed in the Lighthouse Pointe subdivision.

Bank restoration will be addressed at Indian Boundary South Park.

Liebold Irrigation is working on a cistern that would draw water from Island Prairie Pond, eliminating the need to utilize municipal water.

Tree work was completed at Community Park, and additional trees will be planted next year.

Solar lights will be installed around the hockey rink at Union Creek Park.

Picnic tables and benches have been purchased and installed in various areas, including Community Park, Odyssey Park, and Indian Boundary South Park.

The dance floor for the new studio at Mary Drew has been delivered.

The divider wall and ceiling tiles in the Community Room will be replaced.

A drinking fountain with a pet fountain attachment will be installed at the golf course.

TRM Painting and Decorating is completed painting projects at the Community Center and Union Creek Park restroom facilities.

A closet to house chairs will be built in the Community Room.

B. Recreation

The fall brochure is complete, and online resident registration will begin on August 6.

A letter will be sent to parents of ELC students, announcing an August 1 Open House event.

C. Information Technology

The Park District experienced a server issue on July 16, caused by updates. The District's IT contractor, Dave Gorka of B Practical Solutions, was on site all day, and was assisted by a VMware specialist. The matter will be addressed so that it does not recur.

D. Special Recreation

Jim Randall distributed the LWSRA monthly report, provided by Audrey Marcquenski.

Board and staff members are registered to play in the LWSR Foundation's annual golf outing, a fundraiser to benefit the LWSRA, on Friday, August 10.

Jim Randall will respond to SSSRA's request to purchase property located at 19910 S. 80th Avenue. The Park District's asking price is firm at \$160,000, and is based on appraisals the District has on file that reflect a value of \$80,000+ per acre. The Park District received an offer of \$75,000 for the 2.09 acres of improved property from SSSRA. Their offer is based on an appraisal by Dale Kleszynski of Associated Property Counselors, the same firm previously used by the FSPD. Mr. Randall spoke with Mr. Kleszynski, and learned that approval from SSSRA would be required to determine how the lower number was reached, however, no approval was forthcoming.

E. Finance and Planning

John Williams, CPA, of Hearne & Associates, the District's independent auditor, will provide the completed audit report in September or October.

F. Golf Course

Revenue has been impacted by weather this season, but play has been consistent.

G. Office

Alyssa Zapata and Debbie Klir, new clerical staff, began employment in early July.

H. Risk Management

No report

I. Wellness Committee

All Park District staff will have the opportunity to participate in a health assessment, provided by Ingalls on August 7.

J. Community Updates

There are no updates on the St. Francis Road project.

Summit Hill District 161 has formed a committee to determine the feasibility of forming a K-12 District, and purchasing Lincoln-Way North High School. No further information is available.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 18-1385 to adjourn the meeting at 8:04 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 16, 2018

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent were: Ken Blackburn and Anthony Granata

Also present were: John Keenan, Superintendent of Recreation
Representatives from Boy Scout Troop 237, Wildcats Football, Frankfort Square
Baseball League

IV. Public Input

Jim Randall welcomed the community groups' representatives, invited to attend this meeting for the purpose of recognizing their service to the youth of our community, and to present them with checks from revenues received through beverage sales at the Square Links Golf Course clubhouse during the 2018 golf season. Mr. Randall noted that the Board debated whether alcohol should be served at this family-friendly facility, and although it has been successful and uneventful, they did not wish to benefit from the profits and decided to share the revenue with community groups.

Mr. Randall reported that the FSBL is the oldest community group, the FSPD helped form the Wildcats, signing the first note in the amount of \$25,000, and has held the Troop 237 charter for 25+ years. These three organization are doing phenomenal work, and Mr. Randall thanked them for the support they have provided to the FSPD and the youth of our community for many years.

Frank Florentine, Vice President of the Frankfort Square Wildcats, expressed appreciation to the Park District for always meeting their organization's needs. The Wildcats appreciate all the efforts, including taking the time to meet and prepare their fields for play, and thanked the Board the support and trust extended to the Wildcats.

Earl Bonovich, Boy Scout Troop 237 Scoutmaster, thanked the District, for providing meeting space, assistance with Eagle Scout projects, and all time and efforts provided by Ed Reidy, FSPD's Superintendent of Parks. Mr. Bonovich stated the Scouts are undergoing changes this year, and the Troop has a record high sixty youth, with one hundred expected to join in the next few years. Jacob Grimm was introduced to the Board, and is being trained to be a Scout leader, and the Troop is looking forward to future assistance from the FSPD.

V. Correspondence

A. Appreciation

Letter received from The Cancer Support Center, expressing appreciation for a donation the Park District provided in support of their annual fundraiser.

Thank you note received from Gina Hassett, Executive Director of the Frankfort Park District, for inviting her and her District's staff to participate in the legal training session conducted by the FSPD's legal counsel, Jim Rock, of Ancel Glink.

Thank you note received from the executive director of My Joyful Heart for the Park District's donation of a golf course raffle prize in support of their annual fundraiser for children in need.

Thank you note received from Sandi Butler, former clerical and F.A.N. staff member, thanking the District for providing her with years of employment. Ms. Butler recently resigned after accepting a full-time position with another employer.

B. Complimentary

Email sent to ELC teacher, Pam Moloney that details a phone conversation with a parent of a preschool student enrolled in the 2018/19 school year three year old program. Following the August 1, 2018 ELC open house event, the parent stated Ms. Moloney was very nice and her son loves his teacher and is excited to start the school year.

Verbal compliment received from the grandmother of a participant in the Youth and Junior Golf Lessons, regarding the quality of instruction and good rapport Square Links golf pro, Ken Bus, has with students.

VI. Presentation of the July 19, 2018, Board Meeting Minutes.

Denis Moore made Motion 18-1386 to accept the July 19, 2018, Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall requested authorization to pay the remaining balance of Loan 1528-7 with a total payoff amount of \$111,613.52, an installment contract with Old Plank Trail Community Bank for the purchase of the ball fields on St. Francis Road and the purchase of a field groomer. Said action addresses the goal to eliminate the District's debt, an action made possible due to the successful passage of the March, 2018 referendum.

Joe Vlosak made Motion 18-1387, authorizing the payoff of Loan 1528-7 as presented. Craig Maksymiak seconded.

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

Jim Randall requested approval to adopt a Payment Card Industry Data Security Standards Policy (PCI-DSS) for the purpose of protecting and securing payment card information, a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 18-1388, approving the adoption of a Payment Card Industry Data Security Standards Policy (PCI-DSS), as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, 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 July Treasurer's Report, pending audit.

Craig Maksymiak made Motion 18-1389 to accept the July Accounts Payable Listing. Brian Mulheran seconded.

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

IX. Executive Director's Report

Jim Randall reported that the final payoff for Loan #1528-7, approved per Motion 18-1387, will be rendered to Old Plank Trail Community Bank on August 17, 2018.

Jim Randall discussed how the District will move forward with projects in the next fiscal year following a thorough review of what is planned and what has been completed.

Mr. Randall provided detail regarding the addition of multi-generational swings that can accommodate adults and children 6-24 months and toddlers.

Improvements to the golf course will also be considered. The clubhouse, an older pole barn building, is not energy efficient, and plans to rebuild around the existing kitchen and bar area will be explored.

A cost effective way to engineer bike paths, joining the path on Pfeiffer Road, is being investigated. Current engineering, costing over \$400,000, is not feasible. Grant funds and partnerships with Frankfort and Tinley Park may provide a workable approach.

X. Committee Reports

A. Maintenance

Jim Randall reported that the monthly resident input summary for the previous month would be included in the September meeting documents.

The Maintenance Department has been exceptionally busy over the past four months, and the main focus has been the completion of the Community Park Redevelopment OSLAD grant project. The park is a unique facility that offers opportunities for children and adults. The horseshoe pits were installed, the pickle ball courts have been exceptionally well-received, and the community gardens will be available in next year's growing season. A park dedication is planned for October 18, 2018, in advance of the Park Board Meeting.

Installation of a new ELC preschool playground is scheduled to begin the week of August 20, and will be completed by the start of the new school year.

The elevated boardwalk at Indian Boundary South Park is complete, and the pond erosion control project will begin on August 17, 2018.

B. Recreation

John Keenan, Superintendent of Recreation, provided an annual report to the Park Board, highlighting existing, new, and newly revised programming opportunities.

Summer Day camp was restructured, with participants spending three days onsite and two days at various offsite field trip venues. The numbers of participants doubled this past summer.

Nicolette Jerik, Recreation Supervisor, has encouraged her Day Camp staff to forward photos for Facebook posting, a measure that is appreciated by families of participants.

Five new dance classes were added, bringing the total number of classes to fifty, and a new studio is under construction at Mary Drew to accommodate this popular program.

BAS and Day Off Escapades averages twenty participants per day, an increase from last year's average of twelve participants.

Fourteen new programs were added to the fall brochure, including seven adult programs, four of which are specifically designed for senior citizens.

John was pleased to report on the improvements to the District's Early Learning Center Preschool program and distributed the redesigned parent handbook to Board Members. The following three new lead teachers are bringing a level of excitement, fresh ideas, and a determination to increase enrollment the ELC experienced in past years.

Elizabeth Hellmann is an Aurora University graduate with a BA in Elementary Education. Ms. Hellmann worked at Argo-Summit School District 104 for ten years, and was a substitute teacher in Summit Hill School District 161.

Nicole Stepuszek is a Central Michigan graduate with a BA in Elementary Education and Early Childhood Development and Learning. Ms. Stepuszek, a Frankfort Square resident, worked with Summit Hill School District 161 as a special education paraprofessional.

Pam Moloney is a Purdue graduate with a BA in electrical engineering. Ms. Moloney found a love for training and teaching, and last year she stepped up in the lead teacher role for the FSPD's tiny tot programs when the lead teacher required a leave of absence. John also reported that when he needed to hire new preschool staff to replace the staff that resigned at the end of the 2017/18 school year, his first action was to fill one of the vacant positions with Ms. Moloney.

Parents of ELC students had the opportunity to meet the new teaching staff, ask questions, and tour the facility during the August 1, 2018 open house.

ELC preview days are scheduled for September 5 and 6, and all are looking forward to the first day of school

C. Information Technology

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

D. Special Recreation

The LWSRA Park Party, held at Union Creek Park on July 30, was enjoyed by over seventy-five participants.

LWSRA is conducting programming at Mary Drew for adults with special needs, servicing our population that had little to no service from our previous provider.

Two Park Board Members and several FSPD staff participated in the LWSR Foundation's annual golf outing fundraiser on August 10, benefitting LWSRA.

E. Finance and Planning

Jim Randall reported that the audit draft should be received by the end of this week, and the final audit, FYE 4/30/18, will be distributed during the September Board Meeting and posted to the District's website.

F. Golf Course

Square Links has experienced an increase in usage due to improved weather conditions.

A resolution to issues that causes delays in course improvements is being finalized.

G. Office

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

H. Risk Management

No report

I. Wellness Committee

The second annual health screening, provided by Ingalls was completed on August 7, and participating staff members will receive personal health assessments.

A community-wide survey will be mailed to all households in the spring of 2019 and will expand the role of the Park District in educating and providing services to meet the health needs of its residents.

J. Community Updates

The transfer of utilities, part of the St. Francis Road improvement project, took longer than anticipated. Further road work may be delayed until the spring of 2019, as the project requires reducing St. Francis to a one-lane road with a stop light, and the Village of Frankfort does not wish to cause an eight month disruption to traffic.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XIV. Adjournment

Craig Maksymiak made Motion 18-1390 to adjourn the meeting at 7:55 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
September 20, 2018

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Anthony Granata, Dave Macek, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent were: Ken Blackburn and Craig Maksymiak

IV. Public Input

Ms. Tina Gnade addressed the Park Board, reporting that she and her son enjoyed Mother/Son Bowling, held on September 15, and that she met Recreation Supervisor, Nicolette Jerik who developed and was supervising this new Park District event.

Ms. Gnade also voiced concerns about the newly designed ELC playground and inquired as to whom was responsible for its design.

Jim Randall responded, stating the playground was designed by Cunningham Recreation with GameTime equipment, the largest provider of playgrounds in Illinois. Although available for use, the playground is not yet complete, as the center section with child-height sensory table and gardens will have outdoor turf-style carpet installed on the concrete surface and will be covered by a canopy, creating an outdoor classroom for the preschool. Generational swings will be installed in the back and front area, and old fencing will be removed and replaced. The large green space in front of the bandshell is available for larger gross motor activities, and with bike path access, this area has been consistently used by the preschool. Swings are also available onsite at the Community Center playground located on Arran Drive.

The Park Board thanked Ms. Gnade for her input.

V. Correspondence

A. Appreciation

A thank you note and framed photo was received from participants in the Freedom Golf LWSRA program, hosted by Square Links. Mr. Randall noted the group appreciates the use of the Park District's golf course as their training facility.

Mr. Randall provided a photo taken at the August Board Meeting that was posted to the Wildcats Football organization, depicting their representatives with Park staff and Board Members, present to accept a donation from the FSPD through beverage sales.

VI. Presentation of the August 16, 2018, Board Meeting Minutes.

Brian Mulheran made Motion 18-1391 to accept the August 16, 2018, Board Meeting Minutes as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Denis Moore, Brian Mulheran, Joe Vlosak, and Dave Macek. Abstained: Anthony Granata Nays: None. Motion carried.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Abatement Ordinance No. 18-09-316, an ordinance abating the tax hereto levied for the year 2018 to pay the principal of 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) and General Obligation Park Bonds (Alternate Revenue Source), Series 2009, of the District, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Anthony Granata made Motion 18-1392 to adopt the Abatement Ordinance No. 18-09-316 as presented. Denis Moore seconded.

Mr. Randall reported that in past years, the District completed a mini-bond ordinance with the annual abatement, however, due to the passage of the referendum in March of 2018, the mini-bond is no longer a requirement. It was further noted that the abatement ordinance enables the District to fund said bonds internally, eliminating the need to utilize tax dollars for the bond payments.

Vote on Motion: Ayes: Anthony Granata, Denis Moore, 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 August Treasurer's Report, pending audit.

Brian Mulheran made Motion 18-1393 to accept the August Accounts Payable Listing. Denis Moore seconded.

Vote on Motion: Ayes: Anthony Granata, Denis Moore, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

IX. Executive Director's Report

The Consolidated Election is scheduled for April 2, 2019. The Park District has three Park Board seats up for election and the information is posted on the District's website and was published in the *Frankfort Station*.

Jim Randall is working with the District's legal counsel regarding changes to this year's tax levy, with a goal to present the ordinance in October, enabling passage and filing well in advance of the deadline. Mr. Randall further noted that the District is committed not to exceed last year's rate while securing new growth by levying 4.8% over the current year's budget. In the absence of levying an amount greater than 105% of the final aggregate extension, the Truth in Taxation hearing and publication of notice will not apply, and the form of the ordinance is dramatically simplified.

A brief, 45-minute Community Park dedication will be held on October 18 at 5:30 p.m. Attendees will include Park Board Members, District staff and contractors that worked on the project, local officials, and residents of the Court Homes of Frankfort that were supportive of the redevelopment. Board Members will be provided with additional information in advance of the event.

Audrey Marcquenski and Nicolette Jerik are overseeing the salary equity study for full and part-time employees being completed by Jarrod Scheunemann, formerly of the University of Illinois Urbana-Champaign, and Michael Mulvaney, of Illinois State University. Preliminary results show the Park District has no salary disparity between the two genders.

Upon completion of the salary equity study, Mr. Scheunemann and Mr. Mulvaney will focus on a community wellness overview to find areas where the District can improve on the health of our residents through bike paths, exercise equipment, and programming, promoting this as a mission in the coming year.

The Park District is committed to improve on our recycling and environmental practices by eliminating plastic straws, beverage container lids, garbage bags, LED lighting, etc.

X. Committee Reports

A. Maintenance

Jim Randall distributed copies of the resident input summary that included the months of August and September.

A list reflecting the current status of projects was provided for Board review, and Mr. Randall highlighted the progress of various projects, detailed below.

Asphalt surfacing was completed at Island Prairie and Indian Boundary South Parks and at Lighthouse Pointe. A new, innovative compound was used that will be more durable and provide long-lasting results, that is also environmentally conscious.

Installation of mirrors at the two new dance studios housed at Mary Drew will be completed on Friday, September 21. The dance program is the single largest District program, and is provided in a wonderful facility, not replicated in the south suburbs.

The new Community Room divider has been installed.

The District is planning to replace all interior and exterior lights with LED fixtures that provide an energy-efficient alternative over traditional fluorescent lighting.

Mr. Randall reported that ComEd placed the Park District on watch because the Community Center uses less electricity during the day than the evening. The consumption is lower due to the solar panels and to a lesser extent, the wind turbine that dramatically reduces our use of energy.

A furnace was installed in Pole Barn 2 at the Community Center. The unit could not be tied into the building service, but Mr. Randall reported that the gas furnace will cost less to operate than the electric heater that was in place. The barn is kept at about 40° during the fall/winter months to protect equipment from freezing.

Thornton Equipment Services will complete erosion control work at Indian Boundary South Park, and the District will work with the Boy Scouts to install waters' edge plantings.

The ELC playground is now open for use, but as noted above in Section IV., Public Input, the older fence will be replaced, indoor/outdoor carpet will be installed in the center concrete section, new picnic tables and a shade feature will be installed to provide an outdoor classroom. Elevated gardens were removed from LWN and installed at preschool height. One will be filled with various types of sand to create a sensory area and the others will be planted in the spring.

Work continues at the St. Francis ball field site. Grindings have been delivered to expand the parking lot. A restroom facility may be installed in 2019.

Commissioner, Denis Moore, positively commented on the new elevated section of boardwalk on the Indian Boundary South Park path. Mr. Randall noted maintenance staff, Lou Vieceli completed the concrete work, and Bill O'Shea and Luke Deuser completed the decking. The project has been well-received and provides not only the ability to use the path during high water situations, but also enables users to view the planted area on the west side of the bridge that was developed and is maintained by resident, Keith Nush.

Jim Randall reported that the District will investigate the longevity of the existing boardwalks, some of which may require restoration. In addition, a section of asphalt at Indian Boundary South Park may be lifted by 1.5"-2" to eliminate the puddling water.

New park benches have been ordered. The company mistakenly quoted less expensive pine pricing for a higher quality Ipe lumber, but they are honoring the quote. Ten benches have been ordered to be used in various areas.

Fifteen garbage cans with aggregate exposures, weighing 700 pounds each were ordered. Plastic disposable liners will not be needed, therefore they provide another eco-friendly addition for the District.

B. Recreation

Changes to the ELC preschool program have been well-received.

This year's BAS numbers are strong.

The first month of registration in the 2018/19 F.A.N. program has increased.

Commissioner, Brian Mulheran inquired about the availability of equipment for the permanent games/courts available at Community Park. Mr. Randall replied that park patrons will be required to supply their own bean bags for the bag toss games, however, horseshoes and pickleball equipment will be available for free use through the Park District office.

Jim Randall reported that the USA Pickleball Association regularly uses the courts and are very appreciative of the facility. Stephen Soderborg, the Association's "Ambassador", has commented on the quality of the courts, stating that the only other available "true" pickleball courts are located in Naperville.

C. Information Technology

A membership card scanning system is now in place at F.A.N. and will be introduced at the golf course in the 2019 season. The software ties into our existing RecTrac registration system and will provide more accurate numbers with improved tracking of season pass holders' usage.

The payment plan for dance has been very well-received. Families that enroll in multiple sessions have the option to utilize the 3-payment method. Bonnie Roach, Office Manager, was instrumental in putting this payment program in place that provides a regular calendar of payment.

D. Special Recreation

Jim Randall distributed the monthly report provided by Audrey Marcquenski.

Audrey attended the LWSRA's athletic banquet on Sunday, September 18, and she will present a video at the November Board Meeting.

E. Finance and Planning

A grant distribution of \$99,500 is pending from the Illinois Department of Natural Resources following the completion of the Community Park Redevelopment project, and Mr. Randall hopes it will be forthcoming in the near future.

F. Golf Course

Jim Randall requested formal approval to contract with Van's Enterprises Ltd. to complete tee renovations at Square Links that include stripping and grading at a cost not to exceed \$24,500, and to re-sod the tee boxes at a cost not to exceed \$13,250.

Denis Moore made Motion 18-1394 approving the renovation work to strip and grade tee areas at a cost not to exceed \$24,500 and to re-sod tee boxes at a cost not to exceed \$13,250 as presented.

Mr. Randall noted Van's Enterprises Ltd provides specialized services and equipment and have completed repairs at Wrigley Field and at Grant Park in Chicago following Lollapalooza festivals. The project can begin the first week in October, pending weather. The long term goal is to have two distinct tees at each hole, providing twenty variations on the game of golf at Square Links.

Vote on Motion: Ayes: Anthony Granata, Denis Moore, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

Jim Randall requested approval to enter into a lease with Yamaha for two golf utility carts.

Anthony Granata made Motion 18-1395 to approve the lease with Yamaha for two golf utility carts as presented. Joe Vlosak seconded.

Mr. Randall noted that securing the lease in 2018 would guarantee a 2.5%-3% discount over 2019 lease pricing, and payments will be annually scheduled May-October, beginning in May, 2019. Mr. Randall further noted that revenue generated through riding cart rentals would adequately cover the lease expense.

Vote on Motion: Ayes: Anthony Granata, Denis Moore, Brian Mulheran, Joe Vlosak, and Dave Macek. Nays: None. Motion carried.

Jim Randall reported that following theft of range balls. Approximately 3,000 of the newly purchased 10,000 balls are missing, and improved security measures are in place that includes posting signage and handouts to patrons regarding the theft of Park District-owned property. Mr. Randall noted that patrons often purchase large buckets, hit half the balls, and remove the remaining balls and buckets with the intent of returning another day.

A golf cart was damaged when a golf patron backed into a guard rail and another stationary cart. The extent of the damage fell under the District's deductible, and included a broken seat and windshield.

Jim Randall reported on a long-term project to remodel the clubhouse. The building is highly inefficient, is not insulated, and requires six furnaces to control temperatures. The plan is to downsize the building, removing the large garage in the rear of the building that is seldom used, and install a permanent foundation wall, and improve the restroom facilities. Mr. Randall is also exploring pricing of driving range netting to limit range balls from being hit outside the range area. These improvements projects could be built into the golf course enterprise fund, and with retirement of the golf course debt in 2030, \$150,000 will be eliminated from the District's debt service.

G. Office

New office staff doing great job, providing various time and talents that benefit the Park District.

H. Risk Management

Safety training per department continues, and the Safety Committee meets on a monthly basis to assess the District's risk management practices.

I. Wellness Committee

Staff that participated in the second annual health screening received their personal health assessments from Ingalls, and were appreciative of the opportunity.

J. Community Updates

ComEd's delays in moving utilities on St. Francis road caused postponement of the project that will be resumed in the spring.

Commissioner, Brian Mulheran, inquired about recent improvements on the north side of St. Francis Road. Mr. Randall reported that the homeowner is cultivating produce for food pantries and has planted apple trees to help meet his philanthropic goal.

Jim Randall will look into the reason for the large deposit of clay located at the farm field on the south side of St. Francis Road just east of LaGrange, but he believes it may be clay spoils from the sewer project on LaGrange Road.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall previously provided information regarding the recent article that appeared in a September 16 edition of the *Herald News*. The article is not reflective of what the Park District does to meet the needs of the community. The cost incurred by Lincoln-Way Community High School District 210 has been repaid 100% by the Park District through the Dog Obedience program revenue. The full accounting of this financial data was provided to the reporter, and although taxpayers have been repaid, the article did not include this fact. Mr. Randall believes that since Dr. Wiley's trial date is scheduled for the end of November, media interest in old information that has been exhaustively reviewed by the press in the past may increase.

XIII. Executive Session

Anthony Granata made Motion 18-1396 to go into Executive Session. Denis Moore seconded. Motion carried in a vote by voice.

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

Dave Macek made Motion 18-1397 to go out of Executive Session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Employee Increases

Jim Randall requested authorization for a half percent pay increase for Superintendent of Parks, Ed Reidy, and a one percent increase for Assistant Superintendent of Parks Bill O'Shea, retroactive to May 1, 2018, the beginning of the current fiscal year, and a \$500 bonus to Bill O'Shea for his outstanding effort during an exceptionally busy summer.

Anthony Granata made Motion 18-1398 authorizing the pay increase of half percent for Ed Reidy and one percent increase for Bill O'Shea, retroactive to May 1, 2018, and a \$500 bonus Bill O'Shea as requested. Denis Moore seconded. Motion carried unanimously in a vote by voice.

XV. Adjournment

Anthony Granata made Motion 18-1399 to adjourn the meeting at 8:42 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
October 18, 2018

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

IV. Public Input

The members of the public in attendance provided no input.

V. Correspondence

A. Informative

Jim Randall distributed a photo of permanent umbrellas that were ordered and will be installed on the new preschool picnic tables.

VI. Presentation of the September 20, 2018, Board Meeting Minutes.

Dave Macek made Motion 18-1400 to accept the September 20, 2018, Board Meeting Minutes as presented. Anthony Granata seconded.

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

VII. Consideration of Tax Levy Ordinance No. 18-10-317 for fiscal year 5/1/18-4/30/19

President, Ken Blackburn presented, and Secretary, Jim Randall read by title, Tax Levy Ordinance No. 18-10-317 for fiscal year 5/1/18-4/30/19 into the record, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Jim Randall reported that this year's Tax Levy Ordinance does not exceed the 105% aggregate to ensure resident tax rates remain consistent, yet will allow for new growth. Park District Counsel, Jim Rock of Ancel Glink reviewed and approved the Ordinance document.

Anthony Granata made Motion 18-1401 to adopt Tax Levy Ordinance No. 18-10-317 for fiscal year 5/1/18-4/30/19, as presented. Joe Vlosak seconded.

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

VIII. Legal Report

President, Ken Blackburn presented, and Secretary, Jim Randall read by title, Ordinance No. 18-10-318, giving the Cook County Clerk and the Will County Clerk direction related to the 2018 Tax Levy, into the record, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Jim Randall stated the purpose of the Ordinance is to direct the County Clerks on how to place tax proceeds into various District funds.

Dave Macek made Motion 18-1402 to adopt Ordinance No. 18-10-318, an Ordinance giving the Cook County Clerk and the Will County Clerk direction related to the 2018 Tax Levy as presented. Craig Maksymiak seconded.

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

IX. Treasurer's Report

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

Denis Moore made Motion 18-1403 to accept the September Accounts Payable Listing. Anthony Granata seconded.

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

X. Executive Director's Report

Audrey Marcquenski, Director, will provide information related to the salary equity study in December.

Jim Randall reminded Board Members that he will be out of town for the November 15 Board Meeting, to be held at the Square Links Golf Course clubhouse, and Audrey will manage the meeting in his absence.

The Park District may survey or poll residents in the future to ascertain interest regarding alcohol usage in parks, but the action is not a priority at this time.

The District completed construction of the Community Park Redevelopment project, and Will County completed all required inspections. Mr. Randall noted the request for grant reimbursement from the IDNR for this approved OSLAD grant project was forwarded in early August, and he will contact Senator Michael Hastings to request assistance in securing the funds owed to our District.

The pickle ball group that regularly uses the new courts at Community Park is very happy with facility. The District has plans to replace old tennis courts at Champions Park with six lighted pickle ball courts.

The Community Center parking lot lights have been replaced with energy-efficient LED fixtures. The majority of interior lights in the Community Center have also been retrofitted with LED fixtures; remaining are eleven fixtures in the preschool area, and the maintenance garage. The new lighting will provide a dramatic decrease in electric usage.

Jim Randall reported that he will make recommendations to improve environmental efforts in-house, reflecting the District's mission of environmental stewardship.

Jim Randall requested Board approval to sponsor a separate and distinct Troop for Scout Troop #237, extending opportunities to enable girls to follow their Scouting curriculum. The District is a sponsor of Troop #237, serving as its Charter Organization, and Park Board approval is required to move forward with this opportunity.

Commissioner, Craig Maksymiak, asked if the Girl Scouts object to this change in Scouting. Mr. Randall responded that the Girl Scouts are not pleased with the change, but from the standpoint of the Park District, it simply provides another Scouting opportunity. It was also noted that the Park District supports the Girl Scouts, but has not been asked to sponsor their organization.

Craig Maksymiak made Motion 18-1404 to allow Scout Troop #237 to extend membership to girls, beginning in February, 2019. Joe Vlosak seconded.

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

The Chicago Tribune is donating its old newspaper vendor units, and the Park District will install one at Union Creek Park to be used as a self-supporting Little Free Library. Jim Randall reported that the long term goal is to install Little Free Libraries at every playground within our District. The Park District may also wish to consider providing receptacles as food pantries for non-perishable food items that can be donated or taken, as needed. Craig Maksymiak expressed concerns about food safety, and Mr. Randall noted this is being offered in other communities, but he will confer with Park District counsel on the matter.

XI. Committee Reports

A. Maintenance

The Maintenance Department completed a variety of diverse projects District-wide over the past season. All referendum projects were photographed, and will be posted to the website and on Facebook.

A propane tank was installed to provide heat for Pole Barn #2, an improvement that will result in energy cost savings.

B. Recreation

The winter/spring brochure will be delivered to residents' homes on or about December 7.

Nicolette Jerik, Recreation Supervisor, secured approval from Metra to conduct the second annual Polar Express special event. Tickets will be assigned by a lottery that will be conducted at the November Board Meeting.

Participation numbers are up in all areas of programming.

The two new dance studios, added to the existing studios, have been well-received, helping to better serve 570+ dancers in the District's dance program.

C. Information Technology

The POS system at the golf course will be converted to RecTrac, the District's main registration software program, over the winter months.

Bar code scanning, recently implemented with the F.A.N. program, works well and enables an improved method to track usage. This affordable technology, costing \$500 for the scanner and software, will also be employed at the golf course.

D. Special Recreation

Audrey Marcquenski's annual report, scheduled during the November Board Meeting, will be focused on LWSRA.

E. Finance and Planning

The District's overall fund balances are at an all-time high. The current financial position is \$25,000 above the previous year, and does not include the pending \$95,000 OSLAD grant award distribution from State of Illinois.

F. Golf Course

Less than ideal weather conditions over the past season have impacted revenue of this self-supporting entity.

Due to the tee renovation project currently underway, rounds of golf were reduced to \$5.00 during the month of October.

The contracted service completing the tee renovations is very professional and organized, and will have the course ready for play next season. They used equipment that mulched the top of the tee down 2", and the spoils from this project will be added to low spots on the driving range.

G. Office

A clerical employee recently resigned, but the front office is well-staffed and there are no plans to hire a replacement.

H. Risk Management

Audrey Marcquenski will represent the Park District at the annual PDRMA Property/Casualty Program Council on November 7.

Eight staff members will attend PDRMA's annual Risk Management Institute at the Tinley Park Convention Center on November 16.

I. Wellness Committee

No report.

J. Community Updates

No report.

XII. Old Business

No old business was discussed.

XIII. New Business

XIV. Executive Session

Dave Macek made Motion 18-1405 to go into Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

An Executive Session was called for the purpose of discussing a legal matter.

Dave Macek made Motion 18-1406 to go out of Executive Session. Anthony Granata seconded. Motion carried in a vote by voice.

XV. Adjournment

Anthony Granata made Motion 18-1407 to adjourn the meeting at 8:28 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 15, 2018

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, Anthony Granata, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Also present were: FSPD staff, Nicolette Jerik, Recreation Supervisor, Audrey Marcquenski, Director/LWSRA Board Member, Ed Reidy, Superintendent of Parks, and Matt Tillman, Athletic Supervisor

Julie Arvia, resident

IV. Public Input

Julie Arvia, resident, noted the Park District provided natural areas information on its website in 2017, and asked if the 2018 natural areas information would be posted. Superintendent of Parks, Ed Reidy responded that a year-end review will be added to the website as it becomes available.

Ms. Arvia asked what is being grown in the greenhouse.

Mr. Reidy stated that Eco-Grass is being grown for use as a buffer zone between native areas and the path/sidewalk in Lighthouse Pointe. The native plants tend to grow over walkways, and the Eco-Grass, a cool season blend grows 3"-5", and will make it easier to maneuver wheelchairs and/or strollers in these areas.

Ms. Arvia asked about the hanging baskets in the greenhouse.

Mr. Reidy noted they are potted plants from areas throughout the District that were brought in for the winter season.

V. Correspondence

A. Appreciation

Letter received from the Lincolnway Special Recreation Foundation, thanking the Park District for sponsoring their annual golf outing through a monetary donation. The foundation's outing raised over \$34,000 in support of LWSRA's programs and services.

B. Congratulatory

Notification received from PDRMA regarding the District's receipt of a \$750 grant award for its Broadcast Hooded Boom Sprayer proposal. Of the 51 grant proposals considered, the FSPD was one of the 18 chosen for an award.

VI. Presentation of the October 18, 2018 Board Meeting Minutes

Dave Macek made Motion 18-1408 to accept the October 18, 2018 Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Audrey Marcquenski reported that the Illinois Department of Labor modified the prevailing wage rates for certain construction trades to reflect certain corrections, a copy of which was provided to each Board Member in advance of said meeting for review. The corrected rates have been included with the Prevailing Wage Ordinance No. 18-06-314, approved at the June 21, 2018 meeting, *ref. Motion 18-1373*, and also publicly posted the material in the Community Center lobby, enabling public inspection, as required. Ms. Marcquenski further noted that if additional modifications become available, they will be updated for files and posting.

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 18-1409 to accept the October Accounts Payable Listing, pending audit. Denis Moore seconded.

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

IX. Director's Report

Director, Audrey Marcquenski, present at this meeting on behalf of Jim Randall, Executive Director, acknowledged the presence of FSPD staff, Nicolette Jerik, Ed Reidy, and Matt Tillman, for the purpose of providing updates on their areas of supervision. In addition, Ms. Marcquenski, LWSRA Board Member, will provide a special recreation report.

Audrey noted that although the Tax Levy was approved at the October Board Meeting, the December meeting will be held on Monday, December 3, 2018, at 7:30 p.m., as originally scheduled.

The District provided checks in the amount of \$306.00 each to the Boy Scouts, Wildcats Football, and the Frankfort Square Baseball League from remaining funds generated through beverage sales at Square Links Golf Course. Each organization received a total of \$1,318 for the 2018 season.

Audrey reported that she and Nicolette Jerik, Recreation Supervisor, have been working on the salary equity study and will present information to the Board at the December meeting.

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Parks, summarized highlights of the Park Maintenance Department over the past year.

The Resident Input Summary was distributed in hard copy to each Board Member, and is also available on the Park District's website, linked to the November agenda in the Board Packets section.

Odyssey Park Playground Improvements

After assisting Bettenhausen Construction with installation of the concrete curb, sidewalk, and pad, the Maintenance Department completed the following at Odyssey Park:

- Added playground safety surfacing.
- Removed old trees and stumps.
- Trucked in dirt for rough grading.
- Contracted with Arbor Care to plant new trees.
- Finish graded with pulverized black dirt, seed, and hydro mulch.
- Installed a new permanent picnic table.

Community Park Redevelopment OSLAD Project

Park staff were tasked with completing the OSLAD grant project within the required deadline of August 26, 2018, assisting as follows:

- Coordinated work with and around contractors from the Phase 2 bid.
- Graded, seeded, and hydro mulched.
- Constructed the red granite path.
- Delivered, planted, mulched, bagged, and watered trees.
- Installed:
 - Planters (a large boom/conveyor truck was used to fill the planters)
 - Planting tables
 - Benches
 - Baggo
 - Horseshoe Pits
 - Bocce surfacing
 - Picnic tables
 - Garbage cans
 - Interpretive signs
 - Split rail fencing
 - Green roof boxes
- Cleaned/removed construction debris, spoils, old concrete footings, and asphalt.
- Worked with/assisted non-bid contractors.
- Learned about and listed winterizing steps for the new amenities.

Indian Boundary South Park Boardwalk

- Augured holes for the boardwalk posts.
- Bagged concrete from Frankfort Square School.
- Pumped ground water from the holes for the concrete.

- Daily delivered/retrieved lumber, supplies, generator on our trailer as a mobile work station for carpentry contractor.
- Installed the boardwalk decking and toe kick.
- Framed/poured the concrete ramps at each end of the boardwalk.
- Restored and cleaned the site.

Indian Boundary South Park Pond

Shoreline erosion control was completed as follows:

- Coordinated work with excavation contractors.
- Supplied and installed erosion control fabric, rock, and native plants.

Mary Drew Dance Studios

Two new studios were added to the two existing studios at Mary Drew with Maintenance staff completing the following:

- Moved Park District records storage from Mary Drew to LWN.
- Coordinated demolition work with contractors.
- Cleaned and completed paint touch-ups.
- Accepted delivery, unloaded, and stored dance floor materials.
- Coordinated installation of ceiling, flooring, and mirrors with contractors.

Preschool Playground

Much needed improvements to the ELC preschool playground were addressed that included:

- Removed old equipment.
- Coordinated installation of new equipment and painting of existing equipment.
- Poured concrete pad in center area, installed shortened gardening tables for the outdoor classroom.

In the spring of 2019, indoor/outdoor carpet, and preschool-sized picnic tables with permanent umbrellas will be installed to complete the outdoor classroom.

Trees

The District planted trees at Community Park (OSLAD Grant project), memorial trees, and thanks to an Urban Forestry Grant through the Morton Arboretum, also planted trees throughout the community.

Additional Projects

The following projects were completed, but did not require as much participation from the Maintenance staff:

- Asphalt projects
- Sealcoating
- Square Links Golf Course tee renovations
- Square Links Golf Course tree removals
- LED lighting in the Community Center
- Community Room divider wall
- Propane heater installed in Pole Barn #2
- Parking lot expansion and privacy berm at Kiwanis Park
- Fencing at the Splash Park, preschool playground, and foul ball poles at Union Creek top
- Epoxy flooring applied at the football and baseball concession stands

In addition to the many projects highlighted above, Maintenance staff also had the normal duties; mowing grass, taking out tons of garbage, and also:

- Started a fertilization program on the irrigated sports fields, and it made a difference.
- Inspections, repairs, and cleaning up vandalism/graffiti kept the “To Do” list full.
- Baseball fields, soccer, and lacrosse were dragged, painted, sometimes chalked and bases set.
- Picnic shelters were kept clean and ready for rentals.
- Playground safety surfacing was added to 6 District sites, with 2 more scheduled this winter, and more to continue next season.
- Staff earned: Chainsaw Safety Classes Certification, Department of Ag Herbicide Application Certification, Certified Playground Safety Inspection Certification, and Snow Plow Operator Certifications.
- A different approach to our mowing was implemented at the end of this season – instead of mowers simply mowing, string trimming, litter and garbage, and minor repairs were added to their responsibilities. We will evaluate the success this change and adjust the process as needed.
- Two custodians keep the Nature Center, Champions, Mary Drew School, Union Creek washrooms, the washroom trailer, Dog Training building, Lincoln Way North fitness center, gymnasium, field house, washrooms, locker rooms, and stadium concessions clean and ready for use.
- Instead of trying to maintain skateable ice at Union Creek, snow removal at the hockey rink was added to the list of responsibilities, resulting in increased use of the rink. We continue to maintain an ice rink at Champions Park for ice skaters.
- Sports nets, speed bumps, and rain barrels are stored indoors for the season.
- Sports field maintenance and aerating are underway.
- Prairie dropseed was planted at Frankfort Square School, and at additional parking lot islands. The project includes collecting seed, storing, stratifying, late winter greenhouse growing, and spring planting.
- Plowing and salt spreading equipment was readied for use.
- Mowers, trucks, trailers, and small engine equipment will be cleaned, serviced, and stored over the winter months.
- Repair/refinishing of garbage cans and picnic tables will be completed.

Audrey noted that the volume of regular maintenance, as well as special projects has increased dramatically, as evidenced by Ed’s annual report.

Vice President, Dave Macek commented that he amazed by how much is accomplished by a small staff comprised of four full-time and 6 part-time employees.

B. Recreation

Nicolette Jerik, Recreation Supervisor, presented highlights from the number of programs for which she is responsible.

General Programs

Nicolette understood that per the community-wide survey, residents were interested in expanded adult programming, and she increased offerings with various education and leisure opportunities.

All classes and parties in the last few brochures have been met with strong interest, enabling them to run successfully.

Dog Obedience classes have approximately 100 participants with each session and in private lessons that are offered on Thursdays.

Gymnastics classes are going well, and Gym Kinetics communicates very well with FSPD staff.

Our Tiny Tot program provides a great first time opportunity for the community, preparing children for preschool. Mom and tot and regular classes are offered, and we will be offering a new Prep School that will better prepare children for our ELC 3-year old preschool program.

New instructors from American Red Cross, Edward Jones, Bloom Art Studio, AARP, and Stuffed with Love, have enabled the FSPD to expand program opportunities for tiny tots through adults/seniors.

Large Attendance Programs

Dance:

Four studios, two of which are new, help to service our current total of 576 dancers, 90 of which are in competitive Company dance, in the 50 classes we are offering this fall. With the number of dancers and programs, the studios get a lot of use for rehearsal and general programs. Three nights of each week, all four studios are in use, and a big thanks is owed to maintenance for getting the studios built and maintained.

Students participate in eleven different styles of dance, including a variety of levels that include hip-hop, contemporary, ballet, breakdance, Acro, jazz, musical theatre, tap, pointe, combo classes, ballet/tap, and adult classes. Recently, the option of private lessons was added.

The new payment plan has been working out well, and offers efficiency and convenience for our residents. In the new winter/spring brochure, costumes are included in the cost of the class, and additional payment plans are available for Company.

Company dancers will participate in three local competitions, and a recital is scheduled for the spring.

BAS/Escapades:

Before and After School is a great service for working parents, and unique to our program is how we pick up and drop off students from internal and external activities from five different schools.

Groups and rotations have been restructured to better serve our participants.

Escapades offers fun field trips for days off of school (holidays, breaks, institute days) and is available from 6:30 a.m. to 6:30 p.m. We have strong participation, with approximately 20 students signed up each day.

Day Camp:

Enrollment has been very strong, and our prices are competitive with surrounding park districts.

Last summer, we followed a new structure of three field trips each week, followed by different themes and special themed days for non-field trip days.

Early Childhood Camp:

New this past summer, we offered different weekly themes, incorporated by crafts and activities, and the camp utilizes the Splash Park daily, as weather permits.

The preschool-age participants stay on site each day, and in lieu of field trips, guest speakers visit each week to complement the theme.

Our District offers the only early childhood camp in the area that runs all summer.

Splash Park:

Weather during the summer of 2018 was very conducive to Splash Park use. Rentals were scheduled each weekend, utilizing both the outdoor facility and inside rooms as an option.

Special Events:

All special events had great enrollment, with 100+ participants. New events included the Ice Cream Social, Mother/Son Bowl, and the Polar Express.

Last year, the Polar Express sold out in one day. We are drawing this evening for the lottery, and a letter that will be provided to those selected was provided for Board review.

Nicolette is working to make the District's website more user friendly, and added a tab with all of our special events, linking a flyer to each event.

Audrey noted that, as evidenced in Nicolette's summary, she is overflowing with creative ideas, and was the first FSPD staff member to successfully schedule a Polar Express event through Metra.

Commissioner, Anthony Granata, asked how we prioritize Splash Park rentals over public use.

Nicolette responded that the Splash Park facility is open daily from noon until 4:30 p.m. Rentals are scheduled prior to opening, or after the facility closes in the early evening.

Commissioners, Denis Moore and Dave Macek assisted by pulling thirty lottery cards for the Polar Express event, and the winners will be notified by phone.

Matt Tillman, Athletic Supervisor, addressed the Board, providing updates on excited changes that have been implemented since he began his employment with the District four months ago.

Golf Course:

Matt reported that the Square Links had two major renovations over the past season that included improvements to the range and tee boxes.

- The range is being leveled to help prevent the loss of range balls and to make it easier for staff to retrieve balls.
- Additional drainage will address standing water issues.
- All tee boxes were resurfaced and will be ready for play at the start of the 2019 season.
- 10,000 new range balls were ordered.
- The Woman's Golf League was again a popular offering, with 36 participants.
- The restaurant served hot dogs, nachos, and snacks.
- Over \$11,800 was raised during the annual Free Day of Golf, with proceeds going towards the District's College Scholarship Program.
- Two new ball picker carts were purchased for use beginning in the 2019 season.

Pickleball:

- Pickleball is fast becoming a popular sport in Frankfort Square, thanks in large part to the construction of courts at Community Park. Many times, 16-20 players can be found enjoying the new facility.
- Six courts will be added at Champions Park, and the District is working with the pickleball ambassador to provide programs in the spring.
- The Champions Park courts will be the first lighted pickleball facility available for night play in the south suburban area.

Athletic Program:

- The basketball program is being overhauled, with the help of Coach Roc from Rock Solid Sports. Group and basketball shooting lessons, and eventually a 3v3 league and individual lessons will be offered.
- Basketball programs will be offered throughout the entire year.
- The Pee-Wee Sports programs have been a success. Three new instructors were hired, and the fall session was filled to maximum capacity.
- The Girls 6U and 8U Softball League joined the SSC League.
- Frankfort Square School, Mary Drew, and LWN are utilized for athletic programs

F.A.N.:

- A scanner was installed to make the check-in process more efficient and easier for residents.
- Preventive maintenance was completed on all fitness equipment in advance of the upcoming peak season.
- A walking club will be introduced in January for F.A.N. members.

- Rentals at LWN have been maximized to accommodate as many local teams as possible.
- Lincolnway Special Recreation Association will host a few different events at LWN over the coming months that include a power soccer tournament, a women's/youth national wheelchair basketball tournament, and a wheelchair football game.

Audrey commented that, given the number of improvements highlighted, it is hard to believe Matt has only been with the District for four months. He hit the ground running, and all are looking forward to what will come in the next year.

C. Information Technology

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

D. Special Recreation

Since becoming members of LWSRA, our first summer session saw the number of participants double and the number of program registrations quadruple, strong evidence that our residents enjoy what the agency has to offer.

After school programming and the Titans adult day program offer opportunities previously unavailable. Their adaptive sports program provides a range of opportunities from recreational play to representing Team USA in international competition.

LWSRA focuses on being inclusive, they welcome you into their wonderful family, and participation is the expectation, as evidenced through the following examples:

- Party in the Park at Union Creek Park, increasing awareness of its operations, an evening that was thoroughly enjoyed by the Frankfort Square Wildcat Cheerleaders who happened to be practicing in the park during the event.
- FSPD staff regularly attended the Monday evening golf lessons at Square Links to cheer on the talented LWSRA athletes. When they were provided with the opportunity to play the course on the last day, the participants made sure FSPD staff brought their clubs in order to join them.
- Audrey and her husband, John, stopped by the LWSRA Miracle Field to observe a game of wheelchair football at their "Pumpkin Bowl", and they were both strapped into wheelchairs and included in the play.
- LWSRA is designing and fundraising for a park adjacent to their building in a residential subdivision in New Lenox. All neighborhood residents are encouraged to attend meetings and provide input to ensure all will enjoy the new park.
- LWSRA staff attended our Community Park Dedication on October 18, and brought a program participant that lives in the adjacent Courthomes, enabling him to enjoy the celebration.

Keith Wallace, LWSRA's Executive Director and his team work very hard to include all in their operations. They not only offer quality special recreation programming, but also develop strong friendships and bonds among participants, their families, and their communities. As the FSPD grows in awareness and understanding of all LWSRA is and has to offer, we know that we are truly honored to be a part of this very special agency, and we are all the better for it.

Audrey encouraged all to view a YouTube video on Wheelchair Softball Short Film: Adapting America's Pastime where Keith Wallace, Executive Director and FSPD resident is featured coaching the USA vs Latin America section of the short film.

Vice President, Dave Macek visited the LWSRA with the intent of becoming involved with the LWSR Foundation. Their Board raised over \$40,000 last year in support of LWSRA. Karen Reczek, LWSRA's Marketing, Outreach & Fundraising staff member spends 50% of her time with LWSR, and 50% with LWSRA. Ms. Reczek took two hours out of her day to provide Dave with a tour of their facility. He noted it is an amazing place, alive with activity. Dave would be happy to represent Frankfort Square and will attend LWSR's December meeting and hopes to be sworn in as a Board Member.

E. Finance and Planning

No report

F. Golf Course

G. Office

Sufficient information was included in the November Director's Report

H. Risk Management

Staff are looking forward to attending PDRMA's annual Risk Management Institute at the Tinley Park Convention Center on November 16.

I. Wellness Committee

No report

J. Community Updates

Audrey reported that the District's Maintenance staff assisted the Boy Scouts with their annual Scouting for Food Drive on November 11. The Scouts collected over 30,000 pounds of food for needy families during this year's drive.

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 18-1410 to adjourn the meeting at 8:09 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
December 3, 2018

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent were: Anthony Granata and Ken Blackburn

IV. Public Input

No input was provided.

V. Correspondence

A. Appreciation

Letter received from the Hometown Hoedown Committee, expressing appreciation for the Park District's support of their 25th and final fundraiser in support of the Cancer Support Center and Camp Quality.

Email from a Brookside Glen resident inquiring about the status of the asphalt path improvement project. The resident thanked the District for providing an explanation, and expressed appreciation for all the hard work that went into improving the path.

B. Complimentary

A Toshiba representative recently completed a service call for the District's copy machine and informed Bonnie Roach, Office Manager, that he was very impressed with the Park District and its staff, and further stated for these reasons he would love to be a FSPD resident.

VI. Presentation of the November 15, 2018 Board Meeting Minutes

Craig Maksymiak made Motion 18-1411 to accept the November 15, 2018 Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated staff to attend the IPRA Conference in Chicago in January, 2019.

Brian Mulheran made Motion 18-1412 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated staff to attend the IPRA Conference in Chicago in January, 2019, as presented

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

VIII. Treasurer's Report

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

IX. Executive Director's Report

Jim Randall reported that Park District staff did a phenomenal job during his absence this November.

Mr. Randall commended John Keenan, Superintendent of Recreation for the steps he took in making a decision to offer an optional extra day that will be available to the ELC preschool program in the 2019/2020 school year. Prior to making a determination, John listened to all sides, the parents and teaching staff, to ensure all would be comfortable with the proposed changes. John will evaluate the success of this option next year and will make recommendations for the following school year.

Commissioner, Denis Moore, asked if the 3 year old classes will include an optional third day in the 2019-2020 school year. Mr. Randall replied that it will be available to and that if 50% of participants opt for the additional day, a fifth day can be added for 4's and a fourth day added for 3's in the 2020/2021 school year. Jim Randall also noted that he is pleased with the energy the new staff has brought to the preschool program, and that it is nice to have people receptive to new and innovative ideas.

The Maintenance staff completed an incredible amount of work over the past year. Their accomplishments are readily apparent, as the results are tangible, however, Nicolette Jerik, Recreation Supervisor, and Matt Tillman, Athletic Supervisor also made great strides in moving the District forward through the scope of programming available to residents. Both Supervisors have added outstanding programs; Dance has over 500 participants, and in addition to her supervisory duties, Nicolette also teaches a successful Acro program, and participation in the F.A.N. program and community group usage of LWN has increased dramatically.

Audrey Marcquenski attended the annual IAPD Legal Symposium and has become knowledgeable in all aspects of District operation, particularly its financial procedures.

Jim Randall requested consideration to upgrade the golf course QuickBooks POS system to RecTrac at a cost not to exceed \$11,800 that includes equipment, installation, and two days of onsite training. The upgrade will integrate with the registration software used by the Park District office, eliminate the need to provide two separate credit card systems, improve reports, and enable golf program registration at either the golf course or Community Center.

Craig Maksymiak made Motion 18-1413 to approve the purchase of Vermont Systems RecTrac software for Square Links Golf Course at a cost not to exceed \$11,800, including equipment, installation, and training, as presented. Denis Moore seconded.

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

A new picnic table, with permanent umbrella, was on display in the Board Room for review. The tables will be installed in the ELC preschool playground outdoor education area. The ADA accessible child-height garden tables will be filled with different types of sand to provide a sensory experience, and one section will be filled with dirt to allow preschool students to plant in the spring. AstroTurf and a multi-generational swing will complete the upgrades.

The grant administrator from the IDNR inspected Community Park Redevelopment project on Wednesday, November 28, and the final grant distribution for this OSLAD project should be received in 90-100 days.

Jim Randall began work on the 2019/2020 budget, and the first draft will be provided for Board review at the January meeting.

Jim Randall noted his December report was comprehensive, covering all committees and he would therefore not review the information, but would answer any questions Board Members may have regarding the District various areas of operation.

X. Committee Reports

A. Maintenance

Jim Randall distributed the resident input summary and reviewed the content with the Board.

B. Recreation

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

C. Information Technology

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

D. Special Recreation

LWSRA will host the National Women's and Youth Basketball Tournament at LWN in March, 2019.

E. Finance and Planning

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

F. Golf Course

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

G. Office

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

H. Risk Management

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

I. Wellness Committee

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

J. Community Updates

Jim Randall reported that the Village of Frankfort is in the process of completing its community master plan that includes a recreation component with information provided by our Park District.

The proposed apartment complex off Brookside Glen Drive has been approved and is under construction.

Jim Randall scheduled the annual meeting with Dr. Tingley, Superintendent of LWCHSD 210.

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner Joe Vlosak requested that the District refrain from distributing hard copies of the resident input summary to Board Members during the monthly meetings, and simply post them to the agenda. Jim Randall noted that if the report is not received in time to post for the monthly meetings, a single hard copy will be available for review, in keeping with our environmentally conscious mission.

XIII. Executive Session

Brian Mulheran made Motion 18-1414 to go into executive session at 7:40 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The executive session was called for the purpose of reviewing SSSRA's offer to purchase property adjacent to the SSSRA administration building owned by the Park District.

Brian Mulheran made Motion 18-1415 go return to open session at 7:56 p.m. Denis Moore seconded. Motion carried in a vote by voice.

XIV. Offer to Purchase Park Property

Jim Randall requested consideration to accept the offer extended by the SSSRA to purchase 1.9+/- acres of Park District property adjacent to the SSSRA administration building located at 19900 S. 80th Avenue in Tinley Park for a sum of \$100,000.

Park District Counsel, Rob Bush, will supervise all requirements for property closure.

Craig Maksymiak made Motion 18-1416 authorizing Jim Randall to accept the SSSRA's offer of \$100,000 for property adjacent to the SSSRA administration building, as presented. Joe Vlosak seconded.

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

XV. Adjournment

Craig Maksymiak made Motion 18-1417 to adjourn the meeting at 8:00 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 17, 2019

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

I. Call to Order

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

II. Pledge of Allegiance

Colors were presented by Cub Scout Pack #237.

III. Roll Call

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

Absent was: Anthony Granata

Also present: Cub Scout Pack #237 leaders and Scouts including: Chris Thomsen-Pack Committee Chair, Keith Brown-Wolf Den Leader, Chris Prendiville-Tiger Den Leader, and Scouts-Cameron Brown, Reed Brown, Jack Thomsen, Patrick Prendiville, Jaime Prendiville (Troop 237 Boy Scout)

IV. Public Input

Chris Thomsen, Cub Scout Pack Committee Chair, addressed all present, thanking Executive Director, Jim Randall and the Park Board of Commissioners for their support over the past 46 years, without which they could not exist. Mr. Thomsen reported that participation in Pack #237 increased by 12% this year, and believes one factor may be the choice to recruit only males. A new Lion Program for grades K-5 was introduced, and the Pack has many levels. Scouting is important for character development, instills morals, and teaches outdoor skills. Recent activities included the Fishing Derby, pond clean-up, Scouting for Food, and with support from Earl Bonovich and Troop #237, recently held the Pinewood Derby, an event that was very well-attended.

Mr. Thomsen presented and read aloud the Frankfort Square Park District Charter.

Jim Randall stated he was pleased the Scouts were able to attend the Park Board Meeting, and also noted it is nice to have Scout activities in the Community Center.

A question was posed regarding membership, and Mr. Thomsen replied that Pack #237 has 32 Scouts that are joined by their family members during various events. Mr. Thomsen stated that Cub Pack #237 recently had a couple of Eagle Scouts that began their Scouting experience with Cub Pack #237. He closed in stating he is proud of all the Scouts' accomplishments, and again thanked the Park District and Board for their ongoing relationship and continued support.

V. Correspondence

A. Appreciation

Thank you note received from Arbury Hills School staff for the holiday gift received from the Park District.

Thank you note received from Noonan Academy for the District's support of their school fundraiser through a raffle donation of Square Links Golf Course passes.

Thank you card received from Old Plank Trail Community Bank for supporting their Pant for the Pantry 5K by providing use of golf carts for their event.

Thank you letter received from the Crisis Center for South Suburbia for the District's gift of a foursome of golf with two power carts raffle prize in support of their annual fundraiser.

The District changed the name of its Daddy/Daughter Dance to Sweetheart Dance, with the understanding that not all girls have fathers to bring to the event. An email was received from a parent expressing gratitude for the name change, citing that it saved her daughter many tears.

Letter received from the Frankfort Square Wildcats Football & Cheer, thanking the Park District for providing their organization with a donation from the proceeds of beverage sales at Square Links Golf Course from the 2018 season.

B. Complimentary

Email received from parents that have a child enrolled in the District's soccer program, run by Greg Beaudin. The parents feel it is a great program, and their daughter has learned not only more about the game, but that the teenagers assisting with the program are great role models for the young participants.

C. Informative

Newspaper article appearing in the January 17, 22nd Century Media newspapers, the *Frankfort Station* and *Mokena Messenger* about the Park District's Escapades program held during the December-January winter break. The program provides parents with a fun and safe place for their children to enjoy activities and field trips during days off school.

VI. Presentation of the December 3, 2018 Board Meeting Minutes

Craig Maksymiak made Motion 19-1418 to accept the December 3, 2018 Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the Dance Idol Competition hosted by the Des Plaines Park District in February, 2019.

Dave Macek made Motion 19-1419 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the Dance Idol competition hosted by the Des Plaines Park District in February, 2019, as presented. Brian Mulheran seconded.

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

VIII. Treasurer's Report

Jim Randall provided a brief update on Senior Bookkeeper, Duane Meyers. He is out of intensive care, and conversing by phone with the Park District. All are hopeful for a timely recover, but the District is making provisions for temporary bookkeeping assistance. Audrey Marcquenski, Director, manages the District's payroll and billing, and Duane runs reports, reconciles checking accounts, produces all reports and completes necessary end of calendar year actions, preparing W-2s, 1099s and 941s. Interim assistance is being provided by a Norine Lau, Bookkeeper from LWSRA. She works for a Homewood CPA firm and does bookkeeping for municipalities, and has experience with the FSPD's software program.

Mr. Randall also noted that there may be some delays with monthly reports, and the plan is to have December and January financials available for the February Board Meeting, and when available, they will be posted.

Jim Randall reported that he is evaluating cash flow to project estimated finances in May. It is anticipated that the District will have a positive balance of \$290,000 at the end of the current fiscal year, however, it may be advisable to approve an authorizing Tax Anticipation Warrants ordinance at the February meeting in the event there is a delay in tax proceeds at the beginning of the fiscal year. Warrants will not be issued unless deemed necessary.

Commissioner, Craig Maksymiak, asked what the cost would be to draft the ordinance, and also referenced the District's solvency from the bond proceeds. Mr. Randall replied that Bond Counsel, Chapman and Cutler would draft the ordinance for an approximate cost of \$200, and would charge a final fee of \$2,000, only if the warrants are issued. Mr. Randall further stated that the District holds the referendum bond funds in a separate account that is used only for referendum projects, and will not co-mingle the funds.

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

Dave Macek made Motion 19-1420 to accept the November Accounts Payable Listing. Denis Moore seconded.

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

Due to a delay in availability of the December financials, action was tabled until the February 21, 2019 meeting.

IX. Executive Director's Report

The Board will begin the 2019/2020 budget process, and generally schedules a 7:00 p.m. start in advance of the February and March Board Meetings for this purpose.

Jim Randall reviewed first draft budget highlights, noting a year-to-date column of all line items was added, per Commissioner, Joe Vlosak's request. This section of the budget will be updated as December and January financial reports become available.

The first draft of the budget takes into account the CPI with 1% merit increases for staff as a starting point, but will be reviewed and revised per Board direction in March.

The budget does not reflect tax increases or new growth.

A new office position is included, and will be discussed in future meetings.

There is a change of status for a full-time maintenance employee that currently works below the standard of 2,080 annual hours. He is aware, and agrees to the change of status to part-time. In the fall of 2019, the District will evaluate the Maintenance department, and may elect to add a full-time position.

Jim Randall is preparing a list of referendum projects for the 2019/2020 fiscal year.

Staff are working with Campfire Concepts to complete a wellness assessment and related survey that will be provided to residents in the summer.

Summit Hill School District 161 is forming a workshop group to address future planning. Ed Reidy, Superintendent of Parks, will serve on this board, and if any Park Board Members are interested, Jim Randall will notify Barb Rains, SHSD 161 Superintendent, of their interest. There is no limit on participation, and involvement will be limited to a one meeting in February, and one in March.

Jim Randall is investigating a land purchase in the Walnut Creek subdivision for the installation of a park, and may negotiate with a realtor for a future donation.

In 1993, Jim Randall met with Donald Hunter, and expressed interest in purchasing property owned by Mr. Hunter. The result was that Mr. Hunter granted a first right of refusal for the property bordering Harlem Avenue, north of Summit Hill Junior High to St. Francis Road. Mr. Hunter's wife recently passed, and the family is interested in selling the parcel. This matter is in a preliminary stage, and may be priced over what the District would consider. The potential use of the property would be to reestablish the historic Hunter family farm as a co-op. The District could hire a farmer, and volunteer members would assist in growing vegetables and fruit trees. The purchase would be feasible, with the maturity of the 2002 \$5 million referendum in 2022, which would result in lowering tax bills by 20%. In addition to the Hunter parcel, another property may be considered.

A number of full-time staff will attend the IPRA Conference in Chicago, beginning Thursday, January 24, and all are looking forward to this educational/networking opportunity.

Jim Randall requested authorization to complete improvements at Union Creek #5 baseball field that would include the installation of a scoreboard and windscreen for a cost not to exceed \$12,000. The improvements would benefit the Frankfort Square Baseball League and community as a whole. Commissioner, Denis Moore asked if travel teams also use the field, and Mr. Randall responded they are granted use based on residency.

Denis Moore made Motion 19-1421, authorizing Jim Randall to purchase a scoreboard and windscreen for Union Creek #5 baseball field for an amount not to exceed \$12,000, as presented. Dave Macek seconded.

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

Jim Randall notified the Board that he will be on vacation the first week of February.

X. Committee Reports

A. Maintenance

Park staff are working with Thornton Equipment, removing dead and dying trees along the creek line in the Lighthouse Pointe subdivision, a component of the referendum project list.

Maintenance staff corrected a long-standing drainage problem that existed at Indian Boundary South Park, with the installation of a manhole.

Multi-generation swings will be installed at various locations within the District.

Staff are reviewing contracts for natural areas, landscaping, and Community Center maintenance.

B. Recreation

There was an issue with a community group that has scheduled use of LWN. The group was arriving prior to their scheduled time, and were notified that moving forward, they will be billed based upon their time of arrival.

C. Information Technology

The POS system at the golf course will be updated with RecTrac software, and Vermont Systems, the software provider, will also provide training on the system the second week of February.

D. Special Recreation

Jim Randall attended the monthly LWSRA Board Meeting on January 15.

LWSRA's held a basketball tournament at the LWN gym on January 11, with assistance from FSPD staff.

The Park District will also assist LWSRA at they host the Women's & Junior's National Wheelchair Tournament at LWN in March. This event is sponsored by Toyota, and a vehicle will be displayed in the field house.

To date, there has been no response from SSSRA regarding FSPD's acceptance of their offer to purchase property adjacent to their administrative office on 80th Avenue in Tinley Park.

E. Finance and Planning

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

F. Golf Course

Tree removal will be addressed at Square Links as weather permits.

G. Office

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

H. Risk Management

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

I. Wellness Committee

Two wellness workshops are scheduled through Ingalls Wellness Center. Staff will attend a "New Year, New You" session on January 30, and a "Comfort Food Made Easy" session on February 27.

J. Community Updates

Scout Troop #237 will hold it's first ever meeting open to girls the week of January 21. The Troop will welcome six or seven girls into their program.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed

XIII. Executive Session

Dave Macek made Motion 19-1422 to go into executive session at 8:15 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of discussing personnel.

Dave Macek made Motion 19-1423 go return to open session at 8:25 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Consideration of Employee Compensation

Jim Randall requested consideration to increase Recreation Supervisor, Nicolette Jerik's current salary by \$3,500, an increase of at or about 7.5%, due to her exceptional qualifications and numerous successes and responsibilities.

Dave Macek made Motion 19-1424, approving the increase to Recreation Supervisor, Nicolette Jerik's current salary by an amount of \$3,500, reflective of her many successes that include supervisory responsibilities, budgeting, and development of exceptional program offerings. Joe Vlosak seconded. Motion carried in a vote by voice.

Jim Randall requested consideration to provide Athletic Supervisor, Matt Tillman, with an education stipend of \$500 for the successful completion of college coursework in accounting that would benefit the Park District. Said stipend would be remitted upon verification of successful completion of described course work, maintaining a "B" average.

Denis Moore made Motion 19-1425, approving an education stipend in the amount of \$500 to Athletic Supervisor, Matt Tillman, for the successful completion of college course work related to his position with the Park District, to be remitted upon successful completion of described coursework, maintaining a "B" average, as presented. Craig Maksymiak seconded. Motion passed on a vote by voice.

XV. Adjournment

Dave Macek made Motion 19-1426 to adjourn the meeting at 8:29 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 21, 2019

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

I. Call to Order

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

II. Pledge of Allegiance

Colors were presented by Scout Troop #237.

III. Roll Call

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

Also present: Scout Troop #237 leaders and Scouts

IV. Public Input

Troop #237 Senior Patrol Leader, Ryan Zich presented the Troop's charter to Jim Randall and the Board of Park Commissioners.

Dave Geekie, Troop #237 Committee Chair, thanked the Park District for all the support provided to their organization over its 30 years of existence.

V. Correspondence

No correspondence was provided.

VI. Presentation of the January 17, 2019 Board Meeting Minutes

Craig Maksymiak made Motion 19-1427 to accept the January 17, 2019 Board Meeting Minutes as presented. Dave Macek seconded.

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

VII. Legal Report

President Ken Blackburn presented Ordinance No. 19-02-319, an Ordinance authorizing the issuance of not to exceed \$350,000 2018 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2018 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 member of the Board Member prior to said meeting, and requested consideration of same.

Dave Macek made Motion 19-1428 to adopt Ordinance No. 19-02-319, \$350,000 2018 Corporate Purposes Taxable Tax Anticipation Warrants as presented. Joe Vlosak seconded. Motion carried.

Jim Randall anticipates an end of fiscal year balance of \$250,000, not including referendum proceeds, and funds will only be drawn upon if a shortfall is anticipated at the end of the current fiscal year, or beginning of the next fiscal year.

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

Dave Macek made Motion 19-1429 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the Applause competition in Batavia from March 1-3, as presented. Brian Mulheran seconded.

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

VIII. Treasurer's Report

Due to a delay in availability of the December and January financials, action was tabled until the March 21, 2019 meeting.

IX. Executive Director's Report

Jim Randall reported that Senior Bookkeeper, Duane Meyers, is on the mend. In his absence, the Park District is working with Norine Lau from the CPA firm of William A. Lau and Associates. Norine had previously provided bookkeeping services to the Frankfort Park District, and is currently providing these services to LWSRA. Park staff, Audrey Marquenski, Director, and Linda Mitchell, Assistant to the Executive Director, have also assisted with necessary state, federal, and payroll filings and PDRMA worker compensation reporting to ensure District compliancy.

A previous employee, Sue Baker, was hired to fill in for Duane Meyers, completing payroll, accounts payable, and monthly treasurer's reports. Diane Meister, former Office Manager/Bookkeeper, has agreed to help catch up on all necessary bookkeeping tasks during the week of March 4. Diane has also agreed to work remotely from her home in Florida, and she will be provided with laptop and VPN access, enabling her to send and receive data through the District's network.

Jim Randall reported that the District is working with Lohmann Quitno Golf Course Architects, Inc. to develop an updated master plan, assessing work done since the original master plan that was developed in 2007, and to design improvements that would provide a shortened course for children and older adults, enabling all to enjoy the game of golf. The plan will also include a review of the driving range and tees where golfers would have the ability to choose their tee, white, blue, or red, and play the game based upon the colored area their ball would land on at the range.

Mr. Randall requested consideration to enter into an agreement for the development of an updated master plan, with Lohmann Quitno Golf Course Architects, Inc., completing said improvements, as specified above, at Square Links Golf Course for an amount not to exceed \$7,000.

Dave Macek made motion 19-1430, authorizing the updated master plan agreement by and between the Park District and Lohmann Quitno Golf Course Architects, Inc., for an amount not to exceed \$7,000, as presented. Denis Moore seconded.

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

Jim Randall requested approval for the Park District to construct a shelter at the Union Creek baseball complex, UC #1 - #4, for an amount not to exceed \$18,000.

Denis Moore made Motion 19-1431 approving the construction of a picnic shelter at the Union Creek baseball complex, UC fields #1 - #4, as presented. Dave Macek seconded.

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

X. Committee Reports

A. Maintenance

Jim Randall reported that it has been a challenging winter season, with increased snow and ice removal, however, Maintenance staff has done a commendable job meeting these challenges.

Jim Randall is working with Ed Reidy, Superintendent of Parks, to finalize the capital improvement project list for the upcoming season.

B. Recreation

The Park District's Company classes enjoyed phenomenal success at the Dance Idol competition in Des Plaines, held February 1-3, winning several group and individual awards.

C. Information Technology

A new infrared license plate security camera was installed at the Community Center parking lot. The camera can take photos of cars and license plates, capturing a clear view of plates as the phosphorous surface of the license plates are easily read in any light condition. The system was installed as a result of a vehicle break-in where the existing analog cameras did not provide a clear image. Once the camera is functional, a sample photograph will be provided to Board Members for their review.

D. Special Recreation

It is anticipated that a contract for the Park District's sale of property to SSSRA should be provided within the week.

LWSRA will host the National Women's & Youth Wheel Chair Basketball Tournaments during the last weekend in March. A total of 109 games will be played, and 50% of the games are scheduled at Lincoln-Way North, with Park District staff assisting LWSRA with the event.

Commissioner, Craig Maksymiak, asked if there would be sufficient parking at LWN, and Mr. Randall noted there will not be enough ADA parking spots, but the Park District reviewed the facility with LWSRA Executive Director, Keith Wallace, and adjustments will be made. Mr. Wallace is very appreciative of the facility access and its location.

E. Finance and Planning

The Park District remains in good financial standing and is making strides for a solid future.

F. Golf Course

Jim Randall noted that capital improvements will be implemented, per approval of the updated master plan, *ref Motion 19-1430 above*.

G. Office

No report

H. Risk Management

Audrey Marcquenski completed the PDRMA Workers Comp audit, a task annually completed by Duane Meyers, and Mr. Randall noted the District is paying half of what it paid prior to becoming PDRMA members.

I. Wellness Committee

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

J. Community Updates

No report

XI. Old Business

No old business was discussed.

XII. New Business

Vice President, Dave Macek, was recently installed on the Lincolnway Special Recreation (LWSR) Foundation. LWSR raises funds for LWSRA through various events, i.e. the Breakfast with the Bunny and an annual golf outing. Mr. Macek reported that LWSR presented a check in the amount of \$45,000 to LWSRA this year, a \$5,000 increase from the previous year.

LWSR meets every other month, and Mr. Macek noted he may seek assistance from the Park District to promote the group's various events.

Commissioner, Joe Vlosak reported that he has not heard from Summit Hill School District 161 regarding meeting dates and times. Jim Randall will ensure his contact information is provided to the District for notification of future meetings.

XIII. Executive Session

Dave Macek made Motion 19-1432 to go into executive session at 7:51 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of discussing a personnel issue.

Dave Macek made Motion 19-1433 to return to open session at 8:06 p.m. Denis Moore seconded. Motion carried in a vote by voice.

XV. Adjournment

Dave Macek made Motion 19-1434 to adjourn the meeting at 8:06 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 21, 2019

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

I. Call to Order

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

II. Pledge of Allegiance

Colors were presented by Scout Troop #237.

III. Roll Call

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

Also present: Scout Troop #237 leaders and Scouts

Mike Woehlert – Chartered Organization Representative

Nita Holwell – Committee Chair

Tony Majka – Scoutmaster

Shelly & Maggie Genis, Dawn Baer, Dorothy & Laura Majka, Steve Faris

IV. Public Input

Jim Randall addressed the Scouts, stating it was his distinct pleasure to welcome the new Scout Troop #732, and as Charter representative, it was the Park District's honor to purchase and present the Troop with their first flag.

Troop #732 followed by presenting Park Board President, Ken Blackburn, with the Troop charter.

V. Correspondence

A. Appreciation

Letter from Kevin Reutter, President of the Summit Hill Educational Foundation, thanking the Park District for supporting their March Fundraiser. The Park District provided raffle prizes that included a family membership to Square Links, and a family F.A.N. membership.

Letter received from the Franciscan Sisters of the Sacred Heart for the District's donation of a golf passes in support of its second annual golf outing fundraiser.

VI. Presentation of the February 21, 2019 Board Meeting Minutes

Dave Macek made Motion 19-1435 to accept the February 21, 2019 Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall requested approval of travel reimbursement forms for dance teachers to attend the Rainbow competition trip with their Company students, April 12-14.

Craig Maksymiak made Motion 19-1436 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the Rainbow Competition, April 12-14, as presented. Dave Macek seconded.

Vote on Motion: Ayes: Anthony Granata, Craig Maksymiak, Denis Moore, Brian Mulheran, 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 December, 2018, January, 2019, and February, 2019 Treasurer's Reports, pending audit.

Craig Maksymiak made Motion 19-1437 to accept the December, 2018, January, 2019, and February, 2019 Accounts Payable Listings. Denis Moore seconded.

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

IX. Executive Director's Report

Jim Randall presented an Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, a copy of which was provided to each Board Member in advance of said meeting for review, and requested consideration of same.

Dave Macek made Motion 19-1438 to accept the Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, as presented. Brian Mulheran seconded.

Mr. Randall noted the Agreement was refined, and includes a sunset clause for financial payments made to the School District by the Park District. The annual \$30,000 payment will be reduced by a sum of \$10,000 per year for the next three years, as School Board President, Rich Marron, feels one local government agency should not be required to pay another local government agency that serves the same resident base. If approved by the Park Board, the Agreement will be sent directly to Mr. Marron, with a cover letter that is hereby attached and made part of these Minutes, (see Attachment A). Mr. Randall further noted the Park District is no longer required to pay LWCHSD 210 for use of the North campus. Moving forward, revenues generated by use of school facilities will be audited, and if the Park District profits financially by said use, it will share the proceeds with the respective School District.

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

Jim Randall recognized Director, Audrey Marcquenski's contribution in ensuring the District functioned during Senior Bookkeeper Duane Meyer's extended absence. Jim was pleased to report Duane has returned and will provide support to the District, Sue Baker and Diane Meister, past employees were rehired to cover all aspects of District bookkeeping. Diane will work remotely to prepare monthly financial documents, and Sue will work onsite, beginning at a bi-weekly basis to complete payroll and tax reporting. Audrey will oversee these staff members, and Jim noted there are sufficient safeguards in place to ensure proper functioning of the District's financial matters.

Jim Randall reported that the District successfully bid on three pianos, and will place two of the upright pianos in parks, while the grand piano will be stored in the Community Room. The uprights would be painted, and to start, one would be placed in the Island Prairie bandshell, enabling park visitors to play during summer months. All three were purchased for \$300, and transported by professional movers at a cost of \$900.

X. Committee Reports

A. Maintenance

A shelter at the Union Creek baseball complex, a referendum project, is under construction.

B. Recreation

Following the passing of Dog Obedience instructor, Tanya Mikolajczyk, the Park District will not move forward with use of the facility for dog training, but may consider providing a dog training program in a Park District facility, i.e. a pole barn. Success of the program was due to the instructor, and with public opinion and the connotation related to the facility at the North campus, the Park District will investigate use of the facility to define a need that would benefit residents, such as batting cages. Commissioner, Craig Maksymiak asked how many residents participated in the Dog Obedience program. Mr. Randall stated the majority of participants were non-resident, paying non-resident fees, but he would look into the matter and provide a response.

C. Information Technology

Jim Randall was pleased to report that following a recent server crash, the Park District's Datto back-up system enabled seamless operation.

D. Special Recreation

Jim Randall was pleased to report that since transitioning from SSSRA to become a member agency of LWSRA, the Park District has experienced a 300% increase in program participation for its residents with disabilities. Daytime programming, offered through LWSRA is one of the main benefits that were previously unavailable to our residents. LWSRA will soon be opening its sensory room, a unique and innovative opportunity for the special needs population.

Jim Randall reported that he had a conversation with SSSRA Board President, Sandy Chevalier regarding the property sale issue. The Park Board accepted SSSRA's offer to purchase the property for \$100,000 at the December 3, 2018 meeting and notified our legal counsel who has been communicating with SSSRA's attorney. It was assumed the sale was moving forward, however, no action from SSSRA has been forthcoming. Mr. Randall is not sure SSSRA has a full understanding on how to manage a property purchase, and he does not believe it will necessary to involve the county in the transfer of the property. Our District is transparent in all matters, posting minutes, financial documents, etc. on its website. SSSRA does not reflect the same level of transparency, therefore we are unaware of the amount of attorney costs they have incurred regarding the property sale, however Mr. Randall believes it may equal 50% of the cost of the agreed upon price. Mr. Randall is hopeful the sale will eventually take place, but does not have a timeframe for its conclusion.

E. Finance and Planning

The preliminary Will County calculation of Rates, Values, and Extensions have been received, reflecting an increase of \$70,000 with a negative rate. The rate was reduced to ensure tax revenue stayed flat or would be slightly reduced, as promised in the resident-approved 2018 \$1.4 million referendum in March, 2018.

F. Golf Course

A renewed contract for Reliable Property Services golf course maintenance was received. The contracted pricing is tied to CPI increases, and the contract term year would begin May 1, 2020 and conclude on April 30, 2023. A copy of the contract will be forwarded to Board Members for advanced review and added to the April agenda for consideration.

G. Office

No report

H. Risk Management

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

I. Wellness Committee

Staff completed a wellness review of facilities and programs, and development of the Wellness survey is underway.

J. Community Updates

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

Dave Macek made Motion 19-1439 to go into executive session at 7:51 p.m. Anthony Granata seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of conducting annual full-time personnel reviews.

Dave Macek made Motion 19-1440 to return to open session at 8:42 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XV. Adjournment

Dave Macek made Motion 19-1441 to adjourn the meeting at 8:42 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 18, 2019

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Dave Macek, Craig Maksymiak, Denis Moore, and Brian Mulheran. Joe Vlosak arrived at 7:33 p.m.

Absent were: Anthony Granata and Ken Blackburn.

IV. Public Input

No public input was provided.

V. Correspondence

No correspondence was presented.

VI. Presentation of the March 21, 2019 Board Meeting Minutes

Craig Maksymiak made Motion 19-1442 to accept the March 21, 2019 Board Meeting Minutes as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Brian Mulheran, and Dave Macek. Nays: None. Motion carried. *Joe Vlosak, not yet present is not included in the vote.*

VII. Legal Report

The Park Board was provided a copy of Resolution No. 19-05-21 that will authorize the release of closed session minutes and the destruction of closed session audio recordings that will be presented at the May organizational meeting for consideration. Jim Randall reported that the Board will semi-annually review closed session minutes, and per the District's legal counsel, personnel or legal issues will never be made publically available.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek accepted the March, 2019 Treasurer's Report, pending audit.

Mr. Randall anticipates an end of fiscal year balance of \$158,000. The District paid off a \$100,000 note in the 2018/2019 fiscal year, and is scheduled to pay off another loan through an \$80,000 in the coming fiscal year. Mr. Randall anticipates smaller notes will be paid off by the end of the 2019/2020 fiscal year.

Craig Maksymiak made Motion 19-1443 to accept the March, 2019 Accounts Payable Listing. Denis Moore seconded.

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

Jim Randall presented the 2019/2020 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Denis Moore made Motion 19-1444 authorizing the adoption of the 2019/2020 Operating Budget as presented. Brian Mulheran seconded.

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

Mr. Randall noted that the capital project listing, provided for Board review, is included within the Operating Budget. Pickleball has proven to be very popular, and the top priority project is the repurposing of the Champions Park tennis courts to pickleball courts. Existing light poles at the court site and one in the athletic outfield, will require emergency replacement. Items on the list that do not include monetary values will be brought before the Board. It is not expected that all projects listed will be completed, but the District can move forward with projects per budget authorization.

Jim Randall requested Board approval to purchase a Kubota front mount mower, a Kubota finishing mower, and trailer for a cost not to exceed \$40,000, including a trade in of three trailers. Said purchases do not rise to the level of a bid, and five mower prices and four trailer prices were solicited. The District has not purchased a mower in eight or nine years, and equipment will be needed for Park staff to maintain the Lincoln-Way North campus in-house, replacing the contracted service provider.

Brian Mulheran made Motion 19-1445 authorizing the purchase of mowing equipment and a trailer for an amount not to exceed \$40,000, including trade-in of three existing trailers, as presented. Joe Vlosak seconded.

A discussion ensued prior to voting on the matter. Commissioner, Craig Maksymiak inquired about the decision to assign Park staff to mow Lincoln-Way North in lieu of contracted service. Mr. Randall replied that the contracted service provider works well for small parks/sites, but the 40+ acres at Lincoln-Way North proved to be problematic, as they would do the site piecemeal and never complete the task, potentially due to labor issues. The District expended \$50,000 for this contracted service, and in the short term, will employ two Park staff that will be on the premises on a daily basis to improve the maintenance of this high-visibility area in a more economic manner.

Mr. Randall further noted that the District is evaluating all areas of maintenance operations to determine if, moving forward, contracted labor may be a more cost-effective way of managing park sites, with Park District staff continuing to maintain ball diamonds, manage fertilization, and weed control. This season, expectations are being raised as Park staff will be compensated at a higher hourly rate and will be made more accountable for supervisory roles and detail-orientated management of their assigned park sites.

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

IX. Executive Director's Report

Jim Randall presented an amended Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, a copy of which was provided to each Board Member in advance of said meeting for review, and requested consideration of same. The School Board revised the term of the previously approved Agreement, *ref. March 21, 2019 Minutes, Motion 19-1438*, from three years to two years, and includes a \$10,000 reduction in the Park District's financial obligation until eliminated.

Craig Maksymiak made Motion 19-1446 to accept the amended Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, as presented. Brian Mulheran seconded.

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

Commissioner Brian Mulheran asked if Mr. Randall intended to meet with the Summit Hill School District Board to correct the misinformation regarding the defamatory statements that were made about the Park District during their open meeting on April 10, 2019. Mr. Randall noted he has had numerous conversations with the Superintendent and they are aware they underrepresented their relationship with the Park District. Additionally, Park District staff meet monthly with the Superintendent and SHSD administrators to review cooperative efforts. The Park District continues to maintain 168 acres of School District property, and monthly summaries of maintenance and School facility usage by the community that is managed by the Park District is provided, however, the School Board does not have a complete understanding of the level of service and efforts the Park District provides for the benefit of the community. Mr. Randall had also requested a meeting with Fred Pufahl, SHSD Athletic Director and the Superintendent to review the School District's use of Square Links Golf Course, but the Superintendent did not wish to meet until the Agreement was fully executed. The goal of the meeting would be to avoid issues that occurred with their usage last year when forty-two children were brought to the course and were supervised by only two SHSD instructors. Commissioner Mulheran further inquired about the claim that the School District was turned away. Mr. Randall believed that Summit Hill was not calendared for use that day, and high school matches were underway when they arrived, adding that the Park District made a mistake and taken responsibility for the error, but both SHSD 161 and the Park District need to improve.

Commissioner Craig Maksymiak inquired about the snow plowing issue. Jim Randall replied that when the School District quadrupled the size of its facilities and required snow be removed by 6:00 a.m., was not possible with the Park District's limited budget and full-time staff of three maintenance employees. It was determined that the Park District would provide \$30,000 a year to subsidize the School District's use of contracted services to manage snow and ice.

Commissioner Denis Moore asked if it would be appropriate for Park Board Members to discuss issues with School Board Members in the interest of educating them on the Park District's efforts. Mr. Randall stated we have an Agreement in place, and he will additionally provide a letter to the Superintendent and Board Members, detailing the history of the Park District's relationship and continued support of the School District.

Jim Randall presented and requested consideration to enter into a Golf Course Maintenance Contract authorizing Reliable Property Services, LLC to perform basic services at certain real property, Square Links Golf Course for contract years 2020, 2021, and 2022, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same. Early execution of the contract would enable the District to tie the increases to the current CPI, and the document was reviewed by Park District counsel.

Denis Moore made Motion 19-1447 approving the Golf Course Maintenance Contract, as presented. Joe Vlosak seconded.

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

X. Committee Reports

A. Maintenance

Fencing at the Union Creek baseball field concession stand was changed to a canopy. The foundations were poured and the roof is complete, providing a nice addition to the complex.

The Park District appreciated the efforts of area Scouts for participating in the Super Scout Clean-Up the weekend of April 6.

B. Recreation

The summer brochure has been received by residents, and registration is underway.

The District's dance program will conduct its annual Dance Showcase at the Lincoln-Way East Performing Arts Center on Saturday, May 4.

C. Information Technology

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

D. Special Recreation

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

E. Golf Course

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

F. Office

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

G. Risk Management

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

H. Wellness Committee

The Wellness survey is being prepared for distribution to residents.

I. Community Updates

Jim Randall reported that the St. Francis Road project is anticipated to be completed by the end of the construction season.

The Village of Frankfort is making plans for Phase 1 of the Pfeiffer Road extension from Lighthouse Pointe to Route 30 that would include a bike path.

Testing of the sewer plan for transfer of material went well. The plant, located in Frankfort Square north of Champions Park, will be completed this year, and restoration of the site will be addressed next year.

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner Joe Vlosak attended the Summit Hill School District facility meeting on April 15, and can share meeting notes with Park Board Members.

Vice President Dave Macek, and LWSR Board Member, reported on the success of the National Wheelchair Basketball Tournament where over \$25,000 was raised. LSWRA is interested in hosting the event again next year, but would prefer to hold the event in a single location, as opposed to the multiple facilities utilized this year. Jim Randall noted that Park District staff provided extraordinary efforts and commitment to ensure the logistics and cleanliness of Lincoln-Way North prior to and during the event.

Mr. Macek is also scheduled to work the LWSR's Breakfast with the Easter Bunny and the upcoming golf outing fundraiser, and is enjoying his involvement in this worthy organization.

XIII. Executive Session

Craig Maksymiak made Motion 19-1448 to go into executive session at 8:00 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of discussing a personnel issue.

Brian Mulheran made Motion 19-1449 to return to open session at 8:14 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Adjournment

Brian Mulheran made Motion 19-1450 to adjourn the meeting at 8:15 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell