

Frankfort Square Park District
Board Meeting Minutes
May 8, 1980

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, 352 Rosewood Drive, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, A. Kamm - present, R. Flynn-present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.

III Approval of the April 10, 21 and 26, 1980 Minutes

April 10, 1980: Page 3, Legal, letter a.: R. Denton also requested that Dennis Persic present an accurate cost per acre for grading and seeding.

April 26, 1980: Paragraph 6, item 2, 4" to 6" could be skimmed off the top of the infields, not 6" to 9".

R. Denton felt the last paragraph concerning the discussion of monies withheld from Mr. Martin should be deleted because it did not pertain to the business of the special meeting. J. Barker and J. Petrulis disagreed since this amount should be determined before making a decision to correct the infield problem.

Motion No. 80-1 was made by J. Barker, seconded by R. Flynn, to approve the minutes of the April 10, 21, and 26, 1980 minutes. Motion carried unanimously.

IV Treasurer's Report

The Treasurer's Report for month ending 4/30/80 was approved pending audit. Motion No. 80-2 was made by P. Wolfe, seconded by J. Petrulis, to approve the Accounts Payable Listing for May 8, 1980. Motion carried unanimously.

V Board Re-organization

Per the State of Illinois bi-laws, this meeting was declared an annual meeting of the Frankfort Square Park District, in which a President and Vice President must be elected. Under State law, the Treasurer and Secretary are appointed positions. However, per local park district codes, the Secretary is also elected.

Nominations for President were requested. A. Kamm motioned and J. Petrulis seconded to nominate J. Barker for President. R. Flynn motioned and P. Wolfe seconded to nominate R. Denton for President. A secret ballot was taken resulting in the election of J. Barker as President.

Nominations for Vice President were requested. R. Flynn motioned and J. Petrulis seconded to nominate P. Wolfe as Vice President. No other nominations were made. A motion was made by R. Denton, seconded by J. Petrulis to accept P. Wolfe as Vice President. Motion carried unanimously. Committee assignments, and appointment of Secretary and Treasurer to be made at the June 12, 1980 meeting.

Committee Reports

1. Maintenance

a. Effective May 6, Mark Lundquist was hired as maintenance person due to an emergency situation created by E. J. Happer's illness. Motion No. 80-3 was made by J. Barker, seconded by J. Petrulis, to hire Mark Lundquist as needed. Motion carried unanimously.

VI Committee Reports Cont'd.

1. Maintenance

- b. Weed Control -- S. Todd received a cost estimate from the Tinley Park District of \$1,000.00 covering weed killer, equipment and labor for 15 acres. The appropriation to cover this expense was denied due to lack of funds.

2. Recreation

- a. Summer Programs -- The summer programs are now being planned, with registration scheduled for the first week in June. The programs and special events include: trip to Great America, Sox and Cubs game, Ladies Day trips, and track and field and basketball clinic.

3. Planning

- a. Kingston play apparatus: Kay Jay Construction quoted a cost of \$350.00 to straighten and concrete this piece of equipment. The grant funds call for additions to this structure.
- b. Kay Jay Construction submitted a quotation dated April 22, 1980 covering Woodlawn Park, Laurel Drive Park, Pinehill (Kiwanis) Park and Lower 40 Park. The quotation was read by R. Denton and is attached to these minutes.
- c. Kay Jay Construction submitted a quotation dated April 22, 1980 covering their recommendation that about 100' of the top edge of the culvert be cut down 6" to 10", dirt be spread in the low spot, contoured properly and seeded at Kingston Drive and Laurel Drive open areas. The total cost was quoted at \$1,500.00. It was brought out that the Phase II bidding includes this work.
- d. Dennis Persic reported that Hoffman-Rosner grading work at Pine Hill (Kiwanis Park) seemed satisfactory, and the site was "in good shape". The site has black dirt and is close to grade, and will not take much to get it ready for seed.
- e. Concession Stand: The F.S.B.L. has requested that the Park District have a **public** pay telephone installed on a seasonal basis. The league would pay the monthly fee of \$12.00, and the Park District would pay the installation costs (approximately \$68.00). The league would pay the \$12.00 monthly fee during the concession season. It was suggested that the telephone be placed on a wall inside the building. Motion No. 80-4 was made by J. Petrulis, seconded by P. Wolfe, to appropriate the monies necessary to have a public telephone installed in the Administration Building. The motion was then amended by J. Petrulis to state that the telephone be placed outside the building and was not seconded. The vote was recorded as follows: J. Barker - yes, A. Kamm - yes, R. Flynn - yes, T. Leidolph - yes, J. Petrulis - no, P. Wolfe - yes, and R. Denton - pass. Motion carried.

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VI Committee Reports Cont'd.

3. Planning

- f. Concession stand candy shelves: Because the costs involved to install these shelves were not yet determined, J. Petrulis motioned to table discussion. The motion was seconded by T. Leidolph, and voted as follows: J. Barker - yes, R. Denton - yes, A. Kamm - yes, R. Flynn - pass, T. Leidolph - yes, J. Petrulis - yes, and P. Wolfe - yes.

J. Barker motioned and J. Petrulis seconded to remove the tabled motion for consideration. Motion No. 80-5 was made by J. Petrulis, seconded by A. Kamm, to appropriate up to \$100.00 covering the purchase of metal or formica shelves to be placed in the concession area. The motion was voted as follows: J. Barker - yes, A. Kamm - yes, R. Flynn - pass, T. Leidolph - yes, J. Petrulis - yes, P. Wolfe - yes, and R. Denton - pass. Motion carried.

4. Lincolnway S.R.A.

Motion No. 80-6 was made by R. Flynn, seconded by R. Denton, to approve payment of \$2,100.00 covering one half of the park district's share of the 1979 contribution. Motion carried unanimously.

Motion No. 80-7 was made by R. Denton, seconded by R. Flynn, to accept the cooperative agreement of the Lincolnway Special Recreation Association pending approval from Mr. Hutchison's office. Motion carried unanimously.

Sandy Robertson will resign as Director as of June 1, 1980. The association has received five or six resumes for consideration.

5. Insurance - No report

6. Financial - The 1980-81 Appropriation Budget was tabled until the public hearing.

VII Old Business

1. A.R.C. Invoices: Motion No. 80-8 was made by J. Petrulis, seconded by A. Kamm, to approve for payment A.R.C. invoices dated March 10, 1980 in the amount of \$227.00 covering work on the Martin rebid, and April 28, 1980 in the amount of \$90.00 covering the 4/24/80 meeting with R. Hutchison, R. Denton, and J. Martin. Motion carried unanimously.
2. Mr. C. Hale addressed the Board concerning the poor condition of the ball-fields. He stated that he understands that the work performed by Martin Landscaping Co. was not satisfactory, and does not feel that the fields are suitable for play. Since the people of the community have paid for these fields, he felt it was the Board's responsibility to see that legal steps are taken to bring fields up to contract specifications. J. Barker stated that the park district is now involved in pending litigation with Martin due to the poor conditions of the fields. R. Denton stated that the poor conditions of the fields have to be documented in order to seek damages. The Summit Hill South field has been raked, and the ruts to be filled in this weekend. The replacement of the fields was rejected due to the time remaining before the season opened and lack of a guarantee that the park district would win a suit against Martin Landscaping. The Board approved payment for the fields last year upon recommendation from A.R.C.

May 8, 1980

VII Old Business Cont'd.

3. Concession Stand Lights: In order to relieve the bug problem in the concession, it was suggested that yellow florescent tube lights be mounted above the screens. Also, discussion involved using the County's equipment to spray breeding areas. R. Denton felt that the purchase of a fogger would be more effective than yellow lights. Motion No. 80-9 was made by R. Denton, seconded by R. Flynn, to purchase a fogger and spray equipment at a cost not to exceed \$500.00. The vote was recorded as follows: J. Barker - no, A. Kamm - no, R. Flynn - yes, T. Leidolph - no, J. Petrulis - no, P. Wolfe - yes, and R. Denton - yes. Motion defeated.

VIII New Business

1. R. Denton recommended changing the committee structure of the Board to include four committees -- personnel, recreation, parks, and financial.
2. Agema Landscaping - Hunter Prairie Park

Due to errors in grading specifications, an additional \$2,360 was added to the contract cost of \$6,800. Agema completed the additional work created by grading changes without Board approval. Dr. Casky did not recommend payment of the additional \$2,360 after taking into consideration the time spent on the original grading job, which he felt compensated for the additional work required.

Motion No. 80-10 was made by J. Petrulis, seconded by J. Barker, that based upon Dr. Casky's recommendation, payment of \$6,800 be approved. The vote was recorded as follows: J. Barker - yes, A. Kamm - yes, R. Flynn - pass, T. Leidolph - yes, J. Petrulis - yes, P. Wolfe - yes, and R. Denton - pass.

3. Hunter Prairie Playground Equipment

It was determined that playground equipment included in Martin Landscaping's contract was not received or paid. An updated cost on playground equipment is required. Motion No. 80-11 was made by P. Wolfe, seconded by A. Kamm, to authorize Dennis Persic and Alan Casky to determine prices for playground equipment substitutions for placement at Hunter Prairie, and obtain a telephone vote for cost approval. Motion carried unanimously.

Concerning the goal post parts stored by Dennis Persic, Dr. Casky said they should be returned to the manufacturer for credit.

4. Parking at Summit Hill

S. Todd was directed to send a letter to all baseball teams instructing them not to park on tennis court areas, or other non-designated parking areas. Dr. Casky suggested placing railroad ties on ground boundaries instead of concrete blocks which may interfere with snow plowing. Also, parking spaces could be outlined to show aisles.

May 8, 1980

VIII New Business Cont'd.

5. Dr. Casky stated that his office has sent out 16 sets of specifications covering Phase II construction.
6. Motion No. 80-12 was made by J. Petrulis, seconded by R. Flynn, to extend ball diamond fencing an additional 10 feet at Summit Hill field. Motion carried unanimously.

IX Adjournment

Meeting was adjourned at 10:00 p.m.

Submitted by:

Diane C. Veltman

Special Meeting --

J. Barker announced that a special meeting will be scheduled for May 21, 1980 to open bids on Phase II construction and approve payment of invoices from Kay Jay Construction.

Frankfort Square Park District
Board Meeting Minutes
May 20, 1980

The following are minutes of a special meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I The meeting was called to order at 8:00 p.m.

II Roll Call: R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, P. Wolfe - present, J. Barker - absent.

Also present were George Tadler, Jacob Agema, and Dennis Persic.

III The purpose of the special meeting was to discuss the pending litigation by Agema Landscaping caused by the withholding of \$2,360.00 for additional work by the Park District.

Since the subject matter is pending litigation, the Board went into closed session.

IV P. Wolfe caused the meeting to enter open session. Motion No. 80-13 was made by A. Kamm, seconded by R. Flynn, to approve payment of \$2,360.00 to Agema Landscaping for additional grading work at Hunter Prairie. Motion carried unanimously.

Motion No. 80-14 was made by J. Petrulis, seconded by A. Kamm, to withhold the amount of \$2,360.00 from A.R.C. Associates due to grading errors on the Hunter Prairie specifications.

V Adjournment

The meeting was adjourned at 9:00 p.m.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
May 21, 1980

The following are minutes of a special meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting was called to order at 8:00 p.m.
 - II Roll Call: J. Barker - absent, R. Denton - absent, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - absent, and P. Wolfe - present.
 - III Also present were Cynthia Montague, Richard Hutchison, Dennis Persic, Ted Millsap, Jacob Agema.
 - IV The purpose of the meeting was to open and read bids submitted on Phase II construction, and approve a pay-out to Kay Jay Construction.
 - V The following bids were received:
 - 1. Action Fence, Palatine. Covered erection of a split-rail fence only at \$750.00. A bid bond was not submitted.
 - 2. Kay Jay Construction, Tinley Park. Bid on all work excluding tennis courts. Bid bond received.
 - 3. Stan's Landscaping, Homewood. Bid bond received.
 - 4. Ken Millsap's Landscaping, Monee. Over-bid due to excess acreage estimated. Bid bond submitted.
 - 5. Agema Landscaping, Frankfort. Bid on tree plantings only. Bid bond received.
 - 6. Northern Illinois Fence, DeKalb. Bid bond received.
 - VI A special meeting was announced for June 5, 1980 at 8:00 p.m. to award bids.
 - VII Motion No. 80-15 was made by P. Wolfe, seconded by A. Kamm, to approve payment in the amount of \$14,680.20 to Kay Jay Construction for work completed. Motion carried unanimously.
 - VIII Adjournment
- Meeting was adjourned at 9:00 p.m.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
June 5, 1980

The following are minutes of a special meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting called to order at 8:00 p.m.
- II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - absent, J. Petrulis - absent, and P. Wolfe - present. Also present were: Alan Casky, A.R.C. Associates, Jacob Agema, Agema Landscaping, Kathy Persic, Kay Jay Construction, Kathy Throw, Ken Millsap's Landscaping, Bill Kacak, Ken Millsap's Landscaping, and Ted Millsap, Ken Millsap's Landscaping.
- III The purpose of the special meeting was to award contracts covering work on Phase II Construction.
- IV A bid on the tennis courts was received late from J. M. Crist in the amount of \$30,000. Dr. Casky reported that H-R has graded and seeded Pine Hill (Kwanis Park), will grade and seed the area North of Summit Hill Jr. High and West of the parking lot. A one and one half acre lake has been added to the North 40 park area, and H-R will only grade and seed the southern portion. H-R has stated that Woodlawn area park was graded and seeded, but it was felt by those present the area was unsatisfactory. Dr. Casky went on to say that due to the time period deadlines involved in the grant, the park district may have to take title to land areas which may not be graded and seeded satisfactorily. Pine Hill park will also require more fill and overseed. It was decided to go with the assumption that H-R will not grade and seed the park areas satisfactorily, and award the contracts for the total work needed. The park district will have to establish a line of credit since the grant money will not be received until the work is completed.

Dr. Casky explained the "rule on bidding" -- you either award the lowest lump sum contractor the whole job, or award each lowest line item on all park work. The lowest lump sum bidder for all work was Kay Jay Construction. Kay Jay was high on seeding, low on playground equipment and plantings.

At this time the Board considered whether to accept or reject J. M. Crist's bid. The Board could either waive the irregularity or go to re-bid on the tennis courts. At this time the budget does not allow funds for the courts. However, if seeding costs are lower due to work completed by H-R, funds will be available and a paver should be listed in order to obtain the full \$170,000. It was determined to accept the Crist irregularity and include in the contract totals presented to the State. Motion No. 80-16 was made by P. Wolfe, seconded by A. Kamm, to waive the bidding irregularity and accept J. M. Crist's bid on tennis courts for \$30,000.00. The vote was recorded as follows: R. Denton - yes, R. Flynn - no, A. Kamm - yes, P. Wolfe - yes, and J. Barker - yes. Motion carried.

- V Motion No. 80-17 was made by R. Denton, seconded by R. Flynn, to accept Kay Jay Construction's bid for playground equipment and plantings in all parks. Motion carried unanimously.

It was brought out that true acreage at Woodlawn area park, including the lake, is 9.3, not 7.8 as per A.R.C. drawings. Kathy Persic stated that Kay Jay Construction based their planting bid on the planting list, and not the map drawing. True acreage at Hunter Prairie -- 4.5, Pine Hill - 4.0, 42.25 at the North 40.

VI J. Barker called for a motion to consider the request by Kay Jay Construction to waive bid bond, since work is under \$100,000. Motion No. 80-18 was made by A. Kamm, seconded by P. Wolfe, to waive the bid bond requirement by Kay Jay Construction. The vote was recorded as follows: R. Denton - pass, R. Flynn - yes, A. Kamm - yes, P. Wolfe - yes, and J. Barker - yes. Motion carried. The contract price was determined to now be \$90,991.00. Item #8, North 40 sand and railroad ties are included.

VII In order to stay within budget, discussion followed concerning budget cuts. P. Wolfe suggested eliminating park signs and benches for a reduction of \$5,100.00. Dr. Casky suggested deducting trees and reducing seeding. J. Barker suggested eliminating 2 acres at the North 40, taking the chance that H-R will grade and seed the area in a satisfactory way.

Due to the error in scale on the North 40 plans, Ken Millsap bid on 170 acres. A. Casky stated that the seeding could be put out for rebid, naming Monday, June 16. Motion No. 80-19 was made by R. Denton, seconded by R. Flynn, to go into executive session to discuss A.R.C. shortcomings. The vote was recorded as follows: R. Denton - yes, A. Kamm - no, R. Flynn - yes, P. Wolfe - no, and J. Barker - no. Motion defeated.

Millsap Landscaping agreed to let stand for grading and seeding of 54.5 acres the price of \$1,325.00 per acre. Motion No. 80-20 was made by P. Wolfe, seconded by A. Kamm, to eliminate all park signs and benches except one sign at Hunter Prairie, which will reduce Kay Jay Construction's contract by \$4,350.00. The vote was recorded as follows: R. Denton - pass, A. Kamm - yes, R. Flynn - pass, P. Wolfe - yes, and J. Barker - yes. Motion carried.

The budget for Phase II construction including contracts to Kay Jay Construction, Ken Millsap and A.R.C.'s fee is \$169,972.50.

Motion No. 80-21 was made by R. Denton, seconded by P. Wolfe, to award the contract for seeding in the amount of \$72,212.50 to Ken Millsap's Landscaping. The vote was recorded as follows: R. Denton - yes, R. Flynn - pass, A. Kamm - yes, P. Wolfe - yes, and J. Barker - yes. Motion carried.

VIII R. Flynn asked why Agema Landscaping did not receive their specifications and plans. J. Barker asked the Board to go into executive session to discuss this matter. Motion No. 80-22 was made by R. Flynn, seconded by R. Denton, to go into executive session. Motion carried unanimously.

Motion No. 80-23 was made by A. Kamm, seconded by P. Wolfe, to return to open session. A.R.C. was asked to revise drawings for Woodlawn, Pine Hill, North 40 and Hunter Prairie. The park district will supply A.R.C. with the most up-to-date survey plats. Because Agema Landscaping did not receive their specifications, Dr. Casky's office will review the situation and supply the Board with an answer by the next board meeting -- June 12.

IX Motion to adjourn was made by P. Wolfe, seconded by R. Flynn at 10:00 p.m. Motion carried unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
June 12, 1980

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, A. Kamm - absent, R. Flynn - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.

J. Barker presented a plaque to R. Denton in recognition of his efforts as President.

III Approval of the May 8, May 20 and May 21, 1980 Meetings:

May 8: Prior to adjournment, a motion was made by R. Denton that due to the failure of J. Petrulis and A. Kamm to attend specific board meetings per park district ordinance, they should be removed from the Board. A second to the motion was not recorded.

May 20: J. Barker directed to postpone approval until Mr. Hutchison's arrival.

May 21: No additions or corrections.

J. Barker directed that the minutes be approved as read.

IV Treasurer's Report

The Treasurer's Report for the month ending May 31, 1980 will stand pending audit.

Motion No. 80-24 was made by J. Petrulis, seconded by R. Flynn, to approve the accounts payable listing for June 12, 1980. Motion was voted as follows: R. Denton - pass, all others - yes. Motion carried.

V Committee Reports

1. Maintenance

S. Todd discussed per her Maintenance Report of June 12, attached, the work completed and in progress. Both mowers are out of service. The pond area mowing is only half complete due to having to return the mower borrowed from the school district. The old mower has been examined by A. Kamm who is not sure what is wrong. Mike Milligan will begin repair work upon his return from vacation. The new mower should be returned from Illinois Lawn this week after repair of a broken piston.

S. Todd requested approval to purchase used railroad ties to enclose the S.H.J.H. parking lot. P. Wolfe stated that ties were also needed for the Hunter Prairie parking lot. Motion No. 80-25 was made by R. Flynn, seconded by P. Wolfe, to purchase 60 railroad ties from Agema Landscaping at \$6.00 per tie, to be used at Summit Hill and Hunter Prairie. The motion was voted as follows: R. Denton - pass, J. Petrulis - no, all others - yes.

V Committee Reports Cont'd.

1. Maintenance Cont'd.

Concerning the erection of a sign naming the park at the pond, "Pond Park", decision tabled until a more suitable name could be agreed upon. Ideas for naming all parks to be discussed at the July 10 meeting.

Motion No. 80-26 was made by J. Barker, seconded by T. Leidolph, to place signs at all diamond backstops stating that "No alcoholic Beverages or Beer Allowed". Motion carried unanimously.

Mr. Burcar expressed his concern about the drop-off, in some areas 8 feet, along the creek banks at Laurel and Kingston. He suggested tearing down the old backstop and use these materials to fence the bad areas. R. Denton felt that some children are more likely to climb the fencing and fall as a result of the fencing. S. Todd stated that the area in front has been cleared enabling a view of the drop-off. J. Barker directed that each board member drive by to view the areas in order to make recommendations at the next meeting.

2. Recreation

A Spring Program Worksheet was submitted showing profit/loss on the past programs.

Per the Recreation Report dated June 12, S. Todd requested approval of summer program instructors and expenses. Corrections were the cancelling of the Disco Dancing class, and the deletion of Eric Sorenson as tennis instructor. Motion No. 80-27 was made by T. Leidolph, seconded by P. Wolfe, to approve the Summer Program instructors and expenses. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

The meeting was attended by representatives of the F.S.B.L., Messrs. Myers, Burcar and Kruzel. They requested to make arrangements for some teams to play under the lights without charge. Motion No. 80-28 was made by R. Denton, seconded by R. Flynn, to permit the Little League to play five games under the lights at no expense. Motion carried unanimously. P. Wolfe stated he would take responsibility for turning lights on and off.

Complaints were heard concerning field conditions at Indian Trail North. Also, the grass area along the third base line, north fence, needs to be cut. Prices for ball field mix (infield fill) are being researched. Rocks in the infields come to the surface after the field is dragged.

Mr. Kruzel to contact S. Todd to schedule a tournament from July 26 to August 1.

3. Planning

a. Kay Jay Construction Invoice #1154: Discussion involved several circled items on the invoice which were not authorized by the Board. Dennis Persic stated he was told by either A.R.C. or commissioners to complete the work. The size of the Hunter Prairie ball diamond was larger than the one planned for Pine Hill, thus requiring more sod. 270 yards were donated by Kay Jay for a little league diamond only. The sod was not installed to replace clay sand. Specifications called for 6" of clay sand, however, 8" were put down. J. Petrulis stated that unless a contractor has a specific change order, he should not do the work. P. Wolfe asked A.R.C. for the change orders.

V Committee Reports Cont'd.

3. Planning Cont'd.

Dr. Casky stated that he authorized the two additional pipes for the Hunter Prairie backstop. It was determined not to withhold a 10% retainage due to Kay Jay Construction's work performance record. Kay Jay has completed work except for playground equipment at South Park. Motion No. 80-29 was made by P. Wolfe, seconded by T. Leidolph, to approve payment in the amount of \$16,028.28 to Kay Jay Construction, as long as a change order is received from A.R.C. The vote was recorded as follows: R. Denton - pass, all others - yes. Motion carried.

b. Motion No. 80-30 was made by P. Wolfe, seconded by R. Denton, to approve payment in the amount of \$1,450.00 covering the Hunter Prairie backboards. Motion carried unanimously.

c. The path at the Summit Hill courts has been repaired. Motion No. 80-31 was made by T. Leidolph, seconded by J. Petrulis, to approve payment in the amount of \$32,748.49 to J. M. Crist Co. covering tennis courts, parking lot and paths at Hunter Prairie. Motion carried unanimously.

d. A.R.C.'s letter of June 9 was read concerning his request for current plats of survey for Woodlawn, Pine Hill, North 40 and Hunter Prairie parks. Drawings for Hunter Prairie, Pine Hill, Woodlawn and North 40 were given to Dr. Casky at this meeting, which were previously requested from Hoffman Group. However, only Hunter Prairie was a legal survey. Plats for the other parks will be requested from Hoffman Group.

e. Motion No. 80-32 was made by P. Wolfe, seconded by T. Leidolph, to have Woodlawn grant drawings include acreage of the South Lagoon, and to go as far as the Texas Eastern Pipeline easement. Motion carried unanimously.

f. A.R.C.'s letter of June 9 was discussed concerning the selection of several pieces of playground equipment from Miracle Equipment Company for the HCRS Project. Because the equipment was made up of fiberglass, a letter or board meeting minutes was requested indicating the Board's responsibility for the equipment selection. Dr. Casky stated that the equipment was not approved by the Consumer Product Safety Commission. Motion No. 80-33 was made by R. Denton, seconded by J. Petrulis, to indicate approval of the equipment. Discussion followed concerning the selection of the fiberglass equipment. J. Barker felt that since it was composed of fiberglass, it could be easily damaged (as in the past). R. Denton suggested calling area park districts for their recommendation. Also, this type of equipment would add variety to the parks. A vote was called and none opposed. Motion carried unanimously. J. Barker motioned to select another type of equipment. A second to the motion was not recorded.

V Committee Reports Cont'd.

3. Planning Cont'd.

g. A proposal from Recreation Concepts, Inc. covering equipment (playground) for Hunter Prairie was submitted by A.R.C. These pieces of equipment were originally included in Martin Landscaping's contract, and the slide and tunnel have been received. There is a 10% increase in the cost of the remaining pieces, one "Buck-A-Bout", one "C" Module, and one "Action Center III Pine", for a total cost of \$3,367.00. The cost of the pieces is in line with Kay Jay Construction's bid. Motion No. 80-34 was made by P. Wolfe, seconded by J. Petrulis, to purchase the playground equipment for Hunter Prairie park per the Recreation Concepts, Inc. proposal of June 10, 1980, for installation by Kay Jay Construction in the amount of \$3,367.00. A vote was taken and recorded as follows: R. Denton - no, R. Flynn - pass, all others - yes. Motion carried.

h. At this point, Tony Burcar addressed the Board concerning use of a ball field by someone other than the permit holder. He was advised to call the police if someone is using the field for which he holds a permit.

4. Financial

a. P. Wolfe proposed an audit of the fiscal year ending April, 1980 by Walter Jagiello, C.P.A. The audit would take approximately six to eight weeks for a cost not to exceed \$1,000.00. The majority of the work to be done at the Park District office. Motion No. 80-35 was made by P. Wolfe, seconded by R. Flynn, to hire Walter Jagiello, C.P.A. to perform the 1980 audit at a time period not to exceed eight weeks. A vote was taken and recorded as follows: J. Barker - no, all others - yes. Motion carried.

b. Operating Budget - 1980-81: R. Denton felt the operating budget should reflect an assessed valuation of 23 million dollars, a more realistic figure. Expenses did not include interest on the \$170,000 grant. After discussion, it was agreed to base the budget on an assessed valuation of 22 million dollars. Corporate and Recreation Funds will have a \$3,750.00 increase due to raising the valuation. J. Petrulis motioned to return the operating budget to the Financial Committee to determine the revised figures.

c. Appropriation Budget - 1980-81: Fund balances were adjusted as follows to reflect the 22 million dollar assessed valuation: Paving & Lighting - \$1,500, Audit - \$1,500, Nature Center - \$1,500, Working Cash - \$7,500, Liability Insurance - \$6,000, Special Recreation - \$6,000. J. Barker directed that the budget be posted in tentative form for 30 days. The public hearing was scheduled for July 10, 1980.

d. Motion No. 80-36 was made by P. Wolfe, seconded by J. Petrulis, to add J. Barker as an authorized check signature on all accounts, and delete R. Denton. Motion carried unanimously.

V Committee Reports Cont'd.

5. Insurance

Motion No. 80-37 was made by P. Wolfe, seconded by J. Petrulis, to approve payment of \$1,473.00 to the Park and Recreation Insurance Agency covering general liability and automobile liability insurance. Motion carried unanimously.

6. S.R.A.

The new agreement is presently being signed by the cooperating park districts. Richard Prykop has been hired as Director.

7. School Board

Mr. Fanti's letter of May 16 was read concerning the school district's agreement with Newgren Construction to repair seeded areas at Indian Trail damaged by construction work.

VI Legal Report

1. Mr. Hutchison stated that Hoffman Group was ready to turn over property titles including outlot B, block 8, and unit 8, lot 47 (Kiwanis Park). Pine Hill (Kiwanis) has been graded and seeded by H-R, but it was felt that the area was in need of more fill. R. Denton felt that the contract should include a completion date for grading and seeding of the North 40 park area. Dr. Casky suggested that the Park District take title to outlot B and work up something on the North 40 area and Woodlawn. The Board directed Mr. Hutchison to ask Hoffman Group to re-grade Woodlawn and the north part of the North 40 acres, after which the park district will take title to all parks. All parks to be graded and seeded by September 15, 1980.
2. J. Barker directed the Board to go into executive session for discussion of the Martin Landscaping Contract. Upon returning from closed session, Motion No. 80-38 was made by J. Barker to approve the minutes of the May 20 meeting as written. Motion was seconded by J. Petrulis and carried unanimously.
3. A.R.C.'s letter of June 9 stated that specifications were sent via first class mail to Agema Landscaping on May 14. Mr. Agema stated that he was told by Ms. Montague the specifications were mailed to him on May 15. Mr. Hutchison explained to Mr. Agema that he felt the Board has been fair in the past, due to approving payment for work completed without prior authorization. Mr. Hutchison to contact Mr. Agema's attorney. Even though Mr. Agema had access to the specifications and submitted a bid, he was not satisfied because he did not have enough time to bid on other work.
4. A.R.C.'s contract covering Phase II construction was submitted for approval. It was found to be identical to the contract covering Phase I. It was felt that the contract should include a guarantee for error responsibility. The fee pay-out schedule was 70%-30%. Dr. Casky stated that since there

VI Legal Report Cont'd.

4. was agreement on the 7% fee, he suggested a pay-out schedule of 50% upon contract approval, and 50% upon completion of the project. R. Denton stated that A.R.C. should supply the Board with written progress reports. R. Hutchison suggested a compromise on the fee pay-out schedule. Motion No. 80-39 was made by J. Petrulis, seconded by T. Leidolph, to approve the contract with A.R.C. Associates, Inc. with an adjustment in the fee pay-out schedule to 50% upon approval, and progressive payments as work is completed. The vote was recorded as follows: R. Denton - no, R. Flynn - pass, T. Leidolph - yes, J. Petrulis - yes, P. Wolfe - pass, and J. Barker - yes. Motion carried.

VII Old Business

1. Committee Appointments: The following appointments were made by J. Barker:

Planning - R. Denton, J. Petrulis
Finance - P. Wolfe, J. Petrulis
Maintenance - A. Kamm, P. Wolfe
S.R.A. - R. Flynn, alt. T. Leidolph
Recreation - T. Leidolph, J. Barker

2. Officer Appointments: Secretary - T. Leidolph
Treasurer - P. Wolfe

Motion No. 80-40 was made by R. Flynn, seconded by P. Wolfe, to approve the committee and officer appointments. Motion carried unanimously.

VIII Adjournment

Meeting was adjourned at 12:30 p.m.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
July 10, 1980

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - late, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present. Also present was Ron Millsap from Ken Millsap's Landscaping.

III Approval of the June 5 and June 12 Minutes:

Motion No. 80-41 was made by A. Kamm, seconded by P. Wolfe, to approve the minutes of the June 5 meeting with the following correction: Motion No. 80-19: R. Denton motioned and R. Flynn seconded to discuss A.R.C. shortcomings in open session. Motion carried unanimously.

June 12, 1980 Minutes: Page 3, letter f -- R. Denton suggested that board members call area park districts for recommendations of fiberglass playground equipment since he has already called about 8 park districts of which most were satisfied.

Page 6, no. 4 (Legal) -- R. Denton questioned the passage of Motion 80-39 covering approval of A.R.C. Associate's contract due to the recording of two pass votes, one no vote and 3 yes votes. Approval of the June 12 minutes was tabled until Mr. Hutchison could be consulted.

IV Treasurer's Report

The Treasurer's Report for the month ending June 30, 1980 will stand pending audit.

Motion No. 80-42 was made by T. Leidolph, seconded by J. Petrulis, to approve the accounts payable listing for July 10, 1980. Motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

V Committee Reports

1. Maintenance: S. Todd submitted a Maintenance Report for July, 1980, attached.

a. Summit Hill/^{Hunter} railroad ties: The Board originally approved the cost of \$6.00 per tie to be purchased from Agema Landscaping. Since that time, Agema indicated to Ms. Todd his unwillingness to supply the ties for the Park District. The ties will now be obtained from a supplier through A.R.C. Associates at a cost of \$6.50 per tie, or an increase of \$30.00.

b. Old Mower Repair: Motion No. 80-43 was made by J. Petrulis, seconded by A. Kamm, to appropriate up to \$1,450.00 for a short block and other parts to repair the old mower. The motion was voted as follows: R. Denton - pass, all others, yes. Motion carried.

S. Todd discussed the need for planning for maintenance equipment required in future years.

c. Kingston-Laurel Drop-off: Motion No. 80-44 was made by J. Petrulis, seconded by A. Kamm, to construct a safety railing along the North side of the creek bank at Laurel Drive, per the recommendation made by the maintenance committee. R. Denton again stated that he felt the railing would increase the likelihood of injury by children climbing the railing and subsequently falling off. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

V Committee Reports Cont'd.

1. Maintenance Cont'd.

d. Mosquito Control: S. Todd reported that the Township was given a listing of the parks and has sprayed once, and is planning another application.

e. Park Signs: A. Kamm proposed a policy where park district residents have first use of the tennis courts (over non-residents). Also, he suggested putting certain ball fields under permit. J. Barker suggested that tennis court policy require players under 16 years of age to give up court usage to adults in the evening. R. Denton felt that more control over the lighted court be established by installing a meter to shut off the lights when not in use. S. Todd was directed to look into costs of purchase and installation of a meter for the lighted courts. A charge of \$0.50 per hour was considered.

Motion No. 80-45 was made by J. Petrulis, seconded by T. Leidolph, to establish a policy whereas residents have first priority for use of the tennis courts, and persons 16 years of age and over have first priority on all courts after 6:00 p.m. Motion carried unanimously.

f. Electrical Bid: A bid on the garage lighting was received from Gary Eggener for \$745.00. Motion No. 80-46 was made by A. Kamm, seconded by J. Petrulis, to accept the bid in the amount of \$745.00 from Gary Eggener. R. Denton was opposed to lighting the garage because it was obsolete and should only be used for storage. A building twice it's size is required to accommodate future growth. He suggested purchasing a 60 amp portable generator for use with hand tools, etc. Discussion followed concerning how the expense would be budgeted. Motion No. 80-47 was made by J. Petrulis, seconded by P. Wolfe to table Motion No. 80-46 until costs could be discussed at a meeting of the Planning and Maintenance Committees. A. Kamm tentatively scheduled this meeting for Wednesday, July 16 at his home.

g. Maintenance Staff: Because E. J. Harper has resigned as Superintendent of Maintenance in order to take a full time position with A.T.&T., S. Todd recommended promoting Michael Milligan to a supervisory position at an increase of \$.50 per hour. A. Kamm recommended that Ty Iles be added to the Maintenance Staff because of his previous work record with the Park District last summer. Motion No. 80-48 was made by J. Petrulis, seconded by T. Leidolph, to promote Michael Milligan to Supervisory with an increase in salary of \$.50 per hour, and to authorize S. Todd to hire an additional person at \$3.75 per hour. R. Denton felt the position should be advertised. Because of the lack of time, it was felt that job applications on file should be considered. The vote was recorded as follows: R. Denton - no, all others - yes.

2. Recreation Report: S. Todd submitted a Recreation Report for July, 1980, attached.

a. South Suburban Soccer League: The fee per team was determined to be \$150.00, an increase of \$70.00 over last year. Each team will play 10 games, and the league will provide set-up, referees, and patches. Individual photographs of each player is also required for identification purposes. P. Wolfe felt the park district should absorb the expense of providing photocopies of each player's birth certificate, and that an old school picture be used for identification. R. Denton suggested that each player sign-in at the beginning of the season, and sign-out at the end instead of using photographs.

July 10, 1980

V Committee Reports Cont'd.

2. Recreation Cont'd.

b. Preschool: Patricia Kwilosz and Maryanne Leauby will run the program beginning September 2, 1980 and ending the last week in May, 1981. Four fee payments are planned based upon \$1.00 per hour plus \$10.00 per child for supplies.

c. Gestetner Mimeograph: Paper and supplies have been purchased. Programs such as Preschool and baseball will absorb the expenses.

d. The majority of the gymnastic equipment has been received. Installation at the Junior High to be reviewed by S. Todd, C. Desmond and R. Carlson.

e. Soccer Goals: Motion No. 80-49 was made by J. Barker, seconded by A. Kamm, to purchase soccer goals from U. S. Games for \$652.91. Motion carried unanimously. Placement of the soccer goals to be determined at the next Planning meeting.

f. Tennis Court Hours: It was felt that the 11:00 p.m. shut-off time was sufficient and should not be extended.

3. Planning - Discussion postponed until a representative from A.R.C. Associates was present.

4. Financial

a. Revised Operating Budget: R. Denton read a section of the Park District Code which stated that tax monies ear-marked for the Recreation Fund must be used for recreational purposes only. He felt that the garage loan payments be partially absorbed by the Recreation Fund. Also, electricity expense should be 2/3 Corporate, 1/3 Recreation.

Motion No. 80-50 was made by J. Petrulis, seconded by A. Kamm, to approve the 1980-81 Operating Budget and to commend Paul Wolfe for a job well done. J. Barker stated that one of the purposes of the operating budget is to find out what areas the monies are being spent. P. Wolfe felt that monies could be transferred, if necessary, to relieve any deficits in fund balances. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

b. Appropriation Budget: Motion No. 80-51 was made by R. Flynn, seconded by J. Petrulis, to approve Ordinance No. 30, the Combined Annual Appropriation Budget - 1980-81. The motion was voted as follows: R. Denton - pass, all others - yes. Motion carried.

5. Insurance

Motion No. 80-52 was made by J. Petrulis, seconded by A. Kamm, to approve \$464.00 covering building and contents insurance. The motion was voted as follows: R. Denton - absent, all others - yes. Motion carried.

July 10, 1980

V Committee Reports Cont'd.

6. Lincolnway S.R.A.

a. Payroll procedures to accomodate S.R.A. payroll were discussed. S.R.A. employees will be considered employees of the park district and be subject to withholding taxes.

b. J. Barker read David Anderson's letter requesting the balance of 1978-79 tax monies left in the S.R.A. fund. Even though the Park District was unable to levy the .2% for 1978-79, the fund balance from previous years will be forwarded. S. Todd was named as the representative on the Advisory Committee. R. Flynn was named as the voting member on the S.R.A. Board.

7. School Board

a. S. Todd stated that school district officials have requested an informal meeting with the Park Board.

b. Because the parking lot was lined before it was re-surfaced, it was suggested that future cooperating projects involving school sites be carefully planned to avoid overlapping of work.

VI Legal Report

1. Motion No. 80-53 was made by J. Petrulis, seconded by A. Kamm, to adopt an ordinance upholding the Department of Labor's mandate on payment of the prevailing minimum wage to employees. Motion carried unanimously.
2. Mr. Hutchison stated that Hoffman Group is getting ready to deed park lands. The Board directed Mr. Hutchison to negotiate with Hoffman Group concerning grading allowance.
3. June 12 Minutes: Mr. Hutchison felt the vote on Motion No. 80-39, 2 - pass, 3 - yes, and 1 - no, could be re-voted if questioned. A vote of "pass" is not considered an affirmative vote. Motion No. 80-54 was made by J. Petrulis, seconded by T. Leidolph, to reconsider another vote on Motion No. 80-39. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

Motion No. 80-55 was made by J. Petrulis, seconded by P. Wolfe, to approve A.R.C. Associates contract per motion no. 80-39. The vote was recorded as follows: R. Denton - no, R. Flynn - no, all others - yes. Motion carried.

VII Old Business

1. Air Conditioning - Bldg.: Placement of a unit in the main room and office was discussed. J. Barker discussed units available from Sears. An alternative of putting a window only in the office for air circulation was discussed. Cost of central air was requested for consideration. Decision postponed until the July 24 meeting.
2. Motion No. 80-56 was made by T. Leidolph, seconded by A. Kamm, to name pond park "Frankfort Square Community Park". The motion was voted as follows: J. Petrulis - no, R. Flynn - pass, all others - yes. Motion carried.

July 10, 1980

VII Old Business Cont'd.

3. Per the June 12 minutes, A.R.C.'s statement concerning the fiberglass playground equipment not being approved by the Consumer Product Safety Commission, R. Denton read a section from the Miracle Recreation Equipment Company's catalog that states that the Miracle Recreation Equipment Company upholds standards for materials approved by the Federal Safety Commission.

VIII New Business

1. Election Responsibilities: Under the consolidation of elections, Will County will be responsible for the majority of duties previously carried out by the park district. The April, 1981 election will cover four board vacancies, presently held by R. Denton, R. Flynn, A. Kamm and P. Wolfe.
2. It was decided not to extend the restroom hours to 11:00 p.m. due to lack of supervisory personnel.
3. C. Hale's letter was read concerning his request for additional help during the July 26-August 1 tournament.
4. Discussion of Phase II contracts postponed until the July 24 meeting. R. Denton felt the tree plantings should be shifted for an even distribution. J. Barker asked the board members to look over tree plantings on the maps.

IX Adjournment

Motion No. 80-57 was made by J. Petrulis, seconded by T. Leidolph, to adjourn at 10:30 p.m. Motion carried unanimously. Meeting was adjourned to Thursday, July 24, 1980 at 8:00 p.m.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
July 24, 1980

The following are minutes of a re-convened meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.

III Old Business

1. Building Air Conditioning: The recommendation of the Maintenance Committee was to place a window unit in the office area. The cost of central air conditioning was approximately \$3,500.00. No additional wiring will be required for the window unit. Len Barker has volunteered to install the window and air conditioner in the office wall. Motion No. 80-58 was made by R. Flynn, seconded by P. Wolfe, to appropriate up to \$400.00 covering the window and air conditioner purchase. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

2. Garage Electrical Bid: Motion No. 80-59 was made by A. Kamm, seconded by J. Petrulis, to accept Gary Eggener's bid in the amount of \$745.00 covering installation of 100 amp service in the garage, plus the fee covering electrical service hook-up by Commonwealth Edison. Discussion followed concerning the cost of two and four receptical generators. It was brought out that a 2 receptical generator would cost approximately \$400.00 to \$800.00. R. Denton thought a generator with 2-4 recepticals would cost approximately \$600.00, and be able to utilize junction boxes. A. Kamm requested to look over generator catalogs. Motion No. 80-60 was made by R. Flynn, seconded by P. Wolfe, to table Motion No. 80-59 until more information is available for consideration. The motion was voted as follows: J. Petrulis - no, all others - yes. Motion carried.

3. Phase II Contracts: Contracts to be sent to the State for approval. Specifications for equipment and materials were requested from all contractors by A.R.C. Ken Millsap Landscaping has submitted their insurance policy. Seeding should not be done until Kay-Jay Construction has finished. Ken Millsap Landscaping felt planting time is not important because they guarantee growth of seed. A change order is required to fill low spots at Pine Hill after review of areas by A.R.C. A.R.C. to check over Kay Jay Construction's specifications and send to Board for final approval.

Ken Millsap Landscaping cannot start at Hunter Prairie until the contract is signed by the State and notice to proceed is issued. A line of credit for funding is also required now. A.R.C. discussed the ordinance required to authorize the grant repayment schedule. Motion No. 80-61 was made by J. Petrulis to adopt an ordinance authorizing the \$170,000 loan. Motion was seconded by R. Flynn and voted as follows: J. Barker - no, all others - yes. Motion carried.

Motion No. 80-61 was made by J. Barker to authorize Ken Millsap Landscaping to begin work at Hunter Prairie as soon as a line of credit from New Lenox Bank is confirmed. Motion was seconded by R. Flynn and voted as follows: R. Denton - pass, T. Leidolph - absent, all others - yes. Motion carried.

It was again brought out that any additional work must be authorized by a change order approved by the Board.

July 24, 1980

III Old Business Cont'd.

3. Phase II Contracts Cont'd.

A.R.C. previously asked Kay-Jay Construction to submit exact manufacturing specifications for a 9 station Game Time challenge course. A.R.C. to request allowance for a 20 station challenge course from the State. It will cost \$990.00 more than the 9 station course.

Robert Johnson put benches back into the contract. A.R.C. to request from Johnson and Kay-Jay Construction if the Park District personnel can install the benches. J. Barker felt it would be more satisfactory to delete benches and add a 20 station challenge course. A.R.C. to request this change from the State.

Kay-Jay Construction's letter regarding tree substitutions was read. R. Denton felt that one half of the trees planned for the North 40 park should be moved to other sites. The north half of the North 40 park may not be completed for a year. P. Wolfe felt that if the north 20 acres of the North 40 park is not finished this summer, the trees and picnic shelter should be placed on the south half. This change order must also be approved by the State.

Concerning tree variety substitutions, J. Barker felt it would be better to stay with types specified in the plans. In order to move trees off sites listed on the plans to other areas, drawing fees and state approval will be necessary. A vote to leave trees on plan sites was taken. R. Denton voted no, R. Flynn - pass, all others - yes.

4. All State Refund: All State Fence Co. has requested the return of their \$25.00 specification deposit. It was brought out that they did not bid but returned the plans and specifications. Upon receipt of the State contract, A.R.C. will send an accounting of specifications returned,

IV New Business

1. J. Barker suggested that firewood be advertised for pick-up on a first-come, first-serve basis at no charge. The trees at North Avenue were cut under the supervision of Fred Rauch. The culvert will cost \$451.00. The garbage and brush at Hunter Prairie has been burned.

2. A letter was received from the Frankfort Fire Protection District asking for participation in the Labor Day parade.

V Meeting was adjourned at 10:30 p.m.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
August 14, 1980

Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, E. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.

III Additions to the agenda were noted.

IV Approval of the July 10 and July 24 Minutes:

July 10: The following corrections were noted:

1. Committee Reports, No. 1 - Maintenance: The vote on Mo. 80-46, electrical bid, was carried unanimously.
2. Committee Reports, No. 4 - Financial, letter a.: R. Denton stated that tax monies earmarked for the Legal Fund, not Recreation Fund, should be split covering garage loan payments.
3. VI - Legal Report, No. 3 - It was clarified at the June 12 meeting by Mr. Hutchison, that a "pass" vote is considered a "no" vote. Also, an affirmative vote by the majority of those present is required to re-consider a vote on a motion. J. Petrulis was later informed by an attorney for the New Lenox P.D., that a pass vote should be considered an affirmative vote.
4. VIII, Old Business, No. 3 - R. Denton also read from letters concerning Miracle Recreation Equipment Co.

July 24: The following corrections were noted:

1. III, Old Business, page 2 - Phase II Contracts: R. Denton asked Dr. Casky why a 9 station challenge course was shown on the drawings when a 20 station course was intended. Dr. Casky's reply was noted as "I don't know". He also asked Dr. Casky who authorized Kay Jay Construction to install three benches at Munter Prairie which should have been installed under Phase II construction. R. Denton stated that he felt one half of the trees from Hunter Prairie, Woodlawn and Kiwanis should be moved to other sites, ~~excluding~~ the North 40 area.
2. IV, New Business, No. 1 - Fred Rauch was consulted concerning the tree cuttings on North Avenue.

Motion No. 80-62 was made by R. Flynn, seconded by A. Kamm to approve the minutes of the July 10 and July 24 meetings as corrected. Motion carried unanimously. Motion No. 80-63 was made by J. Barker, seconded by J. Petrulis, to utilize a tape recorder for assistance in recording the minutes of board meetings. R. Denton objected because he felt the tapes may again be heard by unauthorized persons. The vote was recorded as follows: R. Denton - no, all others - yes. Motion carried.

V Treasurer's Report

The Treasurer's Report for the month ending July 31, 1980 will stand pending audit.

Accounts Payable Listing - Motion No. 80-64 was made by T. Leidolph, seconded by A. Kamm, to approve the Accounts Payable Listing for August 14, 1980. Motion was voted as follows: R. Denton - pass, all others - yes. Motion carried.

VI Committee Reports

1. Maintenance

- a. S. Todd submitted a Maintenance Report for August, 1980, attached.
- b. Clay Donation - A resident of the Square, Mr. Schmidt donated clay which was dug out of his backyard for a pool installation. The clay was removed from his driveway by the maintenance staff for use in filling in holes, etc. on park grounds.
- b. Maintenance Personnel - S. Todd discussed the need for a maintenance person to work about 30 hours per week during the Fall and Winter seasons. The pay scale would be between \$3.50 and \$5.00 per hour. An advertisement to be placed in the paper for this position.

Mark Lundquist was injured after his fall from the moving truck. It was noted that his standing in the truck bed during travel violated safety regulations. R. Denton requested that the dress code be enforced for the maintenance staff; may prevent some injuries.

- c. Railroad ties - A.R.C. has ordered through
- d. Garage Electricity - Motion to have electricity installed in the garage will stand as tabled due to lack of funds.
- e. Tennis Court Lights - Due to expense of repairing the tennis court meter, S. Todd suggested the time limit be reduced from 1 hour to 1/2 hour. S. Todd directed to look into reducing buzzing time, and why the lights stay on after 11:00 p.m.
- f. S. Todd directed to look into why a maintenance staff person was seen using the park district truck for a trip to McDonald's.

2. Recreation

- a. Chuck Hale concluded that the season went very well and thanked the park district for use of the facilities, tables and chairs. Also thanked A. Kamm for opening the garage for diamond dry. He also requested to lease storage space for the league's equipment in a storage building the park district may be planning. J. Barker stated that the Maintenance and Planning Committees have discussed the need for the facility, but construction may not occur for two years. He also requested to use the Pepsie machine for the September 14 awards banquet. Motion 80-65 was made by T. Leidolph, seconded by R. Denton, to allow the Frankfort Square Baseball League to move the pepsie machine to the Jr. High for their awards banquet. Motion was amended by T. Leidolph, and seconded by A. Kamm, to also allow the School District to use the machine (providing they take care of transporting it). Motion carried unanimously.
- b. Spring Program Report - A listing of Spring programs, revenue and expenses was submitted by S. Todd. She noted that profits from Men's and Women's Softball will partially cover electricity and grounds maintenance expense.

VI Committee Reports Cont'd.

2. Recreation Cont'd.

- c. Summit Hill Park -- A nearby resident addressed the Board to express a complaint concerning ball players remaining on the grounds after the games. Since the park closes at 11:30 P.M., it was suggested that the police be notified if the ordinance has been violated.
- d. Soccer to be played at Kingston field; field dimensions will be 100' by 75'.
- e. Fall Programs/Instructors - A listing of fall program instructor salaries was submitted by S. Todd, attached. R. Denton suggested that one instructor and one aid be employed for Story Hour. S. Todd felt that since the fees cover salaries for two instructors, this is justified. Motion No. 80-66 was made by A. Kamm, seconded by R. Flynn, to approve the Fall Program Instructor Salaries listing. The motion was voted as follows: R. Denton - no, R. Flynn - pass, all others - yes. Motion carried.
- f. Motion No. 80-67 was made by J. Barker, seconded by A. Kamm, to appropriate up to \$475.00 covering printing of the Fall Program brochure. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.
- g. Concession Stand - The Mother's Club was unable to cover the last two weeks of adult softball. The Health Department suggested the permit be put into the Park District's name to eliminate revoking the league's permit each year to operate the concession for park district activities. S. Todd was directed to look into obtaining product liability insurance for the concession operation. Motion No. 80-68 was made by J. Petrulis, seconded by T. Leidolph, to change the permit into the park district's name, and obtain the necessary insurance. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.
- h. Summit Hill Parking - Gary Brouillet, a resident of 343 Rosewood Drive, submitted a summary of concern regarding the parking situation at Summit Hill. To eliminate parking congestion on Rosewood Drive, he suggested posting "no parking" signs on both sides or one side of the street from Spruce to Wintergreen. Motion No. 80-69 was made by R. Denton, seconded by R. Flynn, to contact the Township to arrange for "no parking" signs for placement on the north side of Rosewood Drive in front of Summit Hill Jr. High. (Copy to Gary Brouillet) Motion carried unanimously. Jim Jakich asked if the park district was responsible to provide adequate parking. It was pointed out that the parking lot and grounds were property of the School District and leased to the park district.

3. Financial

Mr. Hutchison and John Petrulis met with Mr. Gary Orler and Mr. G. Wendlund of New Lenox Bank today. New Lenox Bank will approve financing per Section 8-15. The Board must pass an ordinance stating the maximum interest rate of 9.5% over a one year period. All contracts will be included as a rider.

VI Committee Reports Cont'd.

3. Financial Cont'd.

Discussion followed concerning whether or not the option to renew be included if construction is not completed by the one year period. Mr. Hutchison stated that the bank felt confident with the one year loan and he recommended this term. Mr. Hutchison felt the loan would be renewed if necessary at year end. Repayment schedule - interest to be paid at year end; borrow as needed. It was decided not to apply the \$20,000 from Hoffman Group to the loan amount since this must cover additional grading and seeding. Motion No. 80-70 was made by J. Petrulis, seconded by R. Flynn, to approve the ordinance authorizing the loan of \$170,000 from New Lenox Bank for one year at 9.5% interest, principal and interest to be repaid within one year from first borrowing. Motion carried unanimously.

4. Lincolnway S.R.A.

Minutes of the August 5, 1980 Board Meeting were submitted. Points of interest were discussed by R. Flynn.

5. Planning

a. H-R Donation - Mr. Hutchison discussed terms of the park land donation requested by H-R. They would like to leave one trailer at Woodlawn until construction is complete. They wish to retain 100' of easement at the North 40 site on the north side. The donation agreement does state that all grading is complete. The southerly 50' of the north half is requested as easement at Woodlawn.

After discussion of the above conditions, it was recommended that a board member meet with H-R and Mr. Hutchison to tour parks and inspect areas in need of grading and seeding. Each plat should be marked with H-R easement requirements. Mr. Bill Griffin, Jr. will be contacted by Mr. Hutchison to come here to review easements, grading, and other terms of the donation. Dr. Casky pointed out that deeds are needed to begin work, and work cannot be done with trailers remaining on grounds. R. Hutchison said he would request Mr. Griffin to come here during the day, since he did not attend the board meeting after being asked to do so.

b. Dennis Persic discussed the problem of teenagers riding motor-bikes on park property (Woodlawn). He felt that signs outlining park ordinances should be posted after Woodlawn is dedeed.

c. Martin Landscaping - No further developments.

6. School Board

The gymnastic equipment has been placed in the Junior High. It was suggested that the newspaper be contacted to come out for a picture. It was brought out that the Kiwanis Club was not contacted for inclusion in their budget for a future donation.

VII Old Business

1. Motion No. 80-71 was made by A. Kamm, seconded by J. Barker, to approve payment of \$59.00 covering a 3 year maintenance agreement on the office air conditioner. The motion was voted no by all present.
2. The recent damage caused by vandals at Kingston (tot lot fence) and Summit Hill North (fencing and bleachers) was discussed. Motion No. 80-72 was made by R. Denton, seconded by J. Petrulis, to offer a \$250.00 reward for information leading to the arrest and conviction of the perpetrators committing the vandalism. Motion carried unanimously.
2. Discussion followed concerning the problem of teenagers driving their cars, drinking, etc. in Hunter Prairie Park. Motion No. 80-73 was made by R. Flynn, seconded by R. Denton, to install a 1" thick chain and 2 - 10' high posts (5' deep,) at the entrance to Hunter Prairie. The motion was voted as follows: R. Denton - yes, R. Flynn - yes, A. Kamm - yes, T. Leidolph - yes, J. Petrulis - no, P. Wolfe - no, and J. Barker - yes. Motion carried.

3. Phase II Construction

a. The contract has been received from the State in the amount of \$167,218.00. A change order is required for the updated drawings of the Kingston playground equipment. A.R.C.'s letter of August 4 was submitted for approval to authorize A.R.C. to proceed with topographical survey of the North 40 since present drawings are inadequate.

A.R.C. added that Woodlawn and Pine Hill topographical maps obtained from H-R were incorrect. Also, the exact location of Hunter Prairie's ballfield - left field line - dimensions must be checked by a land surveyor.

Playground Equipment at Kingston - A.R.C. recommended dropping the Game Time special platform (a duplication) for a savings of \$440.00. Sand and railroad ties were not included in original bid specifications. He recommended dropping equipment duplication and adding in sand and railroad ties. R. Denton asked why drawings were not brought up-to-date before beginning construction (no reason was recorded).

Motion No. 80-74 was made by J. Petrulis to accept recommendation of A.R.C. and stay with original pieces, use structure additions, change climber, eliminate spring platform and add sand and railroad ties, per A.R.C. change order. The motion was seconded by A. Kamm. The motion was then amended by J. Barker, seconded by A. Kamm, to drop springboard from Kingston Park, and to change wood climber #5797, install structure additions, and obtain cost estimates for railroad ties and sand. The vote on the amendment was carried unanimously. The vote on the motion was carried unanimously.

b. Change Order - 20 Station Challenge Course: Motion No. 80-75 was made by R. Denton, seconded by R. Flynn, to authorize Dennis Persic to order from Miracle Recreation Equipment Co. playground equipment as shown in the specifications, and change to a 20 station challenge course for the North 40 park. Motion carried unanimously.

VII Old Business Cont'd.

3. Phase II Construction Cont'd.

c. North 40 Survey: Because the North 40 topographical map is incorrect as submitted by H-R, an engineer is required to survey the entire property before an accurate drawing can be made by A.R.C. Motion No. 80-76 was made by A. Kamm to authorize A.R.C. to contract for a topographical survey covering the North 40 park, and prepare an estimate for grading. The motion was amended by R. Denton, seconded by R. Flynn, to have the Board seek and hire the engineering firm to perform the North 40 survey. The vote on the amendment was all in favor, with exception by J. Petrulis who voted no. The vote on the motion was all in favor, with exception by John Petrulis who voted no. Motion carried.

R. Denton asked Dr. Casky if Pine Hill drawing was up-to-date, and he replied no.

d. Motion No. 80-77 was made by J. Petrulis, seconded by R. Flynn, to authorize Julie Barker to sign the contract from the State. Motion carried unanimously.

VIII New Business

1. Fall Office Hours: Motion No. 80-78 was made by J. Petrulis, seconded by A. Kamm, to change office hours beginning September 2 to Monday thru Friday, 9:00 a.m. to Noon. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

2. Motion No. 80-79 was made by J. Petrulis, seconded by R. Flynn, to approve payment in the amount of \$42.00 to Joliet Jr. College covering an Accounting 101 course for Diane Veltman. The motion was amended by R. Denton to approve payment upon the successful completion of the course. The amendment was passed unanimously. The motion was carried unanimously.

3. R. Denton asked Dr. Casky if he could name a date on which an accurate (updated) set of drawings could be expected. He felt this could be ready in two weeks, with the exception of the North 40.

IX Correspondence

1. Kay Jay Construction's letter of August 8 to Ken Millsap's Landscaping was received concerning their agreement to handle construction on newly seeded areas.

2. The I.A.P.D. October 16 convention was announced.

3. The I.A.P.D. annual meeting will be held on November 15 in Rosemont, and will be attended by J. Barker as first delegate, Terri Leidolph as second delegate, and Paul Wolfe as third delegate.

X Adjournment

Motion No. 80-80 was made by A. Kamm, seconded by R. Flynn to adjourn at 11:08. Motion carried unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
September 11, 1980

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker, present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.

III Additions to the agenda were noted.

IV Approval of the August 14, 1980 Minutes:

Motion 80-81 was made by A. Kamm, seconded by T. Leidolph, to approve the minutes of the August 14 meeting with the following corrections:

- 1) Maintenance, c. Railroad ties - A.R.C. has ordered through P & S Landscaping.
- 2) Recreation, c. Summit Hill Park - Parks close at 11:00 p.m.
- 3) Financial, page 4, - The ordinance authorizes the loan of \$170,000 from New Lenox Bank for one year at a maximum of 9.5% interest.
- 4) Planning, a. - The southerly 50' of the south half is requested as easement.
- 5) Old Business, 2. - An estimate of damages was \$5,500.
- 6) Phase II Construction, b. - The change order created an additional cost of \$999.00.

Motion passed unanimously.

V Treasurer's Report

1. The Treasurer's Report for the month ending August 31 will stand pending audit.
2. Motion No. 80-82 was made by A. Kamm, seconded by T. Leidolph, to approve the accounts payable listing for September 11. The motion was voted as follows:
R. Denton and R. Flynn - pass, all others - yes. Motion carried.

VI Committee Reports

1. Maintenance Report of September 11 was distributed.

a. The maintenance committee met on August 26 and recommended the following:

- . Move tennis backboards for the Pond courts to the east side to increase visibility of children crossing Graceland Lane.
- . Contact Tinley Park District for costs of ordinance signs.
- . Obtain large address numbers for the building.
- . Place railroad ties around the Kingston tot lot until fencing can be funded.
- . Install a curtain or shade on building window when air conditioner is removed.
- . New employees - Frank Xaverius, Dominic Fuoco and John Sandrick be hired at \$4.50 per hour.

b. Maintenance Report

Discussion followed concerning maintenance work performed during the past month. Noting that salaries for maintenance were high, R. Denton asked that a breakdown of work performed be included in the maintenance report.

VI Committee Reports Cont'd.

1. Maintenance Cont'd.

- b. S. Todd discussed areas of work performed -- mower repairs, soccer and baseball field preparation, mowing when weather permitted.

R. Flynn noted that the Hunter Prairie diamond infield was in need of cutting. R. Denton felt new nets should be ordered to replace those stolen from the Hunter Prairie courts last Friday.

Mr. Ruff addressed the Board to discuss inventory of tools. J. Barker felt his suggestions for better inventory control be applied.

S. Todd reported that P & S Landscaping is waiting for a delivery of quality ties for sale to the Park District. The old mower is now working and the blades have been replaced.

It was considered that the building front door is sprung, and may have to be replaced.

Motion No. 80-83 was made by A. Kamm, seconded by J. Petrulis, to approve the hiring of Frank Xaverius, Dominic Fuoco, and John Sandrick as part time maintenance staff at \$4.50 per hour. The motion was voted as follows: R. Denton - no, all others - yes. Motion passed.

2. Recreation

- a. On-Street Parking: S. Todd wrote a letter to Fred Rauch, Highway Commissioner, requesting that signs (no parking) be placed along Rosewood Drive. He replied that due to lack of enforcement, more off-street parking should be provided. Because of the serious congestion along Rosewood and concern about children crossing between cars, it was decided to pursue this matter further and arrange a cooperative effort between the school district and Will County authorities to obtain a solution. Because the heaviest congestion occurs during T-ball games, scheduling of games next season should be considered in terms of parking requirements.
- b. Fall 1980 Program Registration: A report of program registration figures was submitted by S. Todd. She noted that some programs may be cancelled due to low registration -- ballet, bowling, stretch and sew, stained glass. Tennis classes may be combined. Break even points for multi-media - 16, macrame - 7, stained glass - 15. Gymnastics will have two additional sessions.

Discussion of program instructor qualifications followed. It was agreed that instructors be required to submit their qualifications. Concern regarding the qualifications of the gymnastic instructor was expressed. It was again agreed that all instructors be required to submit their qualifications for record and insurance purposes.

S. Todd discussed cancelling youth tennis unless the tally of overall program balances was favorable. It was questioned whether or not each program should break even, or the programs on a whole break even (or be self-supporting). It was clarified that recreational equipment for the most part used in a program is paid for out of registration fees.

VI Committee Reports Cont'd.

2. Recreation Cont'd.

- b. It was discussed whether adult and team sport programs should make money, and children's programs break even. Prize money is added into registration fees for the sole purpose of prize money awards. It was the consensus that the park district offer as many programs as possible and break even on a net basis. Most equipment is a one time expense (football cones, chains, bases, etc.) Recreational equipment is stored in the building for inventory purposes. A maintenance inventory listing was completed this summer. It was recommended that S. Todd create an inventory listing for recreational equipment as well.

Motion No. 80-84 was made by J. Petrulis, seconded by T. Leidolph, to encourage as many individual recreational programs as possible, even though they may not be self-supporting, but rather they should break even or be self-supporting as a whole per season. It was recommended that programs be set up so a smaller number of participants be required and expenses reduced in order to make a program break even. The motion was voted as follows: R. Denton - no, R. Flynn - pass, all others - yes. Motion passed.

Motion No. 80-85 was made by J. Petrulis, seconded by P. Wolfe, to direct S. Todd to create as soon as practicable an inventory of all items belonging to the park district. Motion passed unanimously.

3. Lincolnway S.R.A.

R. Flynn discussed highlights of the recent SRA meeting. The Director, R. Prycop, is looking for a "home base" for the SRA to avoid moving to a new location each year. He may contact Glenn Coburn to request space at the Township office. The SRA participated in the Frankfort Fall Festival and was pleased with the recognition the association received. Their monthly financial statements were reviewed; however, they did not represent audit findings.

4. Planning

- a. Drawings (updated) for Hunter Prairie were received two weeks ago by the park district. A discussion concerning receipt of the other updated drawings followed. Dr. Caskey stated he could not finish the North 40 drawing until the grading plan is received. The updated drawing of Kingston Park showing the recently changed playground equipment has not yet been received.
- b. Mr. Hutchison reported that all necessary documents have been given to First Lenox bank, and funds should be made available shortly.
- c. Pine Hill Change Order: Motion No. 80-86 was made by R. Flynn, seconded by A. Kamm, to authorize the expense by Ken Willsap Landscaping's proposal to provide 80-100 cubic yards of black dirt, installed at Kiwanis Park at \$12.00 per cu. yard. The motion was voted as follows: R. Denton - pass, all others - yes. Motion passed. A.R.C. will send this change order to the State for reimbursement of fill charges.

VI Committee Reports Cont'd.

4. Planning Cont'd.

- d. Northern Illinois Fence has been contacted to be on site as soon as possible.
- e. North 40 Grading: It was moved at the last meeting that the park district hire an engineer to do a survey of the North 40. An estimate was received from Schutt of Matteson for \$3,200 for a topography. An estimate was received from Minder, Inc. for \$3,600 for an aerial survey, and \$3,000 for a boundary survey. Upon completion of the topography, a grading plan must be made which should run between 6-7% of the grading cost, or approximately \$2,000-\$3,000. It was discussed that the topography submitted by Hoffman Group contained inaccuracies. However, Mr. Griffin indicated it was the most recent topography completed. A black dirt hill presently on site is not included in this topography.

Motion No. 80-87 was made by R. Denton to authorize Kay Jay Construction to perform an accuracy check of the survey submitted by H-R of the North 40 property at a maximum of \$500.00. The motion was seconded by R. Flynn. It was felt that the \$3,200 expenditure could be avoided by this accuracy check.

Discussion on the motion followed. A request that Kay Jay do a random sampling first at no charge of possible inaccuracies was discussed. It was also questioned if a topography must be designed if no structures such as a ballfield be built upon the property. It was brought out that the Summit Hill site was final graded for a cost of \$800.00. Dr. Caskey's August 14 proposal was discussed in which grading work on the North 40 could be arranged by A.R.C. and a 7% grading cost be charged. Dr. Caskey stated that his firm would charge approximately \$1,400 to perform the topography and prepare the site for the construction of playground equipment and shelters. The Hunter Prairie topography submitted by A.R.C. was discussed, which contained inaccuracies. In order to avoid future drainage problems, the topography must be accurate. Dennis Persic stated that he could provide an engineering sticker, which is not considered a registered surveyor's sticker.

The motion was voted as follows: R. Denton - yes, R. Flynn - yes, A. Gamm - yes, T. Leidolph - yes, J. Petrulis - no, P. Wolfe - no, and J. Barker - no. Motion passed.

R. Denton motioned to call a special meeting to discuss the results of Kay Jay's survey. It was decided to adjourn this evening's meeting to Wednesday, September 17 at 8:00 p.m.

5. Financial

- a. Invoice No. 1166 in the amount of \$16,817.00 covering three pieces of Miracle Recreation playground equipment was submitted by Kay Jay Construction.

A.R.C.'s letter of August 26 regarding this invoice was read, in which Dr. Caskey felt Kay Jay should not pay for the equipment until it is installed. Kay Jay's letter of August 29 was read citing Miracle's stipulation that Kay Jay submit payment upon delivery, or he can receive a 2% discount if the equipment is paid for in advance. It was decided that this equipment be approved for payment as soon as the equipment is delivered. The \$999.00 price increase for the 20 station challenge course

September 11, 1980

VI Committee Reports Cont'd.

5. Financial Cont'd.

- a. is included in this invoice. The shipping charges for the equipment were discussed. Shipping charges are not considered a price increase, but a part of the equipment cost. J. Barker asked Kay Jay to submit an itemized invoice listing the equipment for the September 17 meeting.
- b. Kay Jay's invoice #1167 in the amount of \$4,810 was discussed. This invoice covers the additional bench at Hunter Prairie and work performed around the park district building and Summit Hill courts. The invoice was not part of his original contract or Phase II construction. However, the original CDF allocation was \$4,435, with the additional \$500.00 covering extra grading work around the Summit Hill courts. The additional work was authorized on site by R. Denton and S. Todd, due to the availability of machines at the time, and did not have prior authorization from the Board. P. Wolfe stated that the CDF is now overallocated by an additional \$500.00. J. Petrulis stated he would not approve payment above the contract price. Motion No. 80-88 was made by J. Petrulis, that board members cannot be authorized to make on-site changes without board approval, or spend money over the contract price (without board approval). The motion was seconded by R. Flynn and passed unanimously.
- c. ARC Invoices: Invoices dated August 29, 1980 in the amount of \$5,469.73 and of 9/3/80 in the amount of \$23.74 were discussed. The 8/29/80 invoice covers Phase II Construction Cost, partial payment, and 9/3/80 covers miscellaneous UPS and blueprint charges. Motion No. 80-89 was made by P. Wolfe, seconded by J. Petrulis, to approve payment of \$5,493.47 upon receipt of the loan from New Lenox bank. The motion was voted as follows: R. Denton - no, R. Flynn - pass, all others - yes. Motion passed.

6. Insurance

- a. Motion No. 80-90 was made by P. Wolfe, seconded by T. Leidolph, to approve the workmen's compensation billing in the amount of \$552.00. J. Petrulis was absent. Motion passed.
- b. An additional premium of \$358.000 for fire insurance coverage due to updating of building equipment was submitted. Motion No. 80-91 was made by P. Wolfe, seconded by A. Kamm, to approve \$358.00 covering fire insurance. Motion passed unanimously. (R. Flynn - absent).
- c. A cost estimate for property in the open - fencing and play equipment - to be determined for consideration due to recent damages by vandals.
- d. Coverage for theft or robbery of monies, Board Form Securities, was discussed. Approval of coverage tabled until cost estimates could be determined.

VII Legal Report

1. Tax Levy: Motion No. 80-92 was made by P. Wolfe, seconded by A. Kamm, to approve Ordinance No. 32, covering the 1980-81 tax levy. Motion passed unanimously.

VII Legal Report Cont'd.

2. H-R Property Deeds: J. Barker's letter of September 3 to Bill Griffin of the Hoffman Group was discussed, which outlined the agreement stipulations for acceptance of the park deeds - removal of trailers and construction debris from Woodlawn, easement rights and grading allowances. Motion No. 80-93 was made by T. Leidolph, seconded by A. Kamm, to approve the agreement stipulations per J. Barker's September 3 letter. Motion passed unanimously.

VIII New Business

1. Vandalism: Discussion of recent vandalism created by a car at Kingston Park was discussed, in which a tree was damaged. Requirements for prosecuting vandals was discussed by Mr. Hutchison.
2. The Board went into executive session to discuss the Martin Landscaping Co.'s complaint.

IX Adjournment

The Board came out of executive session and adjourned the meeting to Wednesday, September 17 at 8:00 p.m. Meeting was adjourned at 11:15 p.m.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
September 17, 1980

The following are minutes of continued meeting of the Frankfort Square Park District, held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - absent, T. Leidolph - absent, J. Petrulis - present, and P. Wolfe - present.

III Old Business

1. Kiwanis Club Donation: J. Barker talked to John Day, present president. He instructed her to wait until October 1 to contact Ed Burke, incoming president for arranging a budget allocation.
2. Vandalism: There are no leads on the Summit Hill North field damages. The license number of a car riding on the North field on September 12 was taken by a resident. The car created ruts in the grounds after getting stuck. Discussion followed concerning handling of the incident by police. J. Petrulis to contact the Sheriff's office for follow-up. It was agreed to direct Mr. Hutchison to file a civil suit. Motion No. 80-94 was made by J. Petrulis, seconded by R. Flynn, that Attorney Hutchison be directed to send a letter to the party asking for compensation for damages done to the play areas. It was determined that approximately \$100-150 of damage to grass areas was created by the car. Discussion followed concerning the problem of cars parking on grass areas during games at Summit Hill. It was felt that the placement of railroad ties around the lot would relieve this problem. R. Denton commented about the three month wait for the railroad ties, and suggested obtaining them from another supplier. The vote on the motion was passed unanimously.
3. Motion No. 80-95 was made by R. Denton, seconded by R. Flynn, per the Section 509 of the Park District code, that the Board initiate a study to discuss the feasibility of creating our own police department. Discussion followed concerning the method of funding the police department, namely by referendum. J. Petrulis suggested looking into obtaining the necessary insurance as a another solution. The motion was voted as follows: J. Petrulis - no, all others, yes. Motion passed. J. Barker asked the board members for a volunteer to gather the information. No one responded affirmatively.
4. Hunter Prairie Tennis Nets Theft: The replacement nets have been ordered through Lansing Fence for a cost of \$65.00 each. R. Flynn discussed taking one net from the pond area courts for placement at Hunter Prairie. It was the consensus of the Board to move the pond court net to Hunter Prairie.

IV New Business

1. Cub Scout Tree Planting: A request from Mr. Froling to allow his cub scout pack to plant approximately 6 to 12 trees in the park areas was discussed. It was agreed that the trees be planted around the building. J. Barker felt the cub scouts should maintain and water the trees until they can survive. R. Denton felt the trees should be maintained by the Maintenance staff.
2. Front Door Problem: The lock was adjusted by Cahill, the new door closure was not yet installed due to the adjustments made by Mike Milligan. Since the door still will not close, the new door closure will be installed.

September 17, 1980

IV New Business Cont'd.

3. Kay Jay Invoices: A break down of playground equipment per his invoice no. 1166 in the amount of \$16,817.00 was submitted by Kay Jay. The shipping charges are included. This invoice covers installation of the play equipment under the Martin rebid. Several of the pieces are on back order. No action taken.

4. Broad Form & Securities Coverage: Dollar limits for this coverage were submitted by S. Todd. Discussion followed concerning arrangements for a night depository at Frankfort State Bank. Motion No. 80-96 was made by J. Petrulis to authorize Frankfort State Bank to be a depository of the park district. No second to the motion was recorded. It was agreed that expenses involved in maintaining an additional checking account would be greater compared to auto mileage incurred by driving to New Lenox.

Dollar amount of broad form and securities covered needed by the park district were discussed. Motion No. 80-97 was made by R. Flynn, seconded by P. Wolfe, to obtain this coverage in the amount of \$2,000, for a premium of \$58.00 per year. The motion was voted as follows: R. Denton - pass, all others - yes. Motion passed. This coverage will insure against theft or robbery of monies in the building, in a person's possession, or in transit. The problem of daily deposits was discussed. J. Barker directed park district employees to deposit monies as soon as practicable.

5. North 40 Survey: Dennis Persic stated that the Hoffman Group's survey of the North 40 was not accurate enough to certify as the official topography. He noted that corrected markings were not erased before new changes were made. Also, some changes were not placed on the map. The last change was thought to be made in July, 1980. It was not known how far Mr. Hutchison has gone in accepting land deeds. J. Barker has had discussion with Bill Griffin, and the agreement is now being prepared for signature. R. Denton felt the park district should ask H-R for an accurate topography. J. Barker commented that it was too late, however, she did mention to Mr. Griffin that the topography was not accurate, and he commented that it was the most recent one available.

Dr. Caskey discussions options open to the park district concerning the grading -- was it required to grade so there is a percentage slope on every inch, or should it be graded so the land can drain properly, be seeded and be serviceable for play equipment and shelters. Discussion followed concerning putting the grading work out to bid on an hourly basis. It was questioned how to determine in advance how long it will take to grade in order to put the work out to bid on an hourly basis. Dr. Caskey replied that the hourly cost for vehicle and operator would first be determined, and the contractor be given an idea of the approximate amount of work that has to be done, and how many days they have to do the work. An alternative was discussed for putting the work out on a lump sum basis, obtaining the topography, grading plan, fill requirements, etc. In order to put work out on an hourly basis and avoid a higher cost than anticipated, a sum not to exceed a certain figure must be stated. The possibility of the work not being completed due to meeting the sum not to exceed figure or other variables was discussed. Dr. Caskey stated that the work could be field supervised by him, his staff, or someone hired by ARC on an hourly basis.

IV New Business Cont'd.

Dennis Persic said the hourly rate basis would be the fastest way to obtain the contractor's cheapest hourly rate. The error factor was considered regarding cost being over amount allocated. Dennis Persic discussed the low areas in the north part of the lower 20 acres, in which a sewer line may be placed. He felt that if something is not done to correct the low area, four or five acres would be unmaintainable. J. Barker to call H-R about the problem.

Discussion followed concerning ARC's recommendation to do grading on an hourly basis. ARC was requested to present logical and accurate cost estimates from contractors, plus ARC's cost. ARC can present an hourly rate for supervision, or charge a percentage of the grading cost.

Motion No. 80-98 was made by P. Wolfe, seconded by J. Petrulis, to have ARC prepare an hourly cost estimate for ARC supervision of the grading of the North 40, and contact 5 contractors from the local area to prepare estimates for equipment and operators to get an idea of work needed so work can be bid on a not to exceed hourly basis. The motion was voted as follows: R. Denton - no, all others - yes. Motion passed.

A special meeting will be called to discuss the grading bids, possibly next week.

6. Dr. Caskey was questioned about the number of bid specifications given out to contractors. J. Barker asked Dr. Caskey to check his records for a report at the next meeting.

V Adjournment

Motion No. 80-99 was made by J. Petrulis, seconded by P. Wolfe, to adjourn at 9:30 p.m. Motion passed unanimously.

Submitted by:

Diane Veltman

Frankfort Square Park District
Board Meeting Minutes
October 2, 1980

The following are minutes of a special meeting of the Frankfort Square Park District, held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - late, J. Petrulis - absent, P. Wolfe - present.

The purpose of this special meeting is to discuss Phase III Construction.

III At the last meeting, the Board asked ARC to obtain grading estimates on lot 26, part of the North 40. Dr. Caskey stated that he has talked to several contractors, some of which have driven by the site. He has also met with three contractors today - Thornton Carthage, Sylvester Excavating, and Navel Excavating, who are all interested in doing the work within the next two to three weeks. All are sending hourly rates, and all are requesting some estimate of quantity. ARC has told them that the Board wanted a not to exceed figure, and they cannot do that without a quantity. In order to work up a quantity, Dr. Caskey discussed the decisions that must be made. He stated that the area around the lake and swale has been fine-graded. The 48" culvert under the road and swale is not defined. The area between the culvert and utility run is still clay and all wet. He proposed to move swale next to water and sewer run, which would create additional land.

In constructing the utility run, a drainage outlet was not provided. He proposed having the area filled (at no charge by area contractors) to make the land level to lots and utility run. The swale should be in back of the houses, and fill is also needed in several low spots. Recommended grading to have standing water in swale area only. The moving of the swale to be planned upon approval of the county or local authority.

He thought moving of the swale would be the most costly. He will estimate quantity of dirt to be moved, and base it upon operator and machine costs. Felt cost estimate would amount to approximately \$12,000. It may take him longer to work up the quantity due to first obtaining permission to move the swale.

The option of increasing the capacity of the lake was discussed. Dr. Caskey felt it would cost more to do this.

He recommended the Board send a registered letter to Hoffman Group stating that we are proceeding to grade and seed. He must do a rough drawing, quantity estimates to get an idea of the not to exceed figure.

Whether or not the area could be graded to keep it dry was discussed. Dr. Caskey felt the given outflow would have to be changed. He felt the swale would dry out, or water would be in the swale area only.

He was asked to lay-out the plan with cost estimates and present at the October 9 Board meeting -- swale, smooth area, so small holding ponds will be filled. Dr. Caskey to request fill from area construction; may be able to fill the area by Spring. Cost of fill is mileage; may cost between \$10,000-\$12,000 if ordered tomorrow. He recommended allowing contractors to dump fill; better to take a price increase for seeding the area next Spring in order to wait for

October 2, 1980

- III fill. A.R.C. to prepare specifications for bid by the October 9 meeting. He felt grading work could be done this fall.

Bill Griffin to be contacted to move trailers from Woodlawn since this has not yet been done and the contract agreement states October 2 as the deadline.

Motion No. 80-100 was made by A. Kamm, seconded by P. Wolfe, to go out to bid on the North 40 grading per A.R.C.'s recommendations. It was requested that the bid advertisement be phoned-in to the park district office by Tuesday, October 7. Grading description: dig swales, blading and clearing of vegetation, shape swale. Fill will not be in the bid specifications. It was requested that plans be reviewed prior to publication. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

- IV Kingston Drive/St. Francis Play Apparatus: A.R.C. to obtain price quotes for expansion piece from Gametime and Timberform by the October 9 meeting.

Kay Jay should have all equipment from Martin re-bid except for washers.

It was discussed to obtain Millsap's price for moving trailers from Woodlawn if they have not been removed by H-R before October 9.

Deeds should be filed within 3-4 days covering Woodlawn.

- V Adjournment

Motion No. 80-101 was made by A. Kamm, seconded by R. Flynn to adjourn at 9:00 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
October 9, 1980

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - absent, J. Petrulis - absent, P. Wolfe - present.

III Additions to the agenda were noted.

IV Approval of the September 11 and September 17 Minutes:

Motion No. 80-102 was made by P. Wolfe, seconded by A. Kamm, to approve the minutes of the September 11 and 17 minutes with the following correction to September 17: New Business, #3 - The invoice (No. 1166) covers Phase III construction, not Martin rebid. Motion passed unanimously.

V Treasurer's Report

1. The Treasurer's Report for the month ending September 30, will stand pending audit.
2. Motion No. 80-103 was made by P. Wolfe, seconded by R. Flynn, to approve the Accounts Payable Listing for October 9. The motion was voted as follows:
R. Denton - no, all others - yes. Motion passed.

I Committee Reports

1. Maintenance

- a. Suspension of Frank Xaverius: A. Kamm and S. Todd discussed events leading to his suspension. A. Kamm's memo of September 26 was submitted outlining his reasons for directing S. Todd to suspend him. S. Todd stated that she reviewed his work record on October 22, however, she did not warn him that she was unsatisfied with his past performance. Motion No. 80-104 was made by J. Barker, seconded by A. Kamm, to go into executive session for further discussion. Motion passed unanimously.

The Board returned to open session. Motion No. 80-105 was made by A. Kamm, seconded by R. Flynn, to end the suspension of Frank Xaverius, and he will be eligible to apply for employment next Spring if he so desires. The motion was voted as follows: R. Denton - pass, all others - yes. Motion carried.

- b. Maintenance Report of 10/9/80 was submitted and discussed by S. Todd, attached. After her discussion of the outfield-grass area damages at Summit Hill North field, it was requested that any further communication regarding this matter should be handled by Mr. Hutchison. Events leading to recovery of damages from offender were explained to audience.
- b. Ball diamond light failure: Fulton Contracting to cover damages not caused by storm or vandalism by extending the warranty. Discussion of the possible causes for light bulb failure were discussed. It was felt

October 9, 1980

VI Committee Reports Cont'd.

1. Maintenance Cont'd.

- b. that lightning would cause failure of all pole lights, not just one. The statement on the Maintenance Report that all lights proved to have lightening damage is incorrect -- six lights are thought to have failed due to storm damage, pending Fulton's report. The insurance for property in the open covers light/pole damage due to storm or vandalism with a \$100.00 deductible. Light failure covered under warranty this fall will not be absorbed by Fulton if repairs are postponed to Spring.
- c. Fall/Winter work to be performed was discussed. R. Denton questioned the amount of hours worked by the maintenance staff in terms of work performed, per the September payroll. J. Barker directed the maintenance committee to prepare a report for hours worked and how much time is required for each assignment.
- d. Motion No. 80-106 was made by J. Barker, seconded by A. Kamm, to approve a \$0.50 per hour increase for Marjorie Johnson as Building Custodian, due to her favorable six month review. Motion was voted as follows:
R. Denton - pass, all others - yes. Motion carried.

2. Recreation Report

- a. The Recreation Report of October 9 was submitted and discussed by S. Todd. Saunoris Landscaping to donate one large tree to the cub scouts to be planted near the building.
- b. The request by a Junior High instructor to flood the tennis courts for ice skating instruction met with opposition from the Board. The Planning Committee was asked to propose an alternate site for the rink for the next meeting.

3. Planning

- a. The approved agreement has been received from Hoffman Group.
- b. The Certification of Surveyor (Joseph A. Schudt & Associates) has been received regarding the size of Lot 26. The acreage has been revised to 21.561 acres. The grading allowance has not yet been received.
- c. R. Hutchison to file deeds.
- d. The trailers on Woodlawn site should be moved tomorrow or early next week by Hoffman.
- e. Bid opening on the North 40 grading is set for Wednesday, October 22 at 5:00 p.m. The October 9 meeting will be continued to Thursday, October 23 at 8:00 p.m. for discussion of the bids received.
- f. Kay Jay Construction to prepare signs for Kiwanis and Hunter Prairie parks. He should be given a name for the North 40 park after construction.

VI Committee Reports Cont'd.

3. Planning Cont'd.

- g. Dr. Caskey explained that after he was told at the October 2 meeting to contact Ken Millsap Landscaping about the North 40, he received a certified letter and invoice from Millsap for 14.5 acres of seeding the following morning. The invoices did not contain lein waivers or sworn statements. ARC has written back for lein waivers, sworn statement and seed tags.

J. Barker stated that Hoffman employed Mt. Greenwood Landscaping to do the grading work on the park sites, but the seeding was done by someone else under the supervision of Roger Lupa. R. Denton stated he saw Millsap's crews on the site on Friday following the October 2 meeting. J. Barker stated the park was done the Tuesday before the meeting because she had talked with Hoffman's crew on the site that day. ARC discussed the need for sworn statements per specification requirements, and if Hoffman had done the work, he will get a sworn statement from them. R. Denton felt Hoffman would not have seeded it to specifications. ARC did not know if they would, but that is why he must obtain the sworn statement. If necessary, he would arrange for the Will County Extension Agency to take square yards at random and perform a seed evaluation.

ARC stated that he was on the site Thursday afternoon (October 2) and the area had been completely done. R. Denton stated he did see the same equipment from Pine Hill on the site Friday afternoon. ARC was asked to clear up this matter for the October 23 meeting.

- h. ARC asked Kay Jay Construction to submit invoices in order to finalize the Martin re-bid, but a box of washers has been misplaced.
- i. Don Lorenz, Frankfort Fire Protection District, letter of October 6 was discussed in which he proposed that a driveway from Frankfort Square Road across the sidewalk to the pond be constructed for training purposes in the use of the pumper truck. J. Barker asked that this be discussed by the Planning Committee for recommendation. A. Kamm agreed to do this instead of Planning and also recommended that Mr. Hutchison and Mr. Coburn be consulted. J. Barker asked A. Kamm to gather the required information. A. Kamm said he would ask a fire department representative to be on the committee. Anyone else from the community and the board was welcome.

4. Financial

- a. Ken Millsap Landscaping's invoices totalling \$34,884.25 were discussed and a breakdown of each park's acreage and grading/seeding charge was read. Staff or ARC was directed to contact Millsap so he would be aware of the reasons the invoices have not been approved, and that the matter would be discussed at the next meeting. Motion No. 80-107 was made by A. Kamm, seconded by J. Barker, to table invoice approval until ARC says it is due to be paid. Motion No. 80-108 was made by R. Denton to amend Motion 80-107 to table invoice approval until proper documentation has been received from Ken Millsap Landscaping. The amendment was seconded by A. Kamm. The vote on the amendment was passed unanimously. The vote on the original motion was passed unanimously.

VI Committee Reports Cont'd.

4. Financial Cont'd.

- b. The operating budget summary will be discussed at the October 23 meeting.

5. L.W.S.R.A.

R. Flynn discussed highlights of the October 7 board meeting. It was recommended that the term "handicapped" be eliminated and the participants be called disabled.

6. School District

S. Todd discussed Julian Rogus's letter of September 29 concerning his views on the parking congestion at Summit Hill. He felt the no parking signs may not be observed, or would cause the cars to park on an adjacent block. He felt ticketing cars blocking driveways may help. The board directed S. Todd to pursue obtaining the no parking signs in order to try to enforce the no parking rule. A. Kamm agreed to work with her on this.

VII Legal Report

1. North field grass area damage: R. Hutchison was contacted by the offender's mother who asked if her son could repair the damaged area himself. The board did not feel the boy could be capable of performing the work, and directed Mr. Hutchison to obtain payment.
2. Martin Landscaping: R. Hutchison stated that an answer to the complaint has been filed, and he will take a deposition from Martin in his office on November 6 at 1:30 p.m. He estimated his fees covering this matter would amount to a maximum of \$1,000.00.
3. The required resolutions from ARC and contractors to be filed with the bank tomorrow.

VIII Old Business

1. Light at Kingston Park: Messrs. Locke, Westley, Vogt, and Skowronski addressed the board to propose installation of a street security light on the corner of Kingston and Laurel Drives. They have begun some ground work and are looking to the park district for funding. They felt the light would deter vandalism and aid them in watching the park. J. Barker felt this proposal could take at least two months before a decision could be made. This time is needed for budgeting, planning, review of easement, etc. It was also brought out that there are other areas and parks in need of lighting for the same reasons. J. Barker suggested a committee be formed to discuss the proposal. A. Kamm and P. Wolfe agreed to work on the committee, and try to have a report for the November 13 meeting.
2. I.A.P.D. Convention - November 13-15: Availability of funds to cover this expenditure was discussed. S. Todd, R. Denton, T. Leidolph and J. Barker will attend. Expenses to be covered are - room for one night, full conference registration fee, mileage, meal allowance of \$30.00.

IX Meeting was adjourned to Thursday, October 23 at 8:00 P.M.

Frankfort Square Park District
Board Meeting Minutes
October 23, 1980

The following are minutes of a continued meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.

III Old Business

1. Frankfort Fire Protection District - Chief Don Lorenz

Mr. Lorenz explained his proposal to construct a 10-12' wide, 78' long driveway from Frankfort Square Road to the pond for training purposes. A letter from Fred Rauch, Highway Commissioner was read giving approval of the driveway. It was stipulated in his letter that the driveway have a concrete or asphalt surface. Mr. Lorenz explained the reasons for choosing the pond as a location for the training site; it's location was the most convenient and least costly. He noted that the new station in Frankfort may also have this type of facility, and felt Frankfort Square should have a site as well.

The driveway base will have 10" of stone and 4" of blacktop. Maintenance conditions will be put in writing. An alternate site at 189th and Rt. 45 was discussed. Mr. Lorenz felt this site would not be appropriate since it was out of district and poor surface conditions.

It was agreed that the Fire Protection District will assume all liability for any maintenance, repair, injury, etc. expense resulting from the construction and use of the driveway. The construction is being planned for this fall. Motion No. 80-108 was made by J. Petrulis, seconded by A. Kamm, to allow the Frankfort Fire Protection District to construct a blacktop driveway extending 78' on the eastern end of Community Park. The cost was approximated between \$1,900 - \$2,000. The motion was voted as follows: R. Denton - no, R. Flynn - pass, all others - yes. Motion carried. The F.F.P.D. will work with Sarah Todd if any problems occur. They will forward letters regarding maintenance and insurance for our file.

2. Phase III Construction - tabled.

3. Operating Budget Summary

This report compared actual expenses with the working budget amounts for the first four months. In most areas, close to 50% of the allocation has been spent, and some expenditures are one time expenses. Personnel expense covering maintenance should subside due to the upcoming winter season. It was questioned why two maintenance persons were mowing the same area at the pond at different times on the same day. S. Todd explained that one person was directed to go back to cut missed areas. P. Wolfe explained that some funds may be moved next month to cover deficits in some working budget categories. It was brought out that the November I.A.P.D. conference expense was not approved by a roll call vote, however, each commissioner is not exceeding his authorized amount.

October 23, 1980

III Old Business Cont'd.

4. Phase III Construction

A bid was received and opened on October 22, 1980 from Bechstein Construction 17368 68th Court, Box 277, Tinley Park in the amount of \$37,675 covering grading. The bid did not include moving of the swale, and the November 15 deadline was deleted. Dr. Caskey has contacted Kay Jay Construction and other contractors and learned they did not bid due to the November 15 deadline. It was asked why bids were sent out to contractors without receipt of the bid specification deposit. Dr. Caskey explained that he mailed bid specifications to those contractors who previously took the time to come out and view the land.

Mr. R. Johnson's letter of October 9 was discussed which stated that all work must be completed, bills paid, and the billing request submitted to the Illinois Dept. of Conservation by December 31, 1980. Dr. Caskey stated the November 15 deadline was necessary in order to meet the I.D.C.'s requirements. Dr. Caskey suggested the work be rebid on a unit price basis. J. Barker discussed an extension of the December 31 deadline with Mr. Johnson this morning. He told her he would listen to a request for an extension and make a decision upon receipt of the reasons for the extension. It was brought out that previous correspondence from the I.D.C. listed August, 1981 as the construction deadline. Dr. Caskey felt that an extension to the end of May, 1981 would be possible.

Dr. Caskey explained an alternative to the above. An emergency could be declared and Ken Millsap Landscaping be hired based on unit pricing work. It was brought out that the area would have to be dried out first. Beckstein's costs were discussed: scraper - \$59.00/hr., disk - \$50.00/hr. Dr. Caskey discussed issuing a change order for 3 acres that cannot be seeded due to bad soil.

Ron Millsap stated he was not interested in the grading work this fall due to other commitments. It was discussed to consider Beckstein's price for machines, also Kay Jay Construction's prices on file. Dr. Caskey recommended declaring an emergency and obtain Kay Jay's unit price from file, or request an extension of the deadline. Motion No. 80-109 was made by J. Petrulis, seconded by A. Kamm, to declare an emergency and accept Dr. Caskey's recommendation to retain Kay Jay Construction based on his unit price given in previous bids, or re-bid work next Spring. Discussion followed concerning what legal ramifications would occur by taking a bid, then declaring an emergency and hiring a contractor, etc. It was felt that this situation was similar to the rejection of the bid received for construction of the Park District Administration building. It was also discussed whether to approach Bechstein and contract him at the hourly rate due to his experience and equipment. Supervision of work on site to be set-up by A.R.C. in order to control the price limit. It was concluded that Bechstein be asked to perform the grading work on an hourly basis, and that his past grading work for the park district had been done correctly. A.R.C. discussed hiring an engineer for on-site supervision, or using his staff. Kay Jay Construction had previously indicated they would supervise at an hourly rate of between \$10.00 to \$12.00 per hour. Motion No. 80-110 was made by R. Denton, seconded by T. Leidolph, to table the previous motion (No.80-109). Motion passed unanimously.

October 23, 1980

III Old Business Cont'd.

4. Phase III Construction Cont'd.

Motion No. 80-111 was made by J. Petrulis, seconded by R. Flynn, to reject the total bid submitted by Bechstein Construction Company. Motion passed unanimously.

Motion No. 80-112 was made by R. Flynn, seconded by R. Denton, to declare an emergency, and direct either J. Barker or A.R.C. to approach Bechstein Construction Company to work on an hourly rate under the supervision of A.R.C. or a qualified engineer. Motion passed unanimously.

5. Ken Millsap Landscaping Invoices

Dr. Caskey recommended approval of invoices submitted by Ken Millsap in the amount of \$34,884.25, less 10% retainage, \$31,395.82. Because the fine grading on the 14.5 acres at the North 40 was easier, Mr. Millsap agreed to absorb any expense covering grading of the northern section which could be more difficult. Because areas have not been mowed twice, the amount of \$31,395.82 was recommended. Mr. Millsap stated he would take care of low spots at Kiwanis Park when grass comes up. Motion No. 80-113 was made by J. Petrulis, seconded by A. Kamm, to approve payment in the amount of \$31,395.82 to Ken Millsap Landscaping Co. Motion passed unanimously.

Due to corrections needed on resolutions submitted by all contractors, Northern Illinois Fence has not yet submitted their paperwork. R. Denton volunteered to pick-up the paperwork from their office. It was expected that the line of credit from New Lenox Bank would be available by next Tuesday.

Kay Jay Construction has indicated to A.R.C. they will begin work in 10 days.

6. It was determined that board meeting minutes would be made available to the newspapers by their furnishing the office with a stamped, self-addressed envelope, or by pick-up from the office.

IV Adjournment

Motion No. 80-114 was made by R. Flynn, seconded by J. Petrulis, to adjourn at 9:00 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
November 12, 1980

The following are minutes of a special meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting called to order at 8:00 p.m.
- II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - absent, J. Petrulis - present, and P. Wolfe - present.
- III Additions to the agenda were noted.
- IV Approval of the October 2, October 9, and October 23, 1980 Minutes with Corrections:

1. October 2, 1980: Page two, III; The deadline for removal of the trailers from Woodlawn Park by Hoffman-Rosner is October 1, 1980.

Motion No. 80-115 was made by A. Kamm, seconded by R. Flynn, to approve the minutes of the October 2 meeting. Motion passed unanimously.

2. October 9, 1980: Page Three, No. 3 - g. - Dr. Caskey received a certified letter and invoice from Ken Millsap Landscaping on Monday, October 6.

Motion No. 80-116 was made by R. Flynn, seconded by A. Kamm, to approve the minutes of the October 9 meeting. Motion passed unanimously.

3. October 23, 1980: Page Three, III - 5, Mr. Millsap agreed to provide an extra effort in grading the North section (not absorb extra expense).

Page One, III-3: 4th Sentence: It was questioned why two maintenance persons were mowing the same area at the pond at different times on different days.

Motion No. 80-117 was made by R. Flynn, seconded by A. Kamm, to approve the minutes of the October 23 meeting. Motion passed unanimously.

V Treasurer's Report

1. The Treasurer's Report for the month ending October 31, 1980 will stand pending audit.
2. Motion No. 80-118 was made by J. Petrulis, seconded by R. Flynn, to approve the Accounts Payable Listing dated November 12, 1980. The motion was voted as follows: R. Denton - pass, all others - yes. Motion passed.
3. A Concession Stand Income Statement was submitted covering the Men's Fall Softball League.

VI Committee Reports

An Agenda Review description listing was submitted covering items of information and action, attached.

1. Maintenance: R. Denton expressed concern that the pick-up truck was driven onto the tennis courts while the backboards were being changed. It was noted that the backboard at the pond are now tilting downhill to the west. It was determined that the truck should not be driven onto the tennis court areas to avoid possible asphalt damage.

Repair to torn shingles on the building's roof are required. A report on maintenance hours to be presented at the December 11 meeting.

VI Committee Reports Cont'd.

1. Maintenance Cont'd.

The placement of posts and chain at the Hunter Prairie entrance has not been completed.

2. Recreation

The Recreation Committee met on November 10 to discuss Winter programming. Motion No. 80-119 was made by J. Barker, seconded by A. Kamm, to appropriate an amount not to exceed \$475.00 for printing of the Winter brochure. The motion was voted as follows: R. Denton - no, all others - yes. Motion passed.

3. Planning

1. Ice Skating Site: Possible locations were discussed. If located near the Administration Building, the security lights would permit night skating. The possibility of using the pond with the supervision by the Fire Department was discussed. J. Barker asked for a report at the December 11 meeting of sites, expenses, maintenance hours required, legal and insurance regulations which would be involved.

4. Financial

- a. A tax anticipation warrant covering the December 1, 1980 bond payment was submitted by Mr. Hutchison. One bid was received from New Lenox Bank for 9% interest. Motion No. 80-120 was made by P. Wolfe, seconded by A. Kamm, to approve Ordinance No. 34 (T.A.W. \$21,934.00) be submitted to the lowest responsible bidder at an interest rate not to exceed 9%. Motion passed unanimously.
- b. Beckstein Invoice of November 11, 1980: A total of \$20,800 is expected to be received from Hoffman Group within the next 30 days per their agreement with the park district. \$2,500 has been received covering Woodlawn, and \$10,000 is expected within a few days. Mr. Hutchison to contact William Griffin concerning receipt of the balance. P. Wolfe stated that, if necessary, funds to cover the Beckstein invoice could be borrowed from the Capital Development Fund.

A discussion by Alan Caskey followed concerning the Beckstein grading work and invoice. After checking his file, he found that rental rates from area contractors had an average price of at least \$4.00 - \$5.00 over Beckstein's \$59.00 per hour price. The total bid from Beckstein was \$2,975 for the swale and \$34,700 covering most of the rough grading. Beckstein agreed to complete most of the grading withing the \$15,000 not to exceed authorization. Beckstein has signed and certified the invoice, and A.R.C. has also approved.

Alan Caskey has asked Ron Millsap to attend this meeting because the grant depends upon his successful completion of the seeding of the North 40 area. Kay Jay Construction's portion has been staked and

VI Committee Reports Cont'd.

4. Financial Cont'd.

Beckstein graded the swale so we have an area that the 2,000 feet of walk can go on, except for the north center part of the park where it is extremely swampy. Alan Caskey felt, however, that there is enough clay and solid materials to put in the rest of the facilities. Ron Millsap can perform final grading of the area except for the middle part where it is swampy. Alan Caskey could not estimate when the area will become dry, because this depends upon the Township Drainage Commissioner clearing drainage west of the area. The ditch area must also be cleaned.

Since Millsap Landscaping must seed area to obtain grant payment, A.R.C. recommended his completing 9/10's of the work and paying him 100%. Millsap would then return a check for a percentage not completed. When area is dry (next summer) Millsap can complete after the ditch area is cleaned. The path area was discussed. Alan Caskey stated that there was nothing going over peat area that would cause it to be replaced each year. Uses for the ~~soft area were discussed~~ (disc golf course). Beckstein offered to donate machine for one day to smooth this area.

Alan Caskey discussed the need to fill the hole between utility and property line on the north end of the lower 20. 40 hours of machine time was needed to fill, cap and smooth (with donated fill) in order to allow Millsap to seed the area's top layer. The remaining area, the swale curve, could be finished when dry. The 40 hours required by Beckstein includes the time to bring in fill. An authorization of \$2,400 was required to cover this work by Beckstein. Seeding by Millsap of an additional 1 and 1/8 acre not under contract was proposed. Architect and engineering fee by A.R.C. of 7% would complete the H-R allowance.

A.R.C. was directed to submit an invoice on an hourly basis for field supervision.

Action required: 1) Contact Drainage Commissioner to clean out ditch. 2) Proposal to have Millsap do all possible grading he can at this point. Pay-out completely and return 10% until Spring. Add 1 1/8 acre of grading and seeding to Millsap's contract because H-R added 1 1/8 acres to land donation. 3) Authorize \$2,400 for grading and machine time for Beckstein.

J. Petrulis will contact the Drainage Commissioner to have ditch cleaned.

Motion No. 80-121 was made by R. Flynn, seconded by J. Petrulis, to add 1.125 acres to Millsap Landscaping's contract for grading and seeding of the North 20. Motion passed unanimously.

The Board expressed appreciation to Beckstein for their generous offer of machine time to smooth-out area.

Motion No. 80-122 was made by P. Wolfe, seconded by J. Petrulis, to authorize Beckstein Construction to fill hole on the south 20 acres with donated fill, at \$59.00 per hour for machine/operator, or \$2,400 (not to exceed 40 hours). The authorization depends upon Beckstein's obtaining fill. Motion carried unanimously.

VI Committee Reports Cont'd.

4. Financial Cont'd.

Motion No. 80-123 was made by J. Petrulis, seconded by R. Flynn, to approve payment of \$15,000 to Beckstein Construction Company covering rough grading at the North 40. Motion passed unanimously. Since the November 11 invoice totalled \$15,222.00, a receipt for \$222.00 to be given to Beckstein for their donation.

c. Kay Jay Construction's Invoice #1182: A.R.C. has approved and recommends payment. Motion No. 80-124 was made by J. Petrulis, seconded by A. Kamm, to approve the amount of \$3,782 covering trees and player benches at Hunter Prairie and Kiwanis Park, per Invoice #1182 from Kay Jay Construction. Motion passed unanimously. Kay Jay Construction will bill for Spring planting trees.

d. Martin Re-bid Work - Kay Jay: Final inspection has not been made. Equipment ~~installation~~ not complete because bolts have not been received.

5. Lincolnway S.R.A.

Highlights of the last board meeting were discussed by R. Flynn. They will change location in January, probably to New Lenox. However, a more central location, Frankfort or Mokena was preferred. Motion No. 80-125 was made by R. Flynn, seconded by R. Denton, to recommend that the S.R.A. seek a central location. Motion passed unanimously.

6. Insurance: S. Todd stated she was contacted by Gulf Insurance, the Property In the Open coverage underwriters, for a statement on light damage.

7. Legal Report

a. Summit Hill North Repair: A bid was obtained by Mrs. Coates, parent of the person responsible for damage to the grass area, from Archer Landscaping and Maintenance, Tinley Park, for \$250.00. R. Hutchison discussed alternatives to accepting this bid; demand \$250.00 cash, or demand \$450.00 (per Millsap bid). Motion No. 80-126 was made by J. Petrulis, seconded by R. Flynn, to accept \$250.00 in cash in full and complete settlement for damages at Summit Hill North field from the Coates Family. The motion was voted as follows: R. Denton - no, all others - yes. Motion carried.

Motion No. 80-127 was made by J. Petrulis, seconded by R. Flynn, to hire Ken Millsap Landscaping to repair Summit Hill North field damage for a sum not to exceed \$250.00, and issue a donation credit for \$200.00. Motion passed unanimously.

b. Martin Suit: A transcript of the recent deposition taken by Mr. Hutchison from James Martin to be mailed to the park district office shortly. Mr. Hutchison has served notice to his attorney of required documentation, and a listing of documentation required by the Martin attorney was discussed by him. P. Wolfe to research and submit to Mr. Hutchison. Alan Caskey estimated that documentation requested from him may involve 50 hours to research at \$30.00 per hour. Whether or not a settlement should be offered was discussed. Motion No. 80-128 was

VI Committee Reports Cont'd.

7. Legal

made by J. Petrulis, seconded by A. Kamm, to offer Martin Landscaping Co. \$2,500 in full and complete settlement of the contract dispute. Discussion followed concerning Mr. Hutchison's opinion on the motion. Mr. Hutchison felt the Park District had a strong case. He approximated that the Park District may incur \$2,500 for legal expenses related to the suit, covering Hutchison and A.R.C. documentation. It was brought out that only court costs may be reimbursed upon a favorable decision. Martin's unsatisfactory work performance was discussed. The motion was voted as follows: J. Petrulis and J. Barker - yes, R. Denton, R. Flynn, A. Kamm, and P. Wolfe - no. Motion defeated.

VII Old Business

1. Phase III Construction

a. Woodlawn Park: The trailers have been removed. Alan Caskey discussed the stone base remaining where trailers were parked. He recommended placing railroad ties around this area and use as an 8-10 car parking lot. The area around the parking lot requires fine grading and seeding. An alternative of covering the area with 4" to 6" of dirt was discussed. A. Caskey felt that the placement of dirt and removal of the stones would cost more than the parking lot. It was brought out that the lot would not be readily accessible to any athletic field that may be constructed in the future at this site. R. Denton felt that green space would be more appropriate at this end of the park, and suggested that parking be contained on Woodlawn Drive. Motion No. 80-129 was made by R. Denton, seconded by A. Kamm, to eliminate the parking lot at Woodlawn. The motion was voted as follows: J. Petrulis, J. Barker, - no, A. Kamm, R. Denton, R. Flynn, and P. Wolfe - yes. Motion passed. Motion No. 80-130 was made by R. Denton, seconded by R. Flynn, to hire Ken Millsap Landscaping for use of their equipment to clear Woodlawn: push rubbish to first lot to the southeast, at a cost not to exceed \$1,000. The final bill to be sent to Hoffman Group for reimbursement. Motion was voted as follows: J. Petrulis - no, all others - yes. Motion passed.

Motion No. 80-131 was made by R. Flynn, seconded by J. Barker, to authorize Ken Millsap Landscaping to place dirt fill at Woodlawn at a not to exceed price of \$800.00. Motion voted as follows: J. Petrulis - no, all others - yes. Motion carried.

b. Kiwanis Park: Alan Caskey stated that an area in left field will need re-working due to the holding of water.

c. North 40: It was determined that the name of the park should be left blank on the signs, and should read "Frankfort Square Park District" only. Motion No. 80-132 was made by R. Denton, seconded by A. Kamm, to authorize Dennis Persic to install signs, leaving the name section on the two signs blank. Motion passed unanimously.

Alan Caskey stated that Northern Illinois Fence has two weeks to put up shelters, install benches and rail fence before their contract expires.

November 12, 1980

VII Old Business Cont'd.

1. Phase III Construction Cont'd.

d. Alan Caskey stated he has prepared all change orders coming with a billing, including the 20 station challenge course. He felt approval would be given for an amount over grant allocation.

e. Motion No. 80-133 was made by J. Petrulis, seconded by A. Kamm, to authorize Dennis Persic to proceed on any and all work under his contact as fast as possible. Motion passed unanimously.

2. Kingston Park Lighting Report: A. Kamm has met with residents last week. A possible \$2,000 installation figure was discussed. A report to be given at the December meeting including actual costs and procedures involved in obtaining the light.

3. Kiwanis Club Donation: A letter was sent by J. Barker to the Kiwanis Club requesting a donation and stated for what purpose the money would be used. Have not yet received a response.

4. Summit Hill Parking: Have not yet heard back from Glenn Colburn.

VIII New Business

1. Committee for Performance Review of S. Todd: J. Barker appointed Paul Wolfe, Al Kamm, Terri Leidolph, John Petrulis and Julie Barker to do a performance review and make recommendation for a salary increase. A report to be presented at the December meeting.
2. The park district Christmas Party was set for December 12. D. Veltman was asked to make the arrangements.
3. Committee for Review of Personnel Policies: S. Todd asked for a committee to review the policies which she hoped to have completed by December 1. J. Barker appointed J. Petrulis, A. Kamm and J. Barker to this committee.
4. I.A.P.D. Conference Expenses: Motion No. 80-134 was made by J. Petrulis, seconded by A. Kamm, to appropriate funds to cover full conference registration, room for one night, mileage and \$30.00 meal allowance for board members and staff attending the November 13 conference. The motion was voted as follows: R. Denton - pass, all others - yes. Motion passed.

IX Correspondence

1. A letter was received from Frankfort Fire Protection District volunteers requesting a 50% reduction of program fees for their members. Motion No. 80-135 was made by P. Wolfe, seconded by A. Kamm, to turn down this request. It was brought out that other volunteer groups are not offered a discount. Motion passed unanimously.

X Adjournment: Motion No. 80-136 was made by J. Barker, seconded by R. Flynn, to cancel the November 13, 1980 meeting. Motion passed unanimously.

Motion No. 80-137 was made by A. Kamm, seconded by P. Wolfe to adjourn at 10:30 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
December 11, 1980

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting called to order at 8:00 p.m.
- II Roll Call: J. Barker - present, R. Denton - present, A. Kamm - present, R. Flynn - late, T. Leidolph - late, J. Petrulis - late, and P. Wolfe - present.
- III Approval of the November 12, 1980 Minutes:

Motion No. 80-138 was made by P. Wolfe, seconded by A. Kamm, to approve the minutes of the November 12 meeting with the following corrections:

1. Page Six, VIII New Business, No. 1 - J. Barker was not assigned to the Committee for Performance Review of S. Todd.
2. Page Five, VII Old Business, 1.a. Delete "The final bill to be sent to Hoffman Group for reimbursement".
3. Page Three, VI Committee Reports, No. 4, third paragraph: Delete "Architect and engineering fee by A.R.C. of 7% would complete the H-R allowance".

Motion passed unanimously.

IV Treasurer's Report

A \$15,000 advance was obtained from Will County covering 1979 real estate taxes. The Treasurer's Report for the month ended November 30 will stand pending audit. Motion No. 80-139 was made by P. Wolfe, seconded by A. Kamm, to approve the Accounts Payable Listing dated December 11, 1980. Motion passed unanimously.

V Committee Reports

1. Recreation
 - a. F.S.B.L. A presentation from Chuck Hale was given at this time. Speaking for the Frankfort Square Baseball League, he requested the use of Summit Hill South field on Friday evenings, 6:00 and 8:00 P.M. games. S. Todd recommended a \$7.00 per hour fee to cover electricity expense. Motion No. 80-140 was made by A. Kamm, seconded by P. Wolfe, to table a decision on this request until the Recreation Committee can make a recommendation. R. Flynn voted pass, all others, yes. Motion passed. A decision is expected by the January 8 meeting.
 - b. Summit Hill North Fencing - Mr. Hale stated that the baseball league is willing to provide the manpower to repair the damage if the park district could provide the materials. Cost estimates to be available for the January 8 meeting.
2. Financial
 - a. 1979-80 Audit - A draft received from Walter Jagiello was distributed for review. P. Wolfe asked that any questions be submitted to him. The final audit report and management letter was tabled to the January 8 meeting.
 - b. The second installment from Hoffman Group has not yet been received.

V Committee Reports Cont'd.

2. Financial Cont'd.

c. P. Wolfe proposed passing a resolution to apply to the State Treasurer's Pool which has an interest rate of between 11.5 and 12%. Transactions will be handled by New Lenox Bank, (one transaction per week without a service charge). A \$10,000 minimum deposit is required to join, with no minimum balance or time limit for investment thereafter. Motion No. 80-141 was made by P. Wolfe, seconded by A. Kamm, to pass a resolution authorizing the park district to join the State Treasurer's Pool. Motion passed unanimously.

d. Construction Invoices:

Kay Jay Invoice #1185 for \$11,938.00 covering tree plantings at Pine Hill, Kingston and North 40, and the gravel walk at Woodlawn was approved by A.R.C. It was noted that a one year guarantee applies on all tree plantings. Discussion followed whether 10% should be withheld. It was determined that the park district was not paying out more than 90% of the Kay Jay contract at this time.

Reimbursement cannot be obtained until all work is completed. Northern Illinois Fence should take two days to complete their contract. Kay Jay is working as much as possible each day to complete. ARC to request a time extension and a partial reimbursement from the State due to approximately \$35,000 not completed at the North 40 and Woodlawn.

Ground preparation and winter protection of the concrete slabs to be installed by N.I.F. was discussed. If proper precautions are taken, there should be no problem with the slab.

Kay Jay Invoice No. 1166-B Revised for \$16,217 covering playground equipment has previously been approved and payment received. A breakdown of remaining work not completed by Kay Jay was given by Kathy Persic, per Inv. 1187. Motion No. 80-142 was made by P. Wolfe, seconded by A. Kamm, to approve Kay Jay invoice No. 1185 for \$11,939, Invoice No. 1186 for \$12,900 covering North 40 gravel walk, and to pay out Invoice No. 1187 for \$34,105 covering signs, playground equipment, and challenge course. Payment of Invoice No. 1187 to be sent when certification of completion has been received by the park district office. Motion passed unanimously.

Motion No. 80-143 was made by P. Wolfe, seconded by A. Kamm, to approve Kay Jay Invoice No. 1172 covering Hunter Prairie playground equipment in the amount of \$9,085.00. Motion passed unanimously. Invoice No. 1172 to be paid out of C.D.F. under Martin re-bid.

A.R.C. invoice covering Beckstein work was submitted. Motion No. 80-144 was made by P. Wolfe, seconded by A. Kamm, to approve \$630.00 covering 21 hours at \$30.00 per hour (Corporate expense). Dr. Caskey was asked why he shows 10 hours for preparation of specifications. He replied that his log showed this amount of time. R. Denton voted no, all others, yes. Motion passed.

Discussion followed concerning A.R.C.'s final invoice (assuming all work is complete) dated December 2 covering construction cost and miscellaneous expenses totalling \$6,440.05. This figure covers approximately 70% of construction work being complete. It was determined that 47% would be paid at this time since Millsap and Kay Jay are not completely paid.

V Committee Reports Cont'd.

2. Financial Cont'd.

d. Motion No. 80-145 was made by P. Wolfe, seconded by A. Kamm, to approve \$2,704.61 covering construction cost, and \$55.56 covering miscellaneous expenses, totalling \$2,760.17. R. Denton voted pass, all others, yes. Motion passed.

Northern Illinois Fence Invoice No. 4849 for \$858.00 covering two park benches installed at Hunter Prairie by Kay Jay Construction was discussed. Motion No. 80-146 was made by P. Wolfe, seconded by R. Flynn, to approve payment of Invoice No. 4849 in the amount of \$858.00 to Northern Illinois Fence for benches installed at Hunter Prairie upon receipt by Kay Jay Construction the amount of \$858.00 from Northern Illinois Fence. Motion passed unanimously.

Ken Millsap Landscaping's Invoice No. 4475 for \$2,204.00 was discussed. The invoice covers top soil delivered but not spread at Woodlawn and machine time to clear debris. A spreading charge of \$420.00 was not included because it has not been completed. Motion No. 80-147 was made by P. Wolfe, seconded by R. Flynn, to approve payment of Millsap Inv. #4475 in the amount of \$2,204.00 for dirt and work completed, and \$420.00 to be paid when the dirt has been spread, for a total of \$2,624.00. Discussion followed concerning why more dirt was ordered than authorized. Dr. Caskey felt the additional dirt was needed. Motion passed unanimously.

e. Motion No. 80-148 was made by J. Petrulis, seconded by A. Kamm, to authorize A.R.C. to apply for an extension on the grant, and ask the State for parcial payment. Motion passed unanimously.

3. Maintenance Report

a. A summary of maintenance hours worked from April 19 to November 27, 1980 was submitted by S. Todd. Hours totalled 2,540, with mowing and ballfield maintenance taking the majority of hours worked. A maximum of 72 hours was estimated for mowing of all parks when construction is completed. Mowing downtime due to equipment breakdown, slow growth, and wet conditions was discussed. Actual cutting time for each existing park was discussed, and a total of 36 hours was estimated. R. Denton requested a payroll breakdown for September and October. It was agreed that better supervision is needed, and a time sheet to be developed by the Maintenance Committee to list work performed.

b. Projects Completed: The poles at Hunter Prairie were installed by Kay Jay. It was originally intended to place the poles even with the tree line, but they were installed further back.

VI Legal Report

1. R. Hutchison submitted a check in the amount of \$250.00 from the Caates family in settlement of damages at Summit Hill North field. Ken Millsap Landscaping will repair the grass area.

VI Legal Report Cont'd.

2. Election: A resolution declaring park board vacancies to be filled at the April 7, 1981 election to be prepared by R. Hutchison for submission to the Will County Clerk. Motion No. 80-149 was made by P. Wolfe, seconded by T. Leidolph, to pass a resolution that four four-year terms be declared vacant and be listed on the ballot. Motion passed unanimously.

Petition filing dates will be January 19-26. Discussion followed whether a special person should be named as clerk to receive petitions. Motion No. 80-150 was made by J. Barker, seconded by A. Kamm, that petitions be accepted by the Secretary, and in the event she is not available during regular office hours, Diane Veltman is designated to accept them for her. The motion was amended by R. Denton, seconded by A. Kamm, that petitions must be accepted at the office only. The vote on the amendment was that J. Petrulis voted no, all others, yes. The vote on the motion was passed unanimously.

3. R. Hutchison prepared a Corporate T.A.W. to be used with necessary. Motion No. 80-151 was made by J. Petrulis, seconded by A. Kamm, to authorize the issuance of tax anticipation warrants as needed. Discussion following the motion concerned whether or not it was necessary to have the T.A.W. on file. The vote was recorded as follows: R. Denton - pass, R. Flynn - absent, A. Kamm - no, T. Leidolph - yes, J. Petrulis - yes, P. Wolfe - no, and J. Barker - no. Motion defeated.
4. Discussion followed concerning the invoice received from New Lenox Bank covering attorney fees for preparation of the grant line of credit. Mr. Hutchison prepared the paperwork, and he did not recall a provision in the agreement that the park district would be responsible for the banks legal fees. It was felt that the fees were the responsibility of New Lenox Bank.
5. Martin Suit: Mr. Hutchison has received an extension for answering the interrogatories and will go over some questions with Dr. Caskey this evening.

Motion No. 80-152 was made by P. Wolfe, seconded by A. Kamm, to approve payment of \$109.00 covering court reporter transcription fee from the Martin deposition. Motion passed unanimously.

6. Mr. Hutchison has tried to exempt parcels of land, but cannot finish until January. Therefore, Hoffman Group will be responsible for 1980.

VII L.W.S.R.A.

Highlights of the recent S.R.A. meeting were discussed by R. Flynn. He discussed Mokena Park District's desire to eliminate the Senior Citizen programming. However, they are considered under State law as having special needs, and will be included in programs. R. Flynn stated that the S.R.A. will remain in Frankfort Square until May, 1981, when other accommodations should be available.

VIII Committee Reports

1. Recreation

S. Todd stated that the brochure proof should be received tomorrow. The Board agreed to support Arbor Day activities in April, 1981. An inventory of recreational equipment has been completed.

VIII Committee Reports Cont'd.

2. Planning

Ice Skating: Area park districts were contacted concerning their skating facilities. A request was denied from Prestwick Utilities for use of the hydrants. The fire department agreed to flood areas. However, J. Petrulis recommended that ice skating on ponds not be sanctioned by the park district due to lack of manpower and funds to maintain skating surfaces. Also, equipment to maintain the surface is not available. It was noted that the pond does not freeze evenly because it is spring-fed. J. Petrulis recommended the placement of signs prohibiting skating on the ponds at Woodlawn and Community Park. It was the consensus of the Board to accept Mr. Petrulis's recommendation and not set policies for ice skating this year.

3. School District

The band booster club informed S. Todd they do not want to use the pepsie machine during their activities.

IX Old Business

1. Lighting at Kingston and Laurel: A. Kamm has met with residents. Cost figures to be presented at the January 8 meeting.
2. Drainage: Dr. Caskey and S. Todd's meeting with Mr. Schmaedeke to review the South park of the North 40 was discussed by Dr. Caskey. The land area involves two owners. The park district would be responsible for any crop damage caused by cleaning of the ditch. It was noted that the Frankfort Mutal Drainage District No. 4 has no operating budget. J. Petrulis to contact Will County drainage to seek their help in getting the ditch cleaned out.
3. The Performance Review Committee met and is recommending a salary increase for S. Todd from \$12,000 to \$15,000 effective January 1, 1981. P. Wolfe felt that specific expectations for Ms. Todd must be made, and the budget will accommodate the increase because it was set up to absorb it. Motion No. 80-153 was made by P. Wolfe, seconded by T. Leidolph, to approve an increase to \$15,000 annual effective January 1, 1981. Discussion followed concerning the fact that this was a 25% increase, and whether the increase was due to cost of living or merit. P. Wolfe felt it involved both, the salary range was comparable to other park districts, and takes into consideration that her salary was set low in the beginning. Motion No. 80-154 was made by P. Wolfe, seconded by A. Kamm to go into executive session. Motion passed unanimously. Motion No. 80-155 was made by A. Kamm, seconded by T. Leidolph, to return to open session. The vote on Motion No. 153 was as follows: R. Denton, no, R. Flynn, pass, all others, yes. Motion passed.
4. Personnel Policies Committee: A draft of the policy manual was partially reviewed by the committee. The review will be completed and a draft submitted for approval at the January 8 meeting.
5. Park District Logo: Several designs were presented by S. Todd. After discussion, it was decided to stay with the present logo.

December 11, 1980

IX Old Business Cont'd.

6. Summit Hill Parking: A letter from Fred Rauch was received. It was decided to contact the School District to request they work with the park district to obtain police enforcement by ticketing cars parked illegally.

X New Business

1. Kay Jay Donation: The Board thanked Dennis Persic for the tree recently planted outside the park district building, and for installing the poles at Hunter Prairie.
2. Woodlawn fence: Dennis Persic asked for a decision to keep the fence or take it down.
3. A letter should be sent to Beckstein Construction for their donation of 7.5 hours of machine time or \$450.50.
4. Movie tickets are now available from the park district office at \$2.50 each. The tickets must be purchased from the theaters in advance and unsold tickets are not refundable.
5. A.R.C. has requested authorization to research questions concerning the Martin suit. Motion No. 80-156 was made by J. Barker, seconded by P. Wolfe, to appropriate a maximum of \$450.00 for research of interrogatories by A.R.C. R. Denton and R. Flynn passed, all others voted yes. Motion passed.

XI Correspondence

1. A letter dated November 24 was received from the Frankfort Fire Department in which they apologized for the messy conditions caused by the driveway. They also included letters of insurance. The blacktop is now down and the area will be landscaped soon.
2. A letter dated December 11 was received from Kay Jay Construction that the Miracle playground equipment at Woodlawn contained potential hazards due to design problems, and his request that the Park Board assume immediate responsibility for the equipment. Dennis Persic discussed the lack of drainage holes and the slick surface created by wet conditions, and also the presence of sharp edges. It was felt that Miracle should be contacted about the problems. A. Kamm will contact D. Persic to inspect the hazards this week. D. Persic to remove the broken spring platform at Kingston to repair at a later time for possible use at another area. It will be replaced with a slide.
3. N.I.P.S.I. Donation: Motion No. 80-157 was made by A. Kamm, seconded by R. Flynn, to donate \$50.00 to N.I.P.S.I. Motion passed unanimously.

XII Adjournment: Motion No. 80-158 was made by A. Kamm, seconded by R. Flynn, to adjourn at 11:50 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
January 8, 1981

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:10 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - absent, A. Kamm - absent, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.

III Additions to the agenda were noted.

IV Approval of the December 11, 1981 Minutes

Motion No. 80-159 was made by J. Petrulis, seconded by T. Leidolph, to approve the minutes of the December 11 meeting with the following correction: Page 5, Planning, J. Petrulis recommended the placement of signs prohibiting skating on the ponds at Woodlawn, Community Park and the North 40. R. Denton voted no, all others - yes. Motion passed.

V Treasurer's Report

1. The Park District has received \$10,800 from Hoffman Group, bringing the total to \$20,800. It was discussed whether an additional \$1,000 should be expected covering the acre listed in the survey of the North 40.
2. A revised assessed valuation of the Park District was obtained at \$23,178,660, covering 1979. It was determined that the district should receive approximately \$38,000, of which \$21,000 will cover the bond interest tax warrant. Discussion followed concerning whether the Homestead Exemption Act will affect the new assessed valuation. It was decided to check with the County to determine if this will reduce the amount of tax monies to be received.
3. The Treasurer's Report for the month ending December 31, 1980 will stand pending audit.
4. Motion No. 80-160 was made by T. Leidolph, seconded by J. Petrulis to approve the Accounts Payable Listing for January 8, 1981. Motion passed unanimously.
5. Audit Report: Walter Jagiello presented the 1979-80 audit report and distributed the management letter. The management letter to be discussed at the February 12 meeting.
6. P. Wolfe and S. Todd have prepared the Income and Disbursement Statement for publication.

VI Old Business

1. Phase III Construction

A.R.C. has applied for an extension. He stated that the office (Dept. of Conservation) indicated to him there would not be a problem in obtaining an extension to the deadline. However, it was not indicated whether partial payment could be obtained. Kay Jay Construction's letter was received regarding the completion of the Nature Center III, challenge course, play center which transfers responsibility to the park district. Dennis Persic discussed the fact that one Game Time piece (swing) was missing intended for Kingston. He

VI Old Business Cont'd.

stated that he could install the Kingston equipment within three days. He discussed whether concrete should be poured around the posts at this time due to frozen ground. Because it was a small amount, it may freeze before it sets. He indicated to the Board that he would like to wait until Spring to put in the equipment at Kingston because it was not a good construction procedure to do so now. It was discussed whether sand could be placed around the posts in the meantime. The equipment and installation includes approximately \$10,000. It was brought out that A.R.C. had already indicated to the Dept. of Conservation that everything was completed except for seeding. It was felt that A.R.C. should make the decision since it is not yet known when the inspection can be expected. After some discussion, the Board agreed to direct Kay Jay Construction to put in as much as he can (major pieces), dig holes, but eliminate concrete and small pieces. Kay Jay was asked to call A.R.C. to see if the State is planning to inspect now, or when extension is over.

VII Committee Reports

1. Maintenance

- a. A report of payroll hours covering September and October was submitted by S. Todd.
- b. Ballfield specifications: Costs for dragging, mixture, field preparation may run under \$2,500. One estimate has been received from Kay Jay Construction.
- c. Summit Hill Parking: A verbal agreement has been made with Clint Desmond.
- d. Wing fencing: An estimate of items needed for this repair was submitted by Kay Jay Construction. Dennis Persic explained that he did not recommend removal of existing concrete under the damaged posts due to cost of removal. He felt this would not be a safety hazard. He also discussed parts that could be salvaged. S. Todd was not sure if the baseball association could handle the repair of the two 10' sections. Motion No. 80-161 was made by J. Petrulis, seconded by P. Wolfe, to appropriate up to and not to exceed \$800.00 for repair and replacement of certain parts of wing fencing on certain fields. R. Denton voted pass. All others - yes. Motion passed. It was noted that this repair is not covered in the current operating budget. Funding may be taken from remaining Hoffman monies.
- e. No Parking Signs: Tabled until Mr. Hutchison is present.

2. Recreation

- a. Winter/Spring Instructor Payroll: Motion No. 80-162 was made by T. Leidolph, seconded by J. Petrulis, to approve the instructor payroll as listed. Discussion followed concerning whether S. Todd should receive \$5.00 per hour for supervision of Men's Open Gym. The school district would not permit any other person to supervise the program. It was concluded that supervising this program did involve additional hours on her part. It was discussed whether special skills were required by the Storyhour instructor to warrant \$7.00 per hour. Due to qualifications of the instructor and duties expected, it was concluded that the salary was justified. S. Todd indicated that all salaries listed on the report at \$3.10 and \$3.25 be increased to \$3.35 minimum wage. R. Denton voted no. All others - yes. Motion passed.

January 8, 1981

3. Recreation Cont'd.

b. Personnel - Adm.: S. Todd recommended that Diane Veltman receive an increase of \$.50 per hour effective January 1, 1981. The last increase was given in October, 1979. However, a written evaluation will not be performed until the personnel policy manual is approved. Motion No. 80-163 was made by J. Petrulis seconded by P. Wolfe, to increase D. Veltman's salary to \$5.50 per hour retroactive from October 1, 1980. Discussion followed concerning whether the evaluation should be reviewed before the increase was approved. The motion was voted and passed unanimously.

c. Winter/Spring programs: Because the Men's Basketball League was cancelled, Men's Open Gym will run on Monday evenings at a charge of \$1.00 at the door. Essaness and Diana Theatre discount tickets will also be obtained for sale.

d. The 1980 Program Summary was submitted by S. Todd. The figure for men's open gym participation was an eight week cumulative. Cost of lights and bases was deducted from the softball figure. S. Todd asked for suggestions for improvement of maintaining these records.

e. F.S.B.L. Use of Lighted Field: Motion No. 80-164 was made by J. Petrulis, seconded by P. Wolfe, to remove from the table the request from the baseball association for use of the lighted field on Friday evenings. Motion passed unanimously. S. Todd stated that the adult league schedules were complete, except for ordering of equipment. She has poled the women's teams who played last season and the majority preferred Friday evenings for games. It was discussed that the women's league played on Friday in the past. Since adult leagues sponsored by the park district have priority, she recommended that the women's league play on Friday evenings. There will be opportunity for the baseball association to use the lighted field before the adult season begins, and on Friday when no adult games are scheduled. Women will play every Wednesday and every other Friday. Number of teams in each league that are anticipated were discussed. S. Todd has scheduled more games due to complaints received from the adult leagues last season. Discussion followed concerning the baseball association's request made by Mr. Hale at the last board meeting, and whether he was aware of adult games being scheduled on Friday evenings. S. Todd stated that she indicated to Mr. Hale, Mr. Stu Myers, and Mr. Gary Leauby before the last board meeting that she was looking for the women to play on Friday evenings. At that time they informed her of their intention to request the lighted field on Friday, and she asked them to make a formal request for the lighted field. S. Todd will discuss with the baseball association which nights the lighted field would be available to them.

Whether or not the association will be charged for use of the lighted field was discussed. Costs and personnel needed were mentioned. R. Denton felt that since they are taxpayers and an organized group, any fee should be waived. Motion No. 80-165 was made by R. Denton, seconded by J. Petrulis, to allow the Frankfort Square Baseball Association to play under the lights at no charge, limited to one game per week when the field is available. Discussion followed concerning any future requests by other organized or special interest groups to play on the lighted field. It was brought out that the baseball association has offered to pay the park district cost for lighting. J. Petrulis and T. Leidolph voted no. All others - yes. Motion passed.

4. Financial

Motion No. 80-166 was made by P. Wolfe, seconded by J. Petrulis, to approve \$200.00 covering Illinois Association of Park Districts' 1981 dues. R. Denton - absent, all others - yes. Motion passed.

VII Committee Reports Cont'd.

5. L.W.S.R.A.

The brochure is in the process of being printed.

6. School District

Parking Lot No Parking Signs: Placement of "No Parking - Cars Will be towed at Owner's Expense" signs at the S.H.J.H. parking lot was discussed. A motion to enter into executive session was withdrawn because pending litigation was not involved. Mr. Hutchison stated that the park district has the right to make certain things illegal and to ticket persons for violations. However, there is no court set-up for backup of enforcement, and cooperation with the County is required to enforce ordinances. He felt that any claim against the park district for damage to a car because it was towed probably would not be processed by the State's Attorney. In a civil action they have broken the law, but technically the park district does not have the right to ticket. Because the park district is given authority under ordinances that require persons to observe posted signs, (Section 14, "obstructing travel") he recommended that the signs be placed to try to deter people from doing something that may have a serious effect, (obstructing emergency vehicles, etc.). However, a person can challenge the park district's right to tow. Motion No. 80-167 was made by J. Barker, seconded by J. Petrulis, to place "No Parking - Cars will be towed at owner's expense" signs at the yellow striped area on parking lot and at the second sidewalk west of the S.H.J.H. building. Motion passed unanimously.

7. Personnel Policies Draft: The meeting was cancelled and has not been rescheduled. Report at the February meeting.
8. Insurance: Fulton Contracting has received payment from Gulf Insurance covering light pole damages/repair, together with a check for \$100.00 deductible from the park district.

VIII Old Business

1. Wendlund billing: J. Petrulis was told by Mr. Orler of New Lenox Bank that a verbal agreement was made when the bank first indicated they would be interested in extending the line of credit that any legal charges would be paid by the park district since this was the first time N.L.B. attempted this type of loan agreement. Mr. Hutchison stated that this type of verbal agreement is not valid, and the park district was not legally required to pay. J. Petrulis recommended to approve the invoice to maintain good bank relations. It was agreed that future transactions that may involve additional charges be clarified in writing. Motion No. 80-168 was made by J. Petrulis, seconded by R. Denton, to approve \$425.00 to New Lenox State Bank for service charges relating to the loan. Motion passed unanimously.
2. Election: The date was incorrectly listed as April 3 in the brochure. Corrections have been placed in the newspapers and the Hotline.
3. Mr. Hutchison has received title policies from Hoffman Group on the new park land. He has applied for tax exemptions on the new parcels from Cook County. He is awaiting forms from Will County.
4. Drainage: J. Petrulis has discussed the problem with Glenn Coburn who indicated that the county would not go onto private property. J. Petrulis

January 8, 1981

VIII Old Business Cont'd.

4. to discuss other solutions with A.R.C.
5. Kingston Lighting - No report.
6. Playground Equipment Hazards - Tabled.

IX New Business

1. J. Petrulis recommended that someone be appointed as Public Relations representative for the park district who would be responsible for news releases. J. Barker volunteered to handle for two months.
2. The Frankfort Square Homeowner's Association incorporation information meeting has been scheduled for January 20. J. Barker recommended that someone from the board attend to gather information so a decision can be made to support or not to support the proposed incorporation. R. Denton felt it was not the responsibility of a nonpartisan board to endorse or reject incorporation. He felt persons should attend as concerned individuals only. J. Barker felt someone should attend and report back to the board benefits, etc. for information purposes.
3. S.S.P.R.P.A. Banquet: Deadline to complete reservations is February 16.
4. Softball Clinic: Motion No. 80-169 was made by R. Denton, seconded by J. Petrulis, to approve \$17.00 to cover sponsor fee for Vern Sanborn's attendance at the softball information conference. Motion passed unanimously.

X Adjournment

Motion to adjourn at 10:15 was made by J. Petrulis, seconded by A. Kamm. Motion passed unanimously.

Submitted By:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
January 14, 1981

The following are minutes of a special meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting called to order at 7:00 p.m.
- II Roll Call: J. Barker - present, R. Denton - present, A. Kamm - present, T. Leidolph - absent, R. Flynn - present, J. Petrulis - present, and P. Wolfe - present.
- III The purpose of the special meeting was to discuss Phase III Construction.

Mr. Scott Schmidt's letter of January 7 (Dept. of Conservation) was read by Alan Caskey in which an extension was granted to June 30, 1981. The Dept. of Conservation was informed that only seeding remains, a partial reimbursement was approved. Approximately \$132,000 to \$133,000 in payouts will be submitted for reimbursement. Kay Jay Construction work not completed includes some tree plantings and installation of Kingston play equipment. Alan Caskey recommended that Dennis Persic return a check to the park district for \$10,000 covering outstanding work. Total monies spent were discussed - \$167,219.00, and which change orders have been processed.

This evening's payouts included:

- 1. Northern Illinois Fence - \$9,211.00. Total contract was \$10,069.00. Have received payout for park benches. \$350.00 in work remains for concrete around posts.
- 2. Kay Jay Construction - \$34,105.00. Check to be returned for \$10,000.
- 3. Ken Millsap Landscaping - No invoice was submitted covering work completed on the North 21 acres. Since \$40,000 is outstanding, it was discussed whether or not to payout the 10% retainage of \$3,488.43, which will bring them to 100% of what has been invoiced.
- 4. A.R.C. Associates - \$3,108.07. Final invoice.

Discussion followed concerning approval of the above payouts. Northern Illinois Fence has not finished because concrete has to be poured around posts. Alan Caskey stated that a lien waiver is required from them and he must check holes for crushed stone before payout can be given to them. Concerning the A.R.C. payout, it was discussed whether A.R.C. should receive 100% since all construction has not been completed. It was mentioned that \$1,937 is owed to A.R.C. from the Capital Development contract. It was considered that the State was told all work was complete except for the Millsap seeding, and how partial reimbursement is based upon this. The Ken Millsap change order was included in the A.R.C. invoice, however, the Kay Jay change order for \$2,295.00 (challenge course) was not. The board was poled and the majority felt the final invoice from A.R.C. should be approved since the balance due to A.R.C. from C.D.F. was outstanding.

Motion No. 80-170 was made by J. Petrulis, seconded by A. Kamm, that based upon representations made to the park district by A.R.C., to approve payment to Northern

January 14, 1981

Illinois Fence for \$9,211.00 (\$350.00 in work not completed), Kay Jay Construction for \$34,105.00 (return check for \$10,000), Ken Millsap Landscaping for \$3,488.43, and A.R.C. Associates for \$3,108.07. It was moved by R. Denton to amend motion 80-170 to exclude payout to A.R.C. and form a separate motion. No second was recorded. The motion was voted as follows: R. Denton - no, all others - yes. Motion passed.

Motion No. 80-171 was made by J. Petrulis, seconded by A. Kamm, to authorize the President to sign the grant contract extension application and request for partial reimbursement. Motion passed unanimously.

Alan Caskey recommended that Mr. Sangmeister be contacted for his help in speeding up processing by the State Treasurer. A.R.C. to submit cancelled check copies to the Department of Conservation. Kay Jay check for \$10,000 to be invested in the State Treasurer's Pool or a certificate of deposit. The Park District to pay for the Kingston play equipment directly.

IV Adjournment

Motion to adjourn at 7:30 p.m. was made by J. Petrulis, seconded by A. Kamm. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
February 12, 1981

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 8:00 p.m.

II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - absent, J. Petrulis - present, and P. Wolfe - present.

III Approval of the January 8 and January 14 Minutes:

January 8, 1981: Motion No. 80-172 was made by P. Wolfe, seconded by A. Kamm, to approve the minutes of the January 8 meeting with the following corrections:

1) Motion to adjourn was seconded by P. Wolfe. 2) Motion No. 80-165 concerning the waiver of fee to the Baseball Association for use of the lighted field, J. Petrulis voted yes, J. Barker voted no. Vote on the motion to approve the January 8 minutes passed unanimously.

January 14, 1981: Motion No. 80-173 was made by A. Kamm, seconded by P. Wolfe, to approve the minutes of the January 14 meeting. Motion passed unanimously.

IV Treasurer's Report

The Treasurer's Report for the month ended January 31, 1981 will stand pending audit.

Motion No. 80-174 was made by A. Kamm, seconded by J. Petrulis, to approve the Accounts Payable Listing for February 12, 1981. Motion passed unanimously.

V Director's Report

R. Denton suggested the Director's Report be tabled for further study.

VI Committee Reports

1. Maintenance - The chain at Hunter Prairie entrance was stolen and later replaced. It was reported that the chain has now been damaged.
2. Financial - Motion No. 80-175 was made by J. Petrulis, seconded by A. Kamm, to approve \$655.00 covering audit and accounting services fees from Walter Jagiello. Motion passed unanimously.

Comments on the Management Letter from Walter Jagiello followed. P. Wolfe was not in favor of establishing a petty cash fund. ~~It was felt that a lack~~ of control could result and the number of checks written for small amounts would not justify the fund.

Discussion followed concerning whether money received from the Square Baseball Association from the concession profit percentage be placed in a separate account. Money is presently deposited in the Corporate Fund checking account. Monies received from the association are used for machine and building maintenance. Whether or not the monies should be set aside for major expenditures only was considered, and it was agreed a build-up in this account would take many years based upon the small amount received from the association last season.

VI Committee Reports Cont'd.

2. Financial Cont'd.

S. Todd will review and reconcile all bank statements. The fixed asset ledger should be maintained.

3. Planning

Discussion concerned use of the Working Cash Fund monies, a total of \$14,500 expected, for construction of a maintenance garage.

4. L.W.S.R.A.

R. Flynn discussed the association's intention to make a \$500.00 donation to enable Bob Monzell, handicapped due to deafness, to attend the Olympics in Germany.

Motion No. 80-176 was made by P. Wolfe, seconded by A. Kamm, to approve payment in the amount of \$1,161.55 to the Lincolnway Special Recreation Association covering 1979 tax monies. Motion passed unanimously.

5. School District

The school districts are organizing a protest against late collection of tax monies in Will County. A resolution to be sent to county officials was read by J. Barker. Motion No. 80-177 was made by A. Kamm, seconded by P. Wolfe, to pass a resolution regarding compliance with law and the timely imposition, collection and distribution of property tax revenues. The motion was voted as follows: J. Petrulis - no, all others - yes. Motion passed.

6. Personnel Policies Committee

The policy manual has been finalized by the committee and will be distributed tomorrow. R. Denton suggested that final approval be tabled until the new board is established. A meeting of the personnel policies committee was scheduled for February 26, 1981 at 7:00 p.m.

7. Public Relations

a. It was suggested that the North 40 park be named "Indian Boundary Park. Motion No. 80-178 was made by J. Petrulis, seconded by P. Wolfe, to name the North 40 section "Indian Boundary Park". The motion was amended by R. Denton to name the North 40 section "Indian Boundary North" and "Indian Boundary South". The amendment was seconded by P. Wolfe and passed unanimously. The vote on the motion was passed unanimously.

b. Candidates Night: J. Barker announced that the Homeowner's Association has agreed to sponsor a "Meet the Candidates Night" for the park district. The event has tentatively been scheduled for the first week in April.

c. Commissioner Refresher Day - An opportunity to review board policies and procedures for all commissioners will be scheduled in April or May. A walk-through of the parks would be part of the activities.

VII Old Business

1. Phase III - grant inspection has been made per the Director's Report.
2. Kingston Lighting - A. Kamm has not yet been able to reschedule a meeting with residents.
3. Playground Equipment Hazards - A. Kamm has taken pictures of the equipment containing potential hazards.
4. S.S.P.R.P.A. Dinner - Those interested in attending should contact S. Todd or D. Veltman for reservations.

VIII Legal

1. Mr. Hutchison stated a ballot proof would be sent to the park district for examination.
2. Motion No. 80-179 was made by J. Petrulis, seconded by P. Wolfe, to reduce internal handling of petitions and materials for use by park district candidates to writing. The motion was voted as follows: R. Flynn voted no, all others, yes. Motion passed.

J. Petrulis also recommended that a resolution be adopted to permit any resident of the political subdivision pertaining to the Frankfort Square Park District to sign a nominating petition, and also permit any resident to object to a petition. Mr. Hutchison was directed to research and determine if this resolution could be adopted.

3. Mr. Hutchison has complied with all requests for documentation from Martin Landscaping's attorney, and still needs more information from A.R.C.
4. Motion No. 80-180 was made by J. Petrulis, seconded by R. Flynn, to name the Board of Commissioners of the Frankfort Square Park District the canvassing body of the election results. Motion passed unanimously. The canvass of the vote is scheduled for Monday, April 13 at 8:00 p.m. New commissioners will be seated at the May board meeting.

- IX Adjournment-- Motion to adjourn at 9:30 p.m. was made by R. Flynn, seconded by A. Kamm.

Submitted by:

Diane Veltman

Frankfort Square Park District
Board Meeting Minutes
March 12, 1981

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting called to order at 8:00 p.m.
- II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.
- III Changes/additions to the agenda were requested.
- IV Approval of the February 12, 1981 Minutes: Motion No. 80-181 was made by A. Kamm, seconded by T. Leidolph, to approve the minutes of the February 12 meeting with the following correction: The motion to adjourn was seconded by J. Petrulis, not A. Kamm. Motion passed unanimously.
- V Treasurer's Report: P. Wolfe discussed the 1979 tax monies received to date from Will County, approximately \$79,000. Another disbursement is expected around March 23. Expenditures to be taken from 1979 tax revenue include \$4,000 to Working Cash Fund, \$1,200 to Special Recreation Fund, and the June 1, 1981 bond payment of \$11,000. The tax anticipation warrant covering the December 1, 1980 bond payment has been repaid to New Lenox Bank. A date to expect the partial reimbursement from the Department of Conservation was discussed. Approval for early payment was received. However, the Department of Conservation indicated to S. Todd that payment processing may take from 6 to 9 months. J. Petrulis has discussed receipt of the payment with George Sangmeister who indicated to him that processing would take 90 days. The Treasurer's Report for the month ending February 28, 1981 was accepted pending audit.

Motion No. 80-182 was made by J. Petrulis, seconded by A. Kamm, to approve the Accounts Payable Listing for March 12, 1981. Motion passed unanimously.

VI Director's Report - 3/12/81

1. Seasonal Maintenance Staff: It was asked why a full time maintenance mechanic was necessary. S. Todd explained that this person's priority would include the responsibility for preparing the maintenance equipment in the morning, and checking the equipment at the end of the day. However, this position does cover duties other than working on equipment. To emphasize the other duties involved in this position, the job title was changed to Grounds Laborer. Motion No. 80-183 was made by J. Petrulis, seconded by T. Leidolph, to approve hiring of four maintenance personnel (1 grounds foreman, 3 grounds laborers). Discussion followed concerning S. Todd's need for permission to start looking for persons to work, and approval of salary range. The motion was amended by R. Denton to approve the hiring of two part time maintenance positions until job descriptions are written (and responsibilities of the positions are known). The amendment was seconded by R. Flynn. The vote on the amendment was as follows: R. Denton and R. Flynn - yes; all others - no. Amendment defeated. The vote on the motion was as follows: R. Denton and R. Flynn - no; all others - yes. Motion carried.

2. Ballfield Preparation: S. Todd has reviewed each field and has consulted with Ed DeMarco, Plainfield Park District Director. Because Plainfield does not have a trailer to transport their equipment here, the park district will be unable to use their equipment for ballfield preparation. S. Todd requested the help of the Planning and Maintenance Committees in reviewing each field to determine what must be done to make the fields safe for the summer and future planning for upgrading each field. Dennis Persic discussed his recommendations for field maintenance

VI Director's Report Cont'd.

2. Ballfield Preparation Cont'd.

concerning sand mixture requirements. S. Todd felt most of the fields are in need of seeding or overseeding, and the possibility of closing one field at a time should be considered. A meeting of the Planning and Maintenance Committees was scheduled for Tuesday, March 24. A Special Meeting of the Board was called for Tuesday, March 31 at 7:00 p.m. for the purpose of discussing the improvement of all ballfields.

VII Committee Reports

1. Recreation

a. Concession Agreement: S. Todd recommended approval of the concessionaire contract between the park district and the Frankfort Square Baseball League as presented. Discussion following concerned item No. 6, page two of the concessionaire contract which states that the park district shall be held harmless from liability which may arise in the operation of the concession. Because at one point the park district is disclaiming liability and then is employing persons to run the stand, a conflict is experienced. The Health Department permit is also in the name of the park district, which therefore assumes responsibility. In Appendix A of the contract, the park district is given the responsibility for checking food. It was decided to postpone discussion of the contract to allow Mr. Hutchison to review.

b. Program Participant Insurance: S. Todd discussed cost of health insurance for program participants. It was learned that only liability insurance is required by the Girl's Softball Association, and the park district should be automatically covered by present liability insurance no matter where the games take place.

c. Senior Girl's Softball Donation - R. Flynn stated that he never received monies but only a verbal commitment for a donation for uniforms. J. Petrulis was against accepting an anonymous donation due to the park district's association with many contractors. Methods of accepting donations without publishing the doner's name were discussed. Motion No. 80-184 was made by J. Petrulis, seconded by A. Kamm, to accept donations only when the doner is known. The vote on the motion was 4 yes, 3 pass. Motion carried.

d. Junior Girl's Softball: S. Todd discussed the use of tee shirts in lieu of uniforms for the junior (and senior) girls. The Homeowner's Association has indicated the possibility of making a donation towards this expense. Discussion followed concerning obtaining a better grade of uniform instead of tee shirts to be used year after year. S. Todd pointed out her objections to this, including cleaning expense, fitting all girls involved, problems in returning uniforms at the season's end. The league does not require uniforms in the agreement this year. Motion No. 80-185 was made by J. Petrulis, seconded by A. Kamm, to direct S. Todd to contact the appropriate person from the Homeowner's Association to request a donation for the tee shirt expense. Motion carried unanimously.

e. Park District Trips: The trip to the Schriener Circus was cancelled due to low enrollment. An April 20 trip to the Planetarium and Shedd Aquarium is being planned.

f. Easter Egg Hunt: The Homeowner's Association has agreed to co-sponsor this event and donate half the cost of approximately \$248.68. The hunt will take place on April 12 at the Summit Hill fields.

VII Committee Reports Cont'd.

1. Recreation Cont'd.

g. Concessionaire Contract: Mr. Hutchison stated that the park district will have the right to examine the league's books to determine gross receipts and net profits. Discussion followed concerning the fact that the person working in the stand is paid out of baseball fees. R. Denton discussed his feeling that the park district should have trained umpires who could also shut down the field and close the building. P. Wolfe felt the umpires would not assume these duties, or would have to be paid an extra amount. As it is now planned, the concession person is responsible for making telephone available, bases, turning field lights on and off, and providing access to the bathrooms by the teams. The concession stand profits may provide some revenue to offset this person's salary. The baseball league will reimburse \$5.00 of this expense also, per the contract. Monies taken in during park district operation of the stand after 9:00 p.m. will be turned over to the baseball league on a weekly basis.

R. Denton referred to the minutes dated February, 1979, where it was intended that monies received from the baseball league be used for purchase of concession equipment. At the present time, the anticipated equipment purchases have been made, and whether this should remain the intention was discussed. R. Denton felt that the revenue from the concession stand profit paid to the park district by the baseball league could be used in the event of equipment breakdown, and purchase of additional equipment. He felt the revenue should be recorded in a separate fund on the books. Motion No. 80-186 was made by R. Denton, seconded by T. Leidolph, to go with the original intent of taking monies received from the concession stand agreement and place in a fund to use for replacement and repair of concession stand equipment. The vote was recorded as follows: J. Barker and J. Petrulis - no; all others - yes. Motion passed.

Motion No. 80-187 was made by T. Leidolph, seconded by A. Kamm, to accept the concessionaire contract and Appendix A as amended. Amendments: 1) No. 3, page 1 of contract: That the District shall be permitted to examine the sales records of the League in connection with the concession stand to determine the amount of gross/net profits for the period specified. 2) Page Two of concessionaire contract, No. 6: That the District shall be held harmless from any liability which may arise in the operation of said concession stand under the terms and conditions of this Contract except liability arising from actions of park district personnel. Motion passed unanimously. The contract to be put into resolution form by Mr. Hutchison.

2. Financial

a. 1980-81 Audit: J. Barker recommended that due to delays experienced during the past two years involving the audit, and high fee, the park district look for a new auditor for fiscal year 1980-81. Three alternatives were discussed: 1) Contact area park districts for their recommendation of firms, 2) Give to Financial Committee for action recommended, and 3) Write a letter to Mr. Jagiello stating the park district will look for another auditor if he could not guarantee completion within 90 days. It was decided to contact Mr. Jagiello to determine his ability to complete the audit within 90 days if contracted.

b. Petty Cash Fund: Petty cash back-up and control procedures were discussed. Motion No. 80-188 was made by J. Petrulis, seconded by T. Leidolph, to establish a petty cash fund in the amount of \$25.00, under the responsibility of S. Todd. The vote was recorded as follows: P. Wolfe, R. Denton and R. Flynn - no; all others - yes. Motion passed. J. Barker asked that a report be made after three months on how the fund was working for the office.

VII Committee Reports Cont'd.

3. Planning

Maintenance Facility: A. Kamm and S. Todd reviewed the present maintenance facilities at Tinley Park and Matteson park districts. A. Kamm felt a large facility could be erected at Hunter Prairie due to the land being suitable for building. A 30' x 60' pole building was discussed. R. Denton felt the Hunter family should be contacted to see if they have any objections. A. Kamm also discussed the possibility of acquiring through a donation or purchase the Schmaedeke property (house, barn, out-buildings) off of 80th Avenue for maintenance requirements. Methods of acquiring funds to purchase this property were referred to the Planning Committee.

4. L.W.S.R.A.

Park District monies paid prior to May 1, 1980 were not included in the present financial statements of the association. The agreement on workmen's compensation insurance reimbursement was discussed. The S.R.A. will be billed for the additional expense caused by the inclusion of their employees on the park district's payroll. At the present time, there are only two classifications in determining the park district's workmen's compensation premium - clerical and parks. Methods to exempt part time employees from workmen's compensation and placement of S. Todd's salary in the clerical class were discussed.

5. School District

A letter from Glen Coburn was read by J. Barker concerning Resolution No. 18, Assessment, Collection and Distribution of Tax Monies in Will County. He indicated that action in several areas were being taken to improve cash flow.

S. Todd has had discussions with Rex Giuntoli, Frankfort Square School regarding the poor condition of the play equipment at the school, and the need for equipment at the kindergarten area. The transfer of the present tot lot equipment at the Kingston and Laurel area to the school was considered. The move was not favored since children from the surrounding area use this equipment even though the new equipment at Kingston/St. Francis is present. A boundary around the Kingston lot was considered.

6. Personnel Policies Committee

A public meeting was held on February 26 to discuss the policy manual. Motion No. 80-189 was made by J. Petrulis, seconded by A. Kamm, to adopt the personnel policy manual prepared and agreed upon by the committee. A motion to table Motion 80-189 was made by R. Denton, seconded by R. Flynn due to this being a major policy decision. The vote on the motion to table was recorded as follows: R. Denton and R. Flynn - yes; all others - no. Motion defeated.

Discussion followed concerning reasons for passage at this time - amount of time put in by the committee in preparing the manual and need to begin job descriptions and performance evaluations which are based on the policy manual. R. Denton felt he did not have enough time to review the manual; agreed with some parts and disagreed with others. P. Wolfe recognized the work put into the manual, but felt it should be reviewed by others. A. Kamm felt that something should be available now for policy guidelines. It was concluded that the manual could be amended in the future if necessary. The motion to adopt the policy manual was voted as follows: R. Denton - pass, R. Flynn - no, all others - yes. Motion passed.

VII Committee Reports Cont'd.

6. Personnel Policies Committee Cont'd.

The need for a policy and procedures manual covering recreation and administrative procedures was discussed by S. Todd. J. Barker directed the Recreation Committee to start work on this and post notice of all meetings on the door of the Administration Building.

7. Public Relations

a. Candidates Night has been set for Wednesday, March 18 at 8:00 p.m. at the Frankfort Square School. The event will be sponsored by the Homeowner's Association.

b. Commissioner Refresher Day plans were discussed by J. Barker. The following topics were assigned: Financial - P. Wolfe, Maintenance - A. Kamm, Recreation - T. Leidolph, History of the park district - R. Denton, and bi-laws and park codes - J. Petrulis. No date was scheduled at this time.

c. The Illinois Association of Park District's Commissioner Day was set for May 9 in Rosemont...

VIII Legal Report

1. The 1981-82 Appropriation Budget must be prepared within the first quarter of the fiscal year. The budget must be posted in tentative form for 30 days prior to the public hearing which requires a 7 day public notice. The tax levy ordinance must be filed in September.

2. Martin Case: The court has granted an extension to March 28 by which time any counter claims must be filed. Discussion followed concerning Martin Landscaping's failure to perform the work properly and that he abandoned the project or contract. However, in some instances, the architect did not pass on changes made by the Board to Martin Landscaping. Mr. Hutchison stated he was looking for a "set-off" due to poor conditions of the fields. Mr. Hutchison said that Alan Caskey told him the total cost of completing Martin's contract did not exceed the original contract price. Therefore, there is no basis for a counter-claim. Whether or not a set-off could include repairs was discussed. Also, work was pulled out of the original contract price such as acres taken care of by the school district at Indian Trail and football goal posts.

R. Hutchison explained that a set-off was in order when a contractor failed to do something properly, and the amount of the set-off is the difference between what the field is worth as he did it as compared to what it is worth if it was done properly. The court will determine the monetary credit. Information will have to be provided by technical witnesses like Alan Caskey, Dennis Persic, and perhaps a commissioner. It was concluded that money appropriated to upgrade the fields this spring could be interpreted as normal maintenance.

3. R. Hutchison submitted his opinion that a person is considered a legal voter if he is registered to vote according to general electoral law. Therefore, the park district cannot pass a resolution to authorize a non-registered resident to sign or circulate a nominating petition.

IX Old Business

1. Kingston & Laurel Lighting: A. Kamm discussed his recent meeting with residents. If the light is installed on the parkway, there is no charge for the installation, just the monthly electricity. If installed on the park district property (near the tot lot) there is a charge which he has not yet determined. A petition from residents was not submitted at the meeting as intended. Clarification of the township's position will have to be understood. The matter of lighting all parks was discussed, and whether area residents should be asked if a light would be objectionable was considered. J. Barker asked R. Denton to look at all parks for light planning, budgeting, and order of priority.

2. A copy of 1981 legislative platform was submitted by J. Barker which she obtained from the S.S.P.R.P.A. dinner.

3. Dennis Persic has agreed to supervise repair of Summit Hill North wing fencing.

X New Business

1. Motion No. 80-190 was made by R. Denton, seconded by A. Kamm, to donate \$50.00 to the Illinois Park and Recreation Foundation. J. Petrulis voted no; all others - yes. Motion passed.

2. A.R.C. has sent notice to Ken Millsap Landscaping to go ahead and finish at the North 40 and Woodlawn as soon as possible, and to repair, if dry, left field at Pine Hill.

XI Adjournment

Motion No. 80-191 was made by A. Kamm, seconded by T. Leidolph, to adjourn at 11:00 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
March 31, 1981

The following are minutes of a special meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting called to order at 7:00 p.m.
- II J. Barker, R. Denton, R. Flynn, A. Kamm, T. Leidolph, P. Wolfe - present; J. Petrulis - absent.
- III This special meeting was called to discuss three topics: 1) baseball field maintenance, 2) Lincolnway Savings zoning variance request, and 3) park lighting.

1. Baseball Fields: A Planning and Maintenance Committee meeting was held on Thursday, March 26, in which field maintenance requirements and costs were discussed. A price of \$150.00 per field for 8 fields was given by Dennis Persic, or \$1,200. Five fields will require sand for a cost of \$720.00. Two fields require overseeding (Summit Hill North and South) for a cost of \$400.00. In addition, Community Park will have some overseeding, as well as certain areas around the administration building. Grass will be removed from the infields at Community Park and Kingston. The total cost amounted to \$2,364.50.

Discussion followed concerning long range plans for upgrading the fields. It was felt that closing one field at a time for renovating would not be possible since all the fields are needed for games. Costs to remove bad material from a field and replace with a good base were discussed. S. Todd has discussed field maintenance with area park districts who use their equipment to break up hard material and add mixes as part of their normal field upgrading, and preparation.

The School District has informed the park office they will start reseeding the damaged areas west of the Indian Trail School building next week.

Motion No. 80-192 was made by P. Wolfe, seconded by T. Leidolph, to allocate \$2,400 to upgrade 8 fields at \$150.00 per field, sand, overseed 2 fields (Summit Hill North and South) and overseeding at Community Park and building areas. Discussion on the motion followed where sand will be used on five fields - two at Indian Trail, two at Summit Hill, and at Community Park. Additional work will be performed at Kingston, Kiwanis and Hunter Prairie. The Park District will fill in ruts at the Indian Trail outfield. The vote on the motion was as follows: R. Denton - voted yes, "reluctantly"; all others voted yes. Motion passed.

2. A letter was received from Lincolnway Savings of New Lenox and Mokena, Illinois together with a legal notice published in the Joliet Herald, describing the zoning variance requested for the corner of Frankfort Square Road and St. Francis Road. A Will County Regional Planning Commission hearing is set for April 2 in which the zoning change from C-2 to C-2 with special use for a drive-up teller will be discussed. No objections to the zoning variance were made by the Board.

3. Park Lighting: A meeting was held on March 17 in which R. Denton met with residents to discuss park lighting. The purpose of the meeting was to identify potential trouble areas in the park district and determine priorities for lighting. Each park was considered individually and as part of an overall plan.

March 31, 1981

3. Park Lighting Cont'd.

The purpose of lighting the parks was to allow more use in the evening hours and deter vandalism.

The following parks are listed in order of priority:

1. Kingston and Laurel
Kingston and St. Francis
Community Park playground
2. Hunter Prairie
Woodlawn
Kiwanis
Summit Hill North

3. Indian Boundary North and South - playground and 2 shelters areas

Residents at the meeting felt that some type of program should be undertaken by the park district to provide lighting and vandalism insurance.

After consulting with Commonwealth Edison, R. Flynn was told that Edison would not install lights on park areas, only on streets. After consulting a private firm, Burke Electric, the following costs were obtained:

1. Kingston & Laurel, Northeast corner of playground; pole - \$250.00, fixture - \$45.00, with 400' of wire -- \$1,495.00.
2. Kingston & St. Francis, Eastern edge of playground; 200' wire - \$895.00.
3. Community Park, South end; 150' wire - \$745.00.
4. Hunter Prairie, between playground and parking lot; 2 fixtures and 1 pole, 400' wire - \$1,590.00.
5. Woodlawn, North edge of playground; 200' wire - \$895.00.
6. Kiwanis, West edge; 200' wire - \$895.00.
7. Summit Hill North, behind backstop; Use of existing Prestwick pole will cut cost, 125' wire - \$670.00.
8. Indian Boundary North and South, playground and shelters; No electrical connection can be made at this time due to lack of houses in the area.

R. Denton felt that with the assistance of a community volunteer service group to lay the wire would reduce these costs.

S. Todd stated that costs on vandalism insurance have not been obtained; she is awaiting play equipment specification books.

Discussion followed concerning whether parks which have the most money invested such as Hunter Prairie and Summit Hill North receive first priority. However, pedestrian traffic at the Kingston and Laurel park, culvert areas, has been a major complaint from those residents who anticipate damages to their personal property from this traffic. Whether or not lighting of an area will cause persons to congregate was discussed.

3. Park Lighting Cont'd.

R. Denton recommended that money be budgeted to establish a light at a "test park". After which time, any problems resulting from the light could be determined. ~~Park lighting could be put out to bid and volunteers could be sought to cut costs.~~ It was concluded that the lighting expense would be considered for inclusion in the 1980-81 budget.

IV Motion No. 80-193 was made by P. Wolfe, seconded by A. Kamm, to adjourn at 7:55 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
April 9, 1981

The following are minutes of a regular meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

- I Meeting called to order at 8:00 p.m.
- II Roll Call: J. Barker - present, R. Denton - present, R. Flynn - present, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, and P. Wolfe - present.
- III Additions to the agenda were noted.
- IV Approval of the March 12 and March 31, 1981 Minutes:

March 12: Motion No. 80-194 was made by T. Leidolph, seconded by A. Kamm, to approve the minutes of the March 12 meeting with the following correction: P. Wolfe voted "pass" on Motion 80-189. Motion passed unanimously.

March 31: Motion No. 80-195 was made by T. Leidolph, seconded by A. Kamm, to approve the minutes of the March 31 meeting. Motion passed unanimously.

V Treasurer's Report

P. Wolfe stated that approximately \$7,000 is due from Will County property taxes for 1979, of which \$4,000 will be applied to the Working Cash Fund, and \$1,200 to the Special Recreation Fund. The Treasurer's Report was approved pending audit.

Motion No. 80-196 was made by P. Wolfe, seconded by A. Kamm, to approve the Accounts Payable Listing for April 9, 1981. The vote was recorded as follows: R. Denton - no, all others - yes. Motion passed.

VI Committee Reports

1. Maintenance

a. Satellite Toilets: The possibility of placing these toilets in the parks during the summer months was discussed. S. Todd obtained a cost of \$55.00 per month for each unit which includes set-up, insurance and maintenance. The use of one unit on a trial basis at Hunter Prairie was discussed, and possible vandalism of the unit was considered. Motion No. 80-197 was made by J. Petrulis, seconded by A. Kamm, to try a unit at Hunter Prairie park with a not to exceed rental of \$65.00 per month. Mr. Petrulis later withdrew his motion due to comments made on the problems experienced with unit maintenance.

b. Mower: A. Kamm discussed getting a trade-in price for the Turfcut mower due to problems experienced with it during the past season. He would like to look at an 88" cut rotary mower with a guard system and 2 cylinder air-cooled engine. R. Denton felt the park district should look into a machine which is more versatile and could handle snow removal and ball field preparation in addition to cutting grass. A. Kamm did not make any recommendation at this time. R. Denton suggested that only horse power and expected capabilities be outlined in the specifications.

VI Committee Reports Cont'd.

1. Maintenance

c. Job Descriptions: Copies of job descriptions approved last year were presented for revision. The title, "Maintenance Person", will be changed to "Grounds Laborer". "Superintendent of Maintenance" will be changed to "Grounds Foreman". Under "Responsibilities and Duties", No. 8 - Grounds Foreman, the word, "Monday", was deleted as a meeting date between the director and staff. Salary ranges for all positions were discussed. The following salary ranges were approved: Grounds Foreman - \$3.75-\$4.50 per hour, Grounds Laborer - \$3.35-\$3.75, and Building Custodian - \$3.35-\$4.00 per hour. Motion No. 80-198 was made by P. Wolfe, seconded by A. Kamm, to approve the maintenance personnel job descriptions as revised, effective immediately. Discussion followed concerning the salary range for Grounds Foreman being too low for the responsibilities involved in this position. The motion was amended by P. Wolfe to raise the salary range for Grounds Foreman to \$4.00 - \$5.00 per hour. The amendment was seconded by R. Flynn and passed unanimously. The vote on the motion was passed unanimously.

2. Recreation

a. Summer Brochure: Motion No. 80-199 was made by T. Leidolph, seconded by J. Petrulis, to appropriate a sum not to exceed \$450.00 for printing of the Summer brochure. Discussion followed concerning having the brochure made into a flyer type style which will be considered at the Recreation Committee meeting. The motion was voted as follows: R. Denton - no, R. Flynn - pass, all others - yes. Motion passed.

c. Concession Agreement: Representatives from the baseball association, Chuck Hale and Gary Leauby, were present. Since the last board meeting, some changes in field schedule and approved concession agreement were made. The 9:30 p.m. adult game at Summit Hill South has been eliminated, therefore effecting closing arrangements listed in the agreement. Last season the Mother's Club assigned a person to open and close the concession. This year it is agreed the park district will hire a person to close and clean-up, and the park district will receive \$5.00 per night from the association. This person will also shut down the field. Motion No. 80-200 was made by J. Petrulis, seconded by T. Leidolph, to approve the revised contract between the Frankfort Square Baseball Association and the Frankfort Square Park District for the 1981 season, and authorize J. Barker to sign on behalf of the park district. Motion passed unanimously.

d. Homeowner's Donation: The park district will receive a donation of \$153.00 from the Frankfort Square Homeowner's Association for T shirt expense covering two girl's softball teams. T. Leidolph thanked the association for their generous donation.

e. Sr. Girl's Uniforms: S. Todd stated that R. Flynn presented a letter to her from Ken Millsap Landscaping Co. requesting the return of their uniforms since they will not be used this year. T. Leidolph will contact Mr. Millsap to explain the misunderstanding and ask that he reconsider returning them. J. Barker asked that she wait until there are 13 girls on the team.

f. Policies: S. Todd, T. Leidolph and J. Barker are presently going through past minutes to determine policies established for use in a policy manual.

VI Committee Reports Cont'd.

3. Financial

a. A review of the 1980-81 fiscal year budget was discussed by P. Wolfe. He indicated that the park district should be under budget due to more tax money received than anticipated.

b. Tentative Fiscal Year 1981-82 Budget: S. Todd will have a draft of this budget available within 10 working days. A meeting of the Financial Committee was set for Tuesday, April 28 at 7:00 p.m. for discussion of the 1981-82 budget.

c. Illinois Investor's Pool: Motion No. 80-201 was made by P. Wolfe, seconded by T. Leidolph, to authorize Diane Veltman to make telephone transfers from the Corporate Fund savings account to the Illinois Investor's Pool, and from the pool to this savings account. Motion passed unanimously. Discussion followed concerning transferring more funds to the pool and draw out when needed for expenses. Also, bills should be held up to the standard 30 day limit before payment is made.

d. Motion No. 80-202 was made by P. Wolfe, seconded by J. Petrulis, to approve payment in the amount of \$10,000 to Kay Jay Construction covering Invoice 1195. A.R.C. Associates has given a verbal approval. Motion passed unanimously.

e. Audit: A letter from Walter Jagiello was read by J. Barker, in which he felt he could complete the audit within 90 days or less. Motion No. 80-203 was made by J. Petrulis, seconded by P. Wolfe, to retain Walter J. Jagiello as the park district auditor for the fiscal year ending April 30, 1981, for a sum not to exceed \$1,200, provided he can complete within 90 days after the books are ready to be audited. Motion passed unanimously.

4. Planning: A letter was received from James Boan, Director of the Bolingbrook Park District inviting the park board and staff to review the facilities at the Bolingbrook Park District on May 16.

5. L.W.S.R.A.: R. Flynn discussed the special recreation association's goals and objectives presented to him at their recent board meeting. He indicated the S.R.A. may move to the New Lenox Park District at a time not yet determined.

6. School District: The no parking signs have been placed around designated areas on the Summit Hill Jr. High parking lot. S. Todd has requested room utilization at the schools for summer programming.

7. Public Relations: The Commissioner Refresher Day has been set for Thursday, April 16 at 7:00 p.m.

VII Director's Report

S. Todd recommended revising office hours. Motion No. 80-204 was made by P. Wolfe, seconded by A. Kamm, to establish office hours as follows: Monday to Friday, 9:00 a.m. to 2:00 p.m., and Saturday, 9:00 a.m. to Noon. Motion passed unanimously.

April 9, 1981

VIII Legal Report

1. J. Barker has sent a letter to Ken Millsap Landscaping Co. to remind them to begin as soon as possible repair of the Summit Hill North outfield. It was determined that a formal contract was not necessary.
2. Resolution No. 19, approval of the contract agreement between the park district and the Frankfort Square Baseball Association was prepared by R. Hutchison.
3. R. Hutchison stated that Community Park has been removed from the tax rolls for 1979 and 1980. He will go to Joliet to match up recently received tax bills and apply for an exemption.
4. Whether or not to purchase title insurance for all park properties was discussed.
5. Resolution No. 20, declaring the results of the April 7, 1981 election was submitted by R. Hutchison.

IX Old Business

1. Ballfield Update: The need for dirt fill at Kingston and Kiwanis fields was discussed. S. Todd has been in contact with the Village of Richton Park Recreation Department who can arrange delivery of 10 yards of black dirt at no charge. However, she was not aware of the quality at this time, and indicated the dirt may not be pulverized. Through a conversation with Alan Caskey, J. Barker was told that Ken Millsap Landscaping will honor their contract and reseed areas of Kiwanis and fix the left field, and reseed Hunter Prairie and parts of Woodlawn. As of this date, Millsap has not requested an increase for dirt. The Board directed S. Todd to inspect the dirt and decline the offer if the quality is poor. The need for clay fill at Indian Boundary South was discussed. S. Todd felt there was a possibility of obtaining clay fill from this construction site and would determine if it could be hauled to the park site.
2. S. Todd discussed fencing at Kingston/Laurel and along the street line at the Kingston/St. Francis play areas. After discussion, the Board requested that she obtain prices for cyclone type fencing, and determine the cost to fence the entire play area at Kingston/Laurel (due to creek slope). The Kingston/St. Francis play area should not be fenced because there is sufficient distance from the area to the street.
3. A canvass of the April 7 election will be held on Monday, April 13 at 7:00 p.m.
4. A letter from Ken Millsap Landscaping was read by J. Barker, in which a 20% increase for grading and seeding, or \$1,590 per acre was requested, due to delays not under their control. This increase amounted to a \$7,220 increase over their original contract price. This increase covers work not completed at Indian Boundary North. J. Barker has contacted Alan Caskey and asked him to determine whether a 20% increase is reasonable. However, Alan Caskey and Ron Millsap could not attend tonight's meeting. The possibility of obtaining additional money from the Department of Conservation will be considered. Motion No. 80-205 was made by A. Kamm, seconded by T. Leidolph, to table consideration of this increase until the next board meeting when Millsap and A.R.C. are present. Motion passed unanimously.

X New Business

1. Maintenance of the easement (path) between Rosewood and Wintergreen has been performed by the park district, however, the area is owned by Hoffman Group. It was decided not to continue mowing the area due to the risk of liability claims.

2. The S.C.O. will use the popcorn machine to allow sale of the popcorn at the Fun Fair.

3. The Frankfort Square Baseball League has asked the park district to participate in their opening day parade on May 9. Those interested should contact J. Petrulis.

XI Motion No. 80-206 was made by A. Kamm, seconded by R. Flynn, to adjourn at 10:30 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman

Frankfort Square Park District
Board Meeting Minutes
April 13, 1981

The following are minutes of a special meeting of the Frankfort Square Park District held at the Park District Administration Building, Frankfort, Illinois.

I Meeting called to order at 7:15 p.m.

II Roll Call: J. Barker - present, R. Denton - absent, R. Flynn - absent, A. Kamm - present, T. Leidolph - present, J. Petrulis - present, P. Wolfe - present.

III The purpose of this special meeting was to canvass results of the April 7, 1981 election. Motion No. 80-207 was made by J. Barker, seconded by J. Petrulis, to pass Resolution No. 20, declaring the results as follows:

	<u>Will County</u>	<u>Cook County</u>
Robert Denton	176	0
Vern Sanborn	103	0
Richard Flynn	122	0
Albert Kamm	197	0
Mario Remegi	175	0
David Wilson	201	0
Jim Jakich	306	0
Paul Ruff	146	0
Harry Froling	282	0
Duane Meyers	243	0

It was declared that James Jakich, Harry Froling, Duane Meyers and David Wilson have been elected to serve four year terms. Motion passed unanimously.

IV Oath of Office

A letter from the State Board of Elections was received indicating May 4, 1981 as the date newly elected park commissioners would take office. Richard Hutchison has interpreted this date as a deadline and indicated to J. Barker that the oath of office could be taken this evening.

Secretary Therese Leidolph administered the oath of office to James Jakich, Harry Froling, Duane Meyers and David Wilson and witnessed their signatures on the Oath of Office form.

Results of tonight's election canvass were signed by J. Barker, A. Kamm, T. Leidolph, J. Petrulis and P. Wolfe, and a copy will be forwarded to the State Board of Elections, Springfield, and the Will and Cook County Clerks.

V Motion No. 80-208 was made by J. Petrulis, seconded by T. Leidolph, to adjourn at 7:45 p.m. Motion passed unanimously.

Submitted by:

Diane C. Veltman