

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

May 16, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Dennis Persic, Keith Nush, Char Westley, Pam Kohlbacher, and Jeff Libowitz. Ken Blackburn arrived at 7:43 p.m.. Dave Wilson was absent.

III. Public Input

None

IV. Presentation of the April 17, 1996 Minutes

The minutes need to be corrected under Beautification Committee Report to read that Jim Randall, not Dave Wilson, discussed the installing of shrub borders that will be located at culverts throughout Frankfort Square. Motion 96-170 was made by Char Westley, seconded by Pam Kohlbacher to accept the minutes as amended. Motion was passed unanimously.

V. Election of Officers

Motion 96-171 was made by Char Westley, seconded by Pam Kohlbacher, to nominate Dennis Persic for President. Motion passed unanimously.

Motion 96-172 was made by Char Westley, seconded by Keith Nush to nominate Jeff Libowitz for Vice-President. Motion passed unanimously.

Appointments for Secretary, Treasurer and Committee Appointments were as follows:

Secretary - Jim Randall
Treasurer - Keith Nush
Maintenance - Ken Blackburn
Recreation - Char Westley
Special Recreation - Jim Randall
Finance - Keith Nush

Park District Board
May 16, 1996
Page 2

Beautification - Dave Wilson/Char Westley
Township Planning - Dennis Persic
Frankfort Square Youth Commission - Pam Kohlbacher

Determination of Meeting Dates, Time, and Place: It was agreed the meeting would continue to be held on the third Wednesday, at 7:30 p.m., at the Park District Administration Building.

Check Signing Authority: It was agreed to continue with Jim Randall and Marge Johnson on payroll checks and payroll transfers. All other checks must have the signatures of Jim Randall and one other authorized commissioner.

Park District Attorney: It was agreed that Dick Hutchison would continue to be the attorney for the park district.

Newspaper for Legal Notices: It was agreed to continue to use the Frankfort/Mokena Star for all legal notices.

VI. Legal

Dick Hutchison discussed his completion of the lease agreement for the Fantasy Adventure League. It was agreed to amend the agreement to read \$300.00 would be required for a security deposit and the club would be charged \$145.00 per date of usage. The club would not be able to use any of the \$300.00 deposit for rent.

Motion 96-173 was made by Char Westley, seconded by Ken Blackburn to pass the lease agreement as amended. Motion passed unanimously.

Jim Randall was directed to prepare a sample ordinance allowing community groups to operate a concession stand with the approval of the park district at special events. Parameters of the sample ordinance will state that in the event foods other than packaged candy and pop are to be sold, community organizations will be required to provide a Certificate of Insurance with the park district named as an added insured. The organization must also comply with all appropriate Will County Health Department ordinances and codes.

VII. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 96-174 was made by Char Westley, seconded by Ken Blackburn to accept the Accounts Payable Listing. Motion passed unanimously.

VIII. Director's Report

Jim Randall discussed Capital Improvement projects funded by the passage of the April Corporate Rate Referendum, developer's impact fees, and remaining funds in the Lawsuit Fund. Motion 96-175 was made by Dennis Persic, seconded by Char Westley to approve a Capital Improvement budget of \$246,729.00. Motion passed unanimously. Jim Randall noted that the approval of motion 96-175 will allow the completion of numerous projects in a cost effective manner but in no way is it anticipated that all scheduled projects or all approved funds will be completed/spent in this fiscal year.

Jim Randall discussed the Oslad/Lawcon Grant. A public meeting will be held at the June Board meeting. Newspapers will receive press releases in an effort to notify the community so that they will have a chance to come and voice their opinions or suggestions.

Jim Randall discussed purchasing additional computers and computer software due to the growth in staff. Motion 96-176 was made by Jeff Libowitz, seconded by Char Westley to approve \$11,600.00 for the purchase of computers and computer software.

Jim Randall discussed contracting a firm for mosquito abatement for high use areas of park properties. Motion was made by Jeff Libowitz, seconded by Pam Kohlbacher, to approve an amount not to exceed \$2,625.00 for the spraying of park properties on an as needed basis. Motion passed unanimously.

Discussion on Stonitch Construction. The Board directed Jim Randall to speak to Jeff Braun and also to seek estimates for repairs of any documented problems within the facility.

Jim Randall stated that he will be investigating the current tax distributions for Cook County. The investigation is necessary due to the extreme amount of growth in the area.

IX. Committee Reports

A. Maintenance

No report

B. Recreation

No report

C. Special Recreation

No report

D. Planning

Dennis Persic reported that he has been working with Summit Hill School District #161 and Malone and Maloney on the final configurations for the Hilda Walker/Union Creek Park site.

E. Finance

Jim Randall stated the Budget and Appropriation for the 1996-97 fiscal year will be presented and passed at the June Board meeting.

F. Beautification

No report

G. Township Planning

No report

H. Frankfort Youth Commission

Pam Kohlbacher reported that an Executive Board has been elected and that they are looking for new volunteers.

X. Old Business

No report

Park District Board
May 16, 1996
Page 5

XI. New Business

No report

XII. Adjournment

Motion 96-177 was made by Ken Blackburn, seconded
by Char Westley, to adjourn the meeting at 9:15
p.m.. Motion passed unanimously.

Submitted by,

Marge Johnson

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

June 19, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

The meeting was called to order at 7:34 p.m.

II. Roll Call

Present were: Dennis Persic, Keith Nush, Pam Kohlbacher, Jeff Libowitz, and Ken Blackburn. Char Westley and Dave Wilson were absent.

III. Public Input

Jim Randall discussed the Oslad/Lawcon Grant. The total project would cost approximately \$400,000.00. \$200,000.00 would be grant dollars.

Motion 96-178 was made by Ken Blackburn, seconded by Keith Nush to pass the Fishing Ordinance #104. Motion passed unanimously.

Motion 96-179 was made by Ken Blackburn, seconded by Pam Kohlbacher, to pass the Budget and Appropriation Ordinance #105. Motion passed unanimously.

Motion 96-180 was made by Ken Blackburn, seconded by Jeff Libowitz, to pass the Prevailing Wage Ordinance #106. Motion passed unanimously.

IV. Presentation of the May 16, 1996 Minutes

Motion 96-181 was made by Ken Blackburn, seconded by Pam Kohlbacher, to accept the May 16th minutes as presented. Motion passed unanimously.

V. Legal

No report.

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable listing. A roll call vote was taken. Motion passed unanimously.

VII. Director's Report

Jim Randall reported that the tennis courts post have been redone at all parks.

Jim Randall reported that the tennis court fencing at Hunter Prairie Park is not repairable and that the tennis court needs resurfacing. He stated that he would like to see the tennis courts at Community Park and Summit Hill Parks resurfaced in the future.

Jim Randall discussed the trees that were blown over by the mini-tornado or micro burst that occurred in the area around the Community Center.

Jim Randall discussed the pros and cons of leasing a new Holland Skid Steer mower instead of owning the equipment outright. Motion 96-182 was made by Ken Blackburn, seconded by Jeff Liebowitz to lease a new Skid Steer mower for one year. Motion passed unanimously.

VIII. Committee Reports

A. Maintenance

Dennis Persic indicated that removal of playground equipment at Hoffman and Kiwanis Parks should be kept on hold until all projects are completed.

Dennis Persic also indicated that mowing areas not accessible with riding mowers should be mowed by hand or by using a weedeater as soon as possible.

B. Recreation

None

C. Special Recreation

Jim Randall presented information pertaining to the inclusion of special needs children in park programming. South Suburban Special Recreation Association in all instances has provided qualified staff for one on one supervision and assistance when needed.

D. Planning

Dennis Persic reported that Eiman Malone is having trouble getting new sewer line permits for the Malone and Maloney subdivision.

E. Finance

None

F. Beautification

None

G. Township Planning Commission

Dennis Persic reported that it looked like the idea for a community pool was a dead issue.

H. L.A.P.

Jim Randall reported that Sharon Hudson is resigning as secretary for L.A.P.

I. Frankfort Youth Commission

Pam Kohlbacher reported that a Youth Commission meeting will be held on Tuesday, June 25th, 7:30 p.m., at the Park District Administration Building. Pam reported that the Commission was looking for more people (teenagers and adults) to attend the meetings.

IX. Old Business

None

X. New Business

Jim Randall reported that an ordinance for portable concession stands will be available at the July board meeting.

Jim Randall reported that a description for the Recreation Supervisor position will be presented at the July board meeting.

Park District Board
June 19, 1996
Page 4

Jim Randall discussed the position of the Park District on requests for donations from park district residents and organizations. The Board directed Jim Randall to discuss the legality of donating taxpayer's money with Dick Hutchison, the attorney for the Park District.

XI. Adjournment

Motion 96-183 was made by Ken Blackburn, seconded by Pam Kohlbacher, to adjourn the meeting at 8:52 p.m. Motion passed unanimously.

Submitted by,

Marge Johnson

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

July 17, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Dennis Persic, Keith Nush, Pam Kohlbacher, Jeff Libowitz, Ken Blackburn, Char Westley and Dave Wilson.

III. Public Input

Jim Randall presented Levy Ordinance #107. Motion 96-184 was made by Ken Blackburn, seconded by Char Westley to pass Levy Ordinance #107. Motion passed unanimously.

IV. Presentation of the May 16, 1996 Minutes

Motion 96-185 was made by Ken Blackburn, seconded by Char Westley, to accept the June 19th minutes as presented. Motion passed unanimously.

V. Legal

No report

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable listing. Motion 96-186 was made by Char Westley, seconded by Ken Blackburn to accept the Accounts Payable Listing. Motion passed unanimously.

VII. Director's Report

Jim Randall reported the time frame for hiring a Recreation Supervisor.

Jim Randall reported that a few items on the Oslad/Lawcon Grant needed to be revamped.

Jim Randall discussed the possibility of redoing the lights at Summit Hill South ballfield.

VIII. Committee Reports

A. Maintenance

No report

B. Recreation

No report

C. Special Recreation

No report

D. Planning

Dennis Persic reported that the sewer line was in at the Hilda Walker site and that grading should begin soon.

E. Finance

No report

F. Beautification

Dave Wilson reported that 130 plantings were put around the culverts. Saunoris Brothers Nursery is doing up landscaping plans for various parks.

G. Township Planning Commission

No report

H. Wetlands

Jim Randall reported that instead of doing a burn this fall, a herbicide application will be done.

I. L.A.P.

Jim Randall reported that L.A.P. was looking for a new secretary.

Jim Randall reported that the L.A.P. board voted to donate \$2,500 to Lincoln-Way East High School for improvements to the gym or fitness center.

J. Frankfort Youth Commission

Pam Kohlbacher reported that the Youth Commission was in full swing and was meeting again at the end of the month.

Pam Kohlbacher reported that the Youth Commission would have a telephone line added and put a telephone and answering machine at the park district office for Youth Commission calls.

IX. Old Business

No report

X. New Business

Motion 96-187 was made by Ken Blackburn, seconded by Pam Kohlbacher, to go into executive session. Motion passed unanimously.

Motion 96-188 was made by Char Westley, seconded by Dave Wilson, to go out of executive session.

Park District Board
July 17, 1996
Page 4

XI. Adjournment

Motion 96-189 was made by Char Westley, seconded
by Dave Wilson, to adjourn the meeting at
8:40 p.m. Motion passed unanimously.

Submitted by,

Marge Johnson

Board Meeting Minutes-Closed Session
July 17, 1996

Motion 96-187 made by K. Blackburn, seconded by P. Kohlbacher to go into executive session.
Motion carried unanimously.

The Board discussed land acquisition. J. Randall reported that the owner of Hickory Creek Golf Course phoned to inform him he was dropping his asking price for the golf course to \$700,000. Mr. Randall will continue to investigate other aspects of the course operation and provide additional information at a future meeting.

Motion 96-188 made by C. Westley, seconded by D. Wilson to return to open session.

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

August 21, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Jeff Libowitz, Keith Nush, Dennis Persic, Char Westley, and Dave Wilson.

III. Public Input

Frankfort Square residents, Dave & Sherry Lurch attended to voice their concerns relating to the Hilda Walker School site. Dennis Persic indicated that many issues are in the works and he will update the Board as information becomes available.

IV. Presentation of the July 17, 1996 Minutes

Motion 96-190 was made by Ken Blackburn, seconded by Char Westley, to accept the July 17, 1996 minutes as presented. Motion passed unanimously.

V. Legal

Dick Hutchison reported on the parcel of land in the Waterford Place subdivision. He received a tax bill, but still hasn't received the deed to the land. He asked Jim Randall to try calling the attorney to see if he can obtain the deed.

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 96-191 was made by Char Westley, seconded by Ken Blackburn, to accept the Accounts Payable Listing. Motion passed unanimously.

VI. Treasurer's Report (continued)

Jim Randall reported the audit has been completed and was distributed to Board members. If, after reviewing the audit, questions exist, he will ask the auditor, Greg Miller, to attend the September meeting.

VII. Director's Report

Jim Randall reviewed the proposed relamping of the Summit Hill South ball diamond. Once bids are received, and the pricing is acceptable, Jim will ask for authorization from the commissioners at the September Board meeting.

VIII. Committee Reports

A. Maintenance

Dennis Persic reported on the progress towards the completion of the Summit Hill School retention site.

B. Recreation

Jim Randall reported the fall brochure is completed and is at the printer. The scheduled delivery date is September 3rd or 4th.

C. Special Recreation

Discussion took place on the need for additional ball diamonds versus the need to maintain open space.

D. Planning

No report

E. Finance

No report

F. Beautification

Dave Wilson will be working with Saunoris Brothers Nursery on park sign landscaping.

G. Township Planning Committee

No report

H. Wetlands

No report

I. L.A.P.

Jim Randall reported that a \$2,500 donation was made to the Lincoln-Way East High School to be used for improvements to the gym or fitness center.

J. Frankfort Square Youth Commission

Pam Kohlbacher presented flyers of a Youth Speaker who will be making a presentation to Frankfort Square residents on Tuesday, August 27, 1996 at 7:00 p.m., at the Park District Building.

IX. Old Business

Jim Randall reported on the Frankfort Square Park District grant application. He hopes to attend a fall grant hearing on September 23, 1996, at 11:00 a.m. He will keep the Board informed.

X. New Business

Motion 96-192 was made by Char Westley, seconded by Ken Blackburn, to go into executive session to discuss legal and land issues. Motion passed unanimously.

Motion 96-193 was by Ken Blackburn, seconded by Char Westley, to go out of executive session. Motion passed unanimously.

XI. Adjournment

Motion 96-194 was made by Dave Wilson, seconded by Char Westley, to adjourn the meeting at 9:52 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

September 18, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Pam Kohlbacher, Keith Nush, Dennis Persic, and Dave Wilson. Ken Blackburn, Jeff Libowitz and Char Westley were absent.

III. Public Input

No report

IV. Presentation of the August 21, 1996 Minutes

Motion 96-195 was made by Keith Nush, seconded by Pam Kohlbacher, to accept the August 21, 1996 minutes as presented. Motion passed unanimously.

V. Legal

Dick Hutchison reported he is still working on obtaining the deed to the park property in Waterford Place.

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 96-196 was made by Pam Kohlbacher, seconded Keith Nush, to accept the Accounts Payable Listing. Motion passed unanimously.

Greg Miller attended to give a brief overview of the Audit Report that was distributed at the August Meeting. Discussion followed.

Mr. Miller also brought the State reports for the Treasurer's signature, and will see that they, and the Audit reports, get filed meeting State requirements for filing.

VII. Director's Report

Motion 95-197 was made by Dave Wilson, seconded by Keith Nush, to accept Ordinance 108 authorizing relighting of the Summit Hill South ball diamond, at a cost of \$52,917 over three years. Motion passed unanimously.

Jim Randall reported he received a price from P.T. Farrow, of \$16,798, to pave the Hunter Prairie parking lot, and the path to Woodlawn Park.

Jim Randall reported park district staff will be working with Bob Rung, from the Illinois Department of Conservation, on renovating the Island Prairie pond.

Jim Randall stated an exterior door will be installed on the office located in the maintenance garage for private access by the Will County's Sheriff's Dept. He will also be dividing the existing office into two offices for housing both the Sheriff's Department and the Superintendent of Parks.

VIII. Committee Reports

A. Maintenance

Dennis Persic provided a report on anticipated locations for new soccer fields and baseball diamonds. Discussion followed on development and maintenance of these fields.

B. Recreation

Jim Randall reported several candidates have been interviewed for the position of Recreation Supervisor, and several more will be interviewed at the end of the week.

C. Special Recreation

SSSRA is working on getting surveys out to the communities, and completing their master plan. They are also working on their audit.

D. Planning

Dennis Persic was contacted by a local resident who happens to be an excavator. He offered to remove the large pile of dirt on the west side of the Hilda Walker school site at no cost to the township. He would also like to have the dirt on the east side and will also remove it at no cost.

E. Finance

No report

F. Beautification

Jim Randall reported the signs are not ready yet. Dave Wilson will follow up with the company in New Lenox.

Jim Randall stated Saunoris Brothers Nursery donated to the Park District a hay wagon, which they will be using for pre-school and park district activities.

G. Township Planning Committee

No report

H. Wetlands

No report

I. L.A.P.

Jim Randall reported L.A.P. started their programming this week.

J. Frankfort Square Youth Commission

Pam Kohlbacher reported there will be a joint youth commission meeting on October 2, 1996, and will be attended by youth commissions from Frankfort Square, Frankfort, and Mokena.

Pam Kohlbacher announced two youth representatives have been named to the Executive Board; Danny Broholm and Jason Lerch.

Pam reported Rosalie Plechaty, Coordinator of Community Services for the Frankfort Youth Commission, has offered her office as a point of contact for the Frankfort Square Youth Commission.

Youth speaker, Jim Gill, has rescheduled his presentation for Tuesday, September 24th, at the Park District Building.

IX. Old Business

No report

X. New Business

Pam Kohlbacher was asked by a resident to check into the possibility of installing a 4-way stop sign at the intersection of Braemer and Benton. The park district will do a car count to see if it meets the criteria.

Pam Kohlbacher reported on the upcoming anniversary celebration and the activities that have been scheduled. A community-wide event took place to design a flag for the occasion. A winning entry was selected and permission has been given by the schools and park district to fly the flags out front.

XI. Adjournment

Motion 96-198 was made by Pam Kohlbacher, seconded by Dave Wilson, to adjourn the meeting at 9:40 p.m.
Motion passed unanimously.

Submitted by,

Jill Simmons

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

October 16, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Jeff Libowitz, Keith Nush, Dennis Persic, Char Westley, and Dave Wilson.

III. Public Input

Jean Deramo and Lorraine Novak, from the Frankfort Public Library, attended to ask for support from Frankfort Square residents to pass the library referendum that will be on the November ballot.

Residents of Frankfort Square Road and Pine Hill attended to voice their concerns over the new baseball diamond being constructed behind their homes at the Hilda Walker School site. After much discussion, the board stated that the Park District is only trying to provide the facilities which were most requested by Frankfort Square residents, as a whole, on the survey that was distributed last year.

IV. Presentation of the September 18, 1996 Minutes

The following correction was made to the September 18, 1996 minutes: In the second paragraph of the Director's Report, P.T. Farrow, should read P.T. Ferro.

Motion 96-199 was made by Dave Wilson, seconded by Char Westley, to accept the September 18, 1996 minutes as presented. Motion passed unanimously.

V. Legal

No report.

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 96-200 was made by Jeff Libowitz, seconded by Keith Nush, to accept the Accounts Payable Listing. Motion passed unanimously.

VII. Director's Report

Jim Randall presented to the Board a first draft of Concession Stand Ordinance #109. If approved by the board, and Dick Hutchison, it will be passed at the November meeting.

Jim Randall stated Park staff will be conducting an in-house traffic survey at the intersection of Benton & Braemer to see if there is a need for a 4-way stop.

VIII. Committee Reports

A. Maintenance

Jim Randall reported the roof leaks have recently been repaired, and new sinks installed, at minimal cost to the Park District.

Work is expected to begin on the replacement of lights at the Summit Hill South field on October 18.

Jim Randall reported a combination lock has been installed to the front door of the Community Center to take place of community groups having to acquire the key the day of the meeting or event. Jim will be writing a policy on this and will present it at the November meeting.

B. Recreation

No report

C. Special Recreation

No report

D. Planning

Dennis Persic reported work will begin soon at Kiwanis Park playground.

Dennis Persic stated work is continuing at the Hilda Walker site. He mentioned that they are waiting for Steve Wright to remove the remaining dirt pile on the east side, and will be done once a permit is obtained.

E. Finance

No report

F. Beautification

Dave Wilson reported there will be an additional delay in getting the signs, though he will keep abreast of the situation and report back to the Board.

G. Township Planning Committee

No report

H. Wetlands

Jim Randall reported he has been assisting Bob Rung, of the Illinois Department of Natural Resources, in the Island Prairie Pond improvement process. He mentioned they will be coming back on Friday to re-stock the pond.

I. L.A.P.

Jim Randall reported L.A.P. is going extremely well. They are fully staffed and programs are full.

J. Frankfort Square Youth Commission

Pam Kohlbacher reported the Frankfort Square Youth Commission had the opportunity to attend a 1/2 day workshop with youth commissions from surrounding areas.

It was also reported that, at the October 22 meeting, priorities were set for the upcoming year, which includes a community calendar. Jim Randall volunteered to print the calendar in the Park District brochure.

IX. Old Business

Pam Kohlbacher reported everything is set up for the Silver Anniversary celebration scheduled for October 18, 19 and 20, throughout the Frankfort Square community. She also thanked all local business for their time and contributions.

X. New Business

Motion 96-201 was made by Char Westley, seconded by Ken Blackburn, to go into Executive Session to discuss Personnel. Motion passed unanimously.

Motion 96-202 was made by Ken Blackburn, seconded by Char Westley, to go out of Executive Session. Motion passed unanimously.

Motion 96-203 was made by Ken Blackburn, seconded by Pam Kohlbacher, to hire Jeff Mecher as the new Superintendent of Parks, at a starting salary of \$25,000. Motion passed unanimously.

XI. Adjournment

Motion 96-204 was made by Ken Blackburn, seconded by Char Westley, to adjourn the meeting at 10:00 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons

**FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING**

November 20, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Jeff Libowitz, Keith Nush, Dennis Persic, Char Westley, and Dave Wilson.

III. Public Input

Jack Williams, from the Frankfort Square Boys Baseball League, presented a petition with 324 signatures asking the board to install lights at the four new fields planned for the Hilda Walker School site. Mr. Persic asked that they wait until the Board meets for a planning session to see if they may be able to get an additional field on the proposed site.

Mr. Williams also asked about the possibility of having a lighted ice skating rink. Mr. Randall stated there are lights already installed at the new rink and they could be turned in a way that they will shine on the rink. It was also discussed that the old Park District Building be used as a warming house or shelter.

IV. Presentation of the October 16, 1996 Minutes

Motion 96-205 was made by Char Westley, seconded by Ken Blackburn, to accept the October 16, 1996 minutes as presented. Motion passed unanimously.

V. Legal

Lynn Hickey attended for Dick Hutchison to report on the McDonnell property donated to the Park District. It was discovered the deed was never recorded and the tax exemption never filed on this property. Dick's office has prepared a new deed, which has been filed. 1995 taxes have been paid, and the 1996 taxes are now at issue.

V. Legal (continued)

Motion 96-206 was made by Char Westley, seconded by Ken Blackburn, to accept Ordinances #109 and #110. Motion passed unanimously.

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 96-207 was made by Ken Blackburn, seconded by Char Westley, to accept the Accounts Payable Listing. Motion passed unanimously.

VII. Director's Report

Jim Randall asked that a planning meeting be scheduled for December 4, at 7:00 p.m. to discuss the distribution of the grant money.

VIII. Committee Reports

A. Maintenance

No report

B. Recreation

The 7th and 8th grade dance is scheduled for this Friday, from 7:00 - 9:00 p.m. Again, there is a shortage of chaperons. If any commissioner can attend, please call the office.

C. Special Recreation

No report

D. Planning

Dennis Persic reported he and Jim Randall contacted Edgar Montaivo regarding earth working equipment.

E. Finance

No report

F. Beautification

Dave Wilson reported 88 trees, of various kinds, have been planted around the community. Most of the trees were donated by Saunoris Nursery.

Jim Randall reported that he obtained paperwork on a tree grant.

G. Township Planning Committee

No report

H. Wetlands

No report

I. L.A.P.

No report

J. Frankfort Square Youth Commission

Pam Kohlbacher reported on the Youth Commission Lock-in that will be taking place between Frankfort Square, Frankfort, and Mokena. There are approximately 30 youths that have responded.

November 26, 1996 will be the next meeting of the Frankfort Square Youth Commission Membership Committee.

IX. Old Business

Jim Randall reported on the informational meeting he attended for grant recipients, in Springfield, on November 20th.

Jim Randall asked the Board for approval to hire Jeff Braun as the architect. Motion 96-208 was made by Dave Wilson, seconded by Ken Blackburn, authorizing the Park District to enter into an agreement with Cody Braun for engineering and architectural services necessary for the completion of the Union Creek Park sight. Motion passed unanimously.

X. New Business

It was mentioned that the Anniversary Celebration letters went out thanking all those involved in making it a successful event.

XI. Adjournment

Motion 96-209 was made by Char Westley, seconded by Ken Blackburn, to adjourn the meeting at 8:50 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

December 18, 1996

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Jeff Libowitz, Keith Nush, Dennis Persic, Char Westley, and Dave Wilson. Pam Kohlbacher was absent.

III. Public Input

No report.

IV. Presentation of the November 20, 1996 Minutes

Motion 96-210 was made by Ken Blackburn, seconded by Char Westley, to accept the November 20, 1996 minutes as presented. Motion passed unanimously.

V. Legal

Dick Hutchison reported the deed to the McDonnell Park property has been filed with Will County.

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 96-211 was made by Char Westley, seconded by Ken Blackburn, to accept the Accounts Payable Listing. Motion passed unanimously.

VII. Director's Report

Jim Randall presented the contract from Jeff Braun, Architect for the Union Creek OSLAD/Lawcon Grant. Jim Randall will review the document and enter into an agreement with Cody Braun for their services.

VIII. Committee Reports

A. Maintenance

Jim Randall reported he received an additional 20 trees, which will be planted throughout the community, when weather allows.

B. Recreation

A proof of the new brochure was distributed for review.

C. Special Recreation

It was reported the South Suburban Special Recreation has purchased an additional van.

D. Planning

Dennis Persic reported he is still in the process of determining if 5 ball diamonds will fit at the new Union Creek sight.

E. Finance

No report

F. Beautification

No report

G. Township Planning Committee

No report

H. Wetlands

No report

I. L.A.P.

LAP open gym will be closed during January for track resurfacing.

J. Frankfort Square Youth Commission

Jill Simmons reported for Pam Kohlbacher that the first calendar of community events will be distributed in the January Summit Hill Newsletter. The next general membership meeting for the Frankfort Square Youth Commission will be January 28th, from 7:00 - 8:30 p.m., at the Frankfort Square Park District Building.

IX. Old Business

Jim Randall reported he spoke to Sue Eubanks, State Grant Administrator, who suggested a public meeting be scheduled to notify residents of a change in facilities, i.e., the concession stand/washroom, included in the Park Union Creek Grant Application.

X. New Business

Keith Nush asked who is in charge of the gate at the Hilda Walker School. Jim Randall reported as of now, the gate is permanently opened, but will soon have two separate padlocks; one for school use, and one for park district use.

Dave Wilson asked when planning will begin for the Appreciation celebration. Jim Randall said they will discuss details at the January meeting.

XI. Adjournment

Motion 96-212 was made by Char Westley, seconded by Ken Blackburn, to go into Executive Session to discuss Park District employee positions. Motion passed unanimously.

Motion 96-213 was made by Ken Blackburn, seconded by Char Westley, to go out of Executive Session. Motion passed unanimously.

Motion 96-214 was made by Ken Blackburn, seconded by Dave Wilson, to adjourn the meeting at 9:00 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons

**FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING**

JANUARY 15, 1997

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

A Public Hearing was held at 7:00 p.m. regarding the proposed relocation of washrooms for the Union Creek Community Park site. No public input took place.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Keith Nush, Dennis Persic, Char Westley, and Dave Wilson. Jeff Libowitz was absent.

III. Public Input

No public input.

IV. Presentation of the December 18, 1996 Minutes

Motion 97-215 was made by Ken Blackburn, seconded by Pam Kohlbacher, to accept the December 18, 1996 minutes as presented. Motion passed unanimously.

V. Legal

No report.

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 97-216 was made by Ken Blackburn, seconded Pam Kohlbacher, to accept the Accounts Payable Listing. Motion passed unanimously.

VII. Director's Report

Jim Randall reported he will present a copy of the 1997-1998 Working Budget at the February meeting for board review.

VII. Director's Report (continued)

The park district began accepting election petitions on January 13th. Those seeking election to the Board will be invited to upcoming board and committee meetings.

Jim Randall asked for approval by the board to start implementing the use of credit cards when registering for park district programs. Motion 97-217 was made by Ken Blackburn, seconded by Pam Kohlbacher, to approve credit card purchasing through the Park District. Motion passed unanimously.

Jim Randall reported the skating rink has been completed at Summit Hill.

Jim Randall reported the annual Appreciation Party is scheduled for Saturday, February 22, 1997. Invitations will go out next week. Pam Kohlbacher and Char Westley were named co-chairpersons of the evenings events.

VIII. Committee Reports

A. Maintenance

No report

B. Recreation

Jim Randall reported the new brochure has been very well received and that program enrollment has been exceptional.

C. Special Recreation

Jim Randall announced a meeting of the South Suburban Special Recreation Association, January 30, 1997, at 7:30 p.m., at the Homewood Racquet Club.

Jim Randall reported Dr. Zito, and recreation students enrolled at the College of St. Francis, have completed the Master Plan and survey and has submitted the preliminary results to the SSSRA board.

D. Planning

No report

E. Finance

No report

F. Beautification

No report

G. Township Planning Committee

No report

H. Wetlands

No report

I. L.A.P.

Jim Randall reported Lincolnway High School is considering replacing the old Night Walker passes with new plastic ones.

J. Frankfort Square Youth Commission

Pam Kohlbacher reported the In The Square Calendar has been distributed throughout Frankfort Square.

Pam also reported on the Tac Time Television Program, which will be aired on Channel 6.

The next general membership meeting is scheduled for January 28, 1997, at 7:00 p.m., at the Park District building.

IX. Old Business

Jim Randall reported he is waiting for a Topographical drawing of the school site, which will then be presented to Jeff Braun so he can begin developing the plans for the school site. The next step will be to go to bid on the project.

A resolution has been drafted to enable the Park District to finance the project. Dick Hutchison will review the document prior to being submitted to New Lenox State Bank and the Park Board for approval.

X. New Business

Dave Wilson presented the possibility of creating a sledding hill within the Park District. Discussion followed.

XI. Adjournment

Motion 97-218 was made by Ken Blackburn, seconded by Char Westley, to adjourn the meeting at 8:48 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING

February 19, 1997

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Jeff Libowitz, Keith Nush, Dennis Persic, Char Westley, and Dave Wilson.

III. Public Input

No public input.

IV. Presentation of the January 15, 1997 Minutes

Motion 97-219 was made by Ken Blackburn, seconded by Char Westley, to accept the January 15, 1997 minutes as presented. Motion passed unanimously.

V. Legal

Dick Hutchison reported on the tax objections for 1995. Complaints were filed by Commonwealth Edison and Amoco Oil. The details of these complaints were discussed.

VI. Treasurer's Report

Motion 97-220 was made by Char Westley, seconded by Ken Blackburn, to pass Ordinance #97-00-111 for Grant Funding. Motion passed unanimously.

Motion 97-221 was made by Ken Blackburn, seconded by Char Westley, to pass Ordinance #97-00-112 for Equipment purchasing. Motion passed unanimously.

Motion 97-222 was made by Char Westley, seconded by Pam Kohlbacher, for the Portable Concession Stand Policy. Motion passed unanimously.

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 97-223 was made by Ken Blackburn, seconded Dave Wilson, to accept the Accounts Payable Listing. Motion passed unanimously.

VI. Treasurer's Report (continued)

Jim Randall distributed the first draft of the 1997-1998 budget. A budget meeting was scheduled for March 6th, at 7:00 p.m., at the Park District Building.

VII. Director's Report

Jim Randall asked that, due to a prior commitment, the next Board Meeting be changed to March 12th, at 7:45 p.m. This is also Candidate's night.

Jim Randall reported on his meeting February 11th, with Paula Wallrick, Director of Community Development for the Village of Frankfort, with regards to the pending development of Meers property.

Jim Randall reported the Summit Hill School District, in cooperation with the Park District, is applying for a Project Fit America Grant. This grant would provide a fitness course that could be used by residents as well as incorporated into school curriculum. Jim will keep the Board informed as to the status of the application.

Due to ongoing problems, a discussion took place over the possibility of moving the Adult Open Gym program to the LAP facility at Lincoln-Way East High School. Once the details can be worked out, the request will be submitted for approval.

VIII. Committee Reports

A. Maintenance

No report

B. Recreation

Marge Johnson reported on past and upcoming Park District programs:

The Junior High Ski Trip is scheduled for Friday, February 28th. She, Jim Randall, and several parents will be chaperoning.

B. Recreation (continued)

Approximately 100 people will be attending the Employee Appreciation Party on Saturday. Dennis Persic reported he will not be there due to another commitment.

The 1st/2nd grade basketball league was very successful.

Softball registration is now starting.

120 people attended the recent Daddy/Daughter dance night. The possibility of having a second one is being discussed.

220 people are registered for Lunch with the Easter Bunny.

C. Special Recreation

Janet Porter, Director of S.S.S.R.A., attended to present a report of the past years' activities and answer any questions the commissioners may have.

D. Planning

Dennis Persic is starting to plan the development of Hoffman Park, across from the Golf Course. He asked the Board for their suggestions on what they would like constructed there; i.e., sand volleyball court, tot lot, or 1/2 basketball court. After some discussion, Dave Wilson stated it would probably be more beneficial to build a new tot lot.

E. Finance

No report

F. Beautification

No report

G. Township Planning Committee

No report

H. Wetlands

Jim Randall reported he was approached by Sue Plankis over the possibility of her coming back and continuing her prior duties as the Park Naturalist.

I. L.A.P.

No report.

J. Frankfort Square Youth Commission

Pam Kohlbacher reported the Youth Commission Executive Board met last night and discussed the possibility of merging with the Village of Frankfort Youth Commission.

She also contacted all of the Frankfort Square School Principals about the possibility of setting up a Parent Resource Library at each school location. All were receptive to the idea.

IX. Old Business

Jim Randall reported the Topographical drawing on the West side of the school site has been completed. Jim hopes to have some preliminary drawings from Jeff Braun at the March meeting.

X. New Business

No report.

XI. Adjournment

Motion 97-224 was made by Char Westley, seconded by Dave Wilson, to adjourn the meeting at 9:15 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons

**FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING**

March 12, 1997

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Dennis Persic, Char Westley, and Dave Wilson. Jeff Libowitz and Keith Nush were absent.

III. Public Input

No public input.

IV. Presentation of the February 19, 1997 Minutes

Motion 97-225 was made by Char Westley, seconded by Ken Blackburn, to accept the February 19, 1997 minutes as presented. Motion passed unanimously.

V. Legal

No report

VI. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 97-226 was made by Ken Blackburn, seconded Char Westley, to accept the Accounts Payable Listing. Motion passed unanimously.

VII. Director's Report

Jim Randall reported Green Clovers 4-H counsel applied for a grant on behalf of Frankfort Square and received it. They received \$640.00 in order to plant 8 trees throughout the community.

The Park District is sponsoring a community-wide garage sale in May. A flyer has been passed out at the schools.

The scheduling of baseball and softball fields is currently taking place for the upcoming season.

VIII. Committee Reports

A. Maintenance

Jeff Mecher's Maintenance Report was distributed for review.
Highlights of this report are as follows:

- 1) New park equipment has been ordered and should arrive around mid-March.
- 2) Six new employees have been hired for the summer. An additional one or two will be hired before summer starts. They are currently working on getting the parks ready for the upcoming season.
- 3) A glass and aluminum display case was donated to the park district by Rick Mitchell. It will be located in the main foyer of the Community Center.
- 4) Work will begin soon on the completion of Kiwanis Park, weather permitting.

B. Recreation

The last 7th and 8th grade dance is scheduled for Friday, March 14th, from 7:00 - 9:00 p.m.

Requests for sponsor donations for the Easter Egg Hunt and Girls Softball were distributed to over 60 local businesses and vendors.

C. Special Recreation

No report

D. Planning

No report

E. Finance

Jim Randall passed out the third revision of the working budget prior to April Board approval.

F. Beautification

Ken Blackburn asked Jim Randall whether the fenced in area behind the Park District Building could be replaced with a more attractive fence which would conceal the equipment, etc. Jim will look into other alternatives.

Discussion took place on replacing the Frankfort Square sign located near the Shell Gas Station. The Frankfort Square Homeowners Association expressed interest in splitting the cost of the sign and any landscaping that would be done. The approximate cost would be \$2,000.

G. Township Planning Committee

No report

H. Wetlands

No report

I. L.A.P.

No report

J. Frankfort Square Youth Commission

No report

IX. Old Business

Jim Randall reported Jeff Braun is working with Ted Vergilio, of Branecki, Virgilio and Associates, to develop a grading plan for the Union Creek park site.

X. New Business

Motion 97-227 was made by Ken Blackburn, seconded by Char Westley, to go into Executive Session to discuss Personnel.

Motion 97-228 was made by Ken Blackburn, seconded by Pam Kohlbacher, to go out of Executive Session.

XI. Adjournment

Motion 97-229 was made by Ken Blackburn, seconded by Char Westley, to adjourn the meeting at 10:40 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons

**FRANKFORT SQUARE PARK DISTRICT
ABSTRACT OF VOTES MEETING**

April 3, 1997

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

The meeting was called to order at 4:20 p.m.

II. Roll Call

Present were: Pam Kohlbacher, Char Westley, Dave Wilson and Jeff Libowitz.

III. Abstract of Votes

Motion 97-230 was made by Jeff Libowitz, seconded by Char Westley to accept the Abstract of Votes from the April 1st election as correct. Motion passed unanimously.

IV. Adjournment

Motion 97-231 was made by Dave Wilson, seconded by Char Westley, to adjourn the meeting at 4:30 p.m. Motion carried unanimously.

Submitted by,

Pam Kohlbacher

**FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING**

April 16, 1997

The following are minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building.

I. Call to Order

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

II. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Jeff Libowitz, Keith Nush, Dennis Persic, and Char Westley. Dave Wilson was absent.

III. Public Input

A resident of the Condo Association, on Graceland Avenue, attended to voice his concerns over the parking situation near the basketball and tennis courts. After some discussion, the Board stated they will look into other parking options.

IV. Presentation of the March 12 and April 3, 1997 Minutes

Motion 97-230 was made by Char Westley, seconded by Ken Blackburn, to accept the March 12, 1997 minutes as presented. Motion passed unanimously.

Motion 97-231 was made by Ken Blackburn, seconded by Char Westley, to accept the April 3, 1997 minutes as presented. Motion passed unanimously.

V. Election of Officers

Jack Williams, Bob Murphy, Mark Bickel, and Ken Blackburn were sworn in as new Commissioners.

Jeff Libowitz nominated Dennis Persic for President. Motion 97-232 was made by Ken Blackburn, seconded by Jack Williams, to accept the nomination of Dennis Persic as Park Board President. Motion passed unanimously.

Pam Kohlbacher nominated Jeff Libowitz as Vice President. Motion 97-233 was made by Mark Bickel, seconded by Jack Williams, to accept the nomination of Jeff Libowitz as Vice President. Motion passed unanimously.

V. Appointments:

- Jim Randall was appointed Secretary
- Ken Blackburn was appointed Treasurer

Committee's:

Maintenance - Ken Blackburn
Recreation - Pam Kohlbacher, Jeff Libowitz & Jack Williams
Special Recreation - Jim Randall
Planning - Dennis Persic & Mark Bickel
Finance - Mark Bickel & Ken Blackburn
Beautification - Mark Bickel & Bob Murphy
Township Planning Commission - Dennis Persic
Wetlands - Bob Murphy
L.A.P. - Jim Randall
Frankfort Square Youth Commission - Pam Kohlbacher, Jack Williams and Bob Murphy

Meeting Dates will continue to be the 3rd Wednesday of the month, at 7:30 p.m., at the Park District.

Check Signing Authority: Dennis Persic, Pam Kohlbacher, Ken Blackburn,
Marge Johnson, Jack Williams & Jim Randall.

Newspaper: The Star

Legal Counsel: Dick Hutchison

Dennis Persic thanked Keith Nush, Char Westley and Dave Wilson for the years of time and commitment they contributed to the Park District. They will be greatly missed!

VI. Legal

No report

VII. Treasurer's Report

The Treasurer's Report was accepted pending audit. Discussions took place on the Accounts Payable Listing. Motion 97-234 was made by Jeff Libowitz, seconded by Ken Blackburn, to accept the Accounts Payable Listing. Roll call was taken to include new Commissioners. Motion passed unanimously.

VII. Director's Report

Jim Randall presented Tax Abatement Ordinance #9700114, as well as the Working Budget for the upcoming fiscal year, beginning May, 1997.

Motion 97-235 was made by Ken Blackburn, seconded by Pam Kohlbacher, to pass Ordinance #9700114. Motion passed unanimously.

Motion 97-236 was made by Mark Bickel, seconded by Jack Williams, to accept the Working Budget as of May 1, 1997. Motion passed unanimously.

Jeff Libowitz suggested an in-service be scheduled for new Commissioners in order to explain procedures, answer any questions they may have, etc. It was decided the Board would meet at 6:00 p.m., on May 21st, prior to the regular Board Meeting.

Jim Randall distributed Jeff Mecher's Project List for the upcoming year. He asked the Commissioner's to look it over and give him any additions, etc., prior to May approval.

Pam Kohlbacher asked about the possibility of providing an area to be used as a street hockey rink. Jim Randall will research this and report back at the May meeting.

VIII. Committee Reports

A. Maintenance

Jeff Mecher's Maintenance Report was distributed for review.

B. Recreation

Marge Johnson & Deb Brand are currently working on the new brochure for distribution in May.

C. Special Recreation

The Annual Athletic Banquet and Award Ceremony for SSSRA participants is scheduled for April 23rd.

Dr. Zito has completed a survey of participants and a Master Plan for SSSRA.

D. Planning

Dennis Persic passed around pictures of the new park equipment he will be ordering for Hoffman Park. He said to expect delivery in 4-8 weeks.

E. Finance

No report

F. Beautification

Jim Randall said several of the Park signs have been installed at their respective parks. He said he will be approaching several different landscapers to see who can come up with the best design for around the signs.

G. Township Planning Committee

No report

H. Wetlands

Jim Randall and Sue Plankis met to discuss several things that will be taking place this season; i.e., minor burns, EPA permitting, and grants for tree planting and nature trails.

I. L.A.P.

No report

J. Frankfort Square Youth Commission

Pam Kohlbacher reported a Family Bingo night has been scheduled for May 31st, from 7:00 - 9:00 p.m., at the Park District Building.

Mrs. Kohlbacher also reported the Executive Board of the Youth Commission has compiled the results of the survey given to 7th and 8th graders at Summit Hill. She will report the results at the May meeting.

IX. Old Business

Jim Randall reported the grading plan for the west side of Union Creek has been completed and hoped to be submitted to Commonwealth Edison for approval the week of April 14.

IX. Old Business (continued)

Jeff Braun, along with Ted Virgilio, hope to have the remaining drawings done by the end of April, and ready to go to bid by mid-May. Jim is optimistic the seeding will be done by August 15.

Dave Moss, of Musco Lighting, will be meeting with the Frankfort Square Little League, April 24, at 7:00 p.m.

X. New Business

Mark Bickel submitted, to Jim Randall, a proposal for Legal Services from a local law firm. Jim agreed to look it over.

XI. Adjournment

Motion 97-237 was made by Ken Blackburn, seconded by Bob Murphy, to adjourn the meeting at 9:20 p.m. Motion passed unanimously.

Submitted by,

Jill Simmons