

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
November 17, 2016

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Jim Kohlbacher, Dave Macek, Craig Maksymiak, and Brian Mulheran.

Absent were: Anthony Granata and Joe Vlosak.

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

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

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

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

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

B. Congratulatory

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

C. Informative

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

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

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

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

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

VII. Legal Report

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

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

VIII. Treasurer's Report

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

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

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

IX. Director's Report

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

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

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

X. Committee Reports

A. Maintenance

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

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

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

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

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

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

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

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

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

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

B. Recreation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Information Technology

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

D. Special Recreation

No report

E. Finance and Planning

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

F. Township Planning Commission

No report

G. Golf Course

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

H. Office

No report

I. Risk Management

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

J. Wellness Committee

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

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

XV. Adjournment

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

Respectfully submitted:  
Linda Mitchell