

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 16, 2017

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

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

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

Absent was/were: None

Also present were: FSPD staff, Carter Patton, Athletic Supervisor and Ed Reidy, Superintendent of Parks

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Carter Patton, Athletic Supervisor, is assisting the American Cancer Society (ACS) with their 2018 Relay for Life fundraiser that will be held at Lincoln-Way North. Carter facilitated the Executive Board's planning meeting on October 30, at the Park District's Community Center. Heidi Gonzalez, Community Development Manager emailed Carter, thanking him for facilitating their meeting. The ACS Executive Board also verbally expressed extreme appreciation for the willingness exhibited by the FSPD to ensure the success of this worthy cause.

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

Craig Maksymiak made Motion 17-1324 to accept the October 19, 2017 Board Meeting Minutes as presented. Dave Macek seconded.

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

VII. Legal Report

Director, Audrey Marcquenski, reported that the Park District received a FOIA request from a group investigating local government use of facilities, fees charged, and public comment policies. Documents were gathered, forwarded to the District's legal counsel for review and input, and provided electronically to the requestor within the mandated response time.

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 17-1325 to accept the October Accounts Payable Listing, pending audit. Denis Moore seconded.

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

IX. Director's Report

Director, Audrey Marcquenski, present at this meeting on behalf of Jim Randall, Executive Director, acknowledged the presence of FSPD staff, Carter Patton and Ed Reidy, for the purpose of providing updates on their areas of supervision.

The Truth and Taxation public hearing is scheduled for Monday, December 4, 2017, and will be followed by the regular Board Meeting that will begin at 7:30 p.m.

Audrey reported that PDRMA approved its 2018 budget, and the Park District's annual premium for general liability insurance has decreased by \$12,000, or 17.93% from the previous calendar year. This reduction reflects the District's commitment to risk management efforts, and reduced loss experience and exposure.

Audrey thanked the Board Members for the positive comments following notification that the Park District was chosen by PDRMA for submitting two winning grant submissions and will be awarded \$3,000. The comments were shared with staff at the November 15 staff meeting.

The November 15, 2017 mini bond payment was completed.

Ms. Marcquenski has been in communication with the University of Illinois regarding the community-wide survey, and a final draft is anticipated to be received at month's end.

Park District staff met with SHSD 161 staff to review the existing intergovernmental agreement. New this year, in lieu of providing snow plowing services, the FSPD has rendered \$30,000 to support the School District's cost to contract said services. In addition, the Park District will lend assistance during daytime hours by clearing driveway areas and spreading salt, as needed. This will allow the Park District to focus efforts on FSPD lots and paths. Commissioner, Craig Maksymiak, asked if the School District is still receptive to this arrangement, and Ms. Marcquenski responded positively.

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Parks, was present to provide highlights for the Park's Department along with progress on current projects, but began by reviewing the monthly Resident Input Summary.

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

Discussion regarding resident input of natural areas in Lighthouse Pointe ensued, with Craig Maksymiak asking if there were specific concerns. Mr. Reidy noted he has addressed concerns regarding plant growth, prairie burns, and presence of lily pads in a basin. Cardno, the natural areas contractor, submitted a year-end report, and Lighthouse Pointe will receive increased attention.

Mr. Reidy reported that the Parks Department is assisting with construction projects and improvements, in addition to the normal duties that are addressed in the fall season.

Community Park Redevelopment – OSLAD Grant Project

The Community Park Redevelopment project is well underway, with Park staff coordinating efforts with Thornton Equipment and Sid Kamp, Inc. to excavate the path, haul spoils to the golf course, fill with gravel, and grade the area.

Phase 1 construction contractors have installed drainage and plumbing, and the concrete pad for the community garden area. Underground electrical work passed inspection, enabling the installation of pole bases and an electrical cabinet.

Remaining work includes construction of the community garden water tower.

Odyssey Park Playground Improvements

Park staff assisted Bettenhausen Construction in the removal failing wood timbers that bordered the playground, now replaced with a concrete curb, sidewalk, and a pad for a picnic table. Shade trees will be planted by Arbor Care, and grading, landscaping, and restoration will be completed by Park staff.

Square Links Golf Course

Reliable, the contracted maintenance provider, is completing improvements that include fairway drainage at Hole #1A, near the tee box of Hole #1B, leveling tee areas at Holes #2, #5, and #6, and low areas in the driving range will be filled.

Soil Pulverizing & Dirt Work

Spoils from the Community Park path will be screened, pulverized and mixed with sand to be reused at Square Links Golf Course, Odyssey Park playground, Community Park, and low areas throughout the District.

Pre-Winter Work

- Irrigation, concession stands, and restrooms were blown out and winterized.
- Hayrides were provided to the ELC and Before and After School programs
- Landscape beds were cut.

- Sports nets, speed bumps, and rain barrels are stored indoors for the season.
- Sports field maintenance and aerating are underway.
- Prairie dropseed planting at Frankfort Square School, following by additional parking lot islands – includes collecting seed, storing, stratifying, late winter greenhouse growing, and spring planting.
- Plowing and salt spreading equipment was readied for use.
- Mowers, trucks, trailers, and small engine equipment will be cleaned, serviced, and stored.
- Repair/refinishing of garbage cans and picnic tables will be completed.

B. Recreation

Audrey Marcquenski reported that preparation of the winter/spring brochure is underway. A new graphic designer will provide a fresh look to the brochure that residents will receive in their mailboxes in mid-December.

C. Information Technology

Ms. Marcquenski reported that staff followed up on the public input provided at the October 19, 2017 Board Meeting, wherein a resident noted she was unable to view linked Board packet documents. The matter was reviewed by the District's IT contractor and web designer, and two options to resolve the issue will be presented.

B Practical Solutions, the District's IT contractor, is addressing an issue with the monitor system that displays solar panel energy use in the Nature Center facility, with plans to post the display on the District's website. This action would enable the public to view energy savings provided by the solar panels in real time.

D. Special Recreation

No report

E. Finance and Planning

No report

F. Golf Course

Carter Patton, Athletic Supervisor, addressed the Board, providing an annual summary of programming and an overview of Square Links's golf season.

The golf course closed for the season on November 5. It was a successful season, with 12,000+ rounds and 23,000+ buckets of balls sold.

Staff received daily compliments regarding the condition of the course.

A new fundraiser was instituted this past season, with three designated community groups receiving \$1,400+ from beverage sales.

The annual college scholarship fundraiser resulted in \$11,000 raised from contributions. The Free Day of Golf that culminated the fundraising efforts was a popular event, with many new faces being introduced to Square Links.

PGA Pro, Ken Bus provided lessons for all ages, with an average of 15 participants per session throughout the summer.

The Ladies League is a popular offering, with 40 participants playing on Wednesday evenings throughout the summer.

Local high schools remain appreciative, noting that Square Links is one of the best courses they utilize for practice and matches.

The Park District applied for a PDRMA Risk Management Grant, and was awarded \$2,500 for its Safer Management of Golf Course Range Balls submission.

F.A.N. is a growing program with expanded hours and rentals of outdoor and indoor space to private teams.

Boy Scout Troop 237 utilized LWN on November 12, to organize food/goods collected during their annual Scouting for Food Drive, and Park staff were on hand to assist as needed.

Lincoln-Way Xplosion and Lincoln-Way Wildcats hosted a day long scrimmage at the LWN field house. This event, along with the Scouts' Food Drive helped to showcase all that F.A.N. has to offer for the D210 community.

Greg Beaudin will provide an improved soccer program that will be introduced in the 2018 season.

Preseason Girls Softball Training at LWN was well received. Twenty girls participated in the program that will conclude on November 18, 2017.

The programs currently provided through F.A.N. are a great foundation on which to build, as the District continues to focus on new and innovative offerings for all ages.

Mr. Patton thanked the Commissioner, noting he and his staff are appreciative of all the support they receive throughout the year from the Park Board.

President, Ken Blackburn, asked if sales at the golf course have shown an improvement. Carter replied that rounds were slightly down due to inclement weather, but sales of range ball buckets were up significantly this season.

Audrey Marcquenski reported that she is pleased with the growth and development she has witnessed in Carter since becoming employed by the District in 2016.

Craig Maksymiak asked if extended F.A.N. hours are worth staff costs. Carter replied that the morning sessions are hit or miss, but the morning and midday sessions are when the majority of members utilize the facility. The evening sessions reflect a majority of daily pass sales. He continues to monitor usage to determine how best to accommodate needs in the most cost effective manner.

Mr. Maksymiak remarked on the open events at F.A.N., outside of programming, that can provide opportunities to reach the public through the distribution of brochures or flyers.

G. Office

No report

H. Risk Management

Audrey Marcquenski reported that due to achieving accreditation status based on our PDRMA Loss Control Review score of 99, Board Members and full time staff will receive PDRMA jackets in 2018.

I. Wellness Committee

No report

J. Community Updates

Audrey Marcquenski reported on the success of the Boy Scout Troop 237 annual food drive. Earl Bonovich, Scoutmaster, informed the District that 250 volunteers collected approximately 32,000 pounds of food. As a visual, Ms. Marcquenski displayed a cinderblock, noting the amount collected equated to 1,000 cinderblocks, and informed the Board that this is the largest amount of food the Frankfort Township Pantry receives through a single donation.

XI. Old Business

No old business was discussed.

XII. New Business

Craig Maksymiak reviewed the initial draft of the community wide survey, and noted that residents prefer learning about District offerings through the tri-annual brochure. Mr. Maksymiak suggested using the brochure to highlight various areas, and to consider including surveys in the brochure where the public would have increased opportunities to express their programming needs. Ms. Marcquenski reported that the District's IT contractor, B Practical Solutions will also be testing a social media marketing program, beginning with the F.A.N. program, then changing the focus to the golf course as spring approaches.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 17-1326 to adjourn the meeting at 8:05 p.m.
Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell