

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
April 26, 2018

The following are Minutes of a special meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

Present were: Dave Macek, Craig Maksymiak, and Denis Moore, and Joe Vlosak. Brian Mulheran arrived at 7:35 p.m.

Absent were: Ken Blackburn and Anthony Granata

IV. Public Input

No public comments were brought before the Board.

V. Correspondence

A. Appreciation

Letter received from The Cancer Support Center, and Crises Center for South Suburbia, thanking the District for supporting their annual fundraisers through the donation of golf passes to Square Links as raffle prizes.

Email detailing a golf patron's appreciation for the way her inquiry was managed by Park District staff.

Thank you card received from the Lincoln-Way Color Guard for assistance provided by District staff for their use of the LWN field house.

B. Congratulatory

A sample of emails received from residents and Lighthouse Pointe HOA representative, congratulating the District on the successful passage of the mini-referendum.

C. Informative

Letter received from LWCHSD 210, stating that it will no longer be able to accommodate the Park District by including it in their annual copy paper order, as their ordering procedure has changed.

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

Denis Moore made Motion 18-1352 to accept the March 15, 2018, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall reported on the canvassed results of the March 20, 2018, General Primary Election. The official results, received from the Will County Clerk's Office, reflected the successful passage of the Park District's referendum.

Jim Randall provided a draft copy of the Bond Sale ordinance that will be considered at the May meeting of the Park Board. A teleconference will be conducted on Thursday, May 3, with S&P and Bond Counsel to determine the District's Bond rating. The anticipated receipt of funds is June 4, 2018.

Jim Randall presented an amendment to the Intergovernmental Agreement by and between Summit Hill School District 161 and the Frankfort Square Park District providing for the use of Summit Hill School facilities, with Mary Drew as primary and access to other SHSD 161 schools for an exchange of services, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same. Said agreement will enable the expansion of an existing dance studio and addition of a new dance studio.

Craig Maksymiak made Motion 18-1353 authorizing the amendment to the Intergovernmental Agreement by and between Summit Hill School District 161 and the Frankfort Square Park District as presented. Denis Moore seconded.

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

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 18-1354 to accept the March Accounts Payable Listing. Denis Moore seconded.

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

Jim Randall presented the 2017/2018 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Joe Vlosak made Motion 18-1355 authorizing the adoption of the 2018/2019 Operating Budget as presented. Brian Mulheran seconded.

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

IX. Executive Director's Report

Jim Randall presented the 2018/2019 Project List that includes detail regarding each item, a copy of which was provided to each Board Member in advance of said meeting, and is attached and made part of these Minutes.

Following a full and complete discussion wherein every project was reviewed thoroughly, Denis Moore made Motion 18-1356 approving the Project List as presented. Brian Mulheran seconded.

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

Jim Randall presented final bid results for Phase 2 of the Community Park Redevelopment OSLAD grant project, a copy of which was provided to each Board Member in advance of the meeting, and requested consideration of same.

Craig Maksymiak made Motion 18-1357 to accept low bidders for Phase 2 of the Community Park Redevelopment OSLAD grant project as presented. Joe Vlosak seconded.

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

Mr. Randall provided updates on the Community Park Redevelopment OSLAD grant project as follows:

- The water tower was painted, and galvanized troughs to be used for community garden planters will be wrapped with vinyl replicating the water tower and will also include detail from the FSPD logo.
- Ruane, the drainage and plumbing contractor, loaded the garden planters with a conveyor, enabling the transfer of 60 yards of garden mix, equating to two semi loads in three hours. The gardens will be open for public use in 2019.
- Amenities that include pickleball courts, bag toss, and horseshoe pits will be installed.
- Paving of the looped path will be the final step in the park's completion.

Jim Randall requested a motion and a second to open a new money market account to house referendum funds and a second non-interest bearing checking account to process referendum project payments with Old Plank Trail Community Bank.

Denis Moore made Motion to approve the establishment of two accounts with Old Plank Trail Community Bank as presented. Brian Mulheran seconded.

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

A revised copy of the Personnel Handbook will be presented for consideration at the May meeting.

The District is in the process of changing its life insurance provider, and will move from Unum to Guardian, effective May 1, 2018.

A representative from Vermont Systems will provide a second in-service RecTrac training session for District staff on May 1 and 2.

Staff will meet with the Lincoln-Way Community High School industrial teacher, Mr. Gast, who will provide welding instruction to full-time maintenance staff that includes MIG, plasma, and stick welding training.

Jim Randall organized a meeting of park district administrators in the Lincoln-Way High School District on April 26, to discuss the potential of cooperatively providing LWN swimming pool access for the communities they serve. Keith Wallace, Executive Director of LWSRA, was also in attendance, as his agency services all communities that were represented. A swim curriculum could be created, with each member park district contributing \$100,000 to \$125,000 annually, not including staffing costs. An aquatics director would be hired to develop the curriculum, starting at a part-time position with the potential to be full-time, pending program success. A second meeting is scheduled for May 10, to further investigate the potential.

A special brochure is being finalized that will introduce FSPD residents to the opportunities available through LWSRA, and also includes additional recreation and referendum information.

Villa Rosa will again operate the FSBL's concession stand this season. The Park District built the facility for FSBL, and although owned by the FSPD, they are responsible for its operation.

X. Committee Reports

A. Maintenance

Jim Randall distributed copies of this month's resident input summary, a copy of which was also posted to the April agenda on the District's website.

Island Prairie Park pond was visited by migrating White Pelicans in April.

Due to the unusually cool spring temperatures, the growing season is a month behind schedule.

B. Recreation

The annual Dance Showcase will be held on Saturday, May 12, at the Lincoln-Way East Performing Arts Center. Approximately 3,200 are expected to attend the two seatings, where 500+ dancers will perform.

Changes will be considered to address the declining enrollment in the ELC preschool program.

C. Information Technology

Jim Randall reported that the District has benefitted from the services of its IT contractor, B Practical Solutions.

Expenses have been minimized, and no capital purchases are anticipated in the upcoming fiscal year.

D. Special Recreation

The Park District was officially voted in as a member of the Lincolnway Special Recreation Association.

Mr. Randall reported that SSSRA has neither provided the appraisal of Park District land where their office is located, nor cashed the final check that was mailed on March 29, 2018. The Park District cannot base its selling price on the number provided without the appraisal that was conducted by Associated Property Counselors, Ltd.

E. Finance and Planning

The District balance is approximately the same as it was the previous year.

F. Golf Course

April proved to be a slow month, due to inclement weather conditions, however, the pre-April 1 discounted membership sales helped with this month's revenue.

Special rates are available to patrons that provide email information, and on Saturday, April, April 21, greens fees and large range buckets were offered at \$5.00. Additional promotions of \$5.00 rounds may be available during historically slow periods, i.e. 1:00-2:00 p.m.

G. Office

Bonnie Roach, Office Manager, has proven to be a valued resource, and Mr. Randall noted the office is doing well.

H. Risk Management

Jim Randall distributed jackets to Board Member, a provision from PDRMA in recognition of the District's achieving accreditation status.

I. Wellness Committee

The District will contract with Jarrod Scheunemann, of Campfire Concepts, to complete a wellness study. Mr. Scheunemann, was a former University of Illinois staff member that was assigned to complete previous community-wide surveys for the District.

J. Community Updates

Mr. Randall reported that the grocery store, initially considered at the southwest corner of Harlem Avenue and 191<sup>st</sup> Street, will not be constructed. The site proved to be problematic to permit, due to the location of a gas line, creek, and wetlands, and would only enable the construction of one big box store and one outlet.

Sewer work, the main interceptor line from Frankfort Square to Frankfort is currently underway.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

It was determined that there was no business brought before the Board that would require an Executive Session.

XIV. Adjournment

Craig Maksymiak made Motion 18-1358 to adjourn the meeting at 8:26 p.m.  
Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

## PROJECTS/IMPROVEMENTS

### REFERENDUM PROJECTS

#### Paving Repairs & Path Installation

1. Lincoln-Way North Park Patch	\$500.00
2. Hilda Walker Intermediate School Stone base, parking area western edge of parking lot	\$8,000.00
3. Woodlawn Park walking path Paving park walking path that was installed in the early 70's.	\$26,800.00
4. Union Creek Park Path repair leading to hockey rink and northern border of dog park leading to Brookside Glen	\$12,400.00
5. Brookside Glen path West from Ridgefield Park to 80th Avenue & 80th Avenue to Brookside Glen Drive	\$64,000.00
6. Bike/walking path sealcoating/crack filling 9+ miles of Park District path	<u>\$37,800.00</u>
<b>Total Path Paving</b>	<b>\$149,500.00</b>

7. ComEd Easement - Robinson Engineering Engineering from Union Creek Fields #1 - #4 to St. Francis Rd. necessary for ComEd easement and potential grant application.	\$10,000.00	14. Wet well/irrigation innovation Create cistern and use pond water for property irrigation. irrigation.	PENDING
8. Community Center LED exterior lighting Energy savings project	\$15,000.00	15. Indian Boundary South Park boardwalk Elevate low area prone to hold standing water	\$25,000.00
9. Community Center Pole Barn #1 LP/Nicor Gas conversion Replace existing electric heater with forced air furnace	\$10,000.00	16. Tree Planting Mature spade tree planting throughout District	\$20,000.00
10. Community Center ELC playground Replacement of playground equipment and surface	\$80,000.00	17. Union Creek Park solar lighting Path lighting leading to hockey rink, to increase security	\$15,000.00
11. Pitching mound infield repair/surfacing Baseball field renovations and infield surfacing of Union Creek fields #1 - #4	\$20,000.00	18. Picnic tables/benches Permanently mounted to outdoor picnic shelters, benches located along walking path	\$20,000.00
12. Lighthouse Pointe tree removal Removal of large dead tree bordering Union Creek in natural areas	\$10,000.00	19. Mary Drew dance studio Renovation of four (4) classrooms for placement of semi-permanent dance floor	<u>\$50,000.00</u>
13. Lighthouse Pointe bank restoration Union Creek 150' stream and bank restoration	\$10,000.00	<b>Total Referendum Projects minus Path Paving</b>	<b>\$285,000.00</b>

## COMMUNITY PARK REDEVELOPMENT-OSLAD GRANT

The Park District received a \$199,000 matching funds OSLAD grant through the Illinois Department of Natural Resources for the redevelopment of Community Park, located at the corner of St. Francis Road and Frankfort Square Road. The purpose of the redevelopment was to provide a more passive outdoor recreation facility by removing seldom used tennis court and replacing them with new garden plots including raised ADA accessible plots, renovating the existing shelter with eco-friendly green roof panels, creating a hard surface looped path around the park, linking to local and regional bike trails, construct pickleball and horseshoe courts, bag toss, game tables, water fountain, solar security lights, native Illinois trees, interpretive signage, and shoreline wetland plantings. The focal point of the park will be the water tower that will enable gardeners to utilize rainwater for their plants. During dry periods, the community central well will provide water. These much-needed improvements will restore one of the original park sites, built in 1974 into a beautiful facility at the entryway of the community.

This project is scheduled for completion by August, 2018.

### Community Park Phase 1

1. Placement of elevated gardens
2. Grade/topsoil/seed adjacent to gardens
3. Stain and signage for water tower
4. Water meter/RPZ/lines/faucet
5. Water fountain
6. Final grade, parking lot/asphalt path
7. Epoxy stone/Illinois tree walk
8. Tree planting
9. Green roof installation
10. Site amenities-benches/garbage cans/picnic tables
11. Key fob lock installation
12. Electric service

### Community Park Phase 2

1. Solar lighting
2. Path paving/parking lot paving
3. Pickleball court installation
4. Bocce ball/bag toss/horseshoe pits
5. Interpretive signage

### Community Park Phase 2 Bid Results

1. Excavation/Site Utilities - M&J Underground	\$43,865.00
2. Concrete - EDF	\$30,780.00
3. Asphalt - Oak Lawn Blacktop	\$37,800.00
4. Sport Surface - U.S. Tennis Court Construction	\$4,800.00
5. Electrical - Excel Electric	<u>\$15,640.00</u>
<b>Total Phase 2 Bid Results</b>	<b>\$132,885.00</b>

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## GRANT APPLICATIONS - UNDER CONSIDERATION

The Park District will pursue a variety of opportunities to maximize available revenues that include the following:

1. ComEd boardwalk extension - Island Prairie Park
2. Walnut Creek land acquisition
3. Union Creek Park adaptive playground/multi-generational playground
4. Brookside Glen bike path extension



## BUDGET

### Surveys

1. Community-wide wellness survey \$8,000.00  
Survey of residents to access and expand existing wellness facilities, programming, and promote awareness.

2. Employee salary survey and evaluation \$3,000.00  
Assessment to ensure fair compensation.

**Total Surveys** **\$11,000.00**

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### Building Repair

1. Community Room divider wall replacement \$20,650.00  
Installation of new/improved Community Room wall divider, replacing old unit no longer repairable.

2. Community Room/Golf Course painting \$30,000.00  
Interior painting of Community Center  
Interior and exterior painting of golf course

3. Community Center 3M window treatment \$8,500.00  
Replacement of window treatments with 3M film to improve energy efficiency and prevent UV damage

4. Community Center foyer finishes/furniture PENDING  
List of improvements with pricing TBD

5. Community Room chair closet \$5,200.00  
Storage for existing chairs

6. Union Creek Park Concession Stand epoxy floor treatment PENDING  
Improved sanitary flooring

**Total Building Repair** **\$64,350.00**

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### Square Links

1. Tree renovation/pruning \$20,000.00  
Removal of dead trees and safety pruning throughout the course, continuing to foreseeable future.

2. Fall tee renovation \$20,000.00  
Renovation of #3, #8, #9 tees. Remaining tees scheduled for renovation over the following two years.

**Total Golf Course Improvements** **\$40,000.00**

### Building & Grounds Equipment Purchases

1. New tractor rental/purchase \$26,501.00 / \$6,601.00 final payment  
90% of rental cost last year and current year's rentals, balance of \$6,601 to be paid off in November, 2018.

2. Used tractor purchase \$8,500.00  
Purchase of used 4610 tractor to enable affordable/permanent use of seeder.

**Total B&G Equipment Purchases** **\$35,001.00**

### IT Improvements

1. Security camera repair/expansion \$12,000.00