

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 16, 2018

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the 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: Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent were: Ken Blackburn and Anthony Granata

Also present were: John Keenan, Superintendent of Recreation
Representatives from Boy Scout Troop 237, Wildcats Football, Frankfort Square
Baseball League

IV. Public Input

Jim Randall welcomed the community groups' representatives, invited to attend this meeting for the purpose of recognizing their service to the youth of our community, and to present them with checks from revenues received through beverage sales at the Square Links Golf Course clubhouse during the 2018 golf season. Mr. Randall noted that the Board debated whether alcohol should be served at this family-friendly facility, and although it has been successful and uneventful, they did not wish to benefit from the profits and decided to share the revenue with community groups.

Mr. Randall reported that the FSBL is the oldest community group, the FSPD helped form the Wildcats, signing the first note in the amount of \$25,000, and has held the Troop 237 charter for 25+ years. These three organization are doing phenomenal work, and Mr. Randall thanked them for the support they have provided to the FSPD and the youth of our community for many years.

Frank Florentine, Vice President of the Frankfort Square Wildcats, expressed appreciation to the Park District for always meeting their organization's needs. The Wildcats appreciate all the efforts, including taking the time to meet and prepare their fields for play, and thanked the Board the support and trust extended to the Wildcats.

Earl Bonovich, Boy Scout Troop 237 Scoutmaster, thanked the District, for providing meeting space, assistance with Eagle Scout projects, and all time and efforts provided by Ed Reidy, FSPD's Superintendent of Parks. Mr. Bonovich stated the Scouts are undergoing changes this year, and the Troop has a record high sixty youth, with one hundred expected to join in the next few years. Jacob Grimm was introduced to the Board, and is being trained to be a Scout leader, and the Troop is looking forward to future assistance from the FSPD.

V. Correspondence

A. Appreciation

Letter received from The Cancer Support Center, expressing appreciation for a donation the Park District provided in support of their annual fundraiser.

Thank you note received from Gina Hassett, Executive Director of the Frankfort Park District, for inviting her and her District's staff to participate in the legal training session conducted by the FSPD's legal counsel, Jim Rock, of Ancel Glink.

Thank you note received from the executive director of My Joyful Heart for the Park District's donation of a golf course raffle prize in support of their annual fundraiser for children in need.

Thank you note received from Sandi Butler, former clerical and F.A.N. staff member, thanking the District for providing her with years of employment. Ms. Butler recently resigned after accepting a full-time position with another employer.

B. Complimentary

Email sent to ELC teacher, Pam Moloney that details a phone conversation with a parent of a preschool student enrolled in the 2018/19 school year three year old program. Following the August 1, 2018 ELC open house event, the parent stated Ms. Moloney was very nice and her son loves his teacher and is excited to start the school year.

Verbal compliment received from the grandmother of a participant in the Youth and Junior Golf Lessons, regarding the quality of instruction and good rapport Square Links golf pro, Ken Bus, has with students.

VI. Presentation of the July 19, 2018, Board Meeting Minutes.

Denis Moore made Motion 18-1386 to accept the July 19, 2018, Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall requested authorization to pay the remaining balance of Loan 1528-7 with a total payoff amount of \$111,613.52, an installment contract with Old Plank Trail Community Bank for the purchase of the ball fields on St. Francis Road and the purchase of a field groomer. Said action addresses the goal to eliminate the District's debt, an action made possible due to the successful passage of the March, 2018 referendum.

Joe Vlosak made Motion 18-1387, authorizing the payoff of Loan 1528-7 as presented. Craig Maksymiak seconded.

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

Jim Randall requested approval to adopt a Payment Card Industry Data Security Standards Policy (PCI-DSS) for the purpose of protecting and securing payment card information, a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 18-1388, approving the adoption of a Payment Card Industry Data Security Standards Policy (PCI-DSS), as presented. Brian Mulheran seconded.

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

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 18-1389 to accept the July Accounts Payable Listing. Brian Mulheran seconded.

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

IX. Executive Director's Report

Jim Randall reported that the final payoff for Loan #1528-7, approved per Motion 18-1387, will be rendered to Old Plank Trail Community Bank on August 17, 2018.

Jim Randall discussed how the District will move forward with projects in the next fiscal year following a thorough review of what is planned and what has been completed.

Mr. Randall provided detail regarding the addition of multi-generational swings that can accommodate adults and children 6-24 months and toddlers.

Improvements to the golf course will also be considered. The clubhouse, an older pole barn building, is not energy efficient, and plans to rebuild around the existing kitchen and bar area will be explored.

A cost effective way to engineer bike paths, joining the path on Pfeiffer Road, is being investigated. Current engineering, costing over \$400,000, is not feasible. Grant funds and partnerships with Frankfort and Tinley Park may provide a workable approach.

X. Committee Reports

A. Maintenance

Jim Randall reported that the monthly resident input summary for the previous month would be included in the September meeting documents.

The Maintenance Department has been exceptionally busy over the past four months, and the main focus has been the completion of the Community Park Redevelopment OSLAD grant project. The park is a unique facility that offers opportunities for children and adults. The horseshoe pits were installed, the pickle ball courts have been exceptionally well-received, and the community gardens will be available in next year's growing season. A park dedication is planned for October 18, 2018, in advance of the Park Board Meeting.

Installation of a new ELC preschool playground is scheduled to begin the week of August 20, and will be completed by the start of the new school year.

The elevated boardwalk at Indian Boundary South Park is complete, and the pond erosion control project will begin on August 17, 2018.

B. Recreation

John Keenan, Superintendent of Recreation, provided an annual report to the Park Board, highlighting existing, new, and newly revised programming opportunities.

Summer Day camp was restructured, with participants spending three days onsite and two days at various offsite field trip venues. The numbers of participants doubled this past summer.

Nicolette Jerik, Recreation Supervisor, has encouraged her Day Camp staff to forward photos for Facebook posting, a measure that is appreciated by families of participants.

Five new dance classes were added, bringing the total number of classes to fifty, and a new studio is under construction at Mary Drew to accommodate this popular program.

BAS and Day Off Escapades averages twenty participants per day, an increase from last year's average of twelve participants.

Fourteen new programs were added to the fall brochure, including seven adult programs, four of which are specifically designed for senior citizens.

John was pleased to report on the improvements to the District's Early Learning Center Preschool program and distributed the redesigned parent handbook to Board Members. The following three new lead teachers are bringing a level of excitement, fresh ideas, and a determination to increase enrollment the ELC experienced in past years.

Elizabeth Hellmann is an Aurora University graduate with a BA in Elementary Education. Ms. Hellmann worked at Argo-Summit School District 104 for ten years, and was a substitute teacher in Summit Hill School District 161.

Nicole Stepuszek is a Central Michigan graduate with a BA in Elementary Education and Early Childhood Development and Learning. Ms. Stepuszek, a Frankfort Square resident, worked with Summit Hill School District 161 as a special education paraprofessional.

Pam Moloney is a Purdue graduate with a BA in electrical engineering. Ms. Moloney found a love for training and teaching, and last year she stepped up in the lead teacher role for the FSPD's tiny tot programs when the lead teacher required a leave of absence. John also reported that when he needed to hire new preschool staff to replace the staff that resigned at the end of the 2017/18 school year, his first action was to fill one of the vacant positions with Ms. Moloney.

Parents of ELC students had the opportunity to meet the new teaching staff, ask questions, and tour the facility during the August 1, 2018 open house.

ELC preview days are scheduled for September 5 and 6, and all are looking forward to the first day of school

C. Information Technology

Sufficient information was included in the monthly Executive Director's Report.

D. Special Recreation

The LWSRA Park Party, held at Union Creek Park on July 30, was enjoyed by over seventy-five participants.

LWSRA is conducting programming at Mary Drew for adults with special needs, servicing our population that had little to no service from our previous provider.

Two Park Board Members and several FSPD staff participated in the LWSR Foundation's annual golf outing fundraiser on August 10, benefitting LWSRA.

E. Finance and Planning

Jim Randall reported that the audit draft should be received by the end of this week, and the final audit, FYE 4/30/18, will be distributed during the September Board Meeting and posted to the District's website.

F. Golf Course

Square Links has experienced an increase in usage due to improved weather conditions.

A resolution to issues that causes delays in course improvements is being finalized.

G. Office

Sufficient information was included in the monthly Executive Director's Report.

H. Risk Management

No report

I. Wellness Committee

The second annual health screening, provided by Ingalls was completed on August 7, and participating staff members will receive personal health assessments.

A community-wide survey will be mailed to all households in the spring of 2019 and will expand the role of the Park District in educating and providing services to meet the health needs of its residents.

J. Community Updates

The transfer of utilities, part of the St. Francis Road improvement project, took longer than anticipated. Further road work may be delayed until the spring of 2019, as the project requires reducing St. Francis to a one-lane road with a stop light, and the Village of Frankfort does not wish to cause an eight month disruption to traffic.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIII. Executive Session

No business was brought before the Board that required Executive Session.

XIV. Adjournment

Craig Maksymiak made Motion 18-1390 to adjourn the meeting at 7:55 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell