

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
November 21, 2019

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: Ken Blackburn, Dave Macek, Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, and Joe Vlosak.

Also present: FSPD staff-Nicolette Jerik, Recreation Supervisor, John Keenan, Superintendent of Recreation, Audrey Marcquenski, Director, and Ed Reidy, Superintendent of Maintenance, and community group representatives from BSA Troop 237, Frankfort Square Wildcats, and Frankfort Square Baseball League.

IV. Public Input

Jim Randall welcomed the community group leaders and their members that represented BSA Troop 237 & 732, Frankfort Square Wildcats Football, and the Frankfort Square Baseball League. Mr. Randall presented each group with a check in the amount of \$1,560, generated by revenues that were collected through beverage sales at Square Links Golf Course clubhouse during the 2019 season. Typically, there are two checks provided per season, however, due inclement weather causing a slow start to the golf season, it was decided that a single payment would be made.

Mr. Randall congratulated the Scouts and thanked them for their wonderful service, stated it was his distinct pleasure to recognize the Wildcats, recalling when they initially approached the Park District requesting a donation of \$25,000 to establish their organization, and noted that FSBL is the oldest community group the District has worked with, and it is the FSPD's pleasure to continue this strong relationship.

V. Correspondence

A. Appreciation

Thank you note received from the family of Steven Booth, expressing appreciation to the Park District for its donation of golf passes in support of their 2019 charity golf outing, Fairway II Heaven, celebrating Steven Booth. The \$20,000+ funds raised will be donated to PAWS and Shatterproof.

B. Resident Input

Email received from a taxpayer of the Frankfort Square Park District, expressing concerns regarding potential tax breaks for a potential large development near 191<sup>st</sup> Street and Harlem Avenue.

VI. Presentation of Minutes for October 17, 2019 Board Meeting

Craig Maksymiak made Motion 19-1509 to accept the October 17, 2019 Board Meeting Minutes as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Abstain: Brian Mulheran. Nays: None. Motion passed.

VIII. Legal Report

In an effort to continue generous support of community group through beverage sales, Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at County and State levels.

Dave Macek made Motion 19-1510 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Brian Mulheran seconded. Motion carried in a vote by voice.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Jim Randall requested Board consideration to approve a Plan Document and Adoption Agreement related to the establishment of a 457(b) deferred compensation program for employees of the Frankfort Square Park District, *reference Item #5, Resolution No. 19-10-25, approved via Motion 19-1503 during the regular meeting of the Park District Board of Commissioners on October 17, 2019.*

Craig Maksymiak made Motion 19-1511 approving the Plan Document and Adoption Agreement related to the establishment of a 457(b) deferred compensation program for employees of the Frankfort Square Park District as presented. Dave Macek seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Jim Randall requested consideration to appoint National Benefit Services, LLC as the Park District's 457(b) plan administrator and consultant in matters related to its deferred compensation program. Mr. Randall recognized Audrey Marcquenski, Director, for her exceptional effort to ensure the necessary documents were in place for this meeting, and he extended his appreciation to Craig Maksymiak, Board Treasurer, for his review and professional guidance during the process.

Denis Moore made Motion 19-1512 authorizing Jim Randall to appoint National Benefit Services, LLC as the Park District's 457(b) plan administrator and consultant in matters related to its deferred compensation program as presented. Pam Kohlbacher seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Jim Randall requested consideration to establish a governmental funds transactional checking account, "Front Office Checking" through Old Plank Trail Community Bank to house the Park District's front office deposits.

Dave Macek made Motion 19-1513, authorizing Jim Randall to establish a governmental funds transactional checking account, "Front Office Checking" through Old Plank Trail Community Bank to house the Park District's front office deposits as presented. Pam Kohlbacher seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

## VII. Treasurer's Report

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

Craig Maksymiak made Motion 19-1514 to accept the Accounts Payable Listing. Joe Vlosak seconded.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

## VIII. Executive Director's Report

Jim Randall reported that the majority of full-time staff are in attendance this evening. They comprise a small number of individuals that service a large population with a budget over \$5 million of which \$3 million includes tax revenue and the remainder from program registration and impact fees. With Maintenance and Recreation each down one full-time staff person due to recent resignations, these dedicated people accomplished a myriad of improvement projects, referendum projects, programming, and special events that are detailed below. Nicolette Jerik has proven to be a valuable asset, willingly taking on any responsibility, Audrey Marcquenski has worked every job in the District, Bonnie has worked for the FSPD for 20+ years, Ed manages 700 acres with multiple facilities with a small staff, and John Keenan is a vital link between residents, community groups, local schools, and the Park District. Jim is thankful for his staff and for all they do and for the tremendously supportive Board of Commissioners that enable the FSPD to serve its residents.

Mr. Randall noted the executive session is included on all agendas as a normal course of business, enabling the Board to call for a session, if needed.

## X. Committee Reports

### A. Maintenance

Ed Reidy, Superintendent of Parks, reported that in addition to routine maintenance, repairs, and improvements, projects have kept the Maintenance staff very busy, and he provided a list of projects for Board review and then included a detailed review of the past year.

The Maintenance Department addressed the sub-zero temperatures brought on by the winter vortex by increasing building wellness checks.

The long, late, cold and rainy spring brought on mowing challenges, and through a bit of trial and error, a variety of different mowers were rented prior to determining the smaller, more lightweight mower would best suit the conditions.

The District increased Maintenance staffing at LWN, providing improvements to contracted grounds keeping at the facility.

The fertilization program at irrigated sports fields continued this year, with the exception of fall, due to weather.

Broadleaf weeds were sprayed with the new hooded sprayer at Union Creek, Indian Boundary South and Community Parks.

“To Do” lists were filled with inspections, repairs, cleaning vandalism and graffiti.

New park benches, permanent picnic tables, and garbage cans were installed throughout the community.

Baseball and soccer fields were dragged, dried, painted, chalked, and bases set, ensuring recreation programs and community groups actively enjoyed the District’s athletic fields.

Picnic shelters were cleaned for each rental.

New safety surfacing was added to nine playgrounds.

Maintenance staff attended a number of safety classes, Department of Agriculture recertification classes, snow plow operator certification, and playground inspection classes enabling all remain up-to-date on the latest safe practices and procedures.

The District employs two custodians that keep offsite facilities, washrooms, locker rooms, gymnasiums, and concession stands clean and ready for our patrons.

**B. Recreation**

Nicolette Jerik, Recreation Supervisor, provided a recap of her areas of responsibility that include Day Camp, Early Childhood Camp, the Splash Park, Special Events, Dance, Before and After School, Escapades, general programming, and special events.

Enrollment was strong during the nine weeks of Summer Camp. The FSPD is the only park district in the area that offers nine weeks, with all other local camps offering eight weeks. Parents expressed an interest in providing care throughout the summer, and in 2020, the FSPD will offer ten weeks of camp.

In 2019, an optional half day option for Early Childhood Camp was provided that included a lunch. Daily registration was also available, and these changes are credited with the growth and retention of the program. This camp will be extended by fifteen minutes to accommodate parents that drop their children off at both summer camps.

The Splash Park saw an increase in rentals during nearly every weekend this past summer. Residents enjoyed the free admission, and the facility was not overly crowded.

The Polar Express special event is scheduled for Saturday, November 23, and includes two trains this year.

Additional special events include the new Santa's Craft Corner on December 6, and the Sweetheart Dance on February 8, 2020, with two different time slots to accommodate strong enrollment in this popular offering.

Currently, 646 dancers are enrolled in 53 weekly Braemar Dance Center (BDC) classes, with 93 dancers participating in Company competitive dance. This year, Company dancers will participate in four competitions with one in Wisconsin. Two new adult dance classes, Tap and Barre, have been popular. Payment plans are offered for Company and regular classes, and gear clothing sales that represent and market BDC have gone well.

An increase in participation of fifteen students in the Before and After School Program's morning and afternoon sessions may be due to the recent decrease in price and restructuring of rotations and activities. An average of 50-60 students are enrolled per day in this program that offers a great service for working parents.

Enrollment for Escapades continues to stay strong. Planning trips and themes in advance helps parents plan ahead for these days off school.

Nicolette offers a variety of programming and educational opportunities for all age groups from early childhood through active adult.

During the past year, Nicolette has worked with Audrey Marcquenski, Director on a variety of special projects that included the Salary Equity Study and Wellness and Community-Wide Survey. The projects have provided new learning opportunities, and Nicolette is looking forward to her involvement in the upcoming master plan.

John Keenan, Superintendent of Recreation, focused on the F.A.N. program that the FSPD offers at Lincoln-Way North (LWN).

As temperatures decrease, participation in the F.A.N. program increases, with residents enjoying the indoor track, working out in the fitness room, playing basketball and pickleball. In addition, many local groups and organizations use the indoor and outdoor facilities available at LWN. Over the past year, 256 practices were scheduled on the baseball and softball diamonds, 130 events were held in the stadium, and 70 basketball practices were scheduled in the main gym. Wildcat cheerleaders practice every Tuesday and Thursday in the Field House from September through early December, and Wildcat Wrestling hold practices every Tuesday, Thursday, and Saturday from November through February.

With all the FSPD offers at LWN, statements of “It’s a shame that beautiful big school is just sitting there empty”, is certainly not factual.

C. Information Technology

No report

D. Special Recreation

Sufficient information was included in the November Director’s Report.

E. Finance and Planning

No report

F. Golf Course

John Keenan, Superintendent of Recreation, reported on changes golfers saw during the 2019 golf season. The restaurant was open during the lunch hours, serving hot dogs, polish sausage, brats, burgers and French fries. Tee markers were brought back on the putting green to make it an 18 hole practice putting green. Chipping on the practice putting green was eliminated by adding tee boxes, and the overall response was very positive. Elimination of chipping reduces signs of wear on the putting green and there were fewer ball marks. Most importantly, it brought families back that just wanted to have fun practicing putting without being in the way of golfers that were chipping onto the green.

As in year past, Square Links hosted quite a few tryouts, practices, golf matches, and an intramural program for a few of the local schools and Recreation Association partners. From August to September, students from Lincoln-Way East and Central, Victor Andrew, Summit Hill Junior High, and LWSRA’s Freedom Golf enjoyed playing on the course. The FSPD scheduled over 80 tryouts, practices, and golf matches for these groups.

When a golfer hits a hole in one, they are provided with a trophy that includes their name and date of achievement, and their picture is posted on the FSPD’s Facebook page.

This past summer, John was contacted by a former Illinois resident that now lives in Virginia. She asked for a scorecard to commemorate her late husband’s only hole in one at Square Links that he proudly spoke of often. She wished to assemble a tribute by displaying the scorecard next to the golf ball. John happily complied, but also surprised the gentleman’s widow by including a trophy with the date and Square Links logo golf ball that she could include with the display.

G. Office

Bonnie Roach, Office Manager, oversees the front office and has identified areas of expertise that she has assigned to her staff of four individuals.

Julie Hein, Assistant Office Manager balances registration on a daily, weekly, and monthly basis that provides a financial link between Senior Bookkeeper, Duane Meyers, and Bookkeeper, Diane Meister. Julie also prepares the weekly Before and After School Program rosters, completing them by Thursday and sending them to Summit Hill schools by Friday. This task is taken very seriously, as the FSPD coordinates the rosters with the schools and the bus company to ensure the correct transportation of the students. Julie is also responsible for staff scheduling for the golf course and F.A.N. program.

Cindy Standish, Clerical, produces the weekly maintenance calendar which helps the Maintenance staff stay organized. She also runs and distributes weekly Below Minimum Reports for the Recreation Department, enabling them to make decisions on whether to cancel or postpone a program that may not meet the required minimum enrollment. Cindy coordinates the non-paying rentals that include local community groups such as the Scouts, FSBL, Wildcats Football, and homeowner associations. Monitoring the Dog Park for up-to-date shot records, and mailing reminders to members is another of Cindy's responsibilities. She also assists Maintenance staff by managing key fobs for all facilities, recording them on a lap top computer and ensuring paperwork is signed by each fob recipient.

Deb Klir, Clerical, works closely with John Keenan to manage billing for private team rentals at Lincoln-Way North, Mary Drew and all athletic fields. Deb also designs and creates the monthly F.A.N. calendars. She held a class in Excel for the office staff, which was helpful for all to better understand and apply information learned. Deb is also very creative and has produced many colorful signs and flyers for the Park District.

Gayle Besse, Clerical, communicates with Gym-Kinetics, providing them with weekly participation reports for this gymnastic program offered by the Park District. Gayle monitors monthly preschool tuition payments, records payments received, sends tuition due date reminders, and communicates with parents if there are any outstanding payment issues. Gayle prepares weekly mailings of bills. She also works at F.A.N., providing a handy link between the office and this program.

#### H. Risk Management

Sufficient information was included in the November Director's Report.

#### I. Wellness Committee

Audrey Marcquenski, Director, reported that she and Nicolette received the first draft of the community-wide survey this week. They will take a little time to review the draft which contains good information, and the final document will be shared shortly, but Audrey wished to share the following highlights.

Campfire Concepts designed and administered the survey that was mailed to all 7,879 households within FSPD borders, as opposed to many park district that only send surveys to small sample groups. A total of 491 households, 6%, responded, and per Campfire Concepts, this is consistent with studies that utilize similar data collections methods.

We asked about household participation and the top three, ranked in order of usage were walking/bike paths, playgrounds, and open space and natural areas. Areas where households wished to invest capital improvements funds matched high participation, with the top three rated as paths, tree/landscape improvements, and playgrounds. When asked about feelings regarding a referendum that would decrease property, 87% offered support by agreeing or strongly agreeing. The top three projects households would support with referendum funds included path expansion, additional lighting of parks and paths, and tree planting. Residents also placed priority on security and emergency call boxes in the open-ended question about how to improve safety of a park or facility.

The wellness section also provided helpful information, and it appears that people want to eat healthier and exercise more. Initial results prove that the FSPD is their #1 provider for wellness experiences.

Other initial thought are:

- People took time to complete the survey and provide good information.
- There is no significant support for a pool or fireworks.
- Residents provided a “fix and maintain” priority to current facilities.
- Residents prioritized safety with additional lighting and security request.

J. Community Updates

Sufficient information was included in the November Director’s Report.

K. Freedom of Information

No report

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall requested consideration to enter into an agreement with Progressive Bike Ramps for the provision of a conceptual design package for a custom bike park to be located at Indian Boundary South Park at a cost not to exceed \$7,500 with reimbursable expenses not to exceed \$1,500, a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 19-1515 authorizing Jim Randall to execute an agreement with Progressive Bike Ramps for the provision of a conceptual design package for a custom bike park to be located at Indian Boundary South Park at a cost not to exceed \$7,500 with reimbursable expenses not to exceed \$1,500 as presented. Dave Macek seconded.

Mr. Randall reported this project would be completed as a phased approach and installed incrementally over a few years. The District will fund a portion in the next budget cycle, and add on as funds become available.



President, Ken Blackburn asked if the Board will simply approve a plan. Mr. Randall responded positively and further stated the final design would come before the Board and would be circulated among residents. The District is in a good financial position to complete projects on an incremental basis.

Commissioner, Pam Kohlbacher asked if there is a general sense that this project is needed. Jim Randall responded that there is interest in this outdoor facility and it can be completed in a wide range of cost. The design would be built into the landscape and is not a pump track. The District will determine the level of support, and if the fall survey shows a good level of support, it could be added as a referendum project in a more expansive manner.

Commissioner, Denis Moore asked if there was a proposed site. Jim Randall stated it would be constructed in Indian Boundary South Park adjacent to Frankfort Square School. This location provides elevation changes enabling the track to be built easily into the hill. The parking space is a nice amenity for this type of facility, and the ball diamond may be left intact or removed as needed.

Commissioner, Pam Kohlbacher asked if flooding at this site, closer to Frankfort Square Road, is a problem. Mr. Randall responded stating that the proposed location does not usual flood, however it is a dirt facility and users would appreciate a muddy track as it would add to their experience of this facility.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Jim Randall requested consideration to accept a proposal for Lohmann Quitno Golf Course Architects to provide plans for tee signage updates and range tee enhancements for the Park District-owned Square Links Golf Course & Driving Range at a cost not to exceed \$6,400, including expenses, a copy of which was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 19-1516 authorizing Jim Randall to accept the proposal for Lohmann Quitno Golf Course Architects to provide plans for tee signage updates and range tee enhancements for the Park District-owned Square Links Golf Course & Driving Range at a cost not to exceed \$6,400, including expenses. Dave Macek seconded.

Mr. Randall further noted that the primary purpose is to incorporate new tee structures with rules on assessing abilities, making Square Links more user friendly for non-golfers. In three years, the restaurant and golf course loans will be paid off, enabling the accumulation of funds for ongoing improvements. The golf course provides a resource to the community, but will also provide an alternate revenue source, proving even more beneficial in the long run.

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Jim Randall requested authorization to move forward with a Request for Proposal (RFP) for auditing services for fiscal years ending 4/30/20 through 4/30/25.

Dave Macek Made Motion 19-1517 authorizing staff to move forward with a Request for Proposal (RFP) for auditing services for Fiscal Years Ending 4/30/20 through 4/30/25, as requested. Craig Maksymiak seconded.

Jim Randall reported that Audrey worked to develop the RFP as it is recommended the District change independent audit firms every five years. Future audits will include a Comprehensive Annual Financial Report (CAFR).

Vote on Motion: Ayes: Craig Maksymiak, Denis Moore, Pam Kohlbacher, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Jim Randall reported that Ed Reidy is nearing completion of an RFP for park maintenance services. It is an impressive document and will be provided at the December meeting for consideration. The District is looking forward to moving in a different direction with mowing in a more cost-effective manner, allowing staff to focus on improvements. It is hoped the bid will be published in December and numbers should be received in January and incorporated into the 2020/2021 budget.

Mr. Randall reported that the Board can review renovation of bathrooms at the golf course that will include four multi-use facilities.

Additional projects in the coming year will include bathrooms at Kiwanis Park and tree removal at the golf courses and Lighthouse Pointe.

XIII. Executive Session

There was no business brought before the Board that would require an executive session.

XIV. Adjournment

Dave Macek made Motion 19-1518 to adjourn the meeting at 8:18 p.m. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell

## Addendum to the November 21, 2019 Board Meeting Minutes

Earl Bonovich, Scoutmaster for BSA Troop 237 and 732, wished to address the Board “off the record”. Mr. Bonovich is in his fourth year as Scoutmaster and has been with the Troop for nine years.

The Troop has grown to its largest number of youth, with 62 scouts, down now to 56 because Scouts have aged out. Earl Bonovich, 4<sup>th</sup> year as Scoutmaster, 9<sup>th</sup> year with troop.

Troop grew to largest number of youth 62, down 56 because age out, but there is potential to serve 70 area youth in the near future.

On February 1, 2019, the Troop expanded to include Troop 732, a girls unit that serves girls ages 11-18. The Troop is small with 5 Scouts, but it may increase to 7 in the coming week.

Last year, three Scouts achieved the rank of Eagle, and there is potential for a fourth Eagle Scout by the end of this calendar year. Seven more Scouts are working on Eagle projects, the highest award a Scout can achieve.

The Troop traveled to West Virginia in the summer of 2019. This high adventure camp included a ¾ mile zipline, and the Scouts worked on marksmanship, using a Valkyrie Rifle.

The Scouts enjoy outdoor activities and are excited to hear a BMX track could be introduced to the Frankfort Square community.

Mr. Bonovich noted a few youth go above and beyond, as is the case with Ryan Zych, Senior Patrol, a fitting example of what Scouting is all about. The Scouts are a youth-led/adult-observed organization. Ryan has served in the role of Senior Patrol for the past six months. He attended the 2019 World Scout Jamboree where he met people from all around the world, enabling him to bring back a whole new initiative with new ideas.

Next summer, Ryan will participate in the European Jamboree and will also work on his Eagle Scout project.

Earl stated the Troops could not do what they do without the support of the Frankfort Square Park District. The District houses their trailers year round, and between the Troop 237 and 732, they use FSPD facilities 1/3 of the year, or 130 days for their meetings and Advancement Nights.

Mr. Bonovich also noted they could not run their annual Food Drive without the assistance provided by the Park District through use of Lincoln-Way North and additional logistical support. This year, 36,000 pounds of food was collected and provided to the Frankfort Food Pantry and Together We Cope.

On a personal note, Earl thanked Ed Reidy for working with his son on his Eagle Scout project, building two new chess tables at Community Park. His son was able to complete the project, thanks to Ed.

Mr. Bonovich closed by thanking the staff and Park Board of Commissioners for allowing the Scouts to do all their projects, fulfilling their mission of teaching youth to make moral and ethical choices. Scouting is all about teaching the youth to be great leaders, and Ryan Zych is a fitting example of what the program is all about.