

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 17, 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, Denis Moore, Brian Mulheran, Craig Maksymiak, and Joe Vlosak.

Also present were: FSPD staff, Nicolette Jerik, Recreation Supervisor, John Keenan, Superintendent of Recreation, Audrey Marcquenski, Director, Bill O'Shea, Assistant Superintendent of Parks, and Ed Reidy, Superintendent of Parks.

Community Groups: Earl Bonovich, Boy Scout Troop 237, Greg Kordas, Wildcats Football, Brian Sarkan, Frankfort Square Baseball League, Shannon Visser, FSPD resident

IV. Public Hearing

Shannon Visser, Park District resident addressed the Park Board on the matter of the Board's decision to discontinue its membership with SSSRA and enter into membership with LWSRA. Ms. Visser noted it was the best decision ever made. Her son attends school in Lincoln-Way, and he has been an active participant of LWSRA where all his friends also participate.

Mr. Randall stated that he has been involved with both associations, and is very impressed with the professionalism and commitment of the LWSRA staff and administration. Residents have been misinformed regarding availability of opportunities with the change of agencies, but Keith Wallace, Executive Director of LWSRA, has noted that programming and transportation will be available to FSPD residents.

Ms. Visser commented that she has never had concerns about her son's safety, and extended her appreciation to the Park District for making this positive change.

Jim Randall welcomed the community group leaders and their members. These groups were invited to attend the August meeting of the Park Board to recognize their contributions to the community, and to present them with revenues collected through beverage sales at Square Links Golf Course clubhouse this season.

Greg Kordas, President of Wildcats Football, commended the FSPD for its ongoing support of the Wildcats since the organization's inception.

Brian Sarkan, represented the FSBL. The organization is currently in between its summer and fall ball season, and he expressed appreciation to the Park District for its continued support.

Earl Bonovich, Scoutmaster, stated that the Scouts could not do what it does without the support of the Park District.

Mr. Randall thanked the group leaders for their attendance and noted that the Park District is very appreciative of the Wildcats, FSBL, and Boy Scouts Troop 237 that collectively represent and service thousands of our local youth. Mr. Randall further noted that the Park District could not replicate the commitment of these organizations as it does not have the staff to provide all the opportunities made available through their combined efforts in serving the needs of our community.

V. Correspondence

A. Appreciation

Letter received from the Pediatric Oncology Treasure Chest Foundation thanking the Park District's for supporting their fundraising efforts.

Letter received from The Cancer Support Center, thanking the FSPD for supporting its 26th Annual Cancer Support Center Golf Outing through providing a golf gift certificate as a raffle prize.

Letter received from CASA of Will County, thanking the District for providing an auction item, a golf gift certificate, in support of their "Golf for the Child" Classic fundraiser.

VI. Presentation of the July 20, 2017 Board Meeting Minutes

Craig Maksymiak made Motion 17-1302 to accept the July 20, 2017, Board Meeting Minutes as presented. Anthony Granata seconded.

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

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of the IDOL/OSHA Compliance Manual, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Brian Mulheran made Motion 17-1303 to adopt the IDOL/OSHA Compliance Manual as presented. Dave Macek seconded. Motion carried.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 17-1304 to accept the July Accounts Payable Listing. Craig Maksymiak 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. Executive Director's Report

Jim Randall reported on the fire at Union Creek that destroyed the FSBL storage container and its contents. The Park District's surveillance cameras assisted in the identification of at least one individual allegedly responsible, and some form of restitution should be forthcoming.

Plans for the Community Park Redevelopment OSLAD grant project are in the engineering phase and have been sent out for structural review. Trees were planted, the tennis court was removed, and preliminary work was completed for the path. The initial bid opening was conducted, however, all came in at nearly double the estimated cost. A rebid is necessary and will be completed in one month. Mr. Randall anticipates that the gardens and path will be completed this year, weather dependent.

To date, over two hundred community-wide surveys have been received by the U. of I.

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Parks, addressed the Board, providing an annual report that focused on changes within the Maintenance Department over the past year.

Following the resignation of the Golf Course Superintendent, and downsizing of the Beautification and Natural Areas Department, the District contracted services for both areas. Reliable Golf Services manages Square Links grounds, and Cardno maintains natural areas throughout the District.

There have also been additional changes to contracted services. Reinders, the regular mechanic utilized by the District, no longer offers this service, and is now outsourced to local businesses, Russo and Burris, or through Bill Staton, an on call mechanic.

Mowing service that has been outsourced to Bills Lawn Maintenance & Landscaping, was increased this season to include slope mowing at various sites. Outsourcing these responsibilities has been helpful, but must be monitored on a regular basis to ensure all are meeting their contractual obligations, providing the level of service that residents have come to expect from the Park District.

Mr. Reidy introduced two new maintenance staff members, Bill O'Shea, Assistant Superintendent of Parks, and Luke Deuser, Lead Park Maintenance. Bill and Luke come to the FSPD with previous park district experience, and Ed further noted that Bill is well-organized and keeps everyone on task, and Luke is hard working and conscientious, and takes pride in all the tasks he is given.

Mr. Reidy provided detail on the following projects:

- Ice rink maintenance at Union Creek and Champions Park
- Improvements to Hole #7 at Square Links Golf Course
- New golf course range ball system, providing safer management
- Ball field improvements at Summit Hill Junior High, Hunter Prairie, Union Creek #5, and relocation of soccer field from Rogus to LWN
- Installation of back-up generator at the Community Center
- Remodeled Board Room that included carpeting, electrical, painting and a new table
- Increased maintenance responsibilities at the LWN campus
- Fencing at UC ball field #4, mulch bins at Kiwanis Park, and entry gate repairs at the Community Center maintenance yard and Square Links

In addition to projects, staff complete routine maintenance to all parks and facilities, with 700+ acres comprised of park sites and facilities, the Maintenance Department manages challenges and changes to ensure the safety and satisfaction of FSPD residents.

B. Recreation

John Keenan, Superintendent of Recreation, began his presentation by introducing Nicolette Jerik, newly hired Recreation Supervisor. Nicolette came to the FSPD with experience, working at Westmont Park District. In her short time at the Park District, Nicolette has taken on many responsibilities that include Day Camp, Before and After School Program, Splash Park, Dog Obedience program, Tiny Tot programs, special events, and the dance program.

Improvements that Nicolette instituted include:

- Day Camp – Parents were kept informed through weekly newsletters, and each week had a theme, i.e. beach week, holiday week, carnival week, etc.
- Social Media/Facebook – Nicolette encouraged her staff to be more active in providing photos, enabling the Social Media Coordinator to daily post information that could be enjoyed by families of participants.
- Fall Brochure – Twenty-seven new programs were developed by Nicolette, an incredible amount of new opportunities that will be available to Park District patrons.

The Park District takes safety of its residents and staff seriously, and conducts CPR/AED/First Aid classes, certifying all staff that are in contact with the program participants and park patrons.

The District recently purchased ten new adult/child mannequins and four infant mannequins that are utilized in the CPR/AED/First Aid classes. These new mannequins are easy to clean and when practicing compressions, the mannequins light up, enabling the trainees to understand the proper depth and rate necessary to provide effective CPR. This also allows instructors to see at a glance whether or not the trainees are correctly performing this life saving technique.

These improvements in staff and equipment keep the Park District on the cutting edge of programming and safety to meet the needs of its residents.

C. Information Technology

Jim Randall reported that B Practical Solutions, IT contractor, continues to evaluate the District's software to provide more affordable options.

D. Special Recreation

Mr. Randall noted that SSSRA has not responded to the District's June 16, 2017 letter, notifying the agency of its intent to resign membership as it transitions to LWSRA.

E. Finance and Planning

Jim Randall reported that the District will receive tax distributions from Will County in the next thirty to forty-five days.

The annual audited financial statements for FYE 4/30/17 should be received shortly.

F. Golf Course

Jim Randall reported that golf course operations are going well, and that Carter Patton, Athletic Supervisor, is doing a great job with staff management.

G. Office

Bonnie Roach began her new responsibility as Office Manager on August 1, and has been doing a great job overseeing fall registration that began on August 7.

Mr. Randall reported that 90% of program registration is completed online, and to date, over \$375,000 in fall program revenue has been received.

H. Risk Management

Audrey Marcquenski, Director, presented her annual report beginning with her new responsibility of payroll and accounts payable, following the retirement of Diane Meister, Office Manager/Bookkeeper. Diane prepared Audrey well for her transition, and Duane Meyers, Senior Bookkeeper, continues her training and is extremely helpful.

The remaining focus of Audrey's report consisted of the Loss Control Review (LCR) that is conducted by the District's intergovernmental risk pool for Property/Casualty insurance, PDRMA. The LCR is a way PDRMA ensures the FSPD utilizes its vast amount of information on park district best practices.

In 2016, the District's first official LCR, resulted in a score of 97. The FSPD requested a review again in 2017 for the purpose of reaching accreditation status.

The LCR involves four scheduled visits of different departments, where PDRMA risk managers review the following:

- Documents – In 2016, 1,000+ documents that included policies, manuals, training records, agreements, and inspection records were provided.
- Facilities – Program supply storage, safety amenities, along with every single bolt on playgrounds and surfacing are inspected.
- Staff – FSPD employees explain their tasks, responsibilities, review scenarios and procedures with the visiting risk managers.

Ms. Marcquenski noted that over the past few years, staff have worked hard to prepare documentation and facilities to improve all areas of operation, and with the number of facilities throughout the District, the "to do" list is lengthy.

Arliss Bouton, Assistant Safety Coordinator, keeps all staff organized, focused and moving forward by maintaining training records for 150+ staff members, monthly inspections of AEDs, and completing improvements to manuals.

Audrey reported that the District is halfway through the 2017 LCR, and with the Board's approval of the OSHA manual, staff will move forward with necessary assessments, training, and implementation.

The LCR has made the FSPD a stronger agency through documented policies and procedures, stronger/more consistent staff training, safer and more efficient job tasks, high levels of accountability, and focus on making health, wellness, and safety priorities professionally and personally.

I. Wellness Committee

Jim Randall reported that staff appreciated the opportunity to participate in the Ingalls Health Assessment.

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.

XIII. Adjournment

Dave Macek made Motion 17-1305 to adjourn the meeting at 8:10 p.m.

Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell