

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 15, 2018

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.

Also present were: FSPD staff, Nicolette Jerik, Recreation Supervisor, Audrey Marcquenski, Director/LWSRA Board Member, Ed Reidy, Superintendent of Parks, and Matt Tillman, Athletic Supervisor

Julie Arvia, resident

IV. Public Input

Julie Arvia, resident, noted the Park District provided natural areas information on its website in 2017, and asked if the 2018 natural areas information would be posted. Superintendent of Parks, Ed Reidy responded that a year-end review will be added to the website as it becomes available.

Ms. Arvia asked what is being grown in the greenhouse.

Mr. Reidy stated that Eco-Grass is being grown for use as a buffer zone between native areas and the path/sidewalk in Lighthouse Pointe. The native plants tend to grow over walkways, and the Eco-Grass, a cool season blend grows 3"-5", and will make it easier to maneuver wheelchairs and/or strollers in these areas.

Ms. Arvia asked about the hanging baskets in the greenhouse.

Mr. Reidy noted they are potted plants from areas throughout the District that were brought in for the winter season.

V. Correspondence

A. Appreciation

Letter received from the Lincolnway Special Recreation Foundation, thanking the Park District for sponsoring their annual golf outing through a monetary donation. The foundation's outing raised over \$34,000 in support of LWSRA's programs and services.

B. Congratulatory

Notification received from PDRMA regarding the District's receipt of a \$750 grant award for its Broadcast Hooded Boom Sprayer proposal. Of the 51 grant proposals considered, the FSPD was one of the 18 chosen for an award.

VI. Presentation of the October 18, 2018 Board Meeting Minutes

Dave Macek made Motion 18-1408 to accept the October 18, 2018 Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Audrey Marcquenski reported that the Illinois Department of Labor modified the prevailing wage rates for certain construction trades to reflect certain corrections, a copy of which was provided to each Board Member in advance of said meeting for review. The corrected rates have been included with the Prevailing Wage Ordinance No. 18-06-314, approved at the June 21, 2018 meeting, *ref. Motion 18-1373*, and also publicly posted the material in the Community Center lobby, enabling public inspection, as required. Ms. Marcquenski further noted that if additional modifications become available, they will be updated for files and posting.

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 18-1409 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, Nicolette Jerik, Ed Reidy, and Matt Tillman, for the purpose of providing updates on their areas of supervision. In addition, Ms. Marcquenski, LWSRA Board Member, will provide a special recreation report.

Audrey noted that although the Tax Levy was approved at the October Board Meeting, the December meeting will be held on Monday, December 3, 2018, at 7:30 p.m., as originally scheduled.

The District provided checks in the amount of \$306.00 each to the Boy Scouts, Wildcats Football, and the Frankfort Square Baseball League from remaining funds generated through beverage sales at Square Links Golf Course. Each organization received a total of \$1,318 for the 2018 season.

Audrey reported that she and Nicolette Jerik, Recreation Supervisor, have been working on the salary equity study and will present information to the Board at the December meeting.

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Parks, summarized highlights of the Park Maintenance Department over the past year.

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.

Odyssey Park Playground Improvements

After assisting Bettenhausen Construction with installation of the concrete curb, sidewalk, and pad, the Maintenance Department completed the following at Odyssey Park:

- Added playground safety surfacing.
- Removed old trees and stumps.
- Trucked in dirt for rough grading.
- Contracted with Arbor Care to plant new trees.
- Finish graded with pulverized black dirt, seed, and hydro mulch.
- Installed a new permanent picnic table.

Community Park Redevelopment OSLAD Project

Park staff were tasked with completing the OSLAD grant project within the required deadline of August 26, 2018, assisting as follows:

- Coordinated work with and around contractors from the Phase 2 bid.
- Graded, seeded, and hydro mulched.
- Constructed the red granite path.
- Delivered, planted, mulched, bagged, and watered trees.
- Installed:
 - Planters (a large boom/conveyor truck was used to fill the planters)
 - Planting tables
 - Benches
 - Baggo
 - Horseshoe Pits
 - Bocce surfacing
 - Picnic tables
 - Garbage cans
 - Interpretive signs
 - Split rail fencing
 - Green roof boxes
- Cleaned/removed construction debris, spoils, old concrete footings, and asphalt.
- Worked with/assisted non-bid contractors.
- Learned about and listed winterizing steps for the new amenities.

Indian Boundary South Park Boardwalk

- Augured holes for the boardwalk posts.
- Bagged concrete from Frankfort Square School.
- Pumped ground water from the holes for the concrete.

- Daily delivered/retrieved lumber, supplies, generator on our trailer as a mobile work station for carpentry contractor.
- Installed the boardwalk decking and toe kick.
- Framed/poured the concrete ramps at each end of the boardwalk.
- Restored and cleaned the site.

Indian Boundary South Park Pond

Shoreline erosion control was completed as follows:

- Coordinated work with excavation contractors.
- Supplied and installed erosion control fabric, rock, and native plants.

Mary Drew Dance Studios

Two new studios were added to the two existing studios at Mary Drew with Maintenance staff completing the following:

- Moved Park District records storage from Mary Drew to LWN.
- Coordinated demolition work with contractors.
- Cleaned and completed paint touch-ups.
- Accepted delivery, unloaded, and stored dance floor materials.
- Coordinated installation of ceiling, flooring, and mirrors with contractors.

Preschool Playground

Much needed improvements to the ELC preschool playground were addressed that included:

- Removed old equipment.
- Coordinated installation of new equipment and painting of existing equipment.
- Poured concrete pad in center area, installed shortened gardening tables for the outdoor classroom.

In the spring of 2019, indoor/outdoor carpet, and preschool-sized picnic tables with permanent umbrellas will be installed to complete the outdoor classroom.

Trees

The District planted trees at Community Park (OSLAD Grant project), memorial trees, and thanks to an Urban Forestry Grant through the Morton Arboretum, also planted trees throughout the community.

Additional Projects

The following projects were completed, but did not require as much participation from the Maintenance staff:

- Asphalt projects
- Sealcoating
- Square Links Golf Course tee renovations
- Square Links Golf Course tree removals
- LED lighting in the Community Center
- Community Room divider wall
- Propane heater installed in Pole Barn #2
- Parking lot expansion and privacy berm at Kiwanis Park
- Fencing at the Splash Park, preschool playground, and foul ball poles at Union Creek top
- Epoxy flooring applied at the football and baseball concession stands

In addition to the many projects highlighted above, Maintenance staff also had the normal duties; mowing grass, taking out tons of garbage, and also:

- Started a fertilization program on the irrigated sports fields, and it made a difference.
- Inspections, repairs, and cleaning up vandalism/graffiti kept the “To Do” list full.
- Baseball fields, soccer, and lacrosse were dragged, painted, sometimes chalked and bases set.
- Picnic shelters were kept clean and ready for rentals.
- Playground safety surfacing was added to 6 District sites, with 2 more scheduled this winter, and more to continue next season.
- Staff earned: Chainsaw Safety Classes Certification, Department of Ag Herbicide Application Certification, Certified Playground Safety Inspection Certification, and Snow Plow Operator Certifications.
- A different approach to our mowing was implemented at the end of this season – instead of mowers simply mowing, string trimming, litter and garbage, and minor repairs were added to their responsibilities. We will evaluate the success this change and adjust the process as needed.
- Two custodians keep the Nature Center, Champions, Mary Drew School, Union Creek washrooms, the washroom trailer, Dog Training building, Lincoln Way North fitness center, gymnasium, field house, washrooms, locker rooms, and stadium concessions clean and ready for use.
- Instead of trying to maintain skateable ice at Union Creek, snow removal at the hockey rink was added to the list of responsibilities, resulting in increased use of the rink. We continue to maintain an ice rink at Champions Park for ice skaters.
- Sports nets, speed bumps, and rain barrels are stored indoors for the season.
- Sports field maintenance and aerating are underway.
- Prairie dropseed was planted at Frankfort Square School, and at additional parking lot islands. The project 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 over the winter months.
- Repair/refinishing of garbage cans and picnic tables will be completed.

Audrey noted that the volume of regular maintenance, as well as special projects has increased dramatically, as evidenced by Ed’s annual report.

Vice President, Dave Macek commented that he amazed by how much is accomplished by a small staff comprised of four full-time and 6 part-time employees.

B. Recreation

Nicolette Jerik, Recreation Supervisor, presented highlights from the number of programs for which she is responsible.

General Programs

Nicolette understood that per the community-wide survey, residents were interested in expanded adult programming, and she increased offerings with various education and leisure opportunities.

All classes and parties in the last few brochures have been met with strong interest, enabling them to run successfully.

Dog Obedience classes have approximately 100 participants with each session and in private lessons that are offered on Thursdays.

Gymnastics classes are going well, and Gym Kinetics communicates very well with FSPD staff.

Our Tiny Tot program provides a great first time opportunity for the community, preparing children for preschool. Mom and tot and regular classes are offered, and we will be offering a new Prep School that will better prepare children for our ELC 3-year old preschool program.

New instructors from American Red Cross, Edward Jones, Bloom Art Studio, AARP, and Stuffed with Love, have enabled the FSPD to expand program opportunities for tiny tots through adults/seniors.

Large Attendance Programs

Dance:

Four studios, two of which are new, help to service our current total of 576 dancers, 90 of which are in competitive Company dance, in the 50 classes we are offering this fall. With the number of dancers and programs, the studios get a lot of use for rehearsal and general programs. Three nights of each week, all four studios are in use, and a big thanks is owed to maintenance for getting the studios built and maintained.

Students participate in eleven different styles of dance, including a variety of levels that include hip-hop, contemporary, ballet, breakdance, Acro, jazz, musical theatre, tap, pointe, combo classes, ballet/tap, and adult classes. Recently, the option of private lessons was added.

The new payment plan has been working out well, and offers efficiency and convenience for our residents. In the new winter/spring brochure, costumes are included in the cost of the class, and additional payment plans are available for Company.

Company dancers will participate in three local competitions, and a recital is scheduled for the spring.

BAS/Escapades:

Before and After School is a great service for working parents, and unique to our program is how we pick up and drop off students from internal and external activities from five different schools.

Groups and rotations have been restructured to better serve our participants.

Escapades offers fun field trips for days off of school (holidays, breaks, institute days) and is available from 6:30 a.m. to 6:30 p.m. We have strong participation, with approximately 20 students signed up each day.

Day Camp:

Enrollment has been very strong, and our prices are competitive with surrounding park districts.

Last summer, we followed a new structure of three field trips each week, followed by different themes and special themed days for non-field trip days.

Early Childhood Camp:

New this past summer, we offered different weekly themes, incorporated by crafts and activities, and the camp utilizes the Splash Park daily, as weather permits.

The preschool-age participants stay on site each day, and in lieu of field trips, guest speakers visit each week to complement the theme.

Our District offers the only early childhood camp in the area that runs all summer.

Splash Park:

Weather during the summer of 2018 was very conducive to Splash Park use. Rentals were scheduled each weekend, utilizing both the outdoor facility and inside rooms as an option.

Special Events:

All special events had great enrollment, with 100+ participants. New events included the Ice Cream Social, Mother/Son Bowl, and the Polar Express.

Last year, the Polar Express sold out in one day. We are drawing this evening for the lottery, and a letter that will be provided to those selected was provided for Board review.

Nicolette is working to make the District's website more user friendly, and added a tab with all of our special events, linking a flyer to each event.

Audrey noted that, as evidenced in Nicolette's summary, she is overflowing with creative ideas, and was the first FSPD staff member to successfully schedule a Polar Express event through Metra.

Commissioner, Anthony Granata, asked how we prioritize Splash Park rentals over public use.

Nicolette responded that the Splash Park facility is open daily from noon until 4:30 p.m. Rentals are scheduled prior to opening, or after the facility closes in the early evening.

Commissioners, Denis Moore and Dave Macek assisted by pulling thirty lottery cards for the Polar Express event, and the winners will be notified by phone.

Matt Tillman, Athletic Supervisor, addressed the Board, providing updates on excited changes that have been implemented since he began his employment with the District four months ago.

Golf Course:

Matt reported that the Square Links had two major renovations over the past season that included improvements to the range and tee boxes.

- The range is being leveled to help prevent the loss of range balls and to make it easier for staff to retrieve balls.
- Additional drainage will address standing water issues.
- All tee boxes were resurfaced and will be ready for play at the start of the 2019 season.
- 10,000 new range balls were ordered.
- The Woman's Golf League was again a popular offering, with 36 participants.
- The restaurant served hot dogs, nachos, and snacks.
- Over \$11,800 was raised during the annual Free Day of Golf, with proceeds going towards the District's College Scholarship Program.
- Two new ball picker carts were purchased for use beginning in the 2019 season.

Pickleball:

- Pickleball is fast becoming a popular sport in Frankfort Square, thanks in large part to the construction of courts at Community Park. Many times, 16-20 players can be found enjoying the new facility.
- Six courts will be added at Champions Park, and the District is working with the pickleball ambassador to provide programs in the spring.
- The Champions Park courts will be the first lighted pickleball facility available for night play in the south suburban area.

Athletic Program:

- The basketball program is being overhauled, with the help of Coach Roc from Rock Solid Sports. Group and basketball shooting lessons, and eventually a 3v3 league and individual lessons will be offered.
- Basketball programs will be offered throughout the entire year.
- The Pee-Wee Sports programs have been a success. Three new instructors were hired, and the fall session was filled to maximum capacity.
- The Girls 6U and 8U Softball League joined the SSC League.
- Frankfort Square School, Mary Drew, and LWN are utilized for athletic programs

F.A.N.:

- A scanner was installed to make the check-in process more efficient and easier for residents.
- Preventive maintenance was completed on all fitness equipment in advance of the upcoming peak season.
- A walking club will be introduced in January for F.A.N. members.

- Rentals at LWN have been maximized to accommodate as many local teams as possible.
- Lincolnway Special Recreation Association will host a few different events at LWN over the coming months that include a power soccer tournament, a women's/youth national wheelchair basketball tournament, and a wheelchair football game.

Audrey commented that, given the number of improvements highlighted, it is hard to believe Matt has only been with the District for four months. He hit the ground running, and all are looking forward to what will come in the next year.

C. Information Technology

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

D. Special Recreation

Since becoming members of LWSRA, our first summer session saw the number of participants double and the number of program registrations quadruple, strong evidence that our residents enjoy what the agency has to offer.

After school programming and the Titans adult day program offer opportunities previously unavailable. Their adaptive sports program provides a range of opportunities from recreational play to representing Team USA in international competition.

LWSRA focuses on being inclusive, they welcome you into their wonderful family, and participation is the expectation, as evidenced through the following examples:

- Party in the Park at Union Creek Park, increasing awareness of its operations, an evening that was thoroughly enjoyed by the Frankfort Square Wildcat Cheerleaders who happened to be practicing in the park during the event.
- FSPD staff regularly attended the Monday evening golf lessons at Square Links to cheer on the talented LWSRA athletes. When they were provided with the opportunity to play the course on the last day, the participants made sure FSPD staff brought their clubs in order to join them.
- Audrey and her husband, John, stopped by the LWSRA Miracle Field to observe a game of wheelchair football at their "Pumpkin Bowl", and they were both strapped into wheelchairs and included in the play.
- LWSRA is designing and fundraising for a park adjacent to their building in a residential subdivision in New Lenox. All neighborhood residents are encouraged to attend meetings and provide input to ensure all will enjoy the new park.
- LWSRA staff attended our Community Park Dedication on October 18, and brought a program participant that lives in the adjacent Courthomes, enabling him to enjoy the celebration.

Keith Wallace, LWSRA's Executive Director and his team work very hard to include all in their operations. They not only offer quality special recreation programming, but also develop strong friendships and bonds among participants, their families, and their communities. As the FSPD grows in awareness and understanding of all LWSRA is and has to offer, we know that we are truly honored to be a part of this very special agency, and we are all the better for it.

Audrey encouraged all to view a YouTube video on Wheelchair Softball Short Film: Adapting America's Pastime where Keith Wallace, Executive Director and FSPD resident is featured coaching the USA vs Latin America section of the short film.

Vice President, Dave Macek visited the LWSRA with the intent of becoming involved with the LWSR Foundation. Their Board raised over \$40,000 last year in support of LWSRA. Karen Reczek, LWSRA's Marketing, Outreach & Fundraising staff member spends 50% of her time with LWSR, and 50% with LWSRA. Ms. Reczek took two hours out of her day to provide Dave with a tour of their facility. He noted it is an amazing place, alive with activity. Dave would be happy to represent Frankfort Square and will attend LWSR's December meeting and hopes to be sworn in as a Board Member.

E. Finance and Planning

No report

F. Golf Course

G. Office

Sufficient information was included in the November Director's Report

H. Risk Management

Staff are looking forward to attending PDRMA's annual Risk Management Institute at the Tinley Park Convention Center on November 16.

I. Wellness Committee

No report

J. Community Updates

Audrey reported that the District's Maintenance staff assisted the Boy Scouts with their annual Scouting for Food Drive on November 11. The Scouts collected over 30,000 pounds of food for needy families during this year's drive.

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.

XIV. Adjournment

Dave Macek made Motion 18-1410 to adjourn the meeting at 8:09 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell