

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 15, 2019

The following are Minutes of a Budget & Appropriation public hearing and a meeting of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, 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: Ken Blackburn, Dave Macek, Craig Maksymiak, Denis Moore, and Joe Vlosak.

Absent was: Brian Mulheran

Also present: Jim McConachie, Chicago Laborers' District Council Representative
Julie Arvia, Resident

IV. Public Input

Julie Arvia thanked the Board for bringing consistency for future Board appointments with the passage of a resolution.

Ms. Arvia asked why the purchase of two vehicles approved at the July 18, 2019 meeting was also on the July 23, 2019 agenda and voted on again.

Mr. Randall noted the approval did not appear on the July 18, 2019 agenda, therefore the action was added and subsequently approved at the July 23, 2019 special meeting.

Jim McConachie addressed the Board, noting his associate was present at the bid opening for the Woodlawn park project, and that the project was to be awarded to a contractor that has a minimum of five years' experience. Mr. McConachie further noted that per the State of Illinois website, Integral Construction, under consideration for the bid award, did not incorporate until 2016, and is less than the five years stated on the bid documents. Mr. McConachie asked that the Board check with Lockport, as they rejected the contractor for this reason, and he also asked the Board to table the action on the bid until additional research could be completed.

President, Ken Blackburn inquired about five years' experience, and Mr. McConachie replied that the bid document states the contractor must have a minimum of five years in similar work and have adequate materials. Jim Randall replied that the issue will come before the Board at this evening's meeting and he will ask approval pending review by legal counsel. Mr. Randall further noted there were no union members present during the bid opening. He stated the bidder may have previous experience in the field, not with the company. The Park District had previously checked with the Lockport Park District on this matter. Upon confirmation by Upland Design, the architect on this project, there may be no reason not to accept the lowest bidder.

V. Correspondence

A. Appreciative

Letter received from CASA of Will County, an organization that advocates for abused and neglected children. CASA expressed appreciation for the Park District's donation of a foursome of golf with power carts raffle prize in support of their "Golf for a Child" fundraiser.

Letter the Park District sent to St. Anthony's Catholic Church, thanking them for the donation of school supplies no longer needed following the cancellation of their preschool program.

B. Informative

Letter sent to a homeowner that lives adjacent to Square Links Golf Course. The resident raised concerns regarding equipment noise levels, and the Park District employed a noise dosimeter, provided by PDRMA, to complete decibel testing. Additional measures have also been implemented that include single starting equipment and proceeding at low idle to ensure levels are below emission standards.

VI. Presentation of Minutes for July 18, 2019 Board Meeting and the July 23, 2019 Special Meeting

Dave Macek made Motion 19-1483 to accept the July 18, 2019, Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

Dave Macek made Motion 19-1484 to accept the Amended July 23 Special Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Oath of Office

President, Ken Blackburn, administered the Oath of Office to Pam Kohlbacher. Ms. Kohlbacher was appointed to fill the unexpired term of Park Board Commissioner, Anthony Granata (*ref. July 23, 2019 Special Meeting Minutes, Sect. V. Legal Report, Motion 19-1480*). Ms. Kohlbacher will serve through the next Consolidated Election, scheduled for April 6, 2021.

VIII. Legal Report

President, Ken Blackburn, read by title and Jim Randall requested consideration of Ordinance No. 19-08-321, an Ordinance providing for the issue of not to exceed \$850,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A for the purpose of refunding certain outstanding alternate bonds of said Park District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Craig Maksymiak made Motion 19-1485 to adopt Ordinance No. 19-08-321, an Ordinance providing for the issue of not to exceed \$850,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A as presented. Denis Moore seconded.

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

President, Ken Blackburn, read by title and Jim Randall requested consideration of Ordinance No. 19-08-322, an Ordinance providing for the issue of not to exceed \$1,830,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B, for the purpose of refunding certain outstanding revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 19-1486 to adopt Ordinance No. 19-08-322, an Ordinance providing for the issue of not to exceed \$1,830,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B as presented. Denis Moore seconded.

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

Mr. Randall reported that through refunding the aforementioned bonds, the Park District can potentially save \$70,000-\$80,000 over the life of the bonds, but with the current financial climate the realized savings could be 20% higher. Craig Maksymiak stated the financial issue is due to inversion of rates.

Staff have been working on a Standard & Poor's presentation that will be part of the bond sales.

Jim Randall requested consideration of Resolution 19-08-24, a Resolution adopting a Freedom of Information Act Transparency Policy, a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 19-1487 to adopt Resolution No. 19-08-24, a Resolution adopting a Freedom of Information Act Transparency Policy, as presented. Denis Moore seconded.

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

Jim Randall requested approval of a Travel, Meal, and Lodging Expense Reimbursement form, enabling him to attend the annual NRPA Convention in Baltimore, Maryland, September 21 through September 26, a copy of which was provided to each Board Member in advance of said meeting.

Dave Macek made Motion 19-1488 to approve the Travel, Meal, and Lodging Expense Reimbursement form, enabling Jim Randall to attend the NRPA Conference in Baltimore, Maryland, September 21 through September 26, as presented. Pam Kohlbacher seconded.

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

Jim Randall requested consideration of bid award to the lowest qualified bidder for the Woodlawn Park Playground project, Integral Construction, Inc., for a cost not to exceed \$60,032, per the bid tabulation, a copy of which was provided to each Board Member in advance of said meeting.

Dave Macek made Motion 19-1489 to award the bid to Integral Construction, Inc., the lowest qualified bidder for the Woodlawn Park Playground project, as presented. Joe Vlosak seconded.

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

Jim Randall requested consideration of bid award to Currie Motors, the lowest qualified bidder for the purchase of a Ford F-150 Regular Cab Pickup truck, including the trade in of two 2003 Ford F-150 4x4 Carryalls, at a cost not to exceed \$26,894, per the bid tabulation, a copy of which was provided to each Board Member in advance of said meeting.

Dave Macek made Motion 19-1490 to award the bid to the lowest qualified bidder, Currie Motors, for the purchase of a Ford F-150 Regular Cab Pickup Truck, including the trade in of two 2003 Ford F-150 4x4 Carryalls, at a cost not to exceed \$26,894, as presented. Craig Maksymiak seconded.

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

Jim Randall reported that the Park District took receipt of the F-450 and Chevy Bolt electric that was approved at the July 23, 2019 Special Meeting, (*ref Motion 19-1481*). The Chevy Bolt requires no gas, oil, or maintenance and does not have a radiator, therefore the cost of operation is substantially less than typical Park District vehicles. This vehicle furthers the District's environmental mission, and may be promoted as such with a wrap.

IX. Treasurer's Report

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

Pam Kohlbacher made Motion 19-1491 to accept the Accounts Payable Listing. Dave Macek seconded.

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

X. Executive Director's Report

Mr. Randall was pleased to report that the sale of property to SSSRA concluded on July 31, 2019, and that the proceeds from the sale have been deposited into a Park District account.

Jim Randall met with representatives for the Dog Park onsite. It was a positive experience with reasonable improvement requests that will be completed, i.e. fencing repairs, a single swing gate, and a small shade structure.

One of the pianos, purchased from a local college, was on display in the Board Room. A resident artist painted the piano, and it has been sealed. The piano will be placed under the bandshell in the summer of 2020, and will be available for park patrons to play. A sign, detailing surveillance of the bandshell will be posted to discourage vandalism.

XI. Committee Reports

A. Maintenance

The monthly Executive Director's Report included a long summary of park improvements that were completed over the summer months.

Mr. Randall presented the Resident Input Summary for Board review, and the document was also linked to the August agenda.

B. Recreation

The fall brochure has been mailed and registration has begun.

The Before and After School and the Early Learning Center preschool programs will begin shortly.

C. Information Technology

Two new laptops were purchased and are working out well.

The District is pursuing a remote credit card processing unit for the golf course that will continue functioning when the internet is down.

D. Special Recreation

The annual LWSR Foundation golf outing was a success, and generally raises \$30,000-\$35,000 for LWSRA.

E. Finance and Planning

The Theft Control Guidelines policy was revised and provided to Board Members as a first look, prior to consideration at the September meeting.

The community-wide survey is nearing completion and will be presented to the Board in the near future.

F. Golf Course

Jim Randall reviewed the golf course master plan with Lohmann Quitno Golf Course Architects today. In the coming months, tees for varying skill levels will be installed. A new short yardage tee will be created that will enable beginner and young golfers to be successful. The tees will be identified in different plaids, not colors that typically indicate a golfer's ability, and will be much more accessible to those that are not seasoned golfers.

Lohmann Quitno is also recommending colored targets on the driving range, enabling patrons to play games while practicing swings.

There were many great ideas presented for safety and playability of the course, although not all projects will be completed.

G. Office

Jim Randall reported that all is going well in the front office.

H. Risk Management

Sufficient information was included in the monthly report.

I. Wellness Committee

No report.

J. Community Updates

The sewer plant is nearing completion, and as previously reported, will include restoration of the site.

The 100' light poles at Champions Park were replaced, as deemed necessary following an inspection, including the four located at the pickleball courts.

Mr. Randall reported that the pickleball courts are very popular. A resident has complained about the noise level, but it is all within the standard. Champions Park is a public facility, and generally, pickleball patrons are older adults. There has been no damage or boisterous behavior. The only change is that the facility has become more popular since it was repurposed from tennis courts to pickleball courts.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

XIV. Executive Session

Jim Randall requested consideration to cancel the executive session and discuss the matter of personnel compensation in open session. The Board agreed to conduct the action in open session, as requested.

XV. Consideration of Personnel Compensation

Jim Randall requested approval to provide compensation to the following employees in recognition of extraordinary efforts, necessary due to the recent resignations of two full-time staff members, one in Maintenance and one in Recreation. One-time recognition compensation will be provided as follows:

John Keenan - \$1,500, Ed Reidy - \$1,500, Bonnie Roach - \$1,500, Nicolette Jerik - \$1,000, Bill O'Shea - \$1,000, Julie Hein - \$1,000.

Jim Randall reported that following the resignation of the two full-time staff members, the Park District has saved \$30,406 in salaries, and \$8,595 in benefits. The compensation requested is not a dollar-to-dollar exchange, but simply consideration of the efforts the designated staff expended to fill in for these absent positions.

Dave Macek made Motion 19-1492 to approve compensation for the designated employees in recognition of their extraordinary efforts, necessary due to the recent resignations of two full-time staff members, one in Maintenance, and one in Recreation, as requested. Pam Kohlbacher seconded.

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

XVI. Adjournment

Dave Macek made Motion 19-1493 to adjourn the meeting at 7:56 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell