

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
JANUARY 16, 2020

The following are Minutes of 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, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Jim Randall presented a letter from the Cancer Support Center expressing appreciation for the District's donation of a Square Links Golf Course pass in support of their 28<sup>th</sup> Annual Golf Outing.

VI. Presentation of the December 2, 2019 Board Meeting Minutes

Dave Macek made Motion 20-1523 to accept the December 2, 2019 Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the Dance Idol Competition hosted by the Des Plaines Park District on January 31 through February 2, 2020, copies of which were provided to each Board Member for review in advance of said meeting.

Commissioner, Joe Vlosak asked if travel reimbursement was built into the budget. Mr. Randall stated the costs were drawn from program supplies, however, a separate line item that addresses conference/competition travel expenses can be included in future budgets, beginning the FYE 4/30/21 budget.

Pam Kohlbacher made Motion 20-1524 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the Dance Idol Competition hosted by the Des Plaines Park District on January 31 through February 2, 2020. Brian Mulheran seconded.

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

Jim Randall requested consideration of a Linden Group Master Consulting Agreement for potential projects per resident input received from the community-wide Wellness and Capital Improvements Study Report, a copy of which was provided to each Board Member for review in advance of said meeting.

Dave Macek made Motion 20-1525, authorizing Jim Randall to enter into the Linden Group Master Consulting Agreement for potential projects as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: Pam Kohlbacher, 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 November and December Treasurer's Reports, pending audit.

President, Ken Blackburn requested consideration of the November and December Accounts Payable Listings, copies of which were provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 20-1526 to accept the November and December Accounts Payable Listings. Dave Macek seconded.

Vote on Motion: Ayes: Pam Kohlbacher, 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 that a teleconference call will be conducted on January 21 with the NBS attorney representing the District in the self-correction process regarding the change of investment program from 403(b) to 457(b). The correction may require some remittance that will not exceed \$3,500. Mr. Randall further noted that the 403(b) program has been in place for 25 years, and the District is fortunate to be represented by Attorney, Jim Rock of Ancel Glink, as he is familiar with these investment programs and identified the need to self-correct to the appropriate 457(b) funding vehicle.

The District's Audit Service RFPs were due by January 15, and Mr. Randall reported that the audit firm of Lauterbach and Amen's submission may be awarded, pending Board approval at the February meeting. This firm provided positive references, and Sue Baker, the District's bookkeeper has worked with them previously. Lauterbach and Amen's fees would be based on what the District can levy for audit services, where other firms proposals were above our authorized levy amount. It was further noted that new audit firms will be hired every five years.

A long term project listing, similar to the short term listing that was included on the January agenda for Board review, will be made part of the spring, 2020 survey document. Additional projects that Board Members wish to address can be added to the listing. Plans to complete the bike path at Kiwanis Park that began with preliminary work last year will be this season's priority. General budget items and longer term projects that will be included and presented to the community will be discussed at the February meeting.

Vice President, Dave Macek suggested placement of a Kiwanis Park sign on St. Francis Road. Mr. Randall stated a sign is currently located at the east end of the park site, but it could be centrally located to include the west section athletic fields, where a potential to construct a t-ball complex is under consideration. There are numerous ongoing projects that will be completed prior to moving forward.

Staff are working with the District's website designer on revisions that will enable improved viewing with all devices, i.e. tablets and smart phones.

The Landscape Maintenance Services public bid opening is scheduled for January 22 at 1:30 p.m., and it is expected that the Board may elect to award the bid to two or three landscape companies. Currently, Bill's Lawn Maintenance maintains the District's smaller parks. The new bid incorporates mowing, weed eating, and landscape bed maintenance for every park site owned by the District for an estimated cost of \$300,000. This approach will be cost effective when comparing the cost of owning \$350,000-\$400,000 in equipment and \$90,000 in part-time staff that places the District in a higher insurance risk category. Contracted services will eliminate the need for Park staff to spend 85% of time cutting grass and enable them to focus on specific work that includes herbicide spraying, a turf program, and maintaining athletic fields. At the end of the season, the process will be evaluated, and if successful, could provide a more sustainable approach to maintenance.

Commissioner, Denis Moore asked if contracted service providers would be checked for quality control purposes. Mr. Randall replied that they will be overseen by Ed Reidy, Superintendent of Parks and Bill O'Shea, Assistant Superintendent of Parks. Contractors will be required to notify them when they are onsite and Ed and Bill will follow-up with site checks.

Dennis Persic is again providing volunteer services, working on playground designs. A local restaurant gift card was provided to Mr. Persic in appreciation for his volunteer efforts where he assisted staff in constructing and installing new playground equipment last season.

Two 2003 Ford F-150 pickup trucks were traded in towards the purchase of a new F-150 that was delivered on January 10, 2020.

The District's IT provider, B Practical Solutions, upgraded all computers to Windows 10. Commissioner, Joe Vlosak, noted that the upgrade was necessary as Microsoft no longer provides security updates as of January 14, 2020.

Jim Randall reported that the District's registration software program, RecTrac, will be updated within the next 18-24 months and this expense will be added to the 2021/2022 budget.

Jim Randall reviewed every Treasurer's Report over the past year in the development of the Fund Balance report that was provided with the January agenda. The estimate projects a \$150,000 increase in the fund balance from the previous year, despite the amount of debt that had been paid off. This is a conservative estimate, as it must account for unexpected expenditures.

Mr. Randall requested and the Board approved including the first draft of the budget to the end of the February agenda, thereby eliminating the need to schedule a separate budget meeting.

X. Committee Reports

A. Maintenance

A great deal of planning to ensure all necessary maintenance is satisfactorily addressed is currently underway. It includes a new schedule of priorities, due to the elimination of mowing, that includes path, playground, mulching, and weeding.

Bill O'Shea is developing a playground inspection plan that will include photographs of every site and amenity to enable staff members to easily conduct playground safety inspections with minimal instruction.

B. Recreation

Registration for winter/spring programming has been strong.

Julie Hein, Assistant Office Manager, will take on added responsibilities, assisting Nicolette Jerik by supervising Escapades and the Before and After School Program.

Jim Randall noted that following the resignation of the full-time athletic supervisor this past summer, Dave Butler, part-time golf course and F.A.N. staff member, along with Julie Hein have taken on added responsibilities, eliminating the need to refill this position.

C. Information Technology

Sufficient information was included in the Executive Director's report.

D. Special Recreation

LWSRA is planning to host the annual Midwest Wheelchair Basketball Tournament at LWN, with the assistance of FSPD staff.

Jim Randall reported that LWSRA, in constructing a one million dollar park adjacent to their facility in New Lenox, came in \$100,000 over budget and was able to offset the amount with \$60,000 in donations. The New Lenox Park District is contributing a large sum as the park is within their corporate borders, however, LWSRA is reaching out to its member districts, requesting financial assistance to cover the remaining deficit. Mr. Randall will build \$10,000 into the Special Recreation portion of the budget for Board consideration and approval during the February budget review process. Our District is able to absorb this cost as it levies above the annual membership participation cost.

Commissioner, Pam Kohlbacher asked how many FSPD residents are being served by LWSRA. Mr. Randall replied that LWSRA services 30-35 residents, as opposed to the 6-8 that were served by our previous provider, SSSRA. In addition, there have been no complaints received due to the change of SRA providers, and we have received many positive comments from families serviced by LWSRA.

E. Finance and Planning

Jim Randall requested Board approval to enter into an agreement with Campfire Consultants for the provision of a survey instrument and master plan, a copy of which was provided to each Board Member in advance of said meeting.

Commissioner, Pam Kohlbacher asked if the survey will include different information from the community-wide survey that recently completed. Jim Randall responded that the previous survey was a health and wellness survey with capital improvements. The proposed survey and master plan would include capital improvements that were identified as priorities by residents in the last survey, but would be the traditional survey that results in a master plan. Jarrod Scheunemann, of Campfire Consultants, will take all past surveys/master plans and correlate them into the new survey to see how we relate to the current survey and plan, and how the 52 projects included in the 2002 survey were completed. Ms. Kohlbacher recommended including this information in the spring survey's introduction.

Jim Randall informed the Board that the 2020 survey will address residents' input from the 2019 survey including Dark Sky security lighting, path and playground improvements, a bike park, and many additional projects that will be well-marketed to ensure the message is received by residents.

Denis Moore made Motion 20-1527 authorizing Jim Randall to enter into an agreement with Campfire Consultants for the provision of a survey and master plan, as presented. Pam Kohlbacher seconded.

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

F. Golf Course

Square Links Golf Course will be open on February 2 for Superbowl Sunday, and was open a few days in December, enabling golf patrons to take advantage of mild weather.

Staff are working on tee signage and Mr. Randall anticipates that the new tees will be ready for play in June. Additional related projects will be investigated.

G. Office

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

H. Risk Management

Jenny Porvecchio, the District's PDRMA Risk Management Consultant, conducted ergonomic assessments at various work stations, and her recommendations will be incorporated.

I. Wellness Committee

No report

J. Community Updates

Jim Randall believes apartment construction on 191<sup>st</sup> Street has begun.

The Manheim Auto Auction expanded their property towards Ridgeland, which will result in additional tax revenue for our District.

Soil borings are being conducted at the corner of Vollmer and Ridgeland, which may indicate potential construction at this site.

The Village of Matteson changed their casino bid to the site of the former Lincoln Mall area.

K. Freedom of Information

The Park District received two FOIA requests for information as follows:

1. Request for data on the Park District's elected boards and officials that included names, term start and end dates, salary, and email addresses from Kaza Rhan, LocalLabs publisher of the Prairie State Wire. Jim Randall, FOIA Officer responded, providing the necessary detail.

2. Request for bid results from the Park District's previous landscape bid from Jim Webb, Eternally Green Lawn Care. Jim Randall, FOIA Officer provided a copy of bid results from the 2017 Landscape Services bid.

XI. Old Business

No old business was discussed.

XII. New Business

Preliminary Budget Review

Jim Randall reviewed the preliminary draft of the 2020/2021 budget that includes a comparison from the 2019/2020 budget, a copy of which was provided to each Board Member for review in advance of said meeting.

Commissioner's Comments

Commissioner's Comments were added to the agenda, formally enabling all to share information or ideas in session.

Pam Kohlbacher noted that social media was seeking positive community comments, and many responded about how much they enjoy the FSPD's paths.

Denis Moore reported that while walking on the January 12, he saw a bald eagle flying overhead.

Brian Mulheran noted that a resident posted a photo of a bald eagle at Square Links Golf Course and further commented that since bald eagles had previously been on the endangered species list, it is nice to see them in our neighborhood.

Craig Maksymiak suggested providing maps of our paths on apps that people could access with smart phones.

Denis Moore asked if a tour of all District property could be conducted for Board Members, and Jim Randall will schedule an approximate 4 hour tour in the spring

XIII. Executive Session

Craig Maksymiak made Motion 20-1528 to enter into executive session at 8:29 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from closed executive sessions, both written and verbatim audio dating from March 14, 2015 through October 17, 2019 for the purpose of determining which sessions can be released for public inspection, and which, if any, closed session minutes may still require confidential treatment.

Dave Macek made Motion 20-1529 to go out of executive session and return to open session at 8:30 p.m. Denis Moore seconded. Motion carried.

XIV. Consideration of Resolution 20-01-26

Jim Randall requested consideration to adopt Resolution 20-01-26, a resolution authorizing the release of closed session minutes and the destruction of closed session audio recordings, a copy of which was provided to each Board Member for review in advance of said meeting.

Dave Macek made Motion 20-1530 to adopt Resolution 20-01-26, as presented.  
Pam Kohlbacher seconded.

Park District Board Meeting

January 16, 2020

Page 8

*(XIV. Consideration of Resolution 20-01-26, continued)*

Per Board direction and decision regarding which executive session minutes should be released for public inspection and which executive session minutes require confidential treatment, Resolution 20-01-26 will be updated with said detail and linked to the January 16, 2020 agenda as soon as practicable.

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

XV. Adjournment

Dave Macek made Motion 20-1531 to adjourn the meeting at 8:31 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell