

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
FEBRUARY 20, 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, and Brian Mulheran.

Absent was: Joe Vlosak

Also present was: Ed Reidy, Superintendent of Parks

IV. Public Input

V. Correspondence

A. Appreciation

Jim Randall presented a letter received from the Franciscan Sisters of the Sacred Heart in Frankfort, Illinois, expressing appreciation for the District's donation of a Square Links Golf Course pass in support of their 3<sup>rd</sup> Annual Golf Outing fundraiser that benefits the Sisters' charities and ministries.

Social media comment from a resident expressing appreciation that the maintenance department cleared the walking/bike paths after a recent snowfall to enable early morning use.

B. Complimentary

Positive comments regarding the District's Before and After School Program were posted to social media by parents of children enrolled in the program.

VI. Presentation of the January 16, 2020 Board Meeting Minutes

Dave Macek made Motion 20-1532 to accept the January 16, 2020 Board Meeting Minutes as presented. Denis Moore seconded.

Vote on Motion: Ayes: Pam Kohlbacher, Craig Maksymiak, Denis Moore, Brian Mulheran, Dave Macek, and Ken Blackburn. 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 dance competition trips to Waukegan, Illinois March 6-8 and Oregon, Wisconsin, March 20-22, copies of which were provided to each Board Member for review in advance of said meeting.

Craig Maksymiak made Motion 20-1533 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend dance competition trips to Waukegan, Illinois, March 6-8, and to Oregon, Wisconsin, March 20-22, as presented. Pam Kohlbacher seconded.

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

Jim Randall requested consideration to execute an engagement letter, securing the services of CPA firm, Lauterbach & Amen, LLP to provide annual audits for fiscal years ending April 30, 2020, April 30, 2021, and April 30, 2022, a copy of which was provided to each Board Member for review in advance of said meeting.

Pam Kohlbacher made Motion 20-1534, authorizing Jim Randall to execute the engagement letter with Lauterbach & Amen, LLP, for the provision of annual audits for fiscal years ending April 30, 2020, April 30, 2021, and April 30, 2022, as presented. Dave Macek seconded.

Mr. Randall reported that the District completed an RFP process on January 15, 2020, and Lauterbach & Amen references were outstanding and their firm's quote was based on the District's ability to levy taxes.

Craig Maksymiak noted that based on the quote, Lauterbach & Amen took the time to investigate the Park District.

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

Jim Randall requested consideration to award contracts for the 2020 season Landscape Maintenance Services bid to the best bids following the January 22, 2020 public bid opening that include: Beary Landscape, Bill's Lawn Maintenance & Landscaping, Carefree Lawn Maintenance, Mid America Tree and Landscape, Reliable Property Services, and Semmer Landscape, copies of which were provided to each Board Member in advance of said meeting.

Ed Reidy, Superintendent of Parks was in attendance to review the bid process. A tremendous amount of work went into establishing the bid specs. The District utilized the services of John Ryan, Landscape Architect. Ed took photos of each site and included delineated Google Earth maps. The public bid opening took place on January 22, 2020, and nine bids were received and opened on this date. Bidders had the option to bid on all sites and could bid mowing or landscaping, or a combination of both. A spreadsheet was developed, references were called and checked, dates and scope of work were confirmed. Recommendations before the Board were made after evaluating cost estimates and interviewing potential contractors to ensure all had complete understanding regarding the work on which they bid.

Jim Randall reported that with six contractors, there will be an expectation of performance and if problematic, the open-ended agreements would ensure the Park District could replace a contractor for reasons of non-performance.

Commissioner Brian Mulheran asked if the expectation was that a single bidder would be awarded a contract for the entire bid. Ed anticipated more than one bid award, but did not expect that he would be recommending the work be awarded to six separate contractors.

Vice President Dave Macek asked about the purchase of materials, and Ed responded that contractors will supply materials and equipment, and Park staff will be conducting follow-up checks of contractors' assigned areas.

Commissioner Denis Moore asked for clarification between landscape and mowing. Ed replied that planted bed areas constitute landscape and mowing includes all turf areas.

Commissioner Pam Kohlbacher asked if the District would have a surplus of unneeded equipment since mowing and landscaping will be contracted out. Jim Randall responded that we will have unneeded equipment, however, it will be retained to ensure the contracted service is a sustainable practice, and if so, equipment can be sold in two years. Park staff will continue to manage precision mowing to ensure athletic fields are premium facilities, and three newer pieces of equipment will be retained for this reason.

Commissioner Denis Moore asked which contractor would be assigned to Lincoln-Way North. Ed replied that Carefree is recommended for the Lincoln-Way North facility, and Mid America, a company that is equipped with two big tractors, chose areas that require larger area mowing.

Jim Randall noted that the lowest bidder was not always chosen, and contractors are logistically grouped for efficiency in management.

President Ken Blackburn asked if all were local, and Jim noted they are within close geographical distances.

Jim Randall reported that the 2019 season taught tough lessons, and due to the rainy spring weather, staff were tasked to simply mow in order to maintain turf. Contracting maintenance will result in lower liability insurance rates, efficiency in staff management, training, and equipment maintenance, and increased productivity by enabling staff to focus on maintaining ball diamonds, picnic shelters, sealcoating bike paths, and all detail work that residents have come to expect from the Park District.

Dave Macek made Motion 20-1535, authorizing Jim Randall to award contracts for the 2020 season to Beary Landscape, Bill's Lawn Maintenance & Landscaping, Carefree Lawn Maintenance, Mid America Tree and Landscape, Reliable Property Services, and Semmer Landscape, as presented. Denis Moore seconded.

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

Jim Randall requested consideration to execute an agreement with Toptracer, an agreement that would provide hardware and software that includes golf ball tracking and an entertainment system to be used by golf patrons at the Square Links Golf Course driving range, a copy of which was provided to each Board Member in advance of said meeting.

Jim Randall reported that Toptracer is run by the same company that owns Topgolf. The affordable option will provide golf patrons with the ability to download an app on their phones to utilize the system on the range. It includes seven different games, will track the trajectory, speed, distance and spin of the player's ball. The closest course that provides Toptracer is Cog Hill, however they use a screen-based system, whereas the Park District's will be individually app-based. If the Board approves the agreement and it is executed by the end of the month, the District will receive two free months of usage. It will be necessary to run CAD 6, power, and install two poles for the cameras. Toptracer will provide all the marketing, and the system is expected to generate revenue and appeal to younger golfers. The infrastructure would be installed in April, introduced with a soft opening in May, and a grand opening for this improvement and the new tees could be scheduled in June. Mr. Randall further noted the agreement was reviewed by the District's counsel, Jim Rock of Ancel Glink and will also be reviewed by PDRMA.

Commissioner Craig Maksymiak noted that if the system proves popular, range fees may be increased to offset costs.

Dave Macek made Motion 20-1536, authorizing Jim Randall to execute an agreement with Toptracer that will provide hardware and software that includes golf ball tracking and an entertainment system for the golf patrons at the Square Links Golf Course driving range, as presented. Craig Maksymiak seconded.

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

Jim Randall requested consideration to execute a Restaurant Services Agreement with Rich's Pizza Joint, an agreement that grants a license to operate the Square Links Golf Course restaurant, a copy of which was provided to each Board Member in advance of said meeting.

Commissioner Craig Maksymiak asked if the agreement would strictly be for food services. Mr. Randall responded affirmatively, noting the District will maintain its liquor license and sell alcohol at the counter area.

Commissioner Pam Kohlbacher asked if the kitchen is equipped to make pizza. Mr. Randall stated they can bring in a pizza oven, as the existing range hood can accommodate this equipment. The owner of Rich's Pizza Joint toured the facility and found it to be more than adequate. Rich's Pizza Joint would remit \$500 per month and the offering will be reevaluated at the end of the 2020 season. It was further noted that any revenue generated would be positive, as the restaurant has only broken even to date.

Brian Mulheran made Motion 20-1537, authorizing Jim Randall to execute a Restaurant Services Agreement with Rich's Pizza, granting a license to operate the Square Links Golf Course restaurant, as presented. Dave Macek seconded.

Vote on Motion: Ayes: Pam Kohlbacher, Craig Maksymiak, Denis Moore, Brian Mulheran, 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 January Treasurer's Reports, pending audit.

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

Jim Randall reported that the fund balance for the end of year is estimated to be \$150,000 to \$200,000 over the previous fiscal year.

Commissioner Craig Maksymiak asked if this estimate would negate the need for a TAW. Mr. Randall does not believe a TAW will be necessary, unless the District experienced a catastrophic event.

Craig Maksymiak made Motion 20-1538 to accept the January Accounts Payable Listings. Dave Macek seconded.

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

IX. Executive Director's Report

Jim Randall reported that NBS filed a VCP application with the IRS and the Board will be updated as information becomes available.

Attorney Jim Rock retired and will be replaced by Scott Puma, also from Ancel Glink. Jim and Audrey Marcquenski will be meet with Attorney Puma in early March.

A good number of projects have been generated based on the 2019 wellness survey results. Currently, staff are evaluating installation of a t-ball field and renovation to the football field that would include removing top sod, installing under drainage, regrading for slope and irrigation. A synthetic turf area would be added to the cheerleader and team sideline areas.

Also under consideration are playground renovations, and Dark Sky lighting to provide safety and security to park paths.

Approximately fifty projects identified in the 2019 survey will be included in the upcoming community-wide survey.

Ed Reidy is working on a bid proposal for outstanding projects that include garbage cans, asphalt repair and playground curbing.

Samples of various projects will be developed/installed throughout the District, i.e. a precast restroom facility. This improvement would include a 1,000 gallon vault and solar lighting that would be strategically located on paths where no sewer or water exist.

Commissioner Denis Moore asked what prep work would be necessary. Mr. Randall replied that staff would only need to dig a hole, and the company would bring in equipment for a quick install. The toilets will be maintenance free, and would have a concrete interior finish with epoxy flooring that could be easily cleaned with a pressure washer. Mr. Randall will get price to install a unit at Community Park as it would be a great addition to the pickle ball court area.

Dennis Persic is working with Garry Graham of GameTime to design a drop-in playground component. Curbs would be added around the playground to provide a fresh look.

Pam Kohlbacher, Denis Moore, and Dave Macek agreed to serve on the 2020 College Scholarship Program judging committee.

The Park Board all agreed that the weekly summaries from all areas of District operation have been useful.

## X. Committee Reports

### A. Maintenance

Ed Reidy orally reviewed the monthly resident input summary that included the following:

- Light poles that were removed for repair will be reinstalled in mid-March.
- An Indian Boundary South resident phoned about a dead goose in the park. Staff located and removed the goose.
- An Island Prairie Park resident asked for permission to park his RV in the Community Center parking lot for a few hours. The request was granted.

### B. Recreation

Staff completed the summer brochure and it is expected to go to the printer the second week of March.

The dance program continues to be strong with combined registrations of 684. This quarter million dollar program is taught by phenomenal instructors, led by Donnette Cannonie. The District has seen a reduction in other offerings as a result of the interest this program has created. In addition, the Company dancers recently performed at Lincoln-Way East's Orchesis program and picked up a few high school dancers following their performance.

Vice President Dave Macek noted he has received many favorable comments on the dance program.

### C. Information Technology

Dave Gorka, IT contractor, will assist with the introduction of the Toptracer system at Square Links.

The District is currently investigating an upgrade to RecTrac, its online registration and recreation management software program.

D. Special Recreation

Jim Randall requested consideration to donate \$10,000 towards the LWSRA building fund, as initially presented at the January 16, 2020 meeting of the Park Board. The money would be drawn from the special recreation funds and would be provided in addition to the normal membership payment.

Vice President Dave Macek reported that he was fortunate to join the LWSR, a foundation that raises funds for LWSRA. LWSR recently donated \$50,000 to the agency from funds raised at their annual golf outing, Breakfast with the Bunny, and private donations. Mr. Macek asked that Park Board Members consider playing in the 2020 golf outing that will be held on August 14.

Dave Macek made Motion 20-1539, authorizing the donation of \$10,000 towards the LWSRA building fund, as requested. Brian Mulheran seconded.

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

E. Finance and Planning

Jim Randall provided details regarding the estimated end of year fund balance and projects in this meeting's Treasurer's Report and Executive Director's Report.

F. Golf Course

Renderings of the new tee configurations were on display for Board review.

G. Office

Jim Randall reported that front office staff have been busy taking registrations for the 2020/21 preschool program and spring session of the dance program.

H. Risk Management

Jim Randall reported that Audrey Marcquenski submitted the annual workers' comp audit to PDRMA, noting the report will result in lower liability costs.

I. Wellness Committee

No report

J. Community Updates

Approximately seventy-five residents attended a meeting at the Park District's Community Center where the Will County Sheriff and Frankfort Township officials were on hand to inform residents about recent car break-ins and how best to secure personal property.

K. Freedom of Information

No report

XI. Old Business

No old business was discussed.

XII. New Business

Budget Review

The first draft of the budget was reviewed, and Jim Randall highlighted the following and noted that the entire budget can be more fully reviewed in March:

- The draft was developed with no tax increase over the previous year, as numbers will not be available from Will County until mid to late March.
- The improvement project line item has been dramatically increased due to the retirement of debt over the current fiscal year.
- A new line item, Contracted Mowing, was added to the Programming Building & Grounds section. Payments to mowing and landscape contractors will be split between the Corporate and Recreation Building and Grounds areas of the budget.
- There will be no changes to golf fees for the 2020 season.
- The golf course budget was refined based on the restaurant agreement.

Jim Randall reviewed potential projects in session, highlighting some projects that are currently being work on, and some that will completed, along with potential future projects.

Commissioner's Comments

Craig Maksymiak noted all is running well at the Park District.

Dave Macek stated "Keep up the good work."

XIII. Executive Session

Denis Moore made Motion 20-1540 to enter into executive session at 8:22 p.m. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Personnel matters were discussed, no action was required.

Dave Macek made Motion 20-1541 to go out of executive session and return to open session at 8:39 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

XIV. Adjournment

Craig Maksymiak made Motion 20-1542 to adjourn the meeting at 8:39 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell