

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
APRIL 16, 2020

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held remotely via teleconference in compliance with Executive Order 2020 – 07, Sect. 6, that specifically states (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present” is suspended, and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted are suspended.

I. Call to Order

Acting on behalf of President, Ken Blackburn, Secretary, Jim Randall called the Meeting to order at 7:30 p.m.

II. Roll Call

Present were: Pam Kohlbacher, Dave Macek, Craig Maksymiak, Denis Moore, and Brian Mulheran.

Absent were: Ken Blackburn and Joe Vlosak.

III. Public Input

Members of the public were provided with an option to email questions and comments through the Park District’s main email account, however, none were received.

IV. Presentation of the February 20, 2020 Board Meeting Minutes

Dave Macek made Motion 20-1543 to accept the March 20, 2020 Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

V. Treasurer’s Report

On behalf of the Board of Commissioners, Secretary, Jim Randall accepted the February and March Treasurer’s Reports, pending audit.

Secretary, Jim Randall requested consideration of the February and March Accounts Payable Listings, copies of which were provided to each Board Member in advance of said meeting.

Dave Macek made Motion 20-1544 to accept the February and March Accounts Payable Listings. Craig Maksymiak seconded.

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

VI. Executive Director’s Report

Jim Randall detailed actions of the District in his monthly report, and a copy is herewith attached and made part of these Minutes.

The Operating Budget, normally adopted at the April Board Meetings, is currently on hold at the direction of the Park District's legal counsel that states this action should be addressed during an in-person meeting should be held. The District has until August, the end of its first fiscal year quarter, to pass the 2020/2021 budget.

Mr. Randall discussed the potential for a budget shortfall in the second half of the fiscal year, as the primary source of the District's income comes in the form of property taxes.

All capital improvements have been put on hold, and due to lack of programming and the current decrease in personnel, expenses have been limited.

The District has worked diligently to ensure all furloughed employees had information necessary to access the IDES website, and to date, twenty-four staff members have filed for unemployment benefits.

Mr. Randall noted how grateful he is for the actions the Board approved in contracting mowing and landscaping services for the 2020 season. This action proved to be very beneficial under our current circumstances, and we would not be functioning as well without these service providers.

Remote computer access that was required for the bookkeeping team has proven to be extremely beneficial and what may not have been possible a year ago has enabled full-time staff to continue functioning to move the District forward through the imposed shutdown.

IT assistance, provided by Dave Gorka of B Practical Solutions, helps to ensure any issues are quickly managed so staff can continue working remotely. In addition, John Staples, of Visionary Webworks, has been tremendously supportive and is exceptionally valued for his responsiveness in posting notices to our website that keep residents updated and informed on District matters.

We were made aware that Lincoln-Way Community High School District 210 closed all of access to its campuses. Staff continue to evaluate all Park District properties/amenities, and per State direction, rules have been posted at all sites. We depend on users to maintain necessary social distancing, we evaluate availability of outdoor spaces on a daily basis, and will take appropriate action as needed.

Full-time office and recreation staff are staying in touch with furloughed employees.

Staff also work closely with our PDRMA unemployment consultant, UCI, to ensure claim applications are handled in an expeditious manner.

Full-time staff have been directed to plan for an unforeseen future that will enable the Park District to move forward, incorporating changes to program numbers, determine how to redesign spaces to accommodate programming and social distancing, and what PPE will be required for the safety of staff and participants.

VII. Old Business

No old business was discussed.

VIII. New Business

Commissioner's Comments

Commissioner Denis Moore inquired about the quality of the services that are being provided by the contracted landscape companies.

Jim Randall stated that all are doing a phenomenal job, exceeding expectations. Detail and landscape bed maintenance, and spring clean-up, normally not done until later in the season due to our limited number of maintenance staff, have been accomplished. Ed Reidy, Superintendent of Maintenance, and Bill O'Shea, Assistant Superintendent of Maintenance, review contractors' work, email request corrections, and all landscape companies have been extremely responsive, returning the next day to rectify issues. In addition, all companies submitted plans for social distancing and compliance with State guidelines. Mr. Randall noted that with the imposed current restrictions, we could not complete this level of work in-house. The new change to contracting mowing and landscaping this season has certainly been timely.

Commissioner Pam Kohlbacher remains hopeful that people within our community will do all that needs to be done to ensure we safely get through this challenging time.

Vice-President Dave Macek, appreciates the communication Jim Randall has been providing through daily email updates and staff meeting minutes. He further noted that the parks look great. Mr. Macek has seen children in the Skate Park and wondered if this facility is open.

Mr. Randall stated that the Skate Park, tennis courts, and pickleball courts are open, but for singles play only to ensure adherence to the Governor's order. The Village of Tinley Park Police Department is also working with us and would provide needed enforcement if users are not complying with rules about social distancing and numbers of people per gathering. In addition, we would lock facilities and notify local authorities about their closure if State guidelines are not being followed. Mr. Randall is amazed by how many families and pet owners are out walking every day. Our parks and paths are providing an important benefit that residents have been enjoying during this difficult time.

IX. Adjournment

Jim Randall understands that this was an abbreviated meeting, but was pleased that all necessary actions could be completed. Mr. Randall looks forward to being able to reopen and complete all that is required to move the Park District forward.

Dave Macek made Motion 20-1545 to adjourn the meeting at 7:45 p.m. Craig Maksymiak seconded.

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

Respectfully submitted:
Linda Mitchell

EXECUTIVE DIRECTOR'S REPORT
TELECONFERENCE ONLY
APRIL, 2020

ADMINISTRATION

Linda will forward teleconference numbers for your use at Thursday's upcoming meeting. Please note; the District has secured support from legal counsel in determining how best to administer actions, specifically this meeting, under the current conditions.

We have posted the District's intent to conduct the Board Meeting by teleconference, and offered the ability for residents to be included by submitting comments or questions via email at info@fspd.org. The emails received will be listed, and if appropriate/able, we will provide responses either directly, in future meetings, or in the minutes of the Board Meeting. We are working on providing a verbatim recording in addition to regular written minutes. As with all things technology, we will do our best to complete this process.

Due to the nature of this meeting, the agenda has been dramatically downsized to include only the most critical actions. As always, my monthly report is an available link to agendas, and the information contained in this report will detail the many current actions that continue during the District shutdown.

By the advice of legal counsel, the Budget and Appropriation ordinance is delayed until an in-person quorum can be present. The State of Illinois allows delayed budget approval, but the action does need to be completed within the first quarter of our fiscal year which enables the District to delay until August, if necessary. I truly hope this action can be completed next month and that the Board would reasonably be able to assemble. As with all actions during this time, we will defer to the State's recommendations.

We have furloughed over 70 part-time employees, leaving our nine full-time staff and four part-time employees that are necessary to manage accounting, bookkeeping, and social media. We are continuing to communicate with furloughed employees and have provided support of their efforts to apply for unemployment benefits. This has been extremely difficult due to the number of applicants.

All but four staff are working remotely, and are supported through technology establishing virtual offices from their home with secure access to the Park District's server. We have established an account with Cisco and have been conducting weekly staff and department meetings. A number of actions have been tremendously important, enabling the District to function without direct physical access to office and records.

B Practical Solutions, primarily Dave Gorka, manages all hardware and software technology. We have several employees that routinely work remotely; one longtime valued employee provides invaluable assistance and historical knowledge on many areas from her home in Florida. Our bookkeeping team works remotely on a monthly basis, but this routine action allowed the rest of the staff to spool up relatively quickly. As with all working remotely, we have not been without challenges, but for the most part we are able to stay productive in our efforts.

Lincoln-Way Community High School District 210 has closed all four campuses, including athletic fields, trails, green space, and sidewalks. Recently, numerous groups, have taken to gathering obviously not adhering to either social distancing or congregating. The Will County Sheriff, and Frankfort and Tinley Park Police Departments will enforce State directives, prohibiting group gatherings.

We continue to communicate the various rules governing our parks. Signs have been located throughout our community, marquees have employed, and website/Facebook are updated routinely.

For the first time, the Park District is employing contractors for routine mowing and various landscape maintenance. Work began on April 6, with spring clean-up and mowing our properties throughout the District. Our two full-time maintenance staff, Superintendent of Parks, Ed Reidy, and Assistant Superintendent of Parks, Bill O'Shea, have been monitoring efforts and completing necessary actions to keep properties posted and safe. Both are employing numerous actions to comply with work standards in order to prevent exposure and keep themselves safe.

I receive weekly reports from all Departments. At the conclusion of the shutdown, reports of action will be summarized and provided for Board review.

Recreation staff John Keenan and Nicolette Jerik have been working with schedules, anticipating adjustments and cancellations. They also provide communication with staff and residents, and are creating opportunities when possible.

Linda Mitchell is our go-to for all things office. We have limited access to office to Linda, and she daily retrieves the mail, updates the invoice listing, reboots computers, and other onsite actions such as scanning and emailing documents requested by staff. We take the limiting of staff seriously, and Ed and Bill have garage access to their offices, but are primarily outdoor employees for the duration.

Audrey Marcquenski is managing bills and payroll. That simplifies her actions in that she is in direct contact and oversight of all that are working.

Bonnie Roach and Julie Hein manage phone calls and emails from residents. They are directly involved in resident communication, generating refunds, credits, and amending schedules.

FINANCE AND PLANNING

I have previously discussed the improved financial position of the District, and best estimates indicate we will weather the storm, but are looking forward to the first Will County Tax Distribution in late May and the lion's share of our primary County taxes to be deposited by the second week in June. In communication with the County, they anticipate timely billing on or about May 1, and a normal distribution schedule for the 1st half of our fiscal year. The second half may be more problematic due to the high unemployment and the impact that may have on future property tax payments.

The District's current cash on hand is \$477,462 with an estimated end of fiscal year balance at or about \$407,000. Although the cash position and projections remain positive, I have had discussions with both Chapman and Cutler and Old Plank Trail Community Bank in the event that emergency funding is required. If that does become a necessary action, it would require an in-person quorum to extend Bonds for this or any purpose.

In the interim, all non-essential capital actions will be put on hold. Projects currently contracted or under construction will be completed. The delay in budget approval to a future meeting will allow further development and discussion about District direction over the coming year.

Without a scheduled return to work, more importantly the return to activity and what that entails, it is nearly impossible to forecast income and expenses. I've charged staff to develop programming scenarios if social distancing remains in place and how this would affect every area of Park offerings.

Recently, the parks have been heavily used, and with information provided, most are employing necessary social distancing and avoiding closed locations and equipment. Again, staff are charged with planning for a return to use and the type of actions that will be required to move in that direction. I would anticipate 7-10 days of necessary action/planning prior to enabling use of closed facilities or equipment. We are trying to secure all materials and supplies that would be needed to both open and operate closed facilities and equipment.

Additionally, we are anticipating a new standard of care after the initial opening of District facilities. All the professional organizations IPRA, NRPA, IAPD, and others are looking to establish new standards for public activity and facilities. As this information becomes the standard, the District will implement with the oversight of PDRMA, the Park District's risk management group. Look for more information in the coming weeks. Staff are accumulating data on program cancellations or rescheduling, and we will soon detail loss of revenue due to cancellation of all forms of District activities. In all cases, we are providing whatever the participant requests, whether it is a household credit or a direct refund. This is an ongoing process due to the forward registrations for spring programs. We have posted the most recent summer brochure, but have delayed the start of registration due to the closure of all opportunities. The recreation staff continues to amend schedules, extending or cancelling whatever is most appropriate.

Most importantly, staff or Board Members have not reported any COVID-19 illness with immediate family. Hopefully, that will continue. I am aware of staff members that have older siblings living independently that have been diagnosed, and I personally have friends of my family that have been diagnosed. In both cases it seems a positive outcome is likely.

As with all District actions, we have made every attempt to inform, providing good accurate information and safe opportunities that will benefit our residents.

Respectfully submitted:
Jim Randall
Executive Director