

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 21, 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.

V. Correspondence

No correspondence was presented.

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

Dave Macek made Motion 20-1546 to accept the April 16, 2020, Board Meeting Minutes as presented. Pam Kohlbacher seconded.

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

VII. Election of Officers

Dave Macek made Motion 20-1547 to open the floor for the nomination of President. Joe Vlosak seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 20-1548 to nominate Ken Blackburn as President. Dave Macek seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 20-1549 to close the floor for the nomination of President. Denis Moore seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 20-1550 to open the floor for the nomination of Vice President. Denis Moore seconded. Motion carried in a vote by voice.

Denis Moore made Motion 20-1551 to nominate Dave Macek as Vice President. Joe Vlosak seconded. Motion carried in a vote by voice.

Denis Moore made Motion 20-1552 to close the floor for the nomination of Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

VIII. Board Appointments

President Ken Blackburn appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak accepted said appointment.

President Ken Blackburn appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as FOIA and OMA Officers. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Dave Macek to serve as Risk Management and Personnel Liaison. Dave Macek accepted said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:30 p.m., and the regular December Board Meeting will be held on Monday, December 7, 2020, at 7:30 p.m. Said meetings will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's regular November Board Meeting will be held at the Square Links Golf Course clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois at 7:30 p.m.

Check signing authority was granted to the following individuals: Jim Randall, John Keenan, Ed Reidy, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the *Daily Southtown* as the newspaper of choice for legal ad publications.

President Ken Blackburn appointed Audrey Marcquenski to the LWSRA Board, and Jim Randall to serve as an alternate. Mr. Randall accepted and will notify Ms. Marcquenski of said appointment.

The Board named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts.

IX. Legal Report

Just prior to the start of this evening's Board Meeting, Mr. Randall received notification from that the IRS accepted the self-correction regarding 403(b) accounts, and NBS will oversee any necessary filings.

X. Treasurer's Report

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

Craig Maksymiak made Motion 20-1553 to accept the Accounts Payable Listing. 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 passed.

Jim Randall presented the 2020/2021 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Jim Randall reported that the budget, as presented, is the same document that has been worked on over the past several months. It will need to be adjusted and changed over the coming months based on cash flow and lack of program revenue due to the current shutdown. Mr. Randall also noted that the District has dramatically reduced capital improvements.

Recreation programming costs exceed revenues, but are a normal part of business. It is hoped that some micro-programming will be offered in July, pending State guidelines.

The fall brochure will be offered in an electronic format only as a print copy does not provide flexibility with the current changing times.

Although the budget reflects salary increases, all have been put on hold. Staff are very appreciative of the ability to continue working, and the availability of the golf course has enabled the District to keep full-time Office and Recreation staff employed. These staff members have stepped up, and all are adapting well to the new software and State rules. Vice President, Dave Macek asked when it may be appropriate to provide increases, and Mr. Randall does not anticipate that it will be an action the District will take this year.

Mr. Randall, in asking for approval of the budget, noted that all capital expenditures will go through the Board, ensuring a decision process is in place prior to spending any money.

Dave Macek made Motion 20-1554 authorizing the adoption of the 2020/2021 Operating Budget as presented. Brian Mulheran seconded.

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

Jim Randall reported that the first tax distribution for the fiscal year in the amount of \$283,000 was received from Will County. The second distribution of just under \$500,000 will be received the first week of June and District account balances will be financially sound through fall.

Mr. Randall further reported that he is investigating a promissory note as a potential funding vehicle in the event the District should have a shortfall in the coming months.

XI. Executive Director's Report

Square Links Golf Course reopened under strict State guidelines, and golfers are required to call in for tee times. Phase 3 will allow foursomes, single rider cart rentals, with two riders as long as the golfers live in the same household.

At some point, the driving will be able to reopen, but Mr. Randall noted the State will need to provide rules prior to this action. As with the reopening of the golf course, the District cannot physically complete all necessary actions required for compliance with the State's regulations, which can take up to three weeks to implement, such as signage, and potential changes to stations in order to provide appropriate distancing. Driving range times will be scheduled, similar to tee times to ensure to number of users remains in compliance with social gathering numbers.

The manual tee time reservations will be in place approximately June 7.

Preparations for Teesnap are complete, staff training will take place on May 22, and some software adjustments will be necessary to revise from twosomes to foursomes.

Staff training for Toptracer may begin the first week in June, and it is hoped this new opportunity will be available on or about June 14. Initial plans are that patrons would schedule reservations that would provide 45 minutes of use with limitless golf balls.

Pickleball courts, previously closed due to non-compliance to State social distancing guidelines, will reopen on June 1 and will be posted with State rules. If non-compliance is again observed, the facilities will be locked.

When responding to complaints regarding non-compliance, Mr. Randall typically notes the Park District has no powers of enforcement and that first responders are not always readily available to police facilities that cannot be locked, such as the Skate Park and park paths. The District posts signage, but counts on users to be personally responsible for their actions when accessing its open facilities.

Commissioner Denis Moore asked if residents are expressing concerns about what is currently unavailable that is supported by tax dollars. Jim Randall responded that the community is generally supportive, understands the current restraints, and appreciates that our parks are open and usable. Contracted landscaping has dramatically improved the maintenance at all parks and landscaped areas. Mr. Randall further noted that our full-time staff costs that are lower than any other local agency and debt service is paid by tax dollars, however programming is self-sufficient, with program fees paid by participants.

People have been hugely supportive of how refunds are being managed, and preschool teachers continue to communicate with families. The District is doing its best to service the community and has received positive feedback from residents.

The current budget includes a \$300,000 capital improvement budget, but there are no plans to complete projects at that level.

All maintenance line items have been dramatically reduced, but includes \$300,000 for contracted mowing/landscaping services.

The golf course budget also includes contracted maintenance services.

Mr. Randall confirmed the tax distributions will be received on a timely basis, but is investigating various funding measures in the event the District experiences a shortfall.

Commissioner, Denis Moore asked if there were plans to improve the trails, since they have been heavily used during the current State shutdown. Mr. Randall noted \$10,000 has been slated for crack repair, and another \$15,000 is allocated to locate garbage cans around the trail. An additional \$15,000, through the previously mentioned bid award, will be used to repair sections of the trail in Brookside Glen. Fix and repair will be completed and paving will be scheduled in mid-September or early October, when additional tax distributions are received. All projects will be appropriated incrementally and will be presented for Board consideration.

There have been people observed using baseball fields for practice, and it is up to the parents and coaches to make good decisions.

Jim Randall received a call from Summit Hill regarding people utilizing their athletic fields, however, they are owned by the schools and the Park District has no authority regarding this matter.

The newly asphalted parking lot at Kiwanis Park turned out well. This site will also include an Eagle Scout project of a bench installation for individuals that need ADA accommodations. A path will also loop to SHSD's Mary Drew facility, and will cross St. Francis and tie into Lighthouse Pointe with an eventual connection to Old Plank Road Trail.

The District will not move forward with the Master Plan, as the current financial climate cannot support major capital improvements, however, we can still provide smaller projects with internal resources.

XII. Committee Reports

A. Maintenance

The concrete/asphalt installation bid opening was conducted, and the intent is to review and present for Board review at the June meeting. Projects highlighted in the bid include mounting garbage cans, purchased last year, in concrete slabs and asphalt work for trail repairs.

Playgrounds are not being sanitized as they are not a permissible activity at this time.

B. Recreation

Sufficient information was included in the monthly report.

C. Information Technology

Jim Randall requested approval for a redesign of the Park District's website at a cost not to exceed the Visionary Webworks' quote of \$19,900, a copy of which was provided to each Board Member in advance of said meeting.

Mr. Randall noted the website is one of the District's most valuable tools. It has not been refreshed in ten years and can be cumbersome to see from handheld devices.

Denis Moore made Motion 20-1555 authorizing Jim Randall to accept Visionary Webworks quote for the District's website redesign at a cost not to exceed \$19,900 as presented. 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 passed.

D. Special Recreation

LWSRA conducted their monthly meeting via Zoom. It was reported that with Janet Porter's resignation as Executive Director from SSSRA, one of the LWSRA staff members accepted a position with SSSRA, creating an opening that was filled within.

E. Finance and Planning

Jim Randall reported that the 2020/2021 Operating Budget included filling the full-time Maintenance that was vacated last year with an individual that has worked as a professional maintenance person in another community and has twenty-five years in the field as a superintendent in a union shop. He comes with a tremendous knowledge base, is retiring from PDRMA, and is willing to begin working for our District in August.

Mr. Randall noted that the budget also includes a full-time bookkeeping position that would be filled in December. The individual is currently working part-time, but would begin working full-time in December.

F. Golf Course

Golf course revenue will be down nearly 50% this year due to the late start, current restrictions to twosomes, and loss of alcohol and restaurant revenue. Vice President, Dave Macek asked if outdoor dining would apply to the golf course. Mr. Randall said it was a possibility, pending State governance, physical adjustments needed to add space, and the contracted restaurant provider's decision on how to move forward. Commissioner, Pam Kohlbacher asked if picnic tables could provide additional outdoor seating, but Mr. Randall noted they cannot be used at this time, per State restrictions.

Treasurer, Craig Maksymiak asked if there were plans to charge more for Toptracer use at the driving range. Mr. Randall stated there is no dollar amount set at this time, but it may be promoted as twosomes for range use.

G. Office

Sufficient information was included in the monthly report.

H. Risk Management

Sufficient information was included in the monthly report.

I. Wellness Committee

No report

J. Community Updates

Jim Randall reported that construction for the apartments on 191st Street west of 80th Avenue is underway.

Vice President, Dave Macek noted that sidewalks in the Brookside Glen area along 80th Avenue are not wide enough to provide sufficient space when approaching users from opposite directions. Mr. Macek asked if Tinley Park would consider removing the bike lane on the street and widening the sidewalk. Mr. Randall noted there have been discussions with Paula Wallrich, Planning Manager for Tinley Park, but the Village will need to find a funding vehicle for this improvement.

XIII. Old Business

No old business was discussed.

XIV. New Business

A. Commissioner's Comments

Vice President, Dave Macek opened a discussion regarding Naperville's decision to potentially open their swimming pool this summer. Mr. Randall noted that PDRMA does not recommend opening facilities without State approval, as they would be unable to defend cases that are in conflict with the Governor's Executive Orders.

XV. Executive Session

Dave Macek made Motion 19-1556 to enter into Executive Session at 8:35 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from closed executive sessions, both written and verbatim audio dating from January 16, 2020 and February 20, 2020, 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 20-1557 to go out of executive session and return to open session at 8:45 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XVI. Consideration of Resolution 20-05-27

Jim Randall requested consideration to adopt Resolution 20-05-27, 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 20-1558 to adopt Resolution 20-05-27, as presented. Craig Maksymiak seconded.

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 20-51-27 will be updated with said detail and linked to the May 21, 2020 agenda, enabling public review.

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

XVII. Adjournment

Craig Maksymiak made Motion 20-1559 to adjourn the meeting at 8:55 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell