

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 18, 2021

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. St. Francis Road, 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, Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, and Brian Mulheran.

Absent was: Joe Vlosak

Also present were Park District staff: Sue Baker, Nicolette Jerik, John Keenan, Erin Kertson, Audrey Marcquenski, Linda Mitchell, and Ed Reidy.

IV. Public Hearing

No members of the public were present.

V. Correspondence

Appreciative

Note received from the Sharo and Andrasco families, thanking Jim Randall and the Park District for supporting the Alternating Hemiplegia of Childhood Foundation's benefit.

Letter received from the Cancer Support Center, expressing appreciation for the District's raffle prize donation towards their annual golf outing fundraiser.

VI. Presentation of the October 21, 2021 Special Meeting and Board Meeting Minutes.

Craig Maksymiak made Motion 21-1688 to accept the October 21, 2021, Board Meeting Minutes as presented. Denis Moore seconded.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, and Ken Blackburn. Abstained: Dave Macek. Nays: None. Motion passed.

VII. Legal Report

Audrey Marcquenski requested Board consideration to renew the Square Links Class D liquor license, at County and State levels.

Brian Mulheran made Motion 21-1689 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Dave Macek seconded. Motion carried in a vote by voice.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

VIII. Treasurer's Report

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

Dave Macek made Motion 21-1690 to accept the Accounts Payable Listing. Frank Florentine seconded.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

IX. Director's Report

Audrey Marcquenski reported that Ed, Erin, John, Nicolette, Sue, and Linda are in attendance to provide annual department reports and review special safety-related projects.

The December Board Meeting is scheduled for December 6 and is preceded by the Truth in Taxation public hearing that will begin at 7:00 p.m.

Ms. Marcquenski reported that the 17 year old heat exchangers at the community Center required emergency replacement. It was further noted that since they were all installed at the same time, four out of six units are being replaced at a cost of \$7,000 per unit. Since this was an emergency service, the District was not required to go to bid, and the issue was immediately addressed.

Ed Reidy, Superintendent of Park, identified the problem and contacted the District's HVAC contractor, Wayne at Air Quality. Audrey also spoke with Jim Randall, Ken Blackburn, and Brian Mulheran for guidance in moving forward with the needed repair.

Commissioner Frank Florentine asked if all were safe and whether there were any issues related to the loss of heat. Audrey noted all employees and program participants were safe and she thanked all for their support, enabling the quick resolution to the problem.

Work continues to ensure compliance with the Covid Vaccination and Testing Policy. Currently three staff committed to weekly testing at Lincoln-Way Central, three chose alternate testing sites, and three have yet to respond with vaccination cards or testing. The policy that was approved at the October Board Meeting will go into effect on December 1, 2021

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Park presented the annual Maintenance report, and the highlighted by the following projects.

Infrastructure Improvements:

- Asphalt
 - Finishing punch list items at Kiwanis Park, path and parking lot, an add-on to the Township Highway Department road project
 - Small sealcoating, crack filling, and patch jobs at the Community Center, Lighthouse Pointe, and Arbor and Indian Boundary South Parks
 - Asphalt bids at Square Links Golf Course parking lot and Union Creek paths
- Maintenance yard gate

Aesthetic and Improved Usability Projects:

- Community Park pond fish release, algae control, diffuser system
- Dance Showcase
- Square Links driving range dirt, seed, and rolling
- Painting projects at Square Links Golf Course, Island Prairie waterproof boardwalks, Nature Center arbor, and Union Creek hockey rink
- New window and large monitor at the golf course clubhouse
- Park landscaping facelift with demo, concrete, and irrigation at the Community Center
- Dirt work and seeding at Union Creek South and Brookside Glen West
- Permanent picnic tables and concrete garbage cans
- Landscaping at the Community Center, Square Links Golf Course, and Champions and Lake of the Glens Parks

Safety-related Projects:

- Wood pole replacement at Champions Park practice football field
- Reopening for F.A.N. program and other buildings
- Tested Verkada security cameras
- Replaced artificial turf on bridges at Union Creek Park and Square Links Golf Course

Emergencies that required immediate attention:

- Water main breaks
- Heavy snows that caused ice dams and frozen doors at the Community Center
- Power outages
- Air conditioning outage at Mary Drew – staff moved the portable AC unit from the F.A.N. program at LWN to Mary Drew for the dance recital.
- Rain and flooding
- Square Links Golf Course gate damage
- Sprinkler inspection, RPZ check valve, water main, fire watch
- Covid calls and disinfecting

Routine maintenance that protects the District's investments:

- Snow and ice removal and ice rink maintenance
- Controlled burns at Arbor and Crystal Lake Parks and at the Nature Center
- Managing mowing contractors
- Election day set-ups
- Maintaining sports fields and courts for baseball, soccer, football, tennis, lacrosse, and pickleball.
- Maintaining systems that include ThorGuard, irrigation, and pond fountains.
- Playground surfacing
- Hayrides and pumpkins

Addressing resident concerns:

- Garbage, litter, vandalism
- Tree removal and tree planting
- Installation of dedication benches, trees, and plaques
- Wildlife calls
- Numerous suggestions about placement of garbage cans and porta potties
- Lightning strike at Hoffman Park, damaging a tree

Assisting with resident-based organizations:

- Maddog Strong Foundation's organ donation 5K and dedication tree plantings
- Scout Troop 237's Scouting for Food fundraiser

Vice President, Dave Macek noted the District is in its second year utilizing mowing contractors and asked if all was going well, including the golf course maintenance contractor. Ed Reidy noted it has been positive, and although two contractors were let go, the District will rebid for next year's season. Mr. Reidy further noted that with laying off staff during the Covid shutdown, it was fortunate that the District had contracted out mowing. Mr. Reidy further noted all is working out well with Reliable Property Services, the golf course maintenance contractor.

Commissioner Denis Moore asked how wood poles were tested. Ed Reidy stated the inspectors drill holes and also thump the poles. Commissioner Moore asked if it is cost prohibitive to change from wood to metal poles. Mr. Reidy noted the wood poles are less expensive and the purchase falls under the bid limit, however he will look into the cost difference.

Commissioner, Frank Florentine expressed appreciation to Ed and his staff for keeping amenities in top notch condition, and noted he appreciates all they do for the District.

Audrey noted that the volume of regular maintenance, projects, and repairs is tremendous. Ed leads a great team that works well together and accomplishes so much.

B. Recreation

John Keenan, Superintendent of Recreation, provided the following detail regarding use of Lincoln-Way North, and the remainder of his report is detailed under Section F. Golf Course Committee Report, below.

- The F.A.N. program reopened at Lincoln-Way North to residents of District 210.
- In addition to the walking track, fitness room, basketball, volleyball, and pickleball court access, local groups and organizations use LWN indoor and outdoor facilities.
- Approximately 300 games and practices are scheduled in the stadium, and soccer, baseball, and softball athletic fields this year.
- Basketball practices are scheduled 3-4 days a week since October 5, 2021.
- Wildcat cheerleaders practice every Tuesday and Thursday in the field house from September through early December.
- Wildcat Wrestling practices every Tuesday, Thursday, and Saturday from November through February.
- Boy Scouts hold weekly meetings in the main gym on Monday evenings and use the LWN field house as their pick up location for their annual Scouting for Food Drive that was held on November 14, 2021 this year.

Erin Kertson, Recreation Supervisor oversees Summer Day Camp, the Before and After School Program, and an assortment of recreation classes and special events. She is also in charge of compiling information for the tri-annual brochures and provided the following highlights:

- Summer Camp and Early Childhood Camp reopened with slightly lower numbers due to Covid, averaging 10-20 participants per day.
- Before and After School Program began August 25 at Mary Drew.
 - Children do homework, color, make crafts, play card games, and play games in the gym.
 - FSPD staff work closely with SHSD 161 to provide transportation for the students.
 - On average, 20 children attend the before school sessions, and 30 children attend the after school sessions.
- Braemar Dance Center began their season on September 11.
 - Dance Intensives were held July 19-23, and 48 dancers competed, 3 of which traveled from out-of-state.
 - Dance Company will attend 3 competitions this season, KAR in Elgin, February 25-27, Applause in Batavia, March 4-6, and Groove in Oregon, Wisconsin March 25-27.
 - A few Covid cases have been reported since the start of the dance season. Notifications are emailed to families and instructors that were believed to be in close contact, and to families and instructors that were believed to not be in close contact due to appropriate measures in place, with boxes taped on the floor in each studio where dancers are assigned to dance within the box, allowing for social distancing.

- The annual Polar Express special event is scheduled for November 20.
 - Children and their families board a Metra train for a magical ride to the North Pole. They sing carols, have cookies and milk, listen to a story, and are joined by a special visitor, Santa!
 - Train times are 11:18 a.m. and 1:18 p.m. They leave from the Tinley 80th Avenue Metra Station, stop at the Joliet Metra Station (a.k.a. the North Pole), and head back to the Tinley Station.
 - Both trains are sold out.
- Covid drop-off and pick-up procedures at Mary Drew were revised to ensure appropriate social distancing measures were in place.
- The Recreation Department is devoted to ensuring the safety of its participants and trains staff in CPR/AED and First Aid.
 - Erin will complete training to teach CPR and First Aid certification classes by January 1.
 - A CPR/AED and First Aid class will be held for part-time staff the first Tuesday of each month at the Administrative Building.
 - When all existing staff are trained, the sessions will be held every other month to accommodate newly hired staff.

Commissioner, Frank Florentine commented that Erin's report reflects a lot of work, and Commissioner Brian Mulheran encouraged her to keep up the good work.

Audrey commented that we are happy to have added Erin to our team four months ago, and it is evident that she is already contributing as if she had been with the District for years.

C. Information Technology

No report

D. Special Recreation

Sufficient information was included in the November Director's Report.

E. Finance and Planning

Audrey Marcquenski's safety project was to ensure proper collateralization of the District's main bank account that is used for payroll and accounts payable. Old Plank Trail Community Bank was able to assist by transitioning to a MaxSafe account that the Board authorized at the October meeting.

F. Golf Course

Superintendent of Recreation, John Keenan manages Square Links Golf Course and provided the following updates:

- Square Links closed for the season on November 14, 2021

- The change to tee times was required due to Covid, and golfers appreciate the 12 minute separation between groups.
- Square Links is one of only a few courses in the Midwest that has the mobile version of Toptracer Range, enabling patrons to use their mobile devices to play skill-based games, record a video of their swings, and track the trajectory of their shots. It also enables the golfer to know how far the ball went on a fly, distance with a roll, ball speed, height, distance from a target, etc.
- Golf patrons that hit a hole in one are presented with a trophy and their picture and achievement is posted on the Square Links Facebook page.

Dave Macek noted he has gotten community feedback about all the positive changes and great conditions at Square Links. John stated that initially golf patrons did not like the change to required tee times, but ended up appreciating them. Per John, tee times also corrected the issue of having 10-12 people lined up at Hole #1.

Audrey commented that John implemented the many new technology improvements at Square Links and works well with all the contractors. His time at the golf course was a good experience, and we are happy to have him back in the office overseeing the Recreation Department again.

G. Office

Nicolette Jerik thanked the Board for providing the opportunity to share what the front office implemented this year, as well as new opportunities they are working to provide, highlighted by the following:

- Recent IT upgrades were introduced and the staff continue to learn and grow as a team.
- This past summer, the office upgraded RecTrac, the District's main software platform, to the latest version which provided many new features and different ways to process transactions.
 - Installment billing for larger programs such as preschool and dance
 - Childcare calendars were implemented for BAS and the Escapade programs. This feature will also be used for the summer day camp programs.
 - Duplicate enrollment codes for private dance lessons and various BAS codes was implemented.
 - The pass printer for F.A.N. passes is in the process of being upgraded. New passes are being set up and the software provides the ability to run various F.A.N. reports.
 - The PayTrac portion of the RecTrac software shows approved statements and settlements. A new and improved system for daily cash and credit card balancing was developed, resulting in improved accuracy for reporting purposes.
 - Blast emails are not able to be sent participants of previous programs, i.e. a blast email was sent to all 2018 and 2019 Polar Express participants.

- Coding was recently completed for the winter/spring brochure and Nicolette will update seasons and types of programs in the next tri-annual brochures.
- Nicolette will update facilities and add new facilities in or create duplicates with different numbers or letters for team and rental billing purposes.
- The new phone system was installed on November 3, with support from Proven IT and all is working well. All old phones were replaced and the front office has two cordless phones, enabling staff to run credit card transactions while on the phone. A cordless phone was also installed in the server room. The phones are programmed with two different voicemail greetings, one during business hours and another for after hours. Hold music is a new added feature.
- Due to all the recent upgrades the previous office manuals are out-of-date and being recreated. The new office manual has been completed, providing a great tool and reference for new staff. It also provides a tool for training and performance evaluation, a comprised list of office responsibilities, and updated information on current office procedures. As staff learn about the new RecTrac software, Nicolette will develop a RecTrac training manual. A phone manual will also be developed.

Commissioner, Frank Florentine commented on the numerous IT changes that were recently implemented in the District office.

Audrey commented that at this time last year, Nicolette was the Recreation Supervisor trying to creatively bring back programming after the Covid shutdown. She recently became the Office Manager, accomplishing all these tasks in a short period of time.

H. Risk Management

Audrey reported that PDRMA posted the 2021 Risk Management Grant award winners, and our District was awarded a \$750 grant for its grant application highlighting broomball shoes. Jim Randall introduced this style of shoes for the Maintenance Department to provide better traction on snow and ice, reducing the risk of slip, trip, and fall incidents.

The PDRMA Slip, Trip, and Fall Assessment was completed. Arliss Bouton led the District's team in completing these assessments for our main facilities, the Community Center, Mary Drew, Lincoln-Way North, and the golf course. Staff needed to learn a new software platform that will be used for future reviews, and the District did well, as it takes this seriously, as evidenced by our grant award.

Susan Baker, Bookkeeper and Linda Mitchell, Administrative Assistant jointly presented information regarding Certificates of Insurance (COIs) to provide a better understanding of what, when, why, and how certificates are maintained.

- COIs are documents issued to a third party, such as the Park District, to help reduce risk by transferring financial consequences to the responsible party.
- The District requests COIs from service providers, contracted program providers, and community organizations that request space in District-owned or managed properties.
- The Park District is also required to provide COIs when renting or leasing equipment, for use of another organization's property for field trips, for local School District's with which we have intergovernmental agreements and keyed access for programming, and as proof of liquor liability for the District's Will County and State liquor license applications.
- COIs are required to mitigate risk and is a tool used by our risk management agency when or if they need to recoup losses caused by a vendor or to defend the Park District against litigation caused by service providers.
- COIs enable the District to ensure adequate coverage is in place, and the common types are Workers' Comp, commercial auto, property, and general liability.
- COIs are kept in hard copy and reviewed monthly to determine if a renewed certificate is required.
- COIs simply provide a snapshot of coverages in place for the referenced policy periods.

Vice President, Dave Macek found the information provided was very comprehensive.

I. Community Updates

The Scouts held their annual Scouting for Food event, with the bag pick-up and organization of donations on Sunday, November 14. The Lincoln-Way North field house was filled with food for needy families and was a successful event.

J. Freedom of Information

The Park District received no FOIA requests over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Treasurer, Craig Maksymiak thanked staff for their presentations and noted that all do a phenomenal job, making the job of the Park Board easy. He also stated the Board appreciates all the staff does and commented that the District runs well because of its strong staff.

Commissioner, Brian Mulheran thanked the staff for their hard work.

Commissioner, Denis Moore thanked the staff and wished all a Happy Thanksgiving.

Vice President, Dave Macek noted he has served on multiple boards within the community, and reported that it is easy to serve on the Park District Board because the Board gives staff the tools they need and they go beyond expectations.

Commissioner, Frank Florentine noted he is impressed with the amount of activities the staff manages and how well all is handled. Mr. Florentine receives comments from community members regarding the upkeep of parks and facilities, how well managed the District is, and the sponsorships the District provides to community groups. He thanked staff for all they do and wished them a blessed Thanksgiving.

President, Ken Blackburn thanked staff for the great job they do, noting they are the face of the Park District in our community. Mr. Blackburn stated that when an issue arises, or questions are posed, staff respond and ensure favorable outcomes. He thanked all for their hard work, and noted that it is appreciated.

Vice President, Dave Macek further noted that he recently was approached by a community member that stated Jim Randall, the District's Executive Director returns phone calls and/or responds to his emails and was impressed with the level of follow-up to his concerns.

XIII. Executive Session

No business was brought before the Board that required an executive session.

XIV. Adjournment

Dave Macek made Motion 21-1691 to adjourn the meeting at 8:23 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell