

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 21, 2021

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held remotely via Cisco Webex teleconference.

I. Call to Order

The Meeting was called to order at 7:30 p.m.

II. Pledge of Allegiance

Due to the nature of the virtual meeting, the Pledge of Allegiance was waived.

III. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Denis Moore, and Joe Vlosak.

Absent was: Brian Mulheran

Also present was: Frank Florentine, Consolidated Election candidate

IV. Public Input

Jim Randall welcomed Frank Florentine to the meeting, and encouraged him participate in the Public Input portion of said meeting. Mr. Florentine had no input.

V. Correspondence

No correspondence was presented.

VI. Presentation of the December 10, 2020 Truth in Taxation Public Hearing Minutes and the December 10, 2021 Board Meeting Minutes.

Craig Maksymiak made Motion 21-1604 to accept the December 10, 2020 Truth in Taxation Public Hearing Minutes as presented. Dave Macek seconded.

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

Denis Moore made Motion 21-1605 to accept the December 10, 2021 Board Meeting Minutes, as presented. Joe Vlosak seconded.

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

VII. Legal Report

Jim Randall presented a revised Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, a copy of which was provided to each Board Member in advance of said meeting for review, and requested consideration of same.

The current Intergovernmental Agreement was entered into two years ago and will expire on June 30, 2021. The revised Agreement includes a longer term, ten years as opposed to two, and also includes the sunset of fees and charges as previously discussed. The Park District's legal counsel revised the new Agreement that, if approved, will be signed and forwarded to SHSD 161, and they will review and can amend if choosing to do so.

Vice President, Dave Macek asked if this Board could approve a measure beyond current terms of office. Mr. Randall replied that both parties have the ability to walk away from the Agreement with a one year notice, therefore, any future board from either agency may cancel the Agreement, per the walk away clause. The law firm of Ancel Glink revised, reviewed, and approved the content of the Agreement.

Mr. Randall further noted that if SHSD 161 needs the space the FSPD occupies, we would have one year to vacate, and would have no financial commitment. The Park District would simply be required to restore the facility, remodeled for the dance program, per the restoration clause. Should this occur, the Park District may be able to offer current Mary Drew programming at Lincoln-Way North. The FSPD has had a good working relationship with both SHSD and LWCHSD for forty years, and did not build facilities, as it had use of those owned by both School Districts, thereby saving residents' from additional taxes that would be required to duplicate such facilities.

It is hoped the Agreement will be fully executed, enabling the Park District to move forward as it has for many years. Mr. Randall also reported that a future SHSD Board may face hard decisions, as they may have more facilities than are necessary.

Commissioner, Pam Kohlbacher commented that if the building should become unavailable, it would affect our programming and asked if we would revise the Agreement to reflect we are no longer utilizing the facility. Jim Randall replied that would be the action taken, however, the Park District helps to maintain campuses and has constructed facilities for the schools, and has summarized the substantial monetary value these actions provide. The one year walk away clause allows for a cooling down period and the public would be made aware, enabling for a better dialog in the event a reactionary decision is made.

Dave Macek made Motion 21-1606 to accept the revised Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, as presented. Denis Moore seconded.

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

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Secretary, Jim Randall accepted the December Treasurer's Report, pending audit.

The December Treasurer's Report reflects a positive cash position over the previous year by \$200,000-\$300,000, and since the District ended the previous fiscal year with a positive balance of \$440,000, barring unforeseen expenses, the current fiscal year could end with a positive balance of \$500,000-\$600,000.

Pam Kohlbacher made Motion 21-1607 to accept the Accounts Payable Listing. Dave Macek seconded. Motion carried.

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

IX. Executive Director's Report

The monthly report contained sufficient information, and Mr. Randall focused on Committee Reports below to provide updates on District actions.

X. Committee Reports

A. Maintenance

The primary maintenance project has been the pond improvement at Square Links Golf Course. This extensive project includes digging out the irrigation pond and installing a liner under the inlet for the irrigation that flows under the pump house to prevent the ongoing siltation problem. A 6" pump was employed to dewater the pond, and tree removal was included to prevent roots from being pulled into the suction. Last year, divers were brought in to clean out the inlet point, and it is hoped this improvement project will provide a long term solution to siltation issues.

Maintenance staff did a great job clearing snow, and positive input has been received from residents regarding the timely fashion in which paths have been cleared. This year, a mixture of sand and salt is being used to not only clear paths, but to also provide improved traction and minimize damage to adjacent turf.

Preparations for the upcoming spring/summer season are underway. Mr. Randall will review a 2-year master project list with Maintenance staff, prioritizing items to ensure all is in place to move forward as the budget allows. Said list will be provided for Board review and direction at the February meeting.

Jim Randall further noted that the retirement of debt service will provide \$500,000 for capital improvements by the 2022/2023 fiscal year, enabling the District to not only compete fix and repair projects, but facilities could be added in the future.

B. Recreation

Jim Randall reported that the State announced our region moved up two tiers in the mitigation process on the morning of January 21. This enables the return to in-person classes, opening up to twenty-five participants, if the location where they are held can provide appropriate social distancing. Nicolette Jerik, Recreation Supervisor, has been fielding questions from teachers and participants over the past few weeks, and all are pleased with the upgraded tier level.

Mr. Randall noted he received the information regarding the revised tier level ten minutes prior to a conversation with Wildcats Football, and the news changes how we function, enabling the District to begin planning for indoor opportunities and stadium use.

Superintendent of LWCHSD 210, Dr. Tingley, will meet with IHSA the week of January 25 to learn what sports will be allowed.

Programs are changing on a daily basis and are added to the online brochure.

C. Information Technology

Bonnie Roach, Office Manager, has been working on the new RecTrac migration that will take place in June. A recent meeting was held with a RecTrac representative, and staff learned our data will be transferred to the Cloud.

The District's computer lab, utilized by the ELC preschool program, will be updated from the old CPUs to tablets that are used by school districts.

The District is also investigating the purchase of a new server to replace existing equipment that will be simpler and more adaptable to the District's needs.

All purchases will be detailed as potential projects and presented to the Board, enabling Members to determine priorities for the new budget.

D. Special Recreation

LWSRA staff were approved to receive vaccinations, as they work closely with an at-risk population.

E. Finance and Planning

Jim Randall provided a summary of retiring debt service, noting two primary golf course bonds will be paid over the next two years, and one creates a higher impact than previous years as the payment increases when reaching maturity. In the coming months, the Board may consider using some of the excess fund balance at the end of the current fiscal year to pay down debt so we have a more normal operating budget and avoid incurring a larger debt on the golf course. The funds can be paid off over time.

The community-wide survey will be finalized within the next week, will be provided to the Board for final comments prior to sending to the printer, and results will be available in the spring.

Mr. Randall noted it is difficult to review budget matters remotely, and it is hoped that beginning in February, we will be able to meet in-person. The February meeting will include a review of key points of the budget. The March meeting will include a review of the projects and full-time salaries, and the equalized assessed value is typically received from Will County in early March. The Board will then act upon the Operating Budget in April.

F. Golf Course

Last year's Toptracer and Teesnap opportunities are being overviewed.

Jim Randall is proposing eliminating annual passes next season, as it is more beneficial to operate with scheduled tee times, and memberships were problematic and did not generate much revenue. The Board can consider this matter and provide input over the next two months.

Mr. Randall discussed the possibility of expanding pond water to create more volume for summer irrigation needs, as the course is only fed with a 4" or 6" well that is not a standard for golf courses. There is a potential to expand the area in front of the old 7th tee, creating a water feature to play across, while leaving the original tee, providing golfers to choose a harder or easier fairway approach. Spoils from this potential project could be used to develop a berm for a t-ball field at Kiwanis Park, and permitting would be minimal. It was further noted that when excavating in a flood plain, material cannot be left onsite. The newly developed pond would also create more flood plain compensatory water storage in the golf course flood plain.

G. Office

Shelley Wantiez is training for the position of Office Manager, and as a former LWN athletic department secretary, she brings skills that have enabled her to adapt with proficiency.

H. Risk Management

Jim Randall reported that the pandemic has created new exposures with layoffs that may impact the insurance market. The Downers Grove Park District found it necessary to lay off 12-13 people in their recreation department. Our District has benefited from having a small staff of only two full-time recreation employees, limited hourly staff, and no full-time bookkeeper, making it easier to keep existing staff busy. The District also contracted park maintenance this past season, and the facility maintenance contract was suspended as it was not needed during the shutdown. The Board may consider adding full-time bookkeeper with the 2021/2022 budget. Mr. Randall further noted that we miss the 70+ part-time people that support the District's programming.

I. Community Updates

Jim Randall reported that a Whole Foods may be under construction.

Construction continues on the 191st Street apartment complex, and the plan was revised to include a trail connection to the District's existing walking/bike path.

J. FOIA

The District received and replied to a request for information under the Freedom of Information Act. Said request for information related to the Park Board is received annually from LocalLabs.

XI. Old Business

No old business was discussed.

XII. New Business

The first draft of the budget was prepared and a copy was provided to each Board Member in advance of said meeting for review.

Commissioner Comments

Commissioner, Denis Moore commended the Maintenance staff for the manner in which they cleared pathways over the weekend, noting the work was timely and well done. Mr. Moore was out by 9:00 a.m., and noted the paths and areas around the schools were clear, and that it was good to see people out and enjoying the paths and sledding hills.

Denis Moore noted that the Romeoville Park District had an impressive light display this past Christmas season, and he asked if our District would consider decorating Community Park next year. Jim Randall appreciated the input and stated that Community Park has multiple electric services and the cost can be calculated to see how this project would fit into the budget.

Vice President, Dave Macek is looking forward to opening programs as quickly as possible, and he was encouraged to see how quickly we were able to reestablish in-person sessions for the dance program. Mr. Randall noted Nicolette Jerik, Recreation Supervisor, also retained the Zoom option for this evening's dance classes so that if anyone was unable to attend, they would still be able to participate. Ms. Jerik did a tremendous job communicating with the teachers and families, and also worked with our IT Contractor, Dave Gorke, to make the Zoom option possible.

XIII. Executive Session

Jim Randall reported that this meeting included an executive session to review closed session minutes, however, the action has been deferred to the February meeting, where it may be held in-person, providing a better situation for review and discussion.

XIV. Adjournment

Dave Macek made Motion 21-1608 to adjourn the meeting at 8:06 p.m. Ken Blackburn seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell