

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 18, 2021

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, Denis Moore, Brian Mulheran, and Joe Vlosak.

Attending remotely was: Craig Maksymiak

Also present was: Frank Florentine, Consolidated Election candidate

IV. Public Input

No input was provided.

V. Correspondence

No correspondence was presented.

VI. Presentation of the January 21, 2021 Board Meeting Minutes.

Dave Macek made Motion 21-1609 to accept the January 21, 2021 Board Meeting Minutes, as presented. Ken Blackburn seconded.

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

VII. Legal Report

Jim Randall presented a second revision of an Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District that was approved by the School Board on Wednesday, February 16, 2021, a copy of which was provided to each Board Member in advance of said meeting for review, and requested consideration of same.

Denis Moore made Motion 21-1610 to accept the second revision of the Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, as presented. Pam Kohlbacher seconded.

Jim Randall further stated that the School District's approval of the Intergovernmental Agreement that includes a ten year term is a good indication that our cooperative relationship will continue for the benefit of the residents we mutually serve.

Commissioner, Brian Mulheran asked if there was any discussion between School Board Members while considering the Agreement. Commissioner, Pam Kohlbacher noted one Board Member reached out to Jim Randall with a question, and he put her mind at ease.

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

Jim Randall requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the Applause competition held in Itasca, Illinois from March 5-7, 2021, copies of which were presented to each Board Member prior to said meeting.

The event is being held under strict guidelines. Parents must wait in their vehicles and one parent will be allowed in only when his/her dancer is onstage. Said reimbursement forms do not include overnight stays and only cover and meal, mileage, and parking costs.

Dave Macek made Motion 21-1611 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, for designated dance staff that will attend the Applause competition held in Itasca, Illinois from March 5-7, 2021, as presented. Joe Vlosak seconded.

Vote on Motion: Ayes: Pam Kohlbacher, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, 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 Report, pending audit.

Dave Macek made Motion 21-1612 to accept the Accounts Payable Listing. Joe Vlosak seconded. Motion carried.

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

IX. Executive Director's Report

Jim Randall reported that the Park District is considered a provider of day care opportunities, and as such, enables staff, both those providing children's programming and administrative staff, to receive the COVID-19 vaccine. Additionally, Maintenance staff that are snow plow drivers were provided with the option to receive the vaccine. It is hoped that as planning for summer programming begins, this opportunity will be provided to seasonal staff.

Audrey Marcquenski, Director, continues to work on the Investment Policy that will be presented for Board consideration at an upcoming meeting.

Jim Randall reported that all Board Members received a copy of the most recent community-wide survey draft, and if no additions or corrections are necessary, the survey will be mailed to residents in early March. Results will be tabulated in April, the Board will be provided with a first read in May, and Campfire Concepts will present the document at the June meeting.

Three Board Members agreed to serve on the 2021 College Scholarship judging committee.

X. Committee Reports

A. Maintenance

Jim Randall reported that the District's Maintenance staff have been challenged with snow and ice removal, working 8-10 hours a day. They have been doing a commendable job clearing parking lots and opening paths, down to the asphalt in many locations. The District employs unique snow removal equipment that has proven invaluable in clearing smaller pathways and bridges during the record-setting snow events experienced over the past weeks.

Commissioner, Denis Moore asked if snow removal was managed internally, and Jim Randall replied that three full-time staff and two part-time staff comprise the District's snow removal team, with full-time staff managing the largest share of the workload.

Vice President, Dave Macek noted the Maintenance staff are doing a great job clearing the snow.

Jim Randall is investigating the use of grass-eating carp and barley straw to mitigate unwanted growth in the Community Park pond.

A project list is under development that will include, but not be limited to asphalt repairs/sealcoating, landscaping/tree planting, and electronic signs to replace changeable letter signs. The list will be prioritized and brought before the Board at the March meeting.

Jim Randall is also working with a design firm to develop a tee ball field at Kiwanis Park that may be considered over the next couple of years.

Jim Randall reported that a file storage room and office are being constructed in the maintenance garage mezzanine area. This will enable the District to house files at the Community Center that have been stored offsite for the past few years.

Maintenance staff continue to determine disposal of excess equipment no longer needed due to the District's use contracted mowing service.

B. Recreation

Recreation staff are moving forward with program plans that look to become more viable due to the availability of the COVID-19 vaccine and decrease in positivity rates of infection in our area.

The Park District has been working through processes to enable Wildcats Football and cheerleaders with access to indoor space. Mr. Randall is also considering removing bleachers at outdoor athletic fields and encouraging spectators to bring lawn chairs to ensure appropriate social distancing. Staff are reviewing all available information, and will implement procedures accordingly.

C. Information Technology

Security cameras have been updated at the Community Center and Nature Center buildings.

D. Special Recreation

Dave Macek, President of the LWSR Foundation Board, reported that \$20,000 was raised in support of LWSRA. It was a commendable effort, considering many of the normal fundraising activities, such as the 2020 golf outing, were not possible due to COVID-19. Breakfast with the Bunny, that normally raises \$8,000, will not be held this year, however the Foundation will assemble bunny baskets. Mr. Macek also noted that the new LWSR Foundation Board Members are working well, and coordination and cooperation with member agencies has also been very positive. The annual golf outing will return this year.

E. Finance and Planning

The second draft of the budget is scheduled for review under Old Business.

F. Golf Course

Jim Randall noted that half of the golf cart fleet was replaced two years ago, and he will investigate cost related to a new lease, but to date, there is no definite time frame for this potential action.

A window will be installed on the clubhouse adjacent to the arbor/picnic table area. The purpose is to mount a 70" monitor that will enable golf patrons to view their Toptracer Range stats along with tournament and contest information without having to enter the clubhouse.

G. Office

Office staff continue to work on the RecTrac migration process.

H. Risk Management

Jim Randall reported that work on the asset inventory, provided through PDRMA, continues.

Mr. Randall noted that the District works with PDRMA's unemployment consultant regarding identity theft that has been a nationwide problem. Current and former staff have experienced difficulties, and have been provided with details necessary to address the issues.

I. Community Updates

Vice President, Dave Macek asked if the District received any information regarding assessed valuation of the Amazon site. Mr. Randall noted a TIF hearing will be held on April 12. He further reported that if numbers received from Baird are correct, the property would be valued at \$600,000,000, and tax distributions, from this single facility would comprise 10% of the Park District's overall budget. If a TIF is approved at half the level, it would still provide a positive result, as the facility does not create extra cost or work for the Park District and is simply revenue for our tax base. Amazon can also be an engine for additional opportunities in the area, and the strip mall on Harlem Avenue and Vollmer Road has already seen an increase in occupancy.

Commissioner, Denis Moore asked if there were any updates on plans for the Lincoln-Way North High School facility. Jim Randall is unaware of any immediate plans, however if the State of Illinois budget has available funds, their purchase of the building could proceed quickly. Mr. Randall has discussed separating the athletic fields, pole barn, and stadium from the sale as a nice compromise for the community, but the concern is that doing so could cause a limiting factor in the sale.

J. FOIA

No report.

XI. Old Business

Jim Randall orally reviewed the second draft of the 2021/2022 budget, a copy of which was presented to each Board Member in advance of said meeting.

The brief overview to provide a better understanding of the direction included the following details:

We currently do not know the level of programming the District will be able to provide in the next fiscal year, and recreation income/expense, with the exception of one full-time salary, is all related to program participation.

Two Office Manager positions will be included, however, one individual is in training, and one will be leaving the District at a yet-to-be determined date during the fiscal year. Similarly, a Bookkeeping position is included as a full year expense, however the duration has yet to be decided.

The Transfer to Debt Service increases with this budget as debt payments coming to the end of their cycle result in larger payments, therefore, the Improvement Projects line item will be substantially lower than the previous year.

The 2021/2022 budget is reflective of what we did last year, however, programming is based on the historical average.

It is anticipated the District will have excess revenue at the end of the 2021/2022 fiscal year, similar to this year, and the budget is developed to account for unexpected expenses that we may not encounter.

The Board will review a project list during the March meeting, and will determine priorities that will be built into the final budget that the Board will consider for adoption at the April meeting.

XII. New Business

Commissioner Comments

Commissioner, Denis Moore commended Jim Randall for lighting LWN to enable sledding, noting it is good to see families taking advantage of this opportunity.

XIII. Executive Session

Dave Macek made Motion 21-1613 to enter into executive session at 8:10 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from closed executive sessions, both written and verbatim audio dating from May 21, 2020 to date, 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.

Pam Kohlbacher made Motion 21-1614 to go out of executive session and return to open session at 8:12 p.m. Dave Macek seconded. Motion carried.

XIV. Consideration of Resolution 21-02-30

Jim Randall requested consideration to adopt Resolution 21-02-30, 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.

Brian Mulheran made Motion 21-1615 to adopt Resolution 21-02-30, as presented. Joe Vlosak seconded. Motion carried in a vote by voice.

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 21-02-30 will be updated with said detail and linked to the February 18, 2021 for public review.

XV. Adjournment

Dave Macek made Motion 21-1616 to adjourn the meeting at 8:13 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell