

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 21, 2022

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, Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Craig Maksymiak

Also present were: Audrey Marcquenski, Director, and Phill Cherry, Park District resident.

IV. Public Input

Phill Cherry introduced himself to the Park Board and noted he previously submitted a letter of interest for Board service, and wished to be considered when a position becomes available.

V. Correspondence

A. Appreciation

A Facebook post thanking the front office staff for their kind words reassurances provided to a preschool parent that was experiencing a challenging day was reviewed.

A message received from Justin Pariseau, Cub Pack 101, thanking the Park District for assistance provided to help make their Pinewood Derby a success was shared with the Park Board.

VI. Presentation of the March 17, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1733 to accept the March 17, 2022, Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall presented Ordinance No. 22-04-340, an ordinance authorizing the sale of unused equipment for a minimum amount of \$50,000, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Frank Florentine made Motion 22-1734 to adopt Ordinance No. 22-04-340, an ordinance authorizing the sale of unused equipment for a minimum amount of \$50,000, as presented. Denis Moore seconded.

Mr. Randall noted that the listed equipment will be sold as lot, not piece by piece, and post sale, will result in eliminating the majority of the District's excess equipment.

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

Jim Randall requested consideration to allow the Executive Director to accept the best qualified bid following the public bid opening on April 25, 2022, related to the sale of unused equipment included in Ordinance No. 22-04-340, for a minimum amount of \$50,000.

Dave Macek made Motion 22-1735 to authorize the Executive Director to accept the best bid related to the sale of its unused equipment included in Ordinance No. 22-04-340 for a minimum amount of \$50,000, as presented. Brian Mulheran seconded.

Vote on Motion Ayes: Frank Florentine, Denis Moore, Brian Mulheran, Joe Vlosak, 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 March Treasurer's Report, pending audit.

Frank Florentine made Motion 22-1736 to accept the Accounts Payable Listing. Brian Mulheran seconded.

Jim Randall reported that the end of the fiscal year balance should be at or about \$700,000, placing the District \$250,000 ahead of last year. This positive increase is due to a myriad of reasons, exceeds the goal of the fund balance policy, and could put the District in a good position to have a \$1,000,000 positive balance at the end of the next fiscal year.

Budget planning and strategic pursuit of grant dollars will allow for continued financial improvement.

Jim Randall noted that the OSLAD grant program is funded at \$56,000,000, compared to last year's \$25,000,000 in available grant dollars. That increase should ensure a good position for the District to secure OSLAD funds, and will enable us to maximize the dollars we have.

Positive accomplishments that included contracting of services led to reductions in equipment and equipment service costs.

The 2013 Alternate Bond for golf course improvements will be retired in 2023, eliminating a \$100,000 annual expense.

Residents will realize a reduced Park District tax rate this year due to elimination of the 2002 referendum debt. The plan to go to referendum two years ago was abandoned due to the pandemic.

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

Jim Randall presented the 2022/2023 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Denis Moore made Motion 22-1737 authorizing the adoption of the 2022/2023 Operating Budget as presented. Dave Macek seconded.

The 2022-2023 budget includes additions to staff, i.e. a Recreation Supervisor, Dan Coughlin and Bookkeeper, Sue Baker, and the District is still well below pre-pandemic expenses in terms of salary.

Mr. Coughlin was hired at an entry level, has a tremendous financial background and also has great management skills. Ms. Baker joined us after 20+ years of financial experience in school districts and brings a wealth of knowledge to the District.

The budget is set up for success, and deficits have been adjusted. The process included an exhaustive effort to inform staff about the lines items for which they are responsible, and Audrey and Sue will schedule meetings with staff to ensure all have a good understanding of how money is expended.

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

Jim Randall presented the Projects and Purchases list for Fiscal Year 2022/2023, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Brian Mulheran made Motion 22-1738 to authorize the Projects and Purchases list for Fiscal Year 2022/2023, as presented. Frank Florentine seconded.

Jim Randall orally reviewed the Project and Purchase List, a copy of which is attached and made part of these minutes.

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

Jim Randall requested consideration to authorize the Executive Director to transfer funds from Corporate to balance other funds at the end of the fiscal year.

Denis Moore made Motion 22-1739 to authorize the Executive Director to transfer funds from Corporate to balance other funds at the end of the fiscal year, as requested. Dave Macek seconded.

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

IX. Executive Director's Report

Jim Randall noted an executive session will be conducted at the end of the meeting to review correspondence received from residents interested in serving the soon-to-be vacated position on the Park Board.

The Board will also act on full-time increases, following personnel reviews that were conducted during executive session of the March 17, 2022 Board Meeting.

Jim Randall discussed the plan to pursue OSLAD grant funding to improve Hunter Prairie Park that would include community gardens with water service, converting the tennis courts to pickleball courts, and adding a path connection to Summit Hill Junior High. Consideration of a fall application will come before the Board at a future meeting.

Jim Randall has been investigating health insurance rates and noted that PDRMA has had stable rates, and due to the number of agencies that participate, they have raised member costs by only 4% over the past ten years. The District would be subject to underwriting and is not guaranteed that it would be accepted. If the potential exists, the Board may consider this action at a future meeting.

It is anticipated that the NRPA will announce Gold Medal finalists during the first week of May.

Filming for the Park District video will be conducted the first weekend in May. Jackie Keenan, the District's Social Media Coordinator, has a valuable skill set, having been a former WGN morning news producer, and she will assist by shooting B-roll to supplement the video.

X. Committee Reports

A. Maintenance

Sufficient information was included in the monthly Maintenance summary.

B. Recreation

F.A.N. staff have requested that daily walk-in fees be paid by credit or debit cards only, eliminating cash handling. Consideration of this request may come before the Board at a future meeting.

C. Information Technology

Dave Gorka, the District's IT Contractor will attend the May Board Meeting to review all IT actions, current and planned.

D. Special Recreation

Jim Randall requested consideration to authorize an annual LWSRA tax extension at a rate not to exceed .0225%.

Dave Macek Made Motion 22-1740, authorizing the Park District to approve an annual LWSRA tax extension rate not to exceed .0225%. Joe Vlosak seconded.

Mr. Randall noted the District contributes to LWSRA annually since becoming a member agency. All agencies had contributed towards a construction fund for their community center building project, with the understanding that it was a sunset clause that would return the rate to pre-construction funding. Commissioner, Denis Moore asked if the other member agencies were acting on this matter. Mr. Randall noted that all must approve the action, or the rate would revert to .02.

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

E. Finance and Planning

Sufficient information was provided above in Sect. VIII. Treasurer's Report.

F. Golf Course

The golf course is in good condition.

The Park Board will review the marketing plan that is under development that will include updated logos and a possible name change for Square Links.

There is no update as to when the new golf carts will be delivered.

G. Office

Sufficient information was included in the monthly Office summary.

H. Risk Management

Sufficient information was included in the monthly Administration summary.

I. Community Updates

Jim Randall noted that he has not received any updates from Lincoln-Way Community High School District regarding the sale of Lincoln-Way North. Senator Hastings has been in contact with Mr. Randall and stated the intent is to allow the Park District to have access to the stadium, outdoor campus area, and field house for resident use.

J. Freedom of Information

Jim Randall reported that the District received and responded to a FOIA request for information from “the FOIA Lady” related to law firm engagement services in 2021 and 2022, legal service invoices from 2021, and certificates of insurance for the District’s 2022 insurance policies.

Mr. Randall further noted that this request is sent to other similar agencies, and in response to Denis Moore’s inquiry as to why, Mr. Randall is unaware of the requestor’s purpose.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

Commissioner’s Comments

All Board Members thanked Brian Mulheran for his years of service to the Park District.

Commissioner, Joe Vlosak added his appreciation for Brian’s service to the community as well.

Commissioner, Frank Florentine stated that Brian was a great mentor and he thanked him for his dedication, noting it was personally appreciated.

Vice President, Dave Macek noted that he had known Brian since their children were young and played baseball together, and said it has been a pleasure serving with him on the Park Board.

Jim Randall thanked Brian for his invaluable service, further noting that the Board all works together. Mr. Randall also commented that he remained in his position for many years because the Park District is a great place to work, thanks to the positive and dedicated Board Members he has served under for the past 39 years.

Brian Mulheran thanked all for their comments, and stated it has been fun to be part of the Frankfort Square Park District and community.

XIII. Executive Session

Dave Macek made Motion 22-1741 to enter into executive session at 8:29 p.m. Denis Moore seconded. Motion carried in a vote by voice.

An executive session was held for the purpose of reviewing a Park Board vacancy.

Frank Florentine made Motion 22-1742 to go out of executive session and return to open session at 8:50 p.m. Dave Macek seconded. Motion carried in a vote by voice.

XIV. Return to Open Session

Dave Macek made Motion 22-1743 to accept the resignation of current Park Board Member, Brian Mulheran. Denis Moore seconded.

Vote on Motion Ayes: Frank Florentine, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Dave Macek made Motion 22-1744 to appoint Phill Cherry to fill Brian Mulheran's unexpired term on the Park Board. Joe Vlosak seconded.

Vote on Motion Ayes: Frank Florentine, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed.

Dave Macek Made Motion 22-1745, approving full-time salary increases for a rate not to exceed 7% or \$32,000 for the 2022/2023 fiscal year, and to provide a one-time bonus of \$10,000 to the current Executive Director, Jim Randall, in addition to his \$42,000 salary. Frank Florentine seconded.

Vote on Motion Ayes: Frank Florentine, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 22-1746 to adjourn the meeting at 8:52 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

2022 / 2023 Project List

Line Item Fund Description

Corporate Fund

01-50-472	Computer Maintenance	Budget	\$40,000.00
	Dell Power Edge R450 Rack Server & set up	Cost Estimate	-\$17,000.00
	AT&T fiber optic connections at golf course & Community Center	Cost Estimate	-\$9,000.00
	Balance	Balance	\$14,000.00
01-51-411	Building Repair	Budget	\$50,000.00
	Roofing - Champions Concession Stand	Cost Estimate	TBD
	Roofing - Union Creek Hockey Shelter	Cost Estimate	-\$8,500.00
		Balance	\$41,500.00
01-51-401	Capital Improvement Projects	Budget	\$428,816.00
	Planning		
	Linden Group - Golf Course Clubhouse Evaluation	Cost Estimate	-\$8,000.00
	Gold Medal Video & Marketing Tool	Cost Estimate	-\$13,000.00
	Golf Course Marketing Plan - Campfire Consultants	Cost Estimate	-\$11,895.00
	Hunter Prairie OSLAD Application - Planning Resource, Inc.	Cost Estimate	TBD
	Champions Park Proposal - Wight & Company	Cost Estimate	TBD
	Asphalt		
	Golf course path, swale, patch and repairs full project includes: Tree removal, tree purchase, & installation Restoration	Cost Estimate	-\$49,350.00
	White Oak Park		
	Bike path & restoration	Cost Estimate	-\$17,800.00
	Union Creek Park		
	Parking lot & restoration - 1/4 portion	Cost Estimate	-\$10,600.00
	Miscellaneous Projects		
	Community Center Shelter		
	Material, construction, and furnishings	Cost Estimate	-\$72,400.00
	Champions Park light pole replacement/inspections	Cost Estimate	-\$23,400.00
	Woodlawn Park pond aeration	Cost Estimate	-\$9,000.00
	Lincoln-Way North Park ground lighting	Cost Estimate	-\$4,400.00
	Improved garbage cans	Cost Estimate	-\$10,000.00
	Brick monument at 80th Avenue & St. Francis	Cost Estimate	-\$6,000.00
		Balance	\$192,971.00

Building & Grounds Fund

02-51-418	Equipment Purchase/Rental	Budget	\$41,000.00
	Trailer purchase	Cost Estimate	-\$10,000.00
	Chipper Box renovation	Cost Estimate	-\$5,000.00
	Pickup Tommy Lift	Cost Estimate	-\$5,000.00
	F-150 Truck purchase financing	Cost Estimate	-\$9,500.00
		Balance	\$11,500.00

Paving & Lighting Fund

05-50-401	Paving	Budget	\$49,430.00
	Sealcoating/striping/asphalt repair	Cost Estimate	-\$47,629.00
		Balance	\$1,801.00

Liability Insurance Fund

04-50-434	Hazard Repairs/Improvements	Budget	\$21,531.00
	Security Cameras - Proven IT	Cost Estimate	-\$15,000
		Balance	\$6,531.00

Potential Future Projects

Community Park Gardens
Skate Park Improvements
Hockey Rink Improvements
Island Prairie Boardwalk
Boardwalk & bridges repairs & removal
Champions Park larger parking stops
Roofing:
Champions, 80th Ave picnic shelter, UC baseball concession stand
Baseball fence work 'bull pens'
Playground equipment upgrades w/ new improved borders
80th Avenue LED message board