

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
July 18, 2019

The following are Minutes of a Budget & Appropriation public hearing and 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, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Also present were: Keith Wallace, Executive Director-LWSRA, Heather Specht, Superintendent of Recreation-LWSRA, Shannon Visser-Resident, and Morgan Cassidy-FSPD Intern

IV. Public Hearing/Public Input

Dave Macek made Motion 19-1470 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2019 through April 30, 2020. Pam Kohlbacher seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 19-07-320 for Fiscal Year beginning May 1, 2019, and ending April 30, 2020, was posted for public inspection at the Park District office beginning June 18, 2019.

A legal ad, noting the date, time, and place of the public hearing was published in the Thursday, July 11, 2019 edition of the *Frankfort Station*.

Jim Randall introduced Morgan Cassidy, FSPD Intern, noting she is expanding her knowledge by attending the Board Meeting and providing roll call. Morgan also attended the LWSRA Board Meeting on Tuesday, July 16, 2019.

Mr. Randall stated that he had the distinct pleasure to welcome Keith Wallace, Executive Director of the LWSRA, to the meeting for the purpose of providing his agency's presentation to the Park Board. Mr. Randall further stated that residents and staff have benefitted from the tremendous experience following the change from the District's previous SRA. The move has provided residents with experiences they never had. The Park District also was able to assist LWSRA as they hosted a National Wheelchair Basketball Tournament in March, 2019.

Mr. Wallace addressed the Park Board for the purpose of informing them who LWSRA is, and how they operate. Mr. Wallace also introduced Heather Specht, LWSRA's Superintendent of Recreation.

Mr. Wallace stated he has a great staff of eleven individuals. He encourages them to move on in order to better themselves, however they prefer to stay, and LWSRA has an average 5-10 year tenure of staff members that are passionate about what they do. Mr. Wallace has been with LWSRA for the past fifteen years.

An information packet was distributed to Board Members that included LWSRA's staff list, an organizational chart, LWSRA Facts, the agency's Mission and Vision, Funding, Expenditures, 2018-2022 Strategic Plan, Summer Camp Locations, Projects, Legislation effecting the Agency, Building Expansion, Volunteer Opportunities, and Upcoming Events.

Mr. Wallace offered the following highlights:

- LWSRA was started in 1976 and currently serves Frankfort, Frankfort Square, Manhattan, Mokena, New Lenox, and Wilmington Island and has partnerships with Homer Glen and Monee.
- A variety of programs are offered that include Summer Camps, Inclusion, Club Hawk Afterschool, TITANS adult Day Program, Youth, Teen and Adult Special Events, Special Olympics, and Adapted Sports.
- In 2018-2019, LWSRA served 423 participants through 196 programs.
- LWSRA awarded 96 scholarships totaling \$9,765.
- LWSRA facilitated 30 disability awareness events.
- The 2018-2022 Strategic Plan is at 85% completion, and a survey was completed two months ago to determine how best to move forward.
- Current projects include a sensory room and office that has been completed, and a universal design playground and park area the will be completed this summer.
- LWSRA relies on Eagle Scout projects and a Field of Dreams seating area by the softball field and a seating area and fire pit was recently completed at no cost to the LWSRA.
- Current minimum wage legislation will affect the agency, and fees may need to be raised to cover these added costs.
- LWSRA is seeking assistance through legislative special interest funds to purchase two multi-passenger vans.
- Future building expansion plans of its 5 year old facility are ready, pending funding.
- LWSRA is always looking for new members for its foundation, LWSRF.
- Upcoming events include the LWSRA Family Fun Fest on July 20, Family Night at the Joliet Slammers on July 23, and the LWSRF Golf Outing on August 9.

Mr. Wallace concluded by stating that LWSRA always welcomes visitors, and thanked the FSPD for its support of their organization.

President, Ken Blackburn, thanked Mr. Wallace and his staff for their attendance at this evening's meeting.

Dave Macek made Motion 19-1471 to close the floor and adjourn the public hearing at 8:10 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

V. Correspondence

No correspondence was presented.

VI. Presentation of the June 20, 2019 Board Meeting Minutes.

Dave Macek made Motion 19-1472 to accept the June 20, 2019, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration of Budget and Appropriation Ordinance No. 19-07-320, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 19-1473 to adopt the Budget and Appropriation Ordinance No. 19-07-320 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.

Secretary, Jim Randall, read by title and requested consideration to adopt Ordinance No. 19-07-321, and ordinance defining park code that addresses vacancies on the Park Board of Commissioners.

Mr. Randall noted that when developing an ordinance, the Park District consults with its legal counsel. The current Park Board cannot tie future Park Boards to an action that is outside of park code/state law. The ordinance before the Park Board allows interested individuals to apply, and will be posted on the District's website and in all future brochures.

Craig Maksymiak made Motion 19-1474 to adopt Ordinance No. 19-07-321, an Ordinance Defining Park Code that Addresses Vacancies on the Park Board of Commissioners, as presented.

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 June Treasurer's Report, pending audit.

Craig Maksymiak made Motion 19-1475 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 carried.

IX. Executive Director's Report

Jim Randall discussed actions that will be considered at the August meeting of the Park Board wherein existing bonds will be refinanced to improve the District's overall S&P rating. RW Baird and Chapman and Cutler, bond counsel, are assisting with the sale of the bonds to occur over a six month period, enabling the sale when optimal.

A schedule of debt elimination was provided for Board review, and Mr. Randall noted that since 2018, the Park District paid off annual debt in the amount of \$329,642. Further, early payoff of one loan and three leases resulted in a savings of \$3,206.

With the elimination of debt and normal capital improvement funding, the Park District is projected to have \$400,000-\$450,000 annually for capital and other improvements, and the referendum was critical in enabling the District to accomplish this advancement in its financial status.

The District will close on the sale of property to SSSRA on July 31.

Jim Randall is considering attending the NRPA Convention in September, and will submit required paperwork for approval at the August meeting.

Jim Randall stated that staff typically do not attend Board Meetings. When public questions are posed in meetings, Mr. Randall is better equipped to respond. At the June meeting, Superintendent of Parks, Ed Reidy, had begun his work day at 6:00 a.m. and worked until 9:00 p.m. The number and scope of capital improvements at \$350,000 – \$400,000, have been completed under his supervision with his small staff, consisting of two full-time personnel, and the remainder are part-time staff, assisting contractors, completing a considerable amount of the labor. The June minutes reflect concerns about one of the District's numerous irrigation sprinklers that was left on, and Ed Reidy immediately accepted responsibility which speaks to his dedication and work ethic. Residents also expressed concerns about weeds in playgrounds. The excessive wet weather provided perfect conditions for weeds in Fibar base in playgrounds, and cannot be sprayed with herbicides, as children play in these areas.

Mr. Randall also noted that recreation staff, John Keenan and Nicolette Jerik have stepped up, managing their department following the resignation of Matt Tillman, Athletic Supervisor.

Challenges were also faced in bookkeeping, and as previously reported, Director, Audrey Marcquenski was charged with filling in for the Senior Bookkeeper prior to the formation of the District's new bookkeeping team.

Mr. Randall discussed the District's transparency, and cited information that is readily available on its website. Recently, one individual requested access to the natural areas report. A summary of the annual report has been posted to the website, and a hard copy of the complete report is also available to the requestor. The request to publish daily schedules of maintenance is not realistic. Schedules change when staff are pulled from projects to provide immediate response to resident concerns about toppled garbage cans and porta potties, graffiti in parks, and a myriad of other calls that occur with frequency. If daily schedules were published and certain tasks were not completed due to resident needs or inclement weather conditions, lack of completion could be construed as a failure.

The District is always seeking cost-effective options in its provision of services, and the natural areas contracted service is a great example. Previously, natural areas were managed in-house, primarily by part-time staff. This approach, costing \$160,000 annually, was met with limited success and was not sustainable. Natural areas are now contracted through Cardno and is supplemented with Park District staff under Ed Reidy's direction, at a cost of \$60,000 annually.

The strength of the Park District is how well the Board and staff work collectively towards a common goal of meeting the needs of the community, and Mr. Randall noted LWSRA is very comparable in their approach to recreation, and that is why our two agencies work so well together.

Jim Randall requested Board approval for the purchase of a Ford F-450 with a service body that includes a trade in of a 2012 Ford Transit Connect van, a Chevrolet Bolt available through government purchase, and a Chevrolet Canyon 4x4 with a small plow for an amount not to exceed \$114,500. Said purchases are in budget and would not be financed.

Denis Moore made Motion 19-1476, approving the purchase of a Ford F-450, a Chevrolet Bolt, and Chevrolet Canyon for an amount not to exceed \$114,500 as presented. 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 carried.

X. Committee Reports

A. Maintenance

Jim Randall reviewed Ed Reidy's Resident Input Summary, highlighting the following issues and actions taken regarding dirt work adjacent to asphalt paths, Community Park swings, trees/branches down due to storms, weeds in Kiwanis Park, algae in ponds, pond fountains, etc. Mr. Randall addressed a concern about algae in ponds, noting the District does not apply herbicides, as Frankfort Square gets its water from a community well, and when weeds are sprayed in ponds, they fall to the bottom, creating an environment for increased weed growth. Another resident requested natural plantings be replaced with flowers. There has been a longstanding love/hate relationship with natural areas, and recently the dislike has increased.

The following projects are underway or pending completion:

- Asphalt repair at Indian Boundary South Park
- Renovation of Woodlawn Park
- Renovation of ballfields
- Lighting replacement at Champions Park

B. Recreation

The District is working towards eliminating administrative costs for recreational opportunities that do not generate revenue. This summer, Splash Park daily entry fees have been waived, but rental fees remain.

Free membership for the residents' use of the Dog Park, and community gardens is under consideration, and policies will be developed and presented for Board consideration next winter.

C. Information Technology

The District is investigating options for back-up internet that would provide faster service, and will bring in AT&T to ensure uninterrupted service when downtime is experienced with Comcast service.

D. Special Recreation

Sufficient information was provided by Keith Wallace's presentation during the public input section of this meeting.

E. Finance and Planning

The independent audit firm of Hearne & Associates completed the onsite portion of the annual audit, and the audited financial statements for Fiscal Year Ended 4/30/19 should be completed by September or October.

Mr. Randall noted that the District has utilized the services of Hearne & Associates for its annual audit for the past five years, and in keeping with best management practices, will seek to contract with a new auditor in 2020.

F. Golf Course

The golf course master plan is nearing completion and includes a variety of tee configurations, variety of play levels, and reconfiguration of the entire course in the long-term.

Jim Randall reported that when the heat index exceeds 95°, golf carts are provided to patrons at no cost.

G. Office

No report.

H. Risk Management

No report.

I. Wellness Committee

No report.

J. Community Updates

Transition of the sewer plant has been completed. A holding pond was created and restoration of the area adjacent to Champions Park will take place over the next year that will include an access road, additional parking spots for the football practice field, and drainage will be added to address a low area.

Wildcats Football is excited about their new press box and shelter, and the concession stand will be painted in the Wildcats colors of teal and black.

An electronic scoreboard was installed for use by the FSBL at the Union Creek ballfields, and a similar scoreboard is being considered for the Wildcats football field.

XII. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

XIV. Executive Session

Pam Kohlbacher made Motion 19-1477 to enter into Executive Session at 8:17 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

The Executive Session was called for the purpose of discussing a legal matter. No action was taken.

Dave Macek made Motion 19-1478 to go out of Executive Session at 8:34 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

XVII. Adjournment

Dave Macek made Motion 19-1479 to adjourn the meeting at 8:34 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell