

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
July 16, 2020

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 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, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Also present were: Susan Eisenbrandt, Carol Hillman, Justin Hillman, Belinda Olszewski, Shannon Visser, and Marquita Wallace.

IV. Public Hearing/Public Input

Dave Macek made Motion 20-1564 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2020 through April 30, 2021. Craig Maksymiak seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 20-07-327 for Fiscal Year beginning May 1, 2020, and ending April 30, 2021, was posted at the Community Center entry door for public inspection at the Park District office beginning June 16, 2020, and as the office was closed to the public due to the coronavirus, it was posted in its entirety to the Park District's website homepage and transparency tab.

A legal ad, noting the date, time, and place of the public hearing was published in the Wednesday, July 8, 2020 edition of the *Daily Southtown*.

Jim Randall welcomed the individuals that were in attendance to provide comment about LWSRA. All in attendance were provide with a flyer that included the rules for addressing the Board, which Mr. Randall summarized by noting that if speaking as a group, one individual should represent the group. The Park Board will not comment, but if additional information or responses are required, individuals should provide their names, emails or phone numbers, enabling the Board will reach out after the meeting.

Shannon Visser, Frankfort Square resident stated she would speak in advance of those present, and noted she was opposed to anything they may present. Ms. Visser attended a Park Board Meeting a year ago to voice her approval that the Frankfort Square Park District was moving to LWSRA from a previous special recreation agency. She wished to address the fact that some present may wish to call the Park Board's attention to LWSRA's misappropriation of funds, to which she stated they are wrong. Ms. Visser personally met with the agency's Executive Director and staff. She reported that anything they intend to discuss this evening is false whistleblower information, and she encouraged all to FOIA the information to learn the facts.

As a concerned parent of an LWSRA participant, Ms. Visser does not want Keith Wallace misrepresented by social media and/or the news media. Her main concern is that she wants LWSRA to continue providing a positive service. Ms. Visser commented that her son would not be the child he is today, were it not for his twelve years of participation in LWSRA. Prior to the FSPD becoming an LWSRA member, she paid out of district fees in order for her son to participate. Ms. Visser has been actively involved with the agency's fundraising, making sure she was aware of where the money goes. When Ms. Visser provides personal funds, the agency calls to inform her how the money is spent, and she is fine whether or not it is used for adaptive sports. Ms. Visser noted LWSRA is a positive in our community, and as a parent and Frankfort Square resident, she wanted to make sure if called on to do an audit, that the Frankfort Square Park District's Board is aware that LWSRA was very transparent about any financial issues.

Belinda Olszewski, a Frankfort Park District resident, stated that there are sometimes two sides to a story. Ms. Olszewski has a special needs daughter that goes to LWSRA, and she heard that an employee took money. She felt she should have paid closer attention to where money was spent. Ms. Olszewski attends all LWSRA and Frankfort Park Board Meetings. She has spoken with a few parents that want to see what is going on with their tax dollars. Ms. Olszewski had previously served on the LWSR Foundation board, donated money, raffle baskets, and worked on the annual golf outing fundraiser. She received an email requesting her attendance with the Executive Director on April 15. The LWSRA's attorney was present at this meeting and was on hand to answer any questions the Executive Director could not answer. Ms. Olszewski stated she felt intimidated and only wanted to know where the agency's money was spent. Ms. Olszewski provided a packet of information to the Frankfort Square Park District's Board. Ms. Olszewski commented that people have been upset in different ways, and do not want out of state people being funded and that LWSRA is not a franchise like the Chicago Bears or Cubs. She is interested in seeing that residents are treated fairly and scholarships should go to those less fortunate. Ms. Olszewski's daughter receives monthly calendars for an extra \$5 fee. She noted the agency cannot go to museums because they cannot pay for parking. Ms. Olszewski will continue to ask where the tax dollars are being spent, and she will continue to attend LWSRA Board Meetings.

Justin Hillman, a New Lenox Park District resident, stated that he was present to inform the FSPD Board that Keith Wallace is his hero. He put in him in places he never thought he would go. Mr. Wallace recognized Justin's potential and encouraged him to participate in a real basketball camp. Justin reiterated that Keith Wallace is the reason he is here, he is his hero, and other than his mother and father, he is the most instrumental person in Justin's life. Justin has asked the group that has been raising issues what they want. They have stated all they want is accountability and do not want LWSRA to cancel adaptive programming. Justin believes that their accountability would entail Keith Wallace admitting to their lies, and he warned their issue is not about money, but rather, it is about the color Keith Wallace's skin.

Scott Lorenz, Peotone resident, has been involved with the LWSRA for sixteen years. He stated that he and those he is representing are disheartened, as they worked hard volunteering and helping the organization grow. A million dollars was saved and a grant was received to construct a park, which was great, however he questions if the organization has money put aside to move forward with future expansion, i.e. a gymnasium and bus barn. He needs to see how money is being spent and is not happy with how it's being spent on what he believes may not be the wisest choices.

Mr. Lorenz further noted that member park districts provide money to support its participants and that is where the focus needs to remain. Out of state participants should not be brought in to participate in an event, with air fare and hotels being funded. He noted his frustration and asked the Park Board to focus on whether the money is being spent in the best interest of our community.

Carol Hillman introduced herself as the proud mother of Justin Hillman. She stated that Justin is 100% correct that Keith Wallace put him on the right path. Ms. Hillman initially gave Mr. Wallace a hard time about pushing Justin into adaptive programming, however it has enabled Justin to find out what it is like to be independent, and he met other individuals outside a high school setting that had similar disabilities. Justin went on to study at the University of Wisconsin-Whitewater, and graduated Magna Cum Laude. Ms. Hillman credits Keith Wallace for putting that all in play. Prior to Keith Wallace's encouragement, Justin was in the Lincoln-Way District and was placed in simpler classes when Keith recognized he was capable of much more. Ms. Hillman cannot say enough good things about Keith Wallace. Ms. Hillman further stated the issue with the former employee is over. The matter was addressed and LWSRA put things in place to ensure it would not recur. The group wanted an independent auditor, and two different firms audited the organization's books. Keith Wallace stated he would gladly meet with the whistleblowers, but they never asked to meet with him. LWSRA pays for adaptive sports trips and hotels through money raised by fundraisers, and participant families pay the remainder out of their own pockets. There are not enough participants within our small community, so there are some out-of-state participants that supplement their teams. Any funds needed to help fund the teams came out of grant funds and donations, not from tax dollars. All is handled properly, and dragging LWSRA's name through the mud, with the potential that they would call in the media, would be heartbreaking.

As there were no additional comments related to public input and/or the Budget & Appropriation public hearing, the meeting moved forward, however the floor remained open until 8:00 p.m., for the public hearing and action on the ordinance did not take place until the prescribed time that the public hearing concluded.

Dave Macek made Motion 19-1565 to close the floor and adjourn the public hearing at 8:00 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

V. Correspondence

Mr. Randall reported that he is in receipt of emails related to today's public input and will have them available for Board review at the end of this meeting.

VI. Presentation of the June 18, 2020 Board Meeting Minutes.

Craig Maksymiak made Motion 20-1566 to accept the June 18, 2020, Board Meeting Minutes 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 passed.

VII. Legal Report

Secretary, Jim Randall, read by title and requested consideration to adopt the Employee Travel Policy During the COVID-19 Pandemic, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Pam Kohlbacher made Motion 20-1567 to adopt the Employee Travel Policy During the COVID-19 Pandemic, 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 of a License Agreement by and between the Frankfort Square Park District and the Frankfort Square Wildcats, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Craig Maksymiak made Motion 20-1568 to adopt the License Agreement by and between the Frankfort Square Park District and the Frankfort Square Wildcats as presented. Joe Vlosak seconded.

Jim Randall reported that the License Agreement addresses new protocol enacted as part of COVID-19, to ensure community groups, such as the Wildcats have an understanding of their responsibilities. Mr. Randall attended the Wildcats meeting on Wednesday, July 15, and noted they are a hugely positive group, and that they passed this agreement during their meeting. The Park District has neither the personnel nor ability to ensure COVID-19 compliance for community groups, and the agreement is in place for this reason. Mr. Randall also noted that the Wildcats will follow IHSA guidelines on how best to move forward, which should be available in the coming weeks.

Commissioner, Pam Kohlbacher inquired if the agreement is the same as the current agreement. Mr. Randall responded that other than the details regarding COVID-19, it is the same boilerplate agreement provided by PDRMA.

Ms. Kohlbacher further noted that Item #6 states participants will self-monitor, but per Item #2, it states the organization will have their personnel on-site to provide monitoring. Mr. Randall noted that similar to the Park District, the Wildcats will have a compliance person on-site to ensure all wear masks and practice social distancing, however compliance is also based on the individual families.

Jim Randall further noted that as conditions change and new information becomes available, all agreements will be updated and Board action will not be required. Said agreement will also be drafted for Scouting groups and FSBL.

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 of Budget and Appropriation Ordinance No. 20-07-327, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Denis Moore made Motion 20-1569 to adopt the Budget and Appropriation Ordinance No. 20-07-327 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.

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 20-1570 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.

Jim Randall reported on the teleconference meeting he had with Tim Gavin of Lauterbach & Amen to discuss available funding sources that would support costs the District incurred through COVID-19 compliance. FEMA does not provide a good fit for park districts, but Tim Gavin will research other applicable opportunities.

Lauterbach & Amen, FSPD's new audit firm came to us with a great reputation, and Jim Randall noted they have been managing the current audit in a very professional manner. The District is in good stead, however, the auditors are making recommendations on policies that we can enact to further strengthen the District's position. The audit is complete and a final electronic copy will come before the Board at the August meeting. It was decided, at this time, the auditors will not need to make a presentation to the Board.

Jim Randall noted the District received a tax distribution in the amount of \$76,000, bringing the District up to the normal distribution level. The second installment of tax bills are due on September 3.

Mr. Randall reported that that status of the budget is excellent.

IX. Executive Director's Report

Staff have been preparing the Mary Drew facility, ensuring appropriate social distancing for the return to programming, with the Summer Dance Camp starting on July 27. All studio dance floors have been marked off in quadrants, processes will be posted, teachers and participants will wear masks, and parents are not allowed in the building.

Nicolette Jerik, Supervisor of Recreation, is also working on processes for regular dance classes and the Before and After School program, however, Jim Randall noted that if Summit Hill does not return in the fall, we may not have access to Mary Drew for Park District programming. It is hoped the School District will provide clarification in the coming weeks. Jim Randall further noted we have no determination as yet on the Early Learning Center preschool program for the fall.

Jim Randall reported that temporary signs are being replaced with more permanent signage that includes a QR code, enabling those with smart devices to have instant access to COVID-19 program, facility, and community group guidelines on the District's website.

Jim Randall noted that the Budget & Appropriation Ordinance, approved during this meeting, followed the District's traditional budget. There will be a difference in the actual expenses, but they will not negatively affect the overall financial position of the District.

The return to the office is delayed until August 3, with a plan to keep full-time staff spread out to various locations to ensure that if a staff member is affected by the coronavirus, it would not result in District-wide shut down.

Jim Randall noted that over the next month, letters and refund checks will be sent to F.A.N. program members. With registration made available throughout the year, Diane Meister, offsite Bookkeeper, has been working through the cumbersome process of prorating refunds numbers for the 200+ F.A.N. participants.

Mr. Randall is also looking into a better use of space at LWN, i.e. meeting areas or e-learning. This has been a never-ending fluid process that requires the District to constantly monitor and adapt to changes.

X. Committee Reports

A. Maintenance

Jim Randall discussed a potential HVAC system improvement that would provide a better environment for users with improved filtration and UV lighting for pre and post air through air handling units. Mr. Randall noted this is not to be construed as a way to stop the spread of viruses, but it will provide a better environment that prevents airborne particles. The upgrade can be addressed out of the improvement project line item of the budget, and with staff purchasing the materials directly and our HVAC service technician designing the system could be completed by October. The District would save on materials and engineering costs that will place said improvement under the legal bid limit.

Mr. Randall requested Board consideration to upgrade the Park District's HVAC system by purchasing equipment/parts at a cost not to exceed \$20,000, and installation costs not to exceed \$18,000.

Brian Mulheran made Motion 20-1571, approving the improvement of the District's HVAC systems at a material cost of \$20,000 and installation cost of \$18,000, as presented. Dave Macek seconded.

Treasurer, Craig Maksymiak asked about the age of the current system, to which Mr. Randall replied it is fairly new and would remain in place as all air conditioning units were replaced in the last four year, and all furnaces, the oldest of which is seven years, are 90% efficiency units.

Commissioner, Brian Mulheran noted this advanced system consists of a larger capacity filter that would be built into the sheet metal and would provide fresh clean air, making a difference. Mr. Mulheran further stated it is not new technology, and could be equated to a “bug zapper” for dust.

Commissioner, Denis Moore asked which systems would be improved, and Mr. Randall responded the cost would include upgrades to the Community Center, golf course clubhouse, and Champions Park building.

Following a full discussion, was the 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 consideration to award the asphalt portion of the Concrete / Asphalt Installation bid that would include asphalt work at the Brookside Glen path to the lowest bidder Oak Lawn Blacktop Paving Company, at a cost at or about \$15,000, a copy of which was provided to each Board member prior to said meeting.

Craig Maksymiak made Motion 20-1572, to authorize the awarding of a portion of the Concrete / Asphalt Installation bid that included asphalt work at a cost at or about \$15,000. Denis Moore seconded.

Mr. Randall noted that at the time of the public bid, Oak Lawn Blacktop was the low bidder, but the reason the request included a cost “at or about \$15,000” is that the project may need to be adjusted depending on the quality of the path and what will need to be done. Park District staff will be on-site during the work; the District would only pay for extra material and there will be no additional installation charges.

Following a full discussion, was the 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 consideration to erect a monument sign at the entryway of the Rainford Farms subdivision, located at St. Francis Road and 80th Avenue for a cost not to exceed \$5,800.

Craig Maksymiak made Motion 20-1573, approving the installation of a monument sign at the entryway of the Rainford Farms subdivision for a cost not to exceed \$5,800.

Mr. Randall noted this site has had a concrete foundation in place for twenty-eight years, and the sign would include the subdivision name and smaller lettering and a directional arrow for Square Links Golf Course.

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

B. Recreation

Jim Randall noted he provided details about programming during his report, and over the next month, processes will be developed for each offering.

The fall brochure will be offered online only, enabling the incremental additions of programs.

As of this meeting, it was thought the Summer Dance Camp would have 100% participation, but to date, the classes are only at 50% capacity.

C. Information Technology

Sufficient information was included in the monthly Executive Director's report.

D. Special Recreation

Sufficient information was included in the monthly Executive Director's report.

E. Finance and Planning

No report.

F. Golf Course

The Square Links clubhouse will open on Monday, July 20, with patrons able to sign up at the golf course and purchase canned beverages. Safety measures were put in place that includes acrylic barriers for staff, social distance floor decals, and arrows that provide a one-way traffic flow into and out of the clubhouse. The interior restroom will be for staff only, and the climate controlled restroom trailer will be cleaned daily and provided for patrons to use at their discretion.

Mr. Randall noted that although in-person registration will be available, the course offers discounts for online registration through Teesnap.

The driving range, powered by Toptracer has been well-received.

High school golf teams may elect not to use Square Links due to a \$5 rate increase, necessary as the course is limited to the amount of play and when high school teams were present, the course would close for the remainder of the day. The Summit Hill School District's usage will be accommodated if they chose to move forward with their fall program.

G. Office

Sufficient information was included in the monthly Executive Director's report.

H. Risk Management

Sufficient information was included in the monthly Executive Director's report.

I. Wellness Committee

No report.

J. Community Updates

Jim Randall was contacted by Senator Hastings regarding the sale of Lincoln-Way North. Senator Hastings explained the State's budget process, noting \$120,000,000 was allocated for the school purchase that would then go through the State of Illinois procurement process and involves the overall evaluation of the facility to determine the cost to retrofit the building for their needs. The Senator also stated he would facilitate a conversation between the Park District and the State of Illinois to request we keep some of the benefits available to the community. There is no guarantee since the plan is to utilize the facility for the State Police and forensic lab, which could affect public indoor access. It is hoped, however, that outdoor space, i.e. the athletic fields, stadium, and associated improvements would still be available for community use.

Jim Randall reported that the Park District's expends just under \$50,000 annually to maintain LWN, which is normally subsidized by the F.A.N. program. This has been a good investment, with the Park District having access to \$15,000,000 in indoor and outdoor space, but with the loss of F.A.N. revenue, the District may take a year off maintaining the campus.

Rob Piscia, Village Manager for the Village of Frankfort informed Jim Randall that the St. Francis Road project should be completed by the end of the year. He apologized that it has taken longer than projected, and noted that Mayor Holland checks the progress every day and is aware how it has impacted Frankfort Square residents. When completed, this project will include connection points to our trail system from Walnut Creek and Lighthouse Pointe. Phase 1 engineering would connect our trail along Pfeiffer Road to Route 30 and the Old Plank Road Trail. The Village of Frankfort levied its taxes for this project and potential development of the property owned by Silver Cross that the path would intersect.

Jim Randall also spoke with a Village of Tinley Park Trustee and learned that the Village is slated to expand the 80th Avenue sidewalk to the bridge over I-80 that would tie our bike path to the Cook County Forest Preserve District.

Jim Randall is working with the Frankfort Township Highway Commissioner, Bill Carlson, to complete path improvements along 80th Avenue, St. Francis Road, and Frankfort Square Road. Mr. Randall noted the asphalt at Arbor Park was improved and the Ridgfield path will also be completed.

Jim Randall is attempting to generate EAV numbers for the new Amazon location at Harlem Avenue and Vollmer Road. Dalena Welkomer, of R.W. Baird was investigating the matter on behalf of the Park District, but was unable to find comparables. In addition, the Village of Matteson has been unavailable. Commissioner, Brian Mulheran knows the HVAC contractor and may be able to gather enough information regarding the improved value, enabling Mr. Randall to complete his estimate.

XI. Old Business

Commissioner, Pam Kohlbacher asked if adding carp to existing ponds would help deter lily pads. Jim Randall noted they can only be controlled with chemicals. Mr. Randall noted he recently provided a Facebook message regarding plans for District ponds, and will include a question on the upcoming community-wide survey regarding resident interest in allocating funds to aesthetically improve ponds. Mr. Randall will develop a plan and approach with measures that would include actual aeration, barley straw, copper sulfate, and fish, and the estimated cost to improve Community Park alone would be \$20,000.

XII. New Business

No new business was discussed.

Commissioner Comments

Commissioner, Joe Vlosak noted that he appreciates the daily updated Jim Randall provides, ensuring the Board is well-informed.

Jim Randall has also received positive feedback regarding website and Facebook posts, and Commissioner, Pam Kohlbacher noted that people appreciate the Park District history he includes in his Facebook messages.

XIII. Executive Session

Dave Macek made Motion 20-1574 to enter into Executive Session at 8:33 p.m. Pam Kohlbacher seconded. Motion carried in a vote by voice.

The Executive Session was called for the purpose of discussing personnel matters.

Craig Maksymiak made Motion 20-1575 to go out of Executive Session at 8:54 p.m. and return to open session. Brian Mulheran seconded. Motion carried in a vote by voice.

XIV. Return to Open Session

Jim Randall requested Board consideration to approve 2.3% cost of living increases for full-time staff, with the exception of the Executive Director for this fiscal year.

Craig Maksymiak made Motion 20-1576, approving 2.3% cost of living increases for full time staff, as presented. Dave Macek seconded.

Following a full discussion during this meeting's executive session, was the Vote on Motion:
Ayes: Pam Kohlbacher, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

XV. Adjournment

Dave Macek made Motion 20-1577 to adjourn the meeting at 8:55 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell