

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 20, 2020

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, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Absent was: Denis Moore

IV. Public Input

No members of the public were present.

V. Correspondence

No correspondence was presented.

VI. Presentation of the July 16, 2020 Board Meeting Minutes.

Craig Maksymiak made Motion 20-1578 to accept the July 16, 2020, Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

No report.

VIII. Treasurer's Report

Jim Randall noted that to date, the District's fund balance is \$200,000 over the previous year. In addition, the District closed out Fiscal Year 4/30/2020 \$440,000 ahead of the previous year. Mr. Randall further noted that with the current state of cancellations, the District could realize a net overall loss, but is currently seeing the potential of a positive of \$200,000 in the next year due to new growth and a CPI increase.

On behalf of the Board of Commissioners, President, Ken Blackburn accepted the July Treasurer's Report, pending audit.

Craig Maksymiak made Motion 20-1579 to accept the Accounts Payable Listing. Dave Macek seconded.

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

Jim Randall requested consideration to accept the Audited Financial Report, Fiscal Year Ended 4/30/2020, completed by the independent audit firm of Lauterbach & Amen LLP, a copy of which was provided to each Board Member in advance of said meeting.

Mr. Randall further noted Lauterbach & Amen recommend the District adopt a capital asset policy, which will be a timely action as PDRMA, the District's liability agency, hired a new company to complete an inventory and asset summary that will update all numbers on the agency's properties and facilities. They also recommend that the District adopt a fund balance policy.

As part of the audit process, Lauterbach & Amen provides adjustments to funds at the end of the fiscal year, and although the District was net positive and \$440,000, some funds had negative balances that will be adjusted through transfers from the Corporate Fund.

Treasurer, Craig Maksymiak noted that the budget will never provide exact totals for each fund, and adjustments are a normal part of the budgeting process.

Pam Kohlbacher made Motion 20-1580 to accept the Audited Financial Report, Fiscal Year Ended 4/30/2020, as presented. Joe Vlosak seconded.

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

IX. Executive Director's Report

The Park District received an email from the Will County Treasurer reporting a delay in tax distributions, however, the delay was due to the power outage in Joliet, and the normal allocation was received the following day. Mr. Randall does not foresee issues with subsequent distributions for the remainder of the calendar year.

The District is looking into Federal funding, and Will County will provide notification when the CARES Act application is received. A preliminary estimate of physical improvements for COVID-19 compliance costs to date is approximately \$122,000.

Jim Randall has a teleconference scheduled with Dave Niemeyer, Village Manger of Tinley Park, to discuss a bike path project that could connect our District paths to their trail system. The project may be paid in part through a joint grant application, and would include doubling the width of the sidewalk to 10' along 80th Avenue, tying the Park District's path to Tinley's trail system, crossing I-80. Vice President, Dave Macek asked if the I-80 bridge improvement was still under consideration, and Mr. Randall noted the Village of Tinley Park completed the engineering for this potential 2021 project.

X. Committee Reports

A. Maintenance

Jim Randall provided Board Members with a rendering of plantings for five to ten of the District's marquees that will include more perennials and added curb appeal.

The HVAC upgrade project comprised of improved filtration and UV lighting, approved at the July 16, 2020 meeting of the Park Board (*ref. Motion 20-1571*), is underway with two of twelve furnaces receiving upgrades. Mr. Randall noted the project will entail a lengthy process, as the required components are in demand and not readily available.

Sealcoating and path repair projects have been well received, and Arbor Park and Ridgefield paths are complete. Major repairs to paths on 80th Avenue, Frankfort Square Road, and St. Francis spanning Frankfort Square Road to 84th Avenue, were also completed and tarring and sealcoating of these paths remain. Mr. Randall noted that the money has been well spent, due to the extra use these paths have been experiencing.

Concrete slabs with metal arches that will support the tilting garbage cans have been installed in fifteen locations throughout the community, and will include the installation of park benches.

B. Recreation

The fall brochure will be available online beginning August 24, and programming, including a full slate of dance classes, will begin the second week of September. The brochure is available electronically only, enabling the addition of programs on a monthly basis.

A test of a preschool-age micro program will be conducted to determine if masks and social distancing can be followed. If successful, an afternoon outdoor program could be developed.

F.A.N. program refund checks, prorated to March 16 and based on the remaining days per each individual membership, will be mailed on August 24. ELC refunds will also be mailed to families in late August.

C. Information Technology

Jim Randall provided the first draft of the website revision that will refresh the site and provide ease of use on all handheld devices. Dave Macek noted it will be a nice improvement and he commented favorably on how well the Mission Statement will be displayed.

D. Special Recreation

LWSRA had an extended power loss due to a recent thunderstorm.

The agency welcomed participants back for in-person programming, however, three individuals subsequently tested positive for COVID-19, resulting in a quarantine.

LWSRA's virtual programs continue, and the agency also conducted a successful popcorn fundraiser.

Dave Macek, LWSR Board President, noted he introduced three potential new members and hopes they will be approved. Mr. Macek also noted LWSR has been planning virtual fundraisers.

E. Finance and Planning

As noted in this meeting's Treasurer's Report, line item adjustments will be completed to balance funds.

F. Golf Course

Jim Randall reported that the golf course has been very busy.

Staff are receiving positive feedback on efforts to make the golf course available with new improvements. There have also been concerns, primarily from seniors, regarding the cost of range use, and requirement to group with others when reserving tee times, and need to double up riders in carts, although dividers were installed to provide added protection for users.

G. Office

Bonnie Roach and Julie Hein have managed the majority of complaints, and have answered all concerns with a level of care as is in keeping with FSPD standards, however, if complainants become verbally abusive or profane, they have been instructed to kindly end the encounters and direct individuals to contact Jim Randall directly.

H. Risk Management

No report.

I. Wellness Committee

Jim Randall reported that an extensive conversation to review potential COVID-19 exposure and the necessary steps employees are required to follow was discussed during a recent weekly staff meeting. In addition, a schedule was developed, separating key employees to safeguard against cross-contamination in the event of a positive staff diagnosis.

J. Community Updates

Jim Randall reported that the St. Francis Road construction process is complete, with the exception of striping.

Work continues on the bike path along St. Francis Road, adding curbs between the road and path. In addition, the Village of Frankfort is developing engineering to install a bike path along Pfeiffer Road to Route 30. Jim Randall is also working with the Village of Tinley Park, as noted in this meeting's Executive Director's Report, on a potential bike path grant project that would tie the Park District's path to Tinley Park/Cook County trails. These combined efforts would provide access to 100+ miles of connecting bike paths.

The Park District is working with community groups that includes usage by FSBL's fall baseball, Wildcats football conditioning, and Scout groups meetings and events. Methods will be developed and posted to the COVID-19 tab on the Park District's website. In addition, each group will be required to have a COVID-19 compliance person at each event/gathering.

Jim Randall reported that the Maddog Strong Foundation's Giving Tree Dedication Ceremony, held at the Island Prairie Park bandshell and tree grove bordering Frankfort Square Road had a nice turnout, despite the extremely hot temperatures. The Foundation dedicated four trees in recognition of organ and tissue donors and their families.

K. FOIA

Jim Randall reviewed a FOIA request, noting the District receives this annual commercial request from Union Local 265, seeking names of contractors that have been assigned work at FSPD locations that includes HVAC, exhaust systems, architectural metals, locker purchases/installation, and kitchen renovations.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall reported that the Park District was required to provide information regarding everyone that punched in on the NOVAtime payroll system timeclock dating back to 2014. This information was necessary due to a class action lawsuit that claimed personal information could be gleaned off fingerprints. Mr. Randall noted that although the system does not read fingerprints, but rather measures capillaries, the company found it would be easier and less expensive to settle, paying approximately \$50 to all individuals that used the system. In responding, the Park District only provided names and addresses, and the matter caused no exposure to the District.

Commissioner Comments

Commissioner, Pam Kohlbacher expressed appreciation for Jim Randall's diligence in ensuring the Board is updated on a daily basis, and for working hard to keep all as safe as possible during this pandemic.

Board Members discussed the current situation and the manner in which it can be exacerbated by social media posts. Mr. Randall noted the Park District does not respond to negative messages, but positive messages are included in his midweek and weekend Facebook posts, and he further noted he is grateful to have a supportive community during these challenging times.

XIII. Executive Session

No information came before the Board that required an executive session.

XV. Adjournment

Dave Macek made Motion 20-1581 to adjourn the meeting at 8:15 p.m. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell