

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
September 17, 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, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Craig Maksymiak

IV. Public Input

No members of the public were present.

V. Correspondence

No correspondence was presented.

VI. Presentation of the August 17, 2020 Board Meeting Minutes.

Dave Macek made Motion 20-1582 to accept the August 17, 2020, Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

President, Ken Blackburn read by title and requested consideration of Ordinance No. 20-09-328, an Ordinance abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B, of the Frankfort Square Park District, Will and Cook Counties, Illinois, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Pam Kohlbacher made Motion 20-1583 to adopt Ordinance No. 20-09-328, an Ordinance abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B, of the Frankfort Square Park District, Will and Cook Counties, Illinois, as presented. Denis Moore seconded.

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

Legal counsel from Ancel Glink provided clarification on filing and posting for the upcoming Consolidated Election. The process of providing packets will be different due to the COVID-19 shutdown of the Park District office. Packets will be available on the Park District's website, and can also be mailed to individuals, upon request. The Park office will be open during the filing period of December 14 – December 21.

The next Will County tax distribution is scheduled for Thursday, September 24.

Mr. Randall reported on a positive conversation with Paul Slade, President of Old Plank Trail Community Bank, a financial institution that accepts more property tax payments than any other bank in the area. Mr. Slade noted they have seen a minimal lapse in payment submittals, and has also seen a higher rate in savings and a lower rate of bounced checks, indicating positive economic signs.

VIII. Treasurer's Report

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

Dave Macek made Motion 20-1584 to accept the Accounts Payable Listing. Denis Moore seconded.

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

In conducting a recent financial analysis of the golf course, Jim Randall noted the initial budget deficit of \$90,000 earlier in the season, has been decreased to a \$20,000 deficit, due not only to revenue, but also in large part to the decrease in overall expenses, i.e., staffing with existing full-time employees. Mr. Randall also noted the change to \$10 range fee for 50 minutes of limitless balls has been an overall positive change for all but a few patrons. Vice President, Dave Macek and Commissioner, Joe Vlosak thought it might be advantageous to provide a smaller bucket size to patrons prior to playing their rounds of golf, and Mr. Randall stated golfers are given ten free balls for the assessment area of the range.

The AFR long form and bound copies of the audit report, FYE 4/30/20, will be mailed to Will and Cook County Clerk's Offices on September 18.

IX. Executive Director's Report

Jim Randall reported that the District's financial position remains solid, and with the deliberate approach to budget management, he does not foresee an issues.

Lincoln-Way Community High School District 210 will return to in-person learning on September 14, and is also hoping to return to athletics, making provision to use their gymnasiums for basketball and other activities. Commissioner, Pam Kohlbacher noted the Summit Hill School District sent an email to families asking for feedback regarding a return to the classroom.

Mr. Randall stated that in the event the Summit Hill School District makes a similar decision, the Park District could move forward with plans to provide a before and after school program that may accommodate 25-30 students, designed to assist those that are most in need of child care.

The overall rate of COVID-19 in Will County is not positive at this time, and although Mr. Randall has not yet seen a provision from the State regarding safe return to activities, the Park District's risk management provider has been providing guidance on how best to move forward, based on standards set by the State of Illinois. The Park District is strictly complying with standard practices to ensure it does not risk greater exposure. Director, Audrey Marcquenski has been shepherding the District in all matters of compliance, and has standardized guidelines for community organizations' use of Park District-owned and/or managed facilities.

Mr. Randall further noted that when we move indoors in November, plans are underway to provide access to the LWN fieldhouse and gym 2-3 days per week, enabling community groups to conduct meetings in 2-hour increments. Some daytime programming for children at home may also be offered, and all usage will be in strict compliance to necessary guidelines.

The new Maintenance employee, Al Gryzb, will begin employment in October.

Mr. Randall reported that the annual full-time employee evaluations have been completed.

X. Committee Reports

A. Maintenance

A full review of operations regarding contracted services will be conducted at the end of the season.

Plans will be developed, projecting 5 years out on ongoing actions. A weekly and monthly calendar will also be created to formalize the approach to maintenance that would detail all necessary tasks to improve accuracy of service.

Ed Reidy, Superintendent of Parks is working on a summary for end-of-season projects that will include asphalt repair, bench and aggregate garbage can installation, and replacing temporary signs with permanent signage.

The new fire detection system has been installed at the golf course clubhouse and is operational.

Due to a wooden light pole that had cracked and fallen over due to high winds in March, 2019, the District now schedules regular inspections of its light poles. A recent inspection showed two poles will require replacement in the next year's budget cycle.

B. Recreation

Jim Randall noted the diversity in programming currently underway and/or planned for the month of September includes a full slate of dance classes, and youth and adult programs.

C. Information Technology

Mr. Randall reported that Visionary Webworks estimates the launch of the District's website will occur in the next two to three weeks.

D. Special Recreation

LWSRA will move forward with a RecTrac update.

The Park District's participation in LWSRA programming, currently being offered virtually, has increased 3% over last year.

LWSRA filed a storm damage property claim report.

E. Finance and Planning

Jim Randall reported that the District's budget is in good stead, and there are no immediate plans to put emergency funding in place.

F. Golf Course

Rounds of golf for the September 26 Free Day of Golf event have been reserved, with possibly three or four spots remaining to fill foursomes. Mr. Randall reported there are still openings for free range use.

G. Office

Bonnie Roach, Office Manager, has been working in the office, answering phone calls and managing all necessary tasks five days per week.

The Community Center serves as a polling place and will be open to the public for the November 3 General Election, however, the office will remain closed on that day.

H. Risk Management

Staff will review CARES Act webinars, and it is hoped the Park District will be able to recoup expenses related to COVID-19 compliance.

I. Wellness Committee

No Report

J. Community Updates

Jim Randall was notified that the Village of Frankfort received the 2020 Daniel Burnham Award for a Comprehensive Plan. The Park District assisted in their master plan process, and some of the cooperative efforts between the Village and FSPD were highlighted in the award-winning plan.

The Village of Tinley Park will complete a traditional bike path along 80th Avenue, as they may be unable to secure State of Illinois funding for the previously proposed project.

Jim Randall reported that the Village of Frankfort installed a storm sewer in corner that did not have sufficient drainage behind a home adjacent to Champions Park. The Village will also add parking and an access road to complete the sewer plant relocation project.

K. FOIA

Jim Randall reviewed a FOIA request, noting the District receives this annual request from the Better Government Association, requesting full payroll disclosure, per employee, for the 2019 calendar year.

XI. Old Business

No old business was discussed.

XII. New Business

Jim Randall requested consideration to install a tree and bench in a Brookside Glen location, per a resident's request. The Park District would supply the tree and bench, but the Healy family, if it should be the intent, would be responsible for expenses related to a memorial plaque.

Brian Mulheran made Motion 20-1585 to approve the installation of a tree and bench in a Brookside Glen location, as requested. Dave Macek seconded.

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

Commissioner Comments

Commissioner, Brian Mulheran commented favorably on the Rainford Farms entryway sign that is being installed. Jim Randall reported the project came in under the legal bid limit, and the District has received many positive comments regarding this improvement.

Commissioner, Denis Moore attended an interview with the Cub Scouts at the Champions Park pavilion, and he commented favorably on the condition of the facility, the activity in the pickleball courts, and the overall great condition of the parks.

Commissioner, Denis Moore asked if it would be possible to include the FSPD paths into the new Chicago Southland bike trail map. Mr. Randall noted the Village of Frankfort added our trail system in the future rails and trails map, noting the tie to the 50 mile Old Plank Road Trail. Mr. Randall reported that we will also eventually connect our paths to Cook County trails through Tinley Park, resulting in a 100 mile continuous path system.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 20-1586 to adjourn the meeting at 8:14 p.m. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell