

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
November 19, 2020

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held remotely via Cisco Webex teleconference.

I. Call to Order

The Meeting was called to order at 7:30 p.m.

II. Pledge of Allegiance

Due to the nature of the virtual meeting, the Pledge of Allegiance was waived.

III. Roll Call

Present were: Ken Blackburn, Pam Kohlbacher, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

IV. Public Input

No members of the public provided input nor requested to attend said meeting.

V. Correspondence

No correspondence was presented.

VI. Presentation of the October 15, 2020 Board Meeting Minutes.

Dave Macek made Motion 20-1592 to accept the October 15, 2020, Board Meeting Minutes as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Jim Randall presented Resolution No. 20-11-29, a Resolution providing an estimate of taxes to be levied in accordance with Section 60 of the "Truth in Taxation Law, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting, and requested consideration of same.

Dave Macek made Motion 20-1593 to adopt Resolution No. 20-11-29 as presented, Craig Maksymiak seconded.

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

Jim Randall requested Board consideration to renew the Square Links Class D liquor license, at County and State levels.

Dave Macek made Motion 20-1594 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Craig Maksymiak seconded. Motion carried in a vote by voice.

Commissioner, Craig Maksymiak asked if the District had ever encountered any issues related to alcohol sales at Square Links. Mr. Randall responded, that to the best of his knowledge, there have never been any problems related to the sale of alcohol. Square Links clubhouse simply sells beer as a benefit for patrons, but charges too much to encourage over indulgence.

Vote on Motion Ayes: Pam Kohlbacher, Craig Maksymiak, 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, Secretary, Jim Randall accepted the October Treasurer's Report, pending audit.

Dave Macek made Motion 20-1595 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

Jim Randall reported that the District is in a good financial position. The second to last tax distribution of \$47,000 was received from Will County today, and FSPD combined account balances are just under \$2,000,000.

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

Robinson Engineering is in the process of finalizing an overall Park District map that will include trail heads at parking lots located at the Community Center, Lighthouse Pointe Park, and Union Creek Park. The District will install portable restrooms at trail heads and will keep trails plowed and treated with a salt/sand combo to keep them open and safe for use throughout the winter months.

Jim Randall reported on plans to move forward with a public survey and master plan in late December or early January. Things have changed dramatically, and the District is looking for input from the public on what they would like to see addressed, what services they wish to have provided, and what types of facilities would best fit their needs.

Mr. Randall noted that the next Board Meeting is scheduled for December 10. This allows for an appropriate time period between passage of the Truth in Taxation Resolution and the public hearing and passage of the Tax Levy Ordinance.

#### X. Committee Reports

##### A. Maintenance

Jim Randall reported that the Maintenance Department is slowing down, with staff finishing up outdoor tasks, storing equipment, completing end-of-season repairs, and organizing pole barns and garages.

Full-time staff will work from home one day per week, and will work four days in the field during the month of December. Working from home will enable staff to develop calendars and bid specifications, and document accomplishments from the previous season in a quiet environment. Mr. Randall noted staff tend to get more done while working remotely as they begin their days earlier, work later, and have fewer distractions.

B. Recreation

Recreation staff had planned for the change to Tier 3 Resurgence Mitigations, and began by making program participants aware last week that this would be the potential direction. All was in place to send blast emails to program participants, and the dance program will be offered as a 100% Zoom opportunity. All participants will have the option to participate via Zoom, or they may request a household credit or refund. Dance instructors will teach out of the studios in Mary Drew, and a staff member will assist teachers by opening and closing the building for their ease of access.

The Park District hopes to provide other Zoom opportunities for classes, such as Mixed Media, where participants would be given art supplies and follow direction provided virtually by the art teacher.

C. Information Technology

The new website is up and running and appears to be easily viewed on any format. Mr. Randall asked Board Members to provide input on this new improvement.

Staff participated in a lengthy call with Vermont Systems regarding the RecTrac upgrade. This migration to the latest RecTrac software will happen over the next 6-7 months and will be finalized on June 7. In the interim, the software will be downloaded to Park District computers in December and staff will be trained on the new program.

D. Special Recreation

The new adaptive playground, adjacent to the LWSRA building in New Lenox, is complete. The playground is estimated at \$500,000, and the Park District donated funds in support of this improvement located within the New Lenox Park District. Dave Macek, LWSR Foundation's President, noted the adaptive playground offers a nice feature not only for LWSRA, but for the community. It was well done, and well-received.

LWSRA has moved to all remote classes in response to the Tier 3 Resurgence Mitigation guidelines.

Dave Macek reported that the LWSR Foundation is looking for ways to raise funds in a non-physical manner, and may introduce an opportunity on Facebook in conjunction with the National Day of Giving on December 1.

Mr. Randall also reported that LWSRA is working on a Giving Tree opportunity, enabling its 400+ participants to receive a gift, which the Park District will help to promote for the agency.

E. Finance and Planning

The current budget remains positive.

Staff have begun working on the first draft of the 2021/2022 budget.

All Tax Levy documents have been prepared for consideration at the December meeting. Said levy will be presented at greater than 105% aggregate to anticipate potential new growth within the District. Jim Randall believes the Park District may receive an incremental portion from Amazon in the coming fiscal year, but it is more likely to be received in 2023.

Mr. Randall further noted the Park District can inflate the levy to over 120%, but it cannot raise taxes to that level and has no authority to raise taxes. He will provide this information in an upcoming Facebook message, informing the public that the levy increase is only structured to take advantage of any new growth.

F. Golf Course

The golf course is doing exceptionally well, and it is remaining open throughout the winter months when temperatures exceed 40°. With maintenance service concluded for the season, any revenue will be a benefit. Mr. Randall noted staff did a great job managing the course, and although it did not open until mid-May, beverage sales were greatly diminished, and the restaurant was not able to open, the course did well with its year-to-date fund balance.

G. Office

Sufficient information was included in the monthly Executive Director' Report.

H. Risk Management

PDRMA's annual Board of Director's meeting will be held virtually on December 9.

Jim Randall anticipates benefits from PDRMA due to the District's change from District-staffed maintenance to contracted service providers. This change should net savings by decreasing liability costs as maintenance is always the highest factor in liability insurance costs and potential injuries. Currently, the District employs three full-time maintenance staff and a couple of part-time staff, down from the previous number of 20+ maintenance employees. The District will also realize savings in equipment.

I. Wellness Committee

No report.

J. Community Updates

No report.

K. FOIA

No report

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

Commissioner Comments

Commissioner, Pam Kohlbacher asked if the December meeting will be held remotely. Jim Randall replied that the Truth in Taxation public hearing and regular meeting of the Park Board will be held remotely on December 10, beginning at 7:00 p.m. The District will evaluate whether to hold the January meeting remotely, as the date gets closer.

Commissioner, Denis Moore asked how the newly hired full-time maintenance employee was working out. Jim Randall replied that Al Grzyb is working out phenomenally. He comes to the District with a wealth of knowledge, working under Craig Rathke at the Tinley Park Park District 20 years ago. He recently retired from the Romeoville Park District as their Superintendent of Maintenance, and is tremendously qualified, having secured applicator's licensing, has overseen projects, written bid specifications, all of which will be of great benefit to our District.

Commissioner, Denis Moore asked if the Park District would consider housing Wildcats trophies in a manner that would enable the public to view them. He also noted the FSBL may wish to donate their trophies also. Mr. Randall will look into the matter, and thought that Mary Drew, LWN, and even the golf course clubhouse could be potential locations to house the trophies for public view. He will include this question in the upcoming community-wide survey, enabling residents to have a voice in the matter.

Commissioner, Denis Moore asked Jim Randall to elaborate on the issue where our dance instructors felt the BDC program was being treated differently in regards to dance competitions. Mr. Randall responded that the instructors and participants were disappointed by the FSPD's stance in complying with the State of Illinois's guidance on these matters. The FSPD also follows PDRMA's recommendations, and as a member of this risk management group, understands that if not complying with the State's standards, PDRMA would not cover liability issues that our District may encounter during competitions. One of the park districts that is hosting a dance competition is also a PDMRA member, and the girls were disappointed that the FSPD follows the letter of the law for their safety.

Vice President, Dave Macek reported that he may have a meeting conflict with the District's December 10 public hearing and regular meeting. Mr. Randall replied that the meeting includes consideration of financial matters that must be addressed, and he hopes as many as possible will be able to attend to ensure a quorum.

Vice President, Dave Macek accessed the new website on different devices, a cell phone, iPad, laptop, and CPU, and he found the site to work well on all the devices and further commented that the overall site offers a great improvement. Mr. Randall noted the splash page for the online registration system will be updated to match the look of the new website.

XIII. Executive Session

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

XIV. Adjournment

Ken Blackburn made Motion 20-1596 to adjourn the meeting at 7:59 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell