

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 18, 2021

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, Dave Macek, Craig Maksymiak, Denis Moore, and Brian Mulheran.

Attending remotely was: Pam Kohlbacher

Absent was: Joe Vlosak

Also present was: Frank Florentine, Consolidated Election candidate

IV. Public Input

V. Correspondence

No correspondence was provided for Board review.

VI. Presentation of the February 18, 2021 Board Meeting Minutes.

Dave Macek made Motion 21-1617 to accept the February 18, 2021 Board Meeting Minutes, as presented. Craig Maksymiak seconded.

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

VII. Legal Report

President, Ken Blackburn presented an Investment Policy, providing a plan to ensure prudent investments of Frankfort Square Park District funds and maximizing the efficiency of the District's cash management policy, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Craig Maksymiak made Motion 21-1618 to accept the Investment Policy, providing a plan to ensure prudent investments of Frankfort Square Park District funds and maximizing the efficiency of the District's cash management policy, as presented. Dave Macek seconded.

Vice President, Dave Macek asked if the Investment Policy was developed to address the independent auditor's opinion regarding a possible deficiency. Treasurer, Craig Maksymiak noted that the policy states the Park District, as a steward of resident's tax dollars, will protect the money and not invest in speculative issues, and if possible, could realize some return on investments.

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

President, Ken Blackburn presented and requested approval for a Capital Asset Policy, a policy that will provide control and accountability over Frankfort Square Park District capital assets and to gather and maintain information needed for the preparation of financial statements, a copy of which was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 21-1619 to accept the Capital Asset Policy, a policy that will provide control and accountability over Frankfort Square Park District capital assets and to gather and maintain information needed for the preparation of financial statements as presented. Dave Macek seconded.

Treasurer, Craig Maksymiak noted the capitalization thresholds, identified in the Capital Asset policy makes sense as the District is basically deducting any amount below \$25,000. Jim Randall stated that previously we inventoried items over \$1,000, however the listed threshold is recommended by our risk management agency and is acceptable by the District's legal counsel and independent auditor. The District additionally maintains an inventory of all physical items.

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

President, Ken Blackburn requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the Rainbow Competition held in Joliet, Illinois from April 16-18, 2021, and the Spotlight Competition in Batavia, Illinois from April 23-25, copies of which were presented to each Board Member prior to said meeting.

Dave Macek made Motion 21-1620 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, for designated dance staff that will attend the Rainbow Competition held in Joliet, Illinois from April 16-18, 2021, and the Spotlight Competition in Batavia, Illinois from April 23-25, as presented. Brian Mulheran seconded.

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

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 21-1621 to accept the Accounts Payable Listing. Dave Macek seconded. Motion carried.

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

IX. Executive Director's Report

Board Members were provided with a project listing and will be asked to consider authorizing the top two or three items. Mr. Randall noted we would then move forward with additional projects based on the budget and time frame for completion.

Mr. Randall reported that a primary dance instructor requested compensation based on a year round salary. Currently, the instructor is paid during scheduled sessions. If acceptable by the Board, numbers will be based on a historical average of program revenue and could be adjusted at year's end, based on actual participation. The issue was reviewed and approved by the District's legal counsel, and an offer letter can be drafted and provided to the Board for consideration, along with the legal opinion. Said offer will clarify the employee's status as part-time and will not include benefits afforded to full-time staff, ensuring the District does not arbitrarily provide benefits.

Vice President, Dave Macek noted this is common practice in the insurance industry, and should not be an issue with our legal counsel. Mr. Randall stated the dance program provides predictable revenue and the instructor is interested in having consistent income, and since no immediate objections or concerns were received, Mr. Randall will move forward with finalizing information for Board consideration.

Jim Randall reported that Wildcats Football began their practice season and have been happy with the indoor and outdoor facilities that the District has provided to their organization.

Jim Randall discussed plans to begin a conservative approach to returning to normal in the office and programming. The office would reopen to the public on May 1, with a limit of 30 hours per week. September 1 would mark a full return to programming. This summer, day camp for grades K-6 and an early childhood summer camp will be offered in response to survey responses. The summer brochure will include 10-12 opportunities, and all will operate under current guidelines of social distancing and face coverings. Planning has been based on recommendations provided by the District's risk management agency and the Illinois Department of Public Health.

At issue is whether furloughed staff will return, as most are receiving federal subsidies in addition to unemployment benefits. Mr. Randall reported that return to work offer letters are sent to employees, and if any indicate an unwillingness to return, the District's unemployment consultant is notified they denied work. It was further noted, however, that seasonal golf course and maintenance staff have expressed a desire to return for the upcoming season.

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Parks worked with Robinson Engineering over the winter months to update Park District maps, including a bike trail map. Ed provided existed trail information and projected connections, and a final copy will be uploaded to the Chicago Southland Trail app, in response to a suggestion by Commissioner, Denis Moore.

B. Recreation

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

C. Information Technology

Dave Gorka of B Practical Solutions, is finalizing plans to replace the existing servers with a cloud-based option. Mr. Randall will forward details to the Board when they become available.

D. Special Recreation

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

E. Finance and Planning

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

F. Golf Course

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

G. Office

Jim Randall reported that the transition for the Office Manager position is going well, and Shelley Wantiez, Office Manager in training, has a strong banking background.

Bonnie Roach, Office Manager has been doing a phenomenal job in preparing the office for the transition and the RecTrac software migration.

H. Risk Management

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

I. Community Updates

Jim Randall reported that the Village of Tinley Park and Will County entered into an Intergovernmental Agreement to cooperatively complete a bike path improvement on 80th Avenue that will run from the Brookside Glen development north over I-80. Said improvement would connect the Park District's path to Cook County trails, and additionally, would connect these paths to the Old Plank Road Trail pathway when the Pfeiffer Road path through the Lighthouse Pointe subdivision is completed.

Jim Randall has been in communication with the Cook County Assessor's Office to request an assessment for the Amazon site in an effort to determine the potential increase to the Park District's property tax revenues. The County will complete an assessment and apply it to the tax rolls. Mr. Randall further noted that the Village of Matteson has scheduled a virtual public hearing on April 12, regarding a TIF and redevelopment plan for the Harlem and Route 30 project site where three additional buildings are to be located.

Vice President, Dave Macek inquired if the Village of Frankfort was still considering the bike path extension on Pfeiffer Road in the Lighthouse Pointe subdivision. Mr. Randall noted this project is a high priority, with road and bike path improvements planned for the community.

J. FOIA

No report.

XI. Old Business

Budget Overview

Jim Randall noted the March meeting includes personnel-related line items that will be discussed by the Board in executive session. The March budget draft is close to the April operating budget, and Mr. Randall reviewed the following:

A final golf course loan payment is due in the upcoming fiscal year. Said payment increases to \$110,000 as the debt was refinanced over a longer period with a balloon payment required at maturity. The District's end of year fund balance is estimated at \$440,000, and the Board has the option to pay the debt out of budget.

Vice President, Dave Macek requested clarification regarding the Preventive Hazard Repair line item. Mr. Randall noted the additional funds under Liability Insurance are the result of net savings from an overall decrease in the District's risk management insurance premium. The savings are allocated to this line item and are sourced to support various repairs for the benefit of the District.

Treasurer, Craig Maksymiak inquired about the approximate 50% increase to the Health & Life Insurance line item. Mr. Randall explained that the District estimates a 12% increase from the previous year, and also included four additional personnel, two of which have yet to be approved by the Park Board, and further noted they may not elect accept an offer of employment, if provided.

The operating budget will come before the Board for consideration at the April meeting.

No additional questions or comments were provided, and the Board will discuss personnel-related budget matters in executive session.

Jim Randall reported that Consolidated Election candidates have historically been asked to observe the March executive session wherein personnel are reviewed, and attendance requires Board approval via motion.

Dave Macek made Motion 21-1622 to authorize Consolidated Election candidate, Frank Florentine to remain in attendance to observe the executive session. Craig Maksymiak seconded. Motion carried in a vote by voice.

XII. New Business

Commissioner Comments

No comments were provided.

XIII. Executive Session

Dave Macek made Motion 21-1623 to enter into executive session at 8:04 p.m. Denis Moore seconded. Motion carried in a vote by voice.

An executive session was called to conduct annual full-time personnel reviews.

Dave Macek made Motion 21-1624 to go out of executive session and return to open session at 9:07 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

XIV. Full-Time Salary Increases

Craig Maksymiak made Motion 21-1265, approving full-time salary increases not to exceed 4% per employee. Said overall total of full-time salary increases shall not exceed \$20,000, excluding the Executive Director's salary. The Executive Director will determine the level and type of salary or bonus within stated parameters. The Executive Director will receive a 1.5% cost of living increase and a one-time bonus of \$3,900. Brian Mulheran seconded. Motion carried in a vote by voice.

XV. Adjournment

Dave Macek made Motion 21-1626 to adjourn the meeting at 9:08 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell