

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 15, 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, Pam Kohlbacher, Dave Macek, Brian Mulheran, and Joe Vlosak.

Attending remotely was: Denis Moore

Absent was: Craig Maksymiak

Also present was: Dave Gorka, B Practical Solutions

IV. Public Input

Jim Randall introduced Dave Gorka, IT Contractor from B Practical Solutions. During the three years Dave's company has provided IT services to the Park District, a great relationship has been formed. The contract is all inclusive, and Dave is always available to manage all IT needs including registration software support, server repairs, assistance with Teesnap and Toptracer at the golf course, addressing issues with computers and cell phones, and is guiding the District through its online registration software program's migration. Most importantly, Dave Gorka enabled staff to work remotely, ensuring full-time employees were able to work seamlessly during the pandemic shutdown. On behalf of the District's Park Board and staff, Mr. Randall expressed appreciation for Dave and B Practical Solutions efforts, noting they made vast and necessary District-wide IT improvements.

Dave Gorka stated he appreciates working for the Park District, and that his company has been able to bring their broad IT knowledge base to improve District operations. A pending improvement will be to replace the server system and will move email storage to a cloud-based system.

Additionally, Mr. Gorka noted that B Practical's experience has helped to keep the Park District moving in the right direction, and that for over one year, staff were able to work remotely with almost no downtime.

Jim Randall reported that Dave Gorka also enabled the popular dance program to continue virtually, via Zoom platform.

Dave Gorka explained that B Practical Solutions installed wireless access points in each dance studio at Mary Drew to allow use of the Zoom platform, and is also preparing for live streaming per a request by Recreation Supervisor, Nicolette Jerik, to enable dancers' extended family members to view the Showcase, as attendance is limited in accordance with State guidelines.

Jim Randall recognized Pam Kohlbacher, noting we did so when she initially resigned from the Park Board in 2013. At that time, Mr. Randall detailed all she had done for the District, and it was noted that anything of record was completed during Pam's first and tenure with the Park Board. Pam, at the time a dedicated teacher, declined to attend the NRPA convention when the Park District received Gold Medals. As a Board Member, led the District through numerous achievements and was instrumental in the successful 2002 referendum. Pam has always been willing to step up and assist where needed, and provided direction for the ELC preschool program. Mr. Randall noted that the Frankfort Square Park District is a better organization due to Pam Kohlbacher's involvement.

Pam thanked Jim for his kind words, and noted her association with the Park District has always been a pleasure. She has enjoyed the people and the philosophy, and it has been her honor to serve the Frankfort Square Park District.

V. Correspondence

A. Appreciation

A thank you letter was received from St. Coletta's of Illinois Foundation, expressing appreciation for the Park District's donation of Square Links golf passes as a raffle prize in support of their virtual gala fundraiser.

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

Dave Macek made Motion 21-1627 to accept the March 18, 2021, Board Meeting Minutes as presented. Pam Kohlbacher seconded.

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

VII. Legal Report

Jim Randall requested consideration to provide part-time employees, BDC's Director and Co-Director, with annual salaries, based on historical program participation revenue, averaged over a twelve month period. The District's legal counsel reviewed the matter, and salaries will be re-evaluated at the end of the fiscal year and adjusted as needed.

Pam Kohlbacher made Motion 21-1628, authorizing annual salaries for part-time BDC Director and Co-Director 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 passed.

VIII. Treasurer's Report

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

Jim Randall reported that account balances are within \$1,000 to \$2,000 from the previous year, and should result in a \$400,000 carryforward. Good progress is being made. Due to maturity of a golf course loan this year, the payment balloons to \$120,000. The final installment of the 2002 referendum will be paid at the end of this calendar year, and combined, both bonds will reduce taxes by \$660,000 of our \$4,000,000 budget. Mr. Randall further noted that the District will receive \$1.4 million in late May, and another \$1 million in mid-June. The goal is to build a fund balance of \$1 million, and retirement of debt will aid this goal.

Dave Macek made Motion 21-1629 to accept the Accounts Payable Listing. Pam Kohlbacher seconded.

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

Jim Randall presented the 2021/2022 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Pam Kohlbacher made Motion 21-1630 authorizing the adoption of the 2021/2022 Operating Budget as presented. Joe Vlosak seconded.

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

Jim Randall presented the Projects and Purchases list for Fiscal Year 2021/2022, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall reported that the \$103,991 budget consists of initial projects that would be completed early in the fiscal year, and a copy of said list is attached and made part of these minutes. The following details were also provided.

- Wood light poles are annually inspected by an independent contractor, and a pole at Champions Park was deemed in need of replacement.
- Community Park pond will be used as a test case with various controls that include aeration, grass eating carp, and environmentally sensitive products as a multi-pronged approach to resolve the issue of unwanted weed and algae. These measures cannot be employed on shallow-bottom basins, but if successful, could be replicated in deeper ponds within the District.
- The Kiwanis Park asphalt project, started last year, will be completed.
- The golf course clubhouse exterior and roof will be repainted.
- Additional garbage cans will be installed at various locations.
- A second brick monument sign would be erected at the Rainford Farms entrance on St. Francis Road and 80th Avenue, and in the future, the Board could elect to add a changeable letter sign for community-based messages.

- Two existing vehicles will be traded in towards the purchase of a Ford F150, further downsizing the District's fleet.
- The old server system will be replaced with a Windows platform that includes 3-4 virtual servers for domain control files. Emails will be stored offsite in the Microsoft cloud.

Jim Randall reported that the balance of projects listed are included in the 2021/2022 Operating Budget will not be addressed until the initial projects are completed.

President, Ken Blackburn asked if it is the intention that projects on both pages will be completed, and Mr. Randall responded that he is seeking approval for items with dollar values only.

Pam Kohlbacher made Motion 21-1631 to authorize the Projects and Purchases list for Fiscal Year 2021/2022, as presented. Brian Mulheran seconded.

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

IX. Executive Director's Report

Jim Randall requested consideration for the Park District to sponsor and charter Cub Pack 101. It was further noted that the Park District has not expanded its sponsorship of Scout groups in thirty-eight years, and Scouting is a positive active to promote within our community.

Jim Randall has been the Charter organization representative for all thirty-eight years, and moving forward, Ed Reidy, Superintendent of Parks and strong Scout supporter, will assume this role, beginning with Cub Pack 101.

Dave Macek made Motion 21-1632 to authorize the Park District to charter Cub Pack 101 as requested. Joe Vlosak seconded. Motion carried in a vote by voice.

Jim Randall noted the Village of Matteson delayed its TIF hearing, regarding redevelopment bounded by Vollmer, Route 30, Ridgeland and Harlem, until May 10, 2021.

Jim Randall is working with the Brookside Glen West developer, Eamon Malone on a park land donation parallel to ComEd easement that will occur within the next couple of months. The area will be seeded and provide access to Mary Drew from the Union Creek football field.

To date, over three hundred community-wide survey responses have been received by Campfire Concepts.

The mowing contractors returned for the second season, and per a question posed by Vice President, Dave Macek regarding how well the individual contractors are doing, Mr. Randall replied that all are doing well; one contractor was let go last year and the properties were turned over to Carefree Lawn Maintenance. Carefree is also mowing the Lincoln-Way North campus. The bill will go through the Park District, but will be paid by LWCHSD 210 this season.

Jim Randall is investigating the potential to have a COVID mural created that would summarize the community's efforts during the pandemic, with public art on the Community Center brick wall.

Jim Randall solicited a proposal from Melrose Pyrotechnics that would provide a post-COVID celebration with fireworks and music in November or December, at a cost of approximately \$25,000. Mr. Randall may seek approval at a future meeting, pending community input and consensus, and noted it would not be done on an annual basis.

X. Committee Reports

A. Maintenance

The small Maintenance staff, consisting of three full-time employees and two or three part-time employees, has been very successful.

Jim Randall referenced some issues with residents taking matters into their own hands, resulting in damage to Park District properties, such as spraying Round Up in prairies and mowing athletic fields. In addition, a Lighthouse Pointe resident instructed her landscaper to mow a natural area bordering a pond that is adjacent to her home down to the waters' edge. The Village of Frankfort notified the Park District about this issue and the Village is managing the situation.

B. Recreation

Company dancers will be competing in Joliet this weekend.

Jim Randall reported that the end-of-year Dance Showcase will include twelve separate performances due to COVID-19 guidelines that limit gathering numbers. Mr. Randall further noted that Nicolette Jerik, Recreation Supervisor, along with the instructors and Maintenance staff, are to be commended for the phenomenal efforts involved in planning for the Showcase at Mary Drew. It is normally held at the LWE Performing Arts Center, and the stage, sound, and lighting needed to move the performances to this location has been a challenge, but is being well-managed by all involved.

The summer brochure will be posted online by the end of April.

Jim Randall is encouraged by signs that the community is ready for the return of programming, based on good registration numbers for the fall preschool program. The District will wait for changing guidelines this summer to develop the ELC format.

Mr. Randall also hopes for a return to a more normal situation that will allow the District to reopen the F.A.N. program on September 1, 2021.

C. Information Technology

In conjunction with the RecTrac migration in June, the Park District is purchasing credit card hardware that will enable use of handheld devices for accepting payments at remote locations.

D. Special Recreation

LWSRA is undergoing changes in programming, and Audrey Marcquenski, Director, and FSPD representative on the LWSRA Board, will attend a meeting to learn of the new program opportunities that are being developed, and will provide updates for the Park Board at the May meeting.

E. Finance and Planning

Jim Randall reported that with the approval of the Operating Budget, the Budget and Appropriation Ordinance is now underway.

F. Golf Course

Square Links is setting records this year, thanks to the early opening on March 8 and good play in April.

Dave Gorka was instrumental in correcting issues with the Toptracer Range camera today. Mr. Randall noted that Toptracer is an amenity that is not available at surrounding communities' golf courses, and an effort to further promote this opportunity will be underway.

Jim Randall reported that the grass bays of the driving range will open the week of April 19.

Commissioner, Pam Kohlbacher asked if the restaurant will open in the 2021 season. Mr. Randall noted that due to stringent COVID-19 guidelines, we cannot cost-effectively offer food service, however we can sell packaged products and beverages.

Jim Randall received a quote and is further negotiating the replacement of the golf cart fleet with new, reliable carts that come with power points, enabling golfers to plug in cell phones

G. Office

Bonnie Roach, Office Manager, is doing a phenomenal job. Two part-time clerical staff that were furloughed during the pandemic have been brought back to assist with various tasks and to answer phones.

H. Risk Management

Arliss Bouton, Risk Manager, will return in May.

PDRMA assigned a new Risk Management Consultant to our District.

I. Community Updates

Jim Randall offered congratulations to our newly elected and re-elected Commissioners.

The Summit Hill School Board will welcome some new Board Members, along with re-elected Members, and Mr. Randall noted they are also undergoing staff changes at SHSD 161.

Jim Randall reported that Dr. Tingley remains Superintendent of Lincoln-Way Community High School District 210, and has been in touch when issues warrant communication between our two agencies.

J. Freedom of Information

No FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed

A. Commissioner's Comments

Pam Kohlbacher expressed appreciation to all, stating she enjoyed serving with her fellow Board Members and wished them all good luck.

All Board Members thanked Pam for her service over the years.

Newly elected Board Member, Frank Florentine stated he is looking forward to the challenges ahead and learning where he can assist the Park District. Jim Randall noted that he recently received details regarding onboarding new Members, and will meet with Frank in the beginning of May to provide information and a tours of parks and facilities.

Vice President, Dave Macek reviewed Consolidated Election vote numbers and noted that of the 18,000 registered voters in Frankfort Square, the largest vote total received by an incumbent was 1,349, indicating low voter turnout.

Mr. Macek also reported that of the 86,000 registered voters in the Lincoln-Way High School District, the largest vote recipient in the LWHSD 210 School Board race received 8,000 votes, indicating a 10% voter turnout.

XIII. Executive Session

No business was brought before the Board that would require an executive session.

XIV. Adjournment

Dave Macek made Motion 21-1635 to adjourn the meeting at 8:12 p.m. Pam Kohlbacher seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell