

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 20, 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, Brian Mulheran, and Joe Vlosak.

Attending remotely was: Denis Moore

Also present was: Frank Florentine, Consolidated Election Electee

Absent was: Pam Kohlbacher

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Thank you letter received from The Cancer Support Center, expressing appreciation for the Park District's donation of Square Links golf passes as a raffle prize in support of their 2021 Say Yes Telethon.

Email from mother of a Boy Scout from Troop 237, thanking the FSPD for supporting the Boy Scouts, and expressing appreciation for the quality dance program, and for all the District provides to the community.

B. Complimentary

Email from an individual that hosted a golf outing fundraiser, expressing appreciation for the District's donation of Square Links golf passes in support of the Esophageal Cancer Fund.

VI. Presentation of the April 15, 2021 Board Meeting Minutes.

Dave Macek made Motion 21-1636 to accept the April 15, 2021 Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Oath of Office

Kenneth Blackburn, David J. Macek, Denis G. Moore, and John (Frank) Florentine, candidates that were elected to the Office of Park Commissioner at the Consolidated Election held on April 6, 2021, were sworn in to serve four year terms of office as Park Board Commissioners. Brian Mulheran, candidate that was elected to the Office of Park Commissioner at the Consolidated Election held on April 6, 2021 was sworn in to serve a two year term of office as Park Board Commissioner.

VIII. Election of Officers

Craig Maksymiak made Motion 21-1637 to open the floor for the nomination of officers. Dave Macek seconded. Motion carried in a vote by voice.

Dave Macek made Motion 21-1638 to nominate Ken Blackburn as President. Brian Mulheran seconded. Motion carried in a vote by voice.

Denis Moore made Motion 21-1639 to nominate Dave Macek as Vice President. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 21-1640 to close the floor for the nomination of officers. Denis Moore seconded. Motion carried in a vote by voice.

IX. Board Appointments

President Ken Blackburn appointed Jim Randall to serve as Secretary of the Board of Commissioners. Mr. Randall accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak accepted said appointment.

President Ken Blackburn appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation.

President Ken Blackburn appointed Jim Randall and Dave Macek to serve as FOIA and OMA Officers. Mr. Randall and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Dave Macek to serve as Risk Management and Personnel Liaison. Dave Macek accepted said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:30 p.m., and the regular December Board Meeting will be held on Monday, December 6, 2021, at 7:30 p.m. Said meetings will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's regular July Board Meeting and the regular November Board Meeting will be held at 7:30 p.m. at the Square Links Golf Course clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois.

Check signing authority was granted to the following individuals: Jim Randall, John Keenan, Ed Reidy, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the *Daily Southtown* as the newspaper of choice for legal ad publications.

President Ken Blackburn appointed Audrey Marcquenski to the LWSRA Board, and Jim Randall to serve as an alternate.

The Board named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts.

President Ken Blackburn approved Jim's request to add Dalena Welkomer of RW Baird as the District's Bond Counsel.

X. Legal Report

Jim Randall reported that the District's attorney, Adam Simon, has a contact at Ernst & Young, the firm hired by the Village of Matteson to assist with their TIF matters for the proposed developments at Harlem and Route 30. Subsequently, Mr. Randall received a response to questions he posed regarding the Amazon parcel to the Ernst & Young representative following the TIF public hearing, and he was also referred to a contact person within the Village of Matteson.

Dalena Welkomer, of RW Baird is also researching similar facilities within Will and surrounding counties, and it is hoped better information regarding the Amazon facility will be forthcoming. Mr. Randall noted Amazon is not in a TIF, as they did not request an incentive. Further discussion regarding TIF ensued, with Board Treasurer and CPA, Craig Maksymiak, providing details about the TIF process. Mr. Randall has a follow-up call with Dalena Welkomer on Monday, May 24, and noted the Park District does not oppose the development, nor does it have the right to do so.

XI. Treasurer's Report

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

Jim Randall reported that the District's finances are \$44,000 ahead of last year. Will County changed the tax property billing schedule from the normal two payment to four installments. The District received \$45,000 in its first distribution today, whereas \$30,000 was received in 2020 at this time. To date, the District's fund balance is \$240,000 and it is anticipated the next distribution will be at or about \$1,000,000. No fund balance issues are anticipated at this time, however, action may be required if there are any delays in tax revenues.

Dave Macek made Motion 21-1641 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

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

XII. Executive Director's Report

Jim Randall requested consideration for the Park District to enter into a Purchasing Cooperative Contract for the purchase of a 2021 Ford F-350 truck for a total not to exceed \$23,129 that includes trade in of a 2016 Ford Escape and a 2013 Ford F-250, a copy of which was provided to each Board Member in advance of said meeting.

Mr. Randall noted that the Board previously approved a truck purchase, but due to shortages in microchips, the previously approved truck is not currently available, however the District can purchase a truck from the Currie Ford lot through a Purchasing Agreement Cooperative at a discounted rate.

Dave Macek made Motion 21-1642, authorizing the Park District to enter into a Purchasing Cooperative Contract for the purchase of a 2021 Ford F-350 truck for a total not to exceed \$23,129 that includes trade in of a 2016 Ford Escape and a 2013 Ford F-250, as presented. Joe Vlosak seconded.

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

Jim Randall requested consideration for the Park District to enter into a contract with Harris Golf Cars for the lease of twenty Yamaha golf carts with a 6 month payment plan for five years at a cost not to exceed \$1,835.14 per season, replacing the current aging fleet of golf carts, a copy of which was provided to each Board Member in advance of said meeting.

Mr. Randall further noted the carts are the quietest and most fuel-efficient gas carts available, and can be equipped with a GPS system, found at higher end golf courses.

A full discussion ensued among the Board Members regarding the need for the GPS system on a smaller course due to the increased cost of \$400 per cart. Mr. Randall noted the GPS not only enables patrons to assess distance to the pin, but also includes safety features that can program the movement to ensure carts do not veer off the course. They can also be monitored by the clubhouse. Increased rental, due to the technology the carts provide, can offset the added cost.

Craig Maksymiak made Motion 21-1643, authorizing the Park District to enter into a contract with Harris Golf Cars for the lease of twenty Yamaha golf carts with a 6 month payment plan for five years at a cost not to exceed \$1,835.14 per season, as presented. Dave Macek seconded.

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

Jim Randall requested consideration for the Park District to enter into a five year plan to lease an upgraded phone system through Proven IT at a one-time cost of \$1,607.57 and a monthly cost of \$917.24, a copy of which was provided to each Board Member in advance of said meeting.

Said phone system would enable teleconferencing, includes independent messages, and enables remote access. When the lease expires, Proven IT will update equipment ensuring the District has the latest technology. Mr. Randall noted the system will not be immediately installed, but approval of the lease at this time would provide \$10 per month savings.

Dave Macek made Motion 21-1644, authorizing the Park District to enter into a five year plan for the provision of a phone system upgrade through Proven IT at a one-time cost of \$1,607.57 and a monthly cost of \$917.24, as presented. Joe Vlosak seconded.

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

XIII. Committee Reports

A. Maintenance

Jim Randall reviewed the potential mural project included on the Capital Projects and Purchases list, a copy of which was provided to each Board Member in advance of said meeting.

Mr. Randall noted that Kevin Hay, the muralist will provide a rendering for the artwork that would be added to outside wall of the Community Center, adjacent to the Splash Park. Overgrown landscape would be removed and a planting area with bench seating and game tables could be added, and in addition to being a gathering place for residents, it would also be an attractive feature for rentals.

Mr. Hay will provide a conceptual idea in June, with art that would be reflective of our District. Board Members will have the opportunity to review the rendering and provide additional input on the design.

B. Recreation

Jim Randall reported that the Community-Wide Survey responses are equal to or the same as last year. Jarrod Scheunemann, of Campfire Consultants, will be in attendance at the June meeting to review said results.

Summer brochure numbers are positive, and plans for Summer Day Camps are underway.

Recreation staff are preparing programming for a September 1, 2021 opening, with hopes for a return to normal. Jim Randall noted there may be some limitations such as face masks, and F.A.N. gym equipment may be arranged to provide appropriate spacing in the LWN fitness center.

C. Information Technology

Jim Randall reported on planned upgrades with the phone system, cloud-based server, and Proven IT will manage all cameras and related equipment to provide an online resource for anytime viewing of security camera images.

D. Special Recreation

The LWSR Foundation is planning their annual golf outing for August 13, 2021. The Park District will secure a foursome in support of this fundraiser, and Board Members are welcome to participate.

E. Finance and Planning

Sufficient information was included in the May Executive Director's Report.

F. Golf Course

Jim Randall reported that Square Links Golf Course and Driving Range is doing record business.

G. Office

Staff are participating in RecTrac training sessions that span two weeks, and the District will then migrate to the newest version of the Vermont Systems software.

H. Risk Management

The District's risk management agency, PDRMA, interpreted new guidelines provided by the CDC and IDPH. They provided three separate options based on the guidelines, and the District is opting to remain with its established conservative approach. Mr. Randall further noted that the majority of Park District staff received COVID vaccines, but we do not wish to exclude non-vaccinated staff and will continue to maintain 6' social distancing and wear masks for the safety of all staff and participants.

I. Community Updates

No report

J. Freedom of Information

There were no FOIA requests received over the past month.

XIV. Old Business

No old business was discussed.

XV. New Business

Commissioner, Denis Moore was approached by a neighbor that was asking when LWN may reopen for men's basketball. Jim Randall responded that the plan is to reopen on September 1, 2021, pending IDPH guidelines for indoor activities.

XVI. Executive Session

Craig Maksymiak made Motion 21-1645 to enter into executive session at 8:17 p.m. Dave Macek seconded. Motion carried in a vote by voice.

The Park Board reviewed a personnel matter.

The Park Board reviewed minutes from closed executive sessions, both written and verbatim audio dating from February 18, 2021 to date, for the purpose of determining which sessions can be released for public inspection, and which, if any, closed session minutes may still require confidential treatment.

Dave Macek made Motion 21-1646 to go out of executive session and return to open session at 8:25 p.m. Craig Maksymiak seconded. Motion carried.

XVII. Consideration of Resolution 21-05-31

Jim Randall requested consideration to adopt Resolution 21-05-31, a resolution authorizing the release of closed session minutes and the destruction of closed session audio recordings, a copy of which was provided to each Board Member for review in advance of said meeting.

Brian Mulheran made Motion 21-1647 to adopt Resolution 21-05-31, as presented. Joe Vlosak seconded. Motion carried in a vote by voice.

Per Board direction and decision regarding which executive session minutes should be released for public inspection and which executive session minutes require confidential treatment, Resolution 21-05-31 will be updated with said detail and linked to the May 20, 2021 minutes for public review.

XVIII. Adjournment

Dave Macek made Motion 21-1648 to adjourn the meeting at 8:26 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell