

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
July 15, 2021

The following are Minutes of a Budget & Appropriation public hearing and a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861W. St. Francis Road, 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, Brian Mulheran, and Joe Vlosak.

Absent was: Frank Florentine

IV. Public Hearing/Public Input

Dave Macek made Motion 21-1655 to open the floor for the Public Hearing of the Budget and Appropriation, Fiscal Year May 1, 2022 through April 30, 2022. Craig Maksymiak seconded. Motion carried in a vote by voice.

A copy of the Budget and Appropriation Ordinance No. 20-07-327 for Fiscal Year beginning May 1, 2021, and ending April 30, 2022, was posted at the Community Center.

Notice regarding the public hearing and change of venue was published in the *Daily Southtown*.

No members of the public were present, and the floor for the public hearing remained open for thirty minutes while other business, not pertinent to the Budget and Appropriation Ordinance No. 21-07-332, was duly transacted during said meeting.

V. Correspondence

No correspondence was presented.

VI. Presentation of the June 17, 2021 Board Meeting Minutes.

Craig Maksymiak made Motion 21-1656 to accept the June 17, 2021, Board Meeting Minutes as presented. Denis Moore seconded.

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

VII. Legal Report

President, Ken Blackburn read by title and requested consideration of Budget and Appropriation Ordinance No. 21-07-332, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 21-1657 to adopt the Budget and Appropriation Ordinance No. 21-07-332 as presented. Craig Maksymiak seconded.

Vote on Motion: Ayes: 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, President Ken Blackburn accepted the June Treasurer's Report, pending audit.

Jim Randall reported that the District's fund balance is in good stead and \$91,000 tax distribution was received from Will County today. Mr. Randall further noted that tax distributions were received five weeks later than previous years.

Courtney Clement, auditor from the independent firm of Lauterbach and Amen, met with staff on July 14 to review the audit draft and answer questions. Mr. Randall reported that the annual audit will be presented at the August Board Meeting.

Dave Macek made Motion 21-1658 to accept the Accounts Payable Listing. Joe Vlosak seconded.

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

IX. Executive Director's Report

Jim Randall requested consideration of a Community Center mural at a cost not to exceed \$10,000, a copy of which was provided to each Board Member in advance of said meeting.

A full discussion ensued, and it was decided that it will be necessary to secure a revised rendering, at a cost of \$1,000 that would be applied to the total cost of the mural, if said rendering meets Board approval. Action on this matter was tabled.

Staff will file the Budget and Appropriation Ordinance with the Will and Cook County Clerk's Offices.

The District's 2002 \$5 million referendum will expire in January, 2022, and will be replaced with a \$106,000 alternate bond, to be extended in November, 2021. Old Plank Trail Community Bank agreed to purchase said bonds at a relatively low interest rate of 3.1%. Elimination of the 2002 referendum, combined with the proposed alternate bond issue will result in a \$500,000 decline in overall debt next year and residents will realize a substantial savings on the Park District taxes.

Jim Randall reported that Bonnie Roach, Office Manager and longtime Park District employee, will be retiring on July 30. Bonnie has done a great job throughout her years with the District, and stayed on a year longer than expected due to COVID, and her desire to shepherd the office through the RecTrac migration process.

Erin O'Brien, new Recreation Supervisor, has been a great hire. Erin has RecTrac experience through her previous employment, and was responsible for coding her programming, so she is well versed in VSI software. Erin's degree is in dance, and Jim Randall noted Nicolette Jerik, former Recreation Supervisor for the past six years, had a background in dance and gymnastics. Nicolette will aide Erin in her transition to her new position, and Bonnie will continue to transition Nicolette into her new role as Office Manager.

Sue Baker, part-time Bookkeeper, was scheduled to increase her onsite hours in August, but Jim Randall noted that this action may be delayed a bit longer than initially anticipated.

Craig Maksymiak made Motion 21-1659 to close the floor and adjourn the public hearing at 8:00 p.m. Denis Moore seconded. Motion carried in a vote by voice.

X. Committee Reports

A. Maintenance

The irrigation system is being redone at Champions Park to ensure the football practice field will be ready for the Wildcats fall football season. Parking bumpers are also being installed at this location.

B. Recreation

Fall programming is in place, and resident online registration will begin on Monday, July 19.

Staff are preparing for the start of the Early Learning Center preschool program this fall. All families of pre-registered students have been contacted, and building adjustments are being addressed.

The Early Childhood and Summer Day Camps are being run efficiently.

C. Information Technology

The new RecTrac software is in place and minor issues are being corrected.

A new phone system will be installed in early August.

The cloud-based server will be in place over the next few months.

D. Special Recreation

The dedication of the new LWSRA playground facility has been rescheduled for July 22.

E. Finance and Planning

Sufficient information was provided in the Executive Director's Report.

F. Golf Course

The new 85" television set, purchased through Amazon to display Toptracer information, is defective. It will be returned and a new monitor will be purchased from Best Buy.

The golf course and greens are in good condition.

Golf patrons have been teeing off by the permanently affixed tee markers, causing damage to the turf. Staff will look for options to notify golfers that the tee box areas are greater in area, and it is not necessary to tee off close to the markers.

Last year's massive irrigation project has provided the desired result.

Some of the COVID restrictions required at golf courses have been lifted that enables indoor seating and replacement of on-course benches.

G. Office

Sufficient information regarding staff changes and RecTrac software was provided in the Executive Director's Report and IT Committee Report.

H. Risk Management

A seasonal Maintenance employee experienced a pinch-point injury. Staff managed the incident very well, and the staff member is doing well, but will be work for a period of time.

The District's cyber security coverage was reviewed by PDRMA, and the Park District is in good standing.

I. Community Updates

Jim Randall and Audrey Marcquenski met with the new SHSD 161 Superintendent, Dr. Paul McDermott. Dr. McDermott values the intergovernmental relationship between the School District and park District, and monthly meetings between the two agencies will return in August.

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

Vice President, Dave Macek has received questions from residents regarding reopening the Splash Park. Mr. Randall replied that due to the difficulty in enforcing the State's mask mandate for young unvaccinated children that comprises the majority of Splash Park patrons, it will not open this season.

Mr. Macek asked if Square Links is providing different size bucket options. Mr. Randall responded affirmatively, noting both medium and small bucket sizes are provided to driving range patrons.

Treasurer, Craig Maksymiak asked if consideration could be given to placing a brochure QR code, enabling residents to receive a postcard in place of a brochure. Mr. Randall noted the recent community-wide survey indicated interest in receiving brochures in the mail, however the Park District could use Survey Monkey to pose this specific question. Mr. Randall further noted that a QR code would be a good option, and the online brochure has enabled flexibility to change/add programs, as needed.

XIII. Executive Session

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

XIV. Adjournment

Craig Maksymiak made Motion 21-1660 to adjourn the meeting at p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell