

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 19, 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, Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, and Joe Vlosak.

Absent was: Brian Mulheran

Also present was: Dave Gorka, District IT Contractor, B Practical Solutions and Park District residents Julie and Jim Arvia and Steve Macri attended via Cisco Webex.

IV. Public Hearing

Jim Randall informed residents that dialed in for the meeting that all are welcome to remain in attendance for the entire meeting, however, an executive session will be conducted that is estimated to take ten to twelve minutes. Residents are welcome to then dial back in for the adjournment of said meeting.

Jim Arvia expressed appreciation to Jim Randall for posting updates on Facebook over the past year. Mr. Arvia noted he enjoys the articles, and finds them to include positive, community-based information.

Jim Randall thanked Mr. Arvia for his comments, noting he has received a lot of positive support and that it has been, and continues to be easy to write about all the good things that happen within our community.

V. Demonstration of Verkada Surveillance Camera System

Dave Gorka, the District's IT Contractor, was in attendance to demonstrate the Verkada Surveillance Camera system that is currently on loan and temporarily installed in the Community Center Board Room, maintenance yard, and at the Square Links Golf Course parking lot.

Dave noted that the cameras could be reimbursed through the American Rescue Plan.

Every Verkada camera comes with a ten year warranty, and if issues arise, the company sends replacement cameras.

The cameras work with a web portal, all is done in the Cloud, and software updates would automatically be sent to the cameras.

Verkada provides free live support. Staff simply click on a help button to be walked through steps to resolve issues.

Mr. Gorka noted that Verkada is one of the fastest growing security companies, started by an individual that invented the Cisco Meraki Firewall. He simplified that complicated process and brought the same philosophy to the Verkada surveillance cameras.

If a camera ceases to function, a red dot replaces a green dot on a map, and if a camera is tampered with, the incident is recorded to the Cloud and staff receive a notification.

A photo of an individual of interest can be imported into the camera software, and if the individual is in camera range, an alert would be sent.

Vice President, Dave Macek asked if notifications go directly to the police. Mr. Gorka stated that video clips can be forwarded to the police to provide supporting information. Mr. Randall noted this is a tremendous advancement from the days of searching events on VHS tapes.

The cameras also include a people search and search by date function, and can be programmed to send notifications to staff via text when activity occurs in an area during off hours of operation.

Similarly, the cameras can do a vehicle search. If it is reported that a red car caused an accident, the camera would show all red cars on the lot and the video can be zoomed in to further identify the vehicle.

Access can be provided to an unlimited amount of staff members, enabling them to have certain views or stored history events.

The cameras were installed by Ed Reidy, Superintendent of Parks, and he became quickly versed in their operation.

Commissioner, Frank Florentine asked if the cameras included night vision. Jim Randall noted we simply have demo models and that function may require an upgraded model, however adding LED lighting to areas under surveillance may provide a more cost-effective solution.

Commissioner, Denis Moore asked if the cameras have the capability to learn, and Jim Randall stated that we have not researched that as yet.

Commissioner, Craig Maksymiak asked if a permanent camera could be set up and broadcast on our website. Dave Gorka noted the cameras include Weblink that would enable the District to simply set up a web page, however, it would only display video, not audio.

Vice President, Dave Macek asked how many cameras would be purchased. Mr. Randall stated the District may recommend a few to place in various areas such as the baseball fields, hockey rink, and skate park. They can be easily moved from site to site, and do not require a Wifi connection.

Commissioner, Joe Vlosak asked if there is monthly fee for data storage. Jim Randall will request pricing for unlimited Cloud storage, but believes the cameras store perhaps a month's worth of information.

Jim Randall noted the District is simply considering upgrading its camera system, and he may recommend building the cost into the budget incrementally, over a ten-year period, per Board direction.

Mr. Randall further noted that per the recent community-wide survey responses, residents expressed a need for more lighting and security, and the cameras could help address their security concerns.

VI. Correspondence

No correspondence was presented.

VII. Presentation of the July 15, 2021 Board Meeting Minutes.

Dave Macek made Motion 21-1661 to accept the July 15, 2021, Board Meeting Minutes as presented. Denis Moore seconded.

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

VIII. Legal Report

President, Ken Blackburn read by title and requested consideration of Ordinance No. 21-08-333, an Ordinance to Amend the Conduct Code to Adopt Health and Safety Measures, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Jim Randall reported that the purpose of the Ordinance is to ensure users of FSPD owned and supervised facilities follow established guidelines provided by our risk management group per recommendations by the CDC and IDPH. Said Ordinance was drafted by the District's law firm of Ancel Glink, and if approved, will be provided to community groups and organizations, along with a list of guidelines.

President, Ken Blackburn asked if the Park District had to set limitations on its programs. Jim Randall noted the District strictly complies with recommendations by the CDC and IDPH, and we are responsible for compliance within our programs. The District has also been successful in communicating compliance requirements with outside organizations that are affiliated with the Park District.

Vice President, Dave Macek asked if the Park District supports mandates. Jim Randall noted we follow the recommendations provided by our liability insurance carrier. They interpret mandates and generate guidelines through their Legal Counsel, relieving our District from having to interpret law.

Vice President, Dave Macek asked if the Park District's compliance is in line with the School District, and Jim Randall responded affirmatively. Mr. Randall further noted that he met with the Superintendent of Summit Hill School District 161, and that the Park District's approach mirrors the School District, ensuring our respective agencies are doing all they can to keep all as safe as possible.

Commissioner, Denis Moore requested clarification regarding Section E. of the Ordinance. Jim Randall explained that Section E. states that individual groups and organizations are responsible for their own compliance. If they do not comply, the Park District's only recourse is to deny access to FSPD owned or managed space, as we do not supervise their activities.

Commissioner, Craig Maksymiak further stated that if individuals violate the rules, the Park District has no powers of enforcement, and only oversees usage in a general nature.

Vice President, Dave Macek asked if PDRMA drafted the Ordinance. Mr. Randall stated that our Legal Counsel at Ancel Glink wrote the Ordinance and PDRMA reviewed and approved the document that has come before the Park Board. PDRMA also commented that the Ordinance would be good practice for all of its member agencies.

Craig Maksymiak made Motion 21-1662 to adopt the Ordinance No. 21-08-333, an Ordinance to Amend the Conduct Code to Adopt Health and Safety Measures as presented. Joe Vlosak seconded.

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

IX. Treasurer's Report

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

Craig Maksymiak made Motion 21-1663 to accept the Accounts Payable Listing. Dave Macek seconded.

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

Jim Randall requested consideration to accept the Audited Financial Report, Fiscal Year Ended 4/30/2021, completed by the independent audit firm of Lauterbach & Amen LLP, a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 21-1664 to accept the Audited Financial Report, Fiscal Year Ended 4/30/2021, as presented. Denis Moore seconded.

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

Jim Randall requested Board consideration to establish a Costco Citi Visa for the purpose of opening an Executive Membership, enabling designated District staff, John Keenan and Erin O'Brien to make cost-effective bulk purchases at Costco.

Dave Macek made Motion 21-1665 to authorize Jim Randall to establish a Costco Citi Visa for the purpose of opening an Executive Membership, enabling certain District staff to make cost-effective bulk purchases at Costco. Craig Maksymiak seconded.

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

X. Executive Director's Report

Jim Randall reported that staff have been directed to provide summaries of major monthly actions, per department. In addition, staff have provided weekly summaries of actions since the pandemic shutdown began in March, 2020. This sharing of information has been helpful in maintaining open lines of communication between staff members, and also provides a snapshot of what the District is accomplishing.

Mr. Randall has also provided daily updates to the Board and staff to further keep all informed on daily and upcoming actions.

Staff are looking at the potential to submit two separate OSLAD grant applications in 2022. The first application would include expansion of community gardens at Hunter Prairie, Lighthouse Pointe, and Kiwanis Parks. If successful, the grant would enable the District to regionally locate gardens to provide easy access for residents by spreading assets throughout the community.

A second application would request grant support for land purchase in Walnut Creek in the amount of \$750,000. The District had been looking into ways to secure land in this subdivision for many years, after the Developer went bankrupt. A park in this area would provide residents with neighborhood access, and a trail head would also support the subdivision, connecting a path to the proposed path that the Village of Frankfort will construct down Pfeiffer Road through Lighthouse Pointe that would extend to the Old Plank Road Trail.

Mr. Randall further noted that an opportunity also exists to connect to the Tinley Park Trail that will extend over the 80th Avenue bridge across I-80.

Jim Randall reported that RecTrac training for the 3.1 upgrade continues. After October 1, 2021, charges would be incurred for further assistance with the new software program, however, Mr. Randall will be requesting an extension from Vermont Systems due to outstanding issues.

XI. Committee Reports

A. Maintenance

Jim Randall reported that path resurfacing will be addressed in Brookside Glen.

Pond fountains that have been in operation for 10-15 years will be evaluated to determine if replacement will be necessary.

B. Recreation

F.A.N., BAS, and the ELC Preschool programs will be starting soon.

The fitness center at Lincoln-Way North will be modified by rotating equipment to ensure F.A.N. members do not continually use the same equipment. In addition, staff will prepare a modified fall schedule.

C. Information Technology

Sufficient information was provided in the monthly Executive Director's Report and in the meeting's Verkada camera demonstration.

D. Special Recreation

The annual golf outing, conducted by the LWSR Foundation on August 13 and emceed by the Foundation's President, Dave Macek, went very well. Mr. Macek noted that after quickly selling out the first outing, a second was organized for August 20.

E. Finance and Planning

Jim Randall is working with Sue Baker and staff to establish financial policies and procedures for all District actions. In addition, our former Legal Counsel, Jim Rock, will conduct a presentation this fall for staff on the Levy, Budget & Appropriation, and other financial matters. Board Members are welcome to attend or phone in to this presentation.

F. Golf Course

Jim Randall provided each Park Board Member with a copy of the Golf Marketing Plan and Graphic Design Services proposal, drafted by Campfire Concepts. Said proposal is designed to target individuals that would most likely use the Square Links Golf Course. The Board may wish to consider accepting the proposal at a future meeting. Additionally, Campfire Concepts may provide customer service training for office staff.

Mr. Randall reported that Square Links is a self-sufficient enterprise fund, meaning the taxpayer does not subsidize golf. The District is often questioned about fees and charges, however we offer an inexpensive opportunity. Debt service for the golf course, a community asset, will expire in 8-9 years, and revenue can be put towards the Park District or golf course improvements.

G. Office

The District's office has been exceptionally busy.

Jim Randall reported that the new phone system has been delayed until late September, due to lack of chips needed for the phones.

H. Risk Management

PDRMA notified the District that dram shop liability insurance for rentals has been raised and will now cost an additional \$160. Individual interested in renting Park District space have the option to provide their own certificates of insurance, or purchase insurance for public rentals. The Park District has not provided rental space since the start of the pandemic, however, the new pricing may impact future rentals.

I. Community Updates

Jim Randall reported that the Silver Lake Country Club public course will close at the end of this year. A number of golf leagues may be looking for opportunities, and Square Links may be a good alternative for those looking for a smaller venue.

Jim Randall has been communicating with a Brookside Glen Developer that related he had to delay building houses, as the cost of lumber increased exponentially. He had written contracts, but the disparity of the contracted cost, exceeding an additional \$70,000 in lumber prices, resulted in work stoppage. Mr. Randall believes this may be the reason the apartment construction on 191st Street was halted.

Commissioner, Denis Moore concurred, but noted that building in Brookside Glen just started again over the past three days.

Mr. Randall noted the increased lumber costs was also a deterrent to moving forward with the plan to expand the Island Prairie Park boardwalk, as the cost of lumber alone went from \$20,000 to \$100,000.

J. Freedom of Information

The Park District received a FOIA request for information from Snap Tax Lien Research on July 19, 2021. Said request for special assessments, code violations, open/expired building permits, unpaid water/sewer bills was for a residential home in Frankfort Square and was unrelated to the Park District. A response, noting the matter was not related to the Park District, was provided on July 19, 2021, and the matter was closed.

The Park District received a FOIA request for information on July 23, 2021 from ZeroWaste USA that included invoices for dog, pet waste bag purchases. Said request was erroneously directed to the FSPD, and was meant for the Frankfort Park District. This fact was confirmed with the requestor. No documents were needed, and the matter was closed on July 23, 2021.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

A. Commissioner's Comments

Commissioner, Denis Moore related a comment he received from a neighbor that was disappointed his 7 year old grandson is charged the same rate as adults at Square Links. Mr. Randall noted that Square Links maintains very low rates, where golfers can play ten holes for \$15, and are provided with handcarts at no cost. The District also recently expensed \$35,000 to \$40,000 in tee improvements. It is not easy for people to understand the revenue to expense, but the annual audit report details this information in a clear manner which may be helpful when explaining to patrons that have concerns about pricing. The proposed marketing plan may better explain the opportunities provided at Square Links, such as Toptracer and free access to the putting course, however, staff are open to suggestions, and the District is willing to adjust fees, as long as the course can break even.

Jim Randall recently provided Commissioner, Frank Florentine with a park tour, and he appreciated the time spent to view the facilities. Mr. Florentine further noted that he was amazed to see how much the staff must maintain, and appreciates all their efforts.

Commissioner, Craig Maksymiak reported that he received an email from a resident that expressed concerns about the proposed mural. Mr. Randall noted the project has been postponed, and that when receiving emails from concerned residents, he will forward the messages and responses to the Board for their review.

XIV. Executive Session

Dave Macek made Motion 21-1667 to enter into executive session at 8:26 p.m.
Joe Vlosak seconded. Motion carried in a vote by voice.

An executive session was called for the purpose of reviewing a personnel matter.

Dave Macek made Motion 21-1668 to go out of executive session and return to open session at 8:40 p.m. Denis Moore seconded. Motion carried in a vote by voice.

XV. Salary Adjustment

Jim Randall requested approval to increase Nicolette Jerik's annual salary by 6%, following her promotion to Office Manager, and to provide Ms. Jerik with an additional week of vacation, commensurate with her added responsibilities, to be adjusted with the next payroll on September 5, 2021.

Dave Macek made Motion 21-1669 approving the 6% increase in salary and additional week of vacation for Nicolette Jerik, in recognition of the added responsibilities following her promotion to Office Manager, as presented. Frank Florentine seconded.

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

XVI. Adjournment

Dave Macek made Motion 21-1670 to adjourn the meeting at 8:45 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:

Linda Mitchell