

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 20, 2022

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.

Brian Mulheran arrived at 7:38 p.m.

IV. Public Input

No members of the public were in attendance.

V. Correspondence

No correspondence was presented.

VI. Presentation of the December 6, 2021 Truth in Taxation Public Hearing Minutes.

Dave Macek made Motion 22-1699 to accept the December 6, 2021 Truth in Taxation Public Hearing Minutes and the December 6, 2021 Board Meeting Minutes, as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Jim Randall reported that he received notification that Sharone Levy, Senior Counsel for Chapman and Cutler has resigned. Ms. Levy shepherded the District through numerous financial matters over the years, and she will be missed.

Jim Randall presented a golf marketing plan and design services proposal provided by Campfire Concepts, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Mr. Randall further noted that the proposal had been discussed during a previous meeting, and if approved, would be implemented prior to the start of the 2022 golf season. Campfire Concepts will bring in professional staff with golf experience to evaluate our operation and develop an approach. The prime concern the District receives is that people do not know we own and operate a golf course.

Commissioner, Frank Florentine asked if it would be an annual cost. Mr. Randall responded that it would be a one-time cost, as it is expected that the marketing campaign would generate contacts and introduce new golfers to Square Links in 2022.

Commissioner, Joe Vlosak asked if Jim Randall reached out to Campfire Concepts references listed in the proposal. Mr. Randall replied that he contacted all references provided, in addition to Chuck Szoke, former Executive Director of the Channahon Park District. Jim respects Chuck professionally, and he had used the marketing services of Campfire Concepts to bring awareness of and to increase play at their District's golf course, Heritage Bluffs.

Craig Maksymiak made Motion 22-1670 to accept the golf marketing plan and design services proposal provided by Campfire Concepts, 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 presented Ordinance No. 22-01-338, an ordinance authorizing the sale of an unused maintenance vehicle and certain equipment for a minimum amount of \$120,500, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Denis Moore made Motion 22-1671 to authorize the Executive Director to sell the District's unused maintenance vehicle and certain equipment by public bid and/or public auction for a minimum amount of \$120,500, 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 to go to public bid, with the District accepting the best bid related to the sale of its 2013 Peterbilt Dump Truck, included in Ordinance No. 22-01-338, for a minimum amount of \$50,000.

Mr. Randall reported that due to changes in how the District operates, for example, our Maintenance staff no longer plow snow for Summit Hill School District, the truck is not needed. The Peterbilt also needs to be driven frequently to stay in good working order and avoid \$6,000-\$7,000 in annual maintenance repairs. If approved, the District may consider a more conventional truck that does not have air brakes, however, there is currently a one to two year delay on new truck orders.

Commissioner, Denis Moore asked if an intergovernmental lease with local government agencies, i.e. Frankfort Township, would be an option, rather than going to public bid. Mr. Randall noted the truck would not be big enough for the Frankfort Township Road District, and although we can make it available and sell directly to another government agency, we will maximize profits through a public bid process.

Frank Florentine made Motion 22-1672 to authorize the Executive Director to accept the best bid related to the sale of its 2013 Peterbilt Dump Truck, included in Ordinance No. 22-01-338 for a minimum amount of \$50,000, 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 authorization to enter into a lease agreement for a 2022 skid steer, based on investigation of a model that will best suit the District's needs, per the spreadsheet that was provided to each Board Member in advance of said meeting.

Mr. Randall stated the District's 2009 skid steer has a problem that would require removal of the engine, and the repair cost could be \$15,000 to \$18,000. Caterpillar will provide the District with \$22,000 trade in value for its 2009 unit, and has a good lease to own option for a skid steer that is comparable to equipment owned by the Frankfort Township Road District. The new unit can be delivered on or about March 1, 2022.

Brian Mulheran made Motion 22-1673 to authorize Jim Randall to enter into a lease agreement for a 2022 skid steer, 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 reviewed the history of the District's attempts to secure EAV, TIF and property tax information from the Village of Matteson related to the Amazon Fulfillment Center located at Harlem Avenue and Vollmer Avenue, within the Park District's corporate borders.

The Village Manager of Matteson initially stated that the Amazon Fulfillment Center would not be granted a TIF, however, it has since been learned that the Village approved a twenty-three year TIF, and taxes will only be paid on farm land. The Village indicated the parcel is in a blighted area, however, the Village of Tinley Park is planning to construct million dollar tip up buildings directly across Vollmer Road.

Mr. Randall further noted that as a government entity that would be affected by such improvements, the Park District was supposed to be provided with information regarding the TIF, and no information has been provided, to date. In addition, when holding a public meeting on actions related to the Amazon Fulfillment Center, the Village has sent information to the Frankfort Park District in error.

If Board Members are interested, our Attorney can investigate the TIF to see if it can be repealed, contesting the legality of the action.

Our District would have been supportive of deal, similar to that provided to the Manheim Auto Auction, where they paid 50% of property taxes for a given time period, that is considered a progressive tax.

Commissioner, Frank Florentine commented that the lack of transparency was disingenuous. Mr. Randall noted that Cook County would have prepared an assessment, but the Village of Matteson refused to meet with County officials.

Mr. Randall noted that the Village of Matteson is aware of our District, as we previously traded property that was annexed by the Park District, as the residents wished to be de-annexed, citing double taxation by our District and the Village of Matteson. Our Park District honored the request without asking for a cash settlement. We did so in good faith, but there has been no common care or respect from the Village of Matteson.

Commissioner, Denis Moore asked if a FOIA was the first step, and Mr. Randall replied that our Attorney will be able to gather information without needing to utilize a FOIA request, and it is hoped he will have information that can be shared at the February Board Meeting.

Treasurer, Craig Maksymiak commented that Amazon did not develop the property. It is developed by another entity that leases it to Amazon, and in six months or so, they can sell it, and the lease becomes a bond. Mr. Maksymiak also noted that the development will not cost our Park District money, as it is not required to provide services. Jim Randall noted the issue is we have a planning area, and that residents count on commercial property to support the District. We annexed that site in 1985 when it was unwanted, and entered into agreements with the understanding that future development would help financially support our District and residents. The twenty-three year TIF equates to a loss of \$60,000,000 of EAV that could have lowered residents' property taxes by 10%.

Jim Randall requested approval of a Travel, Meal, and Lodging Expense Reimbursement form for the designated Maintenance staff member to represent the Park District at the IAPD/IPRA Conference in Chicago Illinois, From January 27-29, a copy of which was provided to each Board Member for review in advance of said meeting.

Dave Macek made Motion 22-1674 to approve the Travel, Meal, and Lodging Expense Reimbursement form, enabling the designated Maintenance staff member to attend the IAPD/IPRA Conference in Chicago Illinois, from January 27-29, as presented. Brian Mulheran 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 approval of a Travel, Meal, and Lodging Expense Reimbursement form for the designated Administration staff member to attend PDRMA's HR Training Session on February 16 and 17, a copy of which was provided to each Board Member for review in advance of said meeting.

Dave Macek made Motion 22-1675 to approve the Travel, Meal, and Lodging Expense Reimbursement form, enabling the designated Administration staff member to attend PDRMA's HR Training Session on February 16 and 17, 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 approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated Dance staff to attend the 2022 season of competitions that include KAR in Elgin, Illinois, February 25-27, Applause in Batavia, IL, March 4-6, Groove in Oregon, WI, March 25-27, and Rainbow in Joliet, IL, April 22-24, copies of which were provided to each Board Member in advance of said meeting.

Frank Florentine made Motion 22-1676 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the 2022 season of competitions that include KAR in Elgin, Illinois, February 25-27, Applause in Batavia, IL, March 4-6, Groove in Oregon, WI, March 25-27, and Rainbow in Joliet, IL, April 22-24, as presented. Dave Macek seconded.

Jim Randall reported that the District has been seeking a restaurateur that would be willing to operate out of the Square Links clubhouse kitchen. John Keenan, Superintendent of Recreation had been in discussion with the owner of Jimbooo's Italian Beef in Thornton, Illinois. The owner lives in Frankfort, and yesterday phoned to say he was exceptionally interested in operating his restaurant at Square Links, and expects to be open year round. A lease will be reviewed by our District's Legal Counsel, and would include a term of 4-5 years. Treasurer, Craig Maksymiak asked if the golf course would continue selling alcohol. Mr. Randall noted we will keep our liquor license and will continue to sell beer, as it generates \$30,000 per year.

Commissioner, Denis Moore asked if there might be any concerns to limiting the decision to provide a lease to Jimbooo's. Mr. Randall replied that we have advertised the opportunity previously, and have received no response.

Mr. Randall reported that the restaurant loan matures in January, 2022, and the District has realized overall debt service decrease. Staff will be meeting with the Linden Group architect firm to begin preliminary discussions regarding a redesign of the clubhouse, improving the restrooms and putting in golf simulators to justify having a 12-month restaurant operation. This is simply a general concept and would require Board approval.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 22-1677 to accept the Accounts Payable Listing. Dave Macek seconded. Motion carried.

It was noted that one of the credit cards had a large expenditure, and a question was posed regarding existence of detail for said expenditures. Jim Randall reported that the dance program is in the process of ordering costumes and is preparing for the competition season. All expenses have a paper trail and receipts are provided to the on-site Bookkeeper, Sue Baker. Treasurer, Craig Maksymiak noted that Board Members can always look at the code and track expenses to the financials.

President, Ken Blackburn asked if the costume costs are transferred to the participants' parents. Mr. Randall responded affirmatively, noting they are built into the program's registration fees.

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

IX. Executive Director's Report

Jim Randall reported that the District is seeking architects, and as noted above will investigate a potential remodel for Square Links clubhouse with the Linden Group, and is also seeking assistance to develop an OSLAD Grant application for the addition of community gardens at Hunter Prairie Park. Regionally locating gardens would provide the opportunity for residents to garden within walking distance of their residences. Another opportunity would include two tee ball fields, turning Kiwanis Park into a premier facility. Engineering has been completed for drainage, and the project would be completed as a phased approach. An architect that writes that type of specific improvement is being sought, and initial budget costs will be generated.

In 2017, the Park District was the recipient of a national Gold Medal award. After a successful Gold Medal application, agencies must wait five years prior to participating in the program. This year, our District will submit an application that is basically a self-evaluation of our operation. All work together to complete an overview of the District, and the application has a twofold purpose, enabling participating agencies to identify deficiencies of service and correct them, not only to score better, but to provide better service to its residents. Prior to submittal, the application will go to the Board for overview and input.

Square Links will reserve a table for the Tinley Park Golf Expo, scheduled for February 4-6. Staff will work on a presentation and give-aways, to promote the course to golfers in the south suburbs.

Treasurer, Craig Maksymiak asked if Toptracer would be interested in helping during the Expo. Mr. Randall noted that John Keenan talked to Toptracer and CDGA representatives, and both noted they run into multiple requests this time of year, however, their information will be included in our presentation.

Craig Maksymiak noted it would be best to focus on the driving range that is powered by Toptracer, rather than the golf course. People that attend the Expo are generally more serious golfers, and would use the range more than the course.

Jim Randall informed the Board that the aluminum track, needed to complete the repair to the golf course entrance gate is on back order. Once received, Do-All Fence will complete the repair.

Jim Randall was contacted by the State's Attorney regarding the deliberate action that caused the gate damage. If pursuing the case criminally it would take years, due to a six year backlog in the courts. Ideally, the Park District will be made whole. The repair cost will be paid for by PDRMA, and if the responsible party pays the repair cost, the District will recoup its \$1,000 deductible.

The first draft of the 2022/2023 budget has been provided to the Board and discussions can begin at the February meeting.

Commissioner, Denis Moore asked if the CPI will be higher than 5%. Mr. Randall replied that as a collar county, we are capped at 5%, per the Property Tax Extension Limitation Law.

X. Committee Reports

A. Maintenance

Sufficient information was provided with the monthly Maintenance Department summary.

B. Recreation

Sufficient information was provided with the monthly Recreation Department summary.

C. Information Technology

No report

D. Special Recreation

No report

E. Finance and Planning

No report

F. Golf Course

Jim Randall reported that last year's Toptracer and Teesnap opportunities are being overviewed to determine how best to promote them in advance of the 2022 golf season.

G. Office

Sufficient information was provided with the monthly Office Department summary.

H. Risk Management

No report

I. Community Updates

No report

J. FOIA

Jim Randall, FOIA Officer received and responded to a request for information under the Freedom of Information Act from a parent who's children were participants in the District's Pee Wee Sports program.

XI. Old Business

No old business was discussed.

XII. New Business

The first draft of the budget was prepared and a copy was provided to each Board Member in advance of said meeting for review.

Commissioner Comments

No comments were provided.

XIII. Executive Session

Dave Macek made Motion 22-1678 to enter into executive session at 8:18 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from closed executive sessions, both written and verbatim audio 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, in accordance with 5 ILCS 120/2 (C) (11).

The Park Board also reviewed a personnel matter, in accordance with 5 ILCS 120/2 (C) (1).

Brian Mulheran made Motion 22-1679 to go out of executive session and return to open session at approximately 9:30 p.m. Dave Macek seconded. Motion carried.

XIV. Consideration of Resolution 21-02-30

Jim Randall requested consideration to adopt Resolution 21-02-30, 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 21-1680 to adopt Resolution 21-02-30, 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 21-02-30 will be updated with said detail and will be linked to the January 20, 2022 Board Meeting agenda for public review.

XV. Adjournment

Prior to adjourning, Jim Randall requested consideration to allow access to the executive session recording to Linda Mitchell for the purpose of transcribing the session minutes.

Dave Macek made Motion 22-1681, allowing access to the executive session recording to Linda Mitchell for the purpose of transcribing the session minutes, as requested. Frank Florentine seconded. Motion carried in a vote by voice.

Dave Macek made Motion 22-1682 to adjourn the meeting at 9:35 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell