

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

FRANKFORT SQUARE PARK DISTRICT
SPECIAL BOARD MEETING
JUNE 3, 2021

The following are Minutes of a special 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 Brian Mulheran.

Absent was: Joe Vlosak

IV. Public Input

No members of the public were present for input.

V. Legal Report

President, Ken Blackburn presented Ordinance No. 21-06-331, an Ordinance authorizing the issuance of not to exceed \$400,000 2020 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2020 for corporate purposes and authorizing the sale of said Warrants to Old Plank Trail Community Bank, a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 21-1649 to adopt Ordinance No. 21-06-331, an Ordinance authorizing the issuance of not to exceed \$400,000 2020 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2020 for corporate purposes and authorizing the sale of said Warrants to Old Plank Trail Community Bank, as presented. Dave Macek seconded.

Jim Randall explained the need to secure TAW. At the same time in 2020, the District received a half million in tax distributions from Will County, and to date, \$40,000 has been received. Although, the District ended its fiscal year on April 30, 2021 with a balance of \$440,000, in order to meet upcoming financial obligations through the second Will County distribution on June 17, it would have required an end of year balance of \$800,000. In the absence of any available projections regarding distributions from Will County, said TAW will simply ensure the District will be able to meet its financial obligations. All actions have been sound, however, the County's change in collections and distributions necessitated the TAW which will include a small interest cost and approximately \$2,000 in bond counsel fees. Mr. Randall also noted that if this is the new standard, the District will need to adapt to the change in distribution schedules.

Treasurer, Craig Maksymiak noted the District had done very well financially to get to this point, but could not predict the change to distributions caused by the new schedule.

Mr. Randall stated that finances were well-managed, in light of a year with extremely limited revenue due to COVID, and that it took some effort by the downsized staff of nine full-time employees.

Jim Randall also stated he is working to move the District forward with the upcoming master plan and hoped to improve its S&P rating.

Vice President, Dave Macek asked Jim Randall to reach out to the Will County Board and notify them how the new tax payment schedule has affected taxing bodies. Mr. Randall had sent an email to Jim Moustis, the District 2 Board Member, and further noted that all government agencies in Will County will be affected, but it may also be a statewide matter.

Mr. Macek is aware the decision was not intended to burden government agencies, but to facilitate residents that may need financial help.

Jim Randall noted all else is going well with the migration, audit, development of the master plan, and the annual Ice Cream Social that was attended by 160 residents. In addition, it appears the State may enter Phase 5, and the District is looking to return to normal programming by the fall.

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

VI. Adjournment

Dave Macek made Motion 21-1650 to adjourn the meeting at 7:44 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
June 17, 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, Brian Mulheran, and Joe Vlosak.

Also present: Audrey Marcquenski, FSPD Director, and Jarrod and Jessie Scheunemann, Campfire Concepts.

IV. Public Input

No members of the public were present for input.

V. Presentation of Community-Wide Survey Results

Jim Randall introduced Jarrod Scheunemann and his wife Jessie, of Campfire Consultants. Jarrod first began working with the Park District in the late 2000's and completed six different studies. Mr. Randall noted the Park District has been appreciative of Jarrod's professionalism and diligence throughout the process.

Jarrold appreciated the opportunity to provide an in-person review of the survey results, and commended the efforts of the Park District staff. Jarrod has completed 215 similar surveys over the past 3 years, and very much appreciates the opportunity to work collaboratively with the FSPD, stating its staff are second to none.

Objective

The goal of the survey was to gather residents' opinions on equity, conservation, and health & wellness, the future needs of the community, and to determine the demographics of the District.

Study Procedures

The census was mailed to each household within the District and four hundred eighty-one responses were received. Most agencies conduct random samples and consequently receive lower returns. The FSPD survey was again effective, and included additional qualitative pages. The positive rate of response reflects that the community members are aware of the process and are willing to respond.

Use Patterns

On average, usage rates increased, as the previous survey reflected a 70% use of facilities and park areas, and the current survey reflects a 75% rate of usage by those utilizing these services from 1-5 times to 25+ times per year. This indicates a large core user base, and the numbers are very positive despite COVID.

A big change is that 32.9% find out about the District through its website. Facebook use also increased from the previous 2.9% to 24%. Learning through newspapers dropped from 24% to 10%, showing similar shifts with national trends.

Attitudes with Existing Parks, Programs, and Facilities

The FSPD received an overall satisfaction rate that is unprecedented as it relates to other park districts. The NRPA completes national performance studies on satisfaction rates, roughly reflected at 70%. It is rare for the FSPD to receive below 90% in satisfaction rates, a number that is very high compared to the NRPA and other studies.

Satisfaction with District staff remains high, with a slight decrease regarding Administrative staff, which is very common, as people are generally upset about COVID-related restrictions.

Households were satisfied with facilities and park areas.

Commissioner, Denis Moore asked what the concerns were with the walking paths. Jarrod responded that per the qualitative responses, residents want to see improvements made with the Dog Park, community gardens, and walking paths. Some expressed the need for path surface repairs and to keep them clean. Geese were also a concern, and there were some perceptions about people using motorized vehicles on the paths.

Recreation Program Participation

A total of 37.8% stated they participated in recreation programs, a high figure, considering the pandemic.

Jarrod noted participation numbers may be lower due to COVID, and the percentage provided is a good watermark for what happened in this area.

Equity, Conservation, and Health & Wellness

The overall consensus was to continue the upcharge at the golf course that financially supports local youth groups.

Some qualitative responses thought the upcharge could be used to reduce fees and support youth and family programs. Jim Randall noted that this response identifies the need to market better, as the District does have a scholarship program for those on public aid, with 100% coverage for the first year and availability of funds for a four year period.

There was support for the continuation of the college scholarship program.

Some respondents expressed an interested in formalized food drive program.

An undercurrent of helping the girls softball program was evidenced.

Jarrold noted that overall, opinions about equity were typical.

Conservation Efforts & Initiatives

The majority see the FSPD as a leader in the area of conservation efforts, and many were slightly less supportive of an asset inventory and interpretive signage in natural areas.

Care and maintenance of natural areas, ponds, and parking lots were areas of interest, which, per Jarrold, were somewhat obvious responses, due to the pandemic.

There were concerns expressed about cleaning up planted areas and recycling plants.

Commissioner, Frank Florentine found these comments interesting, given the fact that the District has won awards for its environmental mission. Mr. Randall stated we need to find ways to tell our story better. Currently, we are renovating park sign areas to make them more aesthetically pleasing, and are planting trees. If residents do not get to every park, they may not be aware of these efforts.

Commissioner, Joe Vlosak noted it was a perfect example of things we do well, of which many residents are unaware.

Health & Wellness Services & Initiatives

Jarrold believes that the definition of terminology makes it hard to gauge these responses. Some said the District needs to stick to its mission and shouldn't be concerned with health and wellness, however, these are core principles of what park districts do for their communities.

One area that received no interest was the formulation of a virtual health and wellness library, indicating people are ready to participate in person.

There was a strong interest in youth programs, and Ninja Warrior classes and park.

Community-type fitness facilities, both indoor and outdoor, are important to residents.

Overall, respondents feel the Park District should allocate resources to develop health and wellness services, and also feel the District is doing a good job.

The majority of respondents feel the Park District works cooperatively with organizations and that its partnerships are strong, inclusive, and provide suitable practices.

Household's Opinion Concerning District Services & Initiatives

A great percentage feel the District should pursue acquisition of another facility space, if current space is no longer available.

Many that utilize the opportunities and services at Lincoln-Way North feel these offerings are a good value for the money. A smaller group disagreed, because of the past year's pandemic closure. Jarrod reported that there are not glaring areas of issues.

Household's Need for Additional Amenities

The majority of respondents expressed interest in additional walking paths.

An awareness is needed for community gardens and the Dog Park, as many respondents do not know where they are located. Those that use these two amenities are very satisfied with what is offered.

No changes to pickleball facilities were indicated, however a small number responded that more pickleball programming should be offered.

The majority of Dog Park users do not feel changes are needed, however, 11 out of 481 respondents want a bigger facility, and the third most popular needs for this facility were additional benches, obstacles, and shelters.

A total of 42 respondents were unaware that we had community gardens, those that use these amenities are passionate about them, but would like the spaces be increased and requested more plots.

A total of 175, or 25% of the respondents took time to write responses related to general maintenance and upkeep of paths, but noted cleanliness of these paths is good. Resident are interested in water fountains, mile markers, maps, garbage cans and lighting. Twenty-four people said they love the current paths, and appreciate having a path system within the community.

Many qualitative responses noted people love the golf course and its personnel.

Future Facility Needs

The top four facility needs were as follows:

- #1 – Walking/biking trails
- #2 – Nature center and trails
- #3 – Natural Areas
- #4 – Indoor fitness and exercise facilities

A minor few always express an interest in an outdoor swimming pool.

Debt Retirement

After debt retirement, 11.3% would be willing to support their first priority future facility need with a \$71.00-\$100.00 payment. 21.5% cannot support any project, and 26% don't know if they could support their first priority project. The District may consider moving forward with a plan to add facilities, as typically, in other surveys, 50% say they "do not know".

Future Recreation Programming Needs

The top four program needs were adult fitness/wellness, summer concerts, senior programs, and adventure/travel.

Respondent Characteristics

In terms of general demographics, all were fairly close, and a good response was received across the board, with a slightly higher response rate from the older demographic.

The average time living within the service area of the Park District is 18-19 years.

The response rate was fairly even across all quadrants of the District.

Vice President, Dave Macek asked if the response rate of 481 responses out of 7,800 surveys was low and asked if returns would improve if made available on the internet. Jarrod noted that when agencies send 8,000 surveys, they are generally satisfied to receive 200 responses. He also noted that a recent Pew research showed that 80% of the population does not have daily access to the internet. Jim Randall also feels the older population may not respond to an online survey.

The Board further discussed various ways to provide incentives for survey participation, however, certain incentives, such as program discounts, may unfairly result in targeting users that would not be reflective of the community at large. It would also affect the anonymous nature of the survey and may discourage residents from participating if they needed to be identified to qualify for a program discount.

Jim Randall reported that District staff will review the survey responses and will develop a capital project list over the next four months reflective of residents' needs and interests, and the Board will have the opportunity to prioritize the list. Some will be easy to address, some a bit more challenging.

Mr. Randall further noted that we do what residents want us to do, and all capital improvements can be tied back to previous master plans. The 2002 referendum resulted in numerous facilities, such as the ball diamonds, park paths, Dog Park, and Splash Park, however, these are now 20 year old facilities, and keeping them at a level residents come to expect may be challenging.

If Board Members have questions after fully reviewing the survey results, they are welcome to contact Jarrod Scheunemann via email or phone.

Jim Randall and Audrey Marcquenski had the opportunity to meet with Jessie Scheunemann, a marketing professional, and she will develop a marketing proposal for the golf course, to get the word out about Toptracer and the new tee configurations.

VI. Correspondence

Thank you note received from Robert Kennedy, of the Lincoln-Way High School Foundation for Educational Excellence, for the Park District's auction item donation of Square Links Golf Course passes in support of their annual Dinner Gala fundraiser.

Thank you notes received from the recipients of the 2021 College Scholarship Program awards.

VII. Presentation of the May 19, 2021 Board Meeting Minutes.

Denis Moore made Motion 21-1651 to accept the May 19, 2021, Board Meeting Minutes as presented. Dave Macek seconded.

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

VIII. Legal Report

No report

IX. Treasurer's Report

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

Jim Randall reported that the District received \$1.3 million in tax distributions the morning of June 17. The TAW closed on June 14, and would not have been necessary, however, with tax dollars coming in slower this year due to the change in tax payment schedule, the potential of a shortfall existed. Prior to this week's payroll, the District had \$150,000, but \$180,000 in combined expenses went out today, June 17. Another distribution will be received on June 29, which may bring us current. Mr. Randall does not foresee any problems for the remainder of the year, but if the revised Will County distribution schedule continues in the next fiscal year, it would be necessary to generate an end of year fund balance to \$800,000, with a goal to eventually build a million dollar end of year balance.

Historically, upon receipt of normal tax distributions in June, the District transfers funds back to Corporate that had been lent to other line items within the budget to address negative balances. This action may be considered at the July meeting, if deemed necessary.

Craig Maksymiak made Motion 21-1652 to accept the Accounts Payable Listing. 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.

X. Executive Director's Report

The Tax Anticipation Warrant was completed on Monday, June 14, and will be paid off on August 30, 2021.

The new registration software is in place, staff have been trained on all aspects, and minor issues are being addressed. Staff will meet remotely with the VSI representative to revise the registration splash page, a necessary component of the software migration.

The District will move to a cloud-based email server in the coming months.

The FYE 4/30/21 audit is nearing completion and a report will be forthcoming.

Brian Murray, the District's health insurance agent, encouraged us to become members of the Illinois Restaurant Association, as doing so will provide an automatic 5% discount for health insurance. The cost of annual membership is \$450, and will save the District \$6,000 in annual health insurance costs.

The muralist did not have a rendering ready for today's meeting, but it is hoped it will be ready for Board review at the July meeting.

The Park District has been receiving communication about moving forward following the State's change to Phase 5 in the COVID recovery plan. Mr. Randall understands that fully vaccinated individuals are no longer required to wear masks indoors, however, participants under the age of 12 that are not yet eligible for the vaccine, will need to wear masks and adhere to social distancing. In order to set a good example, instructors working with this age group will continue to wear masks, and parents that enter these program areas will be asked to do the same.

Signage will be posted at all District facilities that states those who are fully vaccinated will not be required to wear masks.

Mr. Randall hopes to return to the Board table at the August meeting, but expressed concerns that we cannot ask if Board Members and/or staff are vaccinated, due to HIPAA laws. Commissioner, Craig Maksymiak reported that it is permissible to ask if individuals are fully vaccinated, not vaccinated, or do not wish to tell. A policy will be developed and presented to the community, and the Board will be given final authority prior to presenting it publicly.

Vice President, Dave Macek asked if the District has gotten feedback over its current mask policy. Jim Randall noted no one has questioned the guidelines that have been put in place, and we are following the recommendations of our risk management provider, as they write our liability policy, and we also base actions on guidance provided by the CDC and IDPH.

The Board fully discussed how best to move forward and discussed the issues of mask guidelines and whether participants have expressed any concerns. Jim Randall reiterated that the Park District will follow advice from its risk management association, and the participants have expressed appreciation regarding how the Park District has managed exposures.

Jim Randall previously informed the Board that Lincoln-Way North has been in high use, with the Lincoln-Way band camp, lacrosse, baseball games, and softball games.

The Frankfort Square Wildcats will begin their summer football camp the week of June 21.

XI. Committee Reports

A. Maintenance

Jim Randall requested consideration to award the Asphalt Installation bid that includes paving at Square Links Golf Course, the parking lot at Union Creek Park, and paths at Lake of the Glens Park in Brookside Glen, to the lowest responsible bidder, Oak Lawn Blacktop Co., at a cost not to exceed the bid price of \$68,700, a copy of which was provide to each Board Member prior to said meeting.

Craig Maksymiak made Motion 21-1653 to authorize the awarding the Asphalt Installation bid to the lowest responsible bidder, Oak Lawn Blacktop Co., at a cost not to exceed \$68,700, as presented. Joe Vlosak seconded.

Craig Maksymiak asked if there were any concerns regarding the low bid cost. Jim Randall noted the Oak Lawn Blacktop generally bids low as they are a local company and they appreciate the opportunity to work with our District.

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

The District is in the process of repairing paths in Lighthouse Pointe.

Cracks greater than 3” will be filled throughout the District’s path system, and paving will be completed within one to two years.

Ed Reidy, Superintendent of Parks, is preparing a plan to join the park path from Hilda Walker School to Kiwanis Park. A geotech-style grid stone base will be installed this year and will be paved next year to ensure the path has a solid foundation.

Asphalt work is finished at Champions Park and the District will install a 2” stub to irrigate the practice football field to ensure it is ready for the upcoming season.

Tree planting will be conducted at Island Prairie Park in advance of the Maddog Giving Tree Park event, scheduled at this site on June 25.

The Park District will take delivery of the 2021 Ford F-350 truck on Friday, June 18, (*ref. May 20, 2021 Minutes, Motion 21-1642.*)

B. Recreation

Erin O’Brien, new employee, will begin employment at Recreation Supervisor on June 28. She comes from the Fox Valley Park District in Aurora. Jim Randall noted it will be good to have Nicolette Jerik in place to assist with the transition.

The summer day camp programs began on June 14.

C. Information Technology

Sufficient information was included in the Executive Director's monthly report.

D. Special Recreation

Audrey Marcquenski reported that LWSRA completed their annual audit.

LWSRA conducted its monthly meeting of its Board of Directors on Tuesday, June 15. A newly married couple were in attendance, and the man was paralyzed in an accident. They moved to the area, COVID hit, adding to their difficulties. He spoke about how competing in wheelchair softball made him feel alive again, and Audrey noted that is what Keith Wallace, LWSRA's Executive Director does for his participants on a daily basis.

LWSRA is opening more in-person opportunities, while balancing virtual programming, as many participants are unable to wear masks or are immunocompromised and cannot be vaccinated.

Audrey noted it was good to be back in their building and to observe the activity that is underway.

Dave Macek, President of the LWSR Foundation, reported that the first golf outing, scheduled for Friday, August 13 sold out instantaneously, and a second outing has been scheduled on August 20 at The Links of Carillon. This second outing is now being promoted and Dave will forward promotional material to FSPD Board Members.

Dave further noted that the Foundation is having a good year, which is surprising due to the pandemic.

E. Finance and Planning

Sufficient information was included in the Executive Director's monthly report.

F. Golf Course

Sufficient information was included in the Executive Director's monthly report.

G. Office

Nicolette is training for the Office Manager position.

H. Risk Management

Sufficient information was included in the Executive Director's monthly report.

I. Community Updates

Jim Randall reported that the sewer treatment plan improvements have been completed and the site is now a holding pond. Commissioner, Frank Florentine asked if drainage had been improved, and Mr. Randall noted they addressed the issue by installing a manhole in the back corner that held water, resolving the issue. The Village of Frankfort also installed oversized parking blocks to prevent people from driving onto the site.

J. Freedom of Information

No FOIA requests were received over the past month.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

A. Commissioner's Comments

No comments were provided.

XIV. Executive Session

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

XV. Adjournment

Dave Macek made Motion 21-1654 to adjourn the meeting at 8:47 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

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

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

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
September 16, 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, Denis Moore, Brian Mulheran, and Joe Vlosak.
Absent were: Frank Florentine, Dave Macek, and Craig Maksymiak.

IV. Public Hearing

V. Correspondence

No correspondence was presented.

VI. Presentation of the August 19, 2021 Board Meeting Minutes.

Denis Moore made Motion 21-1671 to accept the August 19, 2021, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

President, Ken Blackburn read by title and requested consideration of Ordinance No. 21-09-334, an Ordinance abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B, of the Frankfort Square Park District, Will and Cook Counties, Illinois, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Jim Randall noted Ordinance No. 21-09-334 is an annually required abatement of bond issues. When the Park District funds a bond issue, it is legally allowed to use tax dollars and assures the bonds will be paid out of its budget. If not abated, resident taxes would be increased.

Denis Moore made Motion 21-1672 to adopt the Ordinance No. 21-09-334, an Ordinance abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B, of the Frankfort Square Park District, as presented. Joe Vlosak seconded.

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

President, Ken Blackburn read by title and requested consideration of Ordinance No. 21-09-335, an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2021, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the PARK District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said Bonds to Old Plank Trail Community Bank, N.A., a copy of which was provided to each Board Member in advance of said meeting.

Jim Randall reported that Ordinance No. 21-09-335 authorizes the issue of \$106,000 in limited tax bonds, permitted under statute. The District annually authorized these bonds, based on the 1995 property tax cap, but eliminated the action following the passage of the 2018 referendum. Said referendum extended \$1.4mm bond issue with no tax increase imposed on residents. On January 1, 2022, the 2002 referendum bond issue will mature, retiring \$750,000 from residents' property taxes in the upcoming tax period. The \$106,000 in limited tax bonds will be provide incidental funds for improvement projects.

Joe Vlosak made Motion 21-1673 to adopt the Ordinance No. 21-09-335, an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2021, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the PARK District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said Bonds to Old Plank Trail Community Bank, N.A., as presented. Brian Mulheran seconded.

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

Jim Randall reported that the District annually subsidizes debt service by an approximate sum of \$65,000. This subsidy will no longer be required and with lower overall resident tax payments, the District's budget will still realize a positive increase of about \$200,000, not including any potential increase from the new Amazon distribution center, located within Park District borders. Although the District is experiencing lower program revenue due to Covid, overall signs show a positive financial outlook.

Jim Rock, CPA and Legal Counsel for the District for a number of years, is an expert Park District legal and financial matters in the State of Illinois. Mr. Rock will provide a financial presentation for staff and interested Board Members in October that will include the annual budget and appropriation and tax levy actions, along with other legal requirements. Mr. Randall further noted that staff are being provided with increased knowledge of the budget, ensuring all have a better understanding of the District's financial matters.

VIII. Treasurer's Report

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

Denis Moore made Motion 21-1674 to accept the Accounts Payable Listing. Brian Mulheran seconded.

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

Jim Randall reported that the first half of tax distributions were received from Will County, and the first payment in the second half was received today, September, 16. The remaining distributions will be provided once each month until November, however it is not known at what level they will be funded.

IX. Executive Director's Report

The September report included the second installment of department summaries, where Department Heads work with staff to summarize tasks that were completed over the previous month. This provides added detail to the Executive Director's monthly report, and ensures the Board is better informed through these summaries and daily updates. Mr. Randall noted that communication increased between staff and Board Members when the Covid shutdown was instituted, and these practices will continue for the foreseeable future.

The District continues to work with its risk management agency and Legal Counsel towards the development of a vaccination policy. Said policy will include an equitable and reasonable approach regarding vaccines and testing.

President, Ken Blackburn will be interested in hearing the legal opinion as to whether it is the Park District's legal obligation to fund Covid testing for those opting out of vaccines.

Commissioners Brian Mulheran noted the City of Chicago will mandate testing, and city employees must either be vaccinated or regularly tested to maintain their employment.

Commissioner, Denis Moore noted there is a mandate stating Federal employees must be vaccinated.

Jim Randall informed the Board that our local school districts have offered to provide Covid testing to Park District employees, however there will be a cost related to this testing. Mr. Randall further noted that the District currently follows State guidelines, and the Park Board will ultimately decide on options of whether vaccines should be mandated, or if testing will be provided at the District's cost. It becomes an issue, as District employees work with young children that are not yet able to be vaccinated.

Park Counsel must ensure that any policy would need to be defensible, and Mr. Randall will forward information to the Board as it becomes available.

The Chicago District Golf Association turf specialist was on-site at Square Links on September 16 to assess the quality of the golf course grounds. In addition, Liebold Irrigation will inspect the golf course irrigations system.

Mr. Randall reported that Grayson Harms, Regional Superintendent for Reliable Property Services, the contracted groundskeeping provider at Square Links, has resigned and will be replaced

Jim Randall requested a brief executive session at the conclusion of this meeting to review personnel issues.

X. Committee Reports

A. Maintenance

Jim Randall distributed a summary of capital projects and purchases that have been accomplished this past season to each Board Member that was developed by Ed Reidy, Superintendent of Parks.

Mr. Randall reported that hockey rink improvements, including painting boards and lines, has been completed.

The following path improvements were also completed:

- The Lighthouse Pointe path was patched and sealcoated, and the contractor will do a test area of a painted center line and directional arrows.
- Brookside Glen paths, from Brookside Glen Drive, along 80th Avenue, and into Lake of the Glens Park have been repaired and sealcoated. The only path in Brookside Glen that was not included is the Ridgfield Park path, as it is still in good shape.

Jim Randall reviewed the previously discussed correction to Hole 1A at the golf course. The twenty year old corkscrew willow trees that are dying back along the homeowners' property lines, protecting their homes from errant golf shots, will be removed and replaced with a variety of fast and slow growing tree species. Fast growing poplars will provide early protection to the homeowners, and when they die off in twenty years, the other trees will have grown to ensure sustainability and uninterrupted protection. It will be necessary to relocate a section of the cart path to address this project.

Commissioner, Denis Moore asked if the contracted mowers are still working during the drought when grass doesn't grow. Jim Randall replied that the contractors complete other, more detailed maintenance, such as spraying planting beds and weed eating. Although we are experiencing drought conditions, mowing is still productive.

Jim Randall discussed the potential to purchase a mini excavator at a cost of \$75,000-\$78,000, an action that may be considered at the October meeting. Currently this piece of equipment would be leased at an average weekly rental of \$5,000. The mini excavator can push a Bush Hog on one end and will do a better job of maintaining buffers around ponds. It would be used with frequency and would eliminate some of the contracted expenses, justifying the cost. Bill O'Shea, Assistant Superintendent of Parks, is researching the equipment, and the

Caterpillar appears to be the best choice and would be available through lease and also has a State purchasing option.

The District is proposing an extension of its path system from Hilda Walker, continuing north behind the practice field at Mary Drew to Kiwanis Park/St. Francis Road, with an eventual connection to the Plank Trail Road path. When expanding across I-80, the District's path would also connect to the Cook County path system.

B. Recreation

Sufficient information was provided with the monthly Executive Director's Report and monthly summary.

C. Information Technology

Sufficient information was provided with the monthly Executive Director's Report.

D. Special Recreation

Sufficient information was provided with the monthly Executive Director's Report.

E. Finance and Planning

Sufficient information was provided with the monthly Executive Director's Report.

F. Golf Course

Sufficient information was provided with the monthly Executive Director's Report and monthly summary.

G. Office

Sufficient information was provided with the monthly Executive Director's Report.

H. Risk Management

Sufficient information was provided with the monthly Executive Director's Report and monthly summary.

I. Community Updates

No community updates were provided.

J. Freedom of Information

No FOIA requests for information were received over the past month.

XI. Old Business

Commissioner Joe Vlosak inquired about the recommendation to discontinue unfinished business with Dav-Com, per the Maintenance Project Summary that was provided during said meeting. Jim Randall explained that the unfinished business was related to ground lighting at Lincoln-Way North Park, and this improvement project, costing \$5,000-\$6,000 will be addressed with next year's budget. Mr. Randall further noted he and the Maintenance staff reviewed the entire budget, inspecting current conditions, and prioritizing projects, earmarking those that can be deferred until the next fiscal year. Staff will also ensure there will be a retainage in the golf course account to complete the tree work, as detailed in this meeting's Maintenance Committee Report.

President, Ken Blackburn asked if there had been any further issues with the hockey school that was conducting its business at the Union Creek hockey rink. Mr. Randall noted the issue had been positively resolved.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

No comments were provided.

XIII. Executive Session

Denis Moore made Motion 21-1675 to enter into executive session at 8:08 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Brian Mulheran made Motion 21-1676 to allow Linda Mitchell, Recording Secretary, to remain during the executive session for the purpose of taking and transcribing the session minutes. Denis Moore seconded. Motion carried in a vote by voice.

An executive session was called to review personnel matters.

Brian Mulheran made Motion 21-1677 to go out of executive session and return to open session at 8:18 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

XIV. Adjournment

Denis Moore made Motion 21-1678 to adjourn the meeting at 8:18 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
SPECIAL BOARD MEETING
OCTOBER 21, 2021

The following are Minutes of a special 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 5:30 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Frank Florentine, Brian Mulheran, and Joe Vlosak. Craig Maksymiak arrived at 5:42 p.m.

Attending via audio conference was: Denis Moore

Also in attendance were Park District staff: Sue Baker, Jim Randall, Ed Reidy, and Audrey Marcquenski.

Absent was: Dave Macek

IV. Public Input

No members of the public were present for input.

V. Legal Report

Jim Randall introduced Attorney, Jim Rock of Ancel Glink, noting the Park District has had a long and positive relationship with Mr. Rock over the years. He is not only an attorney, but is also a CPA that has worked at school districts and park districts.

Mr. Rock was invited to provide the following review of Park District finances, focusing on the levy and budget and appropriation (budget) ordinances.

The budget process never stops, beginning with early discussions, planning for the upcoming year, addressing all the required legal steps to adopt the budget, and the remainder of the year is spent implementing the plan, moderating expenses, making adjustments, and prior to the end of the fiscal year, the process begins again.

Property Tax Levy Ordinance

The levy and the budgets are not the same. The levy generates the revenues, and the budget includes the revenue projections and also provides the guidance for expending the funds that are received.

Property taxes are the single largest source of funds for operations. The levy is completed according to the calendar year, and the budget is completed according to the fiscal year.

Another difference between the ordinances is the level of detail. The budget needs to be easily understood, giving the public a clear understanding about how their tax dollars are expensed, while the levy requires less detail.

The levy is an ordinance that allows you to collect property taxes for the specific uses of each of the District's funds.

The primary source of authority for property tax levies, the amount and maximum allowable rate, is contained in the Park District Code.

There are limitations as to how much property tax can be collected per the Property Tax Code.

The Property Tax Extension Limitation Law (PTELL) caps the amount of taxes that can be levied. Not all are subject to the tax cap, i.e. special recreation and debt service funds. Corporate, Recreation, Liability, Audit, Social Security, and Paving and Lighting funds all fall under the tax cap.

The tax cap is part of the Property Tax Code that was established to give voters greater control over the rate of growth of property tax uses in non-home rule units of government, of which the Park District falls under.

The tax cap operates by reference of the Consumer Price Index (CPI), but that is not the only factor.

All new taxes, taxes for a fund not previously levied, i.e. a museum tax, must be approved by referendum.

PTELL limits the growth of the District's tax rate to the lesser of 5%, or the percentage increase of the CPI for the year preceding the levy.

Since the tax cap was adopted in 1991, there has not been a tax cap of 5%, it has been historically lower, mostly in the 2%-3% range. The 2021 change is likely to be more than 5% for the first time since 1991. An indicator of the level of inflation is the increase in Social Security benefits to 5.9% based on this year's inflationary rate, which may indicate that next year's CPI may be above 5%. It may allow the Park District to levy higher based on the CPI, however it cannot keep up with inflation, as the District cannot levy above 5%. We will know the number by December, 2021 or January, 2022, and can plan accordingly for the next year.

Jim Randall noted that our District passed a corporate increase rate, and though voters approved the increase, it degrades with the tax cap.

Mr. Rock noted that one thing that allows us to go beyond the increase in the CPI is to add the value of new construction to the District's EAV.

Mr. Rock asked if there were any Tax Increment Financing Districts in our borders. Jim Randall provided detail on potential TIFs for new growth within our District, Amazon in Matteson, and the proposed development along Harlem Avenue in Tinley Park. The whole eastern portion of the District could equate to 20-25% increase in the Park District's EAV over the next five years.

When the District shows a large percentage increase in its levy, Mr. Randall noted that it is to ensure the District takes advantage of new growth. It must levy above 105%, and if levying at 103%, the District would lose 2%. By levying at a high rate, we take into account any new growth, a cost that is not passed on to taxpayers.

Mr. Rock recommended calling Will and Cook County once a year to check on expiration dates of TIFs. Expiring TIFs are treated like new construction, if not captured, they are gone forever.

A preliminary rate is established based on the levy, and includes CPI, increase in new construction, and expiring TIFs to determine the limited rate. If our initial rate exceeds the limiting rate, they peel back how much tax they want to extend on our behalf. As Mr. Randall noted, we are going to levy based 46% more than was collected the previous year. With big developments, we may see an increase, and wish to capture all the money we can by levying at a high rate. If our levying rate exceeds the extension rate, the Levy Direction Ordinance that is considered with the Tax Levy Ordinance, provides the Will and Cook County Clerk's Offices with instruction on how to reduce the funds. The Counties then establish the extension for the District and prepare the property tax bills. Per Jim Randall, we always keep flexibility in our Corporate or Recreation Fund, as it is less restrictive than any other fund, such as Paving and Lighting, as long as the limiting rate is not exceeded.

Excess accumulation addresses property tax rate objections. It is an area of practice of the law that focuses on tax rate objections. Initially, large corporations were represented in these objections, but over the last few years, homeowners have been included in tax objection suits. Typically, attorneys look at all the units of local governments in the community, reviewing their audits, financial statements, budget and appropriation ordinances and levy ordinances. The fund most attacked has been the Liability Fund which is supposed to be used for risk management and insurance payments. They also attacked the amount of fund balances in a particular fund compared to the amount an agency levies. The rule of thumb is to keep fund balances to an amount that does not exceed 2.5 times the average expenditures for the prior three years. Excess funds can accumulate in Special Recreation Funds to be expensed over a period of time, and a plan must be in place that details all ADA projects necessary for compliance. Districts can also adopt an ordinance or resolution reflecting the amount of money it plans to spend over the next few years to show a considerate action is in place for any of its funds.

Jim Randall noted the Park District pays for ADA projects out of its Corporate Fund, then excess revenue in Special Recreation Funds repays Corporate.

Referenda

A referendum can increase an agency's limiting rate by four years at a time during periods of high growth or increase extension limitation (tax cap) for any number of years during slow growth periods. The Park District has no plans to do this in the near future.

Changes increasing Corporate and Recreation Fund limits would allow money to flow between funds from year to year, and referendum language could provide flexibility to do so.

Truth in Taxation Act

The process begins by estimating the amount of taxes and the aggregate increase includes everything but Debt Service and Special Recreation. If increasing over 105% from previous year's extension, a public hearing on the increase must be held, and notice of the hearing must be published no less than 7 days and no more than 14 days prior to the date of the hearing.

The estimate of aggregate needs to be made twenty days in advance of adoption of levy.

There are no statutory requirements for the hearing, it is simply meant to provide residents with an opportunity to ask questions about the levy.

The levy must be filed by the last Tuesday of December. If failing to file the levy on time, the District would not receive any property taxes for that year.

If the levy is passed and a mistake is found, it is possible to hold a special meeting to amend the levy.

Budget

The budget is a tool meant to help control spending plans and measure revenues.

The budget should be transparent, giving the public a clear understanding of how their money is being used, whether through property taxes or user fees.

All staff should contribute towards the development of the budget.

Budget and Appropriation Ordinance

The budget and appropriation ordinance is a legal document that details how collected funds, whether taxes or fees, are to be expended.

It is presented as two columns, with the first column reflecting the actual budget the plan for the year, and the second column detailing the appropriation or the legal limit of what can be expended per fund.

Similar to the levy ordinance, the budget and appropriation ordinance requires a public hearing and a notice must be posted at least one week earlier, but there is no precise window of publication.

It has to be adopted and filed with the County Clerks before the end of the first quarter of the fiscal year. If not doing so, the District could be subject to legal attacks by taxpayers for expending funds without prior authorization.

Unexpected revenue, such as a grant or donation, can result in extra expenditures. The legislature established a way to do so. In order to amend the budget and appropriation ordinance, agencies must follow all the same procedures, make available for observation, publish notice of hearing and adopt. Funds can also be transferred within line items in a fund. If exceeding amount of expenditures that were appropriated, legal counsel can help determine the best method to address the issue.

Financial Reports & Audits

When spending more than \$850,000 in a single year, an audit and State Comptroller's Report must be completed and filed within six months of the end of the fiscal year.

The audit is filed with the County Clerks, and the Comptroller's Report is filed with the State's Comptroller's Office.

The Public Funds Statement Act report had to be published in the newspaper and was an expensive publication cost. The legislature, effective 10 years ago, allows agencies to publish notice of availability of audit. It's a shorter notice and is less costly, stating that the audit is complete and is available for anyone that wants to see it.

IAPD Legal Calendar

Jim Rock reviewed IAPD calendar actions the District is required to complete on an annual basis.

Questions

Director, Audrey Marcquenski asked for clarification on the difference between ordinances and resolutions.

Mr. Rock stated that it depends on the language in the statute. Some actions must be done by resolution, some must be done by ordinance per the Park District Code. The affect is the same as they are legally binding actions of the Board whether a resolution or an ordinance.

Commissioner, Frank Florentine asked: What is the responsibility of the Board official? Is it to hold the District accountable?

Jim Rock replied that the staff is responsible to manage financial matters, but Board Members should understand the procedural parts of all actions.

Commissioner, Craig Maksymiak also stated that the Board is ultimately responsible, but the Board hires the staff to manage all the financial matters.

Jim Randall noted we do a lot of things historically, but brought Jim Rock in to ensure more would be aware of all necessary actions.

Commissioner, Denis Moore asked what makes a good Board Member, and in particular, what is required to being good stewards of tax payer dollars. Jim Rock noted Board Members have a responsibility to tax payers to carefully look at all information provided, read Board packets, and to ask questions. Board Members should learn how money is being spent. They should understand all issues, participate in discussions, and understand their role. It's good to ask questions and be informed, but their role is not to be involved in the day-to-day operations of the District. The Board and staff should work together to establish a budget, and staff are required to fulfill all expectations. Policy should then be established, based on staff recommendations, and the Board should expect staff to meet the goals, objectives, and mission of the District. Mr. Rock will forward an IAPD document that details Board Member responsibilities.

Jim Randall noted it was a worthwhile meeting and he appreciated Jim Rock's presentation and Board Member participation.

VI. Adjournment

Joe Vlosak made Motion 21-1679 to adjourn the special meeting at 7:05 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
October 21, 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, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Dave Macek

IV. Public Hearing

No members of the public were present.

V. Correspondence

No correspondence was presented.

VI. Presentation of the September 16, 2021 Board Meeting Minutes.

Joe Vlosak made Motion 21-1680 to accept the September 16, 2021, Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Secretary, Jim Randall read by title and requested consideration of Resolution No. 21-10-32, a Resolution providing an estimate of taxes to be levied in accordance with Section 60 of the "Truth in Taxation" law.

Mr. Randall noted that the Park District levies at a sizeable increase to ensure it takes advantage of all potential variables, primarily, new growth. For example, Amazon is has an estimated value of \$60 million, which would account for 10% of the Park District's EAV.

Additional building is proposed for the east side of our District, warehouses that would support structures for Amazon, located at the northeast corner of Harlem Avenue and Vollmer Road in Tinley Park. The Village of Tinley Park provides TIFs to accommodate infrastructure, then assesses at full tax levels. This proposed development could provide a 30%-35% increase in tax revenue for the Park District over the next 5-10 years.

Craig Maksymiak made Motion 21-1681 to adopt Resolution No. 21-10-32, a Resolution providing an estimate of taxes to be levied in accordance with Section 60 of the “Truth in Taxation” law as presented. Denis Moore seconded.

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

Secretary, Jim Randall read by title and requested consideration of a COVID-19 Vaccination and Testing Policy.

Commissioner, Denis Moore asked if the policy had flexibility to accommodate changes, such as removal of vaccine requirements or if boosters are mandated.

Jim Randall responded that the policy information is provided by the District’s risk management agency, PDRMA, and it can be adapted to reflect the most current situations. In the event different options are presented, legal counsel will make recommendations and the District is prepared to revise and seek Board approval of updated policies as needed.

Jim Randall had been in communication with Vice President of the Park Board, Dave Macek who is absent from tonight’s meeting, however he wished to go on record that he objects to the policy as presented.

Craig Maksymiak made Motion 21-1682 to adopt the COVID-19 Vaccination and Testing Policy, as presented. Frank Florentine seconded.

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

Secretary, Jim Randall requested consideration to update the District’s current main checking account to a MaxSafe account that would provide up to \$3.5 million in FDIC insurance coverage.

Craig Maksymiak made Motion 21-1683 to authorize the District to update its current main checking account to a MaxSafe account to provide up to \$3.5 million in FDIC insurance coverage, as presented. Frank Florentine seconded.

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

VIII. Treasurer’s Report

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

Joe Vlosak made Motion 21-1684 to accept the Accounts Payable Listing. Brian Mulheran seconded.

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

IX. Executive Director's Report

Secretary, Jim Randall requested consideration of the Proven IT Quote for the purchase of ten (10) Verkada surveillance cameras at a cost not to exceed \$17,803.

Mr. Randall reported that the purchase of equipment includes a three year lease payment, and would be expensed from the Liability Insurance Fund, as it is considered an acceptable liability expenditure. Staff can manage the simple installation, however, it will be necessary to install Cat 6 at the golf course.

Commissioner, Frank Florentine commented that the Verkada camera that was on loan as a demonstration model was able to capture the image of the vehicle that caused extensive damage to the golf course gate. Mr. Randall noted that although the camera captured the incident, it was from the back of the car, not the front that impacted the gate. The license plate was also captured and all the information has been recorded.

Craig Maksymiak made Motion 21-1685 to approve the Proven IT quote and authorize the District to purchase ten (10) Verkada surveillance cameras at a cost not to exceed \$17,803 as presented. Brian Mulheran seconded.

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

Secretary, Jim Randall requested consideration of an Alta Equipment Lease Agreement for a Kubota Mini Excavator at a cost not to exceed \$120,940, with a five (5) year term and annual payments of \$25,750 through October 12, 2025.

Said equipment is in the maintenance garage for Board review. Mr. Randall noted the mini excavator that was on loan from Alta was used to repair the water main break at the Community Center, and to demo the unused ball diamonds at Hilda Walker School and Champions Park. Additional attachments will be purchased, enabling staff to complete multiple functions, i.e. grading and sloping. The mini excavator is very user friendly, and the District has two staff members that adept in its use. This is a long-term tool and can be purchased for \$1 at the end of the lease agreement.

Joe Vlosak made Motion 21-1686 to approve an Alta Equipment Lease Agreement for a Kubota Mini Excavator at a cost not to exceed \$120,940, with a five (5) year term and annual payments of \$25,750 through October 12, 2025, as presented. Denis Moore seconded.

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

Jim Randall is in the process of completing departmental overviews. All departments will develop a bullet point list of calendar items and recurring events, highlighting what takes place on an annual basis to provide a systematic approach to the District's operation.

Monthly updates from each department are included with the Executive Director's Report. This information has ensured that Board Members are more aware of what staff do on a monthly basis.

The Park District's plan to extend its path from Hilda Walker to behind the football practice field, then join the path at Kiwanis Park was put before the Summit Hill School Board and was approved at their October 20 meeting.

Jim Randall noted that he and Park District staff meet monthly with Dr. McDermott, Superintendent of SHSD 161, and it has been a great experience.

The oil spill at Woodlawn Park pond has been handled as professionally as possible and has been rectified with no long term impact.

Two aerifiers, with one provided at no cost, were installed in the Community Park pond to help limit algae growth and improve the health of the pond. The compressor runs year round and could lead to thin ice conditions due to the oxygen that is pumped into the pond. The resulting improvement to the water quality could enable the District to stock the pond with trout next year, making it an attractive fishable site.

Jim Randall will be out of town for the November Board Meeting and Audrey Marcquenski will run the meeting. Staff will present their annual reports during this meeting.

X. Committee Reports

A. Maintenance

The 32 year old RPZ fire suppression system at the Community Center failed, leading to the discovery that the water main repair that was done last winter was faulty. The bolts were installed upside down, and when water main was shut off, it opened up the main and backed out the bolts. Staff shut the water main off at the road and corrected the problem in-house. The District will seek recompense of damages to irrigation that was completed last year and the landscaping that was installed this year that had been destroyed, due to the contractor's error.

B. Recreation

Programming participation is increasing.

Erin Kertson, Recreation Supervisor returned from her honeymoon, and during her absence, John Keenan, Superintendent of Recreation, filled in, realizing and appreciating the contributions of staff when they are not present to complete their normal tasks.

C. Information Technology

Sufficient information was included in the Executive Director's Report

D. Special Recreation

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

E. Finance and Planning

No report

F. Golf Course

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

G. Office

A second interview for the receptionist will be conducted on Monday, October 25. Mr. Randall noted the District is continually seeking employees, and if Board Members are aware of anyone that would be interested in part-time employment and possesses strong computer aptitude, they should encourage them to apply.

H. Risk Management

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

I. Community Updates

Jim Randall noted that Village Manager, Dave Niemeyer retired and has been replaced by Pat Carr, a Frankfort Square Park District resident. Mr. Carr visited with Jim previously, and he wishes to keep lines of communication open between the Village and Park District.

There is a tentative proposal to construct a 160 condo unit at the parcel located on Harlem Avenue between Summit Hill Junior High and Lincoln-Way North. The fire department is not pleased with the single entrance situation included with this development. Mr. Randall noted there is also a proposal for a Thornton Gas Station at the south west corner of this parcel.

J. Freedom of Information

The Park District received no FOIA request over the past month.

XI. Old Business

Jim Randall reported that the attorney for the driver in question that caused damage to the golf course gate contacted the Park District the day following the incident. He was directed to our risk management legal counsel. Mr. Randall also met with the Will County Sheriff's Department, and the investigation is ongoing.

The gate can be repaired and PDRMA will cover the costs and recoup the loss from the individual responsible for the damages.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Denis Moore thanked Jim Randall for arranging the special meeting that was conducted in advance of this Board Meeting. Mr. Moore found the financial presentation, provided by Attorney/CPA, Jim Rock, to be very informative and helpful.

XIII. Executive Session

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

XIV. Adjournment

Craig Maksymiak made Motion 21-1687 to adjourn the meeting at 7:56 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 18, 2021

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. 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, Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, and Brian Mulheran.

Absent was: Joe Vlosak

Also present were Park District staff: Sue Baker, Nicolette Jerik, John Keenan, Erin Kertson, Audrey Marcquenski, Linda Mitchell, and Ed Reidy.

IV. Public Hearing

No members of the public were present.

V. Correspondence

Appreciative

Note received from the Sharo and Andrasco families, thanking Jim Randall and the Park District for supporting the Alternating Hemiplegia of Childhood Foundation's benefit.

Letter received from the Cancer Support Center, expressing appreciation for the District's raffle prize donation towards their annual golf outing fundraiser.

VI. Presentation of the October 21, 2021 Special Meeting and Board Meeting Minutes.

Craig Maksymiak made Motion 21-1688 to accept the October 21, 2021, Board Meeting Minutes as presented. Denis Moore seconded.

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

VII. Legal Report

Audrey Marcquenski requested Board consideration to renew the Square Links Class D liquor license, at County and State levels.

Brian Mulheran made Motion 21-1689 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Dave Macek seconded. Motion carried in a vote by voice.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, 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 October Treasurer's Report, pending audit.

Dave Macek made Motion 21-1690 to accept the Accounts Payable Listing. Frank Florentine seconded.

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

IX. Director's Report

Audrey Marcquenski reported that Ed, Erin, John, Nicolette, Sue, and Linda are in attendance to provide annual department reports and review special safety-related projects.

The December Board Meeting is scheduled for December 6 and is preceded by the Truth in Taxation public hearing that will begin at 7:00 p.m.

Ms. Marcquenski reported that the 17 year old heat exchangers at the community Center required emergency replacement. It was further noted that since they were all installed at the same time, four out of six units are being replaced at a cost of \$7,000 per unit. Since this was an emergency service, the District was not required to go to bid, and the issue was immediately addressed.

Ed Reidy, Superintendent of Park, identified the problem and contacted the District's HVAC contractor, Wayne at Air Quality. Audrey also spoke with Jim Randall, Ken Blackburn, and Brian Mulheran for guidance in moving forward with the needed repair.

Commissioner Frank Florentine asked if all were safe and whether there were any issues related to the loss of heat. Audrey noted all employees and program participants were safe and she thanked all for their support, enabling the quick resolution to the problem.

Work continues to ensure compliance with the Covid Vaccination and Testing Policy. Currently three staff committed to weekly testing at Lincoln-Way Central, three chose alternate testing sites, and three have yet to respond with vaccination cards or testing. The policy that was approved at the October Board Meeting will go into effect on December 1, 2021

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Park presented the annual Maintenance report, and the highlighted by the following projects.

Infrastructure Improvements:

- Asphalt
 - Finishing punch list items at Kiwanis Park, path and parking lot, an add-on to the Township Highway Department road project
 - Small sealcoating, crack filling, and patch jobs at the Community Center, Lighthouse Pointe, and Arbor and Indian Boundary South Parks
 - Asphalt bids at Square Links Golf Course parking lot and Union Creek paths
- Maintenance yard gate

Aesthetic and Improved Usability Projects:

- Community Park pond fish release, algae control, diffuser system
- Dance Showcase
- Square Links driving range dirt, seed, and rolling
- Painting projects at Square Links Golf Course, Island Prairie waterproof boardwalks, Nature Center arbor, and Union Creek hockey rink
- New window and large monitor at the golf course clubhouse
- Park landscaping facelift with demo, concrete, and irrigation at the Community Center
- Dirt work and seeding at Union Creek South and Brookside Glen West
- Permanent picnic tables and concrete garbage cans
- Landscaping at the Community Center, Square Links Golf Course, and Champions and Lake of the Glens Parks

Safety-related Projects:

- Wood pole replacement at Champions Park practice football field
- Reopening for F.A.N. program and other buildings
- Tested Verkada security cameras
- Replaced artificial turf on bridges at Union Creek Park and Square Links Golf Course

Emergencies that required immediate attention:

- Water main breaks
- Heavy snows that caused ice dams and frozen doors at the Community Center
- Power outages
- Air conditioning outage at Mary Drew – staff moved the portable AC unit from the F.A.N. program at LWN to Mary Drew for the dance recital.
- Rain and flooding
- Square Links Golf Course gate damage
- Sprinkler inspection, RPZ check valve, water main, fire watch
- Covid calls and disinfecting

Routine maintenance that protects the District's investments:

- Snow and ice removal and ice rink maintenance
- Controlled burns at Arbor and Crystal Lake Parks and at the Nature Center
- Managing mowing contractors
- Election day set-ups
- Maintaining sports fields and courts for baseball, soccer, football, tennis, lacrosse, and pickleball.
- Maintaining systems that include ThorGuard, irrigation, and pond fountains.
- Playground surfacing
- Hayrides and pumpkins

Addressing resident concerns:

- Garbage, litter, vandalism
- Tree removal and tree planting
- Installation of dedication benches, trees, and plaques
- Wildlife calls
- Numerous suggestions about placement of garbage cans and porta potties
- Lightning strike at Hoffman Park, damaging a tree

Assisting with resident-based organizations:

- Maddog Strong Foundation's organ donation 5K and dedication tree plantings
- Scout Troop 237's Scouting for Food fundraiser

Vice President, Dave Macek noted the District is in its second year utilizing mowing contractors and asked if all was going well, including the golf course maintenance contractor. Ed Reidy noted it has been positive, and although two contractors were let go, the District will rebid for next year's season. Mr. Reidy further noted that with laying off staff during the Covid shutdown, it was fortunate that the District had contracted out mowing. Mr. Reidy further noted all is working out well with Reliable Property Services, the golf course maintenance contractor.

Commissioner Denis Moore asked how wood poles were tested. Ed Reidy stated the inspectors drill holes and also thump the poles. Commissioner Moore asked if it is cost prohibitive to change from wood to metal poles. Mr. Reidy noted the wood poles are less expensive and the purchase falls under the bid limit, however he will look into the cost difference.

Commissioner, Frank Florentine expressed appreciation to Ed and his staff for keeping amenities in top notch condition, and noted he appreciates all they do for the District.

Audrey noted that the volume of regular maintenance, projects, and repairs is tremendous. Ed leads a great team that works well together and accomplishes so much.

B. Recreation

John Keenan, Superintendent of Recreation, provided the following detail regarding use of Lincoln-Way North, and the remainder of his report is detailed under Section F. Golf Course Committee Report, below.

- The F.A.N. program reopened at Lincoln-Way North to residents of District 210.
- In addition to the walking track, fitness room, basketball, volleyball, and pickleball court access, local groups and organizations use LWN indoor and outdoor facilities.
- Approximately 300 games and practices are scheduled in the stadium, and soccer, baseball, and softball athletic fields this year.
- Basketball practices are scheduled 3-4 days a week since October 5, 2021.
- Wildcat cheerleaders practice every Tuesday and Thursday in the field house from September through early December.
- Wildcat Wrestling practices every Tuesday, Thursday, and Saturday from November through February.
- Boy Scouts hold weekly meetings in the main gym on Monday evenings and use the LWN field house as their pick up location for their annual Scouting for Food Drive that was held on November 14, 2021 this year.

Erin Kertson, Recreation Supervisor oversees Summer Day Camp, the Before and After School Program, and an assortment of recreation classes and special events. She is also in charge of compiling information for the tri-annual brochures and provided the following highlights:

- Summer Camp and Early Childhood Camp reopened with slightly lower numbers due to Covid, averaging 10-20 participants per day.
- Before and After School Program began August 25 at Mary Drew.
 - Children do homework, color, make crafts, play card games, and play games in the gym.
 - FSPD staff work closely with SHSD 161 to provide transportation for the students.
 - On average, 20 children attend the before school sessions, and 30 children attend the after school sessions.
- Braemar Dance Center began their season on September 11.
 - Dance Intensives were held July 19-23, and 48 dancers competed, 3 of which traveled from out-of-state.
 - Dance Company will attend 3 competitions this season, KAR in Elgin, February 25-27, Applause in Batavia, March 4-6, and Groove in Oregon, Wisconsin March 25-27.
 - A few Covid cases have been reported since the start of the dance season. Notifications are emailed to families and instructors that were believed to be in close contact, and to families and instructors that were believed to not be in close contact due to appropriate measures in place, with boxes taped on the floor in each studio where dancers are assigned to dance within the box, allowing for social distancing.

- The annual Polar Express special event is scheduled for November 20.
 - Children and their families board a Metra train for a magical ride to the North Pole. They sing carols, have cookies and milk, listen to a story, and are joined by a special visitor, Santa!
 - Train times are 11:18 a.m. and 1:18 p.m. They leave from the Tinley 80th Avenue Metra Station, stop at the Joliet Metra Station (a.k.a. the North Pole), and head back to the Tinley Station.
 - Both trains are sold out.
- Covid drop-off and pick-up procedures at Mary Drew were revised to ensure appropriate social distancing measures were in place.
- The Recreation Department is devoted to ensuring the safety of its participants and trains staff in CPR/AED and First Aid.
 - Erin will complete training to teach CPR and First Aid certification classes by January 1.
 - A CPR/AED and First Aid class will be held for part-time staff the first Tuesday of each month at the Administrative Building.
 - When all existing staff are trained, the sessions will be held every other month to accommodate newly hired staff.

Commissioner, Frank Florentine commented that Erin's report reflects a lot of work, and Commissioner Brian Mulheran encouraged her to keep up the good work.

Audrey commented that we are happy to have added Erin to our team four months ago, and it is evident that she is already contributing as if she had been with the District for years.

C. Information Technology

No report

D. Special Recreation

Sufficient information was included in the November Director's Report.

E. Finance and Planning

Audrey Marcquenski's safety project was to ensure proper collateralization of the District's main bank account that is used for payroll and accounts payable. Old Plank Trail Community Bank was able to assist by transitioning to a MaxSafe account that the Board authorized at the October meeting.

F. Golf Course

Superintendent of Recreation, John Keenan manages Square Links Golf Course and provided the following updates:

- Square Links closed for the season on November 14, 2021

- The change to tee times was required due to Covid, and golfers appreciate the 12 minute separation between groups.
- Square Links is one of only a few courses in the Midwest that has the mobile version of Toptracer Range, enabling patrons to use their mobile devices to play skill-based games, record a video of their swings, and track the trajectory of their shots. It also enables the golfer to know how far the ball went on a fly, distance with a roll, ball speed, height, distance from a target, etc.
- Golf patrons that hit a hole in one are presented with a trophy and their picture and achievement is posted on the Square Links Facebook page.

Dave Macek noted he has gotten community feedback about all the positive changes and great conditions at Square Links. John stated that initially golf patrons did not like the change to required tee times, but ended up appreciating them. Per John, tee times also corrected the issue of having 10-12 people lined up at Hole #1.

Audrey commented that John implemented the many new technology improvements at Square Links and works well with all the contractors. His time at the golf course was a good experience, and we are happy to have him back in the office overseeing the Recreation Department again.

G. Office

Nicolette Jerik thanked the Board for providing the opportunity to share what the front office implemented this year, as well as new opportunities they are working to provide, highlighted by the following:

- Recent IT upgrades were introduced and the staff continue to learn and grow as a team.
- This past summer, the office upgraded RecTrac, the District's main software platform, to the latest version which provided many new features and different ways to process transactions.
 - Installment billing for larger programs such as preschool and dance
 - Childcare calendars were implemented for BAS and the Escapade programs. This feature will also be used for the summer day camp programs.
 - Duplicate enrollment codes for private dance lessons and various BAS codes was implemented.
 - The pass printer for F.A.N. passes is in the process of being upgraded. New passes are being set up and the software provides the ability to run various F.A.N. reports.
 - The PayTrac portion of the RecTrac software shows approved statements and settlements. A new and improved system for daily cash and credit card balancing was developed, resulting in improved accuracy for reporting purposes.
 - Blast emails are not able to be sent participants of previous programs, i.e. a blast email was sent to all 2018 and 2019 Polar Express participants.

- Coding was recently completed for the winter/spring brochure and Nicolette will update seasons and types of programs in the next tri-annual brochures.
- Nicolette will update facilities and add new facilities in or create duplicates with different numbers or letters for team and rental billing purposes.
- The new phone system was installed on November 3, with support from Proven IT and all is working well. All old phones were replaced and the front office has two cordless phones, enabling staff to run credit card transactions while on the phone. A cordless phone was also installed in the server room. The phones are programmed with two different voicemail greetings, one during business hours and another for after hours. Hold music is a new added feature.
- Due to all the recent upgrades the previous office manuals are out-of-date and being recreated. The new office manual has been completed, providing a great tool and reference for new staff. It also provides a tool for training and performance evaluation, a comprised list of office responsibilities, and updated information on current office procedures. As staff learn about the new RecTrac software, Nicolette will develop a RecTrac training manual. A phone manual will also be developed.

Commissioner, Frank Florentine commented on the numerous IT changes that were recently implemented in the District office.

Audrey commented that at this time last year, Nicolette was the Recreation Supervisor trying to creatively bring back programming after the Covid shutdown. She recently became the Office Manager, accomplishing all these tasks in a short period of time.

H. Risk Management

Audrey reported that PDRMA posted the 2021 Risk Management Grant award winners, and our District was awarded a \$750 grant for its grant application highlighting broomball shoes. Jim Randall introduced this style of shoes for the Maintenance Department to provide better traction on snow and ice, reducing the risk of slip, trip, and fall incidents.

The PDRMA Slip, Trip, and Fall Assessment was completed. Arliss Bouton led the District's team in completing these assessments for our main facilities, the Community Center, Mary Drew, Lincoln-Way North, and the golf course. Staff needed to learn a new software platform that will be used for future reviews, and the District did well, as it takes this seriously, as evidenced by our grant award.

Susan Baker, Bookkeeper and Linda Mitchell, Administrative Assistant jointly presented information regarding Certificates of Insurance (COIs) to provide a better understanding of what, when, why, and how certificates are maintained.

- COIs are documents issued to a third party, such as the Park District, to help reduce risk by transferring financial consequences to the responsible party.
- The District requests COIs from service providers, contracted program providers, and community organizations that request space in District-owned or managed properties.
- The Park District is also required to provide COIs when renting or leasing equipment, for use of another organization's property for field trips, for local School District's with which we have intergovernmental agreements and keyed access for programming, and as proof of liquor liability for the District's Will County and State liquor license applications.
- COIs are required to mitigate risk and is a tool used by our risk management agency when or if they need to recoup losses caused by a vendor or to defend the Park District against litigation caused by service providers.
- COIs enable the District to ensure adequate coverage is in place, and the common types are Workers' Comp, commercial auto, property, and general liability.
- COIs are kept in hard copy and reviewed monthly to determine if a renewed certificate is required.
- COIs simply provide a snapshot of coverages in place for the referenced policy periods.

Vice President, Dave Macek found the information provided was very comprehensive.

I. Community Updates

The Scouts held their annual Scouting for Food event, with the bag pick-up and organization of donations on Sunday, November 14. The Lincoln-Way North field house was filled with food for needy families and was a successful event.

J. Freedom of Information

The Park District received no FOIA requests over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Treasurer, Craig Maksymiak thanked staff for their presentations and noted that all do a phenomenal job, making the job of the Park Board easy. He also stated the Board appreciates all the staff does and commented that the District runs well because of its strong staff.

Commissioner, Brian Mulheran thanked the staff for their hard work.

Commissioner, Denis Moore thanked the staff and wished all a Happy Thanksgiving.

Vice President, Dave Macek noted he has served on multiple boards within the community, and reported that it is easy to serve on the Park District Board because the Board gives staff the tools they need and they go beyond expectations.

Commissioner, Frank Florentine noted he is impressed with the amount of activities the staff manages and how well all is handled. Mr. Florentine receives comments from community members regarding the upkeep of parks and facilities, how well managed the District is, and the sponsorships the District provides to community groups. He thanked staff for all they do and wished them a blessed Thanksgiving.

President, Ken Blackburn thanked staff for the great job they do, noting they are the face of the Park District in our community. Mr. Blackburn stated that when an issue arises, or questions are posed, staff respond and ensure favorable outcomes. He thanked all for their hard work, and noted that it is appreciated.

Vice President, Dave Macek further noted that he recently was approached by a community member that stated Jim Randall, the District's Executive Director returns phone calls and/or responds to his emails and was impressed with the level of follow-up to his concerns.

XIII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 21-1691 to adjourn the meeting at 8:23 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
TRUTH IN TAXATION HEARING MINUTES

December 6, 2021

The following are Minutes of a Truth in Taxation Hearing of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

The Meeting was called to order at 7:00 p.m.

II. Roll Call

Present were: Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Ken Blackburn

III. Public Hearing

Vice President, Dave Macek requested a motion and a second to open the Truth in Taxation public hearing for the District's annual Tax Levy Ordinance, an ordinance levying and assessing the taxes for the Corporate purposes of the Frankfort Square Park District, Will and Cook Counties.

Craig Maksymiak made Motion 21-1692 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 21-12-336. Denis Moore seconded. Motion carried.

No members of the public were present.

Secretary, Jim Randall noted the purpose of the hearing is to give all residents the opportunity to question the levy, and although no community members were present, the hearing would remain open for thirty minutes to enable potential late-comers a chance to be heard.

Mr. Randall noted, as had been previously discussed, that the District inflates the levy at 105% over the aggregate to take advantage of all available tax dollars to which it is entitled. This does not affect existing tax payers, but would impact new businesses and/or commercial construction. If levying at 104% and the District experienced 6% in growth, 2% of tax dollars would never be recaptured.

In addition to the Tax Levy Ordinance that will be considered in the regular open meeting that immediately follows this Truth in Taxation hearing, the Board will also consider an ordinance that directs Cook and Will Counties to reduce particular funds from the original request. This procedure has been reviewed and approved by the District's Legal Counsel over the past few years and is the best format to take all new growth into consideration. Mr. Randall further noted that in 2019, no new growth was anticipated, therefore the District levied below the 105% and did not require a Truth in Taxation public hearing.

At the present time, the District anticipates a 5% growth rate in the budget, however, Mr. Randall noted it could be as high as 8%, based on a 5% CPI and new construction, reflecting historically high numbers.

Mr. Randall reported that the Park District will pay off \$750,000 of a final debt payment on December 15, reducing its overall debt service by \$646,000, taking into account the \$106,000 alternate bond that the District sold this year.

The District also received notice from the Cook County Tax Extension Department today that this is a makeup year for shortages that have been experienced over the years. The Park District may receive \$15,000-\$50,000 in additional revenues assessed against property owners in Cook County that were not levied at appropriate amounts. In a normal year, this would be an impact, but due to retirement of debt, it will not be realized, however the District is still reducing its debt by over \$500,000 from the previous year.

Jim Randall stated that with no additional comments or questions, the floor for the public hearing would remain open until 7:30 p.m., while business, not relevant to this hearing was discussed and recorded to the Committee Reports in the minutes of the December 6, 2021 regular Board Meeting.

IV. Adjournment

As no comments or questions related to the tax levy were provided, Brian Mulheran made motion 21-1693 to close and adjourn the Truth in Taxation Hearing at 7:30 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
December 6, 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: Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Ken Blackburn

IV. Public Input

No members of the public were present to provide input.

V. Correspondence

No correspondence was presented.

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

Craig Maksymiak made Motion 21-1694 to accept the November 18, 2021 Board Meeting Minutes as presented. Frank Florentine seconded.

Commissioner, Frank Florentine commented that the staff provided great presentations during the November 18 meeting.

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

VII. Consideration of Tax Levy Ordinance No. 21-12-336 for fiscal year 5/1/21-4/30/22.

Secretary, Jim Randall, presented and read by title Tax Levy Ordinance No. 21-12-336 for fiscal year 5/1/21-4/30/22 into the record, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Jim Randall noted the Tax Levy is a necessary action that enables extension of tax dollars, and post-approval, will be filed with the Will and Cook County Clerk's Offices.

Craig Maksymiak made Motion 12-1695 to adopt Tax Levy Ordinance No. 21-12-336 for fiscal year 5/1/21-4/30/22, as presented. Joe Vlosak seconded.

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

VIII. Legal Report

Secretary, Jim Randall presented and read by title Ordinance No. 20-12-337, an Ordinance giving the Cook County Clerk and Will County Clerk direction related to the 2021 Tax Levy, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 21-1696 to accept Ordinance No. 21-12-337, an Ordinance giving the Cook and Will County Clerks direction related to the 2020 Tax Levy as presented. Denis Moore seconded.

Mr. Randall noted the Levy Direction Ordinance provides clear direction to the Will and Cook County Clerk's regarding each authorized fund in the Tax Levy.

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

IX. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek accepted the November Treasurer's Report, pending audit.

Frank Florentine made Motion 21-1697 to accept the Accounts Payable Listing. Brian Mulheran seconded.

Jim Randall reported that the Park District's finances are in good order, and that last fiscal year, the District ended at \$420,000 over the previous year. It is difficult to predict an end-of-year financial condition, however, if ending identical to last year and with an additional \$221,000, which is the current amount over December, 2020, the District would be closer to meeting its goal of a \$1 million fund balance.

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

X. Executive Director's Report

An abbreviated report was provided to each Board Member in advance of said meeting, and Mr. Randall further noted that he will provide a mid-month Executive Director's Report that will include departmental summaries.

XI. Committee Reports

A. Maintenance

The Maintenance Department is closing down the outdoor season and is preparing snow equipment for the winter season.

With the part-time employees out for the season, the department is down to three full-time staff and two cleaning staff, but are managing all actions very well.

Jim Randall reported on issues related to the Kubota Excavator Lease Agreement. The District signed off of the initial Alta agreement, received the amortization schedule, and made the first annual payment, however, the Bank of the West, managing the lease payments, has provided a different agreement, and the District will comply, but is making adjustments based on the opinion of its risk management agency and Corporate Counsel.

The Square Links Golf Course cart path at Hole 1 was moved and the irrigation has been capped and stubbed for next year. The asphalt portion of this project will be completed early in the season.

B. Recreation

Resident online registration for winter/spring programming began today, December 6, and hard copies of the brochure will be mailed to resident households.

C. Information Technology

The updated RecTrac software program remains a work in progress, and currently, staff are working on a new card printer for F.A.N. membership ID cards.

The newly installed phone system is working well and includes music when on hold, along with other features that are beneficial to the District. In addition, new conference phones have been adapted to this system.

Ten new surveillance cameras will be installed over the next month. Board Members will have the opportunity to download an app, providing them with access to the cameras.

In response to Commissioner Denis Moore's inquiry regarding placement, Jim Randall noted the cameras will be installed in various indoor areas in the Community Center, and outside in the parking lot and maintenance yard. Cameras will also be installed at the golf course with the parking lot, driving range, and cart area as priorities.

Mr. Randall reported that he will recommend replacement of all cameras in the 2022/2023 fiscal year.

D. Special Recreation

Vice President, Dave Macek has an LWSR Foundation meeting on Thursday, December 9.

Mr. Macek reported that Giving Tuesday, the first Tuesday after Thanksgiving, raises approximately \$10,000 annually, however, details regarding this year's fundraiser were not yet available.

Mr. Macek reported that all five time slots for LWSRA's Day with the Grinch event, with Keith Wallace appearing as the Grinch, have been sold out.

E. Finance and Planning

The 2022/2023 budget is nearing completion, ahead of last year, and it reflects good, positive numbers.

F. Golf Course

Jim Randall reported that the golf course had a good year and closed for the season at the end of the day on November 14.

Toptracer is updating its software platform to better resemble a video simulator. Pending good weather, it may be possible to have a demo of the new software.

Mr. Randall commented that the golf course will hold weekend tournaments through Toptracer, such as Closest to the Pin and Longest Drive, and patrons can participate at no cost.

The marketing proposal will be presented to the Board in January, and Mr. Randall hopes it will be completed prior to the start of the 2022 season. The marketing campaign will reach new users, and Mr. Randall noted that when new golfers learn about Toptracer, they appreciate access to this amenity.

Commissioner, Denis Moore asked if Chicagoland Golf will be available at Square Links. Mr. Randall noted that it will be a handicap course beginning with the 2022 season, and we can advertise in their magazine which is available at no cost at many locations, and they may also promote the course with a magazine article.

G. Office

Two new clerical staff members are in training and are working out well.

The office has weathered dramatic changes with the new software program, phone systems, managing Covid-related issues, and meeting the needs of the public.

H. Risk Management

Ed Reidy, Superintendent of Maintenance hosted a PDRMA ladder seminar at the Park District last week that was attended by various PDRMA member park districts.

The Park District received a \$750 grant from PDRMA for its use of broomball shoes that improve safety on ice for its Maintenance employees.

J. Community Updates

Jim Randall had a good meeting Pat Carr, the new Village Manager of Tinley Park, where he learned that adjustments were made to the apartment complex on 191st Street, as the Developer was required to re-permit to ensure construction matches the plan.

Developers, Eamon Malone and Emil Marske will construct townhomes in front of the 191st Street apartments. They may break ground in the spring of 2022, and the development will include a park and path.

Jim Randall and Director, Audrey Marcquenski met with a representative of Redwood Homes, who discussed potential rental units on St. Francis Road and Harlem Avenue. At the time of the meeting, Redwood had not yet approached the County about a permit.

Tinley Park is planning an industrial development on Vollmer Road, north of the Amazon Fulfillment Center. They will loop sewer and water in the Odyssey subdivision, which will be financially beneficial to the residents. This development would not include a TIF. In addition, the Village will research the actual tax rate on the Amazon Fulfillment Center to determine if it is in a TIF.

Vice President, Dave Macek asked if the Village plans to move forward with repairs to the 80th Avenue bridge over I-80. Mr. Randall acknowledged that the bridge would be reconstructed next year.

Jim Randall and Audrey Marcquenski will meet with Dr. McDermott, Superintendent of Summit Hill School District 161 on Wednesday, December 8.

K. FOIA

No FOIA requests have been received.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

Commissioner Comments

XIV. Executive Session

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

XV. Adjournment

Brian Mulheran made Motion 21-1698 to adjourn the meeting at 7:36 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

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 22-1700 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 22-1701 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 22-1702 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 22-1703 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 22-1704 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 22-1705 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 22-1706 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 22-1707 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 22-1708 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 22-1709 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 21-1710 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 22-1711, 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 22-1712 to adjourn the meeting at 9:35 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 17, 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, Brian Mulheran, and Joe Vlosak.

Attending remotely was: Denis Moore

Also present was: Audrey Marcquenski, Director

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Emails received from the family of Jamie Jasper, thanking the District for installing a memorial bench in Jamie's honor.

B. Letter of Interest

President, Ken Blackburn received a Letter of Interest (LOI) from Frankfort Square resident, Phill Cherry Jr., who expressed an interest in serving on the Park Board. The LOI will be retained for period of one year, and in the event an opening occurs on the Board during that time period, Board Members would consider this and any other LOIs on file.

VI. Consideration of Executive Director Appointment

It was determined that consideration of the Executive Director appointment would be moved from Old Business to the top of the agenda.

Craig Maksymiak made Motion 22-1713 to appoint Audrey Marcquenski, current Director, to the position of Executive Director, effective June 6, 2022. Dave Macek seconded.

Jim Randall provided an extensive list of Audrey's qualifications and experience, a copy of which is attached and made part of this meeting's minutes.

Mr. Randall also noted that Ms. Marcquenski has been employed by the Park District for twenty-three years, and he is confident that the District will be in good hands upon his retirement on June 3, 2022.

Vice President Dave Macek asked who would be in charge of the District following Jim's final day of employment on Friday, June 3, and Audrey's first day as Executive Director on June 6. Mr. Randall noted that per the District's Legal Counsel, it is imperative that the District did not employ two Executive Directors simultaneously. Board President, Ken Blackburn, will be in charge for the two days that span Jim Randall's departure until Audrey's appointment goes into effect.

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

Audrey Marcquenski noted that she is honored that Jim Randall and Board Members are comfortable "passing the baton" to her.

VII. Presentation of the January 20, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1714 to accept the January 20, 2022 Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VIII. Legal Report

Jim Randall presented a Restaurant Services Agreement with Jimbooo's Italian Beef, an agreement that grants a license to operate the Square Links Golf Course restaurant, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Mr. Randall noted that the District's Corporate Counsel drafted the lease agreement for the use of Square Links clubhouse space. It is also expected that the restaurant will be run as a year-round operation.

The District is investigating whether it would be economically feasible to remodel or replace the clubhouse facility. If opting for construction, the restaurant portion would not dramatically change.

This summer, the golf course will maintain its food handler license, enabling staff to serve hot dogs during special events.

Commissioner, Frank Florentine asked if the District anticipates any foreseeable issues in remaining open twelve months per year. Mr. Randall noted that the restaurant will generate its own business, and leaving the building open will be a positive move, with a possibility of installing golf simulators in the future.

Dave Macek made Motion 22-1715 to accept the Restaurant Services Agreement with Jimbooo's Italian Beef, an agreement that grants a license to operate the Square Links Golf Course restaurant, as presented. Frank Florentine seconded.

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

Jim Randall requested approval of the Golf Course Maintenance Contract, a contract authorizing Reliable Property Services, LLC to perform basic services at Square Links Golf Course, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Mr. Randall noted that said maintenance contract is an extension of the existing contract, and is structured to have a 30-day walkaway by either party and is approved prior to the last year of the contract. The contract payment will increase per the annual CPI for the second and third year of the 3-year contract.

Staff met with the new Reliable Property Services representative, and the new superintendent will begin on or about March 15, 2022.

President, Ken Blackburn asked if Mr. Randall was happy with the new representative, and Mr. Randall noted he appears to be comfortable in his position and has a straightforward approach.

Craig Maksymiak made Motion 22-1716 to approve Golf Course Maintenance Contract, a contract authorizing Reliable Property Services, LLC to perform basic services at Square Links Golf Course 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 carried.

Consideration of the revision to the FMLA by adding a parental policy was tabled until the March meeting, to enable appropriate agenda language and time for Board review. Mr. Randall further noted that the policy was provided by District Counsel, and applies to males and females.

Jim Randall reported that consideration of the full-time benefits summary revision was provided as a first read for Board Members and will be tabled until the March 17, 2022 meeting. Mr. Randall further noted that the Park District is able to maintain its key employees due to the standards in benefits and good work environment.

Mr. Randall reported that enabling retirees to purchase health insurance through employer's plans, until reaching the age of sixty-five is an IMRF state law. Our District did not elect IMRF, and structured 457(b) contributions to be equal to an IMRF retirement plan.

Commissioner, Denis Moore requested edification regarding the District's decision not to elect IMRF. Mr. Randall noted that when the Park District was first formed, the Park Board assumed they would never employ full-time staff that would derive benefit through IMRF. It also did not pay Social Security until 1996 or 1997. In order to implement IMRF post establishment of the District, it would require a referendum, asking the public to fund this full-time benefit through property taxes. FSPD funds its own retirement benefit, not through levying taxes, which is a strong statement.

Commissioner, Brian Mulheran asked if there was a limit on the age at which a retiree could purchase the District's health insurance. Mr. Randall noted that he will look into the matter.

Treasurer, Craig Maksymiak stated that since it does not cost the District, extending the ability to purchase health insurance through the Park District is not an issue.

IX. Treasurer's Report

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

Dave Macek made Motion 22-1717 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

Commissioner, Frank Florentine asked why golf passes appear as a negative. Mr. Randall replied that once sold, they are considered a liability until redeemed.

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

X. Executive Director's Report

Jim Randall reported that the estimated end of year balance may be approximately \$550,000, however, as a safety measure, a TAW authorizing ordinance will be considered at the March meeting since it is unclear how Will County will distribute tax payments in the coming fiscal year. The ordinance will be in place and would be extended only if necessary. Mr. Randall further noted the District's bond rating would not be affected unless the TAW is extended.

The March meeting will include an executive session to review full-time staff increases, which, in recent years, have been based solely on the CPI. Mr. Randall noted the Board may wish to discuss the 5% CPI increase along with merit increases, due to the anticipated new growth of 6.5%-7%. The 2022/2023 budget reflects \$600,000 for improvement projects, and there will also be funds left from the current 2021/2022 budget.

Jim Randall will meet with Maintenance staff and the project list, with costs will be completed for Board review. The summary will be considered for Board approval, along with the Operating Budget, during the April meeting.

XI. Committee Reports

A. Maintenance

Sufficient information was included in the monthly Maintenance summary that was included with the February Executive Director's Report.

B. Recreation

Dan Coughlin will begin full-time employment as the District's Athletic Supervisor in March.

C. Information Technology

The recent computer connection issue was due to running out of IP addresses and was quickly resolved by the District's IT Contractor, Dave Gorka of B Practical Solutions.

D. Special Recreation

Director, Audrey Marcquenski, and LWSRA Board Representative, reported that the agency conducted its annual meeting on Tuesday, February 15. Dave Macek, President of the LWSR Foundation, was in attendance to present a \$45,000 check to LWSRA.

Mr. Macek noted the Foundation likes to maintain a \$25,000 budget balance for "rainy day" needs, such as the purchase of a van a few years ago, to enable LWSRA to transport participants to various events.

LWSR Foundation has a Lunch with the Bunny and two golf outings planned, with hopes of raising funds that will increase donations to LWSRA.

Dave Macek noted people are willing to participate in support of a good cause, and that there are more active people serving on the LWSR Foundation's Board. Mr. Macek commended Lou, noting he is the heart and soul, the biggest donor, and has a knack for encouraging people to donate.

E. Finance and Planning

Audrey Marcquenski and Linda Mitchell continue to work on the first draft of the Gold Medal application.

Jim Randall is working on a park-by-park overview of potential projects and master project list for the future that may include investigating school facilities, extension of park paths, a farm that was previously considered at Pfeiffer and Route 30 that would be a shared project with the Village of Frankfort, general maintenance, and in the longer scope, a park path connection to Pfeiffer Road and Plank Road Trail, and an additional connection across I-80 linking to Tinley Park and Cook County Forest Preserve trails.

The Schmaedeke family expressed a desire to see their land go to the Park District, which has been a 20-year conversation.

Said projects will be placed into record, enabling the Board to consider how best to move forward in the future.

Jim Randall reported that the golf course enterprise fund can borrow money and defer principal payments, paying interest only, until the current golf course loan matures.

Mr. Randall noted the Board may consider going to referendum if a school becomes available. It would be a good opportunity to house the dance program and would be built on a lower tax rate due to the substantial reduction in property taxes residents will realize this year.

F. Golf Course

Participation in the Tinley Park Golf Expo was a great success and 300+ email addresses were added to Teesnap. John Keenan, Superintendent of Recreation found light-up give-aways that attracted people to the Square Links booth, and he was amazed by how many people were interested in Toptracer.

A total of twelve golfers enjoyed golfing at Square Links on Superbowl Sunday this year.

The first marketing meeting with Campfire Concepts will be conducted on marketing on Tuesday, February 21 at the Square Links clubhouse.

G. Office

Jim Randall asked for consideration to change Nicolette Jerik's job title from Office Manager to Superintendent of Office Administration and Technology to better define her expanded role.

Dave Macek made Motion 22-1718 to change Nicolette Jerik's job title from Office Manager to Superintendent of Office Administration and Technology, as requested. 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 carried.

H. Risk Management

Sufficient information was included in the Administration's monthly summary that was included with the February Executive Director's Report.

I. Community Updates

No community updates were provided.

J. FOIA

No report.

XII. Old Business

Jim Randall orally reviewed the second draft of the 2022/2023 budget, a copy of which was presented to each Board Member in advance of said meeting.

The Board will review a project list during the March meeting, and will determine priorities that will be built into the final budget that the Board will consider for adoption at the April meeting.

Consideration of Audrey Marcquenski's appointment as new Executive Director was addressed at the top of said meeting's agenda, *ref. Sect VI. Consideration of Executive Director Appointment.*

XIII. New Business

Commissioner Comments

Board Members congratulated Jim Randall on his impending retirement, and Audrey Marcquenski on her appointment to Executive Director.

XIV. Executive Session

Dave Macek made Motion 22-1719 to enter into executive session at 8:10 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

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

Frank Florentine made Motion 22-1720 to go out of executive session and return to open session at 9:13 p.m. Motion carried.

XV. Adjournment

Dave Macek made Motion 22-1721 to adjourn the meeting at 9:18 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

An overview of Audrey Marcquenski's career in public recreation and summary of employment for the Frankfort Square Park District.

History

Hired: 10/12/1998

Audrey Marcquenski, maiden name, Audrey Pawlowski, grew up in Homewood, Illinois, attended Homewood-Flossmoor High School, and was employed part-time by the Homewood-Flossmoor Park District.

1994: Graduated from the University of Illinois, Urbana, IL with BA in Economics.

1995: Graduated from the University of Tennessee, Knoxville, TN with a Master of Science in Recreation and Leisure Studies, Concentration: Sport Management.

1996: First full-time employment - Village of Thornton Recreation Department, Superintendent of Parks and Recreation Thornton Recreation Department

10/12/1998: Began full-time employment with the Frankfort Square Park District as Superintendent of Recreation.

8/26/2012: NRPA Director's School – Year 1

8/24/2013: NRPA Director's School – Year 2

Summary

As of January, 2022, Audrey has completed her twenty-third year of employment for the Frankfort Square Park District, with increasingly responsible positions. Originally hired as Superintendent of Recreation, Audrey oversaw the initial creation of programming and all aspects of program operation. The department grew in the number of programs offered and participation under Audrey's leadership, requiring the hiring of John Keenan as Athletic Supervisor in 2006, Kelly VanHyning as Recreation Supervisor in 2007 (resigned), along with five additional full-time Supervisors, and numerous other support staff throughout her tenure as Superintendent of Recreation.

It was realized Audrey had exceptional organizational abilities and was capable of expanding job responsibilities, being promoted to Director of Recreation and Administration in May, 2012, then to her current position of Director in May, 2015. Conversations took place with the Executive Director to work towards assuming the Executive position upon retirement of the current Executive. Annually, performance evaluations were completed and administrative duties were presented and, in many cases, transferred to Audrey's supervision to develop her job knowledge and competency with all aspects of Park District operation.

Audrey is more proficient with technology and was tasked with oversight of many advances that included the transition to registration software through RecTrac, oversight of transition to PDRMA, and implementation of the biometric payroll system.

Audrey has completed and understands all required accounting practices and heads the Bookkeeping team that includes Diane Meister, Sue Baker, and Duane Meyers. Audrey has overseen the annual audit, with the hiring of a new firm and has direct responsibility over the completion of all necessary actions and filings.

Audrey has served as Park representative to both SSSRA and our current membership in LWSRA and has held various leadership positions on both SRA Boards.

Audrey was instrumental in all aspects of Park District success, with direct participation in Gold Medal applications that resulted in being named finalist for the award seven times and receiving the Gold Medal twice, initially in 2012, and again in 2017.

Audrey worked and overviewed all grant projects and referenda, understanding the packets and presentations necessary to move major projects forward.

Audrey has overseen the most recent community-wide survey and master plan, working directly with professional contractors on all actions necessary for completion.

Audrey heads all PDRMA risk management actions, directly absorbing all Covid requirements, creating policy, and directly overseeing public presentations of information and staff training and compliance.

Audrey was present and involved in numerous difficult occurrences and was the Executive Director's sounding board for all necessary responses and actions.

The Board was made aware of the current Executive Director's intent to retire and the intent to further develop Audrey in preparation and recommended replacement in 2019. Daily action has transpired to overview all necessary actions of the administrative calendar, ensuring understanding of all necessary actions.

Audrey has been meeting weekly with Superintendent of Parks, Ed Reidy, and even more frequently with the current Executive Director to further expand job knowledge in readying her to assume the position of Park Executive.

During extended absences of Executive Director that continued for weeks at a time, Audrey has operated as the Executive Director, managing personnel and assuming and completing all necessary tasks without support.

I recommend Audrey's appointment to the position of Executive Director without hesitation due to the detailed outstanding performance in every position she has held within the District, and with the achievement and recognition of the District that is directly reflective of Audrey's progressively responsible employment for the Frankfort Square Park District.

Jim Randall
Executive Director

FRANKFORT SQUARE PARK DISTRICT
SPECIAL BOARD MEETING
March 7, 2022

The following are Minutes of a special 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: Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, Brian Mulheran, and Joe Vlosak.

Absent was: Ken Blackburn

IV. Public Input

No members of the public were present for input.

V. Executive Director's Report

Only what is on the agenda.

VI. Legal Report

Secretary, Jim Randall presented the lowest responsive bid and asked for consideration for the lease of a new 2022 Caterpillar Model 289 D3 XPS X 8734 Compact Tract Loader, with a trade in value of a 2009 New Holland C190, following the public bid opening held on March 7, 2022 at 9:00 a.m. A copy of the equipment lease agreement was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 22-1722 to authorize Jim Randall to enter into a governmental equipment lease with Caterpillar Financial Services Corporation for the lease of a new 2022 Caterpillar Model 289 D3 XPS X 8734 Compact Tract Loader, with a trade in value of a 2009 New Holland C190, per the public bid opening held on March 7, 2022 at 9:00 a.m. Frank Florentine seconded.

Following a full discussion, the Board voted as follows:

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

Secretary, Jim Randall presented a Restaurant Services Agreement with Jimbooo's Italian Beef, an agreement that grants a license to operate the Square Links Golf Course restaurant, per revisions provided by the Licensee's and District's Attorneys, a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 22-1723 to adopt the Restaurant Services Agreement with Jimbooo's Italian Beef, an agreement that grants a license to operate the Square Links Golf Course restaurant, as presented. Joe Vlosak seconded.

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

Secretary, Jim Randall presented a Parental Leave Policy, a policy addition to the Park District's FMLA Policy, a copy of which was provided to each Board Member in advance of said meeting, and asked for consideration of same.

Frank Florentine made Motion 22-1724, approving the Parental Leave Policy, a policy addition to the Park District's FMLA Policy, as presented. Brian Mulheran seconded

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

VII. Adjournment

Craig Maksymiak made Motion 22-1725 to adjourn the meeting at 7:32 p.m. Brian Mulheran seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 17, 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, Brian Mulheran, and Joe Vlosak.

Attending remotely was: Denis Moore.

Also present were: Audrey Marcquenski, Director, and Heather Roethle, community member.

IV. Public Input

Jim Randall welcomed Heather Roethle, community member that was in attendance to provide public input. Mr. Randall noted that the Board will accept the input provided during the three minute time limit and will respond to Ms. Roethle's questions and/or concerns via email.

Ms. Roethle stated she had sent an email to the District, voicing her ongoing concerns about maintenance in Lighthouse Pointe, and that Jim Randall has responded on behalf of the Park Board.

As a ten year resident of Lighthouse Pointe, Ms. Roethle noted she has completed all surveys and attended open houses, however, she feels the issues, highlighted below, are not being managed to her satisfaction.

- The walking path along Pfeiffer Road that goes through Grand Traverse and Port Washington is half the width of other paths and has cracks in the asphalt.
- Due to the narrow width, the path cannot be plowed during snow events, and does not allow two people to pass comfortably.
- When passing with a bicycle, the rider must veer off onto the overgrown grassy area.
- There are no garbage cans or benches along this area of the path.
- Prescribed burns are only addressed every two or three years.
- Natural area signs are faded and in need of replacement.
- The ponds are an eyesore and fountains should be installed.
- Due to overgrowth from the pond, the bridge on Pfeiffer can be impassable at times.
- Approximately five new homes are being built annually, and in addition, O'Malley Builders is developing townhomes along Pfeiffer. With increased traffic, this area needs to look elite.
- The natural areas serve a purpose, but if not properly maintained, they are not serving their intended purpose.

V. Correspondence

Jim Randall presented thank you letters that were received from St. Coletta's of Illinois Foundation, Noonan Academy, and the Cancer Support Center, expressing appreciation for golf course passes the District provided in support of these organizations' fundraisers.

VI. Presentation of the February 17, 2022 Board Meeting Minutes, and the March 7, 2022 Special Meeting Minutes.

Craig Maksymiak made Motion 22-1726 to accept the February 17, 2022 Board Meeting Minutes as presented. Dave Macek seconded.

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

Joe Vlosak made Motion 22-1727 to accept the March 7, 2022 Special Meeting Minutes as presented. Frank Florentine seconded.

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

VII. Legal Report

Secretary, Jim Randall presented Ordinance No. 22-03-339, an Ordinance authorizing the issuance of not to exceed \$400,000 2021 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2021 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois, for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank, a copy of which was provided to each Board Member in advance of said meeting.

Brian Mulheran made Motion 22-1728 to adopt Ordinance No. 22-03-339, an Ordinance authorizing the issuance of not to exceed \$400,000 2021 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2021 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois, for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank as presented. Dave Macek seconded.

Mr. Randall previously detailed that the District is in its best financial position in twenty years, and would only extend the Warrants if the need should arise, based on cash flow and potential delay of Will County tax distributions.

Vice President, Dave Macek asked if there would only be a cost if extending the Warrants. Mr. Randall noted that the District would incur minor document charges and the interest rate of 3.15% for the duration of the bridge loan.

Mr. Macek also asked if Will County plans to impose four installment property tax payments again this year, as opposed to the typical two installment payments. Jim Randall stated that he is unsure of the extension schedule at this time, but the TAW authorization will provide a safeguard.

Currently, the District is projecting an end of year fund balance of \$250,000-\$300,000 and with the \$440,000 end of year balance on April 30, 2021, the 2022 end of fiscal year balance could be approximately \$700,000. Mr. Randall further noted that the goal, per the Fund Balance Policy, is to work towards a \$1 million balance, so that moving forward, cash flow would not present an issue.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 22-1729 to accept the Accounts Payable Listing. Joe Vlosak seconded.

Jim Randall reported that he is working with Sue Baker, Bookkeeper on the budget to ensure that expenses are appropriately placed with revenues, and Building & Grounds has been adjusted to prevent redline line items. In addition, the liability net positive fund balance will be spent down to reflect more realistic expense to revenue.

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

IX. Executive Director's Report

Jim Randall noted the monthly departmental summaries, provided with the Executive Director reports summarizes what he is accomplishing, and he is willing to answer any questions Board Members may have regarding the listed actions.

Mr. Randall is scheduling meetings with all support agencies to introduce Audrey Marcquenski to various individuals. They met with Developer, Eamon Malone, asphalt Contractor, Craig Marchbank, former Commissioner and installer of most of the District's playgrounds, Dennis Persic, Senior Bookkeeper, Duane Meyers, former LWN Principal, Dr. Gardner, and various local groups including the Scouts, FSBL, and Wildcats Football.

A meeting has been scheduled with a Landscape Architect to discuss an OSLAD Grant application to install community gardens at Hunter Prairie Park, in an effort to provide regional garden facilities within walking distance from every home.

A second Landscape Architect will be interviewed to discuss the potential of renovating Champions Park that would include removing the outfield fence, provide lighted practice fields for Wildcats Football and soccer, and installation of synthetic turf and fence replacement to develop a "Field of Dreams" T-ball field where a concession stand and restrooms already exist.

The District is also working with the Linden Group to determine best use of the clubhouse, whether it would be more advantageous to remodel or replace the building with a smaller, more energy efficient facility that create more opportunities for community group meetings, in addition to its intended purpose of a golf course clubhouse.

Board Members were provided with copies of the ten Gold Medal Q&A. Audrey Marcquenski and Linda Mitchell will finalize all remaining documents for submission on March 25, 2022.

Jim Randall further noted that if the District is selected by the NRPA as a Gold Medal finalist, a video that summarizes the direction of the Gold Medal application is required for the second tier of judging. Mr. Randall noted that Anthony Stagno, videographer that has worked on similar projects with the District for the past twenty years, will again assist with the video, along with a videographer group he is recommending. It is also Mr. Randall's recommendation to complete a video whether or not our District is chosen as a finalist, as the video is a great resource that can be shared with the community through our website and on Facebook.

Jim Randall commended Nicolette Jerik, Superintendent of Office Administration and Technology, for improving the functionality of the District's RecTrac software system that includes the ability to manage multiple installment payment schedules to accept payments for the dance and preschool programs. Previously, payments were managed manually, and they are now accepted instantaneously through the RecTrac system.

Jim Randall and Audrey Marcquenski recently met with SHSD 161 Superintendent, Dr. McDermott and learned that School District will move forward with a plan commission to study their existing facilities and determine how best to move forward.

Mr. Randall and Ms. Marcquenski also met with LWCHSD 210 Superintendent, Dr. Tingley, to discuss continued use of LWN for D210 residents. Mr. Randall noted that the Illinois State Police use of the facility will not impact the Park District nighttime access to the field house, stadium, and athletic fields.

X. Committee Reports

A. Maintenance

Jim Randall discussed construction of a shelter adjacent to the Community Center Splash Park that had been previously approved by the Park Board, but had been put on hold when lumber prices were too high. Materials will be ordered now, and if waiting until April, this would impact use of the Splash Park that is scheduled to reopen this season after having been closed for two years, due to the pandemic.

The project list for the upcoming season is under development. Mr. Randall reported that the asphalt installation bid number of \$58,000 for District-wide asphalt fix and repair projects is reasonable. Additional projects are still under review, and it is planned that 2-3 projects will be addressed in the early season, then final costs will be reviewed to ensure we do not overextend the budget. Mr. Randall asked for Board Members to forward requests for specific projects so they can be included in the new fiscal year.

B. Recreation

Jim Randall was pleased to report that the District's Early Learning Center preschool program will return to normal graduation events this year. In addition, the Braemar Dance Center's annual Showcase will again be held at the Lincoln-Way East Performing Arts Center, and will include four separate performances in May.

The F.A.N. program will return to full capacity on May 1, providing all the previous benefits that had been in place prior to the pandemic.

The preschool program's 3 year old morning class for the 2022/2023 school year has filled, and an afternoon session may be opened if needed.

C. Information Technology

Electric outages have been addressed with the installation of a backup generator, and Jim Randall recently met with an AT&T representative to discuss options in the event of internet outages, as when they occur, the District loses not only computer function, but also phones, and the ability to register for programs. The golf course also lacks a reliable hookup, which is vital for Toptracer function, and AT&T is offering a fiber optic option that will cost \$400 per month for a dedicated broadband line for the first thirteen months, then would be reduced to \$90 per month for the high output line. A proposal with full detail will be forwarded to Board Members and will be included in the upcoming budget.

Mr. Randall also reported that the District's servers will be replaced and moved to a cloud-based option.

D. Special Recreation

Audrey Marcquenski, reported that LWSRA hired a new adaptive sports specialist, Jake Williams. Jake was in attendance at the March LWSRA Board Meeting and is former Tokyo Olympics gold medal winner in wheelchair basketball. Jake is very inspiring and he brought his gold medals for all to view.

Courtney Clement, auditor from Lauterbach & Amen was also present during the meeting to present LWSRA's audit report.

E. Finance and Planning

Sufficient finance information is included under this meeting's New Business.

F. Golf Course

The golf course has opened for the season, and the grass tees will open in approximately one month. The turf needs to grow in as temperatures warm and the range will reopen once the grass greens up.

Jim Randall reported that the new golf carts, ordered last fall, will be delayed due to a chip shortage. It is hoped the new carts will be delivered in August, and in the interim, Harris Golf Cars delivered the old carts that had been placed in winter storage.

Tree planting along the cart path on the first hole will be addressed.

Dan Coughlin, the new Athletic Supervisor, is a nice resource, and is being trained on golf course operations by John Keenan, Superintendent of Recreation.

Toptracer is up and running.

The new Reliable Property Services Superintendent will be onsite beginning April 1.

G. Office

The front office experienced a staff change, however it is fully staffed with positive people that are all quick learners.

Jim Randall is pleased with Nicolette Jerik's efforts with the front office, and noted that she is also instrumental with the cell phone upgrade, due to the change from Sprint to T-Mobile. Erin Kertson, Recreation Supervisor, is also assisting with the cell phone project.

H. Risk Management

Jim Randall met with Brian Murray the District's insurance agent from J.J. Doohry, to discuss health insurance.

Dave Gorka, IT Contractor, attended PDRMA's cyber security session and noted that there will be changes in the future that will entail two authentications.

Commissioner, Joe Vlosak noted that once a security measure is put in place, hackers find another way to breach computer systems.

Vice President, Dave Macek has spent time in the cyber insurance, and noted that he has seen premiums increasing a bit, but deductibles are increasing exponentially.

Mr. Randall reported that Dave Gorka will be in attendance at the April meeting, and will explain how he has set the District up to fully restoring its computers in the event of a breach with tested resources, i.e. the Datto backup system. Ms. Marcquenski's computer went down once, however the image was on the Cloud and was able to be restored.

I. Community Updates

Jim Randall and Audrey Marcquenski met with Rob Piscia, Village Manager for the Village of Frankfort. The Village will go to bid on the Pfeiffer Road extension in June, and hopes to begin construction soon thereafter. This project will provide the Park District with a bike path connection that will provide a contiguous loop to Old Plank Road Trail, opening an additional 50 miles of trails for path users. In addition, when the road goes through, this could potentially open up the potential to develop the Silver Cross property along Route 30 into a park site, which was a project initially discussed with former Mayor, Jim Holland.

Mr. Randall and Ms. Marcquenski have a meeting scheduled with Pat Carr, Village Manager for the Village of Tinley Park. Meeting discussions will center on the Village's expansion of the I-80 overpass on 80th Avenue that has been planned for the past twenty years that is currently in the second phase of engineering. A bike path, connecting the Park District's path would open up an additional 100+ miles of Village and Cook County Forest Preserve paths.

J. FOIA

Jim Randall reported that the District received and responded to the annual FOIA request from the Better Government Association, requesting full payroll expenditures along with information related to elected and appointed officials.

XII. Old Business

Jim Randall reported that the 3rd draft of the 2022/2023 budget, a copy of which was presented to each Board Member in advance of said meeting, has been under preparation prior to January.

Mr. Randall noted the District retired its 2002 referendum bond, an action that will reduce debt by \$650,000, and we are one of the few districts in the area that will realize a reduction in its overall tax rate, as this bond was a large part of the budget, which will provide residents will real savings, i.e. a \$200 reduction for a home valued at \$200,000.

Payroll increases will be finalized at the end of the meeting, which is a normal budget process.

Mr. Randall further noted that he anticipates savings in the general fund balance, and that the District is poised to be successful in the future, as it is in the best financial position it has been in many years.

Commissioner, Frank Florentine asked if the budget is allowing for potential increases in gas and diesel costs. Mr. Randall noted the line item was increased dramatically, and that although the District contracts park maintenance, it still runs a fleet of trucks. It is difficult to predict how much fuel costs will rise, and contractors may also request a 5% fuel surcharge, however there is sufficient latitude to absorb overruns through the budget. The maintenance budget also includes a net savings of \$125,000.

Mr. Randall noted this 3rd draft is close to the operating budget, however, it is hoped that the Will County Tax Rate Calculation report that will be received in late March will reflect 1.5% to 2% in new growth that would have no impact on tax payers.

Board Members can forward any questions or concerns about the budget, and corrections can be made, as needed.

XIII. New Business

President, Ken Blackburn reported that he received a letter of resignation from Commissioner, Brian Mulheran that will become effective as of April 22, 2022. Jim Randall noted that he will review the vacancy/appointment process with the District's Legal Counsel, Adam Simon, and that the District's website includes information regarding letters of interest for vacant Board positions. Currently, there is one LOI on file, and consideration to appoint Mr. Mulheran's replacement will be added to the April agenda.

Commissioner Comments

Commissioner, Frank Florentine thanked staff for all the hard work on the budget, noting he is happy with the progress and that all have done a great job.

All Board Members thanked Brian for his many years of service as a Member of the Park Board of Commissioners.

XIV. Executive Session

Dave Macek made Motion 22-1730 to enter into executive session at 8:18 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

An executive session was held for the purpose of conducting the annual personnel reviews.

Craig Maksymiak made Motion 22-1731 to go out of executive session and return to open session at 8:30 p.m. Frank Florentine seconded. Motion carried.

XVI. Adjournment

Dave Macek made Motion 22-1732 to adjourn the meeting at 8:35 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
April 21, 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, Brian Mulheran, and Joe Vlosak.

Absent was: Craig Maksymiak

Also present were: Audrey Marcquenski, Director, and Phill Cherry, Park District resident.

IV. Public Input

Phill Cherry introduced himself to the Park Board and noted he previously submitted a letter of interest for Board service, and wished to be considered when a position becomes available.

V. Correspondence

A. Appreciation

A Facebook post thanking the front office staff for their kind words reassurances provided to a preschool parent that was experiencing a challenging day was reviewed.

A message received from Justin Pariseau, Cub Pack 101, thanking the Park District for assistance provided to help make their Pinewood Derby a success was shared with the Park Board.

VI. Presentation of the March 17, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1733 to accept the March 17, 2022, Board Meeting Minutes as presented. Brian Mulheran seconded.

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

VII. Legal Report

Jim Randall presented Ordinance No. 22-04-340, an ordinance authorizing the sale of unused equipment for a minimum amount of \$50,000, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Frank Florentine made Motion 22-1734 to adopt Ordinance No. 22-04-340, an ordinance authorizing the sale of unused equipment for a minimum amount of \$50,000, as presented. Denis Moore seconded.

Mr. Randall noted that the listed equipment will be sold as lot, not piece by piece, and post sale, will result in eliminating the majority of the District's excess equipment.

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

Jim Randall requested consideration to allow the Executive Director to accept the best qualified bid following the public bid opening on April 25, 2022, related to the sale of unused equipment included in Ordinance No. 22-04-340, for a minimum amount of \$50,000.

Dave Macek made Motion 22-1735 to authorize the Executive Director to accept the best bid related to the sale of its unused equipment included in Ordinance No. 22-04-340 for a minimum amount of \$50,000, as presented. Brian Mulheran seconded.

Vote on Motion Ayes: Frank Florentine, 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.

Frank Florentine made Motion 22-1736 to accept the Accounts Payable Listing. Brian Mulheran seconded.

Jim Randall reported that the end of the fiscal year balance should be at or about \$700,000, placing the District \$250,000 ahead of last year. This positive increase is due to a myriad of reasons, exceeds the goal of the fund balance policy, and could put the District in a good position to have a \$1,000,000 positive balance at the end of the next fiscal year.

Budget planning and strategic pursuit of grant dollars will allow for continued financial improvement.

Jim Randall noted that the OSLAD grant program is funded at \$56,000,000, compared to last year's \$25,000,000 in available grant dollars. That increase should ensure a good position for the District to secure OSLAD funds, and will enable us to maximize the dollars we have.

Positive accomplishments that included contracting of services led to reductions in equipment and equipment service costs.

The 2013 Alternate Bond for golf course improvements will be retired in 2023, eliminating a \$100,000 annual expense.

Residents will realize a reduced Park District tax rate this year due to elimination of the 2002 referendum debt. The plan to go to referendum two years ago was abandoned due to the pandemic.

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

Jim Randall presented the 2022/2023 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Denis Moore made Motion 22-1737 authorizing the adoption of the 2022/2023 Operating Budget as presented. Dave Macek seconded.

The 2022-2023 budget includes additions to staff, i.e. a Recreation Supervisor, Dan Coughlin and Bookkeeper, Sue Baker, and the District is still well below pre-pandemic expenses in terms of salary.

Mr. Coughlin was hired at an entry level, has a tremendous financial background and also has great management skills. Ms. Baker joined us after 20+ years of financial experience in school districts and brings a wealth of knowledge to the District.

The budget is set up for success, and deficits have been adjusted. The process included an exhaustive effort to inform staff about the lines items for which they are responsible, and Audrey and Sue will schedule meetings with staff to ensure all have a good understanding of how money is expended.

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

Jim Randall presented the Projects and Purchases list for Fiscal Year 2022/2023, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Brian Mulheran made Motion 22-1738 to authorize the Projects and Purchases list for Fiscal Year 2022/2023, as presented. Frank Florentine seconded.

Jim Randall orally reviewed the Project and Purchase List, a copy of which is attached and made part of these minutes.

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

Jim Randall requested consideration to authorize the Executive Director to transfer funds from Corporate to balance other funds at the end of the fiscal year.

Denis Moore made Motion 22-1739 to authorize the Executive Director to transfer funds from Corporate to balance other funds at the end of the fiscal year, as requested. Dave Macek seconded.

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

IX. Executive Director's Report

Jim Randall noted an executive session will be conducted at the end of the meeting to review correspondence received from residents interested in serving the soon-to-be vacated position on the Park Board.

The Board will also act on full-time increases, following personnel reviews that were conducted during executive session of the March 17, 2022 Board Meeting.

Jim Randall discussed the plan to pursue OSLAD grant funding to improve Hunter Prairie Park that would include community gardens with water service, converting the tennis courts to pickleball courts, and adding a path connection to Summit Hill Junior High. Consideration of a fall application will come before the Board at a future meeting.

Jim Randall has been investigating health insurance rates and noted that PDRMA has had stable rates, and due to the number of agencies that participate, they have raised member costs by only 4% over the past ten years. The District would be subject to underwriting and is not guaranteed that it would be accepted. If the potential exists, the Board may consider this action at a future meeting.

It is anticipated that the NRPA will announce Gold Medal finalists during the first week of May.

Filming for the Park District video will be conducted the first weekend in May. Jackie Keenan, the District's Social Media Coordinator, has a valuable skill set, having been a former WGN morning news producer, and she will assist by shooting B-roll to supplement the video.

X. Committee Reports

A. Maintenance

Sufficient information was included in the monthly Maintenance summary.

B. Recreation

F.A.N. staff have requested that daily walk-in fees be paid by credit or debit cards only, eliminating cash handling. Consideration of this request may come before the Board at a future meeting.

C. Information Technology

Dave Gorka, the District's IT Contractor will attend the May Board Meeting to review all IT actions, current and planned.

D. Special Recreation

Jim Randall requested consideration to authorize an annual LWSRA tax extension at a rate not to exceed .0225%.

Dave Macek Made Motion 22-1740, authorizing the Park District to approve an annual LWSRA tax extension rate not to exceed .0225%. Joe Vlosak seconded.

Mr. Randall noted the District contributes to LWSRA annually since becoming a member agency. All agencies had contributed towards a construction fund for their community center building project, with the understanding that it was a sunset clause that would return the rate to pre-construction funding. Commissioner, Denis Moore asked if the other member agencies were acting on this matter. Mr. Randall noted that all must approve the action, or the rate would revert to .02.

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

E. Finance and Planning

Sufficient information was provided above in Sect. VIII. Treasurer's Report.

F. Golf Course

The golf course is in good condition.

The Park Board will review the marketing plan that is under development that will include updated logos and a possible name change for Square Links.

There is no update as to when the new golf carts will be delivered.

G. Office

Sufficient information was included in the monthly Office summary.

H. Risk Management

Sufficient information was included in the monthly Administration summary.

I. Community Updates

Jim Randall noted that he has not received any updates from Lincoln-Way Community High School District regarding the sale of Lincoln-Way North. Senator Hastings has been in contact with Mr. Randall and stated the intent is to allow the Park District to have access to the stadium, outdoor campus area, and field house for resident use.

J. Freedom of Information

Jim Randall reported that the District received and responded to a FOIA request for information from “the FOIA Lady” related to law firm engagement services in 2021 and 2022, legal service invoices from 2021, and certificates of insurance for the District’s 2022 insurance policies.

Mr. Randall further noted that this request is sent to other similar agencies, and in response to Denis Moore’s inquiry as to why, Mr. Randall is unaware of the requestor’s purpose.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

Commissioner’s Comments

All Board Members thanked Brian Mulheran for his years of service to the Park District.

Commissioner, Joe Vlosak added his appreciation for Brian’s service to the community as well.

Commissioner, Frank Florentine stated that Brian was a great mentor and he thanked him for his dedication, noting it was personally appreciated.

Vice President, Dave Macek noted that he had known Brian since their children were young and played baseball together, and said it has been a pleasure serving with him on the Park Board.

Jim Randall thanked Brian for his invaluable service, further noting that the Board all works together. Mr. Randall also commented that he remained in his position for many years because the Park District is a great place to work, thanks to the positive and dedicated Board Members he has served under for the past 39 years.

Brian Mulheran thanked all for their comments, and stated it has been fun to be part of the Frankfort Square Park District and community.

XIII. Executive Session

Dave Macek made Motion 22-1741 to enter into executive session at 8:29 p.m. Denis Moore seconded. Motion carried in a vote by voice.

An executive session was held for the purpose of reviewing a Park Board vacancy.

Frank Florentine made Motion 22-1742 to go out of executive session and return to open session at 8:50 p.m. Dave Macek seconded. Motion carried in a vote by voice.

XIV. Return to Open Session

Dave Macek made Motion 22-1743 to accept the resignation of current Park Board Member, Brian Mulheran. Denis Moore seconded.

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

Dave Macek made Motion 22-1744 to appoint Phill Cherry to fill Brian Mulheran's unexpired term on the Park Board. Joe Vlosak seconded.

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

Dave Macek Made Motion 22-1745, approving full-time salary increases for a rate not to exceed 7% or \$32,000 for the 2022/2023 fiscal year, and to provide a one-time bonus of \$10,000 to the current Executive Director, Jim Randall, in addition to his \$42,000 salary. Frank Florentine seconded.

Vote on Motion Ayes: Frank Florentine, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion passed in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 22-1746 to adjourn the meeting at 8:52 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

2022 / 2023 Project List

Line Item Fund Description

Corporate Fund

01-50-472	Computer Maintenance	Budget	\$40,000.00
	Dell Power Edge R450 Rack Server & set up	Cost Estimate	-\$17,000.00
	AT&T fiber optic connections at golf course & Community Center	Cost Estimate	-\$9,000.00
	Balance	Balance	\$14,000.00
01-51-411	Building Repair	Budget	\$50,000.00
	Roofing - Champions Concession Stand	Cost Estimate	TBD
	Roofing - Union Creek Hockey Shelter	Cost Estimate	-\$8,500.00
		Balance	\$41,500.00
01-51-401	Capital Improvement Projects	Budget	\$428,816.00
	Planning		
	Linden Group - Golf Course Clubhouse Evaluation	Cost Estimate	-\$8,000.00
	Gold Medal Video & Marketing Tool	Cost Estimate	-\$13,000.00
	Golf Course Marketing Plan - Campfire Consultants	Cost Estimate	-\$11,895.00
	Hunter Prairie OSLAD Application - Planning Resource, Inc.	Cost Estimate	TBD
	Champions Park Proposal - Wight & Company	Cost Estimate	TBD
	Asphalt		
	Golf course path, swale, patch and repairs full project includes: Tree removal, tree purchase, & installation Restoration	Cost Estimate	-\$49,350.00
	White Oak Park		
	Bike path & restoration	Cost Estimate	-\$17,800.00
	Union Creek Park		
	Parking lot & restoration - 1/4 portion	Cost Estimate	-\$10,600.00
	Miscellaneous Projects		
	Community Center Shelter		
	Material, construction, and furnishings	Cost Estimate	-\$72,400.00
	Champions Park light pole replacement/inspections	Cost Estimate	-\$23,400.00
	Woodlawn Park pond aeration	Cost Estimate	-\$9,000.00
	Lincoln-Way North Park ground lighting	Cost Estimate	-\$4,400.00
	Improved garbage cans	Cost Estimate	-\$10,000.00
	Brick monument at 80th Avenue & St. Francis	Cost Estimate	-\$6,000.00
		Balance	\$192,971.00

Building & Grounds Fund

02-51-418	Equipment Purchase/Rental	Budget	\$41,000.00
	Trailer purchase	Cost Estimate	-\$10,000.00
	Chipper Box renovation	Cost Estimate	-\$5,000.00
	Pickup Tommy Lift	Cost Estimate	-\$5,000.00
	F-150 Truck purchase financing	Cost Estimate	-\$9,500.00
		Balance	\$11,500.00

Paving & Lighting Fund

05-50-401	Paving	Budget	\$49,430.00
	Sealcoating/striping/asphalt repair	Cost Estimate	-\$47,629.00
		Balance	\$1,801.00

Liability Insurance Fund

04-50-434	Hazard Repairs/Improvements	Budget	\$21,531.00
	Security Cameras - Proven IT	Cost Estimate	-\$15,000
		Balance	\$6,531.00

Potential Future Projects

Community Park Gardens
Skate Park Improvements
Hockey Rink Improvements
Island Prairie Boardwalk
Boardwalk & bridges repairs & removal
Champions Park larger parking stops
Roofing:
Champions, 80th Ave picnic shelter, UC baseball concession stand
Baseball fence work 'bull pens'
Playground equipment upgrades w/ new improved borders
80th Avenue LED message board