

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 17, 2022

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 7:00 p.m.

II. Roll Call

Present were: Ken Blackburn, Phil Cherry, Frank Florentine, Dave Macek, Craig Maksymiak, Denis Moore, and Joe Vlosak

Absent was:

Also present were: Park District staff, Dan Coughlin, Nicolette Jerik, John Keenan, and Ed Reidy, community group representatives from BSA Troop 237 and BSA Troop 732, Frankfort Square Wildcats, and Frankfort Square Baseball League, and Audrey Marcquenski, Executive Director/Board Secretary, Linda Mitchell, Recording Secretary.

III. Pledge of Allegiance

IV. Public Input

Audrey Marcquenski welcomed community group representatives from the Frankfort Square Wildcats Football & Cheer, Frankfort Square Baseball League and BSA Troop 237 and Troop 732. Ms. Marcquenski noted that all work tirelessly to support our community and that the Park District is always happy to support the groups' efforts, and she presented each group with a check from Square Links beverage sale revenues. The golf course had a great year, due in part to good weather, and the Park District is happy to share these funds with the deserving groups.

Kai Hough, BSA 732's Senior Patrol Leader, presented Ms. Marcquenski with a card from the Troop.

Treasurer, Craig Maksymiak, and Commissioner, Frank Florentine, thanked the representatives in attendance for all they do for our community.

V. Correspondence

No correspondence was presented for review.

VI. Presentation of the October 20, 2022 Board Meeting Minutes.

Frank Florentine made Motion 22-1795 to accept the October 20, 2022, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

Craig Maksymiak made Motion 22-1796 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Denis Moore seconded. Motion carried.

Ms. Marcquenski noted this is an annual required action for the golf course and it also provides us with the ability to share profits with community groups.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. 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 22-1797 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion passed.

IX. Executive Director's Report

Ms. Marcquenski noted the December Board Meeting will be held on Monday, December 5 at 7:00 p.m., and will be preceded by the Truth in Taxation public hearing at 6:30 p.m. The regular meeting will include consideration of the annual Tax Levy Ordinance, and the Truth in Taxation legal notice will be published in the November 25 edition of the *Daily Southtown*.

Will County will provide a tax distribution on November 23, and the final distribution for the 2022 tax year is scheduled for December 22. Due to the Park District reducing residents' property taxes this year, the Park District is \$200,000 behind the previous year, but the bank balance is similar to last year's balance.

Ms. Marcquenski noted that Park District staff, Ed Reidy, Dan Coughlin, John Keenan, and Nicolette Jerik are in attendance this evening to present their annual department reports. All are tremendously dedicated, and although each year has its own story, this one is certainly has its share of stories. This past year, John and Ed carried their entire departments with limited staffing. Dan, newly hired, jumped right in, and had a great year at the golf course and is doing the same at F.A.N. Nicolette has transformed the front office by implementing new efficiencies and has well-trained and friendly staff that are ready to help not only residents, but also assist staff as needed. Audrey commented that she is thankful for every one of them.

X. Committee Reports

A. Maintenance

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

Post Covid Actions

- Early in year, staff focused on cleaning, sanitizing, and misting after “Covid Calls”, and also misted certain areas on a scheduled basis.
- As we return to normal, the District’s two custodians are phenomenal as they willingly change direction while opening and closing, adding, and dropping areas to be cleaned and sanitized more often this year than in any other recent year.

Transitions

- Jim Randall retired in June 2022, and Audrey Marcquenski was appointed as Executive Director. Meetings were conducted throughout this transition that included staff, local municipalities, community stakeholders, and contractors, in addition to park tours to ensure a smooth transition.
- Lincoln-Way Community High School District and Summit Hill School District 161 hired new maintenance supervisors.
- New front desk staff were hired and are helping maintenance with improved facility calendars and parks maps are being developed with tours to follow to assist them in answering residents’ questions.
- A new Assistant Superintendent of Parks will be hired in the coming weeks.

Maintenance

- November lists are underway.
- Pond edges will be mowed this winter utilizing the new mini excavator.
- The District will go to bid in January for mowing contractors.
- “Park Days”, where staff focused on one park per week this past summer worked well.

Planning

- The District hired landscape architects for proposed improvements to Hunter Prairie and Champions Parks, and at the Square Links Golf Course clubhouse.

Projects

- Ed thanked the Board for approving new equipment purchases during this fiscal year.
- Supply chain issues, union strikes, and scheduling conflicts with contractors delayed asphalt projects at Square Links Golf Course and White Oak and Plank Trail Parks, along with path curb cuts, asphalt aprons, and tree removal/replacement, however, all projects were completed.
- Improvements along Hole #1 included tree removal/planting, irrigation relocation, asphalt work, restoration, and sod.

Training & Safety

- The Park District hosted a PDRMA ladder safety class and a truck and trailer training class.
- Maintenance staff viewed webinars, such as Overcoming Burnout and Keep Fit.
- Ed Reidy co-taught CPR/AED/First Aid classes for staff certification and recertification with John Keenan and Erin Kertson.
- Playground safety surfacing was added at Lighthouse Pointe, Hawthorne Lakes and LaPorte Parks and also at Rogus, Frankfort Square, and Indian Trails Schools.

Fun Activities That Required Maintenance Assistance

- Scouts tree plantings and park clean ups
- Video filming
- Maddog Strong Foundation events that included Giving Tree Park and Miles for Maddog 10K Run and 5K Run & Walk.
- Provided hayrides for ELC Preschool and BAS students.
- Prepped and cleaned up scarecrow site.

Audrey noted that Ed was able to accomplish all actions and projects with minimal staffing that now consists of three individuals. Commissioner, Denis Moore, asked if there has been any thought to having volunteers assist with maintenance and stated that he would be willing to volunteer his time.

B. Recreation

John Keenan, Superintendent of Recreation, commented that the power ballad, "Don't Know What You Got (Till It's Gone)" was a song that fit perfectly as he looked back on the Recreation Department's past year. Erin Kertson, Recreation Supervisor, began her leave in late July and John provided a snapshot of how all stepped up, going above and beyond to help.

Dan Coughlin, Athletic Supervisor, took the lead at the golf course and put into action all that he was taught during training that allowed John to return to the office including:

- Grasping nuances of customer service.
- Managing Tee Snap (tee time booking service)
- How to resolve conflicts quickly.

Julie Hein, Assistant Office Manager, handled all the indoor and outdoor facility requests/rentals as follows:

- Scheduled 981 game and practice dates.
- Rescheduled games and practices that were cancelled or rained out.
- Managed phone calls related to rentals, inquiries about field conditions and field availability.
- Ensured that all teams submitted required paperwork.

Pam Moloney, ELC Preschool Lead Teacher, assisted with the Before and After School Program (BAS):

- Conducted staff training prior to the start of the school year.
- Ensured staff had craft supplies and organized the supplies.
- Scheduled field trips for Escapade days off school.
- Stopped in with John to check on staff daily. BAS starts at 6:30 a.m. Monday through Friday, and resumes at 2:00 p.m. when school lets out.

John closed by noting that the common phrase in the recreation field when you talk about job description is – duties as required. These were just a few of many examples of staff going above and beyond their “job descriptions”. John is grateful and appreciative of their hard work, and he is also happy to have Erin back from her maternity leave.

Audrey noted that John always finds a way, and that people will help the person who supports them throughout the years. John is always there for everyone; therefore, all were willing to help him as needed.

C. Information Technology

Sufficient information was included in the November Executive Director’s Report.

D. Special Recreation

Audrey reported that the Crete Park District was approved and welcomed as a new LWSRA member.

LWSRA instituted a new intake process that introduces people that are new to LWSRA. Last month, Frankfort Square had four new individuals go through the intake process and begin programming at LWSRA.

E. Finance and Planning

No report.

F. Golf Course

Dan Coughlin, Athletic Supervisor provided a season wrap-up from his first year as manager at Square Links Golf Course

- The course opened on March 15 and closed for the season on November 11.
- The following improvements were completed:
 - A new cart path on Hole 1, 2, 6, & 7 that included tree removal and replacement, fresh mulch, new sod and minor fence repairs.
 - The wash down area was regraded.
 - 20 new Yamaha Golf carts were received that feature upgraded seats, golf club washers, GPS, and Yamatrack.

- 2022 golf sales
 - 17,000 rounds of golf
 - 11,500 golf cart rentals (68% of customers chose to ride)
 - 573,725 balls struck on the driving range with 175,725 balls struck on synthetic bays and 398,000 balls struck on grass tees
 - 3,600 beers were served
 - 350 hot dogs
 - 500 bags of chips
 - 300 candy bars

- Square Links hosted the following groups
 - LWSRA two times per week during entire golf season
 - Summit Hill Junior High School's 6-week intramural golf program
 - LWW girls golf practiced on the driving and putting ranges
 - LWC girls golf dual match
 - 8-team Lincoln-Way girls golf invitational

- Looking forward to 2023
 - Participating in the Tinley Park Golf Expo February 3-5
 - Implementing Campfire Concepts marketing ideas
 - Introducing new logo merchandise, i.e., logo balls, gloves, and ball markers
 - Opening the restaurant with Jimbooo's Italian Beef to help make Square Links a full-service golf club

Audrey reported that Dan is new to the Park District, and he jumped right in and had a great year at Square Links. Dan has also received praise from the Bookkeeping team.

G. Office

Nicolette Jerik, Superintendent of Office Management and Technology thanked the Board for the opportunity to share what the front office has implemented over this past year and to present new opportunities that will be available.

- The following RecTrac features have been implemented
 - Installment billing for the ELC preschool and Braemar Dance Center program
 - Childcare calendar for Day Camp and Early Childhood Camp
 - Installed a F.A.N. pass printer
 - Blast email communication and multi-program blast email to assist with marketing

- 61 training manuals have been developed for RecTrac to date, along with an office phone manual and a front office manual is updated as procedures change.

- There are four new, very qualified front office staff that provide great customer service, phone communication, and multitasking abilities.

- Online renewal registration for community gardeners

- Introduced wireless credit card readers to accept credit card payments for daily drop-ins at LWN and at Mary Drew for dance program clothing purchases

- Completed Office 364 migration

- Instituted two-form authentication to enable staff to remote into the District's network.

- Transitioned from Sprint to T-Mobile and ported 22 lines
- Developed an all-in-one facility calendar through RecTrac
- Streamlined the Polar Express registration process to provide every family an opportunity to enroll in the lottery drawing.

Audrey noted that Nicolette transformed the office with increased efficiency and well-trained staff that are willing to help. Nicolette also utilizes technology and software to improve processes, and it's a pleasure to see her work. For 20+ years Jim wanted a calendar. It has finally been implemented.

H. Risk Management

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

I. Community Updates

No updates were provided.

J. Freedom of Information

No FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

A. Commissioners' Comments

Vice President, Dave Macek, asked how plans are progressing to have Jimbooo's open the restaurant. Audrey responded that Jim Lungaro, owner, is closing his restaurant in Thornton on January 1, will move into the Square Links clubhouse in mid-January, and hopes to begin restaurant services to the public in the spring of 2023.

Denis Moore asked if he will conduct his catering business from Square Links, and Audrey said that is his plan, and per Dave Macek's and Denis' follow-up inquiries, Audrey noted that Jimbooo's will be on-site year-round and the Board may discuss future alcohol sales.

Denis Moore thanked the staff for all their hard work.

Phil Cherry, Commissioner, expressed appreciation to the staff, and as FSBL representatives remained for the thank entire meeting, he acknowledged al they have done for the community over the past years, in particular how they managed the challenges during Covid.

Frank Florentine, Commissioner, thanked staff members for all they do, noting that Board Members hear concerns from community members and that issues are always managed very well.

Craig Maksymiak, Treasurer, stated that Board Members do not hear much, which is a testament on how good all are, and that the community knows it can rely on Park District staff.

Ken Blackburn, President, stated that we have the easy job, and that staff make the Park District what it is.

XIII. Adjournment

Dave Macek made Motion 22-1798 to adjourn the meeting at 7:35 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell