

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 19, 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, and Denis Moore.

Also present were: Phil Cherry, Board Appointee, Anthony Dituri, Frankfort Township Road District, Anthony Granata, candidate for the Will County Board, Dave Gorka, IT Contractor, Audrey Marcquenski, Director, Jim Moustis, Will County Board Member, Heather Roethle, FSPD resident, and David Smith, Frankfort Township Trustee.

Absent were: Craig Maksymiak and Joe Vlosak.

IV. Public Input

Heather Roethle addressed the Board, noting she provided input at the March 17, 2022 Board Meeting and subsequently received a follow-up email from Jim Randall. Ms. Roethle thanked Jim for answering all her questions. Heather was also glad to see the Park District will be working with the town home developer in Lighthouse Pointe (LHP) and ComEd to widen the path and she shared the following concerns.

- The Lighthouse path project was not included on any agenda or the April project list.
- The Park District is contracting with a company for a natural areas assessment plan, expensing \$12,500, and Ms. Roethle noted Mr. Randall previously stated the District has expertise in natural areas. She stated LHP has the largest natural areas in the District and she is interested in learning the management options.
- Ms. Roethle attended her LHP HOA meeting on Tuesday, May 17, and stated that the meeting had its largest turnout ever. Ms. Roethle stated the LHP property manager has been in contact with Mr. Randall, and per Ms. Roethle, not one resident is satisfied with their subdivision.
- Ms. Roethle implored the Board to put LHP projects “on the front burner”.
- Due to the size of the subdivision, Ms. Roethle feels more needs to be done.
- Ms. Roethle frequents many of the FSPD parks, and does not believe LHP is given the same level of attention as other parks in Frankfort Square.
- Ms. Roethle closed by stating the neighbors are watching and want to see some change.

Jim Moustis, Will County Board Member noted that the May 21, 2022 meeting of the Park Board marks Jim Randall's last Board Meeting, and the Will County Board wished to present a certificate of appreciation to Mr. Randall for his 39 years of dedicated service as Executive Director of the Frankfort Square Park District.

Mr. Moustis reported that he has lived in Frankfort Square for 50 years, and never left the Square, and noted one of the reasons was because of the FSPD. As a bit of history, Mr. Moustis recounted how a neighbor, Bob Garrett came to his house asking him to sign a petition to develop a park district. The measure was placed on the ballot and passed. The residents did not know what to do next, they had no money, and would not be funded until the following year's tax cycle. A board was established, and a director was hired that remained for two years. Then Mr. Randall came along, and Mr. Moustis said Jim was the Park District. There were no other full-time employees, only summer help. Jim Randall started it all, the parks, the programming, and he has led it all. There is no other person in Frankfort Square that has had a bigger impact on the community in such a positive way than Jim Randall.

Dave Smith, Frankfort Township Trustee met Jim Randall in 1996 and noted it has been a pleasure to have Jim in charge of our Park District. There are many positives, not many negatives. Mr. Smith congratulated Jim on his retirement and closed with "May God bless".

Anthony Granata, former Park Board Commissioner noted his family moved to Frankfort Square when he was 5 years old, and his family settled here because of the Park District and its preschool. Anthony began serving on the Park Board at the age of 18, and he stated it was a pleasure to serve with Jim Randall. Anthony further noted that Frankfort Square Park District is synonymous with Jim Randall, and Frankfort Square Park District is synonymous with excellence. Anthony thanked him for all he has done.

Speaking on behalf of Bill Carlson, Anthony Dituri presented Jim Randall with a proclamation honoring Jim Randall as follows:

- Served with distinction as Executive Director for 39 years
- Supervised the acquisition, design, and development of 650 acres of park facilities and the restoration and development of 250 acres of Illinois prairie
- Strong advocate for special needs population and was a founding member of LWSRA
- Secured funding to support the purchase and renovation of Square Links Golf Course
- Served as Executive Director when the Park District was nominated as a Gold Medal finalist seven times, and was awarded the NRPA Gold Medal Grand Plaque Award in 2007 and 2016.
- Proven leader, capable of working with elected officials in strategic planning and decision making benefiting communities of Frankfort Square and the Villages of Frankfort, Tinley Park, and Matteson.

Mr. Dituri closed with a personal message of congratulations from Bill Carlson, Frankfort Township Highway Commissioner, and presented Mr. Randall with honorary street signs naming a portion of Braemar Lane as James J. Randall Lane.

Jim Randall thanked all and stated it has been a pleasure working at the Frankfort Square Park District. Jim further stated he has been successful thanks to the elected Board that allows people to do their jobs.

V. Correspondence

A. Appreciation

Thank you cards received from the 2022 College Scholarship Program recipients, thanking the Park Board and District staff for the provision of \$1,000 scholarship awards towards their higher education.

A note was received from the family of a 3 year old preschool student, addressed to Pam Moloney, Amanda Salgado, and Meghan Little, expressing appreciation for the quality of these teachers that have cared for their child throughout the school year.

B. Complimentary

Email from the District's PDRMA Risk Management Consultant, commending Ed Reidy, Superintendent of Parks, and Joe Cline, golf course staff member for their efforts in preparing LWN for their trailering class.

VI. Presentation of the April 21, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1747 to accept the April 21, 2022 Board Meeting Minutes as presented. Denis Moore seconded.

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

VII. Oath of Office

Secretary Jim Randall administered the Oath of Office to Phil Cherry, who was appointed to fill an unexpired term as Park Board Commissioner (*ref. April 21, 2022 Board Meeting Minutes, Sect. XIV., Motion 22-1744*).

Mr. Randall then stepped aside, allowing Audrey Marcquenski to step up for the remainder of the meeting.

VIII. Election of Officers

Dave Macek made Motion 22-1748 to open the floor for the nomination of officers. Frank Florentine seconded. Motion carried in a vote by voice.

Dave Macek made Motion 22-1749 to nominate Ken Blackburn as President. Denis Moore seconded. Motion carried in a vote by voice.

Denis Moore made Motion 22-1750 to nominate Dave Macek as Vice President. Frank Florentine seconded. Motion carried in a vote by voice.

Frank Florentine made Motion 22-1751 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 Audrey Marcquenski to serve as Secretary of the Board of Commissioners. Ms. Marcquenski accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak will be notified of 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 Baird Public Finance to Bond Underwriter to serve as Bond Underwriter.

President Ken Blackburn appointed Audrey Marcquenski and Dave Macek to serve as FOIA and OMA Officers. Ms. Marcquenski 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 7:00 p.m., and the regular December Board Meeting will be held on Monday, December 5, 2022, at 7:00 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 7:00 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: Audrey Marcquenski, 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 John Keenan 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

Audrey Marcquenski reported that this evening's meeting came close to not having a quorum, and Ms. Marcquenski contacted the District's Legal Counsel for clarification on how best to proceed, and was advised that Phil Cherry could have been given the oath of office prior to the start of the meeting to ensure the presence of a quorum and enable the transaction of the District's business. If any Board Members elect to attend remotely, an in-person quorum is still required.

Legal Counsel was also consulted regarding a FOIA request that was received over the past month. A resident requested all information pertaining to the resignation of a Board Member, filling his seat, election of Board Members, hiring of the new Park Director and all information on Covid-19. Counsel advised that an individual can only FOIA documents, as interrogatories, conversations and thought processes are not covered under the FOIA Act. The Park District is also not required to provide information that is readily available on its website. The response to the FOIA stated the request was too broad in scope and asked that it be narrowed to actual documents. At this time, the requestor did not respond, and the matter was considered closed within two days of receipt.

XI. Treasurer's Report

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

Dave Macek made Motion 22-1752 to accept the Accounts Payable Listing. Frank Florentine seconded.

Audrey Marcquenski reported that the District's balance is \$200,000 ahead of the previous year, not including the Tax Anticipation Warrants.

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

XII. Director's Report

Staff are working on project cover sheet to calendar and summarize projects. The summaries will be a tool that will help the Board better understand the full scope of projects, and will include a description, location, contractor, estimated and actual budget, and timeline for completion. Ms. Marcquenski provided a sample summary detailing the repair to a water leak at Community Park.

The Park District provided nine college scholarship awards, that were presented during Lincoln-Way East's Community Scholarship Night event on May 4. The District was made aware that this year's scholarship awards, including Chick Evans Scholars and military appointments, totaled over \$1.7 million.

Audrey requested an executive session to review closed session meetings and recordings.

XIII. Committee Reports

A. Maintenance

Audrey Marcquenski requested consideration to approve a proposal for the provision of a Comprehensive Natural Areas Report by Cardno that will include an assessment of each site, a Best Management Practices plan, and an FQI inventory and assessment for each natural area, at a cost not to exceed \$12,500, a copy of which was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 22-1753 to authorize Audrey Marcquenski to enter into a proposal for the provision of a Comprehensive Natural Areas Report by Cardno that will include an assessment of each site, a Best Management Practices plan, and an FQI inventory and assessment for each natural area, at a cost not to exceed \$12,500, as presented. Dave Macek seconded.

Audrey noted that the last plan was approved in 2015.

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

Champions Park renovation will include removal of fencing that will be scheduled after August 30, 2022, allowing men's softball to conclude their season.

B. Recreation

Preschool students and their families enjoyed the end of the year field days, and the 4 year old classes are looking forward to graduation.

The summer brochure highlighted free opportunities that included the reopening of the Splash Park on Memorial weekend, and a great line up of summer concerts.

C. Information Technology

Dave Gorka, IT Contractor was in attendance to provide his annual report on what he and his company, B Practical Solutions, is doing to take the Park District to the next level.

Mr. Gorka reported that when his company was initially hired, they identified an issue with the previously installed servers, as they were over-engineered, making the system difficult to maintain. They will be simplified, ensuring ease of operation for the present and future.

RecTrac, the District's main software program, was updated and moved from the server to the Cloud.

Wireless credit card readers were installed at Lincoln-Way North, Mary Drew, and Square Links, providing staff the ability to accept credit card payments for programming at these remote locations.

Teesnap, point of sale software was introduced at Square Links, enabling patrons to reserve tee times online in response to State-imposed Covid guidelines during the pandemic. The software also serves as a marketing tool, as emails can be sent to users in the data base, notifying them of golf specials.

Toptracer is a tool that brings a virtual pro to allow golfers on the range to improve their game by tracking the length and trajectory of the ball, enabling them to adjust their swing. It also includes games, such as closest to the pin and longest drive, and golf course staff receive many positive comments on this offering.

The phone system was replaced with a VOIP, and since the internet is now used for phones, backup devices are now necessary. Comcast is the District's main provider, and fiber optic will be brought in to enable AT&T to ensure comparable speed with no downtime.

Video cameras have been, and continue to be replaced by a Cloud-based system that provides improved resolution and better tracking. For example, they can recall an individual per clothing color over the past six months, or identify license plates in parking lots, which is helpful to law enforcement when conducting break-in investigations.

The wireless service was moved from Sprint to T-Mobile and included the replacement of Samsung phones to iPhones.

Per a requirement of the District's risk management group, PDRMA, dual authentication has been activated. When staff remote in, a signal is sent to their mobile phones, and they must accept the signal when logging in to be accepted into the network. PDRMA placed a deadline of December, 2022 to enact dual authentication, however, B Practical recently completed this action that helps mitigate risk and safeguards the Park District's data.

The 2012 Microsoft Office software will be replaced with 2021 Microsoft 365.

Cloud storage will be utilized with greater frequency and mailboxes will continue to be backed up with Datto.

The current equipment, three Dell servers, are close to ten years old and will be replaced with one server and three virtual servers.

Mr. Gorka noted that it has been a pleasure working with Jim Randall and his staff over the past five years, and the FSPD is the best place he has ever worked with over his 20-30 years' experience as and IT Contractor.

Ms. Marcquenski thanked Dave, noting the District is fortunate to have employed his services.

D. Special Recreation

LWSRA hosted the National Wheelchair Basketball League over the past weekend, and WGN covered the event which included interviews with LWSRA's Executive Director, Keith Wallace, and Adaptive Sports Coordinator, Jake Williams. Ms. Marcquenski noted it was a great event with talented athletes and the Park District was happy to provide assistance.

Dave Macek, President of the LWSR Foundation, reported that the Breakfast with the Bunny event, one of the organization's biggest fundraisers, was successful. The annual golf outings will be held on August 12 and September 17, and information will be forthcoming.

E. Finance and Planning

Diane Meister, offsite bookkeeper, completed the end of year transfers from Corporate.

The annual audit is underway, and the team from Lauterbach and Amen will be on-site May 31, June 1, 6, and 7.

F. Golf Course

Golf play is increasing as weather improves, and on Sunday, May 21, there 4,500 balls were hit on the range, and 135 rounds of golf were played.

Staff will meet with Campfire Concepts to continue work on the golf course marketing plan. Ideas will be presented at the July Board Meeting.

G. Office

The Community Room rental returned on May 13, and three more are scheduled this month.

H. Risk Management

The District is investigating a new approach to CPR/AED training. Typically, staff training is 8 hours in length, and a hybrid version, with online followed by in-person will be more sustainable.

Erin Kertson, Recreation Supervisor, will certify this month as an instructor, and Ed Reidy, Superintendent of Parks, and John Keenan, Superintendent of Recreation will recertify their instructor status.

I. Community Updates

Audrey Marcquenski noted she, Jim Randall, and Ed Reidy met with the scouts prior to this evening's Board Meeting, and the scouts were thanked for their efforts during the annual park clean-up event.

J. Freedom of Information

Ms. Marcquenski noted that she addressed the FOIA request received from Paul Kramski during this meeting's legal report.

XIV. Old Business

No old business was discussed.

XV. New Business

Commissioner's Comments

Denis Moore acknowledge all the old friends that were in attendance during this evening's meeting, and noted it was good to see Anthony Granata, Jim Moustis, Anthony Dituri, and Phil Cherry, Sr. and his wife Sue.

Denis welcomed Phil Cherry, Jr. to the Board, appointed to replace Brian Mulheran. Denis also acknowledged that he has known Brian Mulheran for many years, and that Brian's community involvement was always for the right reasons. He will be missed, but the Board will remember and moving forward, will consider his sage advice.

Mr. Moore noted that he has lived in the Square for 34 years, and he and his family have enjoyed all the parks and daily walks on the paths, and noted that it has all been possible thanks to Jim Randall, his leadership and financial stewardship.

Frank Florentine is always amazed by the amount of data Jim Randall has provided on a daily and weekly basis, marking just one of the things that makes him different, and Mr. Florentine is proud to serve as a member of the FSPD Park Board.

Frank further commended the BDC dancers and all their achievements that are directly related to how much the community cares, and how much the programs mean to Park District residents. Mr. Florentine thanked Jim for always being gracious and always taking care of the Park District and community, and he feels that Jim has not gotten the recognition he truly deserves. His position often goes unnoticed. Frank understands that people do not understand what goes into making the parks beautiful, and as a 21 year resident, he appreciates all of Mr. Randall's hard work and efforts, and wished him the best in his retirement.

Dave Macek stated he has been a Frankfort Square resident for 31 years where he and his wife raised 4 children. Dave's first introduction to Jim was at a Board Meeting where he provided public comment. The newspaper at the time, the Star Tribune, reflected that Park District taxers would go up 134%. Mr. Macek was surprised that no other members of the public were present. Jim Randall explained the process of how public bodies tax, he subsequently became involved in the FSPD, serving now for 17 years on the Park Board. Dave noted that when the Board comes up with a good idea, Jim has already been on it, getting quotes for improvements. Dave hopes the intergovernmental agreements, established by Jim, will continue. In regards to his leadership, Jim Randall is leaving the Park District in great shape, and he hopes Jim enjoys his retirement.

Ken Blackburn noted that he has lived in Frankfort Square for 45 years, and in that time, the Park District was a big part of the community. Jim Randall was always available. If the athletic fields needed to be dragged at 2:00 p.m. on a Saturday, Jim was there to drag the fields. No park district has done more to ensure funds are expensed to accommodate residents' needs than the FSPD, which is always first to offer new opportunities, such as the Dog Park. Ken credited Jim's vision for ensuring the Park District is always on the cutting edge. Ken thanked Jim for all his hard work, and stated that it has been a pleasure working with Jim.

Phil Cherry stated that he has known Jim Randall long enough to call him "Mr. Randall". He recalled learning that the Park District consisted of a single facility, which is now the concession stand at Champions Park, and there was one lawn mower. Phil is now raising his children in Frankfort Square, and thanks to Jim Randall, the community has been and will continue to be in good hands.

XVI. Executive Session

Dave Macek made Motion 22-1754 to enter into executive session at 8:17 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from closed executive sessions, both written and verbatim audio dating from January 20, 2022 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 22-1755 to go out of executive session and return to open session at 8:24 p.m. Denis Moore seconded. Motion carried.

XVII. Consideration of Resolution 22-05-34

Audrey Marcquenski requested consideration to adopt Resolution 22-05-34, 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.

Dave Macek made Motion 22-1756 to adopt Resolution 22-05-34, as presented. Frank Florentine seconded. Motion carried in a vote by voice.

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(Sect. XVII., Consideration of Resolution 22-05-34, continued)

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 22-05-34 will be updated with said detail and linked to the May 21, 2022 agenda for public review.

XVIII. Adjournment

Frank Florentine made Motion 22-1757 to adjourn the meeting at 8:25 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell