

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
June 16, 2022

The following are Minutes of a Budget & Appropriation public hearing and a meeting of the Frankfort Square Park District Board of Commissioners Park District Administration Building, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

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

II. Pledge of Allegiance

III. Roll Call

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

Also present were: Audrey Marcquenski, Executive Director/Park Secretary, and Linda Mitchell, Recording Secretary.

IV. Public Hearing/Public Input

Denis Moore made Motion 22-1758 to open the floor for the Public Hearing of the Budget and Appropriation Ordinance No. 22-06-341 for Fiscal Year May 1, 2022 through April 30, 2023. Craig Maksymiak seconded. Motion carried in a vote by voice.

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. 22-06-341, was duly transacted during said meeting.

Dave Macek made Motion 22-1759 to close the floor and adjourn the public hearing at 7:30 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

V. Correspondence

A. Appreciative

A thank you letter was received from the Franciscan Sisters of the Sacred Heart, expressing appreciation for the donation of golf passes for their annual fundraiser.

B. Complimentary

The District's Square Links Facebook page included a positive message from a longtime FSPD family related to their Park District participation, how they watched the District grow, thanks to the management of its people, and that they were pleased when the Park District purchased the golf course years ago, ensuring it would be an asset for our area.

VI. Presentation of the May 19, 2022, Board Meeting Minutes.

Dave Macek made Motion 22-1760 to accept the May 19, 2022, Board Meeting Minutes as presented. Denis Moore seconded.

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

VII. Legal Report

Craig Maksymiak made Motion 22-1761 to adopt the Budget and Appropriation Ordinance No. 22-06-341 as presented. Phil Cherry seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, 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 May Treasurer's Report, pending audit.

Dave Macek made Motion 22-1762 to accept the Accounts Payable Listing. Frank Florentine seconded.

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

IX. Executive Director's Report

Audrey Marcquenski reported that a copy of the Budget and Appropriation Ordinance No. 22-06-341 for Fiscal Year beginning May 1, 2022, and ending April 30, 2023, was posted at the Community Center for thirty days, and a legal notice was published in the *Daily Southtown* on June 6, 2022.

The opening balance on the May Treasurer's Report reflects a positive year-end balance of \$759,600, and includes transfers that were approved at the April 21, 2022 Board Meeting.

The Park District received a Will County Tax Distribution of \$1,269,761 today, June 16, 2022.

The on-site audit field work is finished, and staff are responding to additional questions posed by the auditors. A final report will be presented by Lauterbach & Amen at the August 18, 2022 Board Meeting.

Commissioner, Frank Florentine asked if the audit is going well. Ms. Marcquenski reported that Lauterbach & Amen has been the best audit firm we have worked with, based on assessments by Duane Meyers, Senior Bookkeeper, and Jim Randall, recently retired Executive Director. It is recommended that agencies change audit firms every five years, however, the Board can decide to remain with Lauterbach & Amen by simply requesting that they assign different team members.

Ms. Marcquenski presented an updated version of the Park District video with a theme of friendship, education, and teamwork, for Board review. The video showcases the District's commitment to ensure that community-wide survey results reflect resident direction in planning for programming and facility improvements.

Staff enjoy working on special projects and had an "army of volunteers" that gathered to participate. A final video will be posted to our website and social media. All footage taken will be added to our video library that can inform residents about actions, such as why we conduct prairie burns. It can also highlight all the District has to offer, and encourage people to sign up for various programs, such as community gardening.

X. Committee Reports

A. Maintenance

Seasonal staff have been trained and are working hard alongside the full-time Maintenance staff. Despite the high temperatures, staff are continuing normal park maintenance tasks that include spraying and maintaining ball fields, along with supporting all District departments.

Prep work for asphalt projects is ongoing, that includes curb cuts, distributing letters to surrounding neighbors to inform them about the project, and asking them to remove personal items that have gravitated onto Park District property.

The White Oak Park path was paved this week and turned out very well.

B. Recreation

The air conditioner at Mary Drew is out of service. Parts have been ordered and it is expected to be repaired within the next week. Until then, day camp has been moved to the Community Center and dance was moved to Hilda Walker. Ms. Marcquenski noted we are fortunate to have an administration at Summit Hill that work closely with Park District staff to make their facilities available for programming.

There was a minor incident in Summer Day Camp when an acoustical panel slipped from the wall and hit a child in the head. His parents were called, an ice pack was provided, and the child didn't wish to leave when his father came to pick him up as he was fine and returned to playing.

The first summer concert at the Island Prairie bandshell, Good Clean Fun, is scheduled for June 28. Ms. Marcquenski noted that all are looking forward to bringing concerts back to this beautiful location.

C. Information Technology

Dave Gorka, IT Contractor, and Nicolette Jerik, Superintendent of Office Management and Technology tested Office 365 and moved the data, with a plan to cut over on the evening of June 21, 2022.

D. Special Recreation

Audrey asked for Board consideration to provide a \$1,000 sponsorship for LWSRA's annual golf outing fundraiser.

Denis Moore made Motion 22-1763 authorizing the provision of a \$1,000 sponsorship for LWSRA's annual golf outing fundraiser, as requested. Dave Macek seconded.

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

Vice President, Dave Macek, who also serves as President of the LWSR Foundation noted he has a foursome available for the August 12 outing at the Sanctuary Golf Course in New Lenox. The second outing is scheduled for September 17 at The Links at Carillon in Plainfield. The Foundation is looking for golfers and sponsorships for these fundraising events.

Audrey will attend the monthly LWSRA Board Meeting on Tuesday, June 21.

E. Finance and Planning

No report

F. Golf Course

On Wednesday, June 14, a golf cart was driven into the black railing between the 8th and 9th holes. There were no injuries, Maintenance staff repaired the railing, and a property damage report was forwarded to the District's liability insurance carrier, PDRMA. Harris Golf Carts will be on-site on Friday, June 17 to assess the damage.

The clubhouse entryway doors were repaired.

The golf course grounds are in good condition, and all is ready for Father's Day weekend, historically the biggest weekend of the year. Commissioner, Frank Florentine commended the groundskeeper for doing a phenomenal job, and Audrey noted he is young, talented, and enthusiastic, and has hired good people.

G. Office

Sufficient information was included in the Office monthly summary that is made part of the June Executive Director's Report.

H. Risk Management

The District's PDRMA Risk Management Consultant will visit on June 22 to kick off the risk management review. Audrey reported that PDRMA examined the review process, made changes, and our review will begin with an examination of our claims and loss reports. Our District has minimal property-related losses, and the repeatable issue is golf cart damage. Audrey is looking forward to seeing how PDRMA can assist us in improving such losses.

New golf carts equipped with YamaTrack are expected to be received in the fall and can be programmed to stay on the cart path, which should help minimize accidents. The carts have been on order, and due to the delay, Harris Golf Carts will upgrade us to the newer models but will honor the agreed upon price.

I. Community Updates

Audrey reported that the Village of Tinley Park is preparing to close on the Harlem Avenue & 191st Street property and may soon lease the parcel to Woodman's or a similar grocer.

Development of the vacant property north of the Amazon Distribution Center on Harlem Avenue is also imminent.

J. Freedom of Information

Audrey reported on a FOIA request at the May 19, 2022 Board Meeting that was received from a Park District resident asking for "all information pertaining to the resignation of a Board Member, filling the vacant seat, election of Board Members, hiring of the new Executive Director, and Covid-19. The District's Legal Counsel was consulted and informed us that an individual can only request documents, and that we cannot respond to interrogatories, conversations, or provide thought processes. A response was provided to the requestor and no further communication has been received. The legal fees related to this FOIA, in the amount of \$168.75 were added to the FOIA spreadsheet and posted to the May 19, 2022 agenda.

The District received a FOIA requesting the terms of office and attendance record for a former Board Member, Anthony Granata. Audrey spoke briefly with Park Counsel and provided certified ballot results and a link to our website where all Board Meeting minutes are available. Audrey received a brief response, indicating the requestor found the information, and no additional requests related to this FOIA are anticipated.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Commissioner, Denis Moore asked about replacing school playground surfacing Audrey responded that technically, the School District is responsible for their interior playground, however she and Ed Reidy, Superintendent of Parks will be meeting with SHSD Superintendent, Dr. Paul McDermott, and their Head of Building & Grounds, and will discuss refreshing the surfacing with Fibar.

Treasurer, Craig Maksymiak was absent from the May meeting, and took the opportunity to welcome Phil Cherry to the Park Board.

President, Ken Blackburn and Vice President, Dave Macek, welcomed Audrey Marcquenski, newly appointed Executive Director, to her first official Board Meeting, and Mr. Macek said he looks forward to many more to come.

XIII. Executive Session

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

XIV. Adjournment

Craig Maksymiak made Motion 22-1764 to adjourn the meeting at 7:42 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell