

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
August 18, 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 7:00 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/Board Secretary, Linda Mitchell, Recording Secretary, and Courtney Clement, Lauterbach and Amen, LLP auditor.

IV. Public Input

No members of the public were present.

V. Presentation of Annual Financial Report FYE: 4/30/22

Audrey introduced Courtney Clement from Lauterbach & Amen, noting this is our third year with Courtney as our auditor.

Ms. Clement presented the District's 2022 report that was prepared utilizing various tests to perform the opinion on the financials. The highest opinion was rendered and at the end of the year, the net position of the District increased \$723,000 with net investment capital assets of \$38 million.

The audit's management letter includes information that is a disclosure throughout the audit process along with suggestions for policies. Lauterbach and Amen will assist with the new GASB pronouncement of new leases standard that goes into effect in April 2023.

Ms. Clement had discussed the golf course fund with Treasurer, Craig Maksymiak in relation to the issue of funding deficits through corporate funds. General funds can be moved to any fund that has a deficit, but it is not recommended to do so on an annual basis.

Mr. Maksymiak reported that the District has two different funds that should maintain themselves. The golf course is a proprietary fund that was not meant to sustain a debt payment of \$118,000. The debt payment increases as it nears maturity and will resolve in the 2023 season, however golf courses are subject to weather-driven fluctuating revenues.

A solution could be to switch to a special revenue instead of a proprietary fund, however Mr. Maksymiak noted that we are not currently looking to do so. The deficit is mainly due to the annual debt payment that was normally \$40,000, however the payment increased by \$100,000 last year and in the coming year as it reaches maturity on April 1, 2023.

VI. Correspondence

No correspondence was presented.

VII. Presentation of the July 21, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1769 to accept the , July 21, 2022, Board Meeting Minutes as presented. Frank Florentine seconded.

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

VIII. Legal Report

Audrey Marcquenski read by title and requested consideration of Resolution 22-08-35, a resolution authorizing the transfer of funds of the Frankfort Square Park District, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Craig Maksymiak made Motion 22-1770 to adopt Resolution 22-08-35, as presented. Dave Macek seconded.

Ms. Marcquenski reported that the resolution is presented based on our auditor's recommendation, and Mr. Maksymiak noted that the transfer of funds would not change the District's net position, but rather reverses a transfer that was completed at the April 21, 2022 Board Meeting to balance the golf course fund (*ref. Motion 22-1739*) based on auditor recommendation.

Following a full and complete discussion, the Board voted as follows:

Vote on Motion: Ayes: Phil Cherry, 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.

Dave Macek made Motion 22-1771 to accept the Accounts Payable Listing. Frank Florentine seconded.

Audrey Marcquenski reported that the Fund Balance report will be updated to reflect the approved transfer per Resolution 22-03-35.

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

Audrey Marcquenski requested consideration of Audited Financial Report, Fiscal Year Ended 4/30/2022, 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.

Dave Macek made Motion 21-1772 to accept the Audited Financial Report, Fiscal Year Ended 4/30/2022, as presented. Denis Moore seconded.

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

X. Executive Director's Report

Audrey Marcquenski will contact Park Counsel to inquire about a special revenue fund, as discussed during Sect. V. Presentation of the Annual Financial Report of this meeting.

Ms. Marcquenski reported that the District received a tax distribution from Will County today of \$71,262.55. To date, distributions are \$200,000 below last year, due in large part to the decrease in property taxes that residents realized with their 2021 property tax bills that are payable in 2022.

The Tax Anticipation Warrant will be paid off on August 30, 2022, and Audrey reported that the District remains in a good financial position.

A new free opportunity is being developed, Path to Reading, where pages of children's books are posted in FSPD parks along the bike/walking paths. The purpose is to promote literacy while exploring the District's parks.

The Park District was successful in securing CARES Act funding in 2021 and has submitted another application for the available ARPA Covid-relief funds. If approved, the District could potentially receive \$25,000 in funds that the Will County Board allocated for park districts.

Ms. Marcquenski requested a brief executive session to discuss employee compensation, and further noted that the session is intended to be informational only and no Board action will be required.

XI. Committee Reports

A. Maintenance

Maintenance staff refreshed playground surfacing at Rogus and Frankfort Square Schools and replaced timbers that border playgrounds, as needed. New surfacing was also added to the Lighthouse Pointe Park playground.

Cardno is finalizing the natural areas management plan.

Cardno will also be on-site to manage thistle and teasel removal at Crystal Lake Park with the intent of addressing these invasives before they reseed.

B. Recreation

The 2022/2023 Before and After School Program (BAS) is underway, and transportation issues typically experienced at the beginning of the school year are being managed.

BAS enrollment numbers are slowly increasing since Covid.

There are numerous logistics involved with the BAS program, and with Erin Kertson, Recreation Supervisor, out on FMLA, Audrey is appreciative of how John Keenan, Superintendent of Recreation, and Pam Moloney, ELC head teacher, have stepped up to ensure the program runs smoothly and safely.

Ms. Marcquenski reported that summer concerts rank high on our community-wide survey and Dancing Queen, the ABBA tribute band had the highest number of attendees, estimated at 350. This evening performance is provided by the Dixie Bandits, a community band led by Summit Hill School District Band Director, Kim Coughlin.

C. Information Technology

AT&T fiber optic cable has been installed at the golf course. The planned installation at the Community Center was cancelled as AT&T wanted the District to fund the directional boring from Harlem to the building at a cost of \$70,000, which was tacked on the previously reasonable monthly cost.

President, Ken Blackburn reported that AT&T could have worked with ComEd to pull extra pipe for the fiber optic cable when they were working in our area. Directional boring is very expensive and could feasibly cost \$120,000 to run from Harlem to the Community Center. The cable was already installed on St. Francis Road and therefore was available for the golf course for a reasonable cost.

The representative from Proven IT that District staff previously worked with is no longer with the company, and Audrey reached out to them to discuss the next phase to upgrade security cameras at the Community Center.

D. Special Recreation

Audrey Marcquenski attended the monthly LWSRA Board Meeting on Tuesday, August 16, and one topic of discussion was the successful LWSRF golf outing fundraiser that was held at The Sanctuary Golf Course on August 12. Dave Macek, President of LWSRF has not yet seen the final total but noted the Foundation will begin promoting the second golf outing scheduled for September 17 at The Links at Carillon in Plainfield. Mr. Macek noted that all funds raised from the golf outings go back to LWSRA, and the Foundation received great support from the Frankfort Square Park District.

Ms. Marcquenski reported that the Crete Park District had expressed interest in joining a SRA over the past ten years, and will be voting this week to join LWSRA. If approved, Audrey will bring this action to the Park District Board for approval.

E. Finance and Planning

No report

F. Golf Course

The asphalt project planned for the golf course this year has been completed. It was challenging due to the labor union strike and increased pricing, but Audrey is pleased with the end result.

Ed Reidy, Superintendent of Parks, was able to work with contractors to finalize tree removal and planting at Square Links.

Staff are preparing for the annual College Scholarship \$5 Day of Golf fundraising event, scheduled for September 24. To date, \$3,000 has been received in donations, and Audrey noted it is difficult to raise funds in the current economic conditions.

Weather has been good, and revenue is strong in both greens fees and range fees.

G. Office

The monthly summary included with the Executive Director's Report contained sufficient office information.

H. Risk Management

The monthly summary included with the Executive Director's Report contained sufficient risk management information.

I. Community Updates

No report

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

Phil Cherry asked if the traffic flow could be improved for participant safety at Mary Drew, in particular during heavy traffic related to the BDC dance and BAS programs. Lighting can also be an issue during the evenings, especially with daylight savings time. To date, there have been no incidents, but going forward, Mr. Cherry hopes we can adjust drop off and pick up locations and improve the parking lot lighting.

Audrey responded that it has been nice working with Dr. Paul McDermott, SHSD Superintendent, and noted he is open to new ideas and needs. Previously, the District was not allowed to use the south doors, but with the new relationship, Audrey will reach out with Mr. Cherry's suggestions for safety measures.

Treasurer, Craig Maksymiak appreciated Phil Cherry's suggestion, noting we prefer to be proactive, not reactive.

Commissioner, Frank Florentine, thanked staff for working with the Lauterbach & Amen audit team, and thanked Craig for his expertise and guidance he provides to the Board.

Mr. Maksymiak is pleased with the job staff does, noting we are in a great position, and further stated minor tweaks are done annually by listening to recommendations and acting accordingly.

Vice President, Dave Macek, noted that in his 17 years on the Park Board, we were never required to adjust, and he credits the staff for doing a great job.

Craig Maksymiak reported that the District is in a great position.

XIV. Executive Session

Dave Macek made Motion 22-1773 to enter into executive session at 7:51 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

An executive session was held for the purpose of reviewing employee compensation.

Dave Macek made Motion 22-1774 to go out of executive session at 8:04 p.m. and return to open session. Denis Moore seconded. Motion carried.

XV. Adjournment

Dave Macek made Motion 22-1775 to adjourn the meeting at 8:04 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell