

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
March 16, 2023

The following are Minutes of a budget meeting and regular 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, and Linda Mitchell, Recording Secretary.

IV. Public Input

No members of the public were present.

V. Correspondence

A. Appreciation

Thank you card received from Bob Kennedy, Lincoln-Way H.S. District 210 Foundation, expressing appreciation for the Park District's donation Square Links golf passes in support of their annual Foundation Gala fundraiser.

Email received from Cub Scout Pack 101 leader, expressing appreciation to Park District staff for providing a venue and setting up the space for their annual Pinewood Derby.

VI. Presentation of the February 16, 2023 Board Meeting Minutes.

Dave Macek made Motion 23-1823 to accept the February 16, 2023 Board Meeting Minutes as presented. Frank Florentine seconded.

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

VII. Legal Report

No report

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 23-1824 to accept the Accounts Payable Listing. Denis Moore seconded.

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

IX. Executive Director's Report

Graefen Development, Construction Contractor, marked the post layout for the Splash Park pergola. The concrete will be cut the week of March 20, and the project will be completed in advance of the Splash Park opening on Memorial Day weekend. Ms. Marcquenski further noted that Ed Reidy, Superintendent of Parks, was able to change the type of lumber used, thereby saving the Park District \$6,000.

The current fiscal year's phase of security camera installations is complete, and all are in good working order.

Ms. Marcquenski thanked the College Scholarship Program judging committee for their efforts, and the recipient list will be forwarded to the Lincoln-Way East PPE office once the scores are tallied.

The deadline to submit online Statements of Economic Interests is May 1.

Ms. Marcquenski reviewed the Local Government Efficiency Act that requires park districts to detail their efficiencies in a report to their counties. The report will overview our intergovernmental cooperation and agreements that ensure we do not duplicate services and facilities, which results in tremendous cost savings to our mutually served residents.

There has been a lot of discussion in the field regarding remote meetings and attendance. The FSPD has a policy in place that allows remote attendance in the event a member cannot attend due to personal illness or disability, employment purposes for the business of the Park District, or due to a family or other emergency. If anything changes, it can be modified in the future, as legislators are considering adding childcare as a reason to attend remotely.

X. Committee Reports

A. Maintenance

Al Grzyb, Assistant Superintendent of Parks, submitted his resignation. We wish Al well on his next chapter, and Ms. Marcquenski noted that Al brought lifetime of leadership and experience to the FSPD and we were fortunate to have him on our staff.

The Park District posted a job opening for a full-time maintenance employee with equipment operation experience to supplement the skill set of the team that is in place.

This April, maintenance staff will be tasked with preparing athletic fields for the 300+ scheduled games.

Ms. Marcquenski presented the priority project and equipment list for Board review and discussion, a copy of which was provided to each Board Member in advance of the March meeting. In addition, the District has compiled a master list that continues to develop. The list is aggressive and covers many projects that were tabled last year due to supply shortages and a union strike resulting in tremendous price increases. Ms. Marcquenski noted that Hunter Prairie Park and Champions Park redevelopment projects are top priorities.

Commissioner, Frank Florentine, and Treasurer, Craig Maksymiak agreed that it will not be necessary to replace iPads in the coming fiscal year.

Craig Maksymiak asked if the jon boat and aquatic mower are on the equipment list with the intent to manage pond issues in-house. Ms. Marcquenski noted that is the goal, as aquatic companies do not always respond on a timely basis, and the jon boat will also enable the District's maintenance staff to assess and manage pond fountain issues.

District staff are communicating with landscape engineers to install a path connection from Union Creek Park to Champions Park. This would be a phased in project, with District staff digging out the path and installing base material that will settle in over a years' time, and drainage areas will also be addressed.

Commissioner, Phil Cherry asked where Champions Park path will be installed, and Ms. Marcquenski noted it will be along the old reclamation plant site.

Phil Cherry asked for details regarding the Hunter Prairie Park redevelopment project, and Ms. Marcquenski explained that it could be an OSLAD grant project that would update this older park with a perimeter path, a new playground, nature play area, and community gardens. Prior to any decisions, the surrounding homeowners will be asked to attend a public hearing to provide their input.

A final priority project list will be presented at the April Board Meeting, and in the interim, Ms. Marcquenski would welcome Board thoughts and input.

#### B. Recreation

Work continues on the summer brochure that will be in residents' mailboxes in mid-April.

The Summit Hill School District Board approved a measure to increase kindergarten hours to a full day. Ms. Marcquenski noted the Park District would modify BAS hours and preschool teachers have been in contact with SHSD to learn how our ELC preschool program could best prepare its students for the longer day of kindergarten. In addition, the preschool parents will be surveyed to learn what changes they would like instituted in the FSPD program.

#### C. Information Technology

Nicolette Jerik, Superintendent of Office Administration and Technology, and Dave Gorka, the District's IT Contractor, developed and presented a cyber liability training session for staff, that is required for our continuing PDRMA insurance coverage. They did a great job on a challenging subject, and kept the staff engaged throughout the presentation.

Dave Gorka and his colleague installed and configured two new servers that are used for daily processing and replication of all transactions. They are also segmenting the new cloud-based video camera on our data network switch to prevent degradation of network traffic that could slow down file and internet usage. This will be accomplished through configuring the Districts' firewall and network switches. Data traffic is on one segment, and VoIP and video cameras will each have their own separate segments. Frank Florentine noted the change will improve the security of the District's information, and Commissioner, Joe Vlosak, further stated that providing a separate video segment will provide efficiency as video uses a large portion of data.

D. Special Recreation

Audrey Marcquenski will attend the LWSRA Board Meeting on March 21.

Dave Macek, President of the LWSR Foundation reported that a local bank nominated LWSRA for inclusion in a survey. Mr. Macek noted the survey helps to promote the agency and if garnering the most votes, the bank will provide funding to the LWSRA.

Mr. Macek reported that LWSR Foundation's Breakfast with the Bunny fundraiser will be held the Saturday before Easter, and there are two golf outing fundraisers planned this year.

E. Finance and Planning

Audrey Marcquenski has an appointment at Old Plank Trail Community Bank the week of March 20 to make the final payment of approximately \$118,000 on the golf course bond that matures on April 1.

The third draft of the 2023/2024 budget reflects the 5% CPI on all tax-related line items. The District anticipates receiving new growth numbers from the Will County Tax Rate Calculation Report in late March and will adjust the tax revenue line items in the April Operating Budget.

F. Golf Course

Updated signage that reflects the golf course's new logo and name have been installed at Square Links Golf Course & Practice Center.

Staff are preparing the SoloRider golf carts and charging their batteries.

Square Links is scheduled to open for the season on Monday, March 20.

The owner if Jimbooo's Italian Beef has been spending time at the golf course clubhouse, laying out his restaurant equipment, and the Will County health inspection is scheduled for later this month.

G. Office

Ms. Marcquenski noted that Nicolette Jerik has done an amazing job learning how to make RecTrac more efficient when processing Dog Park registrations, streamlining the process for residents and staff. It also provided an opportunity to renew the waiver.

H. Risk Management

The District's risk management had a strong month with the cyber liability training and the Risk Management Review (RMR) kick-off. The RMR process has been amended from the previous requirement of providing overwhelming documentation, to simply having conversations with PDRMA staff to review areas that would strengthen the District's operations, such as mitigating golf cart accidents and Dog Park member disagreements, to how best to manage ownership of Scout equipment. PDRMA will also offer direction on the dance program's travel out of the state for a national competition and travel to Canada for a senior trip.

Ms. Marcquenski further noted that PDRMA membership has been invaluable for its cost-effectiveness and amount of support the agency offers to our District.

I. Community Updates

No report

J. FOIA

No FOIA requests were received over the past month.

XI. Old Business

Ms. Marcquenski reported that the third draft of the 2023/2024 budget that was provided to each Board Member in advance of said meeting has not varied much from the second draft that was reviewed during the February Board Meeting.

In reviewing the staff meeting minutes, Vice President, Dave Macek noted that some employees are not cashing their payroll checks on a timely basis, and he asked if direct deposit would resolve the issue of stale dated checks. Ms. Marcquenski reported that the District has investigated direct deposit, and although the cost of this bank-provided service was prohibitive, staff will continue to consider it in the future. Joe Vlosak noted that many businesses still operate on a written check basis.

XII. New Business

No new business was discussed.

Commissioner Comments

Frank Florentine expressed appreciation for the opportunity to participate in the College Scholarship Program judging, and noted he thoroughly enjoys the process.

XIII. Executive Session

Dave Macek made Motion 23-1825 to go into Executive Session at 7:45 p.m. Denis Moore seconded. Motion carried in a vote by voice.

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

Craig Maksymiak made Motion 23-1826 to go out of Executive Session at 8:13 p.m. Dave Macek seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 23-1827 to adjourn the meeting at 8:16 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell