

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
April 20, 2023

The following are Minutes of a 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. Roll Call

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

Also present were: Audrey Marcquenski, Executive Director/Board Secretary, and Linda Mitchell, Recording Secretary, and Ryan Holley, Consolidated Election Electee.

Absent was: Joe Vlosak

III. Pledge of Allegiance

IV. Public Input

No members of the public were present.

V. Correspondence

A. Appreciation

Audrey Marcquenski presented a thank you card that was received from Girl Scout Troops in Frankfort Square expressing their gratitude for the Frankfort Square Park District's continued support of all Girl Scout Troops in the area, and for providing Park District facilities for their meetings and activities.

VI. Presentation of the March 16, 2023 Board Meeting Minutes and March 16, 2023 Executive Session Minutes.

Dave Macek made Motion 23-1827 to accept the March 16, 2023 Board Meeting Minutes as presented. Frank Florentine seconded.

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

Audrey Marcquenski distributed written copies of the March 16, 2023 Executive Session Minutes to each Board Member and requested review and approval of same.

Dave Macek made Motion 23-1828 to accept the March 16, 2023 Executive Session Minutes as presented. Craig Maksymiak seconded.

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

VII. Legal Report

Audrey presented a Health Equity Premium Only Plan, Per IRC Section 125 Compliance, that will enable health insurance eligible employees to make HSA Contributions on a pre-tax basis and requested consideration of same.

Craig Maksymiak made Motion 23-1829, authorizing the Executive Director to contract for a Health Equity Premium Only Plan, Per IRC Section 125 Compliance, enabling health insurance eligible employees to make HSA Contributions on a pre-tax basis. Denis Moore seconded.

Per Commissioner, Frank Florentine's, inquiry, Audrey Marcquenski explained that previously HSA accounts were fully funded to cover the health insurance high deductibles. With the change of health insurance provider and lower deductible, the Park Board elected to decrease the HSA benefit which provides the opportunity for staff to voluntarily make pre-tax contributions to their HSA accounts. In addition, this benefits the Park District as voluntary contributions will lower the Medicare and Social Security costs.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 23-1830 to accept the Accounts Payable Listing. Frank Florentine seconded.

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

Audrey Marcquenski presented the 2023/2024 Operating Budget, a copy of which was provided to each Board Member in advance of said meeting and requested consideration of same.

Phil Cherry made Motion 23-1831 authorizing the adoption of the 2023/2024 Operating Budget as presented. Craig Maksymiak seconded.

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

Audrey Marcquenski presented the Project and Equipment Priority List for Fiscal Year 2023/2024, May through August, a copy of which was provided to each Board Member in advance of said meeting and requested consideration of same.

Craig Maksymiak made Motion 23-1832 to authorize the Project and Equipment Priority List for Fiscal Year 2023/2024, May through August, as presented. Dave Macek seconded.

Commissioner, Denis Moore, asked how projects are prioritized. Ms. Marcquenski responded that the list was developed based on need, not cost. This list is extensive and not all projects may be completed within the first quarter of the fiscal year. For example, last year, factors such as pricing, supply chain issues, and a union strike all affected the timing of completion.

Commissioner, Frank Florentine questioned the need for a Personnel Handbook as the Park District currently has Personnel Handbook in place. Ms. Marcquenski stated that it is good practice to update the document every three years to ensure new laws are incorporated. The District's legal firm, Ancel Glink, will complete a comprehensive review and add the necessary changes.

Mr. Moore asked if the listed AED cost is for a new unit or for updates to existing AEDs. Ms. Marcquenski noted the District will purchase a new AED as the travel unit is in need of replacement. In addition, existing AED units are regularly inspected and batteries and pads that are marked with expiration dates are replaced to ensure all are in good working order.

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

Audrey Marcquenski requested consideration to authorize the Executive Director to transfer funds from Corporate to balance other funds at the end of the fiscal year.

Craig Maksymiak made Motion 23-1833 to authorize the Executive Director to transfer funds from Corporate to balance other funds at the end of the fiscal year, as requested. Dave Macek seconded.

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

#### IX. Executive Director's Report

The unofficial results from Consolidated Election are in, and Ms. Marcquenski extended congratulations to incumbents, Craig Maksymiak and Phil Cherry, and new Electee, Ryan Holley. The Will County Clerk's Office will canvass the election and provide the official results that will include Cook County vote totals from Rich Township after which the Oath of Office will be administered at the May 18, 2023 Board Meeting.

Judges' scores from the 2023 College Scholarship Program applications were tallied, revealing six clear front runners, and Phil Cherry, Frank Florentine, and John Keenan, Superintendent of Recreation, will present scholarship awards at the May 10 Lincoln-Way East High School's Community Scholarship Night. The Board discussed revising point values, reducing the essay portion point total, and increasing the Park District employment, participation, and volunteerism portions of future applications.

On March 28, 2023, Ms. Marcquenski made the final bond payment that funded the purchase of Square Links Golf Course & Practice Center.

Ms. Marcquenski reported that between December 2022 and April 2023, the Park District received over \$400,000 in new tax distributions from Cook County, thanks to the actions of previous Park Commissioners and administrative staff in annexing land that includes the Odyssey Golf Course and subdivision and parcels where the Manheim Auto Auction and Amazon Distribution Center are located. In previous years, spending had been minimized towards the end of the fiscal year, and Treasurer, Craig Maksymiak noted the District would also purchase Tax Anticipation Warrants to safeguard against end of year shortfalls.

The Park District has met the goal of the Board-approved Fund Balance Policy. The District is doing well financially and may consider moving forward with proposed projects that include renovations to Hunter Prairie Park, Champions Park, and the Square Links Clubhouse.

X. Committee Reports

A. Maintenance

The 2023 mowing season is underway with contractors having completed spring/storm clean up followed by the regular mowing schedule. Park staff regularly check in with the mowing crews to ensure all is done in a manner consistent with Park District and resident expectations.

An offer of full-time employment was extended to Connor Rich, and he is currently going through pre-employment testing. Mr. Rich has a good amount of applicable experience and skills through the Tinley Park Park District and public works.

Over 1,000 fish were ordered that included triploid grass carp, bluegill, channel catfish, largemouth bass, and redear sunfish, and upon receipt, four park ponds will be stocked.

B. Recreation

The summer brochure was brought to the Frankfort and Tinley Park Post Offices and will be delivered to residents' homes within the coming week.

As reported during the March 16, 2023 Board Meeting, ELC preschool families were surveyed to determine interest in extending the traditional 3 days per week for the 4-year-old classes to better prepare students for Summit Hill's full day kindergarten. Results reflect that 50% wish to maintain the current program, and 50% are interested in additional days, which could be provided as an option.

C. Information Technology

The transition to new servers is 90% complete, with the final step, the web portion, reserved until after the April Board Meeting in an effort to ensure uninterrupted access to information.

D. Special Recreation

LWSRA held its monthly Board Meeting on Tuesday, April 18, and Ms. Marcquenski, Board Member, noted the current member agency contribution was included on the agenda. In April 2022, the Frankfort Square Park District Board approved the annual LWSRA tax extension at a rate not to exceed .0225%, which was previously in place to enable construction of their building. The agency requested the extension to complete necessary capital improvements, and the action was finalized on April 18, 2023. LWSRA can now move forward with a formal agreement that will be included in a future Park District Board Meeting.

Dave Macek, President of the LWSR Foundation, reported that the Breakfast with the Bunny fundraiser went very well, with a total of approximately \$7,500 raised to benefit LWSRA.

LWSR Foundation's golf outings are scheduled for August 12 and 18.

Mr. Macek reported that the LWSR Foundation will be looking for individuals to fill two seats on their Board as a couple of current members are retiring.

E. Finance and Planning

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

F. Golf Course

Square Links March revenue is approximately 1/3 of what it was in 2022, attributed to the cold and rainy start of the 2023 season.

Two golf patrons hit holes in one on Hole 2 and Hole 5.

The driving range has reopened, and Jimbooo's Italian Beef restaurant will soon be opening in the Square Links Clubhouse.

Audrey Marcquenski and Ed Reidy met with Reliable Property Services management staff, and provided a positive review of Hunter Rowe, Reliable's Groundskeeping Superintendent in charge of Square Links golf course maintenance.

G. Office

Front office staff are prepared for the May 1 start of resident online registration for summer programs.

H. Risk Management

The District was approved to begin the cyber liability insurance application process in advance of the July 1, 2023 renewal with the assistance of PDRMA and KYND, a cyber risk consulting firm that is available to PDRMA members at no cost.

PDRMA will schedule infrared testing at the Community Center and Square Links Clubhouse that will trouble-shoot breaker panels and junction boxes to ensure all are in good working order.

I. Community Updates

Ed Reidy and his Maintenance staff will be assisting local organizations with their various events on Saturday, April 22, that includes FSBL's opening day, the annual Scout clean-up of parks, and Girl Scout tree planting at Rogus Elementary School.

Cub Pack 101 will be decorating and spreading kindness rocks throughout the community.

The Park District will again provide golf carts to the Frankfort Chamber of Commerce for the Frankfort Fall Fest.

Vice President, Dave Macek, asked if the Park District was involved in the community-wide garage sale that is currently being advertised. Ms. Marcquenski noted the Park District had organized these annual events in the past, but they are now organized by residents and realtors.

J. FOIA

No FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner, Phil Cherry, mentioned that he has spoken with residents that travel to Mokena or Frankfort for certain athletic programs, and he asked if they are not offered through our Park District due to lack of interest. Ms. Marcquenski confirmed that numbers had decreased with families opting for travel leagues and private teams. The Park District supports these organization's efforts by providing facilities for their practices and games.

President, Ken Blackburn, asked if the Park District would consider combining with neighboring Districts, and Ms. Marcquenski responded that we had done so in the past, and that with some resurgence in girls softball, a Fastpitch Softball Camp was offered over the winter months.

Commissioner Comments

Commissioner, Frank Florentine, thanked Audrey Marcquenski for managing a number of concerns over the past month.

XIII. Executive Session

No business came before the Board that required an Executive Session.

XIV. Adjournment

Dave Macek made Motion 23-1834 to adjourn the meeting at 8:10 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell