

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 18, 2024

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. Roll Call

Present were: Ken Blackburn, Phil Cherry, Frank Florentine, Ryan Holley, Dave Macek, and Craig Maksymiak.

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

Absent was: Denis Moore.

III. Pledge of Allegiance

IV. Public Input

V. Correspondence

No correspondence was presented.

VI. Presentation of December 4, 2023 Truth in Taxation Public Hearing minutes and December 4, 2023 Board Meeting minutes.

Dave Macek made Motion 24-1888 to accept the December 4, 2023 Truth in Taxation Public Hearing Minutes, as presented. Frank Florentine seconded.

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

Craig Maksymiak made Motion 24-1889 to accept December 4, 2024 Board Meeting Minutes, as presented. Phil Cherry seconded.

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

VII. Legal Report

Audrey Marcquenski presented bid tabulations detailing three separate bids for consideration that included the purchase of a new 2024 F-350 4X4 SD Super Cab Truck, the purchase of GameTime Powerscape 2-5 and 5-12 modular unit playground equipment, and removal of existing light poles and furnishing and installation of four (4) light poles at Champions Park and three (3) light poles at Union Creek Park.

Superintendent of Parks, Ed Reidy, conducted public bid openings on January 10, 2024, where two projects included a single bidder, Currie Motors Commercial Center for the 2024 F-350 Truck and Recreation Concepts, for the GameTime Powerscape playground equipment. Two bids were received for the light pole project that included Excel Electric, Inc. and Utility Dynamics Corp. Following all questions and comments per each bid project, Ms. Marcquenski requested consideration of bid awards to the best responsive bids and best responsible bidders, per the results from the public bid openings as recommended by Mr. Reidy.

Craig Maksymiak made Motion 24-1890 to award Currie Motors Commercial Center, the best responsive bid and the best responsible bidder following the public bid opening for the 2024 F-350 Truck with a bid amount of \$55,569, on January 10, 2024, as presented. Dave Macek seconded.

Commissioner, Phil Cherry, asked if the trade in value of the 2011 Ford-F350 would go through Currie Motors. Ms. Marcquenski noted Currie Motors would accept our trade-in; however, when the new truck becomes available, prior to any action, she will request Board consideration to dispose of the 2011 truck as excess equipment.

Mr. Cherry also asked if the Park District sells trucks at auction. Ms. Marcquenski stated that auction pricing is typically lower than what Currie Motors offers for trade-ins.

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

Phil Cherry made Motion 24-1891 to award Cunningham Recreation, the best responsive bid and the best responsible bidder following the public bid opening for the purchase of GameTime Power Scape 2-12 Modular Unit Playground Equipment with a bid amount of \$81,827.77, on January 10, 2024, as presented. Ryan Holley seconded.

Ms. Marcquenski reported that the Park District anticipates a 12-week lead time for ordering the playground equipment that is planned to be installed at Hunter Prairie Park, and regardless of the whether the District's OSLAD grant application is successful, the park will be improved incrementally over the next few years.

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

Craig Maksymiak made Motion 24-1892 to award Excel Electric, Inc., the best responsive bid and the best responsible bidder following the public bid opening to removal existing light poles and furnish and install wood light poles with a bid amount of \$94,990, on January 10, 2024, as presented. Frank Florentine seconded.

Commissioner, Ryan Holley, asked if maintenance of the athletic fields at Kiwanis Park would affect newly installed light poles. Ms. Marcquenski noted that field renovations would not impact the light poles.

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

Audrey Marcquenski requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff members to attend the 2024 season of competitions that include KAR in University Park, IL, February 23-2, Applause in Batavia, IL, March 1-3, Precision in Normal, IL, March 8-10, and Groove in Washington, IL, April 12-14, copies of which were provided to each Board Member in advance of said meeting.

Phil Cherry made Motion 24-1893 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff members to attend the 2024 season of competitions that include KAR in University Park, IL, February 23-2, Applause in Batavia, IL, March 1-3, Precision in Normal, IL, March 8-10, and Groove in Washington, IL, April 12-14, as presented. Dave Macek seconded.

Mr. Cherry asked if there is a limit to hotel costs. Ms. Marcquenski noted that the GSA does set limits for hotel pricing, but the Board is given discretion to exceed the limit when hotels charge rates that exceed those listed by the GSA.

Treasurer, Craig Maksymiak, asked if the Board was considering the entire season of Company competition travel for efficiency. Ms. Marcquenski responded that it is more advantageous to secure hotel rooms for dance competitions as soon as possible, as they tend to fill quickly.

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

Audrey Marcquenski requested approval of a Travel, Meal, and Lodging Expense Reimbursement form for a designated maintenance staff member to attend the 2024 IAPD/IPRA Soaring to New Heights State Conference in Chicago, IL, a copy of which was provided to each Board Member in advance of said meeting.

Frank Florentine made Motion 24-1894 to approve the Travel, Meal, and Lodging Expense Reimbursement form, enabling the designated maintenance staff member to attend the 2024 IAPD/IPRA Soaring to New Heights State Conference in Chicago, IL, as presented. Craig Maksymiak seconded.

Ms. Marcquenski noted that although the Board was asked to consider travel for one staff member to attend the IAPD/IPRA Conference, there are other staff members attending; however, they have opted to commute for one or two days, and the costs were below the \$212 threshold that requires Board approval, per Public Act 099-0604 that established the Local Government Travel Expense Control Act.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Ryan Holley, Craig Maksymiak, 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 December Treasurer's Report, pending audit.

Dave Macek made Motion 24-1895 to accept the Accounts Payable Listing. Ryan Holley seconded.

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

IX. Executive Director's Report

Ms. Marcquenski reported that minimum wage was increased to \$14 per hour on January 1, 2024, and one more increase will bring the minimum wage to \$15 per hour on January 1, 2025. All Park District wages are in compliance.

The Park Board was provided with the first draft of the 2024/2025 budget reflecting a 3.4% CPI.

Vice President, Dave Macek, inquired about the new law that required employers to provide mandatory 40 hours' time off for any reason. Ms. Marcquenski noted that park districts are exempt from the new law, except those in Cook County.

The computer maintenance line item has been separated into two separate line items to better reflect hardware purchases and monthly software costs.

The OSLAD grant section was added as a place holder for the proposed redevelopment of Hunter Prairie Park, and it is hoped the IDNR will release information on 2024 grant award applications within the next three weeks.

In 2020, programs were shut down, and enrollment has been returning to pre-Covid levels, except for the Before and After School Program, as there are fewer children and with work from home and hybrid options, parents may not need care. The budget numbers were maintained at the previous levels, but with the dramatic increase in enrollment in other recreation programs, staff are focusing on the transfer amounts.

Ms. Marcquenski and John Keenan, Superintendent of Recreation, met with Frankfort Square Baseball (FSBL) representatives, Kirk Savary and Nick Bargas, to discuss the future of girls softball. Initial discussion is for the Park District to continue running its girls softball program that is scheduled for 2024, then work to transition to FSBL in 2025, with the Park District supporting their program with fields, equipment, and our staff, as needed.

The meeting also included plans for the scoreboard and batting cage improvements at Union Creek Park. FSBL is also interested in flexibility with Union Creek #5 and Hunter Prairie Park Fields, enabling more age groups to play at these locations.

Mr. Cherry asked if FSBL would pay to install batting cages, and Ms. Marcquenski noted we would simply provide support, but they would be responsible for the costs.

Mr. Holley asked if there was any discussion about working with special needs participants, and Ms. Marcquenski noted that it was only briefly discussed, and we would need to ensure that we work in cooperation with LWSRA.

Mr. Holley also asked if there is any conversation to unify baseball, football, and wrestling with the same name. Mr. Florentine noted that each organization has its own board of directors and funds, and Mr. Maksymiak further noted that they prefer to have their own autonomy.

Ms. Marcquenski informed the Board that she was contacted by the parent of children in the Sharks competitive swim program who is interested in reopening the LWN pool. A meeting is scheduled with the parent on Wednesday, January 24; however, previous studies have proven that this would be a cost-prohibitive venture.

The Summit Hill School District Board recently voted to close Arbury Hills and Frankfort Square Schools. The FSPD has a proven record of keeping previously shuttered schools open and available for residents that support them.

Arbury Hills School is not within the FSPD boundaries. If Frankfort Square School should close as planned, Ms. Marcquenski will explore options for this facility that is located in the heart of the Park District's community.

Ms. Marcquenski requested an Executive Session at the conclusion of this meeting to review closed session minutes and recordings.

X. Department Reports

A. Maintenance

Ms. Marcquenski commended the maintenance staff on the great job they have been doing to keep Park District facilities clear of snow and ice.

Maintenance also flooded the ice rink at Champions Park.

B. Recreation

F.A.N. pass sales have been strong and morning hours have been extended in response to requests from seniors that enjoy the indoor walking track.

C. Information Technology

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

D. Special Recreation

Ms. Marcquenski attended the monthly LWSRA Board Meeting on Tuesday, January 16, where Dave Macek, President of the LWSR Foundation presented LWSRA with a \$60,000 donation.

Mr. Macek reported that this was the largest donation in LWSRF's history, made possible through monies raised, primarily at their two 2023 golf outings and Breakfast with the Bunny special event.

LWSRF will set the goal higher in the coming year and will explore options to take fundraising to the next level.

Mr. Macek credited the success of the Foundation to the dynamic Board Members and the great symbiotic relationship between LWSRF and LWSRA.

E. Finance and Planning

No report

F. Golf Course

Staff are preparing for the February 2-4 Golf Expo at the Tinley Park Convention Center. This year, Square Links will provide two foursomes to become an event sponsor. Participation in the Golf Expo has helped increase awareness of Square Links Golf Course & Practice Center.

The irrigation supply line that has been in place since the Park District acquired the golf course is in need of replacement, a project that is currently underway.

Square Links will be open for Super Bowl Sunday on February 11.

G. Office

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

H. Risk Management

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

I. Community Updates

No report

J. FOIA

A FOIA request for information regarding bid results for the purchase of playground equipment was received and a response, based on this meeting's Board approval, will be provided to the requestor and included on the February 15, 2024 Board Meeting agenda.

XI. Old Business

President, Ken Blackburn discussed the need to make changes to pickleball court usage at Champions Park before the weather changes and outdoor facilities are reopened. Ms. Marcquenski noted that the revised park use ordinance is under review by Corporate Counsel and it is hoped to be presented to the Board for consideration at the February meeting.

The new ordinance will include verbiage that requires Park District approval for league and tournament play at all Park District-owned facilities. In addition, general pickleball rules will be posted, the Board will determine public use hours, and a locking gate that controls access will be installed.

Mr. Holley asked if surveillance cameras could be installed, enabling staff to better monitor usage. Ms. Marcquenski stated that may be an option as we have a power source but would also need to have internet access.

XII. New Business

The first draft of the 2024/2025 budget, a copy of which was provided to each Board Member in advance of said meeting, was reviewed in this meeting's Executive Director's Report, Sect. IX.

Commissioner Comments

Mr. Cherry noted that the Park District did a fantastic job in providing childcare during extreme weather events on Friday, January 12 and Tuesday, January 16 where children of working parents were greeted and cared for in a nice warm building.

XIII. Executive Session

Craig Maksymiak made Motion 24-1896 to enter into Executive Session at 8:05 p.m. Dave Macek seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from Executive Sessions, both written and verbatim audio 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, in accordance with 5 ILCS 120/2 (C) (11).

Dave Macek made Motion 24-1897 to go out of Executive Session and return to open session at 8:08 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

XIV. Consideration of Resolution No. 24-01-46

Audrey Marcquenski requested consideration to adopt Resolution No. 24-01-46, 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 24-1898 to adopt Resolution No. 24-01-46, as presented. Ryan Holley seconded.

Per Board direction and decision regarding which closed session minutes should be released for public inspection, which closed session minutes require confidential treatment, and which verbatim audio recordings of closed sessions should be destroyed. Resolution No. 24-01-46 will be updated with said detail and will be linked to the January 18, 2024 Board Meeting agenda for public inspection.

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

XV. Adjournment

Craig Maksymiak made Motion 24-1899 to adjourn the meeting at 8:10 p.m. Phil Cherry seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell