

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 16, 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: Phil Cherry, Frank Florentine, Ryan Holley, Craig Maksymiak, and Denis Moore.

Also present were: Lauren Breedlove and Joseph King-Board Member Appointees, Audrey Marcquenski, Executive Director/Board Secretary, Linda Mitchell, Recording Secretary, and FSPD resident, Johnny Morris.

III. Pledge of Allegiance

IV. Public Input

Johnny Morris, Plank Trail subdivision resident addressed the Park Board with concerns regarding mechanical issues with the fountain in the Plank Trail Pond.

Mr. Morris made a previous request via email for service and pond maintenance, and Ms. Marcquenski noted that Ed Reidy, Superintendent of Parks had responded to his request on May 8, stating that the Park District's contractor would be onsite.

Mr. Morris also inquired whether there is a strategy and a timeline for pond maintenance.

Ms. Marcquenski responded that the contractor was onsite the previous week, and Park staff spoke with another Plank Trail resident. Ms. Marcquenski will check with staff on the fountain status and inform Mr. Morris. The Park District manages all of its basins in the same manner, and although each one poses unique issues, all serve the purpose of ensuring rainwater does not flow onto residents' properties and are functioning as designed/engineered.

V. Correspondence

Appreciation:

A thank you note was received from the family of Ray Brown, expressing appreciation for the Park District's donation of a Square Links foursome of golf with power carts as a raffle prize in support of the Ray of Hope benefit event.

A note was received from the family of Ken Blackburn, thanking the Park Board and staff for their expressions of sympathy.

VI. Presentation of the April 18, 2024, Board Meeting Minutes.

Frank Florentine made Motion 24-1922 to accept the April 18, 2024, Board Meeting Minutes as presented. Denis Moore seconded.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Ryan Holley, Craig Maksymiak, and Denis Moore. Abstained: None. Nays: None. Motion passed.

VII. Oath of Office

Lauren Breedlove and Joseph King, residents that were appointed to fill Park Board vacancies, were sworn in by Audrey Marcquenski to serve unexpired terms.

VIII. Election of Officers

Denis Moore made Motion 24-1923 to open the floor for the nomination of officers. Frank Florentine seconded. Motion carried in a vote by voice.

Phill Cherry made Motion 24-1924 to nominate Craig Maksymiak as President. Frank Florentine seconded. Motion carried in a vote by voice.

Frank Florentine made Motion 24-1925 to nominate Denis Moore as Vice President. Ryan Holley seconded. Motion carried in a vote by voice.

Frank Florentine made Motion 24-1926 to close the floor for the nomination of officers. Ryan Holley seconded. Motion carried in a vote by voice.

IX. Board Appointments

President, Craig Maksymiak appointed Audrey Marcquenski to serve as Secretary of the Board of Commissioners. Ms. Marcquenski accepted said appointment.

President, Craig Maksymiak, appointed Frank Florentine to serve as Treasurer of the Board of Commissioners. Mr. Florentine accepted said appointment.

President, Craig Maksymiak appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation.

President, Craig Maksymiak appointed Audrey Marcquenski and Denis Moore to serve as FOIA and OMA Officers. Ms. Marcquenski and Mr. Moore accepted said appointments.

President, Craig Maksymiak appointed Phil Cherry to serve as Risk Management and Personnel Liaison. Mr. Cherry accepted said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:00 p.m., and the regular December Board Meeting will be held on Monday, December 2, 2024, at 7:00 p.m., preceded by the Truth in Taxation Hearing at 6:30 p.m. Said meetings will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's regular July Board Meeting and the regular November Board Meeting will be held at 7:00 p.m. at the Square Links Golf Course Clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois.

Check signing authority was granted to the following individuals: Audrey Marcquenski, John Keenan, Ed Reidy, Craig Maksymiak, Denis Moore, and Frank Florentine.

The Board named the *Daily Southtown* as the newspaper of choice for legal ad publications.

President, Craig Maksymiak appointed Audrey Marcquenski to the LWSRA Board, and John Keenan to serve as an alternate. Ms. Marcquenski will inform Mr. Keenan of said appointment.

The Board named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts.

The Board named Dalena Welkomer to serve as the Bond Counsel.

X. Legal Report

No report.

XI. Treasurer's Report

On behalf of the Board of Commissioners, President, Craig Maksymiak accepted the April Treasurer's Report, pending audit.

Denis Moore made Motion 24-1927 to accept the Accounts Payable Listing. Frank Florentine seconded.

Mr. Maksymiak reported that the year-end cash balance is in good standing. The Park District does a good job of spending available funds and maintaining parks and equipment; however, a healthy fund balance is necessary and will help with the upcoming Hunter Prairie Park grant project.

Vote on Motion Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

XII. Executive Director's Report

Ms. Marcquenski thanked Commissioners, Frank Florentine and Phil Cherry for representing the Park District at the May 8, 2024, Lincoln-Way East Community Scholarship Night and presented scholarship awards to the following well deserving seniors: Angelina Bushnell, Paul Fugett, Mia Hedrick, Kira Jekel, Emily Neumann, Grace Palmer, Cailey Petro, and Kaleigh Young. Ms. Marcquenski noted that the Park District was able to provide eight \$1,000 scholarships thanks to the generous donations from the Park District's vendors, contractors, and local area businesses.

The Park District received the fully executed OSLAD grant agreement from the IDNR, that will enable the establishment of a dedicated interest-bearing checking account to house the grant distribution and track the project's expenses. Ms. Marcquenski noted the account will require Positive Pay that protects the Park District from bank fraud for an annual cost of \$1,800.

Staff are looking forward to starting the 2-year Hunter Prairie Park Redevelopment grant project that in the first year mainly focuses on engineering and permitting; however, the playground equipment was ordered and received.

Work has begun on fencing at the baseball field at Hunter Prairie Park, an improvement that is outside the scope of the OSLAD grant.

Darrel Garrison, President/CEO of Planning Resources, Inc., the landscape architect firm that is assisting with the Hunter Prairie Redevelopment, will present updates on the grant project at the September 19, 2024, and June 19, 2025 Board Meetings.

Campfire Concepts provided the first draft of a 120-page comprehensive plan that is filled with good information and includes input from meetings with stakeholders, Board Members, and staff. Staff are taking time to go through the document, and Campfire Concepts will present a final plan to the Board at an upcoming Board Meeting.

Ms. Marcquenski noted that the Park District ended its fiscal year on April 30, 2024, in a strong financial position and that Square Links enjoyed a record-breaking year, many projects were completed, and with the funding of the OSLAD grant project and 2024/2025 list of capital improvement projects, all are looking forward to another successful year.

In celebration of the Park District's 50th anniversary, Amanda Salgado, ELC preschool teacher designed a logo that is featured on the 50th Anniversary shirts.

Ms. Marcquenski is requesting an Executive Session to review closed session minutes, personnel, and purchase of property.

XIII. Department Reports

A. Maintenance

Licensed Parks staff have been applying broadleaf herbicide to treat dandelions.

A contractor has been working on the transitions and new asphalt at the Union Creek Park parking lot along 80th Avenue that marks the final portion of a 4-year project at this site.

New ballfield fencing will be installed at Union Creek Park Uptop the week of May 20.

Board Members will be given the opportunity to go on park tours that will be conducted within the scope of OMA rules.

B. Recreation

Ms. Marcquenski commended the BDC dance program on their successful Showcases, further noting their accomplishments are due to hard work, and she thanked the BDC Directors, Donnette Castle and Kari Jensen, along with the instructors and volunteers that assist the program throughout the year.

BDC is looking into a parent-led fundraising opportunity where family and friends can donate to a pool to defray the costs of competition fees. The funds would be housed by a company, and the Park District would be required to accept and disperse the cash.

Lincoln-Way North is now home to the Lincoln-Way Mega Band. This change will impact private team usage that is managed by the Park District as the band will be using the stadium and will also need indoor space. Ms. Marcquenski spoke with the Mega Band Director and steps will be taken to ensure their use will not impact the F.A.N. program and community groups such as Wildcats Cheer. In the case of inclement weather, the band will use the performing arts center, cafeteria, and gym, enabling the Park District's continued use of the field house.

C. Information Technology

No report.

D. Special Recreation

LWSRA hosted the North American Wheelchair World Basketball Championship at Lincoln-Way North, May 3-5.

E. Finance and Planning

No report.

F. Golf Course

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

G. Office

No report.

H. Risk Management

Sufficient information was included in the monthly Executive Director's report.

I. Community Updates

The Park District has one of the very few organ donor sites in the nation, Maddie's Grove in Island Prairie Park named in honor of Maddie Grobmeier and the gifts given by organ donors. The Park District will again provide maintenance assistance for the Maddog Strong Foundation's annual fundraisers, the Giving Trees on June 21, and the Miles for Maddog Walk/Run on June 22.

J. Freedom of Information

There were no FOIA requests received over the past month.

XIV. Old Business

Vice President, Denis Moore volunteered to assist with the upcoming tree survey by providing signs that detail the history of trees and their native habitat.

Ms. Marcquenski noted that the Blackburn Pond sign will be posted and Mr. Blackburn's interpretive sign that was installed at Community Park in 2018, is in the process of being updated.

In addition, The Frankfort Township Road District will upgrade the honorary Kenneth Blackburn street signs on Laurel Drive to memorial signs with the addition of a star.

XV. New Business

No new business was discussed.

Commissioner Comments

Phil Cherry extended congratulations to new Board Members, Lauren Breedlove and Joseph King, noting he is glad to have them as part of the Park Board and will look forward to spending time with them every third Thursday of the month.

Frank Florentine congratulated Lauren Breedlove and Joseph King and also commended the BDC dancers on another successful season.

Denis Moore and Ryan Holley congratulated and welcomed Lauren and Joseph to the Park Board.

President, Craig Maksymiak stated that all are looking forward to Lauren and Joseph being the eyes and ears of the Park District, noting Board Members all have different views and activities in which they are involved, and residents will reach out to them with various concerns. Mr. Maksymiak further noted that Park District staff do a great job of listening to and taking care of residents, and all will value and appreciate Lauren's and Joseph's input.

Ms. Breedlove stated that she is glad to be a part of the Park Board, and Mr. King noted that he appreciates the opportunity provided through his appointment to the Board of Commissioners and having grown up in Frankfort Square, is looking forward learning more about how the Park District functions.

XVI. Executive Session

Ryan Holley made Motion 24-1928 to enter into Executive Session at 8:20 p.m. Phil Cherry seconded. Motion carried in a vote by voice.

The Park Board reviewed written minutes from closed Executive Sessions from January 18, 2024, March 21, 2024, and April 18, 2024, to determine if the minutes can be released for public inspection or if they may still require confidential treatment. The Park Board also reviewed verbatim audio minutes from August 18, 2022, to determine if the minutes could be destroyed.

Other matters, not pertinent to these minutes were also discussed and recorded in Executive Session

Frank Florentine made Motion 24-1929 to go out of Executive Session and return to open session at 8:58 p.m. Joseph King seconded. Motion carried in a vote by voice.

XVII. Consideration of Resolution 24-05-47

Audrey Marcquenski requested consideration to adopt Resolution 24-05-47, 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.

Denis Moore made Motion 24-1930 to adopt Resolution 24-05-47, as presented. Frank Florentine seconded. Motion carried in a vote by voice.

Per Board direction and decision regarding which Executive Session minutes should be released for public inspection and which Executive Session minutes require confidential treatment, Resolution 24-05-47 will be updated with said detail and linked to the May 16, 2024, agenda for public review.

Vote on Motion Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None.

XVIII. Adjournment

Ryan Holley made Motion 24-1931 to adjourn the meeting at 8:58 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell