

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
June 20, 2024

The following are Minutes of a Budget & Appropriation public hearing and a meeting of the Frankfort Square Park District Board of Commissioners Park District, held at the 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: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, and Denis Moore.

Craig Maksymiak joined the meeting at 7:03 p.m., *see Sect IV., below.*

Also present were: Audrey Marcquenski, Executive Director/Park Secretary, Linda Mitchell, Recording Secretary, and Kirk Savary, FSBL President.

III. Pledge of Allegiance

IV. Consideration to allow an Off-Site Board Member to Participate Remotely

Ryan Holley made Motion 24-1932 to allow Treasurer, Craig Maksymiak, to participate in this meeting remotely. Lauren Breedlove seconded.

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

V. Public Hearing/Public Input

Frank Florentine made Motion 24-1933 to open the floor for the Public Hearing of the Budget and Appropriation Ordinance No. 24-06-355 for Fiscal Year May 1, 2024 through April 30, 2025. Joseph King seconded. Motion carried in a vote by voice.

Kirk Savary was in attendance to discuss potential future capital improvements that would benefit FSBL and community groups that he will summarize in an email to Ms. Marcquenski and Superintendent of Parks, Ed Reidy.

The FSBL Board is also appreciative of the improvements the Park District completed at Hunter Prairie Park and that their organization has scheduled a tournament at the field during the week of June 24.

Mr. Savary concluded his input by noting that FSBL is an affordable program for children within the community thanks to the partnership with the Park District and the organization is appreciative with the athletic field improvements recently completed at Hunter Prairie and Union Creek Parks.

No other members of the public were present, and the floor for the public hearing remained open for thirty minutes while other business, not pertinent to Budget and Appropriation Ordinance No. 24-06-355 of agenda action items, was duly transacted during said meeting.

Phil Cherry made Motion 24-1934 to close the floor and adjourn the public hearing at 7:30 p.m. Ryan Holley seconded. Motion carried in a vote by voice.

VI. Correspondence

A. Appreciation

Thank you notes received from recipients of the Park District's 2024 College Scholarship Program awards were presented for Board review.

VII. Presentation of the May 16, 2024, Board Meeting and Executive Session Minutes.

Frank Florentine made Motion 24-1935 to accept the May 16, 2024, Board Meeting Minutes as presented. Phil Cherry seconded.

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

Presentation of the May 16, 2024, Executive Session Minutes.

Frank Florentine made Motion 24-1936 to accept the May 16, 2024, Executive Session Minutes as presented. Joseph King seconded.

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

VIII. Legal Report

Vice President, Denis Moore read Budget and Appropriation Ordinance No. 24-06-355 into the record, a copy of which was provided to each Board Member in advance of said meeting and asked for consideration of same.

Ryan Holley made Motion 24-1937 to adopt the Budget and Appropriation Ordinance No. 24-06-355 as presented. Frank Florentine seconded.

Ms. Marcquenski explained that the Budget and Appropriation Ordinance is an annual requirement that must be completed in the first quarter of the fiscal year. Per Park Code, the ordinance includes the operating budget and allows the Park District to exceed general line item expenses by 12% and utilities by 15% over budget, if necessary. The Budget & Appropriation Ordinance then sets the foundation for the Tax Levy which allows for new growth.

The Budget and Appropriation Ordinance was on display in the lobby thirty days prior to adoption and a legal notice was published in the June 11 edition of the *Daily Southtown*. Certified copies of the Ordinance and Certification of Estimate of Revenue will be filed with the Will and Cook County Clerk's Offices

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

Vice President, Denis Moore, read by title and requested consideration of Ordinance No. 24-06-356, an ordinance authorizing the Executive Director to dispose of property that is no longer necessary, useful, or in the best interests of the Park District, a copy of which was provided to each Board Member in advance of said meeting.

Phil Cherry made Motion 24-1938 to adopt Ordinance No. 24-06-356, an ordinance authorizing the Executive Director to dispose of property that is no longer necessary, useful, or in the best interests of the Park District as presented. Lauren Breedlove seconded.

Commissioner, Joseph King asked if the equipment would be sold at public auction, and Ms. Marcquenski replied that the truck would be traded in for a new truck, and the tractors would be sold at public auction.

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

IX. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Denis Moore accepted the May Treasurer's Report, pending audit.

Frank Florentine made Motion 24-1939 to accept the May Accounts Payable Listing. Ryan Holley seconded.

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

X. Executive Director's Report

Ms. Marcquenski reported that the Park District received the first half of the OSLAD grant distribution for the Hunter Prairie Park Redevelopment project, and the \$300,000 check was deposited in the newly established grant checking account housed at Old Plank Trail Community Bank.

The onsite audit is complete, thanks to the efforts of the Bookkeeping team of Susan Baker and Diane Meister who continue to work through additional requests. Lauterbach and Amen auditors will finalize the document within the coming months.

Staff reviewed the first draft of the comprehensive plan and Campfire Concepts is currently reviewing the requested edits and will present the final plan at an upcoming Board Meeting.

The Park District has an opportunity to advance its payroll system through PayCom and replace aging timeclocks, an action planned for the start of the new calendar year.

A bond payment is due July 1 and Superintendent of Recreation, John Keenan will accompany Ms. Marcquenski to Old Plank Trail Community Bank to complete this action.

Ms. Marcquenski commended the Bookkeeping team, shared the following totals from the month of April:

- 3,842 accounting system entries that included bank deposit, payroll checks, and journal entries.
- \$166,585 in credit card gross sales.
- 1,451 RecTrac transactions that included program registrations, rentals, t-shirt sales.
- 3,040 rounds of golf scheduled through TeeSnap via the FSPD's website.
- 14 transactions from the GolfNow website.

XI. Department Reports

A. Maintenance

Ms. Marcquenski reported that the Maintenance Department now has additional hands with the seasonal crew in place and the return of Marlon Medina, following his leave of absence.

Ms. Marcquenski commended Full-Time Building & Grounds, Alec Flamm who joined the staff eight months ago. Alec is focused on learning and he stepped-up during Marlon's absence. In addition, seasonal staff member, Nick Coleman is a talented individual that is ready and willing to do what is needed and he has temporarily filled a full-time laborer position.

Sportsfields, Inc. will be working on a drainage issue at the Wildcats football field the week of June 24 and work will soon be underway on the Wildcats concession stand roof.

B. Recreation

The summer concert season is underway, and the first two performances, St. Jupiter on June 13, and the Messengers on June 18, were well-attended.

Early Childhood Summer Camp and Summer Day Camp are going well, with both seeing an increase in registration over the previous year.

The Splash Park has been busy, residents enjoyed the free Ice Cream Social special event on June 5, and registration for the new Taylor Swift Dance Park, scheduled for Friday, June 21, has been strong.

C. Information Technology

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

D. Special Recreation

Ms. Marcquenski asked for Board consideration to provide a \$750 sponsorship for the LWSR Foundation's annual golf outing fundraiser to be held on August 16, 2024.

Phil Cherry made Motion 24-1940 authorizing the provision of a \$750.00 sponsorship for LWSR Foundation's annual golf outing fundraiser to be held on August 16, 2024, as requested. Joseph King seconded.

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

Phil Cherry appealed to the Park Board for personal monetary donations to assemble a raffle basket that will be donated to the LWSR Foundation for their annual golf outings.

E. Finance and Planning

No report

F. Golf Course

The recent heat wave has impacted play at Square Links during the afternoon hours.

Golf patrons are enjoying the 50th Anniversary golf cart and the new range mats.

The annual College Scholarship Classic is scheduled for Saturday, September 21. Craig Maksymiak and Joseph King volunteered to challenge golfers in the Beat the Board Member contest.

G. Office

Registration for summer programs and rental requests and addressing residents' questions and concerns are keeping the front office staff busy.

Front office staff also manage key fobs for Dog Park and community garden access and will visit the Tinley Park Park District on June 26 to review their agency's system.

H. Risk Management

Audrey Marcquenski announced that longtime FSPD staff member, Arliss Bouton has retired, and is wished good health and happiness. Ms. Marcquenski is grateful for the knowledge and guidance Arliss brought to the FSPD and noted she was always willing to assist when and where needed. Arliss' many responsibilities will be divided among staff and safety committee members.

I. Community Updates

The Maddog Strong Foundation will hold its annual events beginning with a tree dedication at Island Prairie Park, known as Maddie's Grove, on Friday, June 21, followed by the Miles for Maddog 10K Run / 5 K Run & Walk on Saturday, June 22. Park Maintenance staff cleaned up the park site in preparation for Friday's event and FSPD staff are happy to be a part of the Foundation's worthwhile events.

J. Freedom of Information

There were no FOIA requests 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 congratulated Arliss on her retirement and offered condolences to Assistant Superintendent of Parks, Marlon Medina during this difficult time.

Ryan Holley appreciated the public input provided by Kirk Savary and noted the value of providing amenities for residents and resident organizations.

Joseph King noted that a collaboration between FSBL and Wildcats Football on a multi-use facility could be beneficial.

Frank Florentine offered condolences to Marlon Medina and his family, and he congratulated Arliss Bouton on her retirement.

Craig Maksymiak reported on a pickleball facility in the city that charges \$20 per hour and noted the FSPD provides this opportunity to its residents at no cost.

Denis Moore was approached by residents that inquired about the possibility of offering discounted golf fees for children 13 and under during a defined period. Phil Cherry agreed that perhaps a \$2 off with student ID would be helpful and asked if it could also be extended to active military, veterans, and first responders.

Ms. Marcquenski will discuss this with staff and noted it may be possible to offer discounted golf, as requested, during weekday afternoons.

XIV. Executive Session

Ryan Holley made Motion 24-1941 to enter into Executive Session at 7:59 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

An Executive Session was held to discuss matters related to the potential purchase or lease of real property.

Frank Florentine made Motion 24-1942 to go out of Executive Session and return to open session at 8:32 p.m. Phil Cherry seconded. Motion carried in a vote by voice.

XV. Adjournment

Prior to adjourning, discussions on various matters ensued during open session.

A question was posed as to whether pickleball courts could be expanded at Community Park where the facility has less impact on neighbors. Ms. Marcquenski noted that the Park District cannot consider expanding the courts at Community Park as this park site is an OSLAD grant project that must be maintained per the project agreement for a prescribed number of years based the level of grant assistance for this development project.

Phil Cherry asked if the planned number of community garden beds could be minimized at Hunter Prairie Park since this location, unlike those at Community Park and Brookside Bayou Parks, is surrounded by homes where residents can garden in their own backyards. Ms. Marcquenski responded that community gardens are a popular amenity. The Park District has a wait list for those interested in this free opportunity and many residents also enjoy the social aspect of gardening in a community setting.

A question was posed regarding the issue where a homeowner removed trees on Park District property at Lighthouse Pointe Park. Ms. Marcquenski noted that the matter was amiably settled, and the Park District will replant trees at this location.

Frank Florentine made Motion 24-1943 to adjourn the meeting at 8:39 p.m. Lauren Breedlove seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell