

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
July 18, 2024

The following are Minutes of 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, Craig Maksymiak, and Denis Moore.

Also present were: Audrey Marcquenski, Executive Director/Park Secretary, Linda Mitchell, Recording Secretary, Ed Reidy, Superintendent of Parks, and Dave Macek, President of the LWSR Foundation.

III. Pledge of Allegiance

IV. Public Input

Dave Macek reported that the LWSR Foundation's annual golf outing on August 9, 2024, at The Sanctuary Golf Course is sold out; however, the outing on August 16, 2024 at Green Garden Country Club needs additional golfers to hit the target participation goal of 120.

Mr. Macek thanked the Park District for providing donations towards the outings that support LWSRA programming.

V. Correspondence

No correspondence was presented for Board review.

VI. Presentation of the June 20, 2024, Board Meeting and Executive Session Minutes.

Denis Moore made Motion 24-1944 to accept the June 20, 2024, Board Meeting Minutes as presented. Phil Cherry seconded.

The minutes of the meeting were approved as corrected by Vice President, Denis Moore.

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 June 20, 2024, Executive Session Minutes.

Joseph King made Motion 24-1945 to accept the June 20, 2024, Executive Session Minutes as presented. Lauren Breedlove 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.

VII. Legal Report

No report.

VIII. Treasurer's Report

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

Denis Moore made Motion 24-1946 to accept the June Accounts Payable Listing.
Frank Florentine seconded.

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

IX. Executive Director's Report

Audrey Marcquenski introduced Jarrod Scheunemann, Vice President, Partner, of Campfire Concepts, noting the Park District has worked with Jarrod on community-wide surveys and master plans through the years, and that he is in attendance to review the latest project, the FSPD's Comprehensive Plan.

Jarrod Scheunemann thanked the Park Board for welcoming him into the FSPD community and as he arrived for this meeting, he observed a full golf course and parks in high use and thanked the Board for all they do to meet the recreation needs of the community.

Mr. Scheunemann stated that he has worked with the FSPD since 2010 and recognizes that the District lives out its established values of service to the community and he then described the following processes led to the completion of the 2024 Comprehensive Plan.

Input is critical to any plan, and residents know their voices are heard; therefore, they readily respond, and were well-represented in the interviews and public engagement portion of the plan. Staff also took ownership of the project and the high level of community involvement with participation from local agencies, community groups, and residents is a rare occurrence.

The Campfire Concepts team studied the FSPD's history, hundreds of documents, budgets, program guides, and scheduled focus groups along with a series of staff retreats and it was clear that the FSPD represents the community it serves.

The Comprehensive Plan combines elements of a master plan (assets that include sites, facilities, vehicles) and a strategic plan (principles of government, mission, vision, values).

The Plan is based on four questions: Who are we? Why do we exist? Where do we go next? How will we get there?

The plan breaks out priorities into short and long-term goals, and focuses on smaller goals, providing the Park District with a vision on how to move forward.

Mr. Scheunemann believes the 112-page plan represents the Park District well, showing its operational excellence and the quality of service of "The Friendly Park District".

Campfire Concepts hopes the plan will be useful to the FSPD and will meet the needs of the community now and in the future.

As the staff and Board review the plan incrementally, Mr. Scheunemann stated that he would be happy to answer any questions that may arise.

President, Craig Maksymiak thanked Mr. Scheunemann for all the work that he and his team put into the final report, and Ms. Marcquenski noted it is beneficial to have a different view from the Campfire Concepts team that included their staff along with consultants from Oakbrook, Elgin, and Carol Stream Park Districts.

Ms. Marcquenski reported on pending legislation that may move up the Consolidated Election petition filing deadline by four weeks. Candidates would begin circulating filing petitions on August 20 and the filing period would be November 12-18.

The Park District is two years into a ten-year contract with Jimbooo's Italian Beef, and in that time, they were unable to fully open at Square Links. A mutually agreed upon termination letter drafted with input from the District's Corporate Counsel must be signed and returned to the Park District by August 1, 2024.

Lauterbach & Amen auditors offered to provide a memo summarizing the annual audit in lieu of a presentation; however, the Board agreed that an in-person presentation would be preferable.

X. Department Reports

A. Maintenance

Ms. Marcquenski stated that due to the Open Meetings Act, it would not be possible to conduct a park tour for Board Members without including members of the public which would be logistically challenging; therefore, Ed Reidy developed a virtual tour that can be used for board and staff onboarding opportunities.

Ms. Marcquenski commended Ed and his staff for their tremendous efforts in cleaning up storm damage throughout the District. In addition, she noted that Ed listens to resident input and always finds a reasonable approach to address their needs.

B. Recreation

The 2024 Summer Day Camp and Early Childhood Summer Camp programs have been well received, reflected in increased registration in both camp programs which can be attributed to the outstanding staff, fun activities, and field trips.

Superintendent of Recreation, John Keenan, is onsite at the Island Prairie Park Bandshell this evening for a Local Community Concert, and Ms. Marcquenski noted that Strung Out, a classic rock band, provided an outstanding performance on July 16 that was well-attended.

Recreation staff have been working on the fall brochure that is scheduled to go to the printer the week of July 22, with resident online registration beginning on August 22.

C. Information Technology

Two of the uninterruptible power supplies that provide backup power to the Park District's servers were lost, one on Sunday, July 14, and the other on Monday, July 15. Dave Gorka, the District's IT Contractor and the Park District's electrician were able to bypass these 10-year-old UPS devices to keep computers functioning until the replacements arrive the week of July 22.

D. Special Recreation

Keith Wallace, LWSRA's Executive Director shared participation rates for its member agencies during the organization's July 16 Board Meeting, and Ms. Marcquenski was pleased to report that the Frankfort Square Park District's participation rate increased by 18% due to the good work done by LWSRA.

E. Finance and Planning

No report

F. Golf Course

Ms. Marcquenski thanked Board Members for their suggestions regarding a summer special for young golfers which has been well-received. In addition, the golf course is offering a special for those in the military and first responders.

Square Links has been in high use through both rounds of golf and range use.

G. Office

No report.

H. Risk Management

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

I. Community Updates

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

J. Freedom of Information

There were no FOIA requests received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Commissioner, Joseph King, reported that Wildcats' football camps will begin the week of July 22 and that the Park District did a great job on the drainage project that redirects water towards the creek. Following the loss of LWN stadium access, the Wildcats will work on plans to move forward, and they also have a long-term goal of increasing the Champions Park practice field to 100 yards.

Commissioner, Phil Cherry, stated that all the parks look great, as always.

A discussion regarding the Champions Park pickleball facility ensued, and in response to resident requests and the fact that the Park District has a duty to serve the whole community, the hours will be increased by one hour, remaining open until 8:00 p.m.

Vice President, Denis Moore asked if any efforts can be made towards noise abatement at the Champions Park pickleball court. Ms. Marcquenski stated that the plan to construct a wooden wall had to be abandoned as there are too many utilities in the area. Ed Reidy noted that plantings could be installed but that it would take time for them to mature enough to be effective.

Commissioner, Lauren Breedlove, stated that she has been enjoying her time on the Park Board and is looking forward to learning more as her term continues.

Commissioner, Ryan Holley, is pleased to see more youth utilizing the golf course. He is also looking forward to the bike path connection along Pfeiffer Road to the Old Plank Road Trail and to hearing what the Wildcats plans for future improvements.

Denis Moore noted that Kirk Savary, President of FSBL, provided input at the June 20, 2024, Board Meeting and asked how the requests were being considered. Ms. Marcquenski noted that she asked Mr. Savary to follow up with her and Ed Reidy to further discuss the improvements that were presented during last month's meeting.

President, Craig Maksymiak agreed that the Park District can continue having conversations with FSBL and that the FSPD exists to serve its residents.

Due to a prior commitment, Joseph King was excused from the meeting at 7:55 p.m.

XIII. Executive Session

Frank Florentine made Motion 24-1947 to enter into Executive Session at 8:05 p.m. Ryan Holley 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.

Ryan Holley made Motion 24-1948 to go out of Executive Session and return to open session at 8:25 p.m. Denis Moore seconded. Motion carried in a vote by voice.

XIV. Adjournment

Phil Cherry made Motion 24-1949 to adjourn the meeting at 8:26 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell