

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 19, 2022

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 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Frank Florentine, Dave Macek, and Denis Moore.

Also present were: Phil Cherry, Board Appointee, Anthony Dituri, Frankfort Township Road District, Anthony Granata, candidate for the Will County Board, Dave Gorka, IT Contractor, Audrey Marcquenski, Director, Jim Moustis, Will County Board Member, Heather Roethle, FSPD resident, and David Smith, Frankfort Township Trustee.

Absent were: Craig Maksymiak and Joe Vlosak.

IV. Public Input

Heather Roethle addressed the Board, noting she provided input at the March 17, 2022 Board Meeting and subsequently received a follow-up email from Jim Randall. Ms. Roethle thanked Jim for answering all her questions. Heather was also glad to see the Park District will be working with the town home developer in Lighthouse Pointe (LHP) and ComEd to widen the path and she shared the following concerns.

- The Lighthouse path project was not included on any agenda or the April project list.
- The Park District is contracting with a company for a natural areas assessment plan, expensing \$12,500, and Ms. Roethle noted Mr. Randall previously stated the District has expertise in natural areas. She stated LHP has the largest natural areas in the District and she is interested in learning the management options.
- Ms. Roethle attended her LHP HOA meeting on Tuesday, May 17, and stated that the meeting had its largest turnout ever. Ms. Roethle stated the LHP property manager has been in contact with Mr. Randall, and per Ms. Roethle, not one resident is satisfied with their subdivision.
- Ms. Roethle implored the Board to put LHP projects “on the front burner”.
- Due to the size of the subdivision, Ms. Roethle feels more needs to be done.
- Ms. Roethle frequents many of the FSPD parks, and does not believe LHP is given the same level of attention as other parks in Frankfort Square.
- Ms. Roethle closed by stating the neighbors are watching and want to see some change.

Jim Moustis, Will County Board Member noted that the May 21, 2022 meeting of the Park Board marks Jim Randall's last Board Meeting, and the Will County Board wished to present a certificate of appreciation to Mr. Randall for his 39 years of dedicated service as Executive Director of the Frankfort Square Park District.

Mr. Moustis reported that he has lived in Frankfort Square for 50 years, and never left the Square, and noted one of the reasons was because of the FSPD. As a bit of history, Mr. Moustis recounted how a neighbor, Bob Garrett came to his house asking him to sign a petition to develop a park district. The measure was placed on the ballot and passed. The residents did not know what to do next, they had no money, and would not be funded until the following year's tax cycle. A board was established, and a director was hired that remained for two years. Then Mr. Randall came along, and Mr. Moustis said Jim was the Park District. There were no other full-time employees, only summer help. Jim Randall started it all, the parks, the programming, and he has led it all. There is no other person in Frankfort Square that has had a bigger impact on the community in such a positive way than Jim Randall.

Dave Smith, Frankfort Township Trustee met Jim Randall in 1996 and noted it has been a pleasure to have Jim in charge of our Park District. There are many positives, not many negatives. Mr. Smith congratulated Jim on his retirement and closed with "May God bless".

Anthony Granata, former Park Board Commissioner noted his family moved to Frankfort Square when he was 5 years old, and his family settled here because of the Park District and its preschool. Anthony began serving on the Park Board at the age of 18, and he stated it was a pleasure to serve with Jim Randall. Anthony further noted that Frankfort Square Park District is synonymous with Jim Randall, and Frankfort Square Park District is synonymous with excellence. Anthony thanked him for all he has done.

Speaking on behalf of Bill Carlson, Anthony Dituri presented Jim Randall with a proclamation honoring Jim Randall as follows:

- Served with distinction as Executive Director for 39 years
- Supervised the acquisition, design, and development of 650 acres of park facilities and the restoration and development of 250 acres of Illinois prairie
- Strong advocate for special needs population and was a founding member of LWSRA
- Secured funding to support the purchase and renovation of Square Links Golf Course
- Served as Executive Director when the Park District was nominated as a Gold Medal finalist seven times, and was awarded the NRPA Gold Medal Grand Plaque Award in 2007 and 2016.
- Proven leader, capable of working with elected officials in strategic planning and decision making benefiting communities of Frankfort Square and the Villages of Frankfort, Tinley Park, and Matteson.

Mr. Dituri closed with a personal message of congratulations from Bill Carlson, Frankfort Township Highway Commissioner, and presented Mr. Randall with honorary street signs naming a portion of Braemar Lane as James J. Randall Lane.

Jim Randall thanked all and stated it has been a pleasure working at the Frankfort Square Park District. Jim further stated he has been successful thanks to the elected Board that allows people to do their jobs.

V. Correspondence

A. Appreciation

Thank you cards received from the 2022 College Scholarship Program recipients, thanking the Park Board and District staff for the provision of \$1,000 scholarship awards towards their higher education.

A note was received from the family of a 3 year old preschool student, addressed to Pam Moloney, Amanda Salgado, and Meghan Little, expressing appreciation for the quality of these teachers that have cared for their child throughout the school year.

B. Complimentary

Email from the District's PDRMA Risk Management Consultant, commending Ed Reidy, Superintendent of Parks, and Joe Cline, golf course staff member for their efforts in preparing LWN for their trailering class.

VI. Presentation of the April 21, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1747 to accept the April 21, 2022 Board Meeting Minutes as presented. Denis Moore seconded.

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

VII. Oath of Office

Secretary Jim Randall administered the Oath of Office to Phil Cherry, who was appointed to fill an unexpired term as Park Board Commissioner (*ref. April 21, 2022 Board Meeting Minutes, Sect. XIV., Motion 22-1744*).

Mr. Randall then stepped aside, allowing Audrey Marcquenski to step up for the remainder of the meeting.

VIII. Election of Officers

Dave Macek made Motion 22-1748 to open the floor for the nomination of officers. Frank Florentine seconded. Motion carried in a vote by voice.

Dave Macek made Motion 22-1749 to nominate Ken Blackburn as President. Denis Moore seconded. Motion carried in a vote by voice.

Denis Moore made Motion 22-1750 to nominate Dave Macek as Vice President. Frank Florentine seconded. Motion carried in a vote by voice.

Frank Florentine made Motion 22-1751 to close the floor for the nomination of officers. Denis Moore seconded. Motion carried in a vote by voice.

IX. Board Appointments

President Ken Blackburn appointed Audrey Marcquenski to serve as Secretary of the Board of Commissioners. Ms. Marcquenski accepted said appointment.

President Ken Blackburn appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak will be notified of said appointment.

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

President Ken Blackburn appointed Baird Public Finance to Bond Underwriter to serve as Bond Underwriter.

President Ken Blackburn appointed Audrey Marcquenski and Dave Macek to serve as FOIA and OMA Officers. Ms. Marcquenski and Mr. Macek accepted said appointments.

President Ken Blackburn appointed Dave Macek to serve as Risk Management and Personnel Liaison. Dave Macek 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 5, 2022, at 7:00 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, Ken Blackburn, Dave Macek, and Craig Maksymiak.

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

President Ken Blackburn appointed Audrey Marcquenski to the LWSRA Board, and John Keenan to serve as an alternate.

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

President Ken Blackburn approved Jim's request to add Dalena Welkomer of RW Baird as the District's Bond Counsel.

X. Legal Report

Audrey Marcquenski reported that this evening's meeting came close to not having a quorum, and Ms. Marcquenski contacted the District's Legal Counsel for clarification on how best to proceed, and was advised that Phil Cherry could have been given the oath of office prior to the start of the meeting to ensure the presence of a quorum and enable the transaction of the District's business. If any Board Members elect to attend remotely, an in-person quorum is still required.

Legal Counsel was also consulted regarding a FOIA request that was received over the past month. A resident requested all information pertaining to the resignation of a Board Member, filling his seat, election of Board Members, hiring of the new Park Director and all information on Covid-19. Counsel advised that an individual can only FOIA documents, as interrogatories, conversations and thought processes are not covered under the FOIA Act. The Park District is also not required to provide information that is readily available on its website. The response to the FOIA stated the request was too broad in scope and asked that it be narrowed to actual documents. At this time, the requestor did not respond, and the matter was considered closed within two days of receipt.

XI. Treasurer's Report

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

Dave Macek made Motion 22-1752 to accept the Accounts Payable Listing. Frank Florentine seconded.

Audrey Marcquenski reported that the District's balance is \$200,000 ahead of the previous year, not including the Tax Anticipation Warrants.

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

XII. Director's Report

Staff are working on project cover sheet to calendar and summarize projects. The summaries will be a tool that will help the Board better understand the full scope of projects, and will include a description, location, contractor, estimated and actual budget, and timeline for completion. Ms. Marcquenski provided a sample summary detailing the repair to a water leak at Community Park.

The Park District provided nine college scholarship awards, that were presented during Lincoln-Way East's Community Scholarship Night event on May 4. The District was made aware that this year's scholarship awards, including Chick Evans Scholars and military appointments, totaled over \$1.7 million.

Audrey requested an executive session to review closed session meetings and recordings.

XIII. Committee Reports

A. Maintenance

Audrey Marcquenski requested consideration to approve a proposal for the provision of a Comprehensive Natural Areas Report by Cardno that will include an assessment of each site, a Best Management Practices plan, and an FQI inventory and assessment for each natural area, at a cost not to exceed \$12,500, a copy of which was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 22-1753 to authorize Audrey Marcquenski to enter into a proposal for the provision of a Comprehensive Natural Areas Report by Cardno that will include an assessment of each site, a Best Management Practices plan, and an FQI inventory and assessment for each natural area, at a cost not to exceed \$12,500, as presented. Dave Macek seconded.

Audrey noted that the last plan was approved in 2015.

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

Champions Park renovation will include removal of fencing that will be scheduled after August 30, 2022, allowing men's softball to conclude their season.

B. Recreation

Preschool students and their families enjoyed the end of the year field days, and the 4 year old classes are looking forward to graduation.

The summer brochure highlighted free opportunities that included the reopening of the Splash Park on Memorial weekend, and a great line up of summer concerts.

C. Information Technology

Dave Gorka, IT Contractor was in attendance to provide his annual report on what he and his company, B Practical Solutions, is doing to take the Park District to the next level.

Mr. Gorka reported that when his company was initially hired, they identified an issue with the previously installed servers, as they were over-engineered, making the system difficult to maintain. They will be simplified, ensuring ease of operation for the present and future.

RecTrac, the District's main software program, was updated and moved from the server to the Cloud.

Wireless credit card readers were installed at Lincoln-Way North, Mary Drew, and Square Links, providing staff the ability to accept credit card payments for programming at these remote locations.

Teesnap, point of sale software was introduced at Square Links, enabling patrons to reserve tee times online in response to State-imposed Covid guidelines during the pandemic. The software also serves as a marketing tool, as emails can be sent to users in the data base, notifying them of golf specials.

Toptracer is a tool that brings a virtual pro to allow golfers on the range to improve their game by tracking the length and trajectory of the ball, enabling them to adjust their swing. It also includes games, such as closest to the pin and longest drive, and golf course staff receive many positive comments on this offering.

The phone system was replaced with a VOIP, and since the internet is now used for phones, backup devices are now necessary. Comcast is the District's main provider, and fiber optic will be brought in to enable AT&T to ensure comparable speed with no downtime.

Video cameras have been, and continue to be replaced by a Cloud-based system that provides improved resolution and better tracking. For example, they can recall an individual per clothing color over the past six months, or identify license plates in parking lots, which is helpful to law enforcement when conducting break-in investigations.

The wireless service was moved from Sprint to T-Mobile and included the replacement of Samsung phones to iPhones.

Per a requirement of the District's risk management group, PDRMA, dual authentication has been activated. When staff remote in, a signal is sent to their mobile phones, and they must accept the signal when logging in to be accepted into the network. PDRMA placed a deadline of December, 2022 to enact dual authentication, however, B Practical recently completed this action that helps mitigate risk and safeguards the Park District's data.

The 2012 Microsoft Office software will be replaced with 2021 Microsoft 365.

Cloud storage will be utilized with greater frequency and mailboxes will continue to be backed up with Datto.

The current equipment, three Dell servers, are close to ten years old and will be replaced with one server and three virtual servers.

Mr. Gorka noted that it has been a pleasure working with Jim Randall and his staff over the past five years, and the FSPD is the best place he has ever worked with over his 20-30 years' experience as and IT Contractor.

Ms. Marcquenski thanked Dave, noting the District is fortunate to have employed his services.

D. Special Recreation

LWSRA hosted the National Wheelchair Basketball League over the past weekend, and WGN covered the event which included interviews with LWSRA's Executive Director, Keith Wallace, and Adaptive Sports Coordinator, Jake Williams. Ms. Marcquenski noted it was a great event with talented athletes and the Park District was happy to provide assistance.

Dave Macek, President of the LWSR Foundation, reported that the Breakfast with the Bunny event, one of the organization's biggest fundraisers, was successful. The annual golf outings will be held on August 12 and September 17, and information will be forthcoming.

E. Finance and Planning

Diane Meister, offsite bookkeeper, completed the end of year transfers from Corporate.

The annual audit is underway, and the team from Lauterbach and Amen will be on-site May 31, June 1, 6, and 7.

F. Golf Course

Golf play is increasing as weather improves, and on Sunday, May 21, there 4,500 balls were hit on the range, and 135 rounds of golf were played.

Staff will meet with Campfire Concepts to continue work on the golf course marketing plan. Ideas will be presented at the July Board Meeting.

G. Office

The Community Room rental returned on May 13, and three more are scheduled this month.

H. Risk Management

The District is investigating a new approach to CPR/AED training. Typically, staff training is 8 hours in length, and a hybrid version, with online followed by in-person will be more sustainable.

Erin Kertson, Recreation Supervisor, will certify this month as an instructor, and Ed Reidy, Superintendent of Parks, and John Keenan, Superintendent of Recreation will recertify their instructor status.

I. Community Updates

Audrey Marcquenski noted she, Jim Randall, and Ed Reidy met with the scouts prior to this evening's Board Meeting, and the scouts were thanked for their efforts during the annual park clean-up event.

J. Freedom of Information

Ms. Marcquenski noted that she addressed the FOIA request received from Paul Kramski during this meeting's legal report.

XIV. Old Business

No old business was discussed.

XV. New Business

Commissioner's Comments

Denis Moore acknowledge all the old friends that were in attendance during this evening's meeting, and noted it was good to see Anthony Granata, Jim Moustis, Anthony Dituri, and Phil Cherry, Sr. and his wife Sue.

Denis welcomed Phil Cherry, Jr. to the Board, appointed to replace Brian Mulheran. Denis also acknowledged that he has known Brian Mulheran for many years, and that Brian's community involvement was always for the right reasons. He will be missed, but the Board will remember and moving forward, will consider his sage advice.

Mr. Moore noted that he has lived in the Square for 34 years, and he and his family have enjoyed all the parks and daily walks on the paths, and noted that it has all been possible thanks to Jim Randall, his leadership and financial stewardship.

Frank Florentine is always amazed by the amount of data Jim Randall has provided on a daily and weekly basis, marking just one of the things that makes him different, and Mr. Florentine is proud to serve as a member of the FSPD Park Board.

Frank further commended the BDC dancers and all their achievements that are directly related to how much the community cares, and how much the programs mean to Park District residents. Mr. Florentine thanked Jim for always being gracious and always taking care of the Park District and community, and he feels that Jim has not gotten the recognition he truly deserves. His position often goes unnoticed. Frank understands that people do not understand what goes into making the parks beautiful, and as a 21 year resident, he appreciates all of Mr. Randall's hard work and efforts, and wished him the best in his retirement.

Dave Macek stated he has been a Frankfort Square resident for 31 years where he and his wife raised 4 children. Dave's first introduction to Jim was at a Board Meeting where he provided public comment. The newspaper at the time, the Star Tribune, reflected that Park District taxers would go up 134%. Mr. Macek was surprised that no other members of the public were present. Jim Randall explained the process of how public bodies tax, he subsequently became involved in the FSPD, serving now for 17 years on the Park Board. Dave noted that when the Board comes up with a good idea, Jim has already been on it, getting quotes for improvements. Dave hopes the intergovernmental agreements, established by Jim, will continue. In regards to his leadership, Jim Randall is leaving the Park District in great shape, and he hopes Jim enjoys his retirement.

Ken Blackburn noted that he has lived in Frankfort Square for 45 years, and in that time, the Park District was a big part of the community. Jim Randall was always available. If the athletic fields needed to be dragged at 2:00 p.m. on a Saturday, Jim was there to drag the fields. No park district has done more to ensure funds are expensed to accommodate residents' needs than the FSPD, which is always first to offer new opportunities, such as the Dog Park. Ken credited Jim's vision for ensuring the Park District is always on the cutting edge. Ken thanked Jim for all his hard work, and stated that it has been a pleasure working with Jim.

Phil Cherry stated that he has known Jim Randall long enough to call him "Mr. Randall". He recalled learning that the Park District consisted of a single facility, which is now the concession stand at Champions Park, and there was one lawn mower. Phil is now raising his children in Frankfort Square, and thanks to Jim Randall, the community has been and will continue to be in good hands.

XVI. Executive Session

Dave Macek made Motion 22-1754 to enter into executive session at 8:17 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from closed executive sessions, both written and verbatim audio dating from January 20, 2022 to date, 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.

Dave Macek made Motion 22-1755 to go out of executive session and return to open session at 8:24 p.m. Denis Moore seconded. Motion carried.

XVII. Consideration of Resolution 22-05-34

Audrey Marcquenski requested consideration to adopt Resolution 22-05-34, 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 22-1756 to adopt Resolution 22-05-34, 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 22-05-34 will be updated with said detail and linked to the May 21, 2022 agenda for public review.

XVIII. Adjournment

Frank Florentine made Motion 22-1757 to adjourn the meeting at 8:25 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
June 16, 2022

The following are Minutes of a Budget & Appropriation public hearing and a meeting of the Frankfort Square Park District Board of Commissioners 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. Pledge of Allegiance

III. Roll Call

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

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

IV. Public Hearing/Public Input

Denis Moore made Motion 22-1758 to open the floor for the Public Hearing of the Budget and Appropriation Ordinance No. 22-06-341 for Fiscal Year May 1, 2022 through April 30, 2023. Craig Maksymiak seconded. Motion carried in a vote by voice.

No members of the public were present, and the floor for the public hearing remained open for thirty minutes while other business, not pertinent to the Budget and Appropriation Ordinance No. 22-06-341, was duly transacted during said meeting.

Dave Macek made Motion 22-1759 to close the floor and adjourn the public hearing at 7:30 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

V. Correspondence

A. Appreciative

A thank you letter was received from the Franciscan Sisters of the Sacred Heart, expressing appreciation for the donation of golf passes for their annual fundraiser.

B. Complimentary

The District's Square Links Facebook page included a positive message from a longtime FSPD family related to their Park District participation, how they watched the District grow, thanks to the management of its people, and that they were pleased when the Park District purchased the golf course years ago, ensuring it would be an asset for our area.

VI. Presentation of the May 19, 2022, Board Meeting Minutes.

Dave Macek made Motion 22-1760 to accept the May 19, 2022, Board Meeting Minutes as presented. Denis Moore seconded.

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

VII. Legal Report

Craig Maksymiak made Motion 22-1761 to adopt the Budget and Appropriation Ordinance No. 22-06-341 as presented. Phil Cherry seconded.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 22-1762 to accept the Accounts Payable Listing. Frank Florentine seconded.

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

IX. Executive Director's Report

Audrey Marcquenski reported that a copy of the Budget and Appropriation Ordinance No. 22-06-341 for Fiscal Year beginning May 1, 2022, and ending April 30, 2023, was posted at the Community Center for thirty days, and a legal notice was published in the *Daily Southtown* on June 6, 2022.

The opening balance on the May Treasurer's Report reflects a positive year-end balance of \$759,600, and includes transfers that were approved at the April 21, 2022 Board Meeting.

The Park District received a Will County Tax Distribution of \$1,269,761 today, June 16, 2022.

The on-site audit field work is finished, and staff are responding to additional questions posed by the auditors. A final report will be presented by Lauterbach & Amen at the August 18, 2022 Board Meeting.

Commissioner, Frank Florentine asked if the audit is going well. Ms. Marcquenski reported that Lauterbach & Amen has been the best audit firm we have worked with, based on assessments by Duane Meyers, Senior Bookkeeper, and Jim Randall, recently retired Executive Director. It is recommended that agencies change audit firms every five years, however, the Board can decide to remain with Lauterbach & Amen by simply requesting that they assign different team members.

Ms. Marcquenski presented an updated version of the Park District video with a theme of friendship, education, and teamwork, for Board review. The video showcases the District's commitment to ensure that community-wide survey results reflect resident direction in planning for programming and facility improvements.

Staff enjoy working on special projects and had an "army of volunteers" that gathered to participate. A final video will be posted to our website and social media. All footage taken will be added to our video library that can inform residents about actions, such as why we conduct prairie burns. It can also highlight all the District has to offer, and encourage people to sign up for various programs, such as community gardening.

X. Committee Reports

A. Maintenance

Seasonal staff have been trained and are working hard alongside the full-time Maintenance staff. Despite the high temperatures, staff are continuing normal park maintenance tasks that include spraying and maintaining ball fields, along with supporting all District departments.

Prep work for asphalt projects is ongoing, that includes curb cuts, distributing letters to surrounding neighbors to inform them about the project, and asking them to remove personal items that have gravitated onto Park District property.

The White Oak Park path was paved this week and turned out very well.

B. Recreation

The air conditioner at Mary Drew is out of service. Parts have been ordered and it is expected to be repaired within the next week. Until then, day camp has been moved to the Community Center and dance was moved to Hilda Walker. Ms. Marcquenski noted we are fortunate to have an administration at Summit Hill that work closely with Park District staff to make their facilities available for programming.

There was a minor incident in Summer Day Camp when an acoustical panel slipped from the wall and hit a child in the head. His parents were called, an ice pack was provided, and the child didn't wish to leave when his father came to pick him up as he was fine and returned to playing.

The first summer concert at the Island Prairie bandshell, Good Clean Fun, is scheduled for June 28. Ms. Marcquenski noted that all are looking forward to bringing concerts back to this beautiful location.

C. Information Technology

Dave Gorka, IT Contractor, and Nicolette Jerik, Superintendent of Office Management and Technology tested Office 365 and moved the data, with a plan to cut over on the evening of June 21, 2022.

D. Special Recreation

Audrey asked for Board consideration to provide a \$1,000 sponsorship for LWSRA's annual golf outing fundraiser.

Denis Moore made Motion 22-1763 authorizing the provision of a \$1,000 sponsorship for LWSRA's annual golf outing fundraiser, as requested. Dave Macek seconded.

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

Vice President, Dave Macek, who also serves as President of the LWSR Foundation noted he has a foursome available for the August 12 outing at the Sanctuary Golf Course in New Lenox. The second outing is scheduled for September 17 at The Links at Carillon in Plainfield. The Foundation is looking for golfers and sponsorships for these fundraising events.

Audrey will attend the monthly LWSRA Board Meeting on Tuesday, June 21.

E. Finance and Planning

No report

F. Golf Course

On Wednesday, June 14, a golf cart was driven into the black railing between the 8th and 9th holes. There were no injuries, Maintenance staff repaired the railing, and a property damage report was forwarded to the District's liability insurance carrier, PDRMA. Harris Golf Carts will be on-site on Friday, June 17 to assess the damage.

The clubhouse entryway doors were repaired.

The golf course grounds are in good condition, and all is ready for Father's Day weekend, historically the biggest weekend of the year. Commissioner, Frank Florentine commended the groundskeeper for doing a phenomenal job, and Audrey noted he is young, talented, and enthusiastic, and has hired good people.

G. Office

Sufficient information was included in the Office monthly summary that is made part of the June Executive Director's Report.

H. Risk Management

The District's PDRMA Risk Management Consultant will visit on June 22 to kick off the risk management review. Audrey reported that PDRMA examined the review process, made changes, and our review will begin with an examination of our claims and loss reports. Our District has minimal property-related losses, and the repeatable issue is golf cart damage. Audrey is looking forward to seeing how PDRMA can assist us in improving such losses.

New golf carts equipped with YamaTrack are expected to be received in the fall and can be programmed to stay on the cart path, which should help minimize accidents. The carts have been on order, and due to the delay, Harris Golf Carts will upgrade us to the newer models but will honor the agreed upon price.

I. Community Updates

Audrey reported that the Village of Tinley Park is preparing to close on the Harlem Avenue & 191st Street property and may soon lease the parcel to Woodman's or a similar grocer.

Development of the vacant property north of the Amazon Distribution Center on Harlem Avenue is also imminent.

J. Freedom of Information

Audrey reported on a FOIA request at the May 19, 2022 Board Meeting that was received from a Park District resident asking for "all information pertaining to the resignation of a Board Member, filling the vacant seat, election of Board Members, hiring of the new Executive Director, and Covid-19. The District's Legal Counsel was consulted and informed us that an individual can only request documents, and that we cannot respond to interrogatories, conversations, or provide thought processes. A response was provided to the requestor and no further communication has been received. The legal fees related to this FOIA, in the amount of \$168.75 were added to the FOIA spreadsheet and posted to the May 19, 2022 agenda.

The District received a FOIA requesting the terms of office and attendance record for a former Board Member, Anthony Granata. Audrey spoke briefly with Park Counsel and provided certified ballot results and a link to our website where all Board Meeting minutes are available. Audrey received a brief response, indicating the requestor found the information, and no additional requests related to this FOIA are anticipated.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Commissioner, Denis Moore asked about replacing school playground surfacing Audrey responded that technically, the School District is responsible for their interior playground, however she and Ed Reidy, Superintendent of Parks will be meeting with SHSD Superintendent, Dr. Paul McDermott, and their Head of Building & Grounds, and will discuss refreshing the surfacing with Fibar.

Treasurer, Craig Maksymiak was absent from the May meeting, and took the opportunity to welcome Phil Cherry to the Park Board.

President, Ken Blackburn and Vice President, Dave Macek, welcomed Audrey Marcquenski, newly appointed Executive Director, to her first official Board Meeting, and Mr. Macek said he looks forward to many more to come.

XIII. Executive Session

No business came before the Board that required an executive session.

XIV. Adjournment

Craig Maksymiak made Motion 22-1764 to adjourn the meeting at 7:42 p.m. Dave Macek seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
July 21, 2022

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861W. St. Francis Road, Frankfort, Illinois.

I. Call to Order

The Meeting was called to order at 7:00 p.m.

II. Pledge of Allegiance

III. Roll Call

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

Absent was: Craig Maksymiak

Also present were: Audrey Marcquenski, Executive Director/Board Secretary, Linda Mitchell, Recording Secretary, and Campfire Consultants Team, Jessie Scheunemann, Marketing Director, and Consultants, Chuck Szoke, and Kristina Nemetz.

IV. Public Input

Audrey Marcquenski introduced the marketing team from Campfire Concepts, noting they have many skills and talents that will be shared with the Board Members this evening.

Jessie noted the team will present a high-level view of the 100-page document and will answer any questions. The goal of the master plan is to maintain the success of Square Links, and the comprehensive plan will provide the Board and staff with a resource to utilize over the next three years.

The new logo that will be unveiled in the 2023 golf season, along with a new name, Square Links Golf Course & Practice Center, will preserve the longtime equity of the course and more fully describe all the golf course has to offer, including an expansive putting green and Toptracer technology.

The marketing plan includes the following six objectives:

1. Establish principles and tools that share a clear and consistent message from the parent brand, the Frankfort Square Park District.
2. Build the identity, ownership, and awareness of the Square Links Golf Course & Practice Center.
3. Build community awareness of the Square Links Golf Course & Practice Center with brand awareness statements, i.e. “fits in a golfer’s everyday life” and “fits in an afternoon”.
4. Generate a strategy to increase use by golfers living in a 20-mile radius.
5. Intentionally invite golfers to learn the game or come back to play.
6. Provide promotional ideas to be implemented in the 2023 season.

Chuck Szoke noted White Mountain, a 9 hole course, is the closest competitor to Square Links, however Square Links practice facilities are exceptional and more attractive to beginner/first time golfers.

Kristina Nemetz pulled together a greater market, noting golfers like to travel and try out new courses. Square Links is easily accessible from I-80 and Route 45.

Kristina recommended marketing goals that would be easy to implement, i.e. building community awareness by enhancing external branding, replacing the old logo with the new logo. The direct goal to build off the strategy, focus on trends and course amenities, reach out to youth, juniors, millennials, and seniors/active adults will be a focus.

Staff should also focus on developing a robust list of golfers that can be reached through direct messaging in an effort to launch the new branding of Square Links.

The Board can make priority decisions based on a calendar and budget and can decide where to move in each section of the 3-year marketing plan.

Jessie noted that the Campfire Concepts team will be available at any time, and they already have established an open line of communication with staff.

Commissioner, Denis Moore asked how the District should determine marketing costs. Jessie noted that traditionally, 7%-14% is a good place to start.

Vice President, Dave Macek believes we can consider billboard advertising, and he likes the idea of rebranding as a practice center. Kristina noted we can utilize the front of the building for billboard space as an internal cross-promotional tool that would not be costly.

Commissioner, Frank Florentine, feels we have a great course, and his children and their teenage friends enjoy golfing at Square Links. Chuck Szoke noted that growth comes from these young golfers.

Commissioner, Phil Cherry feels the addition of “practice center” appeals to patrons, as they don’t have to simply golf, but can practice putting and improving their game through Toptracer tracking technology. Mr. Cherry is in favor of sending information through USPS and inquired what should be included in a mailing. Kristina stated a mailing can be sent at the beginning of the season and include coupons such as buy one/get one round of golf and/or kids play free with an adult on Sundays. Patrons can also bring in the mailing for a free sleeve of golf balls. A post card in the door is also a great option.

There was a discussion about offering coupons for the new restaurant and golf course, and the cost of marketing can be split between both businesses as it would serve to enhance the golf course and restaurant. Kristina noted most courses provide restaurant incentives in the fall and spring, i.e. a price for a round that would include a brat and soda as a good way to bring people in and introduce the restaurant.

Audrey Marcquenski thanked the marketing team and stated it is always a pleasure working with Campfire Concepts.

Denis Moore asked if indoor golf simulators are still under consideration, since the clubhouse will now be open year-round, due to the addition of the restaurant. Audrey stated that the District is working with an architect and will decide whether it will rebuild or renovate the existing clubhouse. She further noted that Jimbooo's closed his restaurant in Thornton and is only providing catering and plans to move to Square Links in mid to late August.

Phil Cherry asked if the clubhouse is occupied during the winter months, and Audrey reported that normally it is not, but the Reliable Superintendent asked if he could occupy the facility during the winter months to work on equipment and on the course, as weather permits.

V. Correspondence

A. Appreciation

A thank you note was received from the parent of an Early Childhood Day Camp participant, expressing appreciation to staff for the care provided to her child following a bee sting.

B. Informative

The District received an email from Old Plank Trail Community Bank, confirming that they will again generously support our College Scholarship Golf Classic on September 24, with a \$1,000 corporate sponsorship.

VI. Presentation of the June 16, 2022 Board Meeting Minutes.

Denis Moore made Motion 22-1765 to accept the June 16, 2022, Board Meeting Minutes as presented. Frank Florentine seconded.

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

VII. Legal Report

Audrey Marcquenski read by title and requested consideration of the Phone Policy Update, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Dave Macek made Motion 22-1766 to adopt the Phone Policy Update as presented. Denis Moore seconded.

Ms. Marcquenski reported that the updated policy was drafted with assistance from PDRMA and Park Counsel, and that the new policy includes safety objectives. A full review of the District's Personnel Handbook/Policies and Procedures will be completed by Legal Counsel in the next fiscal year.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 22-1767 to accept the Accounts Payable Listing. Joe Vlosak seconded.

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

IX. Executive Director's Report

Audrey reported that the Park District received a property tax distribution from Will County this morning in the amount of \$23,619.22, and remains in good financial position during this busy season.

Ms. Marcquenski added that the District will pay off the TAW on its August 30, 2022 due date and that the general obligation and refunding bond interest payments were paid to Amalgamated Bank on July 1, 2022, totaling \$59,46.88.

Audrey reported that she will approve a request from Wildcats Football to hang 3' x 5' sponsor banners from the concession stand overhang at Union Creek Park that include Dick's Sporting Goods, Bite Size Pediatric Dentistry, and Old Plank Trail Community Bank.

X. Committee Reports

A. Maintenance

Maintenance staff worked at Rogus, removing and spraying weeds, and installed 80 yard of new playground surfacing.

Joe Vlosak noted that the school generally does not utilize the playground due to the presence of bees and asked if the Park District could address the problem. Ms. Marcquenski stated that if maintenance staff identify a nest, they will spray and knock it down in support of the School District staff, however, when recently working at this school site, no bees or nests were sighted. Garbage cans in the area may contribute to the problem, and Park District staff will keep an open line of communication with School District staff regarding this matter.

Phil Cherry asked whom he should contact if seeing something that requires maintenance attention, and Audrey informed Phil that he can contact her directly and she will forward the information to Ed Reidy, Superintendent of Parks.

Ed Reidy has been working on pond fountain issues, with the goal to get through the remainder of the season and explore a replacement plan for the next fiscal year. The majority of fountains are 12-15 years old and new units, along with a jon boat for easier fountain access will be included in the 2023/2024 budget. Frank Florentine believes the low water levels may contribute to the issues, and Audrey also noted that beavers have been chewing through wires, and the Community Park fountain trips the breaker.

Dave Macek asked if Community Park pond was stocked with fish. Audrey reported that grass eating carp were added and Clarke Environmental is treating the pond, however conditions this year were unique, with hot, August-like temperatures in July. All efforts are in place to keep the pond free from algae and plant growth, and Frank commented that we have a healthy ecosystem in our ponds.

Frank asked Audrey to investigate adding LED lights to the pond fountains to create a focal point.

B. Recreation

A 3-year-old participant in the Early Childhood Summer Camp program was stung by a bee on Tuesday morning and exhibited signs of an allergic reaction. Day Camp, office, and maintenance staff came together to keep the child engaged with toys and a popsicle until the paramedics arrived. The child recovered and returned to Day Camp the next day. Audrey appreciated how well the staff worked together to handle the situation.

Summer concerts returned this year, and it has been nice to see new people discovering the Island Park bandshell. Summer concerts historically rank high on surveys, and staff are looking for ways to get the word out about these popular free offerings. Audrey noted that many neighbors enjoy listening to the concerts from the comfort of their own homes.

C. Information Technology

The migration to Office 365 is now complete, and if Board Members have any issues with their email, they can contact Dave Gorka, the District's IT Contractor, directly.

D. Special Recreation

Audrey attended the monthly LWSRA Board Meeting on Tuesday. The agency continues to introduce quality new staff, not an easy task during these challenging times. Audrey noted that other SRAs have had to cancel summer day camp and youth programming due to lack of staff, but LWSRA continues to expand their offerings.

Dave Macek, President of the LWSR Foundation reported that the August 12 golf outing has filled, but there are openings in the September 17 at the Links at Carillon. The Foundation is also accepting gift baskets and/or gift basket donations. American Sale and Body Tech Fitness are sponsoring the event, and Mr. Macek noted that every dollar counts.

E. Finance and Planning

Sufficient information was provided in the above Treasurer's Report and Executive Director's Report.

F. Golf Course

Audrey Marcquenski introduced Dan Coughlin, Athletic Supervisor and Square Links Manager, and also welcomed John Keenan, Superintendent of Recreation to the meeting.

Dan has taken the lead on programming the new golf carts with the geofencing feature, that is designed to keep them off the greens and out of the ponds. Dan reported that one program is entered for all 20 carts, but they can be turned off incrementally, for instance, when an individual may have mobility issues and needs to get closer to the green. John noted that the program also enables staff to track the location of all carts.

Dave Macek reported that he only hears positive comments about the golf course, and Frank added that neighbors speak highly about the course and the friendly staff.

Phil Cherry asked if Ladies League is still offered on Wednesdays. Dan responded that the League is still active and just recently finished their season.

John reported that Golf Pro, Ken Buss is doing well. Previously, only 10-12 people participated in the free lessons, but now Ken has approximately 45 people show up for the lessons.

Dave Macek asked if the Demo Day event is still scheduled annually. John stated that vendors prefer to hold this type of event at 18-hole golf courses. The last Demo Day was held right before Covid, and after some discussion, it is currently not being offered.

G. Office

The monthly summary included with the Executive Director's Report contained sufficient information.

H. Risk Management

The District continues to work with PDRMA on cyber liability requirements.

PDRMA staff will be on-site on July 27 to observe maintenance staff in the field and a discussion related to injury prevention efforts will be included.

Maintenance staff participated in an engaging meeting last week that featured Jeopardy-style safety challenges, with bonus points awarded for “Name that Park” contest.

I. Community Updates

No report

J. Freedom of Information

No FOIA requests were 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

Denis Moore expressed appreciation for following-up on his request to resurface the playground at Rogus School.

Dave Macek enjoyed the Campfire Concepts marketing plan presentation, and he looks forward to enhancing golf operations at Square Links.

Phil Cherry noted the golf course marketing plan will be a good step forward.

XIII. Executive Session

No business came before the Board that required an executive session.

XIV. Adjournment

Dave Macek made Motion 22-1768 to adjourn the meeting at 8:14 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 18, 2022

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. Pledge of Allegiance

III. Roll Call

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

Also present were: Audrey Marcquenski, Executive Director/Board Secretary, Linda Mitchell, Recording Secretary, and Courtney Clement, Lauterbach and Amen, LLP auditor.

IV. Public Input

No members of the public were present.

V. Presentation of Annual Financial Report FYE: 4/30/22

Audrey introduced Courtney Clement from Lauterbach & Amen, noting this is our third year with Courtney as our auditor.

Ms. Clement presented the District's 2022 report that was prepared utilizing various tests to perform the opinion on the financials. The highest opinion was rendered and at the end of the year, the net position of the District increased \$723,000 with net investment capital assets of \$38 million.

The audit's management letter includes information that is a disclosure throughout the audit process along with suggestions for policies. Lauterbach and Amen will assist with the new GASB pronouncement of new leases standard that goes into effect in April 2023.

Ms. Clement had discussed the golf course fund with Treasurer, Craig Maksymiak in relation to the issue of funding deficits through corporate funds. General funds can be moved to any fund that has a deficit, but it is not recommended to do so on an annual basis.

Mr. Maksymiak reported that the District has two different funds that should maintain themselves. The golf course is a proprietary fund that was not meant to sustain a debt payment of \$118,000. The debt payment increases as it nears maturity and will resolve in the 2023 season, however golf courses are subject to weather-driven fluctuating revenues.

A solution could be to switch to a special revenue instead of a proprietary fund, however Mr. Maksymiak noted that we are not currently looking to do so. The deficit is mainly due to the annual debt payment that was normally \$40,000, however the payment increased by \$100,000 last year and in the coming year as it reaches maturity on April 1, 2023.

VI. Correspondence

No correspondence was presented.

VII. Presentation of the July 21, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1769 to accept the , July 21, 2022, Board Meeting Minutes as presented. Frank Florentine seconded.

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

VIII. Legal Report

Audrey Marcquenski read by title and requested consideration of Resolution 22-08-35, a resolution authorizing the transfer of funds of the Frankfort Square Park District, a copy of which was provided to each member of the Board of Park Commissioners prior to said meeting.

Craig Maksymiak made Motion 22-1770 to adopt Resolution 22-08-35, as presented. Dave Macek seconded.

Ms. Marcquenski reported that the resolution is presented based on our auditor's recommendation, and Mr. Maksymiak noted that the transfer of funds would not change the District's net position, but rather reverses a transfer that was completed at the April 21, 2022 Board Meeting to balance the golf course fund (*ref. Motion 22-1739*) based on auditor recommendation.

Following a full and complete discussion, the Board voted as follows:

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

IX. Treasurer's Report

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

Dave Macek made Motion 22-1771 to accept the Accounts Payable Listing. Frank Florentine seconded.

Audrey Marcquenski reported that the Fund Balance report will be updated to reflect the approved transfer per Resolution 22-03-35.

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

Audrey Marcquenski requested consideration of Audited Financial Report, Fiscal Year Ended 4/30/2022, completed by the independent audit firm of Lauterbach & Amen LLP, a copy of which was provided to each Board Member in advance of said meeting.

Dave Macek made Motion 21-1772 to accept the Audited Financial Report, Fiscal Year Ended 4/30/2022, as presented. Denis Moore seconded.

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

X. Executive Director's Report

Audrey Marcquenski will contact Park Counsel to inquire about a special revenue fund, as discussed during Sect. V. Presentation of the Annual Financial Report of this meeting.

Ms. Marcquenski reported that the District received a tax distribution from Will County today of \$71,262.55. To date, distributions are \$200,000 below last year, due in large part to the decrease in property taxes that residents realized with their 2021 property tax bills that are payable in 2022.

The Tax Anticipation Warrant will be paid off on August 30, 2022, and Audrey reported that the District remains in a good financial position.

A new free opportunity is being developed, Path to Reading, where pages of children's books are posted in FSPD parks along the bike/walking paths. The purpose is to promote literacy while exploring the District's parks.

The Park District was successful in securing CARES Act funding in 2021 and has submitted another application for the available ARPA Covid-relief funds. If approved, the District could potentially receive \$25,000 in funds that the Will County Board allocated for park districts.

Ms. Marcquenski requested a brief executive session to discuss employee compensation, and further noted that the session is intended to be informational only and no Board action will be required.

XI. Committee Reports

A. Maintenance

Maintenance staff refreshed playground surfacing at Rogus and Frankfort Square Schools and replaced timbers that border playgrounds, as needed. New surfacing was also added to the Lighthouse Pointe Park playground.

Cardno is finalizing the natural areas management plan.

Cardno will also be on-site to manage thistle and teasel removal at Crystal Lake Park with the intent of addressing these invasives before they reseed.

B. Recreation

The 2022/2023 Before and After School Program (BAS) is underway, and transportation issues typically experienced at the beginning of the school year are being managed.

BAS enrollment numbers are slowly increasing since Covid.

There are numerous logistics involved with the BAS program, and with Erin Kertson, Recreation Supervisor, out on FMLA, Audrey is appreciative of how John Keenan, Superintendent of Recreation, and Pam Moloney, ELC head teacher, have stepped up to ensure the program runs smoothly and safely.

Ms. Marcquenski reported that summer concerts rank high on our community-wide survey and Dancing Queen, the ABBA tribute band had the highest number of attendees, estimated at 350. This evening performance is provided by the Dixie Bandits, a community band led by Summit Hill School District Band Director, Kim Coughlin.

C. Information Technology

AT&T fiber optic cable has been installed at the golf course. The planned installation at the Community Center was cancelled as AT&T wanted the District to fund the directional boring from Harlem to the building at a cost of \$70,000, which was tacked on the previously reasonable monthly cost.

President, Ken Blackburn reported that AT&T could have worked with ComEd to pull extra pipe for the fiber optic cable when they were working in our area. Directional boring is very expensive and could feasibly cost \$120,000 to run from Harlem to the Community Center. The cable was already installed on St. Francis Road and therefore was available for the golf course for a reasonable cost.

The representative from Proven IT that District staff previously worked with is no longer with the company, and Audrey reached out to them to discuss the next phase to upgrade security cameras at the Community Center.

D. Special Recreation

Audrey Marcquenski attended the monthly LWSRA Board Meeting on Tuesday, August 16, and one topic of discussion was the successful LWSRF golf outing fundraiser that was held at The Sanctuary Golf Course on August 12. Dave Macek, President of LWSRF has not yet seen the final total but noted the Foundation will begin promoting the second golf outing scheduled for September 17 at The Links at Carillon in Plainfield. Mr. Macek noted that all funds raised from the golf outings go back to LWSRA, and the Foundation received great support from the Frankfort Square Park District.

Ms. Marcquenski reported that the Crete Park District had expressed interest in joining a SRA over the past ten years, and will be voting this week to join LWSRA. If approved, Audrey will bring this action to the Park District Board for approval.

E. Finance and Planning

No report

F. Golf Course

The asphalt project planned for the golf course this year has been completed. It was challenging due to the labor union strike and increased pricing, but Audrey is pleased with the end result.

Ed Reidy, Superintendent of Parks, was able to work with contractors to finalize tree removal and planting at Square Links.

Staff are preparing for the annual College Scholarship \$5 Day of Golf fundraising event, scheduled for September 24. To date, \$3,000 has been received in donations, and Audrey noted it is difficult to raise funds in the current economic conditions.

Weather has been good, and revenue is strong in both greens fees and range fees.

G. Office

The monthly summary included with the Executive Director's Report contained sufficient office information.

H. Risk Management

The monthly summary included with the Executive Director's Report contained sufficient risk management information.

I. Community Updates

No report

J. Freedom of Information

No FOIA requests were 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 asked if the traffic flow could be improved for participant safety at Mary Drew, in particular during heavy traffic related to the BDC dance and BAS programs. Lighting can also be an issue during the evenings, especially with daylight savings time. To date, there have been no incidents, but going forward, Mr. Cherry hopes we can adjust drop off and pick up locations and improve the parking lot lighting.

Audrey responded that it has been nice working with Dr. Paul McDermott, SHSD Superintendent, and noted he is open to new ideas and needs. Previously, the District was not allowed to use the south doors, but with the new relationship, Audrey will reach out with Mr. Cherry's suggestions for safety measures.

Treasurer, Craig Maksymiak appreciated Phil Cherry's suggestion, noting we prefer to be proactive, not reactive.

Commissioner, Frank Florentine, thanked staff for working with the Lauterbach & Amen audit team, and thanked Craig for his expertise and guidance he provides to the Board.

Mr. Maksymiak is pleased with the job staff does, noting we are in a great position, and further stated minor tweaks are done annually by listening to recommendations and acting accordingly.

Vice President, Dave Macek, noted that in his 17 years on the Park Board, we were never required to adjust, and he credits the staff for doing a great job.

Craig Maksymiak reported that the District is in a great position.

XIV. Executive Session

Dave Macek made Motion 22-1773 to enter into executive session at 7:51 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

An executive session was held for the purpose of reviewing employee compensation.

Dave Macek made Motion 22-1774 to go out of executive session at 8:04 p.m. and return to open session. Denis Moore seconded. Motion carried.

XV. Adjournment

Dave Macek made Motion 22-1775 to adjourn the meeting at 8:04 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
September 15, 2022

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, Craig Maksymiak Denis Moore, and Joe Vlosak.

Absent were: Ken Blackburn and Dave Macek.

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

III. Pledge of Allegiance

IV. Public Input

Audrey read an email from FSPD resident Julie Arvia, assumed information provided was meant to be presented as public input, and a verbatim copy is provided below:

Dear Audrey:

Congratulations on your new position! I look forward to the future of the FSPD with you at its helm. Unfortunately, I am unable to make the Board meeting on Thursday, September 15th, so I am writing this correspondence letter in advance of the meeting.

From the Board meeting minutes and your Executive Director Reports I know the district is waiting for your Native Contractor's Natural Areas Management Report which should be completed shortly. Once received, the FSPD will have a lot to consider.

I'd like to encourage the FSPD to give top priority to The Island Prairie Park Nature Center and Interpretive Gardens. This 2011 EPA Chicago Wilderness Conservation & Natural Landscaping award winning landscape is at the heart of our Community Center, and in my mind deserves priority over other natural areas in the district.

As your Native Management Plan takes shape, please remember that as a University of Illinois Extension Master Gardener, I am always looking to volunteer close to home. Feel free to contact me regarding any volunteer opportunities that may be available in the future.

Thank you for all you do!

Sincerely,

Julie Arvia

Audrey reported that she has received additional input from residents that wish to prioritize various areas throughout the District that include Lighthouse Pointe, Brookside Glen, and Union Creek and Crystal Lake Parks. A list will be developed as we prepare the 2023/2024 budget. Ms. Marcquenski appreciates all input and is looking forward to managing natural areas with the guidance provided within Cardno's Natural Areas Management Plan.

V. Correspondence

A. Appreciation

Board Members reviewed the following correspondence:

- Additional thank you notes received from Lincoln-Way East seniors that were recipients of the District's 2022 College Scholarship Awards.
- Thank you letter received from the Cancer Support Center for the District's donation of an in-kind give of golf with power carts in support of their 31st Annual Cancer Support Center Golf Outing.

VI. Presentation of the August 18, 2022 Board Meeting Minutes.

Frank Florentine made Motion 22-1776 to accept the August 18, 2022, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

Audrey Marcquenski distributed written copies of the August 18, 2022 Executive Session Minutes to each Board Member and requested review and approval of same.

Denis Moore made Motion 22-1777 to accept the August 18, 2022 Executive Session Minutes as presented. Phil Cherry seconded.

Ms. Marcquenski noted that due to the Executive Session Minutes detailed personnel matters, the intent is that they shall remain closed. as the subject matter of the Executive Session Minutes

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

VII. Legal Report

Treasurer, Craig Maksymiak, read by title and requested consideration of Ordinance No. 22-09-342, an Ordinance abating the tax hereto levied for the year 2022 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B, of the Frankfort Square Park District, Will and Cook Counties, Illinois, a copy of which was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 22-1778 to adopt Ordinance No. 22-09-342, an Ordinance abating the tax hereto levied for the year 2022 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013, General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019B, of the Frankfort Square Park District, Will and Cook Counties, Illinois. Frank Florentine seconded.

Audrey Marcquenski noted that the abatement is an annual requirement that legally allows the District to use tax dollars, and if not abated, residents' property taxes would increase.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, and Joe Vlosak. Nays: None. Motion passed.

Treasurer, Craig Maksymiak, read by title and requested consideration of Ordinance No. 22-09-343, an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2022, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the PARK District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said Bonds to Old Plank Trail Community Bank, N.A.. a copy of which was provided to each Board Member in advance of said meeting.

Frank Florentine made Motion 22-1779 to adopt Ordinance No. 22-09-343, an Ordinance providing for the issue of \$106,000 General Obligation Limited Tax Park Bonds, Series 2022, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the PARK District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said Bonds to Old Plank Trail Community Bank, N.A., as presented. Joe Vlosak seconded.

Ms. Marcquenski stated the G.O. Limited Tax Park Bonds, also known as the "mini bond", was reintroduced following the retirement of the 2002 referendum and the funds are used as a source of payment for the Series 2019A and Series 2019B Bonds.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, and Joe Vlosak. Nays: None. Motion passed.

Treasurer, Craig Maksymiak, read by title and requested consideration of Ordinance No. 22-09-344, an Ordinance authorizing disposal of equipment no longer necessary, useful to, or for the best interests of the Park District, a copy of which was provide to each Board Member in advance of said meeting.

Frank Florentine made Motion 22-1780 to adopt Ordinance No. 22-09-344, an Ordinance authorizing disposal of equipment no longer necessary, useful to, or for the best interests of the Park District, as presented. Denis Moore seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, and Joe Vlosak. Nays: None. Motion passed.

Audrey Marcquenski requested consideration to allow the Executive Director to accept the best qualified bid following the public bid opening related to the sale excess equipment included in Ordinance No. 22-09-344, for a minimum bid amount of \$25,000.

Frank Florentine made Motion 22-1781 to authorize the Executive Director to accept the best qualified bid following the public bid opening related to the sale of excess equipment included in Ordinance No. 22-09-344, for a minimum bid amount of \$25,000, as requested. Denis Moore seconded.

Audrey noted that we have to declare 2012 wheel loader as surplus in order to place it up for bid. It is anticipated that with the current market, the wheel loader will provide a good return on the sale.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, and Joe Vlosak. Nays: None. Motion passed.

Treasurer, Craig Maksymiak, requested consideration of Ordinance No. 22-09-345, an Ordinance providing for the issuance of a \$95,000 General Obligation Promissory Note, Series 2022, for the purpose of purchasing a front-end loader tractor, providing for the payment of the expenses incident thereto, providing for the security for and payment of said note, and authorizing the sale of said note to Old Plank Trail Community Bank, N.A., a copy of which was provide to each Board Member in advance of said meeting.

Frank Florentine made Motion 22-1782 to adopt Ordinance No. 22-09-345, an Ordinance providing for the issuance of a \$95,000 General Obligation Promissory Note, Series 2022, for the purpose of purchasing a front-end loader tractor, providing for the payment of the expenses incident thereto, providing for the security for and payment of said note, and authorizing the sale of said note to Old Plank Trail Community Bank, N.A., as presented. Phil Cherry seconded.

Craig Maksymiak asked for clarification on the purchase. Audrey responded that the Frankfort Township Road District provided this great opportunity for the District to purchase its 2021 front-end loader that is too small for them but would be perfect for the Park District. When buying/selling between municipalities, it is not required that we go to bid.

Mr. Maksymiak asked if proceeds from the sale of the wheel loader would be used to pay down the Promissory Note for the front-end loader. Ms. Marcquenski responded that she is requesting the full purchase price as there is no benefit in paying the loan off early.

Commissioner, Frank Florentine noted that the bank is providing a great interest rate of 3.15%.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, and Joe Vlosak. Nays: None. Motion passed.

VIII. Treasurer's Report

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

Phil Cherry made Motion 22-1783 to accept the Accounts Payable Listing. Joe Vlosak seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, and Joe Vlosak. Nays: None. Motion passed.

IX. Executive Director's Report

Audrey Marcquenski reported that the District received a tax distribution from Will County this morning in the amount of \$1,137,307.24. Last year at this time we received \$421,219.91, however, in 2021 tax payments were spread out to six payments instead of the usual two annual payments. We have been quite a bit behind, but are now ahead, and we will see where we are by October.

The next Consolidated Election is scheduled for April 4, 2023. We will have three seats up for reelection that include Phil Cherry, Craig Maksymiak, and Joe Vlosak. Nominating packets will be distributed starting September 20, 2022, and the filing dates are December 12 through December 19.

Audrey reported that we have received positive feedback and photos Received positive feedback and photos from families enjoying the Path to Reading *Rainbow Fish* book at Community Park. Later this month, we will install *Brown Bear, Brown Bear, What Do You See?* along the Island Prairie Park path to coincide with the ELC preschool's color unit. There has been some thought on other fun opportunities, such as painting hopscotch on the paths.

Audrey has received no formal requests but is aware that Wildcats Football has been talking about capital improvements at the Union Creek Park football field. Ms. Marcquenski wished to start the conversation but can table this until next month when all Board Members are present. Audrey noted the Park District has been working on plans for Champions Park as we work with planners to redesign the park that includes improved drainage, football-themed Ninja training courses, or a picnic shelter for shade.

Commissioner Frank Florentine expects the Park District would partner with the Wildcats to cover expenses for lights but would first need to see if it is feasible to install lighting before going to bid.

Commissioner Denis Moore believes lighting may be more expensive than realized, and that neighbors may oppose the improvement. Audrey agreed that is a very good point, as there are homes near the field and they need to have a voice in the matter..

Commissioner Phil Cherry is questioning whether they wish to light the fields for extended practice time or for games.

Audrey stated she is aware that the Wildcats were discussing nets behind the uprights to catch the footballs, and then they mentioned lights.

X. Committee Reports

A. Maintenance

Park staff have been focusing on the Community Center to ensure it looks its best as preschool is back in session and community groups and residents are renting space for meetings and family parties. Floors, rugs, and windows have been cleaned, and the landscape has been refreshed. In addition, front office staff members pitched in by refreshing photos in the lobby with fun activities offered by the Park District during all four seasons.

Triploid grass carp have been purchased for ponds as a measure to control aquatic weeds at Community and Plank Trail Parks, and at Lighthouse Pointe.

Ed Reidy, Superintendent of Parks, met with the new Lincoln-Way Community High School Director of Building & Grounds, and it is hoped the relationship between our two Districts will continue to remain positive.

New path lighting has been installed at Lincoln-Way North Park.

B. Recreation

Audrey reported that both recreation and maintenance staff have been working with SHSD 161's all new full-time maintenance staff to improve lighting and plumbing issues, and to move BDC's access point to the south side to free up congestion in the main hallway and parking lot at Mary Drew. Dr. McDermott, Superintendent of SHSD 161 was very receptive to the changes in the traffic pattern, and Park District staff worked hard to put all in place before the dance program's open house to avoid confusion once the program was underway.

Village of Frankfort Mayor, Keith Ogle, will visit the dance program's Musical Theater class on September 22 as part of his Move with the Mayor initiative.

The Early Learning Center preschool started this week, and front office staff assisted during the first couple of days to help the 3-year-old students transition into the classroom.

C. Information Technology

The recent move to Office 365 proved to be advantageous when our server exchange was recently hacked. The District has good software security, and our IT Contractor, Dave Gorka was immediately notified, enabling him to work with a cyber security specialist to quarantine the breach, ensuring no encryption or ransomware affected the District's computer system. They entered in through an old exchange server that is no longer needed and has since been shut down.

D. Special Recreation

The Crete Park District's Board of Commissioners voted in favor of joining LWSRA. The LWSRA Board will meet on September 27 to discuss this action, and Audrey will keep the Park Board updated as to what may be needed, moving forward.

LWSRA's wheelchair lacrosse clinic that was to be held at the Union Creek Park Hockey Rink on Saturday, September 17, has been postponed

E. Finance and Planning

No report

F. Golf Course

Tee times have been opened and final preparations are underway for the College Scholarship Classic, \$5 Day of Golf at Square Links. To date, the District has received \$5,450 in donations in support of the Park District's College Scholarship Program.

G. Office

The monthly summary included with the Executive Director's Report contained sufficient office information.

H. Risk Management

The monthly summary included with the Executive Director's Report contained sufficient office information.

I. Community Updates

No report

J. Freedom of Information

No FOIA requests were received over the past month.

XI. Old Business

Commissioner, Phil Cherry, thanked Audrey for looking into the parking situation at Mary Drew and making the requested improvements to the traffic flow. He was also pleased to know that Dr. Paul McDermott is willing to work with the Park District. Treasurer, Craig Maksymiak, commended Phill Cherry for the phenomenal suggestion, noting he observed something that resulted in a positive change.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Denis Moore commented on the quality of the Park District's website. Audrey noted that staff recently worked with our website designer to make the website easier to view from mobile devices.

XIII. Adjournment

Denis Moore made Motion 22-1784 to adjourn the meeting at 7:34 p.m. Phil Cherry seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
October 20, 2022

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, Craig Maksymiak, and Joe Vlosak

Denis Moore arrived at 7:03 p.m.

Absent was: Dave Macek

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

III. Pledge of Allegiance

IV. Public Input

No members of the public were present.

V. Correspondence

A. Appreciation

Audrey Marcquenski presented a thank you note received from Laura Goebel, Principal at Summit Hill Junior High School, expressing appreciation for use of the Park District's hay wagon for their State Champion Baseball team's parade.

VI. Presentation of the September 15, 2022 Board Meeting Minutes.

Craig Maksymiak made Motion 22-1786 to accept the September 15, 2022, Board Meeting Minutes as presented. Frank Florentine seconded.

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

VII. Legal Report

Audrey Marcquenski, read by title and requested consideration of Resolution No. 22-10-36 a Truth in Taxation Law Resolution providing an estimate of taxes to be levied in accordance with Section 60 of the "Truth in Taxation Law", a copy of which was provided to each Board Member in advance of said meeting.

Craig Maksymiak made Motion 22-1787 to adopt Resolution No. 22-10-36 a Truth in Taxation Law Resolution providing an estimate of taxes to be levied in accordance with Section 60 of the “Truth in Taxation Law”, as presented. Joe Vlosak seconded.

Audrey explained the goal to inflate the levy to capture potential new growth. President, Ken Blackburn noted that by inflating the levy, when we eventually collect taxes, it could result in lower tax rates to residents.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, and Ken Blackburn. Motion passed.

Audrey Marcquenski, read by title and requested consideration of Resolution No. 22-10-37, a Resolution authorizing the execution of certain resolutions to approve Crete Park District to become a member district of the Lincolnway Special Recreation Association, a copy of which was provided to each Board Member in advance of said meeting.

Commissioner, Frank Florentine, asked if our Park District benefits from this new membership, and Audrey answered affirmatively, noting that our residents would benefit by tax dollars that will be paid by Crete Park District’s membership fees.

Craig Maksymiak made Motion 22-1788 to adopt Resolution No. 22-10-37, a Resolution authorizing the execution of certain resolutions to approve Crete Park District to become a member district of the Lincolnway Special Recreation Association, as presented. Phil Cherry seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, and Ken Blackburn. Motion passed.

Audrey Marcquenski, read by title and requested consideration of Resolution No. 22-10-38, a Resolution authorizing membership in the Park District Risk Management Agency Health Program, a copy of which was provide to each Board Member in advance of said meeting.

Frank Florentine, asked if this would be a replacement for our current insurance. Audrey noted that it would replace the health insurance that is currently provided. Despite the best efforts of our current insurance agent, fees could increase annually, sometimes at 8%-18%. Audrey noted that PDRMA insurance offers a more reasonable solution to keep costs down, and with a reduced deductible, the Board can revisit how it funds HSA accounts. Membership also provides a discount to our property/casualty insurance.

Craig Maksymiak made Motion 22-1789 to adopt Resolution No. 22-10-38, a Resolution authorizing membership in the Park District Risk Management Agency Health Program, as presented. Phil Cherry seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, and Ken Blackburn. Motion passed.

Audrey Marcquenski requested consideration to allow the Executive Director to accept the best qualified bid following the public bid opening related to the sale excess equipment included in Ordinance No. 22-09-344, for a minimum bid amount of \$25,000.

Craig Maksymiak made Motion 22-1790 to authorize the Executive Director to accept the best qualified bid following the public bid opening related to the sale of excess equipment that was conducted on September 28, 2022, as requested. Frank Florentine seconded.

Per Craig Maksymiak's inquiry, Ms. Marcquenski responded that bids received were below the minimum with the highest bid coming in at \$19,500.

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

Audrey Marcquenski requested consideration to authorize the Executive Director to enter into a lease agreement for a copier/scanner with the best qualified office technology provider.

Ms. Marcquenski commended Bookkeeper, Sue Baker, for her efforts in securing a lease with Proven IT that is \$3,000 less than our current copier lease that has been in force since April, 2018.

Craig Maksymiak made Motion 22-1791 to authorize the Executive Director to enter into a lease agreement for a copier/scanner with the best qualified office technology provider. Denis Moore seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, and Ken Blackburn. Motion passed.

Audrey Marcquenski requested consideration to enter into an agreement with Davis Bancorp, Inc. for the provision of armored transportation and cash processing service, a copy of which was provided to each Board Member in advance of said meeting. seconded.

Joe Vlosak made Motion 22-1792 to authorize the Executive Director to enter into an agreement with Davis Bancorp, Inc. for the provision of armored transportation and cash processing service, as presented. Denis Moore seconded

Frank Florentine, asked if the quoted fee is per event. Audrey responded the agreement reflects a monthly fee that when computing hourly staff time, gas, wear and tear on a District vehicle, the cost of the service is nearly equal to the loss of time, productivity, and vehicle costs.

Ken Blackburn asked when Davis Bancorp conducts pickups, and Ms. Marcquenski noted they are done during the daytime. Per Phil Cherry's inquiry about frequency, Audrey noted the pick ups are complete three times per week, however, they can complete runs as needed.

Audrey Marcquenski stated the armored car service helps to safeguard the deposits, and Commissioner, Joe Vlosak, stated utilizing the service will eliminate the potential of placing staff at risk.

Craig Maksymiak, requested clarification regarding the contract's mention of prevailing wages. Ms. Marcquenski stated the monthly fee is \$720 and the District would pay prevailing wages for delivery of cash to the District when requested.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, and Ken Blackburn. Motion passed.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 22-1793 to accept the Accounts Payable Listing. Denis Moore seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, and Ken Blackburn. Motion passed.

IX. Executive Director's Report

The final in this season's Path to Reading book is currently displayed at Lighthouse Pointe Park. Ms. Marcquenski reported that the District frequently receives calls and photos from families enjoying the books that have been installed along paths in our parks.

The General Obligation Bond Series 2022 (Mini) closed on Monday, October 17, and repaid the Series 2021 Bond on October 18.

Audrey and Ed Reidy meet regularly with Dr. Paul McDermott, Superintendent of SHSD 161, and have met the new heads of Summit Hill's and Lincoln-Way's Building and Grounds Departments. There has been a lot of change, but our relationships remain strong and positive.

The November 17 Board Meeting will be held at Square Links Golf Course and will include a return to providing donations to community groups based on beverage sales, which was widely supported by the 2021 community-wide survey, and will also include annual staff reports.

Audrey Marcquenski reported that since September 20, three nominating packets for the 2023 Consolidated Election have been picked up by incumbents, however, prospective candidates can access packets through other avenues. Per Ken Blackburn's inquiry, Ms. Marcquenski responded that packets can be picked up through the filing deadline of December 19, 2022.

X. Committee Reports

A. Maintenance

Bill O'Shea, Assistant Superintendent of Parks, resigned his position effective October 7. The open position has been posted, resumes have been received, and interviews will be scheduled shortly.

Audrey noted that with a full-time maintenance staff member currently on leave, Ed Reidy, Superintendent of Parks, and his part-time staff are working hard, completing fall shutdowns and normal winterizing tasks such as shutting down irrigation and water systems at community gardens, and removing pond fountains.

ComEd shut off power and removed the meter at the Union Creek football field after noticing the meter was energized. Ed worked hard to find an electrician with necessary supplies to complete the repair. It will now be necessary to coordinate with ComEd to turn off the power to the meter in order to complete the repair, after which time the meter can be turned back on. It is hoped the repair and power restoration will be completed prior to the four Wildcats Football games that are scheduled for Sunday, October 23. Moving their games to the Lincoln-Way North stadium is an option, however it will be necessary to find field options for soccer teams that have been scheduled at this facility.

Audrey reported that Ed will begin working with Proven IT on the next phase of security cameras that will be installed in November or December. The quote has been received and approved during the April Board Meeting.

B. Recreation

The 3-year-old preschool students enjoyed a hayride and a trip to the District's pumpkin patch today, and the 4-year-old students will be treated to the same on Friday.

The recreation department has been short staffed, however, Erin Kertson, Recreation Supervisor will return from maternity leave on November 1. Audrey Marcquenski has been proud of John Keenan's efforts and determination with planning for winter/spring programming.

Ms. Marcquenski also recognized Pam Moloney, Loraine Torres, Julie Hein, and the entire front office staff for filling in and assisting where needed.

The Park District has been receiving numerous requests for facility usage, and Audrey noted it is not always possible to find space for all groups at Lincoln-Way North and Mary Drew. Audrey will be meeting with Dr. Paul McDermott, Superintendent of SHSD 161, and will inquire about elementary school access.

Work continues on the winter/spring brochure that will be mailed to resident's homes in December.

C. Information Technology

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

D. Special Recreation

Audrey Marcquenski attended the monthly meeting of the LWSRA Board on Tuesday, October 18.

The number of LWSRA program participants has been increasing to the 2019 levels, however the number of programs participated in per individual have increased exponentially, which speaks well to the agency's ability to offer programming that meet's participants' needs at affordable rates.

E. Finance and Planning

No report

F. Golf Course

The College Scholarship Golf Classic enjoyed beautiful weather and lots of support with a full tee sheet and a total of \$7,191 donated towards the District's College Scholarship Program.

The golf course will remain open as long as weather conditions allow, which will hopefully go into November.

Audrey Marcquenski noted that it will be nice to have Dan Coughlin, Athletic Supervisor and manager of Square Links in the office, as he has been at the golf course and learning about the F.A.N. program since he began his employment last spring.

G. Office

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

H. Risk Management

Midwest Slip Stop will conduct a floor safety test at the Community Center on October 24. This is a new offering provided by PDRMA, which will provide a report on addressing slip resistance potential throughout the Community Center.

I. Community Updates

No report

J. Freedom of Information

No FOIA requests were 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

Phil Cherry, commended Ed Reidy and his staff, noting the parks and athletic fields look fantastic, as always, and he thanked all for keeping things moving in the right direction.

Craig Maksymiak stated the District may consider doing away with accepting cash in the future and Joe Vlosak suggested providing vouchers for the daily users that can be purchased with a credit card.

Per Phil Cherry's inquiry about cash vs. credit card use, Audrey noted the Park District is about 50% cash and 50% credit cards/checks, while golf course is different, as people use credit cards when registering through Teesnap, but senior golfers prefer to pay with cash.

Craig Maksymiak believes cash use will phase out over time, and Joe Vlosak discussed the possibility of using an app through the District's bank which could allow the option to use Zelle.

XIII. Executive Session

No business came before the Board that required an executive session.

XIV. Adjournment

Craig Maksymiak made Motion 22-1794 to adjourn the meeting at 7:40 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 17, 2022

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. St. Francis Road, 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, Craig Maksymiak, Denis Moore, and Joe Vlosak

Absent was:

Also present were: Park District staff, Dan Coughlin, Nicolette Jerik, John Keenan, and Ed Reidy, community group representatives from BSA Troop 237 and BSA Troop 732, Frankfort Square Wildcats, and Frankfort Square Baseball League, and Audrey Marcquenski, Executive Director/Board Secretary, Linda Mitchell, Recording Secretary.

III. Pledge of Allegiance

IV. Public Input

Audrey Marcquenski welcomed community group representatives from the Frankfort Square Wildcats Football & Cheer, Frankfort Square Baseball League and BSA Troop 237 and Troop 732. Ms. Marcquenski noted that all work tirelessly to support our community and that the Park District is always happy to support the groups' efforts, and she presented each group with a check from Square Links beverage sale revenues. The golf course had a great year, due in part to good weather, and the Park District is happy to share these funds with the deserving groups.

Kai Hough, BSA 732's Senior Patrol Leader, presented Ms. Marcquenski with a card from the Troop.

Treasurer, Craig Maksymiak, and Commissioner, Frank Florentine, thanked the representatives in attendance for all they do for our community.

V. Correspondence

No correspondence was presented for review.

VI. Presentation of the October 20, 2022 Board Meeting Minutes.

Frank Florentine made Motion 22-1795 to accept the October 20, 2022, Board Meeting Minutes as presented. Joe Vlosak seconded.

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

VII. Legal Report

Audrey Marcquenski requested Board consideration to renew the Square Links Class D liquor license, at County and State levels.

Craig Maksymiak made Motion 22-1796 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Denis Moore seconded. Motion carried.

Ms. Marcquenski noted this is an annual required action for the golf course and it also provides us with the ability to share profits with community groups.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion passed.

VIII. Treasurer's Report

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

Dave Macek made Motion 22-1797 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, Dave Macek, and Ken Blackburn. Motion passed.

IX. Executive Director's Report

Ms. Marcquenski noted the December Board Meeting will be held on Monday, December 5 at 7:00 p.m., and will be preceded by the Truth in Taxation public hearing at 6:30 p.m. The regular meeting will include consideration of the annual Tax Levy Ordinance, and the Truth in Taxation legal notice will be published in the November 25 edition of the *Daily Southtown*.

Will County will provide a tax distribution on November 23, and the final distribution for the 2022 tax year is scheduled for December 22. Due to the Park District reducing residents' property taxes this year, the Park District is \$200,000 behind the previous year, but the bank balance is similar to last year's balance.

Ms. Marcquenski noted that Park District staff, Ed Reidy, Dan Coughlin, John Keenan, and Nicolette Jerik are in attendance this evening to present their annual department reports. All are tremendously dedicated, and although each year has its own story, this one is certainly has its share of stories. This past year, John and Ed carried their entire departments with limited staffing. Dan, newly hired, jumped right in, and had a great year at the golf course and is doing the same at F.A.N. Nicolette has transformed the front office by implementing new efficiencies and has well-trained and friendly staff that are ready to help not only residents, but also assist staff as needed. Audrey commented that she is thankful for every one of them.

X. Committee Reports

A. Maintenance

Ed Reidy, Superintendent of Park presented the annual Maintenance report, and the highlighted by the following main topics.

Post Covid Actions

- Early in year, staff focused on cleaning, sanitizing, and misting after “Covid Calls”, and also misted certain areas on a scheduled basis.
- As we return to normal, the District’s two custodians are phenomenal as they willingly change direction while opening and closing, adding, and dropping areas to be cleaned and sanitized more often this year than in any other recent year.

Transitions

- Jim Randall retired in June 2022, and Audrey Marcquenski was appointed as Executive Director. Meetings were conducted throughout this transition that included staff, local municipalities, community stakeholders, and contractors, in addition to park tours to ensure a smooth transition.
- Lincoln-Way Community High School District and Summit Hill School District 161 hired new maintenance supervisors.
- New front desk staff were hired and are helping maintenance with improved facility calendars and parks maps are being developed with tours to follow to assist them in answering residents’ questions.
- A new Assistant Superintendent of Parks will be hired in the coming weeks.

Maintenance

- November lists are underway.
- Pond edges will be mowed this winter utilizing the new mini excavator.
- The District will go to bid in January for mowing contractors.
- “Park Days”, where staff focused on one park per week this past summer worked well.

Planning

- The District hired landscape architects for proposed improvements to Hunter Prairie and Champions Parks, and at the Square Links Golf Course clubhouse.

Projects

- Ed thanked the Board for approving new equipment purchases during this fiscal year.
- Supply chain issues, union strikes, and scheduling conflicts with contractors delayed asphalt projects at Square Links Golf Course and White Oak and Plank Trail Parks, along with path curb cuts, asphalt aprons, and tree removal/replacement, however, all projects were completed.
- Improvements along Hole #1 included tree removal/planting, irrigation relocation, asphalt work, restoration, and sod.

Training & Safety

- The Park District hosted a PDRMA ladder safety class and a truck and trailer training class.
- Maintenance staff viewed webinars, such as Overcoming Burnout and Keep Fit.
- Ed Reidy co-taught CPR/AED/First Aid classes for staff certification and recertification with John Keenan and Erin Kertson.
- Playground safety surfacing was added at Lighthouse Pointe, Hawthorne Lakes and LaPorte Parks and also at Rogus, Frankfort Square, and Indian Trails Schools.

Fun Activities That Required Maintenance Assistance

- Scouts tree plantings and park clean ups
- Video filming
- Maddog Strong Foundation events that included Giving Tree Park and Miles for Maddog 10K Run and 5K Run & Walk.
- Provided hayrides for ELC Preschool and BAS students.
- Prepped and cleaned up scarecrow site.

Audrey noted that Ed was able to accomplish all actions and projects with minimal staffing that now consists of three individuals. Commissioner, Denis Moore, asked if there has been any thought to having volunteers assist with maintenance and stated that he would be willing to volunteer his time.

B. Recreation

John Keenan, Superintendent of Recreation, commented that the power ballad, "Don't Know What You Got (Till It's Gone)" was a song that fit perfectly as he looked back on the Recreation Department's past year. Erin Kertson, Recreation Supervisor, began her leave in late July and John provided a snapshot of how all stepped up, going above and beyond to help.

Dan Coughlin, Athletic Supervisor, took the lead at the golf course and put into action all that he was taught during training that allowed John to return to the office including:

- Grasping nuances of customer service.
- Managing Tee Snap (tee time booking service)
- How to resolve conflicts quickly.

Julie Hein, Assistant Office Manager, handled all the indoor and outdoor facility requests/rentals as follows:

- Scheduled 981 game and practice dates.
- Rescheduled games and practices that were cancelled or rained out.
- Managed phone calls related to rentals, inquiries about field conditions and field availability.
- Ensured that all teams submitted required paperwork.

Pam Moloney, ELC Preschool Lead Teacher, assisted with the Before and After School Program (BAS):

- Conducted staff training prior to the start of the school year.
- Ensured staff had craft supplies and organized the supplies.
- Scheduled field trips for Escapade days off school.
- Stopped in with John to check on staff daily. BAS starts at 6:30 a.m. Monday through Friday, and resumes at 2:00 p.m. when school lets out.

John closed by noting that the common phrase in the recreation field when you talk about job description is – duties as required. These were just a few of many examples of staff going above and beyond their “job descriptions”. John is grateful and appreciative of their hard work, and he is also happy to have Erin back from her maternity leave.

Audrey noted that John always finds a way, and that people will help the person who supports them throughout the years. John is always there for everyone; therefore, all were willing to help him as needed.

C. Information Technology

Sufficient information was included in the November Executive Director’s Report.

D. Special Recreation

Audrey reported that the Crete Park District was approved and welcomed as a new LWSRA member.

LWSRA instituted a new intake process that introduces people that are new to LWSRA. Last month, Frankfort Square had four new individuals go through the intake process and begin programming at LWSRA.

E. Finance and Planning

No report.

F. Golf Course

Dan Coughlin, Athletic Supervisor provided a season wrap-up from his first year as manager at Square Links Golf Course

- The course opened on March 15 and closed for the season on November 11.
- The following improvements were completed:
 - A new cart path on Hole 1, 2, 6, & 7 that included tree removal and replacement, fresh mulch, new sod and minor fence repairs.
 - The wash down area was regraded.
 - 20 new Yamaha Golf carts were received that feature upgraded seats, golf club washers, GPS, and Yamatrack.

- 2022 golf sales
 - 17,000 rounds of golf
 - 11,500 golf cart rentals (68% of customers chose to ride)
 - 573,725 balls struck on the driving range with 175,725 balls struck on synthetic bays and 398,000 balls struck on grass tees
 - 3,600 beers were served
 - 350 hot dogs
 - 500 bags of chips
 - 300 candy bars
- Square Links hosted the following groups
 - LWSRA two times per week during entire golf season
 - Summit Hill Junior High School's 6-week intramural golf program
 - LWW girls golf practiced on the driving and putting ranges
 - LWC girls golf dual match
 - 8-team Lincoln-Way girls golf invitational
- Looking forward to 2023
 - Participating in the Tinley Park Golf Expo February 3-5
 - Implementing Campfire Concepts marketing ideas
 - Introducing new logo merchandise, i.e., logo balls, gloves, and ball markers
 - Opening the restaurant with Jimbooo's Italian Beef to help make Square Links a full-service golf club

Audrey reported that Dan is new to the Park District, and he jumped right in and had a great year at Square Links. Dan has also received praise from the Bookkeeping team.

G. Office

Nicolette Jerik, Superintendent of Office Management and Technology thanked the Board for the opportunity to share what the front office has implemented over this past year and to present new opportunities that will be available.

- The following RecTrac features have been implemented
 - Installment billing for the ELC preschool and Braemar Dance Center program
 - Childcare calendar for Day Camp and Early Childhood Camp
 - Installed a F.A.N. pass printer
 - Blast email communication and multi-program blast email to assist with marketing
- 61 training manuals have been developed for RecTrac to date, along with an office phone manual and a front office manual is updated as procedures change.
- There are four new, very qualified front office staff that provide great customer service, phone communication, and multitasking abilities.
- Online renewal registration for community gardeners
- Introduced wireless credit card readers to accept credit card payments for daily drop-ins at LWN and at Mary Drew for dance program clothing purchases
- Completed Office 364 migration
- Instituted two-form authentication to enable staff to remote into the District's network.

- Transitioned from Sprint to T-Mobile and ported 22 lines
- Developed an all-in-one facility calendar through RecTrac
- Streamlined the Polar Express registration process to provide every family an opportunity to enroll in the lottery drawing.

Audrey noted that Nicolette transformed the office with increased efficiency and well-trained staff that are willing to help. Nicolette also utilizes technology and software to improve processes, and it's a pleasure to see her work. For 20+ years Jim wanted a calendar. It has finally been implemented.

H. Risk Management

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

I. Community Updates

No updates were provided.

J. Freedom of Information

No FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

A. Commissioners' Comments

Vice President, Dave Macek, asked how plans are progressing to have Jimbooo's open the restaurant. Audrey responded that Jim Lungaro, owner, is closing his restaurant in Thornton on January 1, will move into the Square Links clubhouse in mid-January, and hopes to begin restaurant services to the public in the spring of 2023.

Denis Moore asked if he will conduct his catering business from Square Links, and Audrey said that is his plan, and per Dave Macek's and Denis' follow-up inquiries, Audrey noted that Jimbooo's will be on-site year-round and the Board may discuss future alcohol sales.

Denis Moore thanked the staff for all their hard work.

Phil Cherry, Commissioner, expressed appreciation to the staff, and as FSBL representatives remained for the thank entire meeting, he acknowledged al they have done for the community over the past years, in particular how they managed the challenges during Covid.

Frank Florentine, Commissioner, thanked staff members for all they do, noting that Board Members hear concerns from community members and that issues are always managed very well.

Craig Maksymiak, Treasurer, stated that Board Members do not hear much, which is a testament on how good all are, and that the community knows it can rely on Park District staff.

Ken Blackburn, President, stated that we have the easy job, and that staff make the Park District what it is.

XIII. Adjournment

Dave Macek made Motion 22-1798 to adjourn the meeting at 7:35 p.m. Denis Moore seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
TRUTH IN TAXATION HEARING MINUTES

December 5, 2022

The following are Minutes of a Truth in Taxation Hearing of the Frankfort Square Park District Board of Commissioners held at the Park District Administration Building, Room 204, 7540 W. Braemar Lane, Frankfort, Illinois.

I. Call to Order

The Meeting was called to order at 6:30 p.m.

II. Roll Call

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

Absent were: Denis Moore and Joe Vlosak.

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

III. Public Hearing

President Ken Blackburn requested a motion and a second to open the Truth in Taxation public hearing for the District's annual Tax Levy Ordinance, an ordinance levying and assessing the taxes for the Corporate purposes of the Frankfort Square Park District, Will and Cook Counties.

Frank Florentine made Motion 22-1799 to open the Truth and Taxation Hearing for Tax Levy Ordinance No. 22-12-346. Dave Macek seconded.

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

No members of the public were present.

Craig Maksymiak made motion 22-1800 to close the floor of the public hearing at 7:00 p.m. Dave Macek seconded.

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

IV. Adjournment

As no comments or questions related to the tax levy were provided, Dave Macek made motion 22-1801 to close and adjourn the Truth in Taxation Hearing at 7:00 p.m. Phil Cherry seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
December 5, 2022

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. Pledge of Allegiance

III. Roll Call

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

Absent were: Denis Moore and Joe Vlosak.

IV. Public Input

No members of the public were present to provide input.

V. Correspondence

A. Appreciation

Audrey Marcquenski shared a thank you card she received from Troop 732, expressing appreciation for the provision of a check based on Square Links Golf Course beverage sales during the 2022 season.

VI. Presentation of the November 17, 2022 Board Meeting Minutes.

Craig Maksymiak made Motion 22-1802 to accept the November 17, 2022 Board Meeting Minutes as presented. Frank Florentine seconded.

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

VII. Consideration of Tax Levy Ordinance No. 22-12-346 for fiscal year 5/1/22-4/30/23.

President, Ken Blackburn presented and read by title Tax Levy Ordinance No. 21-12-336 for fiscal year 5/1/21-4/30/22 into the record, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Craig Maksymiak made Motion 22-1803 to adopt Tax Levy Ordinance No. 22-12-346 for fiscal year 5/1/22-4/30/23, as presented. Dave Macek seconded.

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

VIII. Legal Report

President, Ken Blackburn, presented and read by title Ordinance No. 22-12-347, an Ordinance giving the Cook County Clerk and Will County Clerk direction related to the 2022 Tax Levy, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Dave Macek made Motion 22-1804 to accept Ordinance No. 22-12-347, an Ordinance giving the Cook and Will County Clerks direction related to the 2022 Tax Levy as presented. Craig Maksymiak seconded.

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

IX. Treasurer's Report

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

Craig Maksymiak made Motion 22-1805 to accept the Accounts Payable Listing. Dave Macek seconded.

Audrey Marcquenski commended Diane Meister for closing out the month of November and providing financials, enabling Board review and consideration during this evening's meeting.

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

X. Executive Director's Report

Ms. Marcquenski noted that the short time span between the November 17 Board Meeting and this evening's meeting, has resulted in this meeting's abbreviated reports and the monthly department summaries will be provided in mid-December.

XI. Committee Reports

A. Maintenance

The transition of equipment in preparation for the winter season has been completed.

Ed Reidy, Superintendent of Parks, scheduled sprinkler head replacement at the Community Center, is working with Proven IT to complete the next phase of security camera installations, and is addressing gutter repairs at the Community Center and replacing the Skatelite surfacing at the Skate Park.

A second interview for the open Assistant Superintendent of Park position was conducted today and an offer was extended. Ms. Marcquenski will notify the Board if the candidate accepts the offer.

B. Recreation

Ms. Marcquenski commented on the creativity of preschool staff. They are currently working with children on Christmas gifts for parents that include a handprint calendar for the 4-year old parents and ornaments for 3-year old parents that include ribbons that are the exact length of their children.

The Polar Express event was enjoyed by all. Ms. Marcquenski noted it is a logistically challenging offering and all must work together perfectly to ensure its success.

C. Information Technology

No report

D. Special Recreation

The next LWSRA Board Meeting will be held on December 20.

Vice President Dave Macek reported that the Lincolnway Special Recreation Foundation will meet on December 8.

Dave Macek congratulated LWSRA on the addition of Crete Park District as a LWSRA member agency. He noted it is good to grow the agency and Keith Wallace, LWSRA's Executive Director, is excited to welcome them aboard. Ms. Marcquenski stated that many people will be helped through the variety of opportunities available at LWSRA and it was nice to finally formalize Crete Park District's acceptance..

E. Finance and Planning

Work continues on the preliminary draft of the budget and copies will be provided to department heads in mid-December, and the first draft will be provided to Board Members at the January 19, 2023 meeting.

F. Golf Course

Harris Golf Cars picked up the golf carts for winter storage and the mechanics will complete any necessary repairs and service prior to returning them for the 2023 season.

Park maintenance staff placed driving range mats, benches, ball washers, ball washing machines, and garbage cans in winter storage.

G. Office

The new copier was installed and linked to all workstations. Audrey commended Proven IT and Dave Gorka, IT Contractor, and Nicolette Jerik, Superintendent of Technology and Office Management, for doing a great job in ensuring the process was seamless.

H. Risk Management

Representatives from PDRMA Risk Management have been on-site to assist the Park District with transitioning to the new health insurance program. This also includes the Positive Action Toward Health (PATH) program that supports health and wellness, and the Board will be provided with updates on the program at the January meeting.

PDRMA offers a ladder reimbursement program, and the Park District will take advantage of this offering by updating its ladder inventory.

Dave Macek appreciated receiving the Coefficient of Friction Floor-Testing Report, and Treasurer, Craig Maksymiak noted it was good to hear the results and realize that no improvements were needed.

I. Community Updates

Ms. Marcquenski and Ed Reidy have been working with the Scouts regarding their organizations' representative transitions.

A discussion regarding how best to provide golf course beverage sales checks to community organizations, and the consensus was that moving forward, the Park District may consider splitting proceeds with Troops 237, 732, and Pack 101.

J. FOIA

No FOIA requests have been received.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

Commissioner Comments

XIV. Executive Session

No information came before the Board that required an executive session.

XV. Adjournment

Dave Macek made Motion 22-1806 to adjourn the meeting at 7:36 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 19, 2023

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, Dave Macek, Craig Maksymiak, and Denis Moore. Joe Vlosak arrived at 7:06 p.m.

Also present were: Audrey Marcquenski, Executive Director/Secretary, Linda Mitchell, Recording Secretary, Ryan Holley, April 4, 2023 Consolidated Election Candidate, and Frank Debelak, Frankfort Square resident.

Absent were: Ken Blackburn and Frank Florentine

III. Pledge of Allegiance

IV. Public Input

Mr. John Debelak, Frankfort Square resident, was in attendance to address the Park Board.

When looking through archived minutes, Mr. Debelak noticed that meetings start at 7:30 p.m., however tonight's meeting began at 7:00 p.m.

Vice President, Dave Macek, explained that the Board previously met at 7:30 p.m., but the meeting start time was changed to 7:00 p.m., as decided upon during the May 19, 2022 organizational meeting of the Park Board of Commissioners, and went into effect beginning with the June 16, 2022 regular Park Board Meeting.

Mr. Debelak stated that he is a 36-year resident of Frankfort Square, and he and his family have utilized practically every Park District program available and has had no complaints. Mr. Debelak is a member of the F.A.N. program and participated in the program for many years, including when a similar program was offered at Lincoln-Way East prior to the opening of the Lincoln-Way North campus. He is unhappy that when using the fitness center, there is a single television set, that is constantly tuned to Fox News. Mr. Debelak is an independent, and does not wish to be exposed to political information while exercising. Mr. Debelak informed the Board Members that he does not want to be politically indoctrinated and noted that as F.A.N. members are interested in fitness, they may prefer to watch something related to nutrition. Mr. Debelak suggested that the television be tuned to an apolitical choice, such as HGTV.

Vice President, Dave Macek, noted it was a good suggestion and a fair comment, and that his concern would be addressed. Mr. Macek further noted that the Park District is a non-political organization led by a non-partisan Board.

Commissioner, Phil Cherry, stated it was nice to hear from residents and the Board appreciated Mr. Debelak bringing this matter to their attention.

V. Correspondence

No correspondence was presented.

VI. Presentation of Minutes

December 5, 2022 Truth in Taxation Public Hearing Minutes and the December 5, 2022 Board Meeting Minutes.

Phil Cherry made Motion 23-1807 to accept the December 5, 2022 Truth in Taxation Public Hearing Minutes, as presented. Craig Maksymiak seconded.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

Craig Maksymiak made Motion 23-1808 to accept December 5, 2022 Board Meeting Minutes, as presented. Phil Cherry seconded.

Dave Macek commented that Denis Moore is listed as both present and absent under the December 5, 2022 Board Meeting minutes. The clerical error will be corrected and the minutes will be reposted to the January agenda.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

VII. Legal Report

Audrey Marcquenski requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the 2023 season of competitions that include Spotlight in Batavia, Illinois, February 17-19, Applause in Batavia, IL, March 3-5, Groove in Oregon, WI, March 24-26, and Rainbow in Joliet, IL, April 14-16, copies of which were provided to each Board Member in advance of said meeting.

Denis Moore made Motion 23-1809 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the 2023 season of competitions that include Spotlight in Batavia, IL, February 17-19, Applause in Batavia, IL, March 3-5, Groove in Oregon, WI, March 24-26, and Rainbow in Joliet, IL, April 14-16, as presented. Phil Cherry seconded.

Treasurer, Craig Maksymiak asked how many dance competitions are typically scheduled. Ms. Marcquenski stated that they will compete in four separate competitions this year, and will also attend a national competition later in the season. Mr. Maksymiak's concern is that the District will need to charge participants as the number and scope of competitions could add a few thousand dollars to the program cost, which must be taken into consideration and budgeted accordingly.

Audrey Marcquenski further noted that competition fees tend to increase at the last minute, and this matter has been a topic of conversation this year. When unexpected costs are presented, the parents of the dancers will need to be charged appropriately. The adjustments require a great number of changes in the District's online registration system, and when dancers drop solos or duet numbers, this results in additional staff time. Ms. Marcquenski agreed that moving forward, the District will need to develop a better plan.

Craig Maksymiak noted that dancers that do not compete should not be responsible to pay additional competition fees. Ms. Marcquenski stated that non-competitive dancers are not charged additional fees.

Audrey Marcquenski reported that dance is the Park District largest program and involves assistance from all departments, but it mostly impacts the front office as installment billing is one the District's top tasks.

Commissioner, Phil Cherry understands the District is not looking to make money through programming, but does need to cover costs. Mr. Cherry further added that dance is a great program with talented staff, and it deserves to grow.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek, accepted the December Treasurer's Report, pending audit.

Craig Maksymiak made Motion 23-1810 to accept the Accounts Payable Listing. Joe Vlosak seconded. Motion carried.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

IX. Executive Director's Report

Audrey Marcquenski reported that the first draft of the 2023/2024 budget was provided to each Board Member for review in advance of the Board Meeting and further noted that the document continues to evolve, and a project list detailing areas of focus will be provided at a subsequent meeting.

In the past, budget meetings were held a half hour in advance of the regular Board Meetings, and the consensus is that the February and March meetings will include a budget meeting at 6:30 p.m., enabling additional time to review budget.

Board Members discussed the following points related to the 2023/2024 budget:

Dave Macek recognized that the Superintendent of Park appears to be very hands-on and wondered if he has enough time to manage the administrative role of this position, and if the District may need to consider adding maintenance staff. Audrey Marcquenski noted that the department employs three full-time staff, in addition to the part-time and seasonal staff, and there has been discussion about adding a full-time laborer to the staff list.

Dave Macek asked if Jimbooo's Italian Beef still intends to move into the Square Links club house. Ms. Marcquenski replied that it is Jimbooo's owner's intention to move his restaurant business to Square Links and he has been paying rent since the 2022 golf season. The move is delayed until he sells his building in Thornton, and secures staff for his new location.

Phil Cherry asked if the Park District decided on landscaping companies for the upcoming season. Ms. Marcquenski stated that the bid was published in the January 19 edition of the *Daily Southtown* and packets were posted to the District's website and made available in hard copy through the front office. Landscape companies from the District's 2020-2023 bid have been picking up bid packets, and Ed Reidy also reached out to ten landscapers, notifying them of the bid process. The public bid opening is scheduled for February 9, 2023 at 1:30 p.m. Ms. Marcquenski further stated that it is preferable to have choices with landscape companies, enabling changes to the service providers if or when District expectations are not met.

As discussed, the Board will meet at 6:30 p.m. on February 16, 2023, to review the second draft of the 2023/2024 budget, in advance of the 7:00 p.m. regular Park Board Meeting.

Frankfort Square Wildcats are proposing to install a logo sign on the back of the scoreboard at Union Creek Park. Following a review of the proposal and a full discussion, the Park Board agreed to support the non-illuminated version that will be fully funded by the Frankfort Square Wildcats. Audrey will forward the proposal to Dr. Paul McDermott, Superintendent of SHSD 161 to get School District thoughts on the matter.

Audrey Marcquenski met with Dr. Scott Tingley, Superintendent of LWCHSD 210 to review the Intergovernmental Agreement between the School District and the Park District. The School District is committed to continue with the IGA, however, it was last approved by both Boards in 2016 and needs to be updated, as some of the items no longer apply. The Park District is refreshing the IGA, based on the meeting discussion, will forward a copy to Dr. Tingley for his input, and it should be included on the February 16, 2023 Board Meeting agenda for consideration.

Ms. Marcquenski met with Dr. McDermott, Superintendent of Summit Hill School District 161, on January 13, and noted that these monthly meetings have been helpful and productive, and that the Park District also enjoys a positive intergovernmental relationship with District 161.

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

X. Committee Reports

A. Maintenance

Marlon Medina joined the Park District staff on December 19, 2022 as the new Assistant Superintendent of Parks. He began just prior to a winter storm, came ready to work, and has been a nice fit. Marlon has been getting “windshield” time on the front-end loader and changed ceiling tiles, utilizing the scissor lift.

As discussed in the above Executive Director’s Report, the 2023, 2024, and 2025 landscape bid has been posted.

B. Recreation

Audrey Marcquenski noted that it has been nice meeting with Dr. Tingley and it’s also helpful to receive resident input regarding the F.A.N. program. Following the Covid shutdown, the program has been well-attended, and sales of membership passes have been strong.

C. Information Technology

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

D. Special Recreation

Audrey Marcquenski reported that LWSRA conducted its monthly Board Meeting on Tuesday, January 16, and Dave Macek was in attendance, as President of the LWSR Foundation.

Mr. Macek reported that he presented LWSRA with a \$40,000 check from the LWSR Foundation, and that it was much appreciated by the agency.

The donation was made possible through the Foundation’s three annual fundraisers that included two golf outings and the Breakfast with the Bunny in 2022. In 2023, the Foundation scheduled a golf outing at The Sanctuary in New Lenox and are working towards a second golf outing at Green Garden Country Club & Driving Range in Frankfort. It is hoped that since the outing would be closer to home, the second event will grow, and subsequently, enable the Foundation to increase its annual donation from \$40,000 to \$50,000 next year.

E. Finance and Planning

Audrey Marcquenski reported that following the final debt payment of the 2002 referendum in 2021 which lowered the District’s debt service and subsequently resident Park District taxes, all has balanced out, as planned.

The District is in a good financial position and is not expected to sell Tax Anticipation Warrants in 2023.

F. Golf Course

Plans are underway to participate in the Golf Expo at the Tinley Park Convention Center from February 3 through February 5, and staff will again work the Square Links booth.

Campfire Concepts developed new logo with a slight name change from Square Links Golf Course & Driving Range to Square Links Golf Course & Practice Center, and staff are reviewing what will need to be updated to accommodate these changes.

G. Office

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

H. Risk Management

Linda Mitchell, Assistant to the Executive Director, provided a Power Point presentation related to the new Positive Activities Towards Health, PDRMA Health's wellness program that is available to all insurance-eligible and permanent part-time staff.

I. Community Updates

No report.

J. FOIA

Audrey Marcquenski, FOIA Officer, received and responded to a request for information under the Freedom of Information Act from Shane Butts of Huber Landscape, inquiring about the landscape companies the Park District uses and the cost for their services over the past three years. Staff developed a response that was reviewed by the District's Legal Counsel, and a response was provided within three days of receipt.

XI. Old Business

Commissioner, Joe Vlosak, referenced recent concerns about the cost of F.A.N. membership for seniors, and noted that annual fee is reasonable and is required to cover staffing and maintenance costs.

Commissioner, Denis Moore asked what the senior age is, and Audrey Marcquenski replied that it is 62 years of age.

XII. New Business

The first draft of the budget was prepared, and a copy was provided to each Board Member in advance of said meeting for review, and was discussed in this meeting's Executive Director's Report.

Commissioner Comments

No comments were provided.

XIII. Executive Session

Craig Maksymiak made Motion 23-1811 to enter into Executive Session at 8:09 p.m. Denis Moore 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).

Denis Moore made Motion 23-1812 to go out of Executive Session and return to open session at approximately 8:10 p.m. Phil Cherry seconded. Motion carried.

XIV. Consideration of Resolution 23-01-39

Audrey Marcquenski requested consideration to adopt Resolution 23-01-39, 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 23-1813 to adopt Resolution 26-01-39, as presented. Craig Maksymiak seconded. Motion carried in a vote by voice.

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 23-01-39 will be updated with said detail and will be linked to the January 19, 2023 Board Meeting agenda for public inspection.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

XV. Adjournment

Craig Maksymiak made Motion 23-1814 to adjourn the meeting at 8:11 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 16, 2023

The following are Minutes of a budget meeting and 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. Pledge of Allegiance

III. Roll Call

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

Denis Moore participated via remote audio conference.

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

IV. Public Input

No members of the public were present.

V. Correspondence

A. Appreciation

Audrey Marcquenski presented a letter for Board review that she received from the Cancer Support Center, thanking the Park District for providing a foursome of golf to Square Links as a raffle prize in support of their organization's 2023 Annual Spring Gala.

VI. Presentation of the January 19, 2023 Board Meeting Minutes and January 19, 2023 Executive Session Minutes.

Craig Maksymiak made Motion 23-1815 to accept the January 19, 2023 Board Meeting Minutes as presented. Dave Macek seconded.

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

Audrey Marcquenski distributed written copies of the January 19, 2023 Executive Session Minutes to each Board Member and requested review and approval of same.

Dave Macek made Motion 22-1816 to accept the January 19, 2023 Executive Session Minutes as presented. Phil Cherry seconded.

Ms. Marcquenski noted that said minutes shall remain closed unless the Board determines they can be released following review of Executive Sessions during the May 18, 2023 Meeting of the Park Board.

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

VII. Legal Report

Ed Reidy, Superintendent of Parks, was in attendance to present bid results from the Landscape Maintenance Services public bid opening for the 2023, 2024, and 2025 seasons and provided the following details:

Eight contractors bid on the project, three of which were previous contractors. Ed is recommending awarding eighteen park sites to Seasons, formerly Carefree, up from fifteen park sites they previously managed. Seasons would continue to work at Union Creek and Lincoln-Way North, as the company is familiar with both sites.

Ed is comfortable with the multi-contractor system and recommends awarding project to four different companies. It worked well over the last three years and provides a sense of competition. If a contractor is not meeting expectations, the District could reassign the sites to in-house contractors.

Three of the four companies have experience with the Park District through mowing and sealcoating. The fourth is a recommendation by the new Assistant Superintendent of Parks, Marlon Medina, who worked with the company in his previous position.

The Park District was fortunate to have begun the process of hiring out mowing and landscaping services in 2020, just before the Covid shutdown. Other districts struggled to maintain their parks as employees were laid off, while our contractors continued to provide services.

Commissioner, Frank Florentine, asked if Ed is recommending awarding parks to the lowest bidders. Ed noted not all sites went to lowest bidders as they are assigned geographically and for administrative convenience, allowing Park staff to monitor grouped sites. If accepted, the overall cost works well and is below budget.

Contractors had the option to bid on mowing and landscaping or bid on mowing or landscaping only.

President, Ken Blackburn, noted that the bid covers three seasons, 2023 through 2025, and asked if the pricing is set for three years. Ed stated the pricing is meant to remain static, however, current contractors have requested fuel adjustments, and the changes were still within budget.

Treasurer, Craig Maksymiak, noted that potential price increases should be built in. Ms. Marcquenski stated that there is flexibility in the budget. In addition, we no longer pay for mowing services at Lincoln-Way North, the largest account, second only to Union Creek Park. Jim Randall previously asked the School District to assume financial responsibility, and the Park District simply hires the contractor and oversees their work.

As there were no additional questions or comments, Audrey Marcquenski requested consideration of bid awards to the best responsive bids and best responsible bidders, per the results from the Landscape Maintenance Services public bid opening for the 2023, 2024, and 2025 seasons, as orally presented and recommended by Ed Reidy.

Dave Macek made Motion 23-1817 to award mowing and landscaping services to the best responsive bids and the best responsible bidders following the public bid opening for the 2023, 2024, and 2025 seasons, as presented. Craig Maksymiak seconded.

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

Ms. Marcquenski requested consideration to accept the plan for Graefen Development to construct a pergola adjacent to the Community Center Splash Park for an amount not to exceed \$30,000, a copy of which was provided to each Board Member prior to said meeting.

Frank Florentine asked if the District had a similar structure. Ms. Marcquenski noted Graefen Development constructed similar structures that includes the Nature Center arbor, Square Links clubhouse arbor and seating area at Hole #1, and a pergola adjacent to the Community Park pickleball courts.

It was further noted that the Park Board approved a metal roof structure last year for the Splash Park, however, issues in securing materials in a timely manner did not allow for the project to move forward in 2022.

Craig Maksymiak made Motion 23-1818 to accept the plan for Graefen Development to construct a pergola adjacent to the Community Center Splash Park for an amount not to exceed \$30,000, as presented.

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

Ms. Marcquenski requested consideration to enter into a revised intergovernmental agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District, providing for the use of Lincoln-Way High School Facilities, a copy of which was provided to each Board Member prior to said meeting.

Craig Maksymiak appreciates the fact that the IGA will be reviewed annually and will remain in force, unless either party decides to terminate the agreement, as the previous agreement extended to 2037. Dave Macek stated that it is not advisable to extend a contract that would affect future Boards.

Ms. Marcquenski stated that the updated IGA reflects current usage and eliminates items that are no longer relevant, such as use of the Performing Arts Center and that the Park District is no longer financially responsible to pay for mowing of the Lincoln-Way North campus.

Craig Maksymiak made Motion 23-1819 to enter into a revised intergovernmental agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District, providing for the use of Lincoln-Way High School Facilities, as presented. Dave Macek seconded.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, 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 to attend the 2023 Nationals dance competition in Pigeon Forge, Tennessee on July 9 through July 14, copies of which were provided to each Board Member prior to said meeting.

Phil Cherry made Motion 23-1820 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the 2023 Nationals dance competition in Pigeon Forge, Tennessee on July 9 through July 14, as presented. Frank Florentine seconded.

A full discussion ensued regarding mileage rates, the need to cover Park District expenses, the choice of personal vehicles, the number of dancers, and whether the mileage amount would be sufficient. Ms. Marcquenski explained that the GSA website is used to calculate travel expenses, including lodging, however the Park District has the authority to increase the cost for lodging by up to 300%, as the \$98 allowed in Pigeon Forge is insufficient, and the event hotel rate of \$179 was used to determine this reimbursable expense.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Craig Maksymiak, Denis Moore, Joe Vlosak, 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 January Treasurer's Report, pending audit.

Dave Macek made Motion 23-1821 to accept the Accounts Payable Listing. Frank Florentine seconded.

Frank Florentine asked if the District has experienced increases in its electric and gas bills. Ms. Marcquenski stated that there have been moderate increases, however there are delays in how electric bills are received, and there has been nothing substantial at this time.

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

IX. Executive Director's Report

Ms. Marcquenski reported that the Will County Clerk's Office sent notification regarding the annual filing of Statements of Economic Interests (SEI) by the deadline of May 1, 2023. Incumbent Consolidated Election candidates are required to file, as their election packet SEI is specific to candidates, and they are required to also file as seated Board Members.

A discussion regarding the Frankfort Square Wildcat's request to install a sign at the Union Creek Park football field met with no opposition during the January 19, 2023 Board Meeting. As there were no additional comments or concerns, Ms. Marcquenski will inform Jim Zawilinski, Wildcats Football President, that the Park District and Summit Hill School District approve of their purchase and installation of the non-illuminated sign.

Ms. Marcquenski is looking for Board volunteers to serve on the 2023 FSPD College Scholarship judging committee, and three Board Members agreed to participate as judges.

Ms. Marcquenski reported that LabCorp conducted on-site biometric screening on February 10, 2023 for staff that participate in the PDRMA PATH program as part of the health insurance benefit. Previously, the Park District paid Ingalls to complete health screenings, however, PDRMA paid for the LabCorp screening and provided participating staff with \$25 in taxable income, PATH incentive points, and breakfast items, as the screening required a 9+ hour fast.

The owner of Jimbooo's Italian Beef is hoping to open his restaurant at the Square Links clubhouse this spring.

X. Committee Reports

A. Maintenance

The main focus in the Maintenance department has been on the Landscape Maintenance Services bid.

The District's upholstery instructor taught Parks staff how to repair the LWN field house divider. In addition, experts inspected the curtain and noticed there is a design flaw as it has too much screening at the top, causing undue pressure to the solid portion at the bottom. A temporary fix was completed, but the curtain will need to be replaced in the future.

B. Recreation

Ms. Marcquenski started a conversation with the former supervisor of senior programming for Frankfort Township. She is a talented individual that manages this area of programming and would be a tremendous asset to our District. She may offer a previously planned week-long trip to Niagara Falls and Toronto, for residents and individuals living outside our Park District's borders. The matter of traveling outside of the country is being reviewed with the District's risk management insurance agency, PDRMA, and if all are comfortable, Ms. Marcquenski will consider moving forward with hiring the senior programmer to make these new opportunities available.

Rich Shereck, the popular Rogus School gym physical education teacher, designed basketballs that facilitate the game of HORSE. Ms. Marcquenski, John Keenan, Superintendent of Recreation, and Pam Moloney, ELC Preschool Lead Teacher, met with Mr. Shereck, and he is now part of the FSPD team, instructing its Pee Wee Sports program.

C. Information Technology

No report

D. Special Recreation

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

E. Finance and Planning

No report

F. Golf Course

John Keenan and Dan Coughlin, Athletic Supervisor, did a wonderful job in preparing for and representing Square Links Golf Course at the Tinley Park Golf Expo where they secured 258 new contacts.

Square Links was opened on Super Bowl Sunday and thanks to the weather, there was a record turnout of 75 golfers.

Preparations are well-underway to open for the 2023 season and will include a few signage changes with the new logo.

G. Office

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

H. Risk Management

Staff are preparing for the 2023 Risk Management Review that will focus on injury prevention, cyber liability training, and how best to address ownership of Scout trailer titles and property, as our District serves at the Scout's charger organization and their group cannot own property.

I. Community Updates

No report.

J. FOIA

Audrey Marcquenski, FOIA Officer, received and responded to two requests for information under the Freedom of Information Act from Holly Teague of BrightView Landscapes and from Jim Webb of Integrity Landscaping, Inc. Ms. Teague requested information on current landscape maintenance contractors, and Mr. Webb requested bid results from the 2020 landscape maintenance public bid. Staff provided responses and closed the matters on the same day of receipt. Moving forward, the District will retain bid award information on the Bid/RFP List on its website homepage, enabling contractors to access information without going through the FOIA process in an effort to alleviate FSPD staff time and legal expense

XI. Old Business

Notice of the 6:30 p.m. budget meeting was posted on the District's website and at the Community Center. All Board Members were present, with Commissioner, Denis Moore participating via audio, and Ms. Marcquenski reviewed the second draft of the 2023/2024 budget, a copy of which was provided to each Board Member in advance of said meeting.

The meeting focused on the Corporate Fund, and also highlighted various line items in the Recreation, Paving & Lighting, and the Golf Course Fund.

Commissioner questions were answered, and suggestions will be incorporated into the third draft that will be presented at the March 16, 2023 meeting of the Park Board.

Commissioner, Joe Vlosak, noted that there was a discussion regarding abstentions related to Board Meeting minutes during the January 19, 2023 Board Meeting, where it was understood that if Board Members were absent in a prior meeting but reviewed minutes from said meeting, there is no requirement to abstain when considering the minutes for approval.

XII. New Business

No new business was discussed.

Commissioner Comments

No comments were provided.

XII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 23-1822 to adjourn the meeting at 7:50 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
March 16, 2023

The following are Minutes of a budget meeting and 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. Pledge of Allegiance

III. Roll Call

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

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

IV. Public Input

No members of the public were present.

V. Correspondence

A. Appreciation

Thank you card received from Bob Kennedy, Lincoln-Way H.S. District 210 Foundation, expressing appreciation for the Park District's donation Square Links golf passes in support of their annual Foundation Gala fundraiser.

Email received from Cub Scout Pack 101 leader, expressing appreciation to Park District staff for providing a venue and setting up the space for their annual Pinewood Derby.

VI. Presentation of the February 16, 2023 Board Meeting Minutes.

Dave Macek made Motion 23-1823 to accept the February 16, 2023 Board Meeting Minutes as presented. Frank Florentine seconded.

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

VII. Legal Report

No report

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 23-1824 to accept the Accounts Payable Listing. Denis Moore seconded.

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

IX. Executive Director's Report

Graefen Development, Construction Contractor, marked the post layout for the Splash Park pergola. The concrete will be cut the week of March 20, and the project will be completed in advance of the Splash Park opening on Memorial Day weekend. Ms. Marcquenski further noted that Ed Reidy, Superintendent of Parks, was able to change the type of lumber used, thereby saving the Park District \$6,000.

The current fiscal year's phase of security camera installations is complete, and all are in good working order.

Ms. Marcquenski thanked the College Scholarship Program judging committee for their efforts, and the recipient list will be forwarded to the Lincoln-Way East PPE office once the scores are tallied.

The deadline to submit online Statements of Economic Interests is May 1.

Ms. Marcquenski reviewed the Local Government Efficiency Act that requires park districts to detail their efficiencies in a report to their counties. The report will overview our intergovernmental cooperation and agreements that ensure we do not duplicate services and facilities, which results in tremendous cost savings to our mutually served residents.

There has been a lot of discussion in the field regarding remote meetings and attendance. The FSPD has a policy in place that allows remote attendance in the event a member cannot attend due to personal illness or disability, employment purposes for the business of the Park District, or due to a family or other emergency. If anything changes, it can be modified in the future, as legislators are considering adding childcare as a reason to attend remotely.

X. Committee Reports

A. Maintenance

Al Grzyb, Assistant Superintendent of Parks, submitted his resignation. We wish Al well on his next chapter, and Ms. Marcquenski noted that Al brought lifetime of leadership and experience to the FSPD and we were fortunate to have him on our staff.

The Park District posted a job opening for a full-time maintenance employee with equipment operation experience to supplement the skill set of the team that is in place.

This April, maintenance staff will be tasked with preparing athletic fields for the 300+ scheduled games.

Ms. Marcquenski presented the priority project and equipment list for Board review and discussion, a copy of which was provided to each Board Member in advance of the March meeting. In addition, the District has compiled a master list that continues to develop. The list is aggressive and covers many projects that were tabled last year due to supply shortages and a union strike resulting in tremendous price increases. Ms. Marcquenski noted that Hunter Prairie Park and Champions Park redevelopment projects are top priorities.

Commissioner, Frank Florentine, and Treasurer, Craig Maksymiak agreed that it will not be necessary to replace iPads in the coming fiscal year.

Craig Maksymiak asked if the jon boat and aquatic mower are on the equipment list with the intent to manage pond issues in-house. Ms. Marcquenski noted that is the goal, as aquatic companies do not always respond on a timely basis, and the jon boat will also enable the District's maintenance staff to assess and manage pond fountain issues.

District staff are communicating with landscape engineers to install a path connection from Union Creek Park to Champions Park. This would be a phased in project, with District staff digging out the path and installing base material that will settle in over a years' time, and drainage areas will also be addressed.

Commissioner, Phil Cherry asked where Champions Park path will be installed, and Ms. Marcquenski noted it will be along the old reclamation plant site.

Phil Cherry asked for details regarding the Hunter Prairie Park redevelopment project, and Ms. Marcquenski explained that it could be an OSLAD grant project that would update this older park with a perimeter path, a new playground, nature play area, and community gardens. Prior to any decisions, the surrounding homeowners will be asked to attend a public hearing to provide their input.

A final priority project list will be presented at the April Board Meeting, and in the interim, Ms. Marcquenski would welcome Board thoughts and input.

B. Recreation

Work continues on the summer brochure that will be in residents' mailboxes in mid-April.

The Summit Hill School District Board approved a measure to increase kindergarten hours to a full day. Ms. Marcquenski noted the Park District would modify BAS hours and preschool teachers have been in contact with SHSD to learn how our ELC preschool program could best prepare its students for the longer day of kindergarten. In addition, the preschool parents will be surveyed to learn what changes they would like instituted in the FSPD program.

C. Information Technology

Nicolette Jerik, Superintendent of Office Administration and Technology, and Dave Gorka, the District's IT Contractor, developed and presented a cyber liability training session for staff, that is required for our continuing PDRMA insurance coverage. They did a great job on a challenging subject, and kept the staff engaged throughout the presentation.

Dave Gorka and his colleague installed and configured two new servers that are used for daily processing and replication of all transactions. They are also segmenting the new cloud-based video camera on our data network switch to prevent degradation of network traffic that could slow down file and internet usage. This will be accomplished through configuring the Districts' firewall and network switches. Data traffic is on one segment, and VoIP and video cameras will each have their own separate segments. Frank Florentine noted the change will improve the security of the District's information, and Commissioner, Joe Vlosak, further stated that providing a separate video segment will provide efficiency as video uses a large portion of data.

D. Special Recreation

Audrey Marcquenski will attend the LWSRA Board Meeting on March 21.

Dave Macek, President of the LWSR Foundation reported that a local bank nominated LWSRA for inclusion in a survey. Mr. Macek noted the survey helps to promote the agency and if garnering the most votes, the bank will provide funding to the LWSRA.

Mr. Macek reported that LWSR Foundation's Breakfast with the Bunny fundraiser will be held the Saturday before Easter, and there are two golf outing fundraisers planned this year.

E. Finance and Planning

Audrey Marcquenski has an appointment at Old Plank Trail Community Bank the week of March 20 to make the final payment of approximately \$118,000 on the golf course bond that matures on April 1.

The third draft of the 2023/2024 budget reflects the 5% CPI on all tax-related line items. The District anticipates receiving new growth numbers from the Will County Tax Rate Calculation Report in late March and will adjust the tax revenue line items in the April Operating Budget.

F. Golf Course

Updated signage that reflects the golf course's new logo and name have been installed at Square Links Golf Course & Practice Center.

Staff are preparing the SoloRider golf carts and charging their batteries.

Square Links is scheduled to open for the season on Monday, March 20.

The owner if Jimbooo's Italian Beef has been spending time at the golf course clubhouse, laying out his restaurant equipment, and the Will County health inspection is scheduled for later this month.

G. Office

Ms. Marcquenski noted that Nicolette Jerik has done an amazing job learning how to make RecTrac more efficient when processing Dog Park registrations, streamlining the process for residents and staff. It also provided an opportunity to renew the waiver.

H. Risk Management

The District's risk management had a strong month with the cyber liability training and the Risk Management Review (RMR) kick-off. The RMR process has been amended from the previous requirement of providing overwhelming documentation, to simply having conversations with PDRMA staff to review areas that would strengthen the District's operations, such as mitigating golf cart accidents and Dog Park member disagreements, to how best to manage ownership of Scout equipment. PDRMA will also offer direction on the dance program's travel out of the state for a national competition and travel to Canada for a senior trip.

Ms. Marcquenski further noted that PDRMA membership has been invaluable for its cost-effectiveness and amount of support the agency offers to our District.

I. Community Updates

No report

J. FOIA

No FOIA requests were received over the past month.

XI. Old Business

Ms. Marcquenski reported that the third draft of the 2023/2024 budget that was provided to each Board Member in advance of said meeting has not varied much from the second draft that was reviewed during the February Board Meeting.

In reviewing the staff meeting minutes, Vice President, Dave Macek noted that some employees are not cashing their payroll checks on a timely basis, and he asked if direct deposit would resolve the issue of stale dated checks. Ms. Marcquenski reported that the District has investigated direct deposit, and although the cost of this bank-provided service was prohibitive, staff will continue to consider it in the future. Joe Vlosak noted that many businesses still operate on a written check basis.

XII. New Business

No new business was discussed.

Commissioner Comments

Frank Florentine expressed appreciation for the opportunity to participate in the College Scholarship Program judging, and noted he thoroughly enjoys the process.

XIII. Executive Session

Dave Macek made Motion 23-1825 to go into Executive Session at 7:45 p.m. Denis Moore seconded. Motion carried in a vote by voice.

An executive session was held for the purpose of conducting the annual full-time personnel reviews.

Craig Maksymiak made Motion 23-1826 to go out of Executive Session at 8:13 p.m. Dave Macek seconded. Motion carried in a vote by voice.

XIV. Adjournment

Dave Macek made Motion 23-1827 to adjourn the meeting at 8:16 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

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