

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 31<sup>st</sup> 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