

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