

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
March 17, 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, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Attending remotely was: Denis Moore.

Also present were: Audrey Marcquenski, Director, and Heather Roethle, community member.

IV. Public Input

Jim Randall welcomed Heather Roethle, community member that was in attendance to provide public input. Mr. Randall noted that the Board will accept the input provided during the three minute time limit and will respond to Ms. Roethle's questions and/or concerns via email.

Ms. Roethle stated she had sent an email to the District, voicing her ongoing concerns about maintenance in Lighthouse Pointe, and that Jim Randall has responded on behalf of the Park Board.

As a ten year resident of Lighthouse Pointe, Ms. Roethle noted she has completed all surveys and attended open houses, however, she feels the issues, highlighted below, are not being managed to her satisfaction.

- The walking path along Pfeiffer Road that goes through Grand Traverse and Port Washington is half the width of other paths and has cracks in the asphalt.
- Due to the narrow width, the path cannot be plowed during snow events, and does not allow two people to pass comfortably.
- When passing with a bicycle, the rider must veer off onto the overgrown grassy area.
- There are no garbage cans or benches along this area of the path.
- Prescribed burns are only addressed every two or three years.
- Natural area signs are faded and in need of replacement.
- The ponds are an eyesore and fountains should be installed.
- Due to overgrowth from the pond, the bridge on Pfeiffer can be impassable at times.
- Approximately five new homes are being built annually, and in addition, O'Malley Builders is developing townhomes along Pfeiffer. With increased traffic, this area needs to look elite.
- The natural areas serve a purpose, but if not properly maintained, they are not serving their intended purpose.

V. Correspondence

Jim Randall presented thank you letters that were received from St. Coletta's of Illinois Foundation, Noonan Academy, and the Cancer Support Center, expressing appreciation for golf course passes the District provided in support of these organizations' fundraisers.

VI. Presentation of the February 17, 2022 Board Meeting Minutes, and the March 7, 2022 Special Meeting Minutes.

Craig Maksymiak made Motion 22-1726 to accept the February 17, 2022 Board Meeting Minutes as presented. Dave Macek seconded.

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

Joe Vlosak made Motion 22-1727 to accept the March 7, 2022 Special Meeting Minutes as presented. Frank Florentine seconded.

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

VII. Legal Report

Secretary, Jim Randall presented Ordinance No. 22-03-339, an Ordinance authorizing the issuance of not to exceed \$400,000 2021 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2021 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois, for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank, a copy of which was provided to each Board Member in advance of said meeting.

Brian Mulheran made Motion 22-1728 to adopt Ordinance No. 22-03-339, an Ordinance authorizing the issuance of not to exceed \$400,000 2021 Corporate Purposes Taxable Tax Anticipation Warrants in anticipation of the collection of taxes levied for the year 2021 by the Board of Park Commissioners of the Frankfort Square Park District, Will and Cook Counties, Illinois, for corporate purposes and authorizing the sale of said warrants to Old Plank Trail Community Bank as presented. Dave Macek seconded.

Mr. Randall previously detailed that the District is in its best financial position in twenty years, and would only extend the Warrants if the need should arise, based on cash flow and potential delay of Will County tax distributions.

Vice President, Dave Macek asked if there would only be a cost if extending the Warrants. Mr. Randall noted that the District would incur minor document charges and the interest rate of 3.15% for the duration of the bridge loan.

Mr. Macek also asked if Will County plans to impose four installment property tax payments again this year, as opposed to the typical two installment payments. Jim Randall stated that he is unsure of the extension schedule at this time, but the TAW authorization will provide a safeguard.

Currently, the District is projecting an end of year fund balance of \$250,000-\$300,000 and with the \$440,000 end of year balance on April 30, 2021, the 2022 end of fiscal year balance could be approximately \$700,000. Mr. Randall further noted that the goal, per the Fund Balance Policy, is to work towards a \$1 million balance, so that moving forward, cash flow would not present an issue.

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

#### VIII. Treasurer's Report

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

Dave Macek made Motion 22-1729 to accept the Accounts Payable Listing. Joe Vlosak seconded.

Jim Randall reported that he is working with Sue Baker, Bookkeeper on the budget to ensure that expenses are appropriately placed with revenues, and Building & Grounds has been adjusted to prevent redline line items. In addition, the liability net positive fund balance will be spent down to reflect more realistic expense to revenue.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

#### IX. Executive Director's Report

Jim Randall noted the monthly departmental summaries, provided with the Executive Director reports summarizes what he is accomplishing, and he is willing to answer any questions Board Members may have regarding the listed actions.

Mr. Randall is scheduling meetings with all support agencies to introduce Audrey Marcquenski to various individuals. They met with Developer, Eamon Malone, asphalt Contractor, Craig Marchbank, former Commissioner and installer of most of the District's playgrounds, Dennis Persic, Senior Bookkeeper, Duane Meyers, former LWN Principal, Dr. Gardner, and various local groups including the Scouts, FSBL, and Wildcats Football.

A meeting has been scheduled with a Landscape Architect to discuss an OSLAD Grant application to install community gardens at Hunter Prairie Park, in an effort to provide regional garden facilities within walking distance from every home.

A second Landscape Architect will be interviewed to discuss the potential of renovating Champions Park that would include removing the outfield fence, provide lighted practice fields for Wildcats Football and soccer, and installation of synthetic turf and fence replacement to develop a "Field of Dreams" T-ball field where a concession stand and restrooms already exist.

The District is also working with the Linden Group to determine best use of the clubhouse, whether it would be more advantageous to remodel or replace the building with a smaller, more energy efficient facility that create more opportunities for community group meetings, in addition to its intended purpose of a golf course clubhouse.

Board Members were provided with copies of the ten Gold Medal Q&A. Audrey Marcquenski and Linda Mitchell will finalize all remaining documents for submission on March 25, 2022.

Jim Randall further noted that if the District is selected by the NRPA as a Gold Medal finalist, a video that summarizes the direction of the Gold Medal application is required for the second tier of judging. Mr. Randall noted that Anthony Stagno, videographer that has worked on similar projects with the District for the past twenty years, will again assist with the video, along with a videographer group he is recommending. It is also Mr. Randall's recommendation to complete a video whether or not our District is chosen as a finalist, as the video is a great resource that can be shared with the community through our website and on Facebook.

Jim Randall commended Nicolette Jerik, Superintendent of Office Administration and Technology, for improving the functionality of the District's RecTrac software system that includes the ability to manage multiple installment payment schedules to accept payments for the dance and preschool programs. Previously, payments were managed manually, and they are now accepted instantaneously through the RecTrac system.

Jim Randall and Audrey Marcquenski recently met with SHSD 161 Superintendent, Dr. McDermott and learned that School District will move forward with a plan commission to study their existing facilities and determine how best to move forward.

Mr. Randall and Ms. Marcquenski also met with LWCHSD 210 Superintendent. Dr. Tingley, to discuss continued use of LWN for D210 residents. Mr. Randall noted that the Illinois State Police use of the facility will not impact the Park District nighttime access to the field house, stadium, and athletic fields.

## X. Committee Reports

### A. Maintenance

Jim Randall discussed construction of a shelter adjacent to the Community Center Splash Park that had been previously approved by the Park Board, but had been put on hold when lumber prices were too high. Materials will be ordered now, and if waiting until April, this would impact use of the Splash Park that is scheduled to reopen this season after having been closed for two years, due to the pandemic.

The project list for the upcoming season is under development. Mr. Randall reported that the asphalt installation bid number of \$58,000 for District-wide asphalt fix and repair projects is reasonable. Additional projects are still under review, and it is planned that 2-3 projects will be addressed in the early season, then final costs will be reviewed to ensure we do not overextend the budget. Mr. Randall asked for Board Members to forward requests for specific projects so they can be included in the new fiscal year.

### B. Recreation

Jim Randall was pleased to report that the District's Early Learning Center preschool program will return to normal graduation events this year. In addition, the Braemar Dance Center's annual Showcase will again be held at the Lincoln-Way East Performing Arts Center, and will include four separate performances in May.

The F.A.N. program will return to full capacity on May 1, providing all the previous benefits that had been in place prior to the pandemic.

The preschool program's 3 year old morning class for the 2022/2023 school year has filled, and an afternoon session may be opened if needed.

C. Information Technology

Electric outages have been addressed with the installation of a backup generator, and Jim Randall recently met with an AT&T representative to discuss options in the event of internet outages, as when they occur, the District loses not only computer function, but also phones, and the ability to register for programs. The golf course also lacks a reliable hookup, which is vital for Toptracer function, and AT&T is offering a fiber optic option that will cost \$400 per month for a dedicated broadband line for the first thirteen months, then would be reduced to \$90 per month for the high output line. A proposal with full detail will be forwarded to Board Members and will be included in the upcoming budget.

Mr. Randall also reported that the District's servers will be replaced and moved to a cloud-based option.

D. Special Recreation

Audrey Marcquenski, reported that LWSRA hired a new adaptive sports specialist, Jake Williams. Jake was in attendance at the March LWSRA Board Meeting and is former Tokyo Olympics gold medal winner in wheelchair basketball. Jake is very inspiring and he brought his gold medals for all to view.

Courtney Clement, auditor from Lauterbach & Amen was also present during the meeting to present LWSRA's audit report.

E. Finance and Planning

Sufficient finance information is included under this meeting's New Business.

F. Golf Course

The golf course has opened for the season, and the grass tees will open in approximately one month. The turf needs to grow in as temperatures warm and the range will reopen once the grass greens up.

Jim Randall reported that the new golf carts, ordered last fall, will be delayed due to a chip shortage. It is hoped the new carts will be delivered in August, and in the interim, Harris Golf Cars delivered the old carts that had been placed in winter storage.

Tree planting along the cart path on the first hole will be addressed.

Dan Coughlin, the new Athletic Supervisor, is a nice resource, and is being trained on golf course operations by John Keenan, Superintendent of Recreation.

Toptracer is up and running.

The new Reliable Property Services Superintendent will be onsite beginning April 1.

G. Office

The front office experienced a staff change, however it is fully staffed with positive people that are all quick learners.

Jim Randall is pleased with Nicolette Jerik's efforts with the front office, and noted that she is also instrumental with the cell phone upgrade, due to the change from Sprint to T-Mobile. Erin Kertson, Recreation Supervisor, is also assisting with the cell phone project.

H. Risk Management

Jim Randall met with Brian Murray the District's insurance agent from J.J. Doohry, to discuss health insurance.

Dave Gorka, IT Contractor, attended PDRMA's cyber security session and noted that there will be changes in the future that will entail two authentications.

Commissioner, Joe Vlosak noted that once a security measure is put in place, hackers find another way to breach computer systems.

Vice President, Dave Macek has spent time in the cyber insurance, and noted that he has seen premiums increasing a bit, but deductibles are increasing exponentially.

Mr. Randall reported that Dave Gorka will be in attendance at the April meeting, and will explain how he has set the District up to fully restoring its computers in the event of a breach with tested resources, i.e. the Datto backup system. Ms. Marcquenski's computer went down once, however the image was on the Cloud and was able to be restored.

I. Community Updates

Jim Randall and Audrey Marcquenski met with Rob Piscia, Village Manager for the Village of Frankfort. The Village will go to bid on the Pfeiffer Road extension in June, and hopes to begin construction soon thereafter. This project will provide the Park District with a bike path connection that will provide a contiguous loop to Old Plank Road Trail, opening an additional 50 miles of trails for path users. In addition, when the road goes through, this could potentially open up the potential to develop the Silver Cross property along Route 30 into a park site, which was a project initially discussed with former Mayor, Jim Holland.

Mr. Randall and Ms. Marcquenski have a meeting scheduled with Pat Carr, Village Manager for the Village of Tinley Park. Meeting discussions will center on the Village's expansion of the I-80 overpass on 80<sup>th</sup> Avenue that has been planned for the past twenty years that is currently in the second phase of engineering. A bike path, connecting the Park District's path would open up an additional 100+ miles of Village and Cook County Forest Preserve paths.

J. FOIA

Jim Randall reported that the District received and responded to the annual FOIA request from the Better Government Association, requesting full payroll expenditures along with information related to elected and appointed officials.

XII. Old Business

Jim Randall reported that the 3<sup>rd</sup> draft of the 2022/2023 budget, a copy of which was presented to each Board Member in advance of said meeting, has been under preparation prior to January.

Mr. Randall noted the District retired its 2002 referendum bond, an action that will reduce debt by \$650,000, and we are one of the few districts in the area that will realize a reduction in its overall tax rate, as this bond was a large part of the budget, which will provide residents will real savings, i.e. a \$200 reduction for a home valued at \$200,000.

Payroll increases will be finalized at the end of the meeting, which is a normal budget process.

Mr. Randall further noted that he anticipates savings in the general fund balance, and that the District is poised to be successful in the future, as it is in the best financial position it has been in many years.

Commissioner, Frank Florentine asked if the budget is allowing for potential increases in gas and diesel costs. Mr. Randall noted the line item was increased dramatically, and that although the District contracts park maintenance, it still runs a fleet of trucks. It is difficult to predict how much fuel costs will rise, and contractors may also request a 5% fuel surcharge, however there is sufficient latitude to absorb overruns through the budget. The maintenance budget also includes a net savings of \$125,000.

Mr. Randall noted this 3<sup>rd</sup> draft is close to the operating budget, however, it is hoped that the Will County Tax Rate Calculation report that will be received in late March will reflect 1.5% to 2% in new growth that would have no impact on tax payers.

Board Members can forward any questions or concerns about the budget, and corrections can be made, as needed.

XIII. New Business

President, Ken Blackburn reported that he received a letter of resignation from Commissioner, Brian Mulheran that will become effective as of April 22, 2022. Jim Randall noted that he will review the vacancy/appointment process with the District's Legal Counsel, Adam Simon, and that the District's website includes information regarding letters of interest for vacant Board positions. Currently, there is one LOI on file, and consideration to appoint Mr. Mulheran's replacement will be added to the April agenda.

Commissioner Comments

Commissioner, Frank Florentine thanked staff for all the hard work on the budget, noting he is happy with the progress and that all have done a great job.

All Board Members thanked Brian for his many years of service as a Member of the Park Board of Commissioners.

XIV. Executive Session

Dave Macek made Motion 22-1730 to enter into executive session at 8:18 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

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

Craig Maksymiak made Motion 22-1731 to go out of executive session and return to open session at 8:30 p.m. Frank Florentine seconded. Motion carried.

XVI. Adjournment

Dave Macek made Motion 22-1732 to adjourn the meeting at 8:35 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell