

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