

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
November 16, 2023

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: Phil Cherry, Frank Florentine, Dave Macek, Craig Maksymiak, and Denis Moore.

Ken Blackburn arrived at 7:10 p.m.

Absent was: Ryan Holley.

Also present were: Park District staff, Dan Coughlin, Nicolette Jerik, Pam Moloney, and Ed Reidy, community group representatives from BSA Troop 237, Frankfort Square Wildcats Football & Cheer, 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. Ms. Marcquenski noted that all work tirelessly to continue the goals set by these organizations many years ago, and that the Park District Board and staff are thankful for the longstanding relationships between the community groups and Park District. Ms. Marcquenski was pleased to support each group with funds raised from this season's record setting beverage sale revenues.

Matt Randall, Scoutmaster introduced the BSA 237 leaders that included, Caleb Daihl, Senior Patrol Leader, Brian Jennings, Assistant Scoutmaster, Jason Daihl, Assistant Scoutmaster, and Mike Woehlert, Charter Organization Representative.

Mr. Randall reported that the Scouts completed their 12<sup>th</sup> annual Scouting for Food drive on Sunday, November 11, where over 30,000 pounds of food were donated to the Frankfort Township Food Pantry. This was accomplished by a joint effort that consisted of Troop 237 and 732, the Cub Scouts, and the Girl Scouts.

The Scouts are now 45 members strong with 35 adult leaders. They will recharter and look forward to the group of Cub Scouts crossing over to the next level of Scouting.

Mr. Randall thanked the Park Board for the monetary donation that will go towards equipment purchases.

Jim Zawilinski, Frankfort Square Wildcats Football & Cheer Vice President was accompanied by Wildcats Board of Directors, Ken Dangman, Secretary, Jim Nakos, Organization Representative, and Ryan Roberts, Field Maintenance. The Wildcats had a great season with all four teams making it to the playoffs, signifying one of their best years. In the 2024 season, the Wildcats hope to have two teams at each level, as registration has been increasing. Mr. Zawilinski thanked the Park District for all its support and noted the donation will help with equipment purchases as they move their organization forward.

Kirk Savary, Frankfort Square Baseball League President reported that they had a great year, partnering with Lincoln-Way Leagues from Frankfort, Mokena, Oak Forest, and Tinley Park. FSBL will unveil a new registration website in the spring that will be tied to the Lincoln-Way website. It is expected that the program will grow as lower levels feed into the Pinto program that was self-sustained this past year. Two teams play in championship games at Joliet's Slammers stadium. All had a great time, and they locked a date to play at this field in 2024. Frankfort Square sold the most tickets, with 117 representing FSBL. Moving forward, FSBL will rebrand all teams as "Hawks". They hope to expand and have plans to work with the Park District on the Hunter Prairie Park Bronco baseball field. Mr. Savary thanked the Park District for taking great care of all the athletic fields.

President, Ken Blackburn expressed appreciation for the Scouts, Wildcats, and FSBL, noting the Park District would not be able to provide their programs and that our respective organization help one another for the benefit of the community.

Vice President, Dave Macek stated that many Park Board Members were part of their groups, serving in various leadership positions. All are aware of the work involved and the great service they provide to the children of our community.

Commissioner, Phil Cherry, noted that many are on the sidelines, and he thanked all present for stepping up and for their groups' efforts in supporting the kids and the community.

Commissioners, Frank Florentine and Denis Moore thanked those in attendance for all they do through their respective organizations.

## V. Correspondence

### A. Appreciation

1. Letters received from the LWSR Foundation's Vice President and Board Members, expressing gratitude on behalf of Lincolnway Special Recreation, for the Park District's support of the Foundation's golf outing fundraiser for its contribution of a sponsorship and raffle baskets.

2. Email received from a resident, expressing appreciation for the newly extended F.A.N. hours of operation at LWN.

3. Note received from Stacie McGlone, Lincoln-Way Foundation, thanking the Park District for providing a raffle donation of Square Links golf passes in support of their annual Dinner Gala to benefit Lincoln-Way Community School District 210.

VI. Presentation of the October 19, 2023 Board Meeting Minutes.

Denis Moore made Motion 23-1876 to accept the October 19, 2023, Board Meeting Minutes as presented. Phil Cherry 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

Vice President, Dave Macek, read by title and requested consideration of Ordinance No. 23-11-352, an ordinance authorizing the Executive Director to dispose of property that is no longer necessary, useful, or in the best interests of the Park District, a copy of which was provided to each Board Member in advance of said meeting.

Frank Florentine made Motion 23-1877 to adopt Ordinance No. 23-11-352, an ordinance authorizing the Executive Director to dispose of property that is no longer necessary, useful, or in the best interests of the Park District as presented. Craig Maksymiak seconded.

Ed Reidy, Superintendent of Park, noted that per Board approval, the picnic tables will be donated to local groups, and some will be retained for events, such as summer concerts.

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, Vice President, Dave Macek, accepted the October Treasurer's Report, pending audit.

Craig Maksymiak made Motion 23-1878 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.

IX. Executive Director's Report

Audrey Marcquenski reminded Board Members that the next Board Meeting is scheduled for 7:00 p.m. on December 4, 2023 and will include annual department reports by John Keenan, Superintendent of Recreation, and Erin Kertson, Recreation Supervisor. The regular meeting will be preceded by a Truth in Taxation Public Hearing at 6:30 p.m., and the legal ad detailing the hearing will be published in the November 24, 2023 edition of the *Daily Southtown*.

The second meeting of the Local Government Efficiency Committee will be held on December 4 at 7:30 p.m.

The next tax distribution from Will County will be received on November 22, with a final distribution for the 2023 calendar year to be received on December 21.

Jarrold Scheunemann and his Campfire Concepts team will be onsite on Wednesday, November 29 to conduct interviews with Board Members, staff, and stakeholders. This will begin the comprehensive plan process that will set Park District goals for the next five years.

Ms. Marcquenski acknowledged staff members that were in attendance to provide their annual reports, noting that these individuals continue to provide tireless effort to the community and are second to none in responding to residents' questions and needs.

## X. Committee Reports

### A. Maintenance

Ed Reidy, Superintendent of Parks, presented the following highlights of annual actions, staff changes, planning, maintenance tasks, and completed and pending projects that are expected to be addressed in the current fiscal year.

#### Staffing

One year ago, the District welcomed Marlon Medina, a very valuable member of the team that has brought a wealth of experience and knowledge from the Calumet Memorial Park District. Marlon has proven to be a trusted employee that quickly learned our routines, works hard, cross trains in all areas, and introduced us to Productive Parks, a maintenance management software that has improved not only the maintenance department, but also the efficiencies of the entire District. Staff are finishing the process of data entry for sites, facilities, and all possible maintenance needs. All maintenance staff, even our most seasoned "nuts and bolts/hands on" staff have adapted to this new software system, utilizing iPads in the field. It is expected that the District will operate 100% through Productive Parks, minimizing paper, binders and clipboards. Ed also commended Nicolette Jerik for her time and effort in getting Productive Parks to integrate with RecTrac, the District's main software program.

Tom Walsh joined the custodial team after John Falsey resigned.

Summer staff joined our long-term seasonal part-time staff of Lou Vieceli, Aubrey Reyna, and Vince Broenneke.

Alec Flamm, a recent college graduate, was hired in October as Full-Time Buildings & Grounds Maintenance, and brings a valuable skill set to the team.

#### Planning

The Hunter Prairie Park Redevelopment OSLAD grant application was submitted to the IDNR, and it is hoped the District will be among the projects chosen to receive grant funding in 2024.

### Maintenance

The District went out to bid in January 2023, seeking mowing contractors for a three year cycle.

Winter mowing of pond edges will be scheduled, with park staff utilizing the excavator to complete this task.

Park Days continued this past summer, where staff focus on one park per week.

Staff are working through November task lists that include dirt work at various sites.

### Projects

Mr. Reidy detailed a number of projects that have been completed, highlighted by asphalt at Mary Drew Parkway, Island Prairie and Indian Boundary South pathway patches, and a parking lot cap at Union Creek Park along 80<sup>th</sup> Avenue.

### Fun

Parks staff work hard all year, but also find time for enjoyable tasks that this year included assisting Scouts with tree plantings and park clean-ups, the Maddog Strong Foundation's annual Miles for Maddog timed race and Giving Tree Ceremony, and providing fall hayrides for our youngest program participants.

Commissioner, Frank Florentine, asked how the asphalt has been holding up. Mr. Reidy noted that areas that are most in need of repairs are addressed first to ensure all remain in good usable condition. Staff are seeking pricing for a top dresser with a chute that can run along paths and parking lots to improve efficiency.

Ms. Marcquenski stated that one year ago, Ed Reidy was the only full-time maintenance staff member. The department has been positively transformed over the past year with staff and technology.

## B. Recreation

Pam Moloney, Lead Preschool Teacher, introduced herself to the Park Board, and summarized the Early Learning Preschool's current school year and plans for the 2024/2025 school year.

Enrollment increased 45% over the previous year, enabling the District to run two 3-year-old classes and two 4-year-old classes.

50% of the students started in Patty Arthur's preschool prep classes. Patty has been with the District for 20 years, teaching several tot classes. Previously, these classes were under recreation, and are now under the preschool group as all work together to prepare the tiny tots to move on to preschool.

An extra 4<sup>th</sup> day for the 4-year-old students with Amanda Salagado as the lead teacher, was introduced this year and has proven to be a great way to expand the curriculum, improving children's letter identification and letter sounds to better prepare them for kindergarten.

Mrs. Salgado accepted the offer to be the other lead teacher in the 2024/2025 4-year-old classes.

Mrs. Moloney provided the important upcoming dates:

- December 19 – 3-year-old holiday open house
- December 20 – 4-year-old holiday programs (5:00 p.m. & 6:30 p.m.)

Mrs. Moloney is waiting to hear back from John Snipes, SHSD 161 Director of Curriculum and Tracey Bulfer, Rogus School Assistant Principal, to discuss kindergarten readiness and ensure the ELC preschool is meeting the needs of its students.

Samples of current projects the children are working on as holiday gifts for their parents were provided for Board review.

Mr. Florentine noted that he has enjoyed updates and photos from the preschool that are included in the Park Daily Briefs.

Commissioner, Phil Cherry, stated the fourth day of preschool is a great offering, providing a good bridge for children that will be going to kindergarten five day a week.

Ms. Marcquenski was pleased that Board Members had the opportunity meet Mrs. Moloney. She has led the preschool through challenging years and has been a good liaison with families, SHSD 161, and also assists other areas in the District as needed.

C. Information Technology

IT information is included in this meeting's Office Report.

D. Special Recreation

No report.

E. Finance and Planning

No report.

F. Golf Course

Dan Coughlin, Athletic Supervisor, provided an overview of the 2023 golf season at Square Links Golf Course & Practice Center, noting the final day of golf will be Sunday, November 19 and that carts were sent to storage on Monday, November 13.

Square Links Benefits the Community

- 81 rounds were donated as raffle prizes to various local fundraising groups this season.
- The golf course hosted two Lincolnway Special Recreation Association groups on 40 different occasions as their program participants enjoyed free use of the driving and putting green.

- Summit Hill Jr. High School's Intramural Golf program enjoyed eight free visits to the course, utilizing the putting greens, driving range, and golf course.
- Andrew High School Boys Varsity Golf practiced on the putting green.
- Lincoln-Way District 210 hosted a dual JV girls' match between LWC and LWE.
- Lincoln-Way Community High School District 210 hosted a JV girls' tournament, featuring 9 teams with a shotgun start.
- FSPD held the annual College Scholarship Golf Championship to raise funds for the Park District's College Scholarship Program.

#### Substantial Increase to Square Links Revenue in 2023

- Golf went from 17,000 rounds in 2022 to 22,000 rounds in 2023, resulting in an increase of just under 30%.
- Driving range gross revenues increased by 45% over 2022 as follows:
  - 259,125 golf balls were struck off the synthetic mats and 568,675 were struck off the grass range for a total of 827,800 balls struck.
  - If factoring in donated range time, Square Links is approaching one million range balls struck during the 2023 season.

#### Other Areas of Increased Sales

- Power carts – Up 31%
- Club rentals – Up 84%
- Beer – Up 45%
- Candy & chips – Up 10%
- Golf ball sales – Up 18%

#### Looking Ahead to the 2024 Season

- Square Links will again participate in the Tinley Park Golf Expo the first weekend in February.
- The golf course will be open on Superbowl Sunday, February 11, 2024.
- Cart path repairs are scheduled for early next season.

In closing, Dan noted that many factors may have contributed to the course-wide increases, such as weather and the great condition of Square Links. Staff receive multiple compliments daily regarding the course conditions, thanks to Reliable Property Services, headed up by Superintendent Hunter Rowe and the assistance provided by Ed Reidy and his Parks staff.

Mr. Florentine has heard great things about Square Links from residents. He also asked if being a member of USGA has increased play. Mr. Coughlin responded that the majority of golfers book tee times through Square Links as it provides a \$4.00 savings.

Ms. Marcquenski stated that it has been a great year with Dan managing growth at the golf course and the F.A.N., program.

## G. Office

Nicolette Jerik, Superintendent of Office Administration and Technology shared month-by-month projects the front office and IT advancements that were implemented over the past year that have improved overall efficiencies District-wide.

### January

A new cash drawer was installed at the golf course clubhouse.

### February

The wireless access point was replaced in the preschool classrooms and conference hallway.

### March

A Cybersecurity PowerPoint presentation was presented to staff, educating all on cyber threats potentially received through email, phishing, and downloads.

The new POE switch was installed for the security cameras and was configured to segregate networks using different subnets for data, voice, and cameras.

### April

A summer camp and Before and After School Program pass was created in RecTrac that disallows online registration until all applicable paperwork, i.e., phone numbers, allergies, approved pick-ups, have been submitted.

The Dog Park registration form was streamlined, enabling members with a more efficient way to upkeep their dogs' shot records.

### May

IT Contractor, Dave Gorka and Ms. Jerik completed a KYND Cybersecurity questionnaire through PDRMA to determine the District's ranking and status in regards to training staff and the services needed to ensure compliance. The Park District passed the questionnaire test with no additional software upgrades needed.

### June

The front office successfully completed their first year of BDC Nationals dance competition and costume payments.

### July

Ms. Jerik assisted with Productive Parks migration. Reference sheets were developed for staff that detailed specific tasks and all were trained in how to schedule work requests in this new software system.

The goal to extract data from RecTrac to Productive Parks that would enable maintenance staff to daily overview a running list of programs and rentals at all facilities was met. The process involved many test trials of extracting data with Productive Parks setting up a secure file transfer protocol (sFTP) server and the District imported test data from RecTrac on a weekly basis. Staff then scheduled a pipe delimited file to be generated, then filed sFTP to Productive Parks, taking the file from RecTrac and updating on their cloud system.



On Tuesday, October 17, the District was notified that its data was successfully sent over from RecTrac to Productive Parks, signifying that the Frankfort Square Park District was the first park district to get data over from RecTrac to Productive Parks.

#### August

The Mobile Device Management project was completed on all District cell phones, providing the ability to turn off lost or stolen cell phones and track phone's location. T-Mobile was onsite to add Premier Wireless, a third-party provider to all cell phone devices.

#### September

A new gift card template was developed in RecTrac and Ms. Jerik also worked with ID Wholesaler to design office physical gift card design. This action enables the District to track amounts on gift cards and run reports in the case of lost cards. This winter, the front office will sell recreation and golf gift cards.

#### October

A number of staff computers and monitors were replaced with newer technology, including solid state drives.

Ms. Jerik commended the front desk staff that met all the challenges of these listed improvements, noting that all were ready and eager to learn. It has also been a pleasure watching front office staff answering resident questions, providing residents with helpful information and friendly attitudes.

Mr. Florentine understands that front office staff manage a myriad of phone calls on a daily basis.

Ms. Marcquenski wished to clarify the fact that Productive Parks and RecTrac systems did not communicate and while other agencies did work-arounds, and thanks to Ms. Jerik's tenacity, these two programs now work and communicate with one another.

#### H. Risk Management

No report.

#### I. Community Updates

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

#### J. Freedom of Information

Audrey Marcquenski reviewed three FOIA requests for information that were received from Mike Gibson.

#### XI. Old Business

No old business was discussed.

XII. New Business

Newly appointed FSBL Field Maintenance Director, Alex Brigando arrived later and wished to introduce himself and appreciated the opportunity to speak outside of the Public Input section of the meeting.

Commissioner's Comments

Phil Cherry thanked staff for all they do, noting that he sees the patience reflected in all that service the District's residents. On behalf of the Board, Phil stated that Commissioners appreciate what FSPD staff do every day.

Frank Florentine thanked staff for caring for the community and mentioned that those who benefit from all the hard work do not realize what Park District employees accomplish each day.

Craig Maksymiak stated that the efforts of the staff make the job of Board Members easy as they know that all issues are well managed, and all appreciate their dedication.

Dave Macek has been involved in community groups and the Park District for many years, and from the perspective of both, he understands that neither the groups nor the Board could accomplish what they do without the assistance of the hard-working FSPD staff.

Denis Moore offered his insight noting Board Members are consumers of the District's product. He plays golf at Square Links, walks the paths, and visited three parks in one day with his grandchildren. Mr. Moore further commented that all is in top notch order.

Mr. Moore also thanked Audrey Marcquenski and Linda Mitchell for all they do.

President, Ken Blackburn echoed the sentiments of the entire Board in thanking the staff for their hard work and efforts.

XIII. Executive Session

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

XIV. Adjournment

Ken Blackburn made Motion 23-1879 to adjourn the meeting at 7:54 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell