

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
January 19, 2023

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, Dave Macek, Craig Maksymiak, and Denis Moore. Joe Vlosak arrived at 7:06 p.m.

Also present were: Audrey Marcquenski, Executive Director/Secretary, Linda Mitchell, Recording Secretary, Ryan Holley, April 4, 2023 Consolidated Election Candidate, and Frank Debelak, Frankfort Square resident.

Absent were: Ken Blackburn and Frank Florentine

III. Pledge of Allegiance

IV. Public Input

Mr. John Debelak, Frankfort Square resident, was in attendance to address the Park Board.

When looking through archived minutes, Mr. Debelak noticed that meetings start at 7:30 p.m., however tonight's meeting began at 7:00 p.m.

Vice President, Dave Macek, explained that the Board previously met at 7:30 p.m., but the meeting start time was changed to 7:00 p.m., as decided upon during the May 19, 2022 organizational meeting of the Park Board of Commissioners, and went into effect beginning with the June 16, 2022 regular Park Board Meeting.

Mr. Debelak stated that he is a 36-year resident of Frankfort Square, and he and his family have utilized practically every Park District program available and has had no complaints. Mr. Debelak is a member of the F.A.N. program and participated in the program for many years, including when a similar program was offered at Lincoln-Way East prior to the opening of the Lincoln-Way North campus. He is unhappy that when using the fitness center, there is a single television set, that is constantly tuned to Fox News. Mr. Debelak is an independent, and does not wish to be exposed to political information while exercising. Mr. Debelak informed the Board Members that he does not want to be politically indoctrinated and noted that as F.A.N. members are interested in fitness, they may prefer to watch something related to nutrition. Mr. Debelak suggested that the television be tuned to an apolitical choice, such as HGTV.

Vice President, Dave Macek, noted it was a good suggestion and a fair comment, and that his concern would be addressed. Mr. Macek further noted that the Park District is a non-political organization led by a non-partisan Board.

Commissioner, Phil Cherry, stated it was nice to hear from residents and the Board appreciated Mr. Debelak bringing this matter to their attention.

V. Correspondence

No correspondence was presented.

VI. Presentation of Minutes

December 5, 2022 Truth in Taxation Public Hearing Minutes and the December 5, 2022 Board Meeting Minutes.

Phil Cherry made Motion 23-1807 to accept the December 5, 2022 Truth in Taxation Public Hearing Minutes, as presented. Craig Maksymiak seconded.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

Craig Maksymiak made Motion 23-1808 to accept December 5, 2022 Board Meeting Minutes, as presented. Phil Cherry seconded.

Dave Macek commented that Denis Moore is listed as both present and absent under the December 5, 2022 Board Meeting minutes. The clerical error will be corrected and the minutes will be reposted to the January agenda.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

VII. Legal Report

Audrey Marcquenski requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the 2023 season of competitions that include Spotlight in Batavia, Illinois, February 17-19, Applause in Batavia, IL, March 3-5, Groove in Oregon, WI, March 24-26, and Rainbow in Joliet, IL, April 14-16, copies of which were provided to each Board Member in advance of said meeting.

Denis Moore made Motion 23-1809 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the 2023 season of competitions that include Spotlight in Batavia, IL, February 17-19, Applause in Batavia, IL, March 3-5, Groove in Oregon, WI, March 24-26, and Rainbow in Joliet, IL, April 14-16, as presented. Phil Cherry seconded.

Treasurer, Craig Maksymiak asked how many dance competitions are typically scheduled. Ms. Marcquenski stated that they will compete in four separate competitions this year, and will also attend a national competition later in the season. Mr. Maksymiak's concern is that the District will need to charge participants as the number and scope of competitions could add a few thousand dollars to the program cost, which must be taken into consideration and budgeted accordingly.

Audrey Marcquenski further noted that competition fees tend to increase at the last minute, and this matter has been a topic of conversation this year. When unexpected costs are presented, the parents of the dancers will need to be charged appropriately. The adjustments require a great number of changes in the District's online registration system, and when dancers drop solos or duet numbers, this results in additional staff time. Ms. Marcquenski agreed that moving forward, the District will need to develop a better plan.

Craig Maksymiak noted that dancers that do not compete should not be responsible to pay additional competition fees. Ms. Marcquenski stated that non-competitive dancers are not charged additional fees.

Audrey Marcquenski reported that dance is the Park District largest program and involves assistance from all departments, but it mostly impacts the front office as installment billing is one the District's top tasks.

Commissioner, Phil Cherry understands the District is not looking to make money through programming, but does need to cover costs. Mr. Cherry further added that dance is a great program with talented staff, and it deserves to grow.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

#### VIII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Dave Macek, accepted the December Treasurer's Report, pending audit.

Craig Maksymiak made Motion 23-1810 to accept the Accounts Payable Listing. Joe Vlosak seconded. Motion carried.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

#### IX. Executive Director's Report

Audrey Marcquenski reported that the first draft of the 2023/2024 budget was provided to each Board Member for review in advance of the Board Meeting and further noted that the document continues to evolve, and a project list detailing areas of focus will be provided at a subsequent meeting.

In the past, budget meetings were held a half hour in advance of the regular Board Meetings, and the consensus is that the February and March meetings will include a budget meeting at 6:30 p.m., enabling additional time to review budget.

Board Members discussed the following points related to the 2023/2024 budget:

Dave Macek recognized that the Superintendent of Park appears to be very hands-on and wondered if he has enough time to manage the administrative role of this position, and if the District may need to consider adding maintenance staff. Audrey Marcquenski noted that the department employs three full-time staff, in addition to the part-time and seasonal staff, and there has been discussion about adding a full-time laborer to the staff list.

Dave Macek asked if Jimbooo's Italian Beef still intends to move into the Square Links club house. Ms. Marcquenski replied that it is Jimbooo's owner's intention to move his restaurant business to Square Links and he has been paying rent since the 2022 golf season. The move is delayed until he sells his building in Thornton, and secures staff for his new location.

Phil Cherry asked if the Park District decided on landscaping companies for the upcoming season. Ms. Marcquenski stated that the bid was published in the January 19 edition of the *Daily Southtown* and packets were posted to the District's website and made available in hard copy through the front office. Landscape companies from the District's 2020-2023 bid have been picking up bid packets, and Ed Reidy also reached out to ten landscapers, notifying them of the bid process. The public bid opening is scheduled for February 9, 2023 at 1:30 p.m. Ms. Marcquenski further stated that it is preferable to have choices with landscape companies, enabling changes to the service providers if or when District expectations are not met.

As discussed, the Board will meet at 6:30 p.m. on February 16, 2023, to review the second draft of the 2023/2024 budget, in advance of the 7:00 p.m. regular Park Board Meeting.

Frankfort Square Wildcats are proposing to install a logo sign on the back of the scoreboard at Union Creek Park. Following a review of the proposal and a full discussion, the Park Board agreed to support the non-illuminated version that will be fully funded by the Frankfort Square Wildcats. Audrey will forward the proposal to Dr. Paul McDermott, Superintendent of SHSD 161 to get School District thoughts on the matter.

Audrey Marcquenski met with Dr. Scott Tingley, Superintendent of LWCHSD 210 to review the Intergovernmental Agreement between the School District and the Park District. The School District is committed to continue with the IGA, however, it was last approved by both Boards in 2016 and needs to be updated, as some of the items no longer apply. The Park District is refreshing the IGA, based on the meeting discussion, will forward a copy to Dr. Tingley for his input, and it should be included on the February 16, 2023 Board Meeting agenda for consideration.

Ms. Marcquenski met with Dr. McDermott, Superintendent of Summit Hill School District 161, on January 13, and noted that these monthly meetings have been helpful and productive, and that the Park District also enjoys a positive intergovernmental relationship with District 161.

Audrey Marcquenski requested an Executive Session at the conclusion of this meeting to review closed session minutes and recordings.

X. Committee Reports

A. Maintenance

Marlon Medina joined the Park District staff on December 19, 2022 as the new Assistant Superintendent of Parks. He began just prior to a winter storm, came ready to work, and has been a nice fit. Marlon has been getting “windshield” time on the front-end loader and changed ceiling tiles, utilizing the scissor lift.

As discussed in the above Executive Director’s Report, the 2023, 2024, and 2025 landscape bid has been posted.

B. Recreation

Audrey Marcquenski noted that it has been nice meeting with Dr. Tingley and it’s also helpful to receive resident input regarding the F.A.N. program. Following the Covid shutdown, the program has been well-attended, and sales of membership passes have been strong.

C. Information Technology

Sufficient information was included in the January Executive Director’s Report.

D. Special Recreation

Audrey Marcquenski reported that LWSRA conducted its monthly Board Meeting on Tuesday, January 16, and Dave Macek was in attendance, as President of the LWSR Foundation.

Mr. Macek reported that he presented LWSRA with a \$40,000 check from the LWSR Foundation, and that it was much appreciated by the agency.

The donation was made possible through the Foundation’s three annual fundraisers that included two golf outings and the Breakfast with the Bunny in 2022. In 2023, the Foundation scheduled a golf outing at The Sanctuary in New Lenox and are working towards a second golf outing at Green Garden Country Club & Driving Range in Frankfort. It is hoped that since the outing would be closer to home, the second event will grow, and subsequently, enable the Foundation to increase its annual donation from \$40,000 to \$50,000 next year.

E. Finance and Planning

Audrey Marcquenski reported that following the final debt payment of the 2002 referendum in 2021 which lowered the District’s debt service and subsequently resident Park District taxes, all has balanced out, as planned.

The District is in a good financial position and is not expected to sell Tax Anticipation Warrants in 2023.

F. Golf Course

Plans are underway to participate in the Golf Expo at the Tinley Park Convention Center from February 3 through February 5, and staff will again work the Square Links booth.

Campfire Concepts developed new logo with a slight name change from Square Links Golf Course & Driving Range to Square Links Golf Course & Practice Center, and staff are reviewing what will need to be updated to accommodate these changes.

G. Office

Sufficient information was included in the January Executive Director's Report.

H. Risk Management

Linda Mitchell, Assistant to the Executive Director, provided a Power Point presentation related to the new Positive Activities Towards Health, PDRMA Health's wellness program that is available to all insurance-eligible and permanent part-time staff.

I. Community Updates

No report.

J. FOIA

Audrey Marcquenski, FOIA Officer, received and responded to a request for information under the Freedom of Information Act from Shane Butts of Huber Landscape, inquiring about the landscape companies the Park District uses and the cost for their services over the past three years. Staff developed a response that was reviewed by the District's Legal Counsel, and a response was provided within three days of receipt.

XI. Old Business

Commissioner, Joe Vlosak, referenced recent concerns about the cost of F.A.N. membership for seniors, and noted that annual fee is reasonable and is required to cover staffing and maintenance costs.

Commissioner, Denis Moore asked what the senior age is, and Audrey Marcquenski replied that it is 62 years of age.

XII. New Business

The first draft of the budget was prepared, and a copy was provided to each Board Member in advance of said meeting for review, and was discussed in this meeting's Executive Director's Report.

Commissioner Comments

No comments were provided.

XIII. Executive Session

Craig Maksymiak made Motion 23-1811 to enter into Executive Session at 8:09 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from Executive Sessions, both written and verbatim audio for the purpose of determining which sessions can be released for public inspection, and which, if any, closed session minutes may still require confidential treatment, in accordance with 5 ILCS 120/2 (C) (11).

Denis Moore made Motion 23-1812 to go out of Executive Session and return to open session at approximately 8:10 p.m. Phil Cherry seconded. Motion carried.

XIV. Consideration of Resolution 23-01-39

Audrey Marcquenski requested consideration to adopt Resolution 23-01-39, a Resolution authorizing the release of closed session minutes and the destruction of closed session audio recordings, a copy of which was provided to each Board Member for review in advance of said meeting.

Denis Moore made Motion 23-1813 to adopt Resolution 26-01-39, as presented. Craig Maksymiak seconded. Motion carried in a vote by voice.

Per Board direction and decision regarding which closed session minutes should be released for public inspection, which closed session minutes require confidential treatment, and which verbatim audio recordings of closed sessions should be destroyed. Resolution 23-01-39 will be updated with said detail and will be linked to the January 19, 2023 Board Meeting agenda for public inspection.

Vote on Motion Ayes: Phil Cherry, Craig Maksymiak, Denis Moore, Joe Vlosak, and Dave Macek. Abstained: None. Nays: None. Motion passed.

XV. Adjournment

Craig Maksymiak made Motion 23-1814 to adjourn the meeting at 8:11 p.m. Joe Vlosak seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell