

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 16, 2023

The following are Minutes of a budget meeting and regular 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, Craig Maksymiak, and Joe Vlosak.

Denis Moore participated via remote audio conference.

Also present were: Audrey Marcquenski, Executive Director/Board Secretary, Linda Mitchell, Recording Secretary, and Ryan Holley, Consolidated Election Candidate.

IV. Public Input

No members of the public were present.

V. Correspondence

A. Appreciation

Audrey Marcquenski presented a letter for Board review that she received from the Cancer Support Center, thanking the Park District for providing a foursome of golf to Square Links as a raffle prize in support of their organization's 2023 Annual Spring Gala.

VI. Presentation of the January 19, 2023 Board Meeting Minutes and January 19, 2023 Executive Session Minutes.

Craig Maksymiak made Motion 23-1815 to accept the January 19, 2023 Board Meeting Minutes as presented. Dave Macek seconded.

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

Audrey Marcquenski distributed written copies of the January 19, 2023 Executive Session Minutes to each Board Member and requested review and approval of same.

Dave Macek made Motion 22-1816 to accept the January 19, 2023 Executive Session Minutes as presented. Phil Cherry seconded.

Ms. Marcquenski noted that said minutes shall remain closed unless the Board determines they can be released following review of Executive Sessions during the May 18, 2023 Meeting of the Park Board.

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

VII. Legal Report

Ed Reidy, Superintendent of Parks, was in attendance to present bid results from the Landscape Maintenance Services public bid opening for the 2023, 2024, and 2025 seasons and provided the following details:

Eight contractors bid on the project, three of which were previous contractors. Ed is recommending awarding eighteen park sites to Seasons, formerly Carefree, up from fifteen park sites they previously managed. Seasons would continue to work at Union Creek and Lincoln-Way North, as the company is familiar with both sites.

Ed is comfortable with the multi-contractor system and recommends awarding project to four different companies. It worked well over the last three years and provides a sense of competition. If a contractor is not meeting expectations, the District could reassign the sites to in-house contractors.

Three of the four companies have experience with the Park District through mowing and sealcoating. The fourth is a recommendation by the new Assistant Superintendent of Parks, Marlon Medina, who worked with the company in his previous position.

The Park District was fortunate to have begun the process of hiring out mowing and landscaping services in 2020, just before the Covid shutdown. Other districts struggled to maintain their parks as employees were laid off, while our contractors continued to provide services.

Commissioner, Frank Florentine, asked if Ed is recommending awarding parks to the lowest bidders. Ed noted not all sites went to lowest bidders as they are assigned geographically and for administrative convenience, allowing Park staff to monitor grouped sites. If accepted, the overall cost works well and is below budget.

Contractors had the option to bid on mowing and landscaping or bid on mowing or landscaping only.

President, Ken Blackburn, noted that the bid covers three seasons, 2023 through 2025, and asked if the pricing is set for three years. Ed stated the pricing is meant to remain static, however, current contractors have requested fuel adjustments, and the changes were still within budget.

Treasurer, Craig Maksymiak, noted that potential price increases should be built in. Ms. Marcquenski stated that there is flexibility in the budget. In addition, we no longer pay for mowing services at Lincoln-Way North, the largest account, second only to Union Creek Park. Jim Randall previously asked the School District to assume financial responsibility, and the Park District simply hires the contractor and oversees their work.

As there were no additional questions or comments, Audrey Marcquenski requested consideration of bid awards to the best responsive bids and best responsible bidders, per the results from the Landscape Maintenance Services public bid opening for the 2023, 2024, and 2025 seasons, as orally presented and recommended by Ed Reidy.

Dave Macek made Motion 23-1817 to award mowing and landscaping services to the best responsive bids and the best responsible bidders following the public bid opening for the 2023, 2024, and 2025 seasons, as presented. Craig Maksymiak seconded.

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

Ms. Marcquenski requested consideration to accept the plan for Graefen Development to construct a pergola adjacent to the Community Center Splash Park for an amount not to exceed \$30,000, a copy of which was provided to each Board Member prior to said meeting.

Frank Florentine asked if the District had a similar structure. Ms. Marcquenski noted Graefen Development constructed similar structures that includes the Nature Center arbor, Square Links clubhouse arbor and seating area at Hole #1, and a pergola adjacent to the Community Park pickleball courts.

It was further noted that the Park Board approved a metal roof structure last year for the Splash Park, however, issues in securing materials in a timely manner did not allow for the project to move forward in 2022.

Craig Maksymiak made Motion 23-1818 to accept the plan for Graefen Development to construct a pergola adjacent to the Community Center Splash Park for an amount not to exceed \$30,000, as presented.

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

Ms. Marcquenski requested consideration to enter into a revised intergovernmental agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District, providing for the use of Lincoln-Way High School Facilities, a copy of which was provided to each Board Member prior to said meeting.

Craig Maksymiak appreciates the fact that the IGA will be reviewed annually and will remain in force, unless either party decides to terminate the agreement, as the previous agreement extended to 2037. Dave Macek stated that it is not advisable to extend a contract that would affect future Boards.

Ms. Marcquenski stated that the updated IGA reflects current usage and eliminates items that are no longer relevant, such as use of the Performing Arts Center and that the Park District is no longer financially responsible to pay for mowing of the Lincoln-Way North campus.

Craig Maksymiak made Motion 23-1819 to enter into a revised intergovernmental agreement by and between the Lincoln-Way Community High School District 210 and the Frankfort Square Park District, providing for the use of Lincoln-Way High School Facilities, as presented. Dave Macek seconded.

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

Audrey Marcquenski requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff to attend the 2023 Nationals dance competition in Pigeon Forge, Tennessee on July 9 through July 14, copies of which were provided to each Board Member prior to said meeting.

Phil Cherry made Motion 23-1820 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff to attend the 2023 Nationals dance competition in Pigeon Forge, Tennessee on July 9 through July 14, as presented. Frank Florentine seconded.

A full discussion ensued regarding mileage rates, the need to cover Park District expenses, the choice of personal vehicles, the number of dancers, and whether the mileage amount would be sufficient. Ms. Marcquenski explained that the GSA website is used to calculate travel expenses, including lodging, however the Park District has the authority to increase the cost for lodging by up to 300%, as the \$98 allowed in Pigeon Forge is insufficient, and the event hotel rate of \$179 was used to determine this reimbursable expense.

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

VIII. Treasurer's Report

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

Dave Macek made Motion 23-1821 to accept the Accounts Payable Listing. Frank Florentine seconded.

Frank Florentine asked if the District has experienced increases in its electric and gas bills. Ms. Marcquenski stated that there have been moderate increases, however there are delays in how electric bills are received, and there has been nothing substantial at this time.

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

IX. Executive Director's Report

Ms. Marcquenski reported that the Will County Clerk's Office sent notification regarding the annual filing of Statements of Economic Interests (SEI) by the deadline of May 1, 2023. Incumbent Consolidated Election candidates are required to file, as their election packet SEI is specific to candidates, and they are required to also file as seated Board Members.

A discussion regarding the Frankfort Square Wildcat's request to install a sign at the Union Creek Park football field met with no opposition during the January 19, 2023 Board Meeting. As there were no additional comments or concerns, Ms. Marcquenski will inform Jim Zawilinski, Wildcats Football President, that the Park District and Summit Hill School District approve of their purchase and installation of the non-illuminated sign.

Ms. Marcquenski is looking for Board volunteers to serve on the 2023 FSPD College Scholarship judging committee, and three Board Members agreed to participate as judges.

Ms. Marcquenski reported that LabCorp conducted on-site biometric screening on February 10, 2023 for staff that participate in the PDRMA PATH program as part of the health insurance benefit. Previously, the Park District paid Ingalls to complete health screenings, however, PDRMA paid for the LabCorp screening and provided participating staff with \$25 in taxable income, PATH incentive points, and breakfast items, as the screening required a 9+ hour fast.

The owner of Jimbooo's Italian Beef is hoping to open his restaurant at the Square Links clubhouse this spring.

X. Committee Reports

A. Maintenance

The main focus in the Maintenance department has been on the Landscape Maintenance Services bid.

The District's upholstery instructor taught Parks staff how to repair the LWN field house divider. In addition, experts inspected the curtain and noticed there is a design flaw as it has too much screening at the top, causing undue pressure to the solid portion at the bottom. A temporary fix was completed, but the curtain will need to be replaced in the future.

B. Recreation

Ms. Marcquenski started a conversation with the former supervisor of senior programming for Frankfort Township. She is a talented individual that manages this area of programming and would be a tremendous asset to our District. She may offer a previously planned week-long trip to Niagara Falls and Toronto, for residents and individuals living outside our Park District's borders. The matter of traveling outside of the country is being reviewed with the District's risk management insurance agency, PDRMA, and if all are comfortable, Ms. Marcquenski will consider moving forward with hiring the senior programmer to make these new opportunities available.

Rich Shereck, the popular Rogus School gym physical education teacher, designed basketballs that facilitate the game of HORSE. Ms. Marcquenski, John Keenan, Superintendent of Recreation, and Pam Moloney, ELC Preschool Lead Teacher, met with Mr. Shereck, and he is now part of the FSPD team, instructing its Pee Wee Sports program.

C. Information Technology

No report

D. Special Recreation

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

E. Finance and Planning

No report

F. Golf Course

John Keenan and Dan Coughlin, Athletic Supervisor, did a wonderful job in preparing for and representing Square Links Golf Course at the Tinley Park Golf Expo where they secured 258 new contacts.

Square Links was opened on Super Bowl Sunday and thanks to the weather, there was a record turnout of 75 golfers.

Preparations are well-underway to open for the 2023 season and will include a few signage changes with the new logo.

G. Office

Sufficient information was included in the February Executive Director's Report and monthly summary.

H. Risk Management

Staff are preparing for the 2023 Risk Management Review that will focus on injury prevention, cyber liability training, and how best to address ownership of Scout trailer titles and property, as our District serves at the Scout's charger organization and their group cannot own property.

I. Community Updates

No report.

J. FOIA

Audrey Marcquenski, FOIA Officer, received and responded to two requests for information under the Freedom of Information Act from Holly Teague of BrightView Landscapes and from Jim Webb of Integrity Landscaping, Inc. Ms. Teague requested information on current landscape maintenance contractors, and Mr. Webb requested bid results from the 2020 landscape maintenance public bid. Staff provided responses and closed the matters on the same day of receipt. Moving forward, the District will retain bid award information on the Bid/RFP List on its website homepage, enabling contractors to access information without going through the FOIA process in an effort to alleviate FSPD staff time and legal expense

XI. Old Business

Notice of the 6:30 p.m. budget meeting was posted on the District's website and at the Community Center. All Board Members were present, with Commissioner, Denis Moore participating via audio, and Ms. Marcquenski reviewed the second draft of the 2023/2024 budget, a copy of which was provided to each Board Member in advance of said meeting.

The meeting focused on the Corporate Fund, and also highlighted various line items in the Recreation, Paving & Lighting, and the Golf Course Fund.

Commissioner questions were answered, and suggestions will be incorporated into the third draft that will be presented at the March 16, 2023 meeting of the Park Board.

Commissioner, Joe Vlosak, noted that there was a discussion regarding abstentions related to Board Meeting minutes during the January 19, 2023 Board Meeting, where it was understood that if Board Members were absent in a prior meeting but reviewed minutes from said meeting, there is no requirement to abstain when considering the minutes for approval.

XII. New Business

No new business was discussed.

Commissioner Comments

No comments were provided.

XII. Executive Session

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

XIV. Adjournment

Dave Macek made Motion 23-1822 to adjourn the meeting at 7:50 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell