

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 18, 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: Ken Blackburn, Phil Cherry, Frank Florentine, Dave Macek, Craig Maksymiak, and Joe Vlosak.

Denis Moore arrived at 7:09 p.m.

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

III. Pledge of Allegiance

IV. Public Input

No members of the public were present.

V. Correspondence

Appreciation:

Email with photos received from Girl Scout Troop leader thanking Ed Reidy, Superintendent of Parks, for assisting the Girl Scouts in planting a tree at Rogus School on the April 22, 2023 Scout Clean Up Day.

Email received from a PAWS Animal Shelter fundraising organizer, expressing appreciation for the Park District's support, through donating a foursome of golf at Square Links Golf Course & Practice Center raffle prize for their May 13 event.

VI. Presentation of the April 20, 2023 Board Meeting Minutes.

Joe Vlosak made Motion 23-1835 to accept the April 20, 2023 Board Meeting Minutes 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.

VII. Oath of Office

Phil Cherry, Ryan Holley, and Craig Maksymiak, candidates that were elected to the Office of Park Commissioner at the Consolidated Election held on April 4, 2023, were sworn in to serve four-year terms of office as Park Board Commissioners.

VIII. Election of Officers

Dave Macek made Motion 23-1836 to open the floor for the nomination of officers. Craig Maksymiak seconded. Motion carried in a vote by voice.

Dave Macek made Motion 23-1837 to nominate Ken Blackburn as President. Frank Florentine seconded. Motion carried in a vote by voice.

Craig Maksymiak made Motion 23-1838 to nominate Dave Macek as Vice President. Denis Moore seconded. Motion carried in a vote by voice.

Dave Macek made Motion 23-1839 to close the floor for the nomination of officers. Frank Florentine seconded. Motion carried in a vote by voice.

IX. Board Appointments

President, Ken Blackburn, appointed Audrey Marcquenski to serve as Secretary of the Board of Commissioners. Ms. Marcquenski accepted said appointment.

President, Ken Blackburn, appointed Craig Maksymiak to serve as Treasurer of the Board of Commissioners. Mr. Maksymiak accepted said appointment.

President, Ken Blackburn, appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation.

President, Ken Blackburn, appointed Audrey Marcquenski and Dave Macek to serve as FOIA and OMA Officers. Ms. Marcquenski and Mr. Macek accepted said appointments.

President, Ken Blackburn, appointed Dave Macek to serve as Risk Management and Personnel Liaison. Dave Macek accepted said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:00 p.m., and the regular December Board Meeting will be held on Monday, December 4, 2023, at 7:00 p.m., preceded by the Truth in Taxation Hearing at 6:30 p.m. Said meetings will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's regular August Board Meeting and the regular November Board Meeting will be held at 7:00 p.m. at the Square Links Golf Course Clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois.

Check signing authority was granted to the following individuals: Audrey Marcquenski, John Keenan, Ed Reidy, Ken Blackburn, Dave Macek, and Craig Maksymiak.

The Board named the *Daily Southtown* as the newspaper of choice for legal ad publications.

President, Ken Blackburn, appointed Audrey Marcquenski to the LWSRA Board, and John Keenan to serve as an alternate.

The Board named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts and Dalena Welkomer was appointed to serve as the Bond Counsel.

X. Legal Report

President, Ken Blackburn, presented Resolution No. 23-05-40, a Resolution Forming a Committee on Local Government Efficiency, a copy of which was provided to each Board Member in advance of said meeting.

Frank Florentine made Motion 23-1840 to approve Resolution No. 23-05-40, a Resolution Forming a Committee on Local Government Efficiency, as presented. Dave Macek seconded.

Ms. Marcquenski noted that residents, Pam Kohlbacher and Bonnie Roach are happy to serve on the Local Government Efficiency Committee. The Committee will meet three times over the next eighteen months, and the meetings will follow regular Board Meetings.

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

President, Ken Blackburn, presented Resolution No 23-05-41, a Resolution adopting a Section 125 Premium Only Plan for employees that qualify as participants, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Craig Maksymiak made Motion 23-1841 to approve Resolution No. 23-05-41, a Resolution adopting a Section 125 Premium Only Plan for employees that qualify as participants, as presented. Phil Cherry seconded.

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

President, Ken Blackburn, presented amended travel reimbursement forms for Braemar Dance Center's Company 2023 National Competition Trip to Pigeon Forge, Tennessee, July 19-24, 2023, copies of which were provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 23-1842 to approve amended travel reimbursement forms for Braemar Dance Center's Company 2023 National Competition Trip to Pigeon Forge, Tennessee, July 19-24, 2023, as presented. Phil Cherry seconded.

Treasurer, Craig Maksymiak, noted an error on the travel expense forms as they should be close to the same amount with a minor adjustment for mileage. The matter was acknowledged, and the incorrect form will be adjusted accordingly.

Ms. Marcquenski stated the original forms, previously approved, have been updated to reflect the requested two additional nights, and that when staff contacted the hotel, the discounted rate was no longer available, however the amount requested is within allowable parameters.

President, Ken Blackburn, asked if the travel expenses detail dance teacher expenses only and if family members are responsible for their own expenses. Ms. Marcquenski answered affirmatively.

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

President, Ken Blackburn, presented Resolution No. 23-05-42, a Resolution approving an Intergovernmental Agreement with LWSRA to authorize the continuation of the additional contribution for capital improvement projects to the LWSRA facility, a copy of which was provided to each Board Member in advance of said meeting, and requested consideration of same.

Dave Macek made Motion 23-1843 to approve Resolution No. 23-05-42, a Resolution approving an Intergovernmental Agreement with LWSRA to authorize the continuation of the additional contribution for capital improvement projects to the LWSRA facility, as presented. Phil Cherry seconded.

Ms. Marcquenski reported that our Park Board approved this requested rate continuation over a year ago, however, other LWSRA member agencies did not act as expeditiously, resulting in the need to reintroduce and formalize the action.

Commissioner, Denis Moore, asked Ms. Marcquenski to describe the relationship with LWSRA, to provide a better understanding for newer Board Members. Ms. Marcquenski stated that park districts levy taxes to provide recreational opportunities for individuals with special needs. Our District combines with seven other local park districts, and together all pool their money to support the LWSRA's mission. Their staff is dedicated, dynamic, and passionate about what they do, and they can make a difference in the lives of their participants and their families in ways we, as a traditional recreation provider, could not.

Mr. Maksymiak stated that although we support LWSRA with tax dollars levied for special recreation, not all 100% of the assessment is given to their agency, as the Park District also uses those dollars to support related opportunities.

Vice President, Dave Macek, and LWSRA Foundation President noted the LWSRA staff enjoy what they do, and they do it well.

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

XI. Treasurer's Report

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

Craig Maksymiak made Motion 23-1844 to accept the Accounts Payable Listing. Dave Macek seconded.

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

XII. Executive Director's Report

Audrey Marcquenski addressed all present for the purpose of honoring Commissioner, Joe Vlosak, on his last official meeting of the Park Board. Ms. Marcquenski first met Mr. Vlosak when he was volunteering for the Park District long before he joined the Park Board. Joe has given his time and efforts in support of this community that included ten years of service as a Park Board Commissioner. During his tenure, Mr. Vlosak was instrumental in the growth of the District and Ms. Marcquenski thanked him for the following accomplishments, noting they are but of few highlights:

- National Gold Medal Grand Plaque Award in 2016
- Completion of two Community-Wide Surveys and Internal Equity Salary Study and Wellness Assessment.
- Approval of the 2018 \$1.4 million "No Tax Increase Mini Referendum" that provided capital improvements and repairs throughout the District.
- Awarding of \$92,000 College Scholarships to 92 high school students from 2014 to 2023.
- Received over \$216,000 in grant dollars for the Island Prairie Park Boardwalk Extension, Community Park Redevelopment, and tree replacement throughout the District.

Mr. Vlosak explained that he first sat in a Park Board Meeting to gain a better understanding of the Park District. Joe said he came at the right time, as there was a Board vacancy. He submitted a letter of interest and was appointed to fill the vacant position. Joe further stated the accomplishments Audrey detailed were a group effort. He also felt it was time to step down and let a new person come on board, and hopefully continue to provide support to our community.

Commissioners, Frank Florentine and Phil Cherry represented the Park District at the May 10 Lincoln-Way East Community Scholarship Night and presented six scholarship awards to well deserving seniors: Maddalyn Alford, Jacob Coulson, Catherine Ehmen, Sabriah Faber, Victoria Lucarelli, and Brooklyn Mortell.

Phil Cherry reported that 185 scholarships were awarded to 145 students and that so many have bright futures ahead, including some going to big ten schools and two that will be attending the University of Iowa on Chick Evans golf scholarships.

Staff have been researching maintenance management software and decided upon a program that will coordinate with RecTrac to assign and receive work orders, schedule inspections, track inventory, and provide reports, etc., for an annual cost of \$5,000. Mr. Florentine asked if the software package would allow for scheduling actions on a regular basis, and Audrey noted it will track and send automatic reminders to staff.

The Park District will enter into an agreement for the 2023 season with GolfNow, a division of NBC Sports that provides an online booking service for tee times that can provide a great marketing tool for Square Links by increasing exposure.

Ms. Marcquenski requested an Executive Session at the end of the meeting for the purpose of reviewing closed session minutes and audio recordings.

XIII. Committee Reports

A. Maintenance

Two new lighted pond fountains were installed at Arbor Park, and Ms. Marcquenski reported that all are getting to the age where they will need replacement.

A jon boat was ordered along with an aquatic weed mower that will attach to the boat and churn up and minimize invasives plants in ponds.

B. Recreation

Ms. Marcquenski congratulated the talented BDC dancers, their instructors, and families on the awesome Showcases that were held on Saturday, May 13 at the Lincoln-Way West Performing Arts Center.

Early Learning Center preschoolers are enjoying end of year field days and the 4-year-old students are practicing for graduation that will be held at Lincoln-Way North.

The newly constructed pergola was painted, and staff are in training for the opening of the Splash Park over Memorial Day weekend.

C. Information Technology

The server transition is now complete.

D. Special Recreation

LWSRA hosted the North American Wheelchair World Basketball Championship at Lincoln-Way North, May 5-7.

The LWSR Foundation will host their annual golf outing fundraisers this summer and Mr. Macek noted that in addition to the event at The Sanctuary in New Lenox on August 11, they will also hold an outing at Green Gardens Country Club on August 18.

Dave Macek reported that two individuals have expressed interest in serving on the LWSR Foundation Board.

E. Finance and Planning

No report

F. Golf Course

There have been intermittent technical difficulties with Toptracer related to the router. An independent contractor is working towards resolving the issue.

Reliable Property Services head groundskeeper, Hunter Rowe, identified black cut worms on the greens and treated them overnight to ensure good results.

G. Office

Sufficient information was included in the monthly report.

H. Risk Management

Sufficient information was included in the monthly report.

I. Community Updates

Park District staff are working with the Maddog Strong Foundation organizers in support of their annual Giving Tree Dedication on June 23 and Miles for Maddog Run/Walk on June 24. FSBL rescheduled their parade to June 24, however, both organizations are in touch and do not expect any conflicts with their respective routes.

Denis Moore inquired about the amount of land owned by the Park District, stating he previously learned it was quite substantial compared to other districts, and would be advantageous to publicize this fact for our taxpayers.

Dave Macek asked if there were any updates on the progress of the 80th Avenue bridge project, and Ms. Marcquenski will be meeting with Village of Tinley Park officials to review this project and other matters pertinent to the Village and Park District.

J. Freedom of Information

There were no FOIA requests received over the past month.

XIV. Old Business

No old business was discussed.

XV. New Business

No new business was discussed.

Commissioner Comments

Phil Cherry thanked Joe Vlosak for all he has done for the residents of our community and for the guidance he and all Board Members have provided to him personally.

Frank Florentine thanked Joe and wished him good luck.

Denis Moore thanked Joe for all his volunteer work over the years that benefited the Frankfort Square Wildcats, Lincoln-Way North Athletic Boosters, and Scouts. He also commended Joe for the great job he has done on the Park Board and knows that we are not saying goodbye.

Ryan Holley thanked Joe Vlosak and stated that he will have big shoes to fill.

Dave Macek agreed with all comments and noted that he originally met Joe while volunteering with the Lincoln-Way Boosters, and wished him the best of luck.

Joe thanked all for their kind words and stated that he appreciated helping the children and residents of the community through all his involvement in youth sports and Scouting, and that although he stayed on four years after his last child aged out, he realized that it's time for new people in the community to step up and become active whether through sports or service on the Park Board.

Craig Maksymiak noted that he appreciates all Joe has done for the community over the years.

Ken thanked Joe for all his years of service to the community and Park Board. Ken also welcomed Ryan Holley and noted that all Board Members are available to answer any questions he may have or offer assistance as needed.

XVI. Executive Session

Dave Macek made Motion 23-1845 to enter into Executive Session at 8:08 p.m. Denis Moore seconded. Motion carried in a vote by voice.

The Park Board reviewed written minutes from closed Executive Sessions from January 19, 2023 and March 16, 2023 to determine if the minutes can be released for public inspection or if they may still require confidential treatment. The Park Board also reviewed verbatim audio minutes from August 19, 2021 to determine if the minutes could be destroyed.

Dave Macek made Motion 23-1846 to go out of Executive Session and return to open session at 8:09 p.m. Craig Maksymiak seconded. Motion carried.

XVII. Consideration of Resolution 23-05-43

Audrey Marcquenski requested consideration to adopt Resolution 23-05-43, 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.

Phil Cherry made Motion 23-1847 to adopt Resolution 23-05-43, as presented. Craig Maksymiak seconded. Motion carried in a vote by voice.

Per Board direction and decision regarding which Executive Session minutes should be released for public inspection and which Executive Session minutes require confidential treatment, Resolution 23-05-42 will be updated with said detail and linked to the May 18, 2023 minutes for public review.

XVIII. Adjournment

Dave Macek made Motion 23-1848 to adjourn the meeting at 8:10 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell