

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
June 15, 2023

The following are Minutes of a Budget & Appropriation public hearing and a meeting of the Frankfort Square Park District Board of Commissioners Park District, held at the 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, Ryan Holley, Frank Florentine, and Craig Maksymiak.

Absent were: Dave Macek and Denis Moore.

Also present were: Audrey Marcquenski, Executive Director/Park Secretary, and Linda Mitchell, Recording Secretary, Julie Arvia, FSPD resident.

III. Pledge of Allegiance

IV. Public Hearing/Public Input

Craig Maksymiak made Motion 23-1847 to open the floor for the Public Hearing of the Budget and Appropriation Ordinance No. 23-06-348 for Fiscal Year May 1, 2023 through April 30, 2024. Frank Florentine seconded. Motion carried in a vote by voice.

Julie Arvia, Park District resident, was present to comment on the Cardno, now Stantec, Natural Areas Site Assessment and Management Report that was posted to the District's website. Ms. Arvia cited the report's assessment that states "The Interpretive Garden is not accomplishing the core goals of park user education and recreation" and recommends the site as a high priority for management. Ms. Arvia is hopeful that since the District committed to securing a report, that it will continue to make improvements to the Interpretive Garden. She has seen progress, with vegetation having been recently mowed and new ramps installed on the boardwalk. Ms. Arvia also noted the site was made possible through a 2008 OSLAD grant and in 2010 was an award-winning landscape. With support and commitment, Ms. Arvia noted it can again be an award-winning landscape.

No other members of the public were present, and the floor for the public hearing remained open for thirty minutes while other business, not pertinent to Budget and Appropriation Ordinance No. 23-06-348, was duly transacted during said meeting.

Phil Cherry made Motion 23-1848 to close the floor and adjourn the public hearing at 7:30 p.m. Ryan Holley seconded. Motion carried in a vote by voice.

V. Correspondence

Ms. Marcquenski shared the following correspondence received over the past month.

A. Informative

Letter received from a resident in the Hunter Woods subdivision requesting a bike rack at Square Links Golf Course and response from the Executive Director noting the Park District will purchase and install a bike rack, as requested.

Letter received from a resident in White Oak Estates subdivision, requesting renovations and upgrades at White Oak Park and response from the Executive Director noting the Park District's playground inspector would schedule a special inspection at this park site.

Letter received from a Park District resident requesting additional benches at Indian Boundary South Park, and response from the Executive Director stating that benches would be ordered and installed this season.

Ms. Marcquenski noted the above letters included good suggestions that will be accomplished.

B. Appreciation

Thank you notes received from recipients of the Park District's 2023 College Scholarship Program awards.

VI. Presentation of the May 18, 2023, Board Meeting Minutes.

Craig Maksymiak made Motion 23-1849 to accept the May 18, 2023, Board Meeting Minutes as presented. Phil Cherry seconded.

Vote on Motion: Ayes: Phil Cherry, Ryan Holly, Frank Florentine, Craig Maksymiak, and Ken Blackburn. Nays: None. Abstained: Motion passed.

Presentation of the May 18, 2023, Executive Session Minutes.

Frank Florentine made Motion 23-1850 to accept the May 18, 2023, Executive Session Minutes as presented. Ryan Holley seconded.

Vote on Motion: Ayes: Phil Cherry, Ryan Holly, Frank Florentine, Craig Maksymiak, and Ken Blackburn. Nays: None. Abstained: Motion passed.

VII. Legal Report

Ken Blackburn read Budget and Appropriation Ordinance No. 23-06-348 into the record, a copy of which was provided to each Board Member in advance of said meeting, and asked for consideration of same.

Craig Maksymiak made Motion 23-1851 to adopt the Budget and Appropriation Ordinance No. 23-06-348 as presented. Frank Florentine seconded.

Ms. Marcquenski noted the Budget and Appropriation Ordinance is an annual requirement that provides leeway in spending, allowing the District, per Park Code, to expense 10% to 15% over its budget.

The Ordinance was displayed in the lobby thirty days prior to adoption and a legal notice was published in the June 7 edition of the *Daily Southtown*, no more than fourteen days or less than seven days prior to adoption. Certified copies of the Ordinance and Certification of Estimate of Revenue will be filed with the Will and Cook County Clerk's Offices

Vote on Motion: Ayes: Phil Cherry, Ryan Holly, Frank Florentine, Craig Maksymiak, and Ken Blackburn. Nays: None. Abstained: Motion passed.

VIII. Treasurer's Report

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

Craig Maksymiak made Motion 23-1852 to accept the Accounts Payable Listing. Phil Cherry seconded.

Audrey Marcquenski reported that the District received \$1,265,621.23 in property tax distributions from Will County this morning.

Vote on Motion: Ayes: Phil Cherry, Ryan Holly, Frank Florentine, Craig Maksymiak, and Ken Blackburn. Nays: None. Abstained: Motion passed.

IX. Executive Director's Report

The first in the 2023 summer series of Path to Reading stories will be installed at Island Prairie Park on Friday, June 16. In addition, the District will purchase and install permanent aluminum sign panels and may recommend a future sign installation as a potential future Eagle Scout project.

Staff met with Planning Resources, Inc. to discuss the redevelopment of Hunter Prairie Park as an OSLAD grant project. Audrey commended Bookkeeper, Sue Baker, for her tenacity in successfully completing the pre-award Grant Accountability and Transparency Act eligibility requirement, per State Statute 30 ILCS 708/1.

Ms. Marcquenski further noted that Hunter Prairie Park was one of four parks originally developed as a grant project in 1981. Redevelopment of this park site, if awarded the grant, would include new playground equipment, community gardens, a walking path, refreshed tennis courts and baseball field, a rain garden and Illinois shade trees. The Park District would be responsible for \$400,000 of the \$800,000 matching fund grant.

Resident input is critical to the process, and community meetings will be held at the Park District's Administration Building on June 28 and July 12 at 7:00 p.m.

The July 20 Board Meeting agenda will include a resolution authorizing the OSLAD grant application for the Hunter Prairie Park Redevelopment.

Lauterbach and Amen completed the on-site portion of the District's annual audit. Ms. Marcquenski noted this will be the final year with the current audit team. The Board can elect to stay with Lauterbach and Amen, but with a different team. The auditors offered to present the completed report at the August 18 meeting of the Park Board, however, Treasurer, Craig Maksymiak, noted we had a good presentation last year, and President, Ken Blackburn, agreed that audit presentations could be conducted every other year.

Staff began a conversation with Jarrod Scheunemann from Campfire Concepts regarding development of a master plan and strategic plan which could be blended into a single document. Additional information may be available in mid-July.

Ms. Marcquenski has an appointment at Old Plank Trail Community Bank to complete bond payments in advance of their July due dates.

X. Committee Reports

A. Maintenance

Seasonal staff are trained and working hard. Ms. Marcquenski noted it is nice to see the additional help over the summer months, and two college students were welcomed to the Park District the week of June 12.

One of the newly hired mowing contractors was unable to meet expectations, and thanks to the District's multi-contractor system, the contractor's assigned properties were split between two other existing mowing contractors and all is going well.

New playground slides were ordered for Crystal Lake and Kiwanis Parks.

B. Recreation

Preschool staff met their goal to expand registration to pre-Covid numbers by including the early childhood classes with open house events and through community outreach. Thanks to the efforts of this dynamic group, the ELC preschool now has two 3-year-old and two 4-year-old classes for the 2023/2024 school year.

The District's BDC dancers represented the Park District, performing on stage at Breidert Green during the Village of Frankfort's 60423 Day.

C. Information Technology

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

D. Special Recreation

Ms. Marcquenski asked for Board consideration to provide a \$750 sponsorship for LWSRA's annual golf outing fundraiser to be held on August 18, 2023.

Craig Maksymiak made Motion 23-1853 authorizing the provision of a \$750.00 sponsorship for LWSRA's annual golf outing fundraiser to be held on August 18, 2023, as requested. Ryan Holley seconded.

Vote on Motion: Ayes: Phil Cherry, Ryan Holly, Frank Florentine, Craig Maksymiak, and Ken Blackburn. Nays: None. Abstained: Motion passed.

E. Finance and Planning

No report

F. Golf Course

Driving range and golf sales are up from the previous year, and good weather conditions combined with marketing efforts are credited with the increase. Ms. Marcquenski also noted that over the past two weeks, 90+ new users booked tee times on Teesnap.

Square Links is on GolfNow, an NBC Sports online booking service, which can introduce new golfers to our course and/or provide patrons with another way to sign up for tee times.

Staff have been preparing for the Father's Day weekend, historically the busiest weekend of the year at Square Links.

G. Office

Irene Gama was welcomed to the front office team.

Staff have been busy managing Dog Park memberships, activating and deactivating key fobs, assisting community gardeners, and managing the varied requests they receive on a daily basis.

H. Risk Management

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

I. Community Updates

The Maddog Strong Foundation will hold its annual events beginning with a tree dedication at Island Prairie Park, known as Maddie's Grove, on Friday, June 23, followed by the Miles for Maddog 10K Run / 5 K Run & Walk on Saturday, June 24. Park Maintenance staff cleaned up the park site in preparation for Friday's event.

J. Freedom of Information

Audrey Marcquenski reported that the District received and responded to the annual FOIA request from the Better Government Association, requesting full payroll expenditures along with information related to elected and appointed officials.

XI. Old Business

Commissioner, Frank Florentine, asked if the additional contribution for capital improvement projects to the LWSRA facility, approved by the Park Board in May had been similarly approved by the other member boards. Ms. Marcquenski noted our District was the first to approve the measure and hopes to learn more during June 20 LWSRA's Board Meeting.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Phil Cherry noted that Park District staff do not get enough credit for all they do, citing the Ice Cream Social where Erin Kertson was serving ice cream, photographing the event, and emptying garbage. Mr. Cherry commended staff for all the hard work they put in day after day and asked Ms. Marcquenski to share his appreciation.

Frank Florentine reported that neighbors have been enjoying fishing this season, thanks to Ed Reidy and his staff stocking ponds throughout the District.

Ryan Holley stated that he has noticed and appreciates all the efforts throughout the District.

Commissioners discussed use of baseball fields and requests were made for an additional restroom at Kiwanis Park and additional garbage cans by the Indian Trail ballfields.

President, Ken Blackburn, inquired about the status of the restaurant at Square Links, and Audrey noted the owner of Jimbooo's Italian Beef is experiencing a busy catering season, and his restaurant in Thornton has not yet sold, but he has been on-site and is planning to open soon.

XIII. Executive Session

No business came before the Board that required an executive session.

XIV. Adjournment

Craig Maksymiak made Motion 23-1854 to adjourn the meeting at 7:45 p.m. Ryan Holley seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell