

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
December 4, 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, Ryan Holley, Frank Florentine, Denis Moore, and Dave Macek.

Absent were: Ken Blackburn and Craig Maksymiak

Also present were: Audrey Marcquenski, Executive Director/Board Secretary, Linda Mitchell, Recording Secretary, John Keenan, Superintendent of Recreation, and Erin Kertson, Recreation Supervisor.

III. Pledge of Allegiance

IV. Public Input

No members of the public were present to provide input.

V. Correspondence

A. Appreciation

Thank you note received from “These Streets are Holy”, an organization that mentors children in at-risk areas, expressing appreciation for the Park District’s donation of a Square Links gift certificate in support of their 6<sup>th</sup> annual fundraiser.

VI. Presentation of the November 16, 2023 Board Meeting Minutes.

Phil Cherry made Motion 23-1883 to accept the November 16, 2023 Board Meeting Minutes as presented. Denis Moore seconded.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Ryan Holley, Denis Moore, and Dave Macek. Abstained: None. None. Nays: None. Motion carried.

VII. Consideration of Tax Levy Ordinance No. 23-12-353 for fiscal year 5/1/23-4/30/24.

Vice President, Dave Macek presented and read by title Tax Levy Ordinance No. 23-12-353 for fiscal year 5/1/23-4/30/24 into the record, a copy of which was provided to each Board Member prior to said meeting and requested consideration of same.

Denis Moore made Motion 23-1884 to adopt Tax Levy Ordinance No. 23-12-353 for fiscal year 5/1/23-4/30/24, as presented. Frank Florentine seconded.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Ryan Holley, Denis Moore, and Dave Macek. Abstained: None. None. Nays: None. Motion carried.

VIII. Legal Report

Vice President, Dave Macek, presented and read by title Ordinance No. 23-12-354, an Ordinance giving the Cook County Clerk and Will County Clerk direction related to the 2023 Tax Levy, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Frank Florentine made Motion 23-1885 to accept Ordinance No. 23-12-354, an Ordinance giving the Cook and Will County Clerks direction related to the 2023 Tax Levy as presented. Ryan Holley seconded.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Ryan Holley, Denis Moore, and Dave Macek. Abstained: None. None. Nays: None. Motion carried.

IX. Treasurer's Report

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

Denis Moore made Motion 23-1886 to accept the Accounts Payable Listing. Frank Florentine seconded.

Audrey Marcquenski commended Diane Meister for closing out the month of November and providing financials, enabling Board review and consideration during this evening's meeting. With the early meeting date, Ms. Meister worked quickly to ensure this action would not need to be tabled for consideration during the January 18, 2024 meeting.

Vote on Motion Ayes: Phil Cherry, Frank Florentine, Ryan Holley, Denis Moore, and Dave Macek. Abstained: None. None. Nays: None. Motion carried.

X. Executive Director's Report

Audrey Marcquenski noted that the short time span between the November 16 Board Meeting and this evening's meeting, has resulted in this meeting's abbreviated reports.

Ms. Marcquenski thanked Board Members for participating in the interview portion of the Comprehensive Plan process on Wednesday, November 29.

The interviews also included stakeholders with whom the District has a great relationship; BSA and Girl Scouts, FSBL, Wildcats Football, LWSRA, and the Village of Tinley Park.

Two of the Campfire Concepts consultants are Executive Directors from the Carol Stream and Oak Brook Park Districts, providing staff with an opportunity to visit and share experiences with them.

The next step of the Comprehensive Plan process includes a marketing meeting between staff and Campfire Concepts on Friday, December 8.

Ms. Marcquenski thanked Board Members for providing additional eyes on the parks, in particular at Lincoln-Way North and the football field at Union Creek Parks. In response to concerns, a new light timer was installed at Lincoln-Way North Park, and staff are working with the LED lighting installer and software company to resolve an issue at the Union Creek football practice field where the lights turn on for 15-minutes following power glitches.

## XI. Committee Reports

### A. Maintenance

Maintenance staff added to the Christmas cheer by decorating the outside of the Community Center, where families of preschoolers and weekend rental party guests are often seen taking pictures with the decorations serving as festive backdrops.

Staff have requested a quote to potentially install electrical boxes along the Community Park parkway in the upcoming fiscal year.

### B. Recreation

Superintendent of Recreation, John Keenan, thanked the Board for the opportunity to provide his annual report that included the following details.

#### F.A.N.

The F.A.N. program is more popular than it has ever been, with residents and non-residents enjoying the indoor walking track, workouts in the fitness room, and basketball, volleyball, badminton, and pickleball in the field house. In response to the rise in usage, the Park District added hours of operation, with the F.A.N. now open on Sundays from 8:00 a.m.-noon, and extended hours on Tuesday and Thursday afternoons.

Adding to the many local groups and organizations that use the indoor and outdoor LWN facilities, Lockport High School students are now using the classrooms and walking the halls while their school facility is under repair.

April through November of this year, 1,837 games and practices have been scheduled in the LWN stadium, and the soccer, baseball, and softball fields, up from 981 games and practices that were scheduled in 2022.

With colder temperatures, indoor usage is now on the rise. The main gym has had basketball practices scheduled 3-4 days per week since October. Wildcat cheerleaders practiced every Tuesday and Thursday in the field house from September through November. Wildcat Wrestling began practices every Tuesday, Thursday, and Saturday that will run through February. FSBL began their indoor training and will start indoor practices in January 2024.

From August 5 through December 4, 2023, the District scheduled 236 indoor practices and trainings at LWN and the facility is booked solid as indoor practices increase starting in January 2024.

### Programming

The District hired a new Zumba instructor, Bridgett Anderson, who runs two classes per week at LWN that always fill to capacity

Coach Rich Schereck, new Pee Wee Sports Mix and Little Bulls instructor and P.E. teacher at Dr. Julian Rogus School, brings a wealth of experience, and his popular Park District athletic programs fill quickly.

### Golf Course

Square Links closed for the season on November 19, but will open on February 11, for Superbowl Sunday.

Staff are preparing to participate in the 2024 Tinley Park Golf Expo that is scheduled for Friday, February 2 through Sunday, February 4. Square Links is planning to be an event sponsor by providing a couple of free foursomes of golf, and our golf course name will be acknowledged throughout the Expo as they thank the sponsors.

### Marketing

The Park District purchased “Poster My Walls”, a service that enables John to create professional-looking flyers with graphics and video image that have improved the District’s social media presence, and most importantly, avoids copyright infringement issues.

Erin Kertson, Recreation Supervisor, introduced herself to the Board and related the programs for which she is responsible that include Summer Camps, Before and After School Program Dance, and an assortment of recreation classes and special events, highlighted below.

### Summer Day Camp

Summer Day Camp for participants in grades kindergarten through sixth grade saw a 50% increase in enrollment over 2022 with a revenue of \$88,919.

Early Childhood Camp for children ages 3-5 also saw a 50% enrollment increase, with \$14,535 in revenue.

### Before and After School Program – (BAS)

This program that begins in late August, coinciding with the start of the school year, offers students in kindergarten through sixth grade with a safe place to do homework, color, make crafts, play card games, and gross motor games in the Mary Drew gym.

Staff worked through the challenge of transitioning to a new bus company and worked closely with the SHSD transportation department to ensure that children arrived at school safely.

Current BAS enrollment is up by 274 participants over the same time in 2022.

Remind app was introduced to both summer camp and BAS, enabling staff to communicate with families via text. Individual conversations and reminders can be sent to all registrants. Feedback regarding this new form of communication has been positive.

Braemar Dance Center (BDC)

BDC attended its first national competition in Pigeon Forge, TN this past summer, bringing home numerous national titles, and our dancers were chosen to perform in this competition's showcase titled "Best of the Best". The entire competition was live streamed, enabling families and staff to view BDC's award-winning dancers.

The BDC season began on September 9, 2023. There are 174 dancers enrolled in the current session that ends on December 12. Of the 174 dancers, there are 557 enrollments with 80 of the 174 dancers in Company.

BDC will attend three competitions this season, Applause March 1-3 in Batavia, IL, Precision, March 8-10 in Normal, IL, and Groove April 12-14 in Washington, IL.

The next dance session begins January 7 and concludes with the end-of-year recital at the Lincoln-Way West Performing Arts Center on May 4.

Polar Express Special Event

Polar Express takes children and their families on a magical ride to the "North Pole". Children sing carols, have cookies and milk, listen to a story and once arriving at the North Pole, are joined by special visitors, Santa and Mrs. Claus.

This year, two full trains were scheduled at 11:18 a.m. and 1:18 p.m. The trains departed from the Tinley Park 80<sup>th</sup> Avenue Metra Train Station and stopped at the Joliet Metra Train Station (North Pole), then headed back to the 80<sup>th</sup> Avenue Station where children received a Polar Express bell and train whistle.

Triannual Brochure

Erin works closely with John Keenan to compile information for the District's seasonal brochures that are mailed to residents' homes and posted to the Park District's website.

Commissioner Questions

Commissioner, Frank Florentine, asked if the increase in programming could be contributed to Covid recovery. Erin noted it is a combination of a return to programming following Covid shutdowns and word of mouth from satisfied participants and their families.

Commissioner, Phil Cherry, asked if Summer Day Camp is feeder program for BAS. Erin responded that Summer Day Camp participants typically enroll in Escapades programs.

Vice President, Dave Macek asked about plans to accommodate increasing numbers. Erin noted that this past year had 63 participants and staff met the challenge by splitting participants into multiple groups.

Ms. Marcquenski also noted that our recreation programs serve all District 161 and District 210 residents, and the Park District is always working on contingency plans to ensure we have sufficient facilities to meet everyone's needs.

Mr. Cherry asked why we conduct the BDC annual Showcase at Lincoln-Way West. Erin responded that Lincoln-Way East historically books their Performing Arts Center around the time of our shows.

Mr. Cherry asked John and Erin if there is anything they need, i.e., more staff, to make their jobs easier. John noted that the District is managing with the current staff levels, however, it is hard to compete in today's job market.

Mr. Florentine thanked John and Erin, commenting that he was unaware of how much programming has grown.

Mr. Macek stated that staff make the job of the Commissioners easy and the Board receives no complaints, as they handle all issues and challenges.

Mr. Cherry noted that the Park Board appreciates all the staff do on a daily basis.

Ms. Marcquenski thanked John and Erin for providing their presentations.

C. Information Technology

No report

D. Special Recreation

LWSRA's Executive Director, Keith Wallace, and Superintendent of Recreation, Melissa Jensen, participated in the November 29 Comprehensive Plan interview process.

The next LWSRA Board Meeting is scheduled for Tuesday, December 19.

LWSR Foundation President, Dave Macek, reported that the next meeting will include a review of the monetary donation that will be provided to LWSRA, further noting it will be the biggest donation in the Foundation's history.

Mr. Macek noted that the newest LWSRF Board Members are involved and active, adding to its great group of volunteers.

LWSRF will begin planning for the March 2024 Breakfast with the Bunny event followed by the annual golf outings.

E. Finance and Planning

Staff continue to work on the FYE 4/30/2025 budget.

F. Golf Course

Square Links concluded a record season on November 19.

The golf carts were picked up by Harris Golf Cars and they will be serviced by the mechanics and stored over the winter season.

G. Office

No report.

H. Risk Management

Park District staff participated in PDRMA's PATH month-long walking challenge that included two teams. Ms. Marcquenski was pleased to report that of the 184 teams, we finished in fourth and sixth place.

I. Community Updates

No report

J. FOIA

No FOIA requests have been received.

XII. Old Business

No old business was discussed.

XIII. New Business

No new business was discussed.

Commissioner Comments

No additional comments were received.

XIV. Executive Session

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

XV. Adjournment

Ryan Holley made Motion 23-1887 to adjourn the meeting at 7:24 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell