

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
November 21, 2024

The following are Minutes of a meeting of the Frankfort Square Park District Board of Commissioners held at the Square Links Golf Course Clubhouse, 7861 W. St. Francis Road, Frankfort, Illinois.

I. Call to Order

The Meeting was called to order at 7:00 p.m.

II. Roll Call

Present were: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak.

Also present were Park District Staff:

Dan Coughlin, Athletic Supervisor

Nicolette Jerik, Superintendent of Office Administration and Technology

Ed Reidy, Superintendent of Parks

Audrey Marcquenski, Executive Director/Board Secretary

Linda Mitchell, Recording Secretary

Community Group Representatives from:

BSA Troop 237 and 732

Frankfort Square Baseball League

Frankfort Square Wildcats Football & Cheer

III. Pledge of Allegiance

IV. Public Input

Audrey Marcquenski welcomed community group representatives from the Frankfort Square Wildcats Football & Cheer, Frankfort Square Baseball League, and BSA Troop 237 and 732. Ms. Marcquenski noted that all work tirelessly for the community and the Board and staff of the FSPD appreciate our longstanding, strong relationships.

Congratulations were extended to the FS Wildcats Varsity Cheer, State Champs. Ms. Marcquenski was pleased to support each group with funds raised from Square Links beverage sale revenues

Kirk Savary, President of FSBL introduced Matt Hoffer, Secretary, and Nick Bargas, Vice President of Administration, noting all work tirelessly in their volunteer positions and that FSBL expanded this year with the addition of softball. The travel program is also flourishing, and FSBL invested in new scoreboards this year.

Mr. Savary expressed appreciation for the bullpens the Park District installed at Union Creek, and he thanked the District for the monetary donation, stating it will help with their organization's future improvements.

Jim Zawilinski, Vice President of the Frankfort Square Wildcats Football & Cheer, introduced Gretchen Lorendo, Concessions Coordinator, Nicolette Holder, Volunteer Coordinator, Paul Tholl, President, and Lauren Schuster, Cheer Director and Varsity Team Coach.

The Wildcats had a good year with their 5th & 6th Grade Cheer Teams placing well at State and Varsity Cheer winning the State Championship. Varsity Football almost made it to the Superbowl, and three other teams went far in the playoffs.

Mr. Zawilinski stated that the Wildcats appreciate all the FSPD does for their organization, and Ms. Schuster said that the Cheer program would not have access to indoor space without the Park District's help.

Earl Bonovich, Assistant Commissioner of Rainbow Council introduced Fred Faulkner, Troop 237, and Rebecca Eisel, Troop 732, then turned the floor over to his daughter, Lily Bonovich, Eagle Scout.

On behalf of Troop 732 and 237 and Cub Pack 101, Lily thanked the Park District for their continued support. The combined Units, 237 and 732 have supported 60+ Scouts this year, of which 4 achieved the rank of Eagle Scout in 2024.

The Scouts enjoyed over a thousand nights of camping, explored the ocean in the Florida Keys, hiked the mountains of West Virginia, and are proud of their hundreds of hours of community service, assisting with cleaning up of parks, Eagle Scout projects, and the annual Scouting for Food Drive.

In 2025, the Scouts are planning to go back to West Virginia, the mountains of New Mexico, and Switzerland, and will continue helping in the community.

Lily closed by thanking the Park District for believing in and supporting the Scouting community.

Ms. Marcquenski stated that it is truly our pleasure to work with the Wildcats, FSBL, and Scouts whose combined efforts make this such a wonderful community.

President, Craig Maksymiak, speaking on behalf of the Park Board, thanked all present for the time they volunteer, and for all they do for the children of the community.

V. Correspondence

A. Appreciation

Note received from Beth Blackburn, wife of former President of the Park Board, Ken Blackburn, expressing appreciation on behalf of her family for the dedication of the pond at Community Park that is now known as Blackburn Pond.

Note that Jodi Dilling, Senior Trip Coordinator, received from a husband and wife that enjoyed the Tulip Trip to Holland, Michigan, thanking Jodi for her kindness and for making the trip special.

VI. Presentation of the October 17, 2024, Board Meeting Minutes and October 17, 2024, Executive Session Minutes.

Denis Moore made Motion 24-1973 to accept the October 17, 2024, Board Meeting Minutes as presented. Phil Cherry seconded.

Vote on Motion: Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

Joseph King made Motion 24-1974 to accept the October 17, 2024, Executive Session Minutes as presented. Lauren Breedlove seconded.

Vote on Motion: Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

VII. Legal Report

Ed Reidy, Superintendent of Parks summarized the Short Game Practice Area public bid that includes earthwork, drainage, and grass installation, with construction planned for the 2025 summer season. In addition, the District will safety add fencing during the upcoming off season.

Mr. Reidy noted that Todd Quitno, of Quitno Golf Designs and General Contractor for the project, reviewed the two bids that were received, and he recommends Hollembeak Construction, Inc., lowest responsive bidder, a firm he has worked with since the mid-1990s.

Treasurer, Frank Florentine, asked where the new practice area would be located, and Ed responded that it is to be located adjacent to the concrete pad at the existing practice bunker area.

Commissioner, Ryan Holley, inquired about the size of the trees that will be removed to accommodate the new practice area, and Mr. Reidy noted that three larger maples behind the landscape area will be removed.

Mr. Holley also recommended adding signage directing patrons to the new amenity.

Craig Maksymiak requested consideration to accept the best qualified bid following the public bid opening of the Square Links Short Game Practice Area improvement project for a minimum bid amount of \$127,740.00.

Ryan Holley made Motion 24-1975 authorizing Audrey Marcquenski, Executive Director, to accept the best qualified bid submitted by Hollembeak Construction, Inc. for the Square Links Short Game Practice Area improvement project for a minimum bid amount of \$127,740.00, as presented. Denis Moore seconded.

Vote on Motion: Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

VIII. Treasurer's Report

On behalf of the Board of Commissioners, President, Craig Maksymiak, accepted the October Treasurer's Report, pending audit.

Frank Florentine made Motion 24-1976 to accept the Accounts Payable Listing. Denis Moore seconded.

Vote on Motion: Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

IX. Executive Director's Report

Audrey Marcquenski reminded Board Members that the next Board Meeting is scheduled for 7:00 p.m. on December 2, 2024, and will include consideration of the Tax Levy Ordinance and recreation department reports. This regular meeting will be preceded by a Truth in Taxation Public Hearing at 6:30 p.m., and the legal ad detailing the hearing will be published in the November 22, 2024, edition of the *Daily Southtown*.

The filing period for the April 1, 2025, Consolidated Election ended on Monday, November 18 at 7:00 p.m., and Ms. Marcquenski noted that the Park District accepted four petitions for the four available Park Board seats. This is a very official process and Linda Mitchell and Nicolette Jerik did a great job managing and prioritizing the required actions. The next steps, regarding Certification of Ballot through Will and Cook Counties, were reviewed.

Ms. Marcquenski requested an Executive Session to discuss the purchase of property.

X. Department Reports

Ms. Marcquenski turned the meeting over to FSPD staff, Ed Reidy, Dan Coughlin, and Nicolette Jerik, noting that they truly care about the community, that their dedication goes beyond normal working hours, and that we are fortunate to have them on our staff.

A. Maintenance

Ed Reidy, Superintendent of Parks, presented the following highlights of annual actions, staff changes, planning, maintenance tasks, and completed and pending projects that are expected to be addressed in the current fiscal year.

Staff

- Marlon Medina, Assistant Superintendent of Parks, manages daily work schedules, based off monthly schedules. He organizes lists into weekly and daily needs and is very talented at managing changes that are typical in the maintenance department.
- Alec Flamm, Full-Time Maintenance, is studying to be an arborist. Alec has a drive for the care of native areas, trees, and ponds.
- Long time part-time staff, Lou Vieceli and Aubrey Reyna, work May through November and are wonderful assets.
- Custodians, Maureen Ejma and Tom Walsh, are worth every penny. They are thorough, independent, and Mr. Reidy rarely receives complaints about the cleanliness of the District's facilities.

- Summer part-time staff fill in the gaps, working weekend hours, and helping when all hands are needed to get ballfields playable, manage severe storm clean-up, or Park Days – where crews focus on the details of one park at a time, typically on Wednesdays.
- It was a good season. Equipment training, site locations, as well as learning facilities and amenities at different sites were completed efficiently with all working well as a team.

Routines, Maintenance, and Efficiencies

- During the season, summer staff work two different shifts: Sunday to Wednesday and Wednesday to Saturday. Wednesdays have overlap with all hands-on deck for Park Days and big projects.
- A rotating primary and secondary on-call schedule are posted for the winter.
- Each time a calendar item is completed, details and photos are added to the checklists with the goal of ensuring the clarity of all repeatable tasks, enabling anyone to complete them.

Projects

- Hunter Prairie: The IDNR allows agencies two years to complete OSLAD grant projects. The grant was awarded in the spring of 2024. Design and bid documents were completed over the summer, and the District went to bid in the fall, with the Park Board awarding the bid to Innovation Landscaping at the October 17, 2024 Board Meeting. Park maintenance staff will break ground on the bike path in the winter months. The new playground equipment was received and is in storage. Next season, the District will work with the Village of Frankfort to bring water onsite. Innovation Landscaping will begin preparing the site by removing old equipment and completing grading and earthwork, after which the park will begin to take shape with all planned amenities.
- The new practice area at Square Links will include protective fencing, drainage, irrigation, a sand bunker, and grassy area to chip up onto the new green. Park staff will install fencing during the off season, then Hollembeak Construction will complete the project during the 2025 golf season.
- Three new dance studios will be constructed at The Square Recreation Center before the end of the school year, ensuring a smooth transition out of Mary Drew. Phase 2 will include multipurpose rooms. HVAC and roofing projects will be spread out over a few years, beginning with the gymnasium rooftop heating and AC unit and the gym roof membrane. The gym roof will be the first of 5 different roof zones of various ages, conditions, and construction methods. The gym rooftop unit will also be the first of 6 large rooftop units that will be replaced.
- Many other smaller projects were completed including replacement of wood light poles, 2011 truck replacement, locking gate timer at the Champions Park pickleball court, athletic field work, installation of baseball bullpens at Union Creek fields, restroom upgrade at Square Links, installation of Pathway to Reading signs, new irrigation heads at Square Links greens, replacement of water main valve at UC Park, new landscaping added to the golf course retaining wall along Saint Francis Road, well pump and irrigation supply line repaired at Square Links, and updating the Park District's tree inventory has begun.

Fun

Maintenance staff love what they do, especially when helping people have fun and make family memories. Currently, Marlon Medina is decorating for Christmas at Community Park. Staff plant trees and release fish into ponds, they tie dyed a golf cart. Lou Viececi drove the hay wagon for the BAS and preschool students, Aubrey build and put out scarecrows in the fall, and Ed will be Santa's Helper this holiday season.

Craig Maksymiak thanked Mr. Reidy for all he and his staff accomplish.

Ms. Marcquenski reported that on a daily basis, dozens of people tell Ed what they want. He listens and does whatever is in the realm of possibility and the range of tasks he and his staff accomplish is amazing.

B. Recreation

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

C. Information Technology

Sufficient information is provided in Ms. Jerik's Office Department Report.

D. Special Recreation

No report.

E. Finance and Planning

No report.

F. Golf Course

Dan Coughlin, Athletic Supervisor, provided the following overview of the 2024 golf season at Square Links Golf Course & Practice Center.

Upgrades completed in 2024

- Cart path improvements
- Tree work
- Parking lot sealcoated and restriped
- New driving range mats
- Growth in the youth / junior golf programs, taught by Matt Major.

Community Groups at Square Links

- LWSRA
 - Junior Titans visited 2 times per week throughout the summer, primarily hitting range balls off the mats.
 - Senior Titans visited 6 times, working on the putting green and playing a few holes.

- Summit Hill Junior High Intramural Golf Program, hosting 50 students on 10 different dates.
- Hickory Creek Junior High and Mokena Junior High spent time on the range, then played 10 holes to determine who would represent their school in the IESA Regional Golf Championship.
- Lincoln-Way Junior Varsity Invitational included 9 teams with a shotgun start.
- FSPD's College Scholarship Classic that also included a popular Beat the Board Member contest.
- The Park District provided foursomes of golf with power carts in support of numerous local charities.

Marketing

- Teesnap is Square Links' primary reservation system with approximately 10,000 active customers in the database. Five marketing campaigns were run in the 2024 season with 56% of the emails opened.
- Golf Now – Jason Jaffery a 20-year golf industry professional met with Mr. Coughlin in October to discuss plans for 2025.
 - Square Links received 22 reviews this season with an average rating of 4.7 out of 5 stars, with 100% stating that they would recommend our course.
 - Weekend Golf – Mr. Jaffery believes we should consider raising weekend rates, a common practice among golf courses.
- The annual Tinley Golf Expo provides a great way to connect with Square Links patrons during the off season and introduce new patrons to our course.

2024 Sales

- Just under 24,000 rounds of golf were played in 2024, up over 6% from 2023 and 38% over 2022, making it the busiest year in the history of Square Links.
- Driving Range numbers were also up with approximately 1 million balls struck on the range.
- Sales of merchandise, beverages, and snacks were also up.

Looking to 2025

- New chipping area.
- Pricing – Youth / Junior rates are a great way to get kids on the course.
- Mr. Coughlin agrees with the Square Links Golf Now Rep that next year we should consider raising weekend rates. White Mountain is generally more expensive, and Green Garden, a 9-hole course in Monee is going private. This will create more interest in Square Links for 2025.

Denis Moore asked if there has been any consideration to establish resident and non-resident pricing. Mr. Coughlin responded that it has not been considered as the Square Links is self-supporting (an enterprise fund) and does not receive property tax revenues.

Craig Maksymiak agreed that golf courses include premium rates on weekends.

Ryan Holley asked if there is any loss associated with the online tee time system. Mr. Coughlin responded that a \$2.00 discount is provided for those scheduling online and that Teesnap fees are minimal. Golf Now does not charge fees, but Square Links provides them with one round daily that they use for their "Hot Deal of the Day". Their online booking service introduces new patrons to Square Links.

A discussion regarding the potential to secure a food vendor ensued, but there are no current plans to contract with an outside vendor.

Ms. Marcquenski noted that 2024 is Mr. Coughlin's third golf season, and each year has been record-breaking. The golf course comprises only half of his responsibilities, as Mr. Coughlin also manages the F.A.N. program at Lincoln-Way North which is open in the early morning until late in the night. The big challenge at LWN was the Mega Band's use of the facility. Change can be difficult for all involved, but Dan did a great job managing the changes.

G. Office

Nicolette Jerik, Superintendent of Office Administration and Technology shared projects the front office and IT advancements that were implemented over the past year that have improved overall efficiencies District-wide.

The District is always looking at how to improve or update current software and procedures to streamline the registration process and save on staff time.

This past year, Ms. Jerik had the opportunity of working on various IT projects.

- All indoor and outdoor facilities from RecTrac were entered into Productive Parks. New programs rooms were also added following the purchase of The Square facility. With both systems communicating, if a program gets cancelled or added on in RecTrac, that program will be removed or appear once the cancellation or reservation has been put through.
- A monthly facility calendar is reviewed on the first Wednesday of each month. As all brochure programs are coded, they are reserved to appear on the facility calendar.
- KYND, a 3rd party cybersecurity program used by PDRMA, the District's risk management agency, monitors FSPD's cybersecurity status and alerts us if we are at risk. Current practices and security measures are reviewed every month. The District's current score is 100%.
- ePACT, a partner company of RecTrac, provides a virtual emergency platform to safely store emergency information for children in childcare programs. ePACT communicates with RecTrac through an API (Application Programming Interface). All the back-end information synchs with RecTrac to correlate with certain programs. The previous packet of information sheets requiring multiple signatures is now compiled into a single working document where parents sign off one time electronically.
- BAS coding was changed this school year to a single code per school, enabling parents to enroll in the code listed with their child's school for both morning and afternoon sessions. This process eliminated the need to pull rosters onto an Excel spreadsheet and sort by school as they are now pulled directly from RecTrac and sent to the Summit Hill District Office.
- Two Uninterruptible Power Supply units were replaced in the server room to provide battery backup for server's switches, routers, and network devices.

- Installment billing continues to be very popular with participants' families, as it breaks down program costs monthly. During the last fiscal year, over \$300,000 in program fees were run through installment billing with 27 different billing dates.
- Staff members' computers are being replaced with Solid-State Drive storage, improving performance.
- Sentinel is a new technology company we worked with for our security camera bid project, with ten indoor and outdoor cameras installed at Square Links Golf Course and one new camera installed at the Champions Park pickleball courts. A cellular gateway was also installed at the concession stand since there is no wi-fi at that location.
- New F.A.N. passes are available with a color-coded system to differentiate members' ages.

Behind all these upgrades are the front office staff who are ready and willing to learn new methods of selling, reporting, and data entry. All front office staff are open to change, ask great questions, and practice using demo modes. When presented with challenges, they are always willing to listen and provide patrons with solutions. They represent the FSPD in a professional manner and truly embody the spirit of why the FSPD is known as "the friendly park district."

Commissioners asked about the cost of the installment plan billing and ePACT, to which Ms. Jerik replied that we simply incur credit card fees for billing plan, and there is one fee for ePACT that will not increase unless exceeding 150 users.

Frank Florentine asked if the pump house camera was a line-of-sight system. Ms. Jerik noted that the District opted for an internet camera that provided a cost below that of the line of sight system.

Ms. Marcquenski stated that Nicolette Jerik is very well-organized and makes all around her more efficient.

Phil Cherry thanked the staff, noting they are the backbone of the Park District and community.

Craig Maksymiak stated that he appreciates the way in which the staff make the job of the Commissioners easier through their dedication to excellence.

H. Risk Management

Ms. Marcquenski reported that the Park District was awarded a \$1,500 risk management grant by PDRMA for its Lockdown for Safety project, a system that silently alerts staff throughout the building in the event that a dangerous situation was to arise.

I. Community Updates

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

J. Freedom of Information

No FOIA requests were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

Commissioner's Comments

Frank Florentine noted that he can't thank staff enough and that while out in the community, he never receives a complaint, making him very proud to be a part of the Frankfort Square Park District.

Phil Cherry stated the staff should be proud of what they accomplish, and that the Board appreciates all they do.

Joseph King reiterated what has been said, noting that all do a great job to ensure the residents are happy.

Denis Moore wished all a Happy Thanksgiving and stated that he is thankful for the staff and Board of the FSPD.

XIII. Executive Session

Denis Moore made Motion 24-1977 to enter into Executive Session at 8:03 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

The Park Board entered into Executive Session to discuss the purchase of real property.

Ryan Holley made Motion 24-1978 to go out of Executive Session and enter into Open Session at 8:25 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

XIV. Adjournment

Lauren Breedlove made Motion 24-1979 to adjourn the meeting at 8:25 p.m. Phil Cherry seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell