

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
August 15, 2024

The following are Minutes of 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: Lauren Breedlove, Phil Cherry, Ryan Holley, Joseph King, and Craig Maksymiak.

Absent were: Frank Florentine and Denis Moore.

Also present were: Audrey Marcquenski, Executive Director/Park Secretary, Linda Mitchell, Recording Secretary, Sydnee Marks, Lauterbach & Amen Lead Auditor, and Anthony Bronzell, Park District resident.

III. Pledge of Allegiance

IV. Public Input

FSPD Resident, Anthony Bronzell, was in attendance to learn about the process leading to the Park District's potential acquisition of Frankfort Square School and what the plans are for the facility.

Audrey Marcquenski reported that an ordinance for the proposed purchase is on this meeting's agenda where details will be up for discussion.

Mr. Bronzell also expressed an interest in having the Park District sponsor an event where neighbors can gather in celebration of community.

The Park Board appreciated Mr. Bronzell's input and will take his suggestion under advisement.

V. Correspondence

No correspondence was presented for Board review.

VI. Presentation of the July 18, 2024, Board Meeting and Executive Session Minutes.

Ryan Holley made Motion 24-1950 to accept the July 18, 2024, Board Meeting Minutes as presented. Phil Cherry seconded.

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

Presentation of the July 18, 2024, Executive Session Minutes.

Ms. Marcquenski distributed written copies of the Executive Session Minutes for Park Board review.

Phil Cherry made Motion 24-1951 to accept the July 18, 2024, Executive Session Minutes as presented. Joseph King seconded.

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

## VII. Legal Report

### A. Consideration of Ordinance No. 24-08-357

Craig Maksymiak presented Ordinance No. 24-08-357, an ordinance authorizing the purchase of real property and an intergovernmental agreement with the Board of Education of Summit Hill School District 161, a copy of which was provided to each Board Member in advance of said meeting for review and requested consideration of same.

Ryan Holley made Motion 24-1952 to accept Ordinance No. 24-08-357, an ordinance authorizing the purchase of real property and an intergovernmental agreement with the Board of Education of Summit Hill School District 161, as presented. Lauren Breedlove seconded.

Commissioner, Ryan Holley, asked if the proposed purchase was public knowledge. Ms. Marcquenski stated that details were included in the fall brochure that was mailed to every household in the District and all documents are available online. There has also been a Park District presence at the facility as staff prepared to move the Before and After School Program from Mary Drew to Frankfort Square School.

Mr. Maksymiak noted that part of the Park Board's job is to make decisions, and the proposed purchase benefits the School District and Park District.

Commissioner, Phil Cherry understands that if approved, the facility would be kept open and available for residents to use, and most importantly it is being offered at a great price. If it were purchased by a private entity, the community would not have a say in how the building would be used.

Commissioner, Joseph King asked when the building might be open to the public. Ms. Marcquenski noted that it would be a multi-year project that if approved by both Boards, will allow opportunities for every age group.

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

B. Consideration of revised Intergovernmental Agreement

Craig Maksymiak presented a revised Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by and between Summit Hill School District 161 and the Frankfort Square Park District, a copy of which was provided to each Board Member in advance of said meeting for review and requested consideration of same.

Joseph King made Motion 24-1953 to accept the revised Intergovernmental Agreement for the Use of Summit Hill School District 161 Facilities by the Frankfort Square Park District, as presented. Phil Cherry seconded.

Ms. Marcquenski reported that following the School Board's decision to reopen Mary Drew School, the Before and After School Program was relocated to Frankfort Square School, precipitating the need to revise the existing Intergovernmental Agreement. It also provided the opportunity to update the school bus transportation contractor detail and make additional changes to responsibilities, i.e. snow plowing.

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

C. Consideration of Bid Award

Audrey Marcquenski requested consideration to accept the best qualified bid following the public bid opening related to the purchase and installation of security cameras at Square Links Golf Course and Champions Park, for a minimum bid amount of \$42,447.27.

Lauren Breedlove made Motion 24-1954 authorizing Audrey Marcquenski, Executive Director, to accept the best qualified bid submitted by Sentinel for the purchase and installation of security cameras at Square Links Golf Course and Champions Park for a minim bid amount of \$42,447.27, as presented. Ryan Holley seconded.

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

VIII. Treasurer's Report

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

Joseph King made Motion 24-1955 to accept the July Accounts Payable Listing. Ryan Holley seconded.

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

Ms. Sydnee Marks, Lead Auditor from the firm of Lauterbach & Amen, presented and provided detail regarding the annual audit FYE: 4/30/2024 that included the following:

- SAS 114 – Conveys issues with administrative personnel during the audit, of which there were none.
- Adjusting Journal Entries, standard adjustment to the fund balance that is done annually where interfund activity is tracked and adjusted as needed.
- Financial Report specifics that included management responsibilities to prepare financial statements, notes to financial statements, management discussion and analysis, statement of revenues and expenditures broken out by fund, breakdown of non-major funds, and supplemental breakdowns of funds.
- Management Letter that conveys internal control recommendations, best practices, GASB pronouncements, current year and prior recommendations.

Ms. Marks commended the administrative team, in particular Susan Baker, FSPD Bookkeeper, for her flexibility and quick response to the auditors' requests that made the audit process easy and seamless.

Ms. Marks also noted that the audit process was very clean, and no issues were encountered.

President, Craig Maksymiak stated that Park Board Members will review the report and appreciated the management comments, noting there is not much to adjust.

Mr. Maksymiak informed the Board that the auditors' job is to verify and test sample transactions to ensure all information provided is accurate and reasonable. Audits are completed annually, and each successive audit builds upon itself. The Management Representation Letter contains the more important information, showing what was found and what was adjusted.

Ms. Marcquenski stated that the FSPD has a talented bookkeeping team that bring valued and varying experiences from within and outside the Park District.

Craig Maksymiak requested consideration of Audited Financial Report, Fiscal Year Ended 4/30/2024, completed by the independent audit firm of Lauterbach & Amen LLP, as presented by Ms. Sydnee Marks.

Phil Cherry made Motion 24-1956 to accept the Audited Financial Report, Fiscal Year Ended 4/30/2024, as presented. Lauren Breedlove seconded.

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

#### IX. Executive Director's Report

Recent legislation moved petition circulation and filing deadlines for the April 1, 2025 Consolidated Election up by four weeks. Individuals interested in running for the Park Board may begin circulating petitions on August 20 in advance of the November 12-18 filing period.

The Before and After School Program (BAS) open house at Frankfort Square School was held on August 12. Staff training is scheduled for this evening and all will be ready to welcome BAS students at this new location beginning August 21.

Ms. Marcquenski detailed potential renovations to Frankfort Square School, pending the Summit Hill School Board's approval of the purchase agreement. In addition, the roof and HVAC system will need to be addressed, and options will be explored that would welcome people of all ages to this valued resource.

The Park District is investigating soundproofing choices for its pickleball courts, one that deflects sound and another that offers deflection with absorption.

X. Department Reports

A. Maintenance

Maintenance staff are looking forward to a Foamstream demonstration at Union Creek Park where hot water encased in foam is used as a safe, herbicide-free solution for weed control. This would be ideal for high-use areas such as ballfields and playgrounds.

PRI is finalizing plans to go out to bid for the Hunter Prairie Park Redevelopment OSLAD Grant project. Park staff will also begin excavating and forming the park path, allowing it to settle in for one year prior to paving.

B. Recreation

The fall brochure has been delivered to residents' homes and was posted to the website, enabling advanced review of program options prior to the start of resident registration on August 22.

Ms. Marcquenski was pleased with the commitment by staff to make Before and After School Program registration easier for parents through the new ePACT health and safety software program. ePACT helps secure emergency information without the need for endless paper forms and provides staff with information they need to properly care for children.

John Keenan, Superintendent of Recreation, has done an excellent job in booking bands for this summer's Island Prairie bandshell concerts, and the Park District has received good feedback from all performances.

C. Information Technology

No report.

D. Special Recreation

Park District staff will play in the August 26 LWSRF golf outing fundraiser for LWSRA at Green Garden Country Club, and Dave Macek, President of LWSRF expressed appreciation for the Park District's continued support of this annual event.

E. Finance and Planning

Ms. Marcquenski reported that the Park District is in a good financial position that she has been in contact with Dalena Welkomer, Senior Vice President of Baird Public Finance who annually evaluates possible opportunities for additional funding and investment resources, for future need.

No report

F. Golf Course

Ms. Marcquenski reported that, to date, a total of \$4,250 has been received from contractors and friends of the Park District in support of the annual College Scholarship Program.

Local school districts have been using Square Links for their golf programs and recently two students, one from Hickory Creek Middle School, and another from Mokena Junior High School each had holes in one.

Staff met with Todd Quitno, of Quitno Golf Designs, to discuss the addition of a practice area for chipping and putting that would include fencing, draining, and irrigation. A bid document will be prepared.

G. Office

No report.

H. Risk Management

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

I. Community Updates

No community updates were presented.

J. Freedom of Information

A FOIA request for information for BSA 237 documents was received on August 8, 2024. Following a diligent search of Park District records, staff did not identify any records responsive to the FOIA request within the possession and custody of the Park District. A response was provided to the requestor on August 9, 2024.

XI. Old Business

No old business was discussed.

XII. New Business

In response to this evening's resident input, Ryan Holley suggested consideration to organize a 4<sup>th</sup> of July fireworks display. Ms. Marcquenski noted the Park District previously worked with FSPD resident, Wynn Cramer of Melrose Pyrotechnics to provide fireworks displays. A discussion followed regarding a recent FSPD community-wide survey and another survey on social media regarding fireworks.

A. Commissioner's Comments

No comments were provided.

XIII. Executive Session

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

XIV. Adjournment

Ryan Holley made Motion 24-1957 to adjourn the meeting at 8:24 p.m. Lauren Breedlove seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell