

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
February 17, 2022

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 7:30 p.m.

II. Pledge of Allegiance

III. Roll Call

Present were: Ken Blackburn, Frank Florentine, Dave Macek, Craig Maksymiak, Brian Mulheran, and Joe Vlosak.

Attending remotely was: Denis Moore

Also present was: Audrey Marcquenski, Director

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

Emails received from the family of Jamie Jasper, thanking the District for installing a memorial bench in Jamie's honor.

B. Letter of Interest

President, Ken Blackburn received a Letter of Interest (LOI) from Frankfort Square resident, Phill Cherry Jr., who expressed an interest in serving on the Park Board. The LOI will be retained for period of one year, and in the event an opening occurs on the Board during that time period, Board Members would consider this and any other LOIs on file.

VI. Consideration of Executive Director Appointment

It was determined that consideration of the Executive Director appointment would be moved from Old Business to the top of the agenda.

Craig Maksymiak made Motion 22-1713 to appoint Audrey Marcquenski, current Director, to the position of Executive Director, effective June 6, 2022. Dave Macek seconded.

Jim Randall provided an extensive list of Audrey's qualifications and experience, a copy of which is attached and made part of this meeting's minutes.

Mr. Randall also noted that Ms. Marcquenski has been employed by the Park District for twenty-three years, and he is confident that the District will be in good hands upon his retirement on June 3, 2022.

Vice President Dave Macek asked who would be in charge of the District following Jim's final day of employment on Friday, June 3, and Audrey's first day as Executive Director on June 6. Mr. Randall noted that per the District's Legal Counsel, it is imperative that the District did not employ two Executive Directors simultaneously. Board President, Ken Blackburn, will be in charge for the two days that span Jim Randall's departure until Audrey's appointment goes into effect.

Vote on Motion Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. None Nays: None. Motion passed.

Audrey Marcquenski noted that she is honored that Jim Randall and Board Members are comfortable "passing the baton" to her.

VII. Presentation of the January 20, 2022 Board Meeting Minutes.

Dave Macek made Motion 22-1714 to accept the January 20, 2022 Board Meeting Minutes as presented. Joe Vlosak seconded.

Vote on Motion Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. Abstained: None Nays: None. Motion passed.

VIII. Legal Report

Jim Randall presented a Restaurant Services Agreement with Jimbooo's Italian Beef, an agreement that grants a license to operate the Square Links Golf Course restaurant, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Mr. Randall noted that the District's Corporate Counsel drafted the lease agreement for the use of Square Links clubhouse space. It is also expected that the restaurant will be run as a year-round operation.

The District is investigating whether it would be economically feasible to remodel or replace the clubhouse facility. If opting for construction, the restaurant portion would not dramatically change.

This summer, the golf course will maintain its food handler license, enabling staff to serve hot dogs during special events.

Commissioner, Frank Florentine asked if the District anticipates any foreseeable issues in remaining open twelve months per year. Mr. Randall noted that the restaurant will generate its own business, and leaving the building open will be a positive move, with a possibility of installing golf simulators in the future.

Dave Macek made Motion 22-1715 to accept the Restaurant Services Agreement with Jimbooo's Italian Beef, an agreement that grants a license to operate the Square Links Golf Course restaurant, as presented. Frank Florentine seconded.

Vote on Motion Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek and Ken Blackburn. None Nays: None. Motion passed.

Jim Randall requested approval of the Golf Course Maintenance Contract, a contract authorizing Reliable Property Services, LLC to perform basic services at Square Links Golf Course, a copy of which was provided to each Board Member prior to said meeting, and requested consideration of same.

Mr. Randall noted that said maintenance contract is an extension of the existing contract, and is structured to have a 30-day walkaway by either party and is approved prior to the last year of the contract. The contract payment will increase per the annual CPI for the second and third year of the 3-year contract.

Staff met with the new Reliable Property Services representative, and the new superintendent will begin on or about March 15, 2022.

President, Ken Blackburn asked if Mr. Randall was happy with the new representative, and Mr. Randall noted he appears to be comfortable in his position and has a straightforward approach.

Craig Maksymiak made Motion 22-1716 to approve Golf Course Maintenance Contract, a contract authorizing Reliable Property Services, LLC to perform basic services at Square Links Golf Course as presented. Brian Mulheran seconded.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

Consideration of the revision to the FMLA by adding a parental policy was tabled until the March meeting, to enable appropriate agenda language and time for Board review. Mr. Randall further noted that the policy was provided by District Counsel, and applies to males and females.

Jim Randall reported that consideration of the full-time benefits summary revision was provided as a first read for Board Members and will be tabled until the March 17, 2022 meeting. Mr. Randall further noted that the Park District is able to maintain its key employees due to the standards in benefits and good work environment.

Mr. Randall reported that enabling retirees to purchase health insurance through employer's plans, until reaching the age of sixty-five is an IMRF state law. Our District did not elect IMRF, and structured 457(b) contributions to be equal to an IMRF retirement plan.

Commissioner, Denis Moore requested edification regarding the District's decision not to elect IMRF. Mr. Randall noted that when the Park District was first formed, the Park Board assumed they would never employ full-time staff that would derive benefit through IMRF. It also did not pay Social Security until 1996 or 1997. In order to implement IMRF post establishment of the District, it would require a referendum, asking the public to fund this full-time benefit through property taxes. FSPD funds its own retirement benefit, not through levying taxes, which is a strong statement.

Commissioner, Brian Mulheran asked if there was a limit on the age at which a retiree could purchase the District's health insurance. Mr. Randall noted that he will look into the matter.

Treasurer, Craig Maksymiak stated that since it does not cost the District, extending the ability to purchase health insurance through the Park District is not an issue.

IX. Treasurer's Report

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

Dave Macek made Motion 22-1717 to accept the Accounts Payable Listing. Craig Maksymiak seconded.

Commissioner, Frank Florentine asked why golf passes appear as a negative. Mr. Randall replied that once sold, they are considered a liability until redeemed.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

X. Executive Director's Report

Jim Randall reported that the estimated end of year balance may be approximately \$550,000, however, as a safety measure, a TAW authorizing ordinance will be considered at the March meeting since it is unclear how Will County will distribute tax payments in the coming fiscal year. The ordinance will be in place and would be extended only if necessary. Mr. Randall further noted the District's bond rating would not be affected unless the TAW is extended.

The March meeting will include an executive session to review full-time staff increases, which, in recent years, have been based solely on the CPI. Mr. Randall noted the Board may wish to discuss the 5% CPI increase along with merit increases, due to the anticipated new growth of 6.5%-7%. The 2022/2023 budget reflects \$600,000 for improvement projects, and there will also be funds left from the current 2021/2022 budget.

Jim Randall will meet with Maintenance staff and the project list, with costs will be completed for Board review. The summary will be considered for Board approval, along with the Operating Budget, during the April meeting.

XI. Committee Reports

A. Maintenance

Sufficient information was included in the monthly Maintenance summary that was included with the February Executive Director's Report.

B. Recreation

Dan Coughlin will begin full-time employment as the District's Athletic Supervisor in March.

C. Information Technology

The recent computer connection issue was due to running out of IP addresses and was quickly resolved by the District's IT Contractor, Dave Gorka of B Practical Solutions.

D. Special Recreation

Director, Audrey Marcquenski, and LWSRA Board Representative, reported that the agency conducted its annual meeting on Tuesday, February 15. Dave Macek, President of the LWSR Foundation, was in attendance to present a \$45,000 check to LWSRA.

Mr. Macek noted the Foundation likes to maintain a \$25,000 budget balance for "rainy day" needs, such as the purchase of a van a few years ago, to enable LWSRA to transport participants to various events.

LWSR Foundation has a Lunch with the Bunny and two golf outings planned, with hopes of raising funds that will increase donations to LWSRA.

Dave Macek noted people are willing to participate in support of a good cause, and that there are more active people serving on the LWSR Foundation's Board. Mr. Macek commended Lou, noting he is the heart and soul, the biggest donor, and has a knack for encouraging people to donate.

E. Finance and Planning

Audrey Marcquenski and Linda Mitchell continue to work on the first draft of the Gold Medal application.

Jim Randall is working on a park-by-park overview of potential projects and master project list for the future that may include investigating school facilities, extension of park paths, a farm that was previously considered at Pfeiffer and Route 30 that would be a shared project with the Village of Frankfort, general maintenance, and in the longer scope, a park path connection to Pfeiffer Road and Plank Road Trail, and an additional connection across I-80 linking to Tinley Park and Cook County Forest Preserve trails.

The Schmaedeke family expressed a desire to see their land go to the Park District, which has been a 20-year conversation.

Said projects will be placed into record, enabling the Board to consider how best to move forward in the future.

Jim Randall reported that the golf course enterprise fund can borrow money and defer principal payments, paying interest only, until the current golf course loan matures.

Mr. Randall noted the Board may consider going to referendum if a school becomes available. It would be a good opportunity to house the dance program and would be built on a lower tax rate due to the substantial reduction in property taxes residents will realize this year.

F. Golf Course

Participation in the Tinley Park Golf Expo was a great success and 300+ email addresses were added to Teesnap. John Keenan, Superintendent of Recreation found light-up give-aways that attracted people to the Square Links booth, and he was amazed by how many people were interested in Toptracer.

A total of twelve golfers enjoyed golfing at Square Links on Superbowl Sunday this year.

The first marketing meeting with Campfire Concepts will be conducted on marketing on Tuesday, February 21 at the Square Links clubhouse.

G. Office

Jim Randall asked for consideration to change Nicolette Jerik's job title from Office Manager to Superintendent of Office Administration and Technology to better define her expanded role.

Dave Macek made Motion 22-1718 to change Nicolette Jerik's job title from Office Manager to Superintendent of Office Administration and Technology, as requested. Craig Maksymiak seconded.

Vote on Motion: Ayes: Frank Florentine, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn. Nays: None. Motion carried.

H. Risk Management

Sufficient information was included in the Administration's monthly summary that was included with the February Executive Director's Report.

I. Community Updates

No community updates were provided.

J. FOIA

No report.

XII. Old Business

Jim Randall orally reviewed the second draft of the 2022/2023 budget, a copy of which was presented to each Board Member in advance of said meeting.

The Board will review a project list during the March meeting, and will determine priorities that will be built into the final budget that the Board will consider for adoption at the April meeting.

Consideration of Audrey Marcquenski's appointment as new Executive Director was addressed at the top of said meeting's agenda, *ref. Sect VI. Consideration of Executive Director Appointment.*

XIII. New Business

Commissioner Comments

Board Members congratulated Jim Randall on his impending retirement, and Audrey Marcquenski on her appointment to Executive Director.

XIV. Executive Session

Dave Macek made Motion 22-1719 to enter into executive session at 8:10 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

An executive session was conducted for the purpose of reviewing a personnel matter.

Frank Florentine made Motion 22-1720 to go out of executive session and return to open session at 9:13 p.m. Motion carried.

XV. Adjournment

Dave Macek made Motion 22-1721 to adjourn the meeting at 9:18 p.m. Craig Maksymiak seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell

An overview of Audrey Marcquenski's career in public recreation and summary of employment for the Frankfort Square Park District.

History

Hired: 10/12/1998

Audrey Marcquenski, maiden name, Audrey Pawlowski, grew up in Homewood, Illinois, attended Homewood-Flossmoor High School, and was employed part-time by the Homewood-Flossmoor Park District.

1994: Graduated from the University of Illinois, Urbana, IL with BA in Economics.

1995: Graduated from the University of Tennessee, Knoxville, TN with a Master of Science in Recreation and Leisure Studies, Concentration: Sport Management.

1996: First full-time employment - Village of Thornton Recreation Department, Superintendent of Parks and Recreation Thornton Recreation Department

10/12/1998: Began full-time employment with the Frankfort Square Park District as Superintendent of Recreation.

8/26/2012: NRPA Director's School – Year 1

8/24/2013: NRPA Director's School – Year 2

Summary

As of January, 2022, Audrey has completed her twenty-third year of employment for the Frankfort Square Park District, with increasingly responsible positions. Originally hired as Superintendent of Recreation, Audrey oversaw the initial creation of programming and all aspects of program operation. The department grew in the number of programs offered and participation under Audrey's leadership, requiring the hiring of John Keenan as Athletic Supervisor in 2006, Kelly VanHyning as Recreation Supervisor in 2007 (resigned), along with five additional full-time Supervisors, and numerous other support staff throughout her tenure as Superintendent of Recreation.

It was realized Audrey had exceptional organizational abilities and was capable of expanding job responsibilities, being promoted to Director of Recreation and Administration in May, 2012, then to her current position of Director in May, 2015. Conversations took place with the Executive Director to work towards assuming the Executive position upon retirement of the current Executive. Annually, performance evaluations were completed and administrative duties were presented and, in many cases, transferred to Audrey's supervision to develop her job knowledge and competency with all aspects of Park District operation.

Audrey is more proficient with technology and was tasked with oversight of many advances that included the transition to registration software through RecTrac, oversight of transition to PDRMA, and implementation of the biometric payroll system.

Audrey has completed and understands all required accounting practices and heads the Bookkeeping team that includes Diane Meister, Sue Baker, and Duane Meyers. Audrey has overseen the annual audit, with the hiring of a new firm and has direct responsibility over the completion of all necessary actions and filings.

Audrey has served as Park representative to both SSSRA and our current membership in LWSRA and has held various leadership positions on both SRA Boards.

Audrey was instrumental in all aspects of Park District success, with direct participation in Gold Medal applications that resulted in being named finalist for the award seven times and receiving the Gold Medal twice, initially in 2012, and again in 2017.

Audrey worked and overviewed all grant projects and referenda, understanding the packets and presentations necessary to move major projects forward.

Audrey has overseen the most recent community-wide survey and master plan, working directly with professional contractors on all actions necessary for completion.

Audrey heads all PDRMA risk management actions, directly absorbing all Covid requirements, creating policy, and directly overseeing public presentations of information and staff training and compliance.

Audrey was present and involved in numerous difficult occurrences and was the Executive Director's sounding board for all necessary responses and actions.

The Board was made aware of the current Executive Director's intent to retire and the intent to further develop Audrey in preparation and recommended replacement in 2019. Daily action has transpired to overview all necessary actions of the administrative calendar, ensuring understanding of all necessary actions.

Audrey has been meeting weekly with Superintendent of Parks, Ed Reidy, and even more frequently with the current Executive Director to further expand job knowledge in readying her to assume the position of Park Executive.

During extended absences of Executive Director that continued for weeks at a time, Audrey has operated as the Executive Director, managing personnel and assuming and completing all necessary tasks without support.

I recommend Audrey's appointment to the position of Executive Director without hesitation due to the detailed outstanding performance in every position she has held within the District, and with the achievement and recognition of the District that is directly reflective of Audrey's progressively responsible employment for the Frankfort Square Park District.

Jim Randall
Executive Director