

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
October 16, 2025

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, Frank Florentine, Craig Maksymiak, and Denis Moore.

Also present were: Audrey Marcquenski, Executive Director/Board Secretary, and Linda Mitchell, Recording Secretary.

Absent were: Lauren Breedlove, Ryan Holley, and Joseph King.

III. Pledge of Allegiance

IV. Public Input

No members of the public were present for input.

V. Correspondence

A. Appreciation

A thank-you note was received from St. Coletta's of Illinois, an organization serving children and adults with development disabilities in the south and southwest suburbs. The note expressed appreciation to the Park District for supporting the Foundation through the donation of a Square Links golf foursome for its silent auction, and this correspondence was presented for Board review.

VI. Presentation of the September 18, 2025, Board Meeting Minutes.

Frank Florentine made Motion 25-2055 to accept the September 18, 2025, Board Meeting Minutes as presented. Denis Moore seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

VII. Legal Report

President, Craig Maksymiak, designated Dalena Welkomer, Managing Director of Raymond James & Associates, Inc. as the Park District's Bond Underwriter.

Audrey Marcquenski reported that Dalena Welkomer of Baird Public Finance was designated as Bond Counsel at the May 15, 2025 organizational meeting; however, it was noted that Ms. Welkomer and the entire Baird Public Finance team have since transitioned to Raymond James & Associates.

President, Craig Maksymiak, read by title and requested consideration of Resolution No. 25-10-53 a Truth in Taxation Law Resolution providing an estimate of taxes to be levied in accordance with Section 60 of the “Truth in Taxation Law”, a copy of which was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 25-2056 to adopt Resolution No. 25-10-53 a Truth in Taxation Law Resolution providing an estimate of taxes to be levied in accordance with Section 60 of the “Truth in Taxation Law”, as presented. Phil Cherry seconded.

Ms. Marcquenski reported that the Tax Levy is structured to capture new growth and may not exceed 5% or the CPI, whichever is less. The detailed percentage increases are also intended to encourage conversation between the Park District and its residents in the interest of community engagement and transparency.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

President, Craig Maksymiak, requested Board consideration to renew the Square Links Class D liquor license, at County and State levels.

Denis Moore made Motion 25-2057 approving renewal of the Square Links Class D liquor license through Will County and the State of Illinois, as requested. Frank Florentine seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

President, Craig Maksymiak, requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff members to attend the 2026 season of competitions that include Kids Artistic Revue in Elgin, IL February 20-22, CRU Dance in Oswego, IL, February 27-March 1, Precision Arts Challenge in Normal, IL, March 13-15, and Rainbow Dance Competition in University Park, IL, April 10-13.

Frank Florentine made Motion 25-2058 to approve the Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff members to attend the 2026 season of competitions that include Kids Artistic Revue in Elgin, IL, February 20-22, CRU Dance in Oswego, IL, February 27-March 1, Precision Arts Challenge in Normal, IL, March 13-15, and Rainbow Dance Competition in University Park, IL, April 10-13, as presented. Phil Cherry seconded.

A question was raised regarding the inclusion of a meal expense for the University Park competition. Audrey Marcquenski noted that all expenses, including meals, are calculated per established GSA per diem rates. To assist supervisors in accurately completing reimbursement forms, Sue Baker and Linda Mitchell developed a spreadsheet with built-in formulas and updated the travel expense form with links to relevant websites for reference. The forms include a 20% buffer for estimated hotel taxes, and as staff use a Park District credit card for payment, only actual expenses will be covered. As travel decisions are made, reimbursement forms will be presented to the Park Board, ensuring all Members are well informed in advance.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, 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 September Treasurer's Report, pending audit.

Denis Moore made Motion 25-2059 to accept the Accounts Payable Listing. Phil Cherry seconded.

Vote on Motion: Ayes: Phil Cherry, Frank Florentine, Denis Moore, and Craig Maksymiak. Abstained: None. Nays: None. Motion passed.

IX. Executive Director's Report

The Hunter Prairie Park Redevelopment project is progressing well. Sidewalks are in place, tennis courts were painted, and tree and shrub planting is underway. Some fencing work remains, and the basketball point and shoot asphalt needs to fully cure before painting. To avoid weather-related delays, painting the asphalt may be removed from the contract. The Park District could then submit a Final Project Report and collect IDNR grant funds. The court could then be painted in spring 2026, when weather conditions are more favorable.

Darrell Garrison, President/CEO of Planning Resources, Inc., offered to provide a Hunter Prairie Park project update at an upcoming Board Meeting; however, per Board Member consensus, a presentation would not be necessary at this time.

The draft of the interpretive sign has turned out well, with input from the Board incorporated into the final design. A discussion regarding a private dedication ensued, and the site is expected to be ready for this event in mid to late November. Board Members will attend, pending their availability. A public park dedication would then be planned for the spring when weather conditions are more favorable and finishing touches, such as drinking fountains, are installed.

Ms. Marcquenski announced that Suzy Owens, LPGA Pro from White Mountain Golf Park will join Square Links in the 2026 season. Ms. Owens will expand opportunities, as the District will now offer both male and female instructors. She will manage the youth program and women's league, enhancing programming for a wider range of participants.

The Park District serves as the charter organization for BSA Scout Troops 237 and 732, providing facilities and storage space to support these Scout units. Mike Woehlert has served as the charter organization representative for many years and has been a valuable Scouting expert and advisor.

Ms. Marcquenski informed the Park Board of a planned development at the northeast corner of North and 84th Avenues in Frankfort. She has communicated with Will County Land Use Department, Village of Frankfort, and Frankfort Township Road District officials regarding the proposal. At this time, the Park District is not required to take any action. If the development moves forward, the Park District will sign off on the final plat and accept cash donations in lieu of land, as the site is not suitable for park development.

Ms. Marcquenski reminded Board Members that the November 20 Park Board Meeting will be conducted at the Square Links clubhouse. The meeting will include annual department reports. In addition, community groups will be invited to accept donations raised through Square Links beverage sales over the 2025 golf season.

X. Committee Reports

A. Maintenance

Light timers are being adjusted District-wide per seasonal daylight changes. As part of this effort, the timers at The Square were adjusted today and will activate daily at 5:00 p.m.

Maintenance staff have been busy with fish stocking at various fishable locations within the District and they are preparing to provide hayrides for preschool students.

B. Recreation

Recreation staff have been working on the 2026 winter/spring brochure.

Twenty-five adults are registered for the October 27 senior trip to Starved Rock, where participants will enjoy an Elvis performance.

C. Information Technology

No report

D. Special Recreation

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

E. Finance and Planning

Old Plank Trail Community Bank experienced a temporary system delay affecting the deposit of proceeds from the issuance of General Obligation Limited Tax Park Bonds, Series 2025 (*ref. September 18, 2025 minutes, Motion 25-2052*), as well payment of the Park Bonds Series 2024. According to the Bank's Director, both transactions will post per the October 15, 2025 original transaction date.

F. Golf Course

Hunter Rowe, Reliable Superintendent, will aerate Square Links greens on Monday, October 20, and fall rates will go into effect on this date.

G. Office

In September, Ms. Marcquenski reported that Irene Gama, Front Office Clerical, submitted her resignation, citing family reasons; however, the family matter was resolved, and Ms. Gama subsequently rescinded her resignation.

A local resident, Patty Mullen, identified as a strong candidate for the posted clerical position, was hired as a substitute. Ms. Mullen will work on a flexible, as-needed basis, providing coverage during vacation time and personal days off.

H. Risk Management

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

I. Community Updates

No report

J. Freedom of Information

A Freedom of Information Act (FOIA) commercial request was received on September 29, 2025, from Concourse Tech Inc., New York City, NY, pertaining to specified software subscriptions from the past 24 months, such as Google, Microsoft, Adobe Acrobat Pro, etc. Dave Gorka, IT Contractor, assisted with gathering requested documents, and records responsive to the FOIA were provided to the requestor on October 10, 2025.

XI. Old Business

No old business was discussed.

XII. New Business

Commissioner's Comments

No Commissioner's Comments were provided.

XIII. Executive Session

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

XIV. Adjournment

Phil Cherry made Motion 25-2060 to adjourn the meeting at 7:30 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell