

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
November 20, 2025

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, Ryan Holley, Joseph King, Denis Moore, and Craig Maksymiak.

Also present were Park District Staff:

Dan Coughlin, Athletic Supervisor

Nicolette Stock, 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

Absent was: Frank Florentine

III. Pledge of Allegiance

IV. Public Input

Craig Maksymiak welcomed the community group representatives from the Frankfort Square Wildcats Football & Cheer, Frankfort Square Baseball League, and BSA Troop 237 and 732.

Ms. Marcquenski expressed her appreciation for their tireless service to the community. She noted that the Park District Board and staff value their efforts and are pleased to share proceeds from the golf course beverage sales generated during the 2025 season.

Scouts Bella Orlando and Suzie Wheatley, Senior Patrol Leaders, represented Troop 732 and highlighted the opportunities provided through Scouting. They described recent and upcoming adventures, including a trip to Key West with paddle boarding and snorkeling; a trip Minnesota; Northern Tier where they will go dogsledding, care for dogs, and enjoy cold weather camping a trip to Summit for mountain biking and white-water rafting and an upcoming trip to Mexico where they will ride horses in the mountains. They emphasized that these experiences help Scouts build life skills and confidence. It was also noted that four new girls joined Troop 732 this year.

Jack Dilner, Senior Patrol Leader for BSA Troop 237, shared achievements by 30 Scouts over the past year along with details on upcoming activities. He reported that three Scouts achieved the rank of Eagle during the past year; the Scouts totaled 315 service hours; 6 Scouts and two adult leaders attended the high-adventure Sea Base program where participants lived aboard a boat for three days; they participated in 328 camping nights, collectively earned 130 merit badges, 47 of which are Eagle-required, and had 18 total advancements, this past weekend they enjoyed a Friendsgiving campout in Morris, Illinois, and are planning a trip to the Minnesota Northern Tier in July where they will be canoeing. Scouts will also work on citizenship and national-level merit badges which will require them to visit a government facility.

Jack shared that the November Scouting for Food Drive was highly successful with 73,000 pounds of food collected to support those in need.

On behalf of Troop 237, Jack gratefully accepted the check provided by the FSPD.

Kirk Savary has served as President of the Frankfort Square Baseball League (FSBL) for the past four years. He recently stepped down from the position, and Nick Bargas will now serve in this role.

Thanks to the partnership with the Park District, FSBL was able to merge softball and baseball programs, and install two new scoreboards. He also thanked the Park District for the upgrades to the infields at the Union Creek baseball complex, and Mr. Savary noted that the redeveloped ballfield facility at Hunter Prairie Park looks phenomenal.

Mr. Savary stated that FSBL's more than 400 participating children benefit from the program, learning teamwork and sportsmanship, and stated that these opportunities would not be possible without the continued support of the Park District.

Jim Zawilinski thanked the Park District, noting that the assistance provided is invaluable. He stated that when other football organizations visit the Wildcats facilities, they are recognized as being second to none.

Mike Przysucha, works closely with Coach Ryan on the flag football program and they have seen participation increasing from 52 in 2024 to 62 in 2025. He also noted that following the introduction of women's flag football as an Olympic sport, the Wildcats are proud to now have girls participating in their flag program.

Wildcats Football had a phenomenal year, with Super Lightweight and the Junior Varsity teams advancing in the playoffs, where the Lightweight team made it to the Super Bowl. Overall membership in the football program increased from 120 participants in 2024 to 140 in 2025.

One of the most impressive areas of growth has been within the Cheer organization which includes five amazing teams. They are having another great season and are looking forward to competing at State this weekend.

This coming weekend, the Cheer teams will compete in Champaign on Saturday and Sunday, and all involved are looking forward to their continued success.

Craig Maksymiak thanked the groups for attending this evening's meeting and thanked them for all they do for all the residents. The Park District is happy to integrate with all the Scouts, Wildcats, and FSBL organizations do for the children of the community.

V. Correspondence

A. Appreciation

Letter received from Principal Jeanne Pagliaro of Cardinal Joseph Bernardin Catholic School, expressing appreciation for supporting the school's Back to School Scramble Golf Outing fundraiser event through a donation of Square Links golf passes.

VI. Presentation of the October 16, 2025, Board Meeting Minutes and October 16, 2025, Executive Session Minutes.

Denis Moore made Motion 25-2061 to accept the October 16, 2025, Board Meeting Minutes as presented. Phil Cherry seconded.

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

VII. Legal Report

President, Craig Maksymiak, read by title and requested consideration of Ordinance No. 25-11-367, an ordinance authorizing the Executive Director to dispose of property that is no longer necessary, useful, or in the best interests of the Park District, a copy of which was provided to each Board Member in advance of said meeting.

Denis Moore made Motion 25-2062 to adopt Ordinance No. 25-11-367, an ordinance authorizing the Executive Director to dispose of property that is no longer necessary, useful, or in the best interests of the Park District as presented. Lauren Breedlove seconded.

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

Craig Maksymiak noted that since no staff members elected to attend the IPRA Conference over multiple days, the costs will not meet the threshold requiring Board approval for reimbursement. Therefore, action on the Travel, Meal, and Lodging Expense Reimbursement was tabled.

VIII. Treasurer's Report

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

Ryan Holley made Motion 25-2064 to accept the Accounts Payable Listing. Denis Moore seconded.

Vote on Motion: Ayes: Lauren Breedlove, Phil Cherry, 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 December Board Meeting is scheduled for Monday, December 1 and will include the Truth in Taxation public hearing at 6:30 p.m., followed by the regular Board Meeting at 7:00 p.m.

Ms. Marcquenski informed the Board that Alec Flamm, Full-Time Building and Grounds staff member, submitted his resignation, after accepting a position with a neighboring municipality. She noted that Alec recently earned his arborist certifications, and he may continue to provide professional contractor services to the Park District.

Deb Molitor, longtime recreation staff member who recently resigned, expressed her gratitude to the Park Board for recognition of her efforts.

#### X. Department Reports

Ms. Marcquenski noted that Ed Reidy, Superintendent of Park, Nicolette Stock, Superintendent of Office Administration and Information Technology, and Dan Coughlin, Athletic Supervisor, are a dedicated group that goes above and beyond, often working well after normal business hours, and she was pleased to have them provide their annual department reports.

##### A. Maintenance

Ed Reidy, Superintendent of Parks, presented the following highlights of staff duties, routines, maintenance and efficiencies, projects, and fun assignments.

##### Staff

Mr. Reidy noted that of all the important things that the maintenance department accomplishes, the staff are the most important asset.

- Marlon Medina, Assistant Superintendent of Parks, manages daily work schedules, occasionally being required to pivot to new ideas and emergency "must dos". Marlon directs staff on day-to-day needs and he and Ed review weekly and monthly routines and calendar seasonal items. Marlon translates all into daily "To Do Lists". Marlon is very good at adapting to changes and the occasional "Stop Everything!" that is sometimes needed, and he does a great job of ensuring that everything moves forward smoothly.
- Longtime part-time staff, Lou Viecele and Aubrey Reyna, work May through November and they are invaluable assets.
- Custodians, Maureen Ejma, Tom Walsh, and recent addition Justin Dreher, are thorough, independent, and Ed appreciates their daily efforts to ensure the cleanliness and safety of FSPD facilities.

- Summer seasonal staff are always good at filling in the gaps, working weekend hours, and helping out on high-demand days when all hands are needed to get ballfields playable, clearing areas of weed trees, and Park Days where staff focus on the specific needs and details of one park at a time.
- Alec Flamm, Full-Time Building & Grounds Maintenance, is leaving the Park District. The District posted the job opportunity and is already receiving applications from potential candidates.
- The maintenance department had a productive and busy year with no staff injuries to report. Mr. Reidy stresses three priorities daily: 1. No one gets hurt. 2. Nothing gets damaged. 3. Assigned tasks are completed.

#### **Routines, Maintenance, and Efficiency**

- During the summer, seasonal staff work two different shifts: Sunday through Wednesday and Wednesday through Saturday. Wednesdays include overlapping shifts and all hands are on deck for Park Days and big projects.
- A rotating primary and secondary on-call winter schedule is posted.
- When a calendar item is completed, Marlon and Ed add details and photos to maintenance checklists with the goal of providing clear, detailed, self-explanatory checklists that anyone could follow.
- During the off-season the District will go out to bid for our next three years of mowing and landscaping services.
- Ed will also prepare Request for Proposals for contracted natural area maintenance work with a goal of balancing in-house mowing with contracted prescribed burns and invasive plant management.

#### **Projects**

- Hunter Prairie Park, the Chipping and Practice area at Square Links, and the three new dance studios are mostly finished. Each project still has punch list items and details to be finalized, and also have new ideas and additions that will be needed. These projects will evolve as we open and learn what is needed for day-to-day use.
- Each of the three listed projects experienced delays in getting started.
  - Hunter Prairie Park was supposed to start late winter/early spring, but the permit was not issued until June, delaying the start of the project.
  - The Square Links Chipping and Practice area fencing was supposed to be completed over the winter, but it was not installed until late April, after which Hollembeak Construction and Liebold Irrigation were scheduled and coordinated.
  - Physically moving all the dance props, supplies, and costumes from Mary Drew to The Square studios was a big task that could not have been accomplished without communication and cooperation between the recreation and maintenance staff.

All three contractors the District hired were excellent, producing fantastic results. Hollembeak Construction began work immediately upon completion of the fence installation. Innovation Landscaping quickly adjusted their schedule and mobilized quickly at Hunter Prairie Park. Graefen Construction did a great job, ensuring the District was prepared to move the dance program from Mary Drew to The Square, as scheduled.

In addition to these main projects, the following highlight many smaller projects and tasks that keep the maintenance staff busy year-round:

- The Park District's portion of the Hunter Prairie Park project included the following:
  - Work on the path (coordinating loading, trucking, and dumping spoils at our local arborist).
  - Hiring and coordinating the water tap on.
  - Purchasing, receiving, storing, delivering, and staging park amenities.
- A new controller was installed at the Splash Park.
- A new park/playground will be installed in the Crana townhome development at 191<sup>st</sup> Street and 80<sup>th</sup> Avenue in Tinley Park.
- HVAC repairs and improvements are being addressed at The Square.
- Bidding, training, and learning to use the new Foamstream weed control system.
- Special events and work requests in support of community group events.
- Purchasing and installing memorial benches and trees.
- PDRMA projects (hosted a ladder class, installation of backup alarms in vehicles, confined space inventory and fall protection assessment, CPR/AED First Aid training for staff.)

### **Fun**

Mr. Reidy noted that he and his staff genuinely love what they do. He noted their roles allow them to help people, have fun, and make lasting family memories.

Craig Maksymiak acknowledged the amazing amount of work Ed and his staff perform daily and expressed the appreciation of the Park Board.

### **B. Recreation**

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

### **C. Information Technology**

Nicolette Stock, Superintendent of Office Administration and Information Technology, is kept busy keeping up with advancements in hardware and software and provided the following upgrades that were completed over the past year:

#### **Phone Upgrade**

- Entered into a 3-year agreement for both the office and golf course.
- Installed 35 new office phones.
- Installed 5 new golf phones.
- NEW FEATURES: App, holiday button, direct transfer golf to office, and rain button.

#### **Cell Phones**

- 20 cell phones were upgraded, and staff information was transferred.
- Added to Apple Business Manager account. (Add apps, lost/stolen.)
- 5 MDM devices that can shut down and/or track a lost cell phone.

#### **Mary Drew**

- The account at Mary Drew was cancelled and all networking equipment was removed.

### **The Square**

- A new account was set up at The Square.
- All of the existing school's networking hardware was removed from The Square.
- The firewall was removed from Mary Drew and installed at The Square. This firewall adds another level of security for the Park District and ties in with the existing firewalls at Square Links and the Community Center.
- Installed WAP (wireless access points) units in the 3 BAS program and staff areas at The Square.

### **F.A.N.**

- A new hot spot was installed at Lincoln-Way North (LWN) for the F.A.N. program.
- A facial camera was installed to update members' picture for new passes. This enables the primary member of the household to purchase memberships for their family members, and they can update their pictures.
- A new scanner was installed at LWN to scan F.A.N. members' cards.

### **Square Links**

- Square Links Golf Course gift cards were redesigned and Vermont Systems helped determine what serial numbers to begin with to best track sales and unused amounts.

### **ePACT**

- ePACT has been a great software addition, especially for Summer Day Camp and Escapades, allowing staff to be able to bring their iPad off-site and have emergency information at their fingertips.
- A new dashboard was built for the 3- & 4-year-old preschool program that incorporates questions that would have previously been asked on Preview Day.
- This fall, Preschool Prep program also began utilizing ePACT.

### **Email**

- Dave Gorka, IT Contractor, and Nicolette worked with the District's email security software provider to add advanced email security to our current software package. This software upgrade uses AI to determine spam emails masquerading as a human.
- It also alerts potential threats and provides a message log for emails users that may have clicked on spam and show what links were clicked.
- Dave and Nicolette will receive an alert when a phishing email comes through. The District's Office 365 accounts were connected, giving staff the option to report a spam email directly from their email message.

### **RecTrac**

- 2 pin-pad readers at the office were replaced.
- A pin-pad reader at Square Links was also replaced along with activating a wireless pin-pad reader for a backup device.
- 2 cash drawers were installed at the office along with another one at Square Links.
- 2 signature pad readers were installed at the office.

### **Streamlining**

- Rules and restrictions were put into place for Polar Express allowing patrons to register online for this popular special event.
- Billing was completed for all Company competitions.
- RecTrac continues to synchronize data every day to Productive Parks using an API. (Application Programming Interface.) Our maintenance department uses Productive Parks for all their work tasks and set up details. I continue to add new facilities from The Square into RecTrac and then add a new asset into Productive Parks to sync facility and program room information.

### **QR codes**

- A RecTrac text messaging feature was launched where patrons can opt in to receive text messages from the Park District. Blast email communication is also connected to this new feature. It provides the option to send a text message or both a text message and a blast email simultaneously with different messages and allows instant communication at the parents' fingertips to stay up to date on programs. A QR code was developed and put on the back cover of the fall 2025 brochure.
- A second QR code was developed for the College Scholarship Classic to increase donations to the FSPD scholarship fund.

### **Office Staff**

- With all the changes, the District's amazing office team is fully supportive, ready and willing to learn while also providing residents with the best customer service. Among their many tasks are managing include garden plot renewals and registrations, maintaining Dog Park vaccination records and registrations, and key fob assignments. They stay organized and up to date with everything and provide patrons with information as needed.

#### **D. Special Recreation**

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

#### **E. Finance and Planning**

No report.

#### **F. Golf Course**

Dan Coughlin welcomed the Park Board to the 6<sup>th</sup> best 9-hole golf course in the United States and offered the following annual report.

### **Rounds & Revenues**

- Square Links met expectations, and after coming off a record year in 2024 with 23,000 rounds of golf played, golf rounds in 2025 only dropped by 1,000 to 22,000 rounds played. A very warm and wet July was cited as contributing factors to the minor decrease in play.



- The driving range had a 4% increase over 2024 with staff picking up over 1 million golf balls from the range over the season.
- Overall revenues were slightly higher, largely due to the rate increase on weekends and the additional \$1 for power cart rentals.

**School, Youth, & LWSRA Usage**

- Lincoln-Way District 210 Girls Junior Varsity Invitational, a 2-person best ball event featured 9 teams with a shotgun start.
- LWSRA Titans visited approximately twice a week with 24 total sessions.
- LWSRA Hawks practiced every Monday evening in June to prepare for their golf season.
- Square Links hosted the Summit Hill Junior High's Intramural Golf Program with ten sessions that included practice on the driving range and putting range, and some play on the course leading to the top 4 golfers advancing to the IESA State Golf Tournament.
- Hickory Creek Junior High School brought 34 golfers with the top 4 also advancing to the IESA State Golf Tournament.
- Victor Andrew High School Boys and Girls Golf Teams frequented the Square Links practice facilities.
- Per Board direction, youth rounds of golf rates were reduced to \$12 during the hours of noon to 3:00 p.m., and golf cart rental fees for this age group were waived.

**Leagues, Lessons, & Scholarship Event**

- This year's Ladies Golf League had 22 golfers for 8 sessions, and new this year, the League played during the day.
- Matt Major's golf lessons continued to grow, and Square Links is fortunate to have him providing personalized golf instruction.
- The 2025 College Scholarship Classic annual event was a success and featured the popular "Beat the Board Member" challenge.

**Looking ahead to 2026**

- White Mountain Golf Park in Mokena is closing after the 2025 season and may result in increased use of the Square Links driving range.
- Golfers are looking forward to the opening of the new Short Game Practice Facility.
- LPGA Professional Suzie Owens will be joining us and her full bio will be featured in the 2026 winter/spring brochure.

Mr. Coughlin responded to Board Member questions, mainly focused on how best to accommodate an increase in youth play without impacting adult resident play. He explained that children's lessons will be scheduled during slower periods and that they will be supervised by members of the high school golf team.

G. Office

No Report

H. Risk Management

Ms. Marcquenski reported that PDRMA awarded the Park District with a 2025 Risk Management Grant & Recognition Program grant in the amount of \$2,500. The FSPD was one of 18 chosen out of 54 grant applications that detailed the purchase and use of Foamstream, an environmentally friendly and innovative weed control system.

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

Joseph King inquired as to whether a decision was made regarding the Wildcats Football program's recent request to update their signage at Union Creek Park. Ms. Marcquenski reported that yes, the Wildcats are moving forward with the sign.

Lauren Breedlove apologized for missing the October Board Meeting, noting that she had been preparing for an out-of-town trip.

Ryan Holley also extended apologies for being unable to attend October's meeting.

Phil Cherry expressed appreciation for everyone's attendance at tonight's meeting. He noted that Hunter Prairie Park turned out well and that this redeveloped site is being enjoyed by children. He also thanked staff for consistently going above and beyond.

Denis Moore thanked Audrey for promptly addressing a neighbor's inquiry regarding the mulch under the swings at Rogus School. He also expressed appreciation to Nicolette Stock for her help in resolving an email issue.

Craig Maksymiak thanked staff for their continued hard work, stating that the Board's role is made easier because of the high quality of the staff's efforts.

XIII. Executive Session

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

XIV. Adjournment

Denis Moore made Motion 25-2067 to adjourn the meeting at 8:00 p.m. Joseph King seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell