

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
May 15, 2024

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: Lauren Breedlove, Frank Florentine, Ryan Holley, Joseph King, and Denis Moore.

Absent was: Phil Cherry.

Craig Maksymiak joined the meeting at 7:05 p.m., *see Sect IV., below.*

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

III. Pledge of Allegiance

IV. Consideration to Allow an Off-Site Board Member to Participate Remotely

Frank Florentine made Motion 25-2019 to allow President, Craig Maksymiak, to participate in this meeting remotely. Ryan Holley seconded.

Vote on Motion: Ayes: Lauren Breedlove, Frank Florentine, Ryan Holly, Joseph King, and Denis Moore. Nays: None. Abstained: None. Motion passed.

V. Public Input

Greg Grant, FSPD resident, addressed the Board with a question about operating golf carts in Frankfort Square.

Ms. Marcquenski stated that motorized vehicles are not allowed on FSPD paths and that the Park District has no jurisdiction regarding the roads/streets.

Following a full Board discussion, Ms. Marcquenski stated that she will contact the Frankfort Township Road District to inquire into the matter and will provide Mr. Grant with a response.

Vice President, Denis Moore, stated that since Mr. Grant is interested in operating his golf cart on the roads, others may also have the same interest, and once information is received, it may be posted to the Park District's website.

Treasurer, Frank Florentine, thanked Mr. Grant for bringing the matter to the Park Board's attention.

VI. Correspondence

No correspondence was presented.

VII. Presentation of the April 17, 2025 Board Meeting Minutes.

Joseph King made Motion 25-2020 to accept the April 17, 2025 Board Meeting Minutes as presented. Lauren Breedlove seconded.

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

VIII. Oath of Office

Lauren Breedlove, Frank Florentine, Joseph King, and Denis Moore, candidates that were elected to the Office of Park Commissioner at the Consolidated Election held on April 1, 2025, were sworn in by Audrey Marcquenski to serve four-year terms of office as Park Board Commissioners.

IX. Election of Officers

Ryan Holley made Motion 25-2021 to open the floor for the nomination of officers. Frank Florentine seconded. Motion carried in a vote by voice.

Lauren Breedlove made Motion 25-2022 to nominate Craig Maksymiak as President. Ryan Holley seconded. Motion carried in a vote by voice.

Frank Florentine made Motion 25-2023 to nominate Denis Moore as Vice President. Joseph King seconded. Motion carried in a vote by voice.

Joseph King made Motion 25-2024 to close the floor for the nomination of officers. Lauren Breedlove seconded. Motion carried in a vote by voice.

X. Board Appointments

Vice President, Denis Moore, appointed Audrey Marcquenski to serve as Secretary of the Board of Commissioners. Ms. Marcquenski accepted said appointment.

Vice President, Denis Moore, appointed Frank Florentine to serve as Treasurer of the Board of Commissioners. Mr. Florentine accepted said appointment.

Vice President, Denis Moore, appointed the law firm of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C. to serve as legal representation.

Vice President, Denis Moore, appointed Audrey Marcquenski to serve as FOIA and OMA Officer. Ms. Marcquenski accepted said appointment, and Mr. Moore agreed to also serve as FOIA and OMA Officer.

Vice President, Denis Moore, appointed Phil Cherry to serve as Risk Management and Personnel Liaison. Mr. Cherry will be notified about said appointment.

It was decided that the Park District Board Meetings shall be conducted on the third Thursday of each month at 7:00 p.m. The June Board Meeting would be held on June 12, 2025, as the third Thursday falls on the Juneteenth federal holiday in 2025. It was also decided that the regular December Board Meeting will be held on Monday, December 1, 2025, at 7:00 p.m., preceded by the Truth in Taxation Hearing at 6:30 p.m. Said meetings will be conducted at the Frankfort Square Park District Administration Building, located at 7540 W. Braemar Lane, Frankfort, Illinois.

It was decided that the Park District's regular July Board Meeting and the regular November Board Meeting will be held at 7:00 p.m. at the Square Links Golf Course Clubhouse, located at 7861 W. St. Francis Road, Frankfort, Illinois.

Check signing authority was granted to the following individuals: Audrey Marcquenski, John Keenan, Ed Reidy, Craig Maksymiak, Denis Moore, and Frank Florentine.

The Board named the *Daily Southtown* as the newspaper of choice for legal ad publications.

Vice President, Denis Moore, appointed Audrey Marcquenski to serve on the LWSRA Board, and John Keenan to serve as an alternate. Ms. Marcquenski will inform Mr. Keenan of said appointment.

Vice President, Denis Moore, named Old Plank Trail Community Bank as the primary financial institution to house Park District bank accounts.

Vice President, Denis Moore, named Dalena Welkomer of Baird Public Finance as Bond Underwriter.

XI. Legal Report

Vice President, Denis Moore, requested approval of Travel, Meal, and Lodging Expense Reimbursement forms for designated dance staff members to attend the 2025 national Applause competition in North Charleston, South Carolina from June 15-21.

Joseph King made Motion 25-2025 to approve the Travel, Meal, and Lodging Expense Reimbursement forms, enabling designated dance staff members to attend the 2025 national Applause competition in North Charleston, South Carolina from June 15-21.as presented. Lauren Breedlove seconded.

Commissioner, Joseph King, asked if this is a standard trip for the dance program. Audrey noted it is, and she commended Bookkeeper, Sue Baker, for working directly with the dance Directors to develop a system to manage dance requests and expenses that will ensure consistency of the dance programs operation.

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

XII. Treasurer's Report

On behalf of the Board of Commissioners, Vice President, Denis Moore accepted the April Treasurer's Report, pending audit.

Ms. Marcquenski reviewed the fund balance section of the April Treasurer's Report. The opening balance reflects the amount of all FSPD funds on May 1, 2024, the start of the fiscal year. The current balance reflects the total amount of funds as of April 30, 2025, the end of the fiscal year, showing that the Park District ended its fiscal year in a strong financial position.

At the April Board Meeting, the Park Board approved the transfer of funds, as it was anticipated that there would be a shortfall in Debt Service and was historically needed for the golf course. Square Links, however, experienced a record-breaking year, and the Park District received tax distributions from Cook County in April 2025, eliminating the need to transfer funds.

President, Craig Maksymiak, reported that the District is up by \$850,000 from the end of the previous fiscal year. He anticipates the current \$3.1 million dollar balance will decrease in the upcoming year due to anticipated expenses, but noted the District built up good reserves to manage the larger projects that are planned in FY 2025/2026. It would be great to zero out the budget every year, but it is equally important to have a cushion not only for projects but also for normal maintenance. The FSPD does not allow its parks and facilities to go into disrepair that could cause significant increases in repair costs, and he thanked Ms. Marcquenski for all her efforts to ensure the Park District's strong financial position.

Ms. Marcquenski noted that at the beginning of the next fiscal year, the Park District anticipates it will have \$1 million in the bank, meeting the goals of the fund balance policy.

Lauren Breedlove made Motion 24-2026 to accept the Accounts Payable Listing. Frank Florentine seconded.

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

XIII. Executive Director's Report

Ms. Marcquenski expressed appreciation to Frank Florentine and Phil Cherry for representing the Park District at the annual Community Scholarship Night at Lincoln-Way East. Thanks to generous donors, \$1,000 scholarship checks were awarded to 8 well-deserving students. LWE's PPS Office sent a nice summary noting that 77 community organizations sponsored 169 scholarships for 136 different students, totaling \$152,100, of which the FSPD accounted for 5% of the total amount. When including the Chick Evans Scholars, Naval ROTC Scholar and military appointments, the grand total awarded in 2025 was \$1,110,075.

The Village of Tinley Park initially considered adding a berm on park property behind the commercial development planned on 191st Street; however, the Village decided to go in a different direction.

The dance studio buildout project at The Square is nearly complete, with ADA transitions to the flooring remaining. BDC will move from Mary Drew to their new home at The Square, opening up another exciting chapter at this facility.

The Park District is waiting for Will County to approve the permit for the Hunter Prairie Park project.

Ms. Marcquenski reported that Summit Hill School District staff expressed concerns about pickleball players at Champions Park adjacent to Mary Drew School. A discussion among the Park Board ensued where closing the pickleball courts during school hours was one of the considerations. Ms. Marcquenski will review information with Dr. McDermott, Superintendent of SHSD 161.

Ms. Marcquenski requested an Executive Session to review closed session minutes and pending litigation.

XIV. Department Reports

A. Maintenance

The full-time maintenance staff welcomed the seasonal staff back, and appreciate having extra help, especially since many are returning employees that are familiar with the parks and processes.

Ms. Marcquenski distributed the 2024/2025 project list and congratulated Ed and his team on the long list of projects that were completed over the past fiscal year.

All maintenance staff were trained on the new Foamstream weed control system where natural plant oils are applied to unwanted vegetation; therefore, it is not limited for use by certified applicators and can be used in windy conditions.

B. Recreation

Ms. Marcquenski congratulated BDC on their very successful set of Showcases. It is amazing what the dancers have learned thanks to Directors, Donnette Castle and Kari Jensen and the teachers and aides.

The preschool students enjoyed field day activities, complete with a fun visit to the Splash Park.

C. Information Technology

No report.

D. Special Recreation

The LWSR Foundation has scheduled its annual golf outing fundraisers and Ms. Marcquenski will secure a foursome for Board Members to attend the July 11 event at Green Garden Country Club, and a foursome for Park District staff to the August 8 event at the Sanctuary Golf Course

E. Finance and Planning

No report.

F. Golf Course

The fence contractor began installing new fencing in advance of the practice area project. A preconstruction meeting will be scheduled with Liebold Irrigation and Hollembeak Construction, Inc.

G. Office

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

H. Risk Management

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

I. Community Updates

Frankfort Township pulled some of the AT&T subcontractor permits.

J. Freedom of Information

There were no FOIA requests received over the past month.

XV. Old Business

No old business was discussed.

XVI. New Business

Commissioner, Ryan Holley, provided input regarding path expansion from Union Creek Park to the south for a potential dedicated connection to Old Plank Road Trail. Ms. Marcquenski will bring a map to the June Board Meeting to provide a visual of Mr. Holley's proposal and to continue the discussion.

Commissioner Comments

No Commissioner comments were received.

XVII. Executive Session

Ryan Holley made Motion 25-2027 to enter into Executive Session at 8:08 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

The Park Board reviewed written minutes from closed Executive Sessions from January 16, 2025, and March 20, 2025, to determine if the minutes can be released for public inspection or if they may still require confidential treatment. There were no verbatim audio minutes to review.

The Park Board also reviewed details regarding pending litigation.

Lauren Breedlove made Motion 24-2028 to go out of Executive Session and return to open session at 8:14 p.m. Ryan Holley seconded. Motion carried in a vote by voice.

XVIII. Consideration of Resolution 25-05-50

Denis Moore requested consideration to adopt Resolution 25-05-50, a resolution authorizing the release of closed session minutes and the destruction of closed session audio recordings, a copy of which was provided to each Board Member for review in advance of said meeting.

Frank Florentine made Motion 25-2029 to adopt Resolution 25-05-50, as presented. Joseph King seconded.

Per Board direction and decision regarding which Executive Session minutes should be released for public inspection and which Executive Session minutes require confidential treatment, Resolution 25-05-50 will be updated with said detail and linked to the May 15, 2025 agenda for public review.

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

XIX. Adjournment

Lauren Breedlove made Motion 25-2030 to adjourn the meeting at 8:15 p.m. Joseph King seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell