

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 21, 2025

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, Frank Florentine, Ryan Holley, Craig Maksymiak, and Denis Moore

Joseph King arrived at 7:06 p.m.

Also present were: Audrey Marcquenski, Executive Director/Park Secretary, Linda Mitchell, Recording Secretary, Keith Wallace, Executive Director, LWSRA, and Donnette Castle, BDC Director, and Kari Jensen, BDC Co-Director.

III. Pledge of Allegiance

IV. Public Input

Donnette Castle and Kari Jensen attended the meeting as representatives of the BDC program, and, as Frankfort Square Park District residents, who wished to learn more about District-wide operations. Ms. Castle also expressed a desire to meet with the Park Board to thank them for their support of the BDC dance program.

V. Correspondence

No correspondence was presented for Board review.

VI. Presentation of the July 17, 2025 Board Meeting Minutes.

Ryan Holley made Motion 25-2043 to accept the July 17, 2025 Board Meeting Minutes as presented. Lauren Breedlove seconded.

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

VII. Legal Report

Ms. Marcquenski requested consideration for a change of venue for the September 18, 2025 Park Board Meeting from the Park District Administration Building to The Square, where the meeting will be conducted in the former library space.

Most Board Meetings take place at the Community Center, with the exception of the July and November meetings which are scheduled at the Square Links Golf Course Clubhouse during the May organizational meeting, where the Board makes this determination. Ms. Marcquenski suggested that going forward the May meeting could also include consideration to schedule one of the twelve annual Board Meetings at The Square, a proposal with which the Board concurred.

Frank Florentine made Motion 25-2044 to approve a change of venue from the Park District Administration Building to The Square for the September 18, 2025, Park Board Meeting, as presented. Phil Cherry seconded.

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

President, Craig Maksymiak, requested that consideration be given to establishing a new bank account at Old Plank Trail Community Bank to serve as a depository for donations made to the Park District's College Scholarship Program via a QR code.

Ms. Marcquenski commended Park District staff, Nicolette Jerik and Susan Baker for their tenacity in pursuing QR code options that would enable funds to be deposited to a government bank account.

Lauren Breedlove made Motion 25-2045 to open a new bank account at Old Plank Trail Community Bank to serve as a depository for donations made to the Park District's College Scholarship Program, via a QR code. Joseph King seconded.

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

President, Craig Maksymiak, requested consideration to accept Resolution No. 25-08-52, a resolution Honoring a Longtime Recreation Department Employee, a copy of which was provided to each Board Member in advance of said meeting.

Phil Cherry made Motion 25-2046, approving Resolution No. 25-08.52, a Resolution Honoring a Longtime Recreation Department employee, as presented. Denis Moore seconded.

Vote on Motion: Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Craig Maksymiak, and Denis Moore. 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.

Denis Moore made Motion 25-2047 to accept the July Accounts Payable Listing. Frank Florentine seconded.

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

President, Craig Maksymiak, requested consideration of Audited Financial Report, Fiscal Year Ended 4/30/2025, completed by the independent audit firm of Lauterbach & Amen LLP.

Denis Moore made Motion 25-2048 to accept the Audited Financial Report, Fiscal Year Ended 4/30/2025, as presented. Lauren Breedlove seconded.

Ms. Marcquenski, Treasurer, Frank Florentine, and Craig Maksymiak met in advance of this meeting to review report.

Mr. Maksymiak reported that the independent audit is conducted annually to review internal controls. An audit is not designed to detect fraud, but rather to identify areas of risk, and the auditors found no areas of risk within the Park District. The management letter is the primary component of the audit report, highlighting areas that may require attention. There were no material weaknesses, and the annual financial report begins with analysis representation by the accounting firm with an opinion of no exceptions.

In response to a question from Denis Moore, Vice President, concerning audit filings Ms. Marquenski stated that, subject to Board approval, the audit report would be filed with the Will and Cook County Clerks, and provided to the Old Plank Trail Community Bank, Standard & Poor's, and to Dalena Welkomer, the District's Bond Counsel, who will file it with EMMA, the Electronic Municipal Market Access system.

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

IX. Executive Director's Report

Ms. Marcquenski and Ed Reidy, Superintendent of Parks, conducted their weekly on-site meeting at Hunter Prairie Park with PRI, the landscape architecture firm, and Innovation Landscaping, the project contractor. Ongoing work includes excavation for the sidewalk, construction of the tennis courts and playground, directional boring for the water supply to the community gardens, and the installation of fencing around the ballfields and tennis courts that is scheduled to begin in early September.

Square Links Golf Course reopened on Monday, August 18, following the weekend storm where 10 inches of rain resulted in flooding. Hollembeak Construction was back on-site to assess and assist with the newly seeded practice area that experienced a couple areas of washout due to the heavy rainfall.

Ms. Marcquenski reported that Square Links was rated #6 on the Golfers Choice 2025 list of the top 25 public short courses by Golf Pass.

The Park District moved the dance program out of Mary Drew, and Ms. Marcquenski acknowledged the tremendous group effort taken to relocate to The Square by the dancers, their parents, and the maintenance staff who managed the majority of the relocation work. She also expressed appreciation to the Summit Hill School District (SHSD) and Dr. Paul McDermott, SHSD Superintendent, for their support. SHSD will also allow the Park District to utilize one of the Mary Drew dance studios if needed.

Dr. McDermott has also been highly supportive in collaborating with Ms. Marcquenski to provide the Wildcats cheerleaders with the necessary school space needed for their program.

X. Department Reports

A. Maintenance

Maintenance completed a list of requested items that included painting Union Creek goal posts, filling holes in the football practice field, and edge improvements to UC field #5.

With fall activities now underway, Ms. Marcquenski will arrange to have additional trash receptacles available at the Union Creek football field.

It was also noted that there is a low-lying area at Union Creek that may be addressed.

B. Recreation

The Park District had a great summer camp season, and Audrey noted that the staff did an excellent job.

The ELC preschool enrollment is increasing daily. Compared to last year's total number of students at 66, the program is now up to 78 students for the 3 and 4-year-old classes.

C. Information Technology

No report.

D. Special Recreation

Ms. Marcquenski welcomed Keith Wallace, Executive Director of the Lincolnway Special Recreation Association (LWSRA) who was in attendance to present an overview of his agency and she noted that the Park District is fortunate to be one of LWSRA's member agencies.

Mr. Wallace reported that he has been with the LWSRA for the past 20 years, starting as their Recreation Superintendent, and was promoted to Executive Director in 2014.

The agency abides by its Mission Statement: *LWSRA's mission is to provide recreation and leisure services for individuals with physical or intellectual disabilities while promoting greater disability awareness in the community.* It also strives daily to live up to its Vision Statement: *A community without limits for individuals with disabilities.*

Mr. Wallace reported that one in every 5 individuals have some form of a disability, many of which are not served, and LWSRA staff strives to reach them in any way they can.

LWSRA was established in 1976 and is currently an extension of eight-member park districts that include Crete, Frankfort, Frankfort Square, Manhattan, Mokena, New Lenox, Peotone, and Wilmington. In addition, the organization has cooperative agreements with Monee and Homer Township, allowing individuals with disabilities from their communities to participate in all LWSRA has to offer at discounted resident rates.

LWSRA offers a range of programs targeting diverse skill levels including ages 2-6, 7-13, teen, Special Olympics, an after school program, and adult day programs for residents and non-residents. The adult day program is unique in that it provides individuals with a calendar of recreational activities from which they can select.

Currently, there are 493 participants in 5,777 program sessions, of which 40 are Frankfort Square Park District residents.

A sensory mobile van enables LWSRA to reach individuals in any community, outside of the normal program locations.

A grand opening of LWSRA's Hero Village is scheduled for September 25. The sensory sheds will be installed in four phases and will be open to the public where all can play together. The Hero Village is located at LWSRA's Leigh Creek Park that includes an adaptive playground and an ADA accessible Story Walk for the visually impaired.

The 2023/2024 financials show that LWSRA's expenses were higher than its revenues, and the agency continues to seek funding opportunities.

Mr. Wallace noted the longevity of his talented and devoted LWSRA team that provides continuity for its participants.

Mr. Wallace also introduced adaptive programs and LWSRA now has the largest wheelchair sports program in the nation, not affiliated with a rehab hospital.

Future projects include a new gym and great room plan for which Mr. Wallace is seeking funding sources.

The LWSRA benefits from the LWSR Foundation that holds annual events in support of LWSRA. The 2025 golf outings raised an estimated \$49,000 and LWSRF is anticipated to provide \$75,000 to LWSRA this year, that helps with scholarship programs. Mr. Wallace noted that no individuals are ever denied financial assistance, and he also helps people out of district to find different organizations that can provide financial assistance, as LWSRA always find a way to say “Yes” to those in need.

Mr. Wallace revealed that LWSRA’s 50th anniversary will be celebrated on June 26, 2026 at Gaelic Park where Maggie Speaks will be a featured performer.

Volunteer opportunities are always available, and Mr. Wallace noted that the majority of paid staff were initially volunteers.

The Park Board appreciates all Mr. Wallace and LWSRA do for the special needs population.

E. Finance and Planning

No report

F. Golf Course

Staff are continuing preparations for the College Scholarship Golf Classic, which is scheduled to take place on September 20. To date, donations received from vendors and friends of the District are \$5,550. In addition, a “Beat the Board Member” contest, where golfers can compete against Board Members, offers another fundraising opportunity for the District’s College Scholarship Program.

G. Office

The front office staff have been doing a great job preparing for and managing fall program registration. Online resident registration is underway, and non-resident and walk-in registration will begin Tuesday, September 26.

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

No FOIA requests for information were received over the past month.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Phil Cherry thanked the dance teachers for their public input, noting that the Board appreciates all they do.

Ryan Holley thanked Ms. Marcquenski for inviting Keith Wallace to provide a presentation during this meeting.

Commissioner, Lauren Breedlove, through her employment, is aware of families that would benefit participation in LWSRA.

In response to a request to include an opportunity, similar to that being installed by LWSRA at their location, Ms. Marcquenski responded that the Park District could consider building a sensory room at The Square.

XIII. Executive Session

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

XIV. Adjournment

Denis Moore made Motion 25-2049 to adjourn the meeting at 8:14 p.m. Phil Cherry seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell