

FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
January 15, 2026

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, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, Craig Maksymiak, and Denis Moore.

Also present were: Audrey Marcquenski, Executive Director/Secretary, Ed Reidy, Superintendent of Parks, and Linda Mitchell, Recording Secretary.

III. Pledge of Allegiance

IV. Public Input

No members of the public were present.

V. Correspondence

No correspondence was presented for Board review.

VI. Presentation of December 1, 2025, Truth in Taxation Public Hearing Minutes and December 1, 2025, Board Meeting Minutes

Phil Cherry made Motion 26-2076 to accept the December 1, 2025, Truth in Taxation minutes as presented. Lauren Breedlove seconded.

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

Denis Moore made Motion 26-2077 to accept the December 1, 2025, Board Meeting minutes as presented. Ryan Holley seconded.

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

VII. Legal Report

Ed Reidy, Superintendent of Parks, was in attendance to present bid results from the Landscape Maintenance Services Bid for the 2026, 2027, and 2028 seasons.

Mr. Reidy noted that the District solicits bids for mowing and landscaping services every three years. The invitation to bid was published in the *Daily Southtown* newspaper on December 15 and coincided with the website posting and availability of hard copy bid packets at the Community Center.

The public bid opening was conducted at the Community Center on January 8 and included bids from seven companies – Brigwood Outdoors, C&T Landscaping, the Shelton Group, Kuehn Lawn Services, Carefree Lawn Maintenance, Noga’s Landscaping, and FencePeoria.

Mr. Reidy reported that two bidders submitted pricing within the Park District’s 2026/2027 budget and recommended awarding bids as follows:

1. Carefree Lawn Maintenance, a company the District has worked with for the past six years, submitted the lowest bid on twenty-five of thirty-one sites.
2. Noga’s Landscaping submitted the lowest bid for six sites and is a highly recommended company with thirty years of experience serving the south suburbs. Its client list includes, but is not limited to, Brookside Glen Townhomes and Silver Cross Hospital in New Lenox.

The Park District utilizes a multi-contractor system and if a contracted service provider does not meet Park District standards, sites may be reassigned, of which all contractors are advised.

President, Craig Maksymiak asked whether Carefree Lawn Maintenance previously managed twenty-five sites for the District. Mr. Reidy stated that Carefree was responsible for twenty sites over the past three years, and their per-acre cost is lower than in-house maintenance costs.

Commissioner, Phil Cherry, asked how long it may take for a contractor to service twenty-five sites, and Mr. Reidy responded that maintenance would generally span three-four days per week. In response to Mr. Cherry’s inquiry about how bidders account for inflation over the 3-year agreement term, Mr. Reidy stated that the bid pricing is locked in; however, the District would consider price adjustments for specific reasons, such as significant fuel cost increases.

Treasurer, Frank Florentine, commented that contractors perform quality work, providing peace of mind that sites are well-managed, meeting the standards of the District and its residents.

Commissioner, Ryan Holley, asked whether any local government agencies are transitioning to automated mowers. Ms. Marcquenski replied that Reliable, the groundskeeping contractor for Square Links, anticipates that golf courses may soon begin using automated mowers.

Frank Florentine made Motion 26-2078 to award Landscape Maintenance Services agreements to the best responsive bids and best responsible bidders following the public bid opening for the Landscape Maintenance Services Bid for the 2026, 2027, and 2028 seasons as presented. Joseph King seconded.

Vote on Motion Ayes: Lauren Breedlove, Phil Cherry, Frank Florentine, Ryan Holley, Joseph King, 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 November and December Treasurer’s Reports, pending audit.

Denis Moore made Motion 26-2079 to accept the November Accounts Payable Listing. Lauren Breedlove seconded.

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

Phil Cherry made Motion 26-2080 to accept the December Accounts Payable Listing. Joseph King seconded.

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

IX. Executive Director's Report

Per Ms. Marcquenski's request and Board consensus, Ed Reidy was authorized to attend this evening's Executive Session, during which the semi-annual review of closed session minutes and audio recordings will be conducted.

Ms. Marcquenski has been highlighting certain items on the Accounts Payable Report prior to the Board Meetings, and Mr. Maksymiak noted that this has been helpful in identifying expenditures that appear unusual.

The District certified the annual Statement of Economic Interests list. Ms. Marcquenski informed Board Members that Will County will send emails in February with instructions for this annual filing requirement that applies to Board Members and designated Park District staff. The filing deadline is May 1, 2026.

The Park District will again offer college scholarships to graduating seniors. Applications are available electronically through the Park District and Lincoln-Way East, and in hard copy at the FSPD's Community Center. The deadline to submit applications is March 3, and Board Members interested in serving as judges may contact Ms. Marcquenski.

Staff participated in a meeting with PRI regarding the closeout process for the Hunter Prairie Park Redevelopment project. The Illinois Department of Natural Resources (IDNR) agreed to a 5% retainage from the contractor to ensure proper turf establishment. IDNR will provide OSLAD signage recognizing the cooperative recreation project. In lieu of an on-site inspection by the IDNR, District staff will submit photographs of the completed park. The District's independent audit firm, Lauterbach & Amen, will audit the project expenditures uploaded to the Amplifund portal, after which a request for final grant distribution will be submitted to the IDNR.

X. Department Reports

A. Maintenance

As previously detailed, Ed Reidy has been busy tabulating the Landscape Maintenance Services bids.

B. Recreation

The Park District's Early Learning Center was represented at the Frankfort Public Library's Preschool Information Fair on January 10.

Staff are preparing for the preschool's Open House on January 20.

Preschool parents appreciated the opportunity for a longer day with the introduction of a music class following their regular school session, as it may help prepare children for full-day kindergarten. In response to the positive feedback, preschool teachers are in the planning phase for additional classes with a focus on art, cooking, and STEM activities.

A Mother Son Fun Day special event will be held at Lincoln-Way North on January 31.

C. Information Technology

No report.

D. Special Recreation

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

E. Finance and Planning

No report.

F. Golf Course

Square Links will participate in the Tinley Park Golf Show from Friday, January 30 through Sunday, February 1, at the Tinley Park Convention Center and will have a booth and serve as a sponsor by donating foursomes of golf to Square Links.

Staff are preparing to open Square Links Golf Course for the annual Super Bowl Sunday Golf on February 8.

Ms. Marcquenski reported that in 2025, the Park District supported 24 different organizations through donations of foursomes of golf, potentially introducing 144 new golfers to Square Links.

G. Office

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

H. Risk Management

Ms. Marcquenski reported that the Park District received an overall Risk Management Review score of 93% from PDRMA, significantly exceeding the member average of 76%. This reflects the strong District-wide efforts of FSPD staff through adherence to policies, procedures, practices, and trainings.

Vice President, Denis Moore, asked how contractors adhere to PDRMA standards, or whether they have their own policies and procedures. Mr. Reidy responded that contractors assume all liability, and in the case of mowing contractors, must also provide certifications consistent with PDRMA requirements such as insurance coverage, tax delinquency, drug-free workplace, sexual harassment, and prevailing wage policies.

I. Community Updates

No report.

J. FOIA

A FOIA request for information was received on December 22, 2025, that included any agreements or contracts related to landscaping maintenance services from 2022-2025. Documents included in the scope of interest were provided to the requestor on December 23, 2025, and the FOIA cost report was linked to the January Board Meeting agenda.

XI. Old Business

No old business was discussed.

XII. New Business

The first draft of the 2026/2027 budget was provided for Board review.

Ms. Marcquenski noted the first draft is similar to the current budget with the exception of three large projects that were completed in this fiscal year, thereby reverting to normal spending levels.

Various line items will be adjusted upon receipt of the 2026 CPI, IT and capital improvement projects costs such as flooring, HVAC, security cameras, paving, website accessibility, bridge replacements, Phase 3 of the tree survey, Toptracer advancement have yet to be finalized.

Commissioner Comments

Denis Moore wished all a Happy New Year.

Commissioner Ryan Holley asked who will manage the website accessibility project. Ms. Marcquenski stated that the District's website contractor is assisting with the project and noted that, under the new legislation, the site must be accessible to visitors with varying abilities, allowing them to independently learn about and access basic Park District services.

Phil Cherry commented on completion of the fourth studio at The Square, noting it should be finished as soon as possible. He also suggested that signage at The Square would help establish parking lot control and reduce confusion during drop-off and pick-up times.

XIII. Executive Session

Denis Moore made Motion 26-2081 to enter into Executive Session at 7:43 p.m. Lauren Breedlove seconded. Motion carried in a vote by voice.

The Park Board reviewed minutes from Executive Sessions, both written and verbatim audio for the purpose of determining which sessions can be released for public inspection, and which, if any, closed session minutes may still require confidential treatment, in accordance with 5 ILCS 120/2 (C) (11).

Ryan Holley made Motion 26-2082 to go out of Executive Session and return to open session at 7:46 p.m. Lauren Breedlove seconded. Motion carried in a vote by voice.

XIV. Consideration of Resolution No. 26-01-54

Craig Maksymiak requested consideration to adopt Resolution No. 26-01-54, a Resolution authorizing the release of closed session minutes and the destruction of closed session audio recordings.

Joseph King made Motion 26-2083 to adopt Resolution No. 26-01-54, as presented. Phil Cherry seconded.

Per Board direction and decision regarding which actions will be taken regarding closed session minutes, Resolution No. 26-01-54 will be updated and linked to the January 15, 2026 Board Meeting agenda for public inspection.

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

XV. Adjournment

Denis Moore made Motion 26-2084 to adjourn the meeting at 7:47 p.m. Frank Florentine seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell