

FRANKFORT SQUARE PARK DISTRICT  
BOARD MEETING  
February 19, 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, and Craig Maksymiak.

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

Absent were: Joseph King and Denis Moore.

III. Pledge of Allegiance

IV. Public Input

No members of the public were present.

V. Correspondence

Appreciation

Thank you note received from Jim and Pam Kohlbacher, expressing appreciation for the interpretive sign to be posted at Hunter Prairie Park that commemorates their longstanding service to their community, Summit Hill School District 161, and the Frankfort Square Park District.

Email from a resident that lives near The Square, thanking the Park District for quickly addressing her concerns by installing a sign regarding the use of unauthorized vehicles (dirt bikes, 4-wheeler, motorbikes) on the walking path.

VI. Presentation of the January 15, 2026, Board Meeting and Executive Session Minutes.

Frank Florentine made Motion 26-2085 to accept the January 15, 2025, Board Meeting Minutes, as presented. Lauren Breedlove seconded.

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

Ryan Holley made Motion 26-2086 to accept the January 15, 2026, Executive Session Minutes, as presented. Lauren Breedlove seconded.

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

VII. Legal Report

No report.

VIII. Treasurer's Report

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

Frank Florentine made Motion 26-2087 to accept the Accounts Payable Listing. Ryan Holley seconded.

Treasurer, Frank Florentine, thanked Ms. Marcquenski for providing details regarding HVAC expenditures, and asked whether she was confident that the HVAC repairs would be properly addressed. Ms. Marcquenski responded that she has a high level of confidence in the contractor.

A full discussion regarding credit card uses ensued, and staff will investigate options to replace the current American Express card that is used as a backup for larger purchases.

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

IX. Executive Director's Report

Ms. Marcquenski presented the second draft of the budget. It is similar to the first draft that was presented in January, with the exception of minor adjustments based on the recently released Consumer Price Index.

President, Craig Maksymiak, noted the Risk Management line item in liability insurance fund was dramatically reduced from the current fiscal year budget, and Ms. Marcquenski stated that there was a concerted effort to return this line item to previous levels prior to the increase needed for expenditures related to Covid.

Commissioner, Ryan Holley, inquired about a large increase in program fees. Ms. Marcquenski explained that early childhood classes were moved from the Programming section to the ELC section of the budget.

Ms. Marcquenski noted that the current year's budget reflected a sizeable takeback from Will County due to their previous overestimation of the Cook County EAV. As a result, the FYE 4/30/2027 budget reflects a return to more appropriate numbers. Further adjustments are anticipated once the Will County Tax Rate Calculation Report is received in late-March.

Moving forward, staff-related line items will be refined for the third draft and capital improvement project ideas will also be presented at the March 19, 2026 Board Meeting.

In the last calendar year, Ms. Marcquenski stated that the District received a large Cook County distribution in April; however, since tax bills were delayed, pending distributions may also be delayed.

Staff are working through the close out process for the Hunter Prairie Park Redevelopment OSLAD grant project. The independent audit is underway by Lauterbach and Amen, and all is expected to be completed by the March 31, 2026 deadline.

Summit Hill School District 161 is planning to renovate the Summit Hill Junior High athletic fields. In accordance with the Intergovernmental Agreement between our agencies, the Park District is responsible for field maintenance, but to aid the School District's efforts, Ms. Marcquenski shared contractor information with the School District's Athletic Director.

Staff have begun investigating baseball field renovation at Union Creek Park and Ms. Marcquenski will have more information for Board review at the March meeting.

It was noted that the parking lot at The Square had been discussed previously. The majority of users are following established instructions regarding existing traffic flow patterns. Rather than changing the current flow, increased signage and improved communication could be implemented to reinforce expectations for the safety of those utilizing this facility.

Commissioner, Ryan Holley, discussed the need to improve parking issues at Union Creek Park. Annually, Ms. Marcquenski sends a letter to the Tinley Park Police Department requesting parking lot enforcement per our Intergovernmental Agreement for the safety of park patrons. The Park District can also increase signage to better mark areas where parking is prohibited.

X. Department Reports

A. Maintenance

Jeff Hollembeak of Hollembeak Construction, who completed the 2025 practice area project at Square Links, met with staff to review and discuss a proposed bank stabilization project along the 8th hole tee box.

Maintenance staff met with the new Lincoln-Way North Building and Grounds contact person to review facility-related matters, focused on the repair needs of the basketball backboards, fieldhouse curtains, and lighting.

B. Recreation

The new Mother Son Fun Day, held on January 31, was a great event, and Audrey commended Pam Moloney, ELC Lead Teacher for developing and overseeing this special event.

Preschool was busy last week with parent/teacher conferences and outdoor play activities. Students are also developing fine motor skills, through learning how to properly use scissors.

Staff are making final preparations for the annual Daddy Daughter Dance, the Park District's most popular special event, that will be held at The Square on February 21.

C. Information Technology

No report.

D. Special Recreation

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

E. Finance and Planning

No report.

F. Golf Course

Square Links Golf Course was well-represented at the annual Tinley Park Golf Show.

Suzie Owens, the new Golf Pro, will be a positive addition to the team. Her lessons are filling quickly, and Ms. Owens met with Dan Coughlin, Athletic Supervisor, to discuss her offerings and how best to accommodate those on wait lists.

G. Office

Staff made improvements to F.A.N. pass sales, with Nicolette Jerik, Superintendent of Office Administration & Technology, finding a way for the RecTrac system to enable early renewal of memberships.

H. Risk Management

Staff participated in a PDMRA webinar focused on the Risk Management Review process and learned that in addition to the Frankfort Square Park District, other member agencies that received the highest scores in 2025 are larger districts with greater resources.

I. Community Updates

A special premiere of the docuseries *Gifted*, highlighting Maddie Grobmeier's life and organ donation journey that gave life to others, will be shown at Emagine Theatre in Frankfort on Saturday, February 21. The docuseries generously includes the Park District's involvement in their annual special awareness events, and staff will attend the premiere in support of the Maddog Strong Foundation.

J. FOIA

A FOIA request for information was received on January 27, 2026, requesting information including names and titles of part-time and full-time employees, job descriptions, salaries, hourly rates, monetary benefits, and paid time off.

In response, documents within the scope of interest along with links to the Park District's website where certain requested information is publicly available, were provided to the requester on January 29, 2026.

The FOIA cost report was linked to the February Board Meeting agenda.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

Commissioner Comments

Ryan Holley asked when the pickleball courts would reopen, and Ms. Marcquenski responded that they are scheduled to reopen in April.

Frank Florentine expressed appreciation for the snow removal efforts this winter that kept residents and staff safe.

Lauren Breedlove thanked all for the work involved in developing the interpretive sign from concept to completion.

Phil Cherry reported that he observed people utilizing the walking path throughout the winter thanks, in part, to the maintenance staffs' snow removal efforts.

XIII. Executive Session

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

XIV. Adjournment

Phil Cherry made Motion 26-2088 to adjourn the meeting at 8:01 p.m. Lauren Breedlove seconded. Motion carried in a vote by voice.

Respectfully submitted:  
Linda Mitchell