FRANKFORT SQUARE PARK DISTRICT
BOARD MEETING
August 20, 2026

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: Frank Florentine, Ryan Holley, Joseph King, Craig Maksymiak, and Denis Moore

Absent was: Lauren Breedlove

Phil Cherry arrived at 7:59 p.m.

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

III. Pledge of Allegiance

IV. Public Input

No members of the public were present.

V. Correspondence

Appreciation
Thank you note received from a recipient of the Park District's 2026 College Scholarship Program award.

A resident that lives adjacent to Arbor Park thanked the maintenance staff for how well they maintain the park.

Facebook post from a resident that appreciated the quick response and professionalism displayed by maintenance staff in clearing fallen trees and debris following the July 29 storm.

The Summit Hill Educational Foundation thanked the Park District for supporting their annual golf fundraiser by providing raffle prizes that included two Square Links foursomes of golf with power carts.

A thank you note received from Pam and Jim Kohlbacher, who again expressed their appreciation for the interpretive sign that was installed at Hunter Prairie Park, noting that they were humbled to receive this public recognition, and honored to be affiliated with the FSPD.

A resident contacted the Park District to report that a tree branch from the Square Links area had fallen onto his garage roof during a recent storm. The resident also expressed his appreciation for the quick response from Ed Reidy and the Park District's maintenance staff in addressing the situation.

VI. Presentation of the July 16, 2026 Board Meeting Minutes.

Denis Moore made Motion 26-2127 to accept the July 16, 2026 Board Meeting Minutes as presented. Joseph King seconded.

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

VII. Legal Report

Audrey Marcquenski presented bid results from the Hunter Prairie Park Asphalt Installation Bid, noting that McGill Construction was considered the best responsive bid and best responsible bidder following the July 30, 2026, public bid opening for asphalt installation at Hunter Prairie Park parking lot.

Ryan Holley made Motion 26-2128 to award the Hunter Prairie Park Asphalt Installation Bid to McGill Construction, as presented. Joseph King seconded.

Prior to making the recommendation, staff checked references and reached out to McGill Construction to ensure the accuracy of their pricing.

Vote on Motion Ayes: 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 July Treasurer's Report pending audit.

Denis Moore made Motion 26-2129 to accept the July Accounts Payable Listing. Joseph King seconded.

Treasurer Frank Florentine requested clarification regarding the Currie Motors expense. Ms. Marcquenski explained that the expense covered various equipment repairs for vehicles within the fleet.

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

Ms. Marcquenski requested consideration of Audited Financial Report, Fiscal Year Ended 4/30/2026, completed by the independent audit firm of Lauterbach & Amen LLP.

Ryan Holley made Motion 26-2130 to accept the Audited Financial Report, Fiscal Year Ended 4/30/2026, as presented. Denis Moore seconded.

Frank Florentine commended the bookkeeping team for their efforts, in particular Sue Baker, who carefully reviewed all audit findings. President, Craig Maksymiak noted the importance of carefully reviewing the audit report to ensure a full understanding.

The FY 4/30/2026 audit marks the end of a 3-year cycle with the current Lauterbach and Amen team and that next year, a new team will be assigned to the District.

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

IX. Executive Director's Report

An accident occurred in the Square Links parking lot on August 20. There were no injuries reported and loss reports were forwarded to the PDRMA claims department.

Staff are preparing for the 2027 Consolidated Election cycle. Nomination papers will be made available and interested parties can begin circulating petitions on August 25.

Ms. Marcquenski reported that following recent storm damage, she contacted each Board Member individually and received approval for emergency services. She noted that the related invoice will appear on the August accounts payable listing to be presented at the September Board Meeting.

This summer, staff faced numerous challenges, including severe storms, air quality alerts, flooding, and extreme heat. Ms. Marcquenski emphasized that the health and safety of program participants and staff remained the highest priority. She noted that procedures were in place to address these conditions, including keeping participants indoors when necessary and ensuring that families were kept informed.

There has been significant tree and fence damage throughout the parks and at the golf course. Fencing contractors are currently experiencing delays due to high demand, and the District is asking for patience and understanding as repairs are completed.

Ms. Marcquenski reported that she received a letter of resignation from Park Board Commissioner Ryan Holley. Mr. Holley is moving to a home outside the boundaries of the Park District, making him ineligible to continue serving as a Park Board Commissioner. The District will post notices of the vacancy at the Community Center and on its website, along with the existing information regarding Letters of Interest (LOIs). After reviewing the LOIs, Board Members will appoint an individual to serve the remainder of Mr. Holley's term.

X. Department Reports

A. Maintenance

Ms. Marcquenski commended the maintenance staff for their storm cleanup efforts, noting that although all are exhausted, they continue to manage the work in a safe manner.

Graffiti at the newly renovated Hunter Prairie Park tennis courts has been repainted and painting at the new basketball point and shoot court at the park site was also completed.

Installation of flooring in the multi-purpose room at The Square, which will be primarily used for fitness and Acro classes, is scheduled to begin the week of August 24. Maintenance staff also completed a labor-intensive removal of the existing flooring from a dance studio at Mary Drew that will be repurposed in a dance studio at The Square.

During the brief period between the end of Early Childhood Summer Camp and the start of ELC Preschool, Superintendent Ed Reidy scheduled several facility improvements, including floor cleaning and waxing, HVAC repairs, and concrete replacement on a section of walkway on the preschool playground.

B. Recreation

The 2026 summer concert season concluded with a performance by Port Authority. The District received positive feedback from many attendees.

The 2026/2027 Before and After School Program began on August 20.

ELC Preschool will hold Preview Days on September 2 and 3.

C. Information Technology

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

D. Special Recreation

The LWSR Foundation's golf outing, originally scheduled for August 14 at Sanctuary Golf Course, was cancelled due to course conditions caused by severe weather and has been rescheduled for October 16.

E. Finance and Planning

No report

F. Golf Course

The annual College Scholarship Classic is scheduled for September 19 and will include a "Beat the Park District" contest.

Beverage sales at Square Links Golf Course are up 5.5% compared to the previous year. Ms. Marcquenski noted that the increase in sales will benefit community groups that will receive checks from this 2026 revenue source.

G. Office

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

H. Risk Management

No report.

I. Community Updates

Frank Florentine led a discussion regarding the shared use of athletic fields between the Frankfort Square Baseball League and Frankfort Square Wildcats Football at Union Creek and Champions Parks.

Ms. Marcquenski reported that a television pilot completed filming at the Lincoln-Way North campus was completed. The District hopes the community will have an opportunity to view the pilot, which included a number of local youth as extras.

Commissioner, Phil Cherry reported that he is working on batting cages in the Brookside Glen area and will provide an update at a future meeting.

J. Freedom of Information

Ms. Marcquenski, FOIA Officer, received and responded to three FOIA requests for information within the required timeframe. A copy of the FOIA cost spreadsheet was linked to the August Board agenda for public review.

XI. Old Business

No old business was discussed.

XII. New Business

No new business was discussed.

A. Commissioner's Comments

Vice President Denis Moore reported that a neighbor who works within the Summit Hill School District expressed appreciation for the additional playground surfacing installed by the Park District's maintenance staff.

Mr. Moore commended Superintendent of Recreation, John Keenan, and Recreation Supervisor, Erin O'Brien, for their efforts at the final summer concert of the season at Island Prairie Park.

Frank Florentine appreciates the ongoing efforts of the maintenance staff for storm cleanup in a safe manner.

Commissioner, Ryan Holley, expressed regret at having to resign from the Park Board, and that he intends to continue having his family participate with the FSPD and community organizations.

Commissioner, Joseph King, reported that he has neighbors who are training for marathons and appreciate the efforts of the maintenance staff in keeping paths clear of downed trees and debris throughout the unusually active storm season this summer.

Phil Cherry thanked Ryan Holley for stepping up and being part of the Park Board, noting that all are grateful for his service.

Mr. Cherry also thanked the Maintenance staff for their hard work in challenging conditions.

Craig Maksymiak thanked Ryan Holley for his many contributions during his tenure as a Park Board Member.

XIII. Executive Session

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

XIV. Adjournment

Denis Moore made Motion 26-2131 to adjourn the meeting at 8:01 p.m. Ryan Holley seconded. Motion carried in a vote by voice.

Respectfully submitted:
Linda Mitchell