

DIRECTOR'S REPORT NOVEMBER, 2019

Just a reminder, the November Board Meeting will be held at the Square Links Golf Course Clubhouse, and the required change of venue notice was published in the *Daily Southtown* on Monday, November 11, 2019. In addition, meeting location notices are posted at the Community Center and the Park District's website.

ADMINISTRATION

We have a busy November agenda. If any Board Members are unable to attend Thursday's meeting, please contact the Park District office.

Although the Tax Levy Ordinance was passed at the October meeting, we will still conduct the regular December Board Meeting as scheduled on Monday, December 2, 2019 at 7:30 p.m. The Levy and County Direction Ordinances were filed at both Will and Cook County Clerk's Offices and filing receipts have been received.

Staff will be in attendance at the November Board Meeting to provide annual golf course, programming, office, and parks department presentations.

Staff attended the IAPD Legal Symposium on November 14. Topics included:

- Harassment, overtime, and other new developments in labor and employment law
- The impact of cannabis legalization on employment practices and personnel policies
- Tips and strategies for handling FOIA requests
- Hot topics in park district finance and borrowing
- New laws and key legislative issues from the 101th General Assembly
- Significant court decisions affecting park district day-to-day operations

The RFP for professional auditing services, prepared by staff and Jim Rock of Ancel Glink, is available for your review, and Board Members will be asked to authorize Park District staff to move forward with the RFP.

In addition, park maintenance bid documents are available for Board review, and will also require Board authorization to move forward.

The main money market account that retains tax distributions is also used as the deposit account for cash and checks accepted at the front desk. Funds are regularly moved from this money market to the main checking account for payroll and bills. Rarely, a check is presented at the front desk that is rejected by the bank, but when that happens, it generates 2 – 4 additional bank transactions. Those additional transactions can cause the Park District to exceed the maximum number of money market transactions allowed per month. In an effort to safeguard this account, I am requesting Board approval of a new transaction account through Old Plank Trail Bank to house the front office daily cash and check deposits.

Fidelity received the 457(b) trust agreement approved at the October Board Meeting, and the 457(b) plan has been established.

As discussed during the October Board Meeting, National Benefit Services, (NBS) will oversee the transition process and aid in the administration of the 457(b) plan. NBS should have the necessary plan document and adoption ordinance prior to Thursday's meeting.

Included on the agenda is the consideration to renew the Square Links liquor license, enabling continued sales of alcohol at the golf course.

The Board will be asked to consider an agreement with Progressive Bike Ramps to develop a conceptual design package for a bike recreation area at Indian Boundary South Park.

MAINTENANCE

PDRMA hosted snow plow training at Lincoln-Way North on November 6, and new part-time parks department staff participated. Previously, this training has only been available in the northern suburbs, and we are thankful for the availability of Lincoln-Way North to bring this valuable opportunity close to home for the FSPD and other south suburban agencies.

Snow removal and salting was performed district-wide, with winter weather arriving early this year.

Winterization of the golf course irrigation, as well as Union Creek football and Lincoln-Way North concession stands is complete.

RECREATION

Staff are proofreading and selecting photos for the Winter/Spring 2020 Brochure. Residents can expect to find the brochure in their mailboxes beginning in mid-December.

F.A.N. numbers have increased due to the unseasonably cold temperatures, and staff are managing and scheduling facility rentals.

Escapades Thanksgiving break numbers are strong, with fun trips scheduled to the DuPage Children's Museum, Pirouette Gymnastics, and the Naperville Yard Indoor Sports Complex.

SPECIAL RECREATION

Staff requested and received a donation of alternative seating equipment for the after school program. Participants are enjoying these creative alternatives, including rocking chairs and wobble chairs.

LWSRA Youth Drama Kings and Queens are preparing for their November 22 and 23 performances "A Little Bit of This & That," featuring a Pixar mix and Camp Rock.

Tickets are selling fast for the annual Lunch with the Grinch, scheduled for December 14.

GOLF COURSE

Representatives from BSA troop 237, FSBL, and Wildcats football were invited to be recognized at the Board Meeting and will be provided with revenue from 2019 beverage sales at Square Links.

Included on the November agenda is a request for Board approval of the Lohmann Quitno proposal for tee signage concepts illustrating the layout of each hole and identifying tee locations, yardages, and club recommendations. The proposal also includes the layout and grading plans for the expansion and leveling of the primary range tees.

The 2019 golf season at Square Links ended on November 6. FSPD staff and Reliable Property Services have been completing season-end responsibilities.

OFFICE

Staff have been focusing on increasing knowledge and performance of the RecTrac software that is used for program registration. Bonnie Roach and Julie Hein are participating in monthly webinars and attended a local training, all provided by Vermont Systems.

POS systems were implemented at the golf course and F.A.N. this past season, and office staff are reviewing cash management and IT procedures for both facilities.

RISK MANAGEMENT

Following the October meeting with Park District staff and the PDRMA consultant, the 2020 Risk Management Plan was developed with the following goals:

- PDRMA to provide office ergonomic assessments in winter 2020.
- FSPD will develop additional active assailant/lock down resources by working with PDRMA and local law enforcement, as well as consider ALICE training (Alert, Lockdown, Inform, Counter, Evacuate).
- FSPD will complete an assigned Slip, Trip, and Fall self-assessment Winter/Spring 2020.
- PDRMA requested that chainsaw safety, fleet safety, trailer safety, and brush chipper training be offered in the local FSPD area in 2020.
- PDRMA to provide one Athletico onsite observation visit in summer 2020 for Parks Department tasks.

Through PDRMA's annual Property/Casualty Council meeting on November 6, the Park District is in receipt of PDRMA financials and fees for the upcoming year. Member contributions correlate with its exposure increase/decrease. While our decreasing loss experience reflects our continued risk management efforts, the 2020 member contribution will increase by 9.78% due to the increase in our operating expenditures provided by the referendum. The referendum funds enable new projects and opportunities, thereby increasing the property/casualty exposure.

PDRMA is planning an appraisal of all 158 member agency assets in 2020. The goal of this major effort is to provide insurers with better asset data with the goal of receiving lower rates.

Four staff attended PDRMA's Risk Management Institute, conveniently located at the Tinley Park Convention Center, on Friday, November 15.

COMMUNITY UPDATES

The BSA Troop 237 Scouting for Food Drive was a tremendous success. Staff were scheduled to be onsite to monitor the LWN facility and assist as needed with this tremendous service project. Over 36,000 pounds of food was provided to families in need.

Respectfully submitted:

Audrey Marcquenski

Director

Linda Mitchell

From: Linda Mitchell
Sent: Friday, October 25, 2019 2:30 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update - October 21-25

In compliance with "Open Meetings Act", please do not respond to all, in that contemporaneous interactive communication with multiple Board Members would constitute a quorum/meeting and be in conflict with the OMA.

Board Members,

A wire transfer to Amalgamated Bank, necessary for the October 31, 2019 Bond closing, was completed on Wednesday, October 23, 2019. No other action is required by the Park District.

Audrey and I completed a conference call with John Thorne, National Benefit Services and Jim Rock, Park Counsel, on Monday, October 21. NBS will be providing necessary 457(b) documents for review and adoption at the November Board Meeting. The Park District is investigating having NBS staff submit required documents to the IRS for transition from the existing 403(b) to the new 457(b). Fidelity Investments is in receipt of the approved Trust Agreement and is moving forward on account establishment. Audrey and Linda will prepare resources for District staff to register new 457(b) accounts, along with general information on Fidelity resources.

The Kingston Park playground structure was completed on Wednesday, October 23.

Park staff and various contractors will winterize facilities in the coming weeks. Upon completion, Ed Reidy, Superintendent of Parks, will update the winterization list. I will provide this document to Board Members to illustrate the level and detail that is necessary to keep the Park District in good order.

The Park District acquired three pianos. Piano #1 is an upright that has been serviced and painted for the outdoor piano program to be put in place next summer. A full description of this new opportunity will be included in the summer brochure. Repair and similar action is underway on Piano #2, a nearly identical upright. Piano #3, a 1938 grand, is undergoing refinishing and repair. Upon completion, this wonderful instrument will be located in the Community Room. Hopefully, a variety of programming can be developed related to this new opportunity.

Todd Quitno, Vice President/Senior Architect for Lohmann Quitno Golf Course Architects, was onsite on Thursday, October 24 to review completed new golf tees. Mr. Quitno will develop resources to provide awareness of the new tee distances and club recommendations-by-tee for a variety of skill levels.

Park staff will work on a new marketing campaign detailing course improvements this winter.

Audrey is finalizing the Request for Proposal (RFP) for the next five years of auditing services. A draft of this RFP will be provided for Board review upon completion.

Ed is also nearing completion of an RFP for contracted Park maintenance. Ed had the professional support of landscape architect, John Ryan, President of the IVES/Ryan Group. Mr. Ryan has proven to be an invaluable resource. A final draft of this document will also be submitted for Board review upon completion.

Both RFPs will be posted in December, and scheduled bid receipt and openings will tentatively take place in January. If Board Members know of any audit firms or eligible landscape contractors that should be included in the bid notice, please let us know.

The November Board Meeting, scheduled to be conducted at the golf course clubhouse, will include:

- Department reports
- Invitations to Wildcats Football, FSBL, and Boy Scouts to receive annual support program extended from golf course beverage sales.
- Audrey and Nicolette will review completed community-wide survey results. If possible, the results will be included in the winter/spring or summer brochure, depending on receipt and the brochure printing schedule.

I met representatives from the American Ramp Company at the NRPA Conference in Baltimore this past September, and Ed and I had a conference call with the company's bike park designer to discuss a future improvement. I would anticipate this being a phased project that could be expanded over time. A rendering/plan will soon be available, providing detail regarding this potential improvement, and as plans and a location develop, they will be presented for Board review, comment, and approval.

Audrey will provide weekly updates on November 1 and 8, and will complete the monthly report for the November meeting.

If Board Members need any additional information, they can contact Audrey at the office or me directly, via my cell phone.

Jim

Jim Randall, Executive Director

Frankfort Square Park District

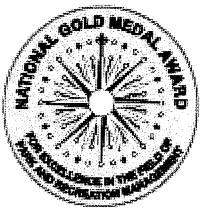
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Linda Mitchell

From: Linda Mitchell
Sent: Friday, November 01, 2019 3:33 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update - October 28-November 1

In compliance with "Open Meetings Act", please do not respond to all, in that contemporaneous interactive communication with multiple Board Members would constitute a quorum/meeting and be in conflict with the OMA.

Board Members,

Jarrod from Campfire Concepts is reviewing the data collected from the community-wide survey, and plans to have the first draft completed November 7.

An incoming wire transfer with a small rounding amount totaling \$3,573.34 from the successful October 31, 2019 Series A & Series B Bond closing was received.

Staff are working with the Social Security Administration to gain access to the Business Services Online website for wage reporting.

Park staff installed safety surfacing at Kingston playground.

Ed attended a PDRMA training on Tuesday titled "Wage and Hour Law Seminar." Highlights included recent legislation regarding salary history during the hiring process.

Park staff winterized the outbuildings and irrigations systems. Due to the need to water the new tees at the golf course, the irrigation system will remain on until November 14.

Park staff worked with preschool students on a daffodil planting project to bring spring blooms to the playground.

The Will County Sherriff's Department responded and filed a report for vandalism to the women's door on the washroom trailer. Staff also completed the necessary PDRMA form.

On October 29, the LWE football team was in need of practice space, and the LWN stadium was made available.

The preschoolers enjoyed fall hayrides on October 22 and 24, provided by the Maintenance Department. Timing of the hayrides was perfect, as the weather cooperated for this outdoor activity.

Preschoolers and tiny tot participants enjoyed indoor trick or treating on Wednesday, October 30, and Thursday, October 31. Lots of superheroes and princesses came through the office, along with a clothes dryer complete with dryer sheets and clothespins!

Morning and afternoon BAS participants enjoyed Halloween activities.

The dance program is selling Braemar Dance Center (BDC) gear October 28 – November 9. Also, each class presented a Halloween performance for parents this week.

The Mary Drew calendar is filled with FSPD programs, and the popularity of this facility continues to grow. FSPD did not request any additional facility space from Summit Hill School District 161 this school year.

Recreation staff met with Wildcats Wrestling to discuss upcoming facility usage.

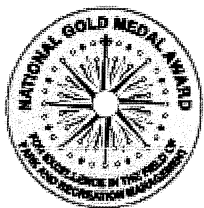
The Barracuda spam filter was upgraded, and Dave Gorka, IT contractor is working to remotely address ongoing issues with incoming and outgoing email delivery.

Office staff have been distributing Polar Express tickets to very excited families.

Program coding is complete for the 2020 Winter/Spring brochure. The first proof is expected on November 4.

Bonnie and Julie are viewing regular RecTrac webinars for increased software knowledge and to stay current with new advancements.

Audrey Marcquenski
Director
Frankfort Square Park District
www.fspd.org



Linda Mitchell

From: Linda Mitchell
Sent: Friday, November 08, 2019 3:55 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update - November 4-November 8

In compliance with "Open Meetings Act", please do not respond to all, in that contemporaneous interactive communication with multiple Board Members would constitute a quorum/meeting and be in conflict with the OMA.

Board Members,

A draft of the 457(b) plan document has been received, and is under attorney review. This document serves as the gateway for the adoption agreement and the remainder of the process with National Benefit Services.

The Park District received consignor settlement information for equipment sold at the Russo Power Equipment public auction that was held on October 12, as approved at the September 19 meeting of the Park Board. The District will receive a check in the amount of \$3,900 in the coming weeks that includes a commission fee of \$400.

Park staff removed the pond aerators, cleaned, and prepared them for winter maintenance and storage.

The maintenance yard is being cleaned and organized for snow removal needs.

The HVAC contractor completed fall preventive maintenance checks, as well as winterized the golf course cooking hood and greenhouse swamp coolers. In addition, the furnace motor at the Union Creek football concession stand was replaced.

The first draft of the Winter/Spring 2020 brochure is under staff review. Proofreading and photo selection will continue for the next few weeks.

The BAS program continues to grow. Next week's registration exceeds 50 students each morning.

Following the Barracuda spam filter upgrade, the IT contractor has made final adjustments to improve email receipt and delivery.

Payroll was completed and bills were paid.

Staff are working on month-end reconciliation and reports.

The golf course closed on November 7 for the season. It will open for Super Bowl Sunday on February 2 from 9 a.m. – 2 p.m.

Staff are working with Old Plank Trail Bank on developing best practices for accepting checks at the Park District front counter.

Office staff attended a local RecTrac user group training hosted by Vermont Systems and the Oak Lawn Park District on November 7.

Staff attended the PDRMA Property/Casualty Program Council Meeting via webinar on November 6.

Staff attended valuable local PDRMA training opportunities – snowplow training on November 6 and certificates of insurance training on November 7.

Park staff prepared facility amenities (tables, chairs, barricades, etc.) and cleaning supplies in anticipation of the Scouting for Food fundraiser at Lincoln-Way North this weekend.

Audrey Marcquenski
Director
Frankfort Square Park District
www.fspd.org

