

## Projects During Pandemic:

After another record setting wet and rainy May, early heat in June, a few weeks of extreme heat and drought mixed in with an extended power outage and a damaging thunderstorm storm, throughout July and August, the following is a list of projects FSPD maintenance has been involved with:

### Fulfilling COVID-19 needs:

Many different signs, banners, floor decals, stickers, signboard changes, social distancing squares (painted at driving range & tape at Mary Drew dance) social distancing “X’s” also at Mary Drew

- Parks had banners & signs installed at ballfields, pathways, pickleball & tennis courts, playgrounds, outdoor fitness equipment, picnic shelters, and the like.
- Buildings (Mary Drew, and Square Links Golf Course) had signs, stickers, arrows, social distancing squares and “X’s”. Square Links Driving Range had social distancing squares painted on the grass.
- Signboard changes updating the community were done often.

Relocated the washroom trailer to the golf course

- Counter tops and cabinets were painted
- Step railings were built by FSPD staff members, Bill & Lou
- Wall-to-wall cleaning and sanitizing by FSPD staff member, Maureen

Coordinated construction of the Square Links Ranger office

- Re-using the Image 360 Plexiglass shields already purchased, carpenters built the room with countertops, door & windows
- Interior and exterior were painting by contractors
- Outlets were installed by the electrician

Coordinated installation of clear plastic barriers

- Arranged access to the Community Center front desk, office areas, and Square Links counter / bar area for two different suppliers installing protective plastic barriers
- Ranger cart doors had Plexiglass protective barriers installed by FSPD staff member, Ed

Sanitization of Community Center, Mary Drew, SLGC

- Arranged access to the entire Community Center for sanitization and carpet cleaning by contractors
- Arranged access to Square Links and Mary Drew public areas for sanitization of public and staff areas by our janitorial contractor
- Continue routine cleaning and sanitization by FSPD custodial staff Maureen & summer part-time staff

Arranged access to FSPD buildings for HVAC contractor to install new filter systems and upgrades to the return supplies with bi-polar ionization units throughout the District. Supply line sanitization upgrades still to come.

Many new PPE and janitorial supplies ordered / installed (hand sanitizer stations, no hand door pulls, etc.)

Managed port-o-potty supplier with emails, photos, and texts in regard to cleaning needs & hand sanitizer

## **Coordinating Square Links Driving Range & Toptracer w/ self-assessment elements**

- Communications with Toptracer, for materials, direction and coordinating programming/locating range
- Hiring and scheduling directional bore contractor for conduits from building to tower locations
- Hiring and scheduling electrical contractor, for data, power and fiber optics from building to towers and installing needed tower junction boxes as well as system server cabinet installation
- Hiring and scheduling contractor for pouring tower foundations, and office renovation
- Scheduling pick-up and delivery of range targets from the fabricator to the course
- Communications with sign contractor and FSPD staff for target wraps (target locations) and various signage
- Hiring and scheduling fence contractor for target posts (range) and sign posts (course) installation
- Coordinating FSPD for excavating tower foundations, other various sign installations, interior/office needs, and fabricating phone holder anchors

## **Managing Six Mowing and Landscaping contractors**

### Communication

- Orientation; phone calls, site meetings, photos, maps, text messages, emails and communicating needed billing details etc.
- Managing performance (following up with lack of performance – phone calls, site meeting etc.). I met with a neighbor in regard to a damaged fence and followed up with the contractor about repairs
- Changing direction; in one case, phasing out a contractor for non-performance and bring in another, getting them up to speed, starting over with the site meetings for property boundaries, expectations, etc.

### Additional work for contractors, due to downsizing staff, for minimizing risk of virus exposure

- Hiring and scheduling decorative wall replacement at Lighthouse Pointe
- Hiring and scheduling Brookside Bayou landscaping & clean up along the back berm
- Requesting proposal for more frequent mowing of the vacant lot behind Rogus school
- Requesting proposal for Lake of the Glens dirt & seed installation along new asphalt edges
- Requesting proposal and renderings for park sign and Crystal Lake landscaping upgrades
- Coordinating delivery of playground safety surfacing to Hoffman & Plank Trail Park playgrounds. Hiring and scheduling landscaping contractor for installation of surfacing.

## **Public bidding concrete & asphalt projects**

### Coordination of the concrete and asphalt bid

- Changed bid pick-up procedures, and rescheduled the bid opening date due to the early quarantine shelter in place restrictions
- Answered many questions via email, satellite image photos and text photos to minimize in person meetings
- Held an outdoor “tailgate” bid opening
- Took delivery, assembled, stored and staged tilting garbage can receptacles for contractor
- Met with contractors for details on site locations, J.U.L.I.E. utility details etc.
- Backfilled concrete slabs with dirt & seed
- Purchasing and taking delivery of benches for new concrete pads, to be assembled and installed by FSPD park maintenance staff

### **Other concrete & asphalt projects**

Hiring and scheduling other contractors for patches, crack filling and sealcoating

- Coordinated signage, electronic billboard, Facebook posting to inform the public of closing pathways for patchwork and sealcoating contractors

Planning the Kiwanis Park path and parking lot

- Meeting with the civil engineer for direction / details in regard to asphalt work at Kiwanis Park
- Calling in J.U.L.I.E. utility locate and excavated three locations at Kiwanis Park for tying in the new asphalt path to existing pathway system

### **Needed park & native area work**

- Hiring excavator to move dirt from SLGC to Kiwanis
- Communicating with Engineer for details in park trail map drafts
- Hiring and scheduling our native area contractor for work at Nature Center interpretive garden and adjoining areas as well as a steep slope behind some homes along Edgebrook Lane in Brookside Glen Subdivision
- Scheduling electrician to reinstall Community Park solar lights on new poles
- Trimming trees at Indian Boundary South, Magnolia, Lighthouse Pointe, Brookside Bayou, and Square Links using a rental truck with a long boom and basket
- Mowing scrub areas with the 'Brush Buster' mower on our skid steer at Woodlawn, Union Creek, Lake of the Glens path, and Crystal Lake
- Hiring and working with a new pond fountain contractor

### **Scout Projects benefiting the Park District**

- Meeting and emailing Scouts, and Cub Scout leaders in regard to different projects
- Installing signage for Girl Scout project at Union Creek
- Locating electric at Community Park flag poles for Boy Scout
- Ordering signs and purchasing supplies for cub scout project
- Purchasing and delivering supplies for a scout in service project sealing picnic tables at Union Creek

### **Projects in motion:**

**HVAC upgrades** to the supply lines (remainder of the project listed above)

**Tree plantings** - Hoffman & Kingston

- Seven new trees
- Seven trees, originally from the SLGC driving range  
(A few trees being replaced at SLGC & Community Park are under warranty FYI)

**Tree removals** –

- Indian Boundary South willow behind Laurel
- Square Links Golf Course hole #6 (three failing willows) hole #1 4 willows as recommended by golf course designer / architect
- Plank Traill dead oak removal

**Square Links Golf Course** Fire Alarm System upgrades

**Square Links Golf Course brick sign** - 80<sup>th</sup> Ave & St. Francis

**Goose deterrent lighting** trial at Crystal Lake Park

**Concrete Garbage Cans** ten ordered for various locations

**Kiwanis** added curb cuts, asphalt (3 points), & crosswalk to link FSPD paths to area system

**Square Links Golf Course** exterior painting

**Square Links Golf Course irrigation pond planning** for topographical survey, permitting & engineering

**Community Park** fence pickleball court repairs & wind relief holes cut in windscreen to prevent future damage

**Pond Aerator** fall removals & winter storage

**Controlled burns** (weather dependent for individual sites & tentative schedule of four days of burning)

- Crystal Lake
- Lake of the Glens
- Arbor
- Nature Center & interpretive garden
- Lincoln-Way North Park
- Union Creek