

**EXECUTIVE DIRECTOR'S REPORT**  
**SEPTEMBER 2022**

**ADMINISTRATION**

The Path to Reading program is underway at Community Park with the book, "*Rainbow Fish*." We have received positive feedback and photos from families enjoying the opportunity. The next book, "*Brown Bear, Brown Bear, What Do You See?*" is scheduled to be installed along the Island Prairie Park path later this month in conjunction with the Early Learning Center's color unit.

The next Consolidated Election will be held on Tuesday, April 4, 2023. The Park District has three Park Board of Commissioner positions up for election. Candidate information and nominating petitions will be available beginning September 20, 2022. Filing dates for petitions are Monday, December 12, 2022 through Monday, December 19, 2022.

Staff completed a salary survey through the National Recreation and Park Association, and we look forward to the results from this useful study focusing specifically on park and recreation agencies.

The Park District has not received any formal requests, but we have been made aware that Wildcats Football may be interested in exploring opportunities for capital improvements.

The audit has been distributed to Old Plank Trail Community Bank, Baird for MSRB EMMA posting, and is available on the FSPD website. Upon receipt of the AFR long form from Lauterbach and Amen, the audit will be filed with Will and Cook Counties prior to the October 30 deadline.

We expect a Will County tax distribution on September 15, 2022. I plan to confirm receipt during Thursday's Board Meeting.

**LEGAL**

Staff worked with Old Plank Trail Community Bank and Chapman and Cutler to prepare the annual abatement ordinance and the provision for the extension of a General Obligation Bond in the amount of \$106,000 which is included on the September 15 Board Meeting Agenda. The extension of Bond proceeds is scheduled for October 2022, with repayment in October 2023.

Staff would like the Board to consider disposal of excess equipment that would include the 2012 New Holland front-end loader. This piece of equipment has been experiencing increased frequency in repair costs. At this time, we can expect a good return upon sale of the equipment.

I am also asking for approval to accept the best bid that meets the minimum estimate. We have researched comparables to establish the minimum bid price and I will review findings at Thursday's meeting.

A unique opportunity has been made available through the Frankfort Township to purchase their front-end loader that is too small for their needs, but would be ideal for us and has very low hours. I am asking for approval for the purchase of this 2021 Case 321F front-end loader with bucket and snow pusher from the Frankfort Township at a cost of \$95,000. I am asking for Board consideration to enter into a 2-year promissory note with Old Plank Trail Community Bank for this purchase.

## **MAINTENANCE**

The Community Center floors, rugs, and windows were all cleaned, and the playground was prepared for the return of the preschoolers this month, as well as the many community groups and family parties using the building this fall. Also, we continue to refresh the landscaping around the building, with the north side of building now complete. The front office staff updated the photos on display in the lobby and contributed to the group effort making the Community Center look its best!

New lighting was installed along the path at Lincoln-Way North Park improving aesthetics and visibility.

Staff met with our new Proven IT representative to discuss the next phase of security cameras. We expect to receive a quote for this planned improvement in the next couple of weeks.

## **RECREATION**

Park District maintenance and recreation department staff have been working with Summit Hill School District 161 staff to review lighting, security, plumbing, and other needs as we establish a new traffic flow inside and outside Mary Drew. None of this could have happened without the support of Dr. Paul McDermott, Summit Hill School District 161 Superintendent. With new access to interior hallways, we hope to alleviate congestion in the main hallway and parking lot by spreading out BDC, Wildcats Cheerleaders, BAS, and other program participants. With BDC Open Houses scheduled for September 7 and 8, we had to move quickly to establish the new patterns immediately to avoid confusion if changed after classes began.

Preschoolers and their families filled the Community Center with excitement and laughter with their return for our Early Learning Center Preview Days September 7 and 8. The preschool teachers are ready and looking forward to a great school year!

## **INFORMATION TECHNOLOGY**

Our security was tested and performed well when the notification came through that an attack was in progress on our old Exchange email server. The network connection was shut down and infected files were quarantined to stop the attack from going any further on the FSPD network. There was no encryption or ransomware performed. Our IT contractor, Dave Gorka, worked with a cyber security specialist to review the situation. Our security software is good, but they entered through a hole in the older version of the Exchange server, which has since been shut down as it is no longer needed with our recent move to Office 365.

We are working with Vermont Systems to address frequent outages with our credit card readers at the Community Center and Lincoln-Way North. Credit card use far exceeds cash or checks for residents registering for programming or rental opportunities. It is hoped that wired internet connections will reduce outages.

## **SPECIAL RECREATION**

The next LWSRA Board Meeting is scheduled for September 27, 2022. At that time, we will discuss the Crete Park District's formal request to join LWSRA.

LWSRA is hosting a wheelchair lacrosse clinic at the Union Creek hockey rink on Saturday, September 17, 2022.

## **GOLF COURSE**

Staff are preparing for the \$5 day of golf on Saturday, September 24, 2022, in support of the FSPD College Scholarship Program. To date, we received \$5,450 in donations.

Work is complete with the cart path improvements and surrounding sod, along with tree removal and planting. Also, the pond fountain is working and features a steel-braided sleeve to deter animals from chewing on the power cable. Everything came together and really looks good! Play continues to be strong on both the course and driving range.

## **OFFICE**

We are nearing the end of our copier lease, so staff are investigating new options.

Office staff oversee registration and communication with garden plot users. With the season ending in October, staff generated and distributed end-of-season information to residents. Also, preparations for next year's registration and usage are underway.

## **RISK MANAGEMENT**

To date, four staff have successfully completed the new blended online and in-person AED/CPR/First Aid training offered through the American Heart Association. While still providing quality training, this streamlines the process for those who have previously been certified and just need a refresher for recertification. The full in-person, eight-hour training is required for those who are completing the training for the first time.

Staff have completed this year's requirements for our Risk Management Review and are eligible for the \$1,500 award. Next year will have increased requirements and the process will begin January 2023.

Respectfully submitted:  
Audrey Marcquenski  
Executive Director

## **Monthly Department Summary**

Department: Administration

Month/Year: August 2022

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### **Daily/Weekly Tasks**

Completed payroll and accounts payable and all related tasks.  
Developed new cost center codes for dance and maintenance staff.  
Contacted vendors/contractors to request updated COIs.  
Managed daily correspondence.  
Attended/participated in staff and PAT meetings. Took minutes and transcribed for distribution.  
Completed all necessary pre and post-Board Meeting actions.  
Prepared sign change information, updated LED sign as needed.  
Updated health insurance census data.  
Updated 2023/2024 budget purchase list.  
Added individual documents to training files and computer data bases.  
Updating employee training files.  
Tabulating inspection sheets for buildings, vehicles, etc.

### **Special Projects**

Downloaded Cobra Election form for future reference.  
Prepared electronic distribution of the PDRMA Employee Medical Questionnaire, and provided staff with instructions that enabled secure submission through PDRMA's website.  
Worked on survey participation for the HR Source's.  
Assisted with 2023 Park and Rec Compensation Survey.  
Investigated potential for an employee after-tax contribution to their 457b investment accounts.  
Followed up with staff for receipt of Cell Phone Policy form.  
Assigned Novamobile to two BAS staff members who start their day at Rogus.  
Ordered all necessary supplies for Path to Reading project.  
Completed 1st in series of Path to Reading opportunities, prepared notices for website/Facebook/email blasts.  
Ordered/purchased supplies and assembled raffle baskets for LWSRA golf outings.  
Completed and submitted application for ARPA Covid reimbursent funds available through Will County.  
Attended FMLA webinar provided by Guardian.  
Worked with Physician's Immediate Care representative to set up WC account.  
Forwarded annual audit to OPTCB, Baird for MSRB EMMA posting, and to FSPD website contractor.  
Attended Webex meeting with legal counsel, auditor, and bookkeeping team re: fund transfers.  
Participated in phone meeting Chapman and Cutler to review mini bond issuance.  
Continuing development of the method for employment of persons new to the Park District.  
Arranging for on-line training of employees for CPR AED certification.  
Conducted a PAT meeting. (Safety Meeting).  
Requested background checks for new employees through the Illinois State Police.

## Monthly Department Summary

Department: Park Maintenance

Month/Year: August-22

### Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning, sanitizing our facilities daily, per building use schedule, and work requests. The Community Center had floors waxed, carpets cleaned, and windows washed. The golf course and Nature Center had windows washed. Custodians did a very good job getting the Community Center ready for preschool.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Litter is also picked up where needed.
Playground maint & repairs	Raking surfacing under swings, slides, and other kick-out areas is a routine task. Vandalism and graffiti is removed as needed. Lighthouse Pointe, Hawthorne, and LaPorte Parks received new playground surfacing.
Signboard Changes	as needed
Respond to public questions	Crystal Lake native area was addressed by our contractor Cardno. Thistle and teasel were spreading and needed to be cut and hauled off. After many concerned neighbor calls to the front desk in regard to motorized carts & bikes on the paths and around the neighborhoods, I spoke with Tinley, Frankfort, and Will Co police to confirm that neighbors need to call the police. Warnings (eventually tickets) will be written, and that 'No Minibike / Go Cart' signs are not needed. Our front desk was given this information for future calls.
Administrative	Bills (submit & code to proper line item). Meetings and emails with landscape architects in regard to Hunter Prairie, Champions, and Square Links. Front desk staff continues helping me with schedules and calendars (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. Introductions and setting up meetings with new maintenance staff at the high school and elementary school were done. Writing & prioritizing capital project lists, schedule work, and coordinating contractors. Emailing pictures and complaints to mowing contractors for missed work at various parks. Writing & prioritizing daily 'to do lists' for the crew is done by Bill O'Shea- "Thank you Bill". Al, who is always helping out with a variety of tasks, will be out for a few weeks with a non-work related medical need. We can't wait for him to be better, and get back. College staff have returned to school.

## Special Projects

Bandshell Concerts	The last two summer concerts took place at our bandshell. Garbage, litter, timers, and lighting were addressed for another successful season.
Sports Fields	Prepping for fall ball, baseball, & softball is in the works. Base sleeves are located and marked and pitchers mound distances are changed as requested. Union Creek football washrooms are up & running, port-o-potties and garbage cans are shuffled as needed.
Square Links	FSPD & Reliable continue to meet every other week to discuss maintenance needs and coordinate work that may be needed. Homer Tree finished removals, and Arbor Care finished plantings in time for Oak Lawn Blacktop to pave the cart paths. Afterward Semmer was hired to do restoration and install sod.
Parks	Clarke Aquatics was out to address pond fountain issues at Square Links, Community, and Arbor Parks ponds. They also came out to address algae and duckweed issues at Community Park pond. 'Park Days' were done at Lighthouse Pointe (focusing on the playground area) and Odyssey (focusing on a drainage issue).
Schools	Playground surfacing was added at Rogus, Frankfort Square, and Indian Trail Schools. Wooden playground border issues were addressed as well. Our day camp program was moved back to the Community Center so the schools could prep for returning students, as the AC at Mary Drew is not 100%. Wildcats football started using the LWNHS stadium, the scoreboard controller, keys, and washrooms were addressed.
Facilities and Equipment	Bill O'Shea did a great job taking the lead on a few equipment warranty issues that needed to be addressed. Roofing ridge cap was repaired at the Community Center.

## Monthly Department Summary

Department: Recreation

Month/Year: August 2022

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### Daily/Weekly Tasks

#### BAS

- \* Supplies for teacher prep were ordered and the teachers will be back on August 22.
- \* BAS materials and supplies were organized at Mary Drew on August 3.
- \* BAS letters, contact information, rosters, and flyers were dropped off at all the local schools on Wednesday August 10.
- \* Coloring sheets were printed and placed in a binder with craft ideas for the staff at BAS.
- \* The hallway and walls at Mary Drew were decorated to give it a welcoming appearance for the BAS students.
- \* Binders with cell phones and logs were prepared for BAS. Allergy information will be added as we get them.
- \* New BAS staff contact list and emergency phone number list was created for the BAS staff.
- \* BAS staff schedules were prepared for the first two weeks and will be finalized after the registration deadline.
- \* New BAS supplies have been ordered.
- \* New BAS staff training took place at Mary Drew on Thursday, August 11. The attendance list and agenda was given to Arliss.
- \* The BAS program started on Wednesday, August 17.

#### Square Links

- \* Free adult golf clinic was on Thursday, August 4 - great attendance and pictures were posted on our Facebook page.
- \* Summit Hill Jr. High began their intramural golf program the week of August 8. They meet twice a week. There are 50 students participating and they hit about 5,000 golf balls on the range each day.
- \* LWSRA has a program at Square Links that meets every Tuesday evening on the synthetic portion of the driving range.
- \* Lincoln-Way Central High School hosted a golf tournament on August 11 at Square Links. It was an 8-team invitational with 48 female golfers...Wheaton North won the tournament.
- \* Lincoln-Way East High School reserved the course for a match against Carl Sandburg High School on Monday, August 22.

#### F.A.N. - *Frankfort Square Park District Activities at North*

- \* New F.A.N. staff shirts were ordered on August 3 and will be available to be picked up in early September.
- \* Cheerleading mats were moved to the dance studio for the weekends of August 13/14 and August 20/21.
- \* The August F.A.N. calendar was created and posted on the Frankfort Square Park District website.
- \* F.A.N. facility usage calendars for the main gym, field house, dance room, and wrestling room were posted at LWN so the staff knows what groups are going to be there and where they need to be.
- \* New fans were purchased for F.A.N. to help circulate the air in both the field house and main gym.

#### Recreation

- \* Dancing Queen, an ABBA tribute band, performed at the Island Prairie bandshell on Tuesday, August 9 at 7:30 p.m. There were over 400 people in attendance making it one of our highest attended concerts ever.
- \* Indoor Facility usage forms have been updated with new pricing. The revised outdoor forms will be used next spring.
- \* Reached out to John Staples from Visionary Webworks to try and make the Frankfort Square Park District website more "user friendly" on mobile devices.

The Splash Park closed for the season on August 23. It is still available for rental and we will staff the facility accordingly.

The Dixie Bandits performed at the Island Prairie bandshell on Thursday, August 18. This was the final 2022 summer concert.

## Monthly Department Summary

Department: Front Office  
Month/Year: August 2022

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### **Daily/Weekly Tasks**

Answering phones and taking registrations in-person and over the phone.  
Send RecConnect blast emails from RecTrac based on department needs for marketing purposes.  
Bi-Weekly bills and payroll mailing.  
Weekly provide facility calendar to the maintenance department 2 weeks in advance and email changes daily.  
Reserve, update, or delete programs in RecTrac to appear on the facility calendar.  
Balanced the month of July and filed balance worksheets in order by date.  
Ordered office supplies based on department needs.  
Balanced each morning from web and in-house transactions.  
Dog park renewals and updating shot records in appropriate households every month.  
Bank deposits and reconcile pay codes match. Golf Course bank deposits/petty cash.  
Respond to all info@fspd.org email inquiries.  
Send weekly schedules/calendars to Ed for indoor usage and outdoor field usage with specific room details.  
File all applicable programs in the brochure in numerical order for reference and end of season filing.  
Cancel change request forms for each program: complete and process. Call patrons, provide refunds, and update RecTrac/brochure/web.  
Daily F.A.N. cash input. File F.A.N. daily drop ins.  
Secure rental supervisors as needed. Review supervisor checklist and follow up/return security deposit.  
Fill out alcohol waiver if applicable through PDRMA.  
Monitor website, turn on & off programs as applicable.  
Prepare BAS school rosters. Organize onto Excel per school and weekly email sets of rosters to main contact at each school.  
Reserve scout and homeowner group facility dates.

### **Special Projects**

Developed plan for double checking security camers.  
Made Polar Express a fillable PDF form for patrons to preview online and complete when confirmed by Metra.  
Printed out BAS allergies in RecTrac for BAS staff. Added in new allergies in RecTrac as needed.  
Updated the F.A.N. application with current information and prices.  
Prepared for F.A.N. renewals beginning September 1st. Updated passes in RecTrac.  
Ran F.A.N. pass membership expiration report, made phone calls notifying members of passes expiring within the next month.  
Go through BAS binder & update grades in RecTrac/ensure every student has paperwork filled out.  
Printed current students enrolled in BAS profile reports.  
Printed summer campers profile reports for camp counselors accessibility.  
Created end of season garden letter to send and blasted email out to all current garden participants.  
Created new garden registration form for next season. Current participants may continue to grow until October.  
Finalized preschool details and sent participants all applicable information for the upcoming school year.  
Helped preschool department with miscellaneous tasks to prep for school year.  
Packed up summer camp registration files.  
Completed billing for all outdoor field requests based on team's calendar for the month of August.  
Completed Mary Drew & LWN facility indoor billing for the month of August.  
Ongoing credit and debit project. Run credit and debit reports every month.  
Balanced rentals from GL codes for the previous month.  
Entered Illinois State Police dates into LWN household to appear on facility calendar.  
Assembled Community Park and Brookside Bayou Park community garden binders.  
Put together garden packets with up-to-date information.  
Ran credit card authorization check for all cards on file utilizing installment billing.  
Update credit cards on file for installment billing.  
Started 4 tickets for RecTrac and completed. Updated reference sheets and made new ones for other tickets.  
Scheduled of teams for indoor and outdoor usage. Accepted and verified facility usage paperwork.  
Unassigned key fobs for summer seasonal staff.