

## **EXECUTIVE DIRECTOR'S REPORT JANUARY 2024**

### **ADMINISTRATION**

At 6:30 p.m. in advance of the Board Meeting, we have the final of our three Local Government Efficiency Committee meetings to review the final draft before filing the report with both Will and Cook Counties. Staff added photos and final details to make this an attractive, informative, and useful document for years to come.

On January 1, 2024, minimum wage increased to \$14.00 per hour for employees over the age of 18 and all FSPD staff wages are in compliance. There is one more increase planned for January 1, 2025, bringing the minimum wage to \$15.00 per hour. Staff continue to monitor wages in the area in an effort to stay competitive and attract quality staff.

Work continues on the budget and staff meet weekly. The first draft is linked to the January agenda for advanced review prior to the January 18 meeting. Please contact me directly with any questions or additional information needed. The CPI came in at 3.4% and the property tax line items have been adjusted. We have optimistically added a section with the hope that we receive the OSLAD grant for Hunter Prairie Park. At this time, it is a placeholder until we receive final notification of the grant result. Either way, staff are working on the prioritized areas including the playground equipment detailed in the maintenance section.

Included on the agenda are travel expense reimbursement forms for the upcoming IAPD/ IPRA Conference and dance competitions. The requests are for staff travel, lodging, and meals and incidental expenses per the Government Services Administration guidelines, as required by Park District Ordinance No. 16-12-301.

Staff met with representatives from the Frankfort Square Baseball League to discuss how we could work together to develop girls softball in the community. We also had the opportunity to talk about requested field improvements at Union Creek and Hunter Prairie Parks.

Work continues on the Comprehensive Master Plan. In December, Campfire Concepts met with staff and stakeholders. They returned to meet with staff to further discuss marketing and goals, as well as challenges, opportunities, weaknesses, and strengths. Staff are currently working to develop goals and objectives for both the short and long term.

This year, the Frankfort Square Park District turns the big 50! Staff have begun brainstorming ideas for 1970s themed fun throughout the summer.

On the agenda is the required annual review of closed session minutes and destruction of audio recordings. I would like to request an Executive Session to review all closed session minutes and then return to open session to complete the necessary action.

## **MAINTENANCE**

Three projects went through the public bid process and results will be available for the Board Meeting. The first invitation to bid was for a 2024 F-350, to replace truck #30, a 2011 F-350, used for towing, hauling, and running the salt spreader in the winter. We also requested bids for GameTime playground equipment for Hunter Prairie Park as designed and improved through the public meeting process and displayed in the Community Center lobby. The final bid project is the removal and replacement of existing wood light poles at Champions and Union Creek Parks.

Many thanks to our talented maintenance staff for their efforts and long hours throughout the recent winter storms to remove snow from our parking lots, sidewalks, and paths to keep our residents, program participants, and staff safe.

## **RECREATION**

Winter/spring 2024 program registration is underway, and we are seeing lots of interest in our tiny tot programming and the Sweetheart Dance. Also, F.A.N. pass sales were strong in December with 10 family, 9 single, 5 couple, 19 senior, and 22 winter passes. In the new year, we continue to welcome residents coming in on a daily basis to purchase passes.

Staff received requests to extend the morning F.A.N. hours, especially for walking. Our initial efforts with adding additional morning hours have been successful, so we will add six additional morning hours per week beginning in February as requested.

Current preschool students are given priority registration for next year, and open registration begins January 29, following an Open House scheduled for January 23, 2024.

## **INFORMATION TECHNOLOGY**

Staff continue to support the maintenance department by loading all facility locations into the Productive Parks software with the goal of having everything completed by February 2024.

## **SPECIAL RECREATION**

The next LWSRA Board Meeting is scheduled for January 16. Lincolnway Special Recreation Foundation President, Dave Macek, is on the agenda to make a presentation.

## **GOLF COURSE**

The Tinley Park Golf Expo continues to be a beneficial opportunity to share what Square Links has to offer. We are registered as both a booth and a sponsor for the February 2-4, 2024, event.

Plans continue to open the golf course for Super Bowl Sunday on February 11, and while this annual opportunity is typically well-received by a number of dedicated golfers, last year's unseasonably warm temperatures have raised the expectations and level of anticipation for a fun day.

We purchased 14 new pull carts and many thanks to the maintenance staff for assembling them well in advance of the upcoming season.

The irrigation supply line that runs from the pond to the irrigation building is original from when the Park District acquired the golf course and has come to the end of its useful life. Leibold Irrigation is onsite and has begun the project to replace it.

### **OFFICE**

The front office staff are doing an exceptional job managing the winter/spring 2024 program registrations, F.A.N. pass sales, Community Garden rentals, installment billing, numerous facility rental requests, and welcoming everyone who comes into the Community Center.

### **RISK MANAGEMENT**

The FSPD received the final of three \$500 checks from PDRMA for successfully completing this year's risk management review goals and the slip, trip, and fall assessment. The transition from paper documentation to the Productive Parks software was the main area of focus for this year's efforts as well as continuing to prioritize the safety of residents and staff utilizing our programs and facilities.

Respectfully submitted:  
Audrey Marcquenski  
Executive Director