

EXECUTIVE DIRECTOR'S REPORT AUGUST 2024

ADMINISTRATION

Sydnee Marks, Lead Auditor from Lauterbach & Amen, will present the annual audit and be available for questions at the August 15, 2024, Board Meeting. Following consideration at the Board Meeting, the audit will be filed with the appropriate agencies. The audit process went smoothly, and it shows that the Park District is in a good financial position with solid procedures in place. Copies of the audit will be available at the meeting.

Also on the agenda for your consideration is an ordinance authorizing the purchase of real property with an imbedded intergovernmental purchase agreement for Frankfort Square School prepared by Park Counsel. The FSPD is successful thanks to the ongoing support of our residents and community partners. Over the years, the FSPD has worked cooperatively with both Summit Hill School District 161 and Lincoln-Way Community High School District 210 to provide programming space in quality facilities for the residents we mutually serve. This agreement allows for the next chapter of programming space at Frankfort Square School, keeping this valued facility open and available for the benefit of the community.

Due to the reopening of Mary Drew School, edits were made to the existing intergovernmental agreement for the use of Summit Hill School District 161 facilities updating transportation and room usage. A revised agreement is included on the August agenda for Park Board consideration.

The next phase of the security camera project went to public bid for locations at Square Links Golf Course and Champions Park. Staff received one bid from Sentinel totaling \$42,447.27 and are requesting your approval to award the bid.

Staff are working with Planning Resources Inc. (PRI) on many documents for the redevelopment of Hunter Prairie Park. American Institute of Architects (AIA) documents were prepared and then Park Counsel reviewed prior to inclusion in the project manual. We expect to go out for public bid in the next month.

Following Jarrod Scheunemann's presentation at the July 18, 2024, Board meeting, we asked him to provide a written summary to use as an introduction in the Comprehensive Plan. Once a final is provided, bound copies will be made available to Board Members, and it will be posted to the Park website.

In response to resident input, new signs with the hours of 9:00 a.m. – 8:00 p.m. were hung at both Champions and Community Park pickleball courts. Staff are researching soundproofing materials which have sound absorption properties to dampen and absorb sound waves.

MAINTENANCE

The maintenance department has been hard at work preparing to welcome our Before and After School (BAS) families to the new location. Carpets, floors, walls, and storage areas have been cleaned. With the start of school right around the corner, the BAS program has been the priority and work will continue to transfer supplies and equipment in support of other programming.

Recent “Park Day” efforts were focused on Lake of the Glens and Plank Trail Parks removing invasive trees such as sandbar willow and ornamental pear.

RECREATION

The fall 2024 brochure was delivered to residents’ mailboxes. In addition, the brochure is available on the Park District website in advance of resident registration beginning on August 22.

The front office, IT, and recreation department staff have been working to make program registration easier. ePACT is the latest improvement, replacing paper forms with a secure emergency network to collect medical and emergency contact information electronically. ePACT makes it easier for parents to share critical information needed to properly care for their children.

The final Summer Concert in the Park features the band 28 Days on August 13 at the Island Prairie Park Bandshell. They are known for their high-energy performances delivering a wide range of genres, including Country, Pop, Classic Rock, R&B, Dance, Disco, and Motown.

SPECIAL RECREATION

FSPD was happy to support LWSRA by providing programming space at the Nature Center and Square Links Golf Course and Practice Center for summer camp and golf opportunities.

The LWSR Foundation Golf Outings are scheduled for August 9 and 16. Staff will be present at the August 16 outing in support. Raffle baskets were delivered to the LWSRA office and are appreciated.

The next LWSRA Board Meeting is scheduled for August 20, 2024, followed by a work session on the strategic plan.

GOLF COURSE

The College Scholarship Classic, which features \$5 greens fees all day, is scheduled for Saturday, September 21, 2024. Donation letters were sent, and to date, \$2,900 has been received in sponsorships. This annual event supports the FSPD College Scholarship program to provide funds for college-bound seniors. Since its inception in 2006, the FSPD has provided \$153,000 in \$1,000 individual awards to 153 students.

The latest master plan for Square Links includes direction for expanding the practice area, including refreshing the existing bunker and adding a chipping area, a green, and fencing. Staff met with Quitno Golf Designs, Inc. to revisit the plan. We will work on updated pricing and prepare bid documents.

RISK MANAGEMENT

Staff met with PDRMA representative, Lindsey Robertson, to discuss this year’s Risk Management Review, progress on Smart Goals, and a lesson on the iLearning Engines Software used to track our progress and communication. This autumn, we will schedule a fall risk assessment.

Congratulations to the two FSPD teams who completed the latest PDRMA steps challenge with a combined total of over 3,000,000 steps in 28 days! Both finished in the top 27 out of 135 participating teams.

Two ladders were purchased for the maintenance and recreation departments through the PDRMA Ladder Reimbursement Program. This program provides up to \$500 annually to each member agency.

Staff prepared two submissions for the PDRMA Risk Management Grant and Recognition Program for FSPD projects completed this year including lockdown procedures for program participant and staff safety as well as fall/injury prevention for staff. FSPD submissions have been successful in the past and we look forward to another positive result.

FOIA

Staff received and responded to a FOIA request for documents related to BSA Troop 237. FOIA detail, including staff time and review by Park Counsel, will be shared at the meeting and the cost spreadsheet has been linked to the agenda.

Respectfully submitted:
Audrey Marcquenski
Executive Director