

## **EXECUTIVE DIRECTOR'S REPORT**

**FEBRUARY 2025**

### **ADMINISTRATION**

A public bid opening will be conducted on February 17 for the dance studio build out at The Square. Staff will present the results and our recommendation for Board consideration at the February 20 meeting.

The agenda also includes additional travel expenses for the Applause dance competition in Batavia, Illinois. The final dance teacher needed was not yet secured at the time of the previous Board action.

The second draft of the budget will be provided at the Board Meeting. We are awaiting the results from Monday's bid opening to help with projected expenses for capital improvements. Also, the OSLAD budget will continue to be refined as we look forward to the bulk of the project beginning when weather permits.

I have spoken previously about the cooperative efforts between the FSPD and Summit Hill School District 161 to address the facility needs of community groups. This continues to be a successful cooperative effort with the BSA utilizing Mary Drew gym next month for the popular Pinewood Derby with support from FSPD staff.

2025 College Scholarship applications are available at the Park Office, on the FSPD website, and at the Lincoln-Way East PPS Office. This program was established in 2006 by the Board of Commissioners and to date, has awarded \$153,000 in scholarships to college-bound resident high school seniors. Funds are raised through local-area business donations highlighted at our annual College Scholarship Classic in September. Completed applications are due March 4, 2025, and our judging committee is comprised of Board Members and key staff members.

Staff met with the Park District's Reliable Property Services and Toptracer representatives to discuss the upcoming golf season and extending our agreements. The annual Reliable increase is tied to the consumer price index and Toptracer continued its current pricing. We are all looking forward to another great season at Square Links!

With recent news regarding immigration matters, park districts across the state had questions and both PDRMA and Park Counsel shared information and recommended procedures. A reference sheet with guidance was prepared and staff are being trained on how to interact with U.S. Immigration and Customs Enforcement.

Staff are appreciative of the opportunity to attend the IAPD/IPRA Soaring to New Heights Conference and returned with good information that was shared from various educational sessions and the exhibit hall.

Looking ahead, the March Board Meeting will include the third draft of the 2025/2026 budget along with annual full-time salary reviews and potential capital improvement projects.

I will request a brief Executive Session at the end of the Board Meeting.

## **MAINTENANCE**

Staff are installing the base for the new walking path at Hunter Prairie Park using the excavator. It is a valued piece of equipment allowing staff to complete the work in-house.

Many thanks to the entire maintenance staff for their efforts during recent snow events. They all continue to work hard to keep the parking lots and entrances clear for residents and program participants. Also, we prioritize clearing the 10 miles of walking paths which is greatly appreciated by residents.

## **RECREATION**

Around 300 residents enjoyed two Daddy/Daughter Dances at its new location at The Square. It continues to be one of the most popular and enjoyable offerings of the year.

Lots of programming is underway this month including Pee Wee Sports Mix, Youth Wiffle Ball, and American Ninja Warrior. Most exciting is the e-learning day last week. Recreation Department staff led by John Keenan and Pam Moloney, with IT support from Nicolette Jerik and Dave Gorka, made it possible for the Park District to host our current BAS students who needed care when the Summit Hill School District changed to e-learning due to the snowstorm. Many thanks to the BAS staff who did a great job!

Gary Kantor began teaching magic classes for Frankfort Square Park District residents back in 2008. Kelly VanHyning, former Recreation Supervisor, had worked with him at another District and convinced Gary to commute all the way from Skokie to share his love of magic. Gary's joy and expertise then spread throughout the entire Chicagoland area as he began teaching at many other districts.

We were saddened to learn of Gary's unexpected passing and cannot thank him enough for sharing his talents and the wonder of magic with countless children over the years. Those of us who knew Gary consider ourselves fortunate and will miss his enthusiasm and sense of amazement.

Staff secured a new instructor to continue this program offering and keep the magic alive.

## **SPECIAL RECREATION**

On February 2, LWSRA hosted a basketball tournament that featured eleven local teams, including eight senior and three junior teams, attracting approximately 135 athletes and 225 spectators. Congratulations to LWSRA Hawks #4 and #5 teams that both won gold in their respective divisions as well as the junior team that earned a third-place finish to cap off a memorable season.

The next LWSRA Board Meeting is scheduled for February 18.

## **FINANCE AND PLANNING**

Staff identified and corrected an error that appears on the February Treasurer's Report. A developer donation was mistakenly applied to an inactive account. The correction was made and will be reflected on the March Treasurer's Report.

## **GOLF COURSE**

Staff hosted a booth at the Tinley Park Golf Expo and Square Links served as an event sponsor by providing two foursomes of golf which were raffled off to excited winners. This continues to be a wonderful opportunity to introduce Square Links to new golfers and well as stay in touch with our regulars.

Square Links was open on Super Bowl Sunday for all to play on a first-come, first-served basis. 41 golfers joined us for a very cold, but fun day.

After Super Bowl Sunday, the planned winter tree trimming began. The contractor is aware and will fix the turf damage caused by their equipment. Also, a new computer was installed in the clubhouse and connections with the POS and range ball systems as well as Teesnap are complete. New phones will be installed before the golf course is projected to open next month pending favorable weather conditions.

## **OFFICE**

The front office staff are doing an excellent job with preschool registration making it an organized process for both families and teachers. On the first day, staff registered 31 students in 40 minutes! F.A.N. pass sales and program registrations from the 2025 Winter/Spring brochure continue to be very strong. This is a good indicator of the recreational needs of the community.

## **RISK MANAGEMENT**

Staff reviewed agency loss information and near-misses in order to begin the process of preparing this year's proposed SMART goals for the annual Risk Management Review. Later this month, staff will meet with our PDRMA representative to complete the kick-off forms and timeline for completion. Areas of focus include risk management procedures for facilities and staff training.

Many thanks to Ed Reidy and John Keenan for leading the AED/CPR training for new staff and those who needed recertification.

Respectfully submitted:

Audrey Marcquenski  
Executive Director