

EXECUTIVE DIRECTOR'S REPORT AUGUST, 2017

ADMINISTRATION

Friendly reminder – we will be meeting at Square Links Golf Course at our regular meeting time of 7:30 p.m. on Thursday, August 17. The change of venue, designated at the May organizational meeting, was published in the *Frankfort Station* legal section. If anyone is unable to attend, please contact me at your earliest convenience.

Representatives from the Frankfort Square Baseball League, Wildcats Football, and FSPD-sponsored Boy Scout Troop 237 will attend Thursday's meeting. The purpose of their attendance will be for the Park District to provide the distribution of revenues generated from beverage sales at the golf course.

I notified Board Members about the fire at Union Creek Park that consumed the FSBL's metal storage container containing basic ball field materials and a John Deere Gator. The surveillance camera captured video of the incident, and I believe positive leads of the perpetrators were provided to the Tinley Park Police. The Tinley Park Fire and Police Departments responded, completed an investigation, and I will update Board Members as additional information becomes available.

Notification that we are vacating our property lease from the Joliet Diocese-owned property adjacent to Julian Rogus Elementary School was provided. All soccer equipment and bleachers were relocated to Lincoln-Way North High School.

Final plans have been submitted to the Will County Land Use Department for the much-anticipated Community Park Redevelopment grant project. The bid opening for phase one will take place on August 15, and I will update Board Members of results and bring final plans to Thursday's meeting.

I am asking for formal adoption of the IDOL/OSHA Compliance Manual that was completed by staff. This adoption reflects over a year of work, and will be provided electronically to all staff.

No updates have been received by SSSRA regarding our request for separation. If information becomes available, I will update Board Members.

Staff members will attend Thursday's Board Meeting to review Maintenance, Recreation, and Risk Management. New full-time staff members will also be introduced.

The Community-Wide Survey has been delivered to residents, and we anticipate receiving results from the University of Illinois in early to mid-September.

Work continues on the new Board Room table, and the Board Room will be up and running for our September meeting. New carpet is being installed in this room, and also in preschool classrooms.

MAINTENANCE

Superintendent of Maintenance, Ed Reidy, will provide an annual report, and will also introduce newly hired Bill O'Shea, Assistant Superintendent of Parks, and Luke Deuser, Lead Park Maintenance.

RECREATION

John Keenan, Superintendent of Recreation, will present the annual Recreation Department summary, and will introduce Nicolette Jerik, Recreation Supervisor.

INFORMATION TECHNOLOGY

B Practical Solutions, IT Contractor, completed a software summary and calendar of renewal. Dave and Mark Gorka of B Practical have become more involved in RecTrac software to better assist office staff.

SSSRA

As noted, no updates have been received from SSSRA.

Recreation staff met with LWSRA staff to review their facility, become aware of opportunities, and discuss management of the transition.

FINANCE AND PLANNING

I reviewed potential future debt options, and am preparing a report for the October or November Board Meeting.

GOLF COURSE

We remain pleased with the level of maintenance provided by Reliable Property Services.

Play at both the course and driving range has been strong, and Carter Patton, Athletic Supervisor, will report to the Board in November.

OFFICE

Diane Meister, former Office Manager/Bookkeeper, relocated to Florida, but only after completing a thorough transition of duties with staff.

Bonnie Roach, Office Manager, hit the ground running with fall brochure registration that began on August 7.

Audrey assumed finance responsibilities that include accounts payable and payroll.

RISK MANAGEMENT

Audrey Marcquenski, Director and Safety Coordinator, will attend Thursday's meeting to provide an overview of her responsibilities.

WELLNESS

The HealthAware screenings were conducted for all interested staff on July 27. The voluntary health risk screenings provided participating staff with a wealth of information towards living healthy lifestyles that meet their individual needs, based upon assessment results. The screenings have been extended through the month of August by the Ingalls Occupational Health Program for staff that were unable to take advantage of this opportunity in July.

Respectfully submitted:

Jim Randall

Executive Director