

EXECUTIVE DIRECTOR'S REPORT JUNE, 2019

ADMINISTRATION

The most exciting news is that Pam Kohlbacher will be in attendance on Thursday to take the Oath of Office and rejoin the Park Board!

Audrey Marcquenski, Director, has worked closely with Old Plank Trail Community Bank to ensure the electronic security of Park District accounts. I have asked Audrey to prepare a summary that she will orally present at Thursday's meeting.

The District forwarded the requested plat and legal description to SSSRA's attorney/representative through our legal counsel, supporting the completion of necessary closing documents for the sale of property located at 19910 80th Avenue, Tinley Park. It is required that the closing be completed by July 30, or SSSRA will forfeit their escrow funds, totaling \$5,000. I will update Board Members on progress as information becomes available.

The primary tax distribution was received from Will County on June 13. Two large loans, scheduled for remittance, will be paid on June 19, saving the District some interest costs. The previously discussed receipt of revenue from the SSSRA land sale can be used towards the payment of a third, smaller loan, if acceptable to the Board.

The District continues to work on the survey instrument for both wellness and future capital improvements. I provided a cover letter describing the survey process and intention to Board Members, and have requested review and comment.

Jim Rock, Park Counsel, Ancel Glink, has provided a debt management resolution and policy. We previously received information regarding practices that would improve the District's S&P Rating. An improved S&P Rating would enable better interest costs for future bond issuance. Included in this process is the repayment/elimination of small debt that was borrowed for a variety of purposes. The total repayment of these loans will exceed \$120,000, eliminating required principal and interest payments, enabling the District to generate funds for other purposes. The remaining item is working with Old Plank Trail Community Bank to remove a callable feature on two remaining loans. It is possible that these loans will be remitted before the language could be adopted, making the change unnecessary. This is contingent on timely receipt of land sale proceeds, so we are moving forward with the language change.

We continue to investigate the refinancing of the golf course Bond for potential savings. Initial inquiries reflected the possibility of \$70,000 in net savings and lower payments within the existing term of the debt.

The Budget & Appropriation Ordinance has been completed and will be posted at the District office on June 18, prior to July 18 adoption, an action that is required within the first quarter of the fiscal year. A legal notice regarding the July 18 public hearing will be published in the July 11 edition of the *Frankfort Station*.

I previously mentioned that fieldwork for the annual audit will be completed the week of July 8, 2019. This is the fifth year using Hearne & Associates as the District's independent auditor. As discussed, the Park District will be seeking a new audit firm for ensure independent overview of all financial records is conducted. We have been satisfied with audits completed by Hearne & Associates, but a change in firms reflects best practices.

Board Members were notified that Luke Deuser, full-time Park Maintenance employee has accepted a position with Matteson Public Works. Overall, the District is down two full-time positions, one in recreation with the departure of Matt Tillman, Athletic Supervisor, and now the resignation of Luke. The Recreation Department is using longtime part-time employees to provide oversight of both F.A.N. and golf course activities. The Maintenance Department has a full contingent of part-time employees, making immediate replacement less necessary. Both areas will be evaluated in the coming months, and recommendations will be made on how best to move the District forward.

I would extend thanks to Ed Reidy, Superintendent of Parks, for representing the Park District and providing support for the now-annual Relay for Life, American Cancer Society fundraising event on June 8, at Lincoln-Way North.

MAINTENANCE

Really unusual best describes the beginning of the 2019 maintenance season. Record rainfall created challenges to simply mow park properties. Staff became creative, renting smaller mowers and trail mowers instead of Park-owned larger equipment that is heavier and not capable of mowing without causing extensive damage to park property.

The week of June 10, a full month later than is typical, staff were finally able to get mowing managed at an acceptable level.

Similarly, maintaining ball diamonds has been exceptionally challenging, but staff have put forth extraordinary effort, under the leadership of Ed and Bill O'Shea, Assistant Superintendent of Parks.

I am excited to announce the completion of six new lighted pickleball courts at Champions Park. One of the light poles located at the facility was damaged by high winds, and another adjacent to the parking lot was inspected and determined to need replacement; both have been installed. The two remaining at the pickleball court and two larger outfield poles will be replaced when conditions allow heavy equipment to be employed.

The outdoor carpet was installed at the ELC playground, and multi-generational swings have been located throughout the District.

The new shelter at the Union Creek baseball complex is finished and in use. The Union Creek football shelter is 80% complete, and will be ready for the football season.

We are in receipt of the new scoreboard for Union Creek #5 baseball field, and installation should be completed in the immediate future. The District is also working with Frankfort Square Wildcats Football on scoreboard and press box replacement. The Wildcats are incurring the cost of these improvements.

The much-anticipated farm tours are scheduled for June 17. A summary of this excursion will be provided in coming months.

The bid opening for the Woodlawn playground renovation was held on June 6, and equipment was ordered. Installation should be completed by early fall, and will provide a template for future improvements throughout the District.

The new Kubota Mower was delivered, and we anticipate trailer delivery in the coming weeks.

Park staff are getting a handle on maintaining LWN. This is a large, detailed site that requires continual effort. Onsite staff are doing good work under challenging conditions.

A summary of pending maintenance projects and their estimated costs will be available and reviewed during Thursday's meeting.

I would like to recognize two volunteers, Alisa and Liam Clancy, mother and son, for planting annuals at the Community Center. As is true for our Park staff, they worked through the challenging conditions as the planting area was extremely wet due to the rainy weather we have been experiencing. Their efforts are very much appreciated, and will provide a nice welcome to all that frequent the District.

RECREATION

I will be providing a comprehensive comparison report of area before and after school programs, completed by Nicolette Jerik, Recreation Supervisor, and Morgan Cassidy, Intern. The report reflects that the best value is provided through the Frankfort Square Park District's BAS program. Value is reflected in overall cost, but the Park District's program, with school availability, provides exceptional facility and cooperative efforts with SHSD #161 creating a good overall educational environment.

All summer programming has good participation and highlighting summer activities are record numbers in Day Camp programs. We are also looking forward to the start of the Summer Concert Series that begins on June 25 with a performance by The Hat Guys.

It has been difficult correcting errors in both scheduling of athletic fields and programming by a previous employee. John Keenan, Superintendent of Recreation, Bonnie Roach, Office Manager, and Julie Hein, Assistant Office Manager, have done their level best to identify numerous areas of concern that require correction.

Office staff have provided invaluable support to the Recreation Department, and we continue to evaluate and expand cooperative efforts between these two departments.

INFORMATION TECHNOLOGY

The POS system, installed this past winter at the golf course, experienced problems, primarily related to an older central procession unit. Dave Gorke, the District's IT contractor, assessed, corrected, and developed a backup system.

Increased security has been added to Audrey's and my phone in the event we would have to access banking information.

SPECIAL RECREATION

Highlighting June was a special event, a Party in the Park, hosted by LWSRA at Community Park on June 3. The event was open to the public and provides community outreach that serves to raise awareness of special needs services available through LWSRA. Over 100 members of the community enjoyed the event that included DJ entertainment, hula hoop contests, games with prizes, a bounce house, and a visit from two very special costumed guests. Maintenance set up the Park District's sound system, ensured the cleanliness of the park, and Recreation staff, John Keenan and Nicolette Jerik provided support throughout the event and assisted with clean up at the end of the evening.

FINANCE & PLANNING

A great team, under Audrey's leadership, was developed to manage all necessary financial actions. Staff have been cross-trained to ensure necessary actions are completed in a timely, professional manner. Individuals from this team will report at annual department Board presentations to provide an understanding of the numerous required actions.

GOLF COURSE

Weather has been the limiting factor early in the season. The course has managed the wet conditions, but golfers do not golf in the rain. We are all hoping for drier days to come.

Lohmann Quitno Golf Course Architects is in the process of developing an updated master plan for Square Links. A preliminary document should be available in the coming weeks.

We are soliciting pricing on practice tees, part of the driving range renovation, and creation of the mini-course.

The kitchen has been open with a limited menu, but is being presented in a sustainable, affordable approach. The plan is to be open for lunch during the busy summer months, and for special events.

OFFICE

Bonnie Roach, Office Manager, continually supports every department in the District. Office staff have direct contact with residents and frequently bring relevant concerns to the appropriate department. Staff also provide residents with all manner of details related not only to the District, its facilities and programs, but also general community information.

RISK MANAGEMENT

Training is ongoing and never ending. All new employees receive days of study and instruction prior to assuming any position within the District. Again, at the annual department Board presentation, I will ask Audrey, and Arliss Bouton, Safety Coordinator, to overview standard training that all staff receive along with specific requirements per department.

The Park District will again apply for available risk management grants through PDRMA that will detail innovative security equipment including the Datto system that proved invaluable when we experienced a server failure, and the new high-tech infrared surveillance camera that supports parking lot security at the Community Center.

WELLNESS

Audrey and Nicolette continue to work cooperatively with Jarrod Scheunemann of Campfire Concepts to finalize the wellness survey. The addition of the capital projects and improvements have delayed the finalized documents. I will update Board Members on survey progress and timeline at Thursday's meeting.

Respectfully submitted:

Jim Randall

Executive Director