

## EXECUTIVE DIRECTOR'S REPORT OCTOBER, 2019

### ADMINISTRATION

The October agenda includes a number of necessary actions. In order to ensure a quorum, I would ask Board Members to contact me directly if they are unable to attend Thursday's meeting.

I had a conversation with Ken Blackburn and discussed the value of providing the Board weekly updates to the community. With the volume of action and activity transpiring on a monthly basis, the weekly Board updates have enabled Park staff to keep Board Members better informed on all District developments.

Past weekly updates are included in with this October report, and moving forward, they will be included with my monthly Executive Director's Report. The additional information will also be posted to the website with my reports.

I am also planning to post Board information in its entirety on a publicly located bulletin board in the lobby of the Community Center. In addition, I am investigating an exterior kiosk to highlight District notices and agendas.

The annual audit has been completed, and Hearne & Associates will provide electronic copies that will be forwarded to Board Members upon receipt. If Board Members would like a hard copies, please let me know. John Williams, lead CPA on our audit, will complete necessary filings, state and county, by the end of the month. The audit is included with this month's agenda and will be forwarded to our website provider for posting to the District's website.

At Board direction, after five years of completing audits, Audrey Marcquenski, in cooperation with the District's legal counsel, will prepare an RFP for a new audit firm to complete the 2019-2020 fiscal year audit. The completed RFP will be provided for Board review and posted and published for proposals in December. The goal is to have a new audit firm in place and scheduled by January.

Included on the October agenda is a request for Board approval to establish a 457(b) retirement plan as a future replacement to the current Park-sponsored 403(b) program, both Fidelity investments. Staff have worked closely with our Legal Counsel, Jim Rock, who is an attorney and CPA, and has worked with both retirement programs. We have also been in immediate/continual contact with Fidelity Investments.

Per previous information provided, the 457(b) offers the appropriate plan for the Park District, has all investment options available in the existing 403(b) Fidelity program, and other tangible benefits. Once established, Attorney, Jim Rock will submit necessary documentation to the IRS on behalf of the Park District.

I am notifying past employees by certified mail and current employees at a meeting scheduled for Tuesday, October 15. The Park District will also provide resources to current and past employees through Fidelity, with online, phone, and/or office support. As to be expected, the Park District establishes the benefit, but it is held and immediately in the control of the employee or past employee to manage in their best interest.

This entire issue arose due to the Park District investigating the provision of a self-funded benefit for part-time employees. In transitioning to the 457(b), the Park Board will also be enabling this added opportunity for part-time staff.

The most exciting news over the past month is the hugely advantageous sale of Park Bonds, initially thought to save the District \$70,000 over the ten year life of the Bonds, but due to current market conditions and the District's representation, the benefit to FSPD residents will be a net savings that exceeds \$230,000 over the same ten year period. The closing is scheduled for October 31, 2019.

I included the Bond's Final Official Statement, and can provide a hard copy to Board Members upon request.

The October meeting includes presentation, and hopeful approval, of the annual tax levy ordinance and ordinance that provides direction to both Will and Cook Counties.

This levy process estimates a net tax benefit primarily from new growth that, due to past tax cap legislation, does not to exceed 4.8%. This increase, being under 105% aggregate, does not require the notice and hearing that would be necessary if the District's levy estimated a net growth for the upcoming fiscal year to exceed 105%. This process was adopted last year, and the levy document was reviewed and confirmed by Park Attorney, Jim Rock, who notably will be providing an IPRA webinar on this very issue on Wednesday, October 16.

The Park Board was provided an additional month to review the updated Theft Control Guidelines Policy and accompanying documents, and will be asked to consider adoption during the October meeting.

The surplus equipment sale, approved at the September Board Meeting, took place at the Russo Equipment location in Frankfort on Saturday, October 12. I will update Board Members with sale information when that becomes available.

The District's community-wide survey, the first of a previously discussed evaluation process, is complete and data will be available at the November Board Meeting.

The information provided by residents will be incorporated in detail in the summer, 2020 survey and resulting master plan. Information from this report will be provided to residents both in hard copy in the District's brochure and overviewed orally by Campfire Consultants, contracted to independently create and evaluate the survey instrument. It's always exciting to see what residents have to say!

As previous provided, Park staff have met and reviewed six-month departmental objectives. The open full-time recreation and maintenance positions will remain unfilled. Staff have done an exceptional job assuming past employee responsibilities.

I would ask for a brief Executive Session at the conclusion of Thursday's meeting to review a personnel issue.

### **MAINTENANCE**

The Woodlawn Park playground was installed with major oversight and assistance from former longtime Board Member, Dennis Persic. Dennis will also, as a volunteer, be overseeing the installation of new playground equipment at Kingston Park.

A template for contracted mowing and park landscape maintenance is nearing completion. The Ives/Ryan Group, Inc., provided the template, and maintenance staff will complete the location mapping and relevant photos. Park Counsel and PDRMA self-insurance pool will provide necessary language. We hope to have a completed bid/RFP for Board approval in December, and a bid opening in late January.

It was truly gratifying to see Union Creek Park during the Wildcats homecoming weekend. The new shelter was employed at both the baseball and football fields, new football and baseball scoreboards were in use, the grass was beautiful, the landscape was well-maintained, and thousands of people enjoyed the day and the opportunities this park provided.

### **RECREATION**

Nicolette Jerik, Recreation Supervisor, will be in attendance to conduct the Polar Express lottery. Nicolette was successful in securing two Metra trains, enabling more families to enjoy this wonderful holiday event.

The Braemar Dance Center is in full swing, and Company, the competitive dance group, is registered for four competitions, including a new event in Madison, Wisconsin. This program has developed an impressive trophy case.

### **SPECIAL RECREATION**

Audrey Marcquenski will provide her monthly LWSRA Board report with the October agenda.

### **FINANCE & PLANNING**

As noted above, the annual audit FYE: 4/30/19, was completed by the independent audit firm of Hearne & Associates.

### **GOLF COURSE**

The new golf course short/beginner tees have been completed. Similar to last year, new sod will heal-in this fall and next spring, and this new opportunity will be available early in the 2020 season.

The September 28 Free Day of Golf, supporting the District College Scholarship Program, was delayed due to rain and rescheduled to Saturday, October 5. A new record was set with \$14,925 in overall scholarship contributions.

### **RISK MANAGEMENT**

The District's PDRMA Risk Management Consultant met with staff to review opportunities for training and objectives for the upcoming years. The finalized PDRMA Risk Management Plan will be provided for Board review at the November meeting.

### **COMMUNITY UPDATES**

I was excited about developments, with the Village of Frankfort looking forward to the completion of the sewer plant expansion and restoration improvement on Park District property.

The potential expansion of Pfeiffer Road and permanent connection to the Old Plank Road Trail is an exciting potential opportunity.

Respectfully submitted:

Jim Randall

Executive Director

## **Linda Mitchell**

---

**From:** Linda Mitchell  
**Sent:** Monday, August 26, 2019 12:19 PM  
**To:** Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher  
**Subject:** Updates

*In compliance with "Open Meetings Act", (OMA) please do not respond to all, in that contemporaneous interactive communication with multiple Board Members would constitute a quorum/meeting and be in conflict with OMA.*

Board Members,

In an effort to better inform, monthly updates, beginning with this message, will be included with my Board Report that is provided in advance of Board Meetings.

Dave Macek, Board Member and FOIA/OMA Officer, contacted me regarding the "public input" component to our meeting. Having staff and Board Members all complete OMA training has been helpful in providing clarification on several Board actions. Upon receipt of information/draft policy regarding public input from Dave, staff and Park Counsel will review the document and it will be added to a Board Meeting agenda.

There are no updates on Lincoln-Way North High School. There have been numerous rumors, but nothing tangible has been provided to the Park District.

### Recreation

Staff are up to full steam with record numbers in Before and After School Program.

Registration is underway for all fall programming.

### Maintenance

Many of our seasonal maintenance employees have returned to school, but numerous projects remain and will be completed in the coming months:

- Due to the question on the Woodlawn Park installation bid, no purchase order was issued. Working with Dennis Persic, maintenance staff will complete installation in November.
- Plans are underway for a picnic table/bench shade structure at the Dog Park.
- Excavation and base for path extension at Kiwanis Park.
- Good to Grow Landscaping has been contracted to provide much-needed landscape maintenance. Staff are investigation using good to Grow for contracted services, moving forward.
- Staff are also working with Reliable Property Services, LLC to determine whether expanding service to include park maintenance would be cost-effective.
- A job posting for the Lead Park Maintenance position has been published.

### IT

The Park District is pursuing remote credit card processing equipment to prevent issues at the golf course when we lose internet.

### Golf Course

The master plan is under construction by Lohmann Quitno Golf Course Architects, Inc. A draft should be available for the September Board Meeting.

New “beginner tees” are scheduled for installation this fall.

General information is provided as an update. If Board Members have any questions or concerns in advance of the September Board Meeting, please contact me directly.

Jim

**Jim Randall, Executive Director**

Frankfort Square Park District

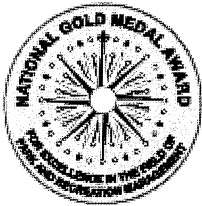
7540 W. Braemar Lane

Frankfort, IL 60423

(815) 469-3524 P

(815) 469-8657 F

[www.fspd.org](http://www.fspd.org)



## Linda Mitchell

---

**From:** Linda Mitchell  
**Sent:** Friday, August 30, 2019 3:09 PM  
**To:** Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher  
**Subject:** Weekly Update  
**Attachments:** Frankfort Square PD Rating Book 2019-Revised 8.26.19.ppt; DRAFT - Annual Financial Report FFSPD - For Review Purposes Only.pdf; DRAFT - Management Letter - 2019.pdf; DRAFT - Letter to those charged with governance.pdf; MultiUse Farmstead Program-draft-2019-08-19.pdf; Form 1610 - Datto Backup System.pdf; Form 1610 - License Plate Camera Application.pdf; FSPD\_CommunitySurvey\_082719.pdf; Referendum Project Summary.pdf; 8.28.19 Atty Gen ltr to Arvia-case closed.pdf

***In compliance with "Open Meetings Act", please do not respond to all, in that contemporaneous interactive communication with multiple Board Members would constitute a quorum/meeting and be in conflict with the OMA.***

Board Members,

It's been a busy week for administration, accomplishing the following actions.

S&P Global Rating power point, a document telling the financial story of the FSPD. Investors will review this in advance of bond purchase. I have attached a draft for Board review.

The first draft of the audit and related reports are attached. The draft copy received this week will aid in the completion of the S&P power point. Please review the audit draft and let me know if you have any questions.

Upland Design provided a draft document of potential "Park Farm". Please review, contact me with questions, and we can review at a later date. We will be meeting with Upland Design to add comments and additional input.

We are again applying for Risk Management grants from PDRMA, see attached Form 1610 for the Datto Backup System and the License Plate Camera. The Park District has been successful with each of its four applications submitted in previous years, beginning in 2015, and has received \$4,500 in grant awards for staff support.

We are finalizing the wellness and capital improvement survey. I have attached a draft copy of the cover letter and survey, along with a summary of referendum projects.

Finally, we received final conclusion, no other action is necessary related to the OMA request for review from the office of the Attorney General. See attached email that includes the notice.

Jim

**Jim Randall, Executive Director**

Frankfort Square Park District

7540 W. Braemar Lane

Frankfort, IL 60423

(815) 469-3524 P

(815) 469-8657 F

[www.fspd.org](http://www.fspd.org)

## **Linda Mitchell**

---

**From:** Linda Mitchell  
**Sent:** Friday, September 06, 2019 2:49 PM  
**To:** Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher  
**Subject:** Weekly Update-9/2/19-9/6/19  
**Attachments:** Board Meeting Motions.pdf

***In compliance with "Open Meetings Act", please do not respond to all, in that contemporaneous interactive communication with multiple Board Members would constitute a quorum/meeting and be in conflict with the OMA.***

Board Members,

Park maintenance has been much-discussed lately. Ed and I are meeting with John Ryan from the Ives/Ryan Group, to discuss preparation of a landscape maintenance plan for park properties. The contract would include mowing, string trimming, and landscape bed maintenance.

Good to Grow, a local contractor, has been employed to provide maintenance assistance to park landscaped areas. The initial work includes the Community Center, Union Creek Dog Park/playground, and Union Creek Park fence line, bordering the football field.

The Village of Frankfort is making progress on road improvements to St. Francis Road. No end date is yet determined, but I am excited to see the inclusion of a bike path extension that will link Lighthouse Pointe and Walnut Creek to the current park path system.

Park maintenance staff are scheduled to work with Thornton Equipment, extending the bike/walking path at Kiwanis Park. Work is scheduled for mid-September.

New tilting trash cans have been ordered to primarily replace the fifty gallon steel cans located along the bike path. These new cans, in addition to being more appealing to the eye, will also be more efficient, as the design makes them easy to empty.

The new tee layout at Square Links Golf Course is scheduled to be completed on September 17 by Todd Quitno, of Lohmann Quitno Golf Course Architects.

Golf maintenance contractor, Reliable Property Services, will complete tee and turf installation the second or third week of October.

The Square Links master plan should be completed and in hand by the end of September.

Dennis Persic, former Board Member and retired professional playground installer, has agreed to supervise Park District staff with the installation of two new playgrounds at Woodlawn and Kingston Parks. This eliminates the need to rebid or qualify the previous low bidder. Dennis will also supervise the installation of six park signs and multiple new multi-generational swing sets.

The new Dog Park shade structure has been completed. New benches and shingle roofing will be installed in the coming week.

The S&P Rating call is scheduled for Wednesday, September 11. A positive outcome could improve our overall bond rating.

We are still searching for a full-time maintenance employee to fill the available position vacated on 6/13/19.

Staff will be meeting with Upland Design to review the potential future farm project. Draft information is available and will be refined in the coming months.

Arbor Care will be locating mature trees bordering the park path at Kingston and Hoffman Parks. Trees adjacent to the driving range will also be moved to Kingston & Hoffman, allowing for future expansion of the grass practice tees at Square Links.

Six month non-financial performance evaluations are completed cooperatively with all full-time staff.

I have asked Park District legal counsel, Jim Rock, to recommend a process on resident public input at Park Board Meetings. Jim and Ancel Glink have extensive experience and would be helpful in developing a sustainable approach to ensure accurate response to resident concerns.

Friendly reminder, the Square Links Free Day of Golf fundraiser is scheduled for Saturday, September 28. To date, the Park District has raised \$7,350 in donations for annual scholarships and other worthwhile community-related causes.

We are in full blown high school and junior high golf season. I believe areas of concern experienced last year with the junior high intramural program are much improved, from the Park District's perspective.

A broken window, presumed to be golf-course related, was recently reported by a resident whose home borders the golf course. The Park District has an errant golf ball policy in place, and cannot assume responsibility for the actions of others. We work with bordering residents, but this is always a difficult situation.

We are all in receipt of the August 30, 2019 email requesting information on past Board actions.

As was presented, after conversation with Park District counsel and completion of OMA training, the Park District's past practices require correction.

The primary issue is that any action by the Board requires placement on the agenda that is posted 48 hours prior to action. All Park District meeting agendas are located physically on the front window of the Community Center, in the lobby, on the website, and provided to the *Frankfort Station* and *Herald News*.

What had erroneously occurred previously was that actions of various nature were either included in my monthly Board report with detail, or in email updates. I am attaching a list of motions that links to how each item was presented in my monthly report, discussed/presented and adopted at a subsequent Board Meeting, and/or included in the minutes posted on the Park District's website and archived to the website in six-month increments, i.e. the May-October agendas and minutes are posted after the October minutes are approved in November, and the November-April agendas and minutes are posted after the April minutes are approved in May. Initially, Board minutes are posted to the Board tab of the website, prior to approval, on the subsequent month.

The process is deficient, but transparent with actions detailed in the Executive Director's report, included in the minutes, and available on the website.

The Park District has always made every effort to make all relevant information available, not for the past fiscal year, but for the history of the Park District, beginning in 1974 that includes, but is not limited to:

- Agendas & minutes
- Executive Director's Reports



- Ordinances & Resolutions
- Accounts Payable Listings
- Annual audits
- Current budgets

Previously, we received correspondence related to May actions and notice from the Attorney General and subsequently corrected the deficiency at the July 23 special meeting where the correction was included on the agenda. Again, at the July 23 special meeting, reviewed by counsel, it was recommended that the vehicle purchases be reauthorized due to the lack of inclusion on the agenda.

Another issue detailed was the lack of agendas and minutes for budget meetings. We are now aware that the District was in error in never providing an agenda or written minutes for committee meetings.

The process employed was highlighted notice of the committee meeting taking place at the top of the agenda for the specific meetings. The questioner was aware of this, having attended these meetings previously. Various budget documents and summaries are prepared and provided, but the meeting minutes were not taken. Moving forward, this will be corrected.

In review with counsel, reviewing the deficiencies, correcting those that have occurred in the past sixty days, retraining Board and staff, and receiving specific direction from legal counsel is reasonable and required.

Upon advice from legal counsel and with the understanding from legal counsel, no further action is required, having made all information on all actions available now and in the past, and correcting past bad practices.

I am sorry for the deficiency and moving forward, will make every effort to comply with all areas of the Open Meetings Act and Illinois Park Code.

**Jim Randall, Executive Director**

Frankfort Square Park District

7540 W. Braemar Lane

Frankfort, IL 60423

(815) 469-3524 P

(815) 469-8657 F

[www.fspd.org](http://www.fspd.org)



## Linda Mitchell

---

**From:** Linda Mitchell  
**Sent:** Friday, September 13, 2019 11:26 AM  
**To:** Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher  
**Subject:** Weekly Update  
**Attachments:** SP Global Questions - Responses.pdf

Board Members,

Roc Solid Sports, a previous user/renter of Park District facilities is moving to another facility. A former employee had negotiated rental rates with Roc Solid that were less than advantageous to the District.

Work has been completed at the Dog Park. Various repairs included the installation of a new shade structure with benches. This action was the result of a cooperative meeting with Dog Park members. I did receive a concern that a picnic table under the shade structure would have been preferable to benches. The reasoning behind back-to-back benches that face out was to allow patrons to easily view their pets.

Our long time diesel fuel salesman changed companies and is offering savings at or about a twenty-seven cents per gallon over our existing contractor. We do not have a contract and can accept their discounted service without long term commitment.

Staff are evaluating equipment and I have added Board approval to the agenda to include sale of excess equipment at the semi-annual auction with Russo Power Equipment.

I am working with a local architect to prepare plans for the location of washrooms at Kiwanis Park and bathroom renovation at Square Links Golf Course.

I am attending the NRPA Convention at the end of September and will be looking for a solar lighting distributor and a firm to design a BMX track at IBS Park.

Audrey and I will be seeking proposals for a new audit firm. At the conclusion of our current and 5<sup>th</sup> audit by Hearne & Associates, it is advisable to change firms. The Park District will be presenting options prior to the end of the calendar year.

I met with a landscape architect, John M. Ryan with Ives/Ryan Group on Wednesday, September 11, to seek proposals for provision of a mowing and landscape maintenance contract for the 2020/2021 season. The bid proposal will be reviewed by the District's legal counsel and the Park Board in advance of the official bid process.

We welcomed 3 and 4 year old preschool students to the longstanding ELC program. Park staff, led by Pam Moloney, have done an exceptional job preparing for the upcoming school year.

I am providing a document from legal counsel related to public input at Park Board Meetings. The information has been reviewed by Dave Macek, Vice President and OMA/FOIA Officer, and is included on the September agenda for Board consideration and comment.

The District received a complaint from a resident adjacent to Square Links Golf Course. The matter was forwarded to PDRMA, our general liability risk pool, and the agency responded to the resident on our behalf, providing the errant golf ball policy previously adopted.

PDRMA representatives will be onsite on October 10, 2019 to conduct our annual risk assessment.

John Keenan will represent the Park District on a census committee though the Village of Frankfort and has attended the initial meeting on Thursday, September 12.

I will draft an updated intergovernmental agreement with SHSD 161 for consideration at a future date. We will model the renewal of this agreement consistent with the LWCHSD 210 IGA.

Staff are finalizing the end-of-year project listing that will be included in the September Board packet.

Six month departmental evaluations have been completed and will be reviewed/presented this week and will accompany the October Board packet.

The S&P Rating took place on Wednesday, September 11, with the completion of a conference call. I have attached the S&P Global Ratings Q&A information that provides an overview of the 1 ½ hour discussion on aspects of District finances and operations.

Numerous regulations have been added to tax exempt bond sales and reporting. We have very competent counsel, including Ancel Glink, Baird, and Chapman and Cutler all advising and preparing the require and necessary actions. We continue to work on an annual financial calendar detailing all required actions.

Jim

**Jim Randall, Executive Director**

Frankfort Square Park District

7540 W. Braemar Lane

Frankfort, IL 60423

(815) 469-3524 P

(815) 469-8657 F

[www.fspd.org](http://www.fspd.org)



## Linda Mitchell

---

**From:** Linda Mitchell  
**Sent:** Friday, September 27, 2019 3:23 PM  
**To:** Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher  
**Cc:**  
**Subject:** Weekly Update 9/23-9/27  
**Attachments:** Staff Meeting Minutes 9.18.19.pdf; Scoreboard.jpg; Woodlawn.jpg

*In compliance with "Open Meetings Act", please do not respond to all, in that contemporaneous interactive communication with multiple Board Members would constitute a quorum/meeting and be in conflict with the OMA.*

Board Members,

The September 18 staff meeting minutes are attached for Board review, and the following information regarding actions/events that occurred at the Park District during the week of September 23 is provided.

The community-wide survey went to the post offices on Monday, and the first resident response was received. Completed surveys are due by October 10.

Staff completed the 2020 Salary Survey for the Illinois Park and Recreation Association and the compiled compensation report should be received in January, 2020.

The Wildcats Football scoreboard was installed at Union Creek. See attached photo.

Last weekend was the Wildcats' first home football game, and staff are preparing for this coming weekend. Field mowing and striping are scheduled to be completed on Wednesdays.

Summit Hill Junior High hosted the regional baseball championships. Park staff worked hard to make the fields look extra special and received lots of compliments.

Park staff communicated with Hilda Walker, Summit Hill Junior High, and Wildcats Football to schedule and apply 98 bags of fertilizer onto 14 acres of irrigated areas at Union Creek, Champions, and Summit Hill Junior High.

Dennis Persic and park staff are installing the new playground at Woodlawn Park, and finishing details are scheduled for next week. See attached photo.

Work continues on the Kiwanis Park path, with the next step being rolling and compacting the path material next week. This, along with the new Frankfort Township path on St. Francis Road, is one of the final steps to link our existing path system to the Walnut Creek and Lighthouse Pointe subdivisions, and eventually to the Old Plank Road Trail. In addition, staff are in communication with Bob Bohnak, Civil Engineer, to lay out the Kiwanis parking lot.

Staff are preparing for 2<sup>nd</sup> Annual Twosome Bowl (formerly known as the Mother/Son Bowl). Twenty-two are registered for this fun weekend event.

The front office began inputting the Winter/Spring 2020 program information into the RecTrac software as recreation department staff continue to develop the programming.

F.A.N. staff had some excitement when country music star Jason Aldean's crew played pickleball at LWN on Friday prior to the concert at the Hollywood Casino Amphitheatre.

On September 26, 2019, the Park District received a Will County tax distribution in the amount of \$946,941.35.

We are in receipt of the Bond Purchase Agreement for the General Obligation Refunding Park Bonds, Series 2019A and 2019B in draft form. Comments/questions are due by Monday, September 30, and Baird Public Finance is finalizing numbers for pricing on Tuesday, October 1.

The September 25 payroll was completed.

Staff are preparing for the Free Day of Golf on Saturday. To date \$14,150 has been raised for the College Scholarship program, however three donations, although included in the total, are pending.

Work is scheduled to begin on the new tees at the golf course on Monday, September 30.

The Community Center and golf course fire alarms were tested and found to be in good working order.

Fall training opportunities were announced, and staff are registering for PDRMA's annual Risk Management Institute and the IAPD Legal Symposium, as well as various training sessions on playground inspections, managing marijuana in the workplace, certificates of insurance, tax levy, and snow plowing.

Will County will be conducting SWAT training at Lincoln-Way North on October 18.

Audrey Marcquenski  
Director  
Frankfort Square Park District  
[www.fspd.org](http://www.fspd.org)



## Linda Mitchell

---

**From:** Linda Mitchell  
**Sent:** Friday, October 04, 2019 3:43 PM  
**To:** Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher  
**Subject:** September 30-October 4 Update  
**Attachments:** Rt. 30 Redevelopment Plan.pdf; Six Month Overview by Department.pdf; Email Correspondence-Karen Haave.pdf

Board Members,

The Park District completed the Bond sale on Tuesday, October 1, 2019. When the process began, we thought the net savings would be at or about \$70,000. Our Bonds proved to be an attractive product, with the net savings of \$234,156 over the next ten years.

I'm back from Baltimore, and thoroughly appreciated the trip. I have many new resources for solar lights, solar goose control, washrooms, security cameras, and inspection software, and will be developing these concepts for practical application in the coming months.

Staff kept you well-informed in my absence.

The new golf tees are under construction at Square Links. The Free Day of Golf outing, cancelled last week due to heavy rains and flooding, has been rescheduled for Saturday, October 5.

I met with Mayor Jim Holland, Village of Frankfort, on Tuesday, October 1. Every effort is being made to move the road improvements along on St. Francis Road.

The Village is also contemplating extending Pfeiffer Road and Lighthouse Pointe bike trail, providing permanent connection between the FSPD's bike path and Old Plank Road Trail. Really exciting! I have attached a rendering of a potential conceptual plan for Route 30-Pfeiffer Road extension.

I am working with Park Counsel, Jim Rock, to transition our current 403(b) plan to a 457(b) plan. In pursuing an investment plan for part-time staff, Mr. Rock noted that a 457 is the appropriate retirement vehicle for park District employees, full and part-time. We are working with Mr. Rock and Fidelity to move the transition forward. Establishing a 457(b) plan will be included on the October Board Meeting agenda for Board approval. When complete, staff will establish 457(b) accounts. A transition date will be determined, and District and employee contributions will transition to the new plan. The 403(b) accounts held by former and current employees will remain with individuals, but the Park District will notify and confirm transition with the IRS. As additional information becomes available and a timeline for transition is developed, the Board will be updated.

Mid-year departmental reviews are attached. This is a six month, non-financial review of District departments, not individuals. Bullet points by department indicate areas under discussion. Staff are also contributors, having previously provided input and recommendations.

Residents received the community-wide survey. To date, 400 completed surveys were submitted and are in the process of being tabulated. The deadline for submission is October 10, and I still anticipate receiving results in November.

I received an email from Karen Haave, former local reporter and freelance reporter at the Farmers Weekly Review, and provided a response to her inquiry, see attached.

Jim

**Jim Randall, Executive Director**

Frankfort Square Park District

7540 W. Braemar Lane

Frankfort, IL 60423

(815) 469-3524 P

(815) 469-8657 F

[www.fspd.org](http://www.fspd.org)

