

EXECUTIVE DIRECTOR'S REPORT JANUARY, 2020

ADMINISTRATION

The new 457(b) retirement account, as previously notified, is accepting deposits. Audrey Marcquenski did exceptional work tracking necessary steps to ensure this action was completed. Efforts were successful in beginning the new year with this new account. NBS will be moving forward on the required 403(b) submittal to the IRS.

The new year brought a new minimum wage, requiring employees over the age of 18 to receive \$10 per hour. Past adjustments limited hourly rate change to a few employees, with less than five requiring a .25 raise to meet the new requirement.

Board Members will be asked to consider travel reimbursement for dance teachers that are scheduled to attend an upcoming Company Dance Idol competition in Des Plaines.

A project list, primarily reflected in our recent community-wide survey, is provided for Board review. Staff are gathering related information that will be provided at a later date.

It is requested that the Board approve a consulting agreement with the Linden Group of Orland Park. The Linden Group is able to support Park staff in developing initial cost estimates and renderings of supported projects.

The agenda now includes an added Commissioner's Comments under New Business, formalizing the opportunity for all Board Members to contribute during the monthly meetings.

Staff are working on improvements to the District's website, providing a needed update and more user-friendly on a variety of platforms that include, but may not be limited to:

- Viewable from various devices, i.e. smart phones and tablets;
- Slider features with high-impact animated messaging and photos;
- Large panels with columns, replacing our pull down menus;
- Link directly to special events flyers and online registration page;
- Live feed from our District's Facebook page;
- Instagram feed;
- FAQs; and
- Boxed images/photos that link to the golf course, rental info, F.A.N. program, etc.

The annual resolution for release of closed session minutes and destruction of closed session audio recordings is included on the agenda. Prior to consideration, I would ask for review of all closed session minutes in executive session, and a return to open session for the necessary resolution action/adoption.

MAINTENANCE

The Landscape Maintenance Services bid opening is scheduled for January 22. Staff will summarize the bids and meet individually with successful bidders to ensure all have a clear understanding of expectations.

The development of plans for repairs and construction projects for the upcoming summer is ongoing. A proposed project list will be submitted to Board Members prior to the February Board Meeting.

Dennis Persic is again assisting the Maintenance Department by designing two standardized playgrounds for ages 2-5 and ages 5-12.

The new Ford F-150, previously approved, has been delivered and includes the trade in of two 2003 Ford F-150 pickups.

MAINTENANCE, continued

The unseasonably warm weather has not permitted skating. Work also reserved for frozen ground conditions, i.e. tree removal and native area mowing, has been delayed.

RECREATION

Staff will be meeting with Jarrod Scheunemann, Campfire Consultants as the District moves forward in preparing for the spring community-wide survey. A draft document will be submitted to Board Members for review, consideration, and comment.

Registration for winter/spring programming is underway and is strongly being supported by Park District residents.

The winter/spring session of dance began on Saturday, January 4.

On Sunday, January 5, our dance program, Braemar Dance Center (BDC), held their New Year's party for Company. All participants and their parents attended and BDC donated 13 boxes of food to the Frankfort Food Pantry.

On Monday, January 6, BAS returned to morning and afternoon care, ending with Escapades two weeks of winter break.

Upgraded phones for the office and following programs were purchased: BAS, F.A.N., and preschool.

INFORMATION TECHNOLOGY

All CPUs are being updated to Windows 10. Mark Gorka, the District's B Practical Solutions contractor, secured the software at no cost to the District. This action is timely in that our primary recreation software, RecTrac, will no longer be supported on Windows 7.

Our RecTrac software is scheduled for an update in the next year to 18 months. Staff are securing a quote for this upgrade.

ACS, the District's payroll software, received an update for all employees' W-4s. In addition, bookkeeping staff provided all employees with their 2019 W-2s.

FINANCE AND PLANNING

We received strong interest in the Professional Auditing Services RFP, due by January 15. We will interview audit firm candidates and provide information for Board decision.

The estimated fund balance estimates are included for Board consideration. The balance projection indicates a positive balance through the June Will County tax distribution.

The preliminary budget was previously provided, and supporting information is being generated. This budget is included under New Business for review and Board comment/input.

I will be meeting with Department Heads on January 21, and the first official draft of the budget will be presented in a budget meeting in February, normally scheduled prior to the monthly Park Board Meeting.

GOLF COURSE

Initial golf course tee markers and additional information has been forwarded for staff review. I will make a draft of the first hole and have it available for Board review during Thursday's meeting.

OFFICE

Bonnie Roach, Office Manager, and her staff have been working closely with Pam Moloney, ELC preschool teacher to prepare for the 2020/2021 preschool registration.

The office prepared a pre-registration letter and form that was distributed to current 3-year old families, enabling them to register for next year's 4 year old program. Registration for the 3 year old program and students that would be new to the 4 year old program begins February 6.

Office staff also designed a flyer detailing registration and ELC open house information that will be available at the Frankfort Public Library's annual Library Fair.

Respectfully submitted:

Jim Randall

Executive Director

Linda Mitchell

From: Linda Mitchell
Sent: Friday, December 06, 2019 2:00 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update - December 2-6
Attachments: Plans per Community-Wide Survey.pdf; Fidelity letter.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 staff met with Grant Currie, the Linden Group architect, to discuss preliminary help to develop plans for areas of interest reflected in our recently received survey. Find attached a summary of this initial meeting.

Staff are meeting again with Mr. Currie, and he will prepare a proposal, potentially making a presentation at the January Board Meeting.

Staff will meet to evaluate wellness components of the recent survey for both program and facility development.

Also attached is correspondence related to the approval for establishment of the new 457(b) plan, overseen by National Benefit Solutions and housed with Fidelity Investments. Ideally, the transition will take place on or about January 1, 2019, pending the completion of many required details.

We will be posting the two RFPs on the District's website, audit and maintenance, that were approved at the November and December Board Meetings. Advertisements for bid will also be published in the *Daily Southtown* and *Frankfort Station*, our Board-approved publications for legal ads.

Please note; the office will be closed on December 24 and December 31 and on the actual holidays, December 25 and January 1.

If Board Members have any questions about these or any other matters, please contact me directly.

Jim

Jim Randall, Executive Director

Frankfort Square Park District

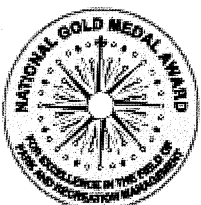
7540 W. Braemar Lane

Frankfort, IL 60423

(815) 469-3524 P

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Potential projects based on community-wide 2019 Wellness & Capital Improvements Study

1. Bike/Walking Paths/Boardwalks

- Develop map of path system that includes images of amenities, i.e. lighting, benches in clouds.
- Work cooperatively with Village of Frankfort connecting to Old Plank Road Trail through Pfeiffer Road.
- Work cooperatively with Village of Tinley Park, connecting to path along 80th Avenue by widening sidewalk.
- Develop path connections points to all SHSD schools where practicable.
- Incorporate full boardwalk loop through wetlands area at Island Prairie Park.
- Place sunrise/sunset benches along paths – determine distances between benches.
- Determine locations for permanent concrete structure restroom facilities along paths.

2. Trees/Landscape/Pond Maintenance

- Landscape architect to develop list of diverse species of trees for planting throughout District, and provide plan that lists the species and the parks where they are to be located.
- Add attractive natural plantings, i.e. Black Eyed Susans to park signs. Plants can be propagated in the Nature Center greenhouse. Planted areas should not be labor intensive, and may include 5 different types of plants, enabling easy notification and care by seasonal staff.
- Aeration/discuss pond maintenance with Cardno.

3. Playgrounds/Parks

- Develop map of District with concentric circles that reflects national standards for park placement to ensure walkable distance from homes, i.e. ¼ mile.
- Renovate existing parks that have value.
- Install multi-generational swings at each park site.
- Create playground pods designed by Dennis Persic.
- Identify underserved areas, i.e. Walnut Creek, Georgetown, Brookside Glen West, and add playgrounds.
- Replace timbers with concrete borders.
- Add benches.
- Construct fishing pier at Indian Boundary South Park.
- Create large, centrally located wellness park.

4. Security

- Develop lighting plan for every facility/picnic shelter/path/boardwalk. Solar lighting, similar to Brookside Bayou Park, can add security without washing areas with light.

5. Additional Facility

- Consider purchasing or constructing an additional need-based recreation facility to house the District's larger programming, i.e. Before and After School, Dance, and summer camps.

6. Farm

The process would start slowly with strawberry plants, apple trees, and flowers, and expand by establishing perennial crops with volunteer workers. A full organic farm would be a long-term process and would require a dedicated staff person with agricultural background/education.

- Develop budget and plan with renderings.
- 25-50 acre farm
- 3,000 sq. ft. timber frame barn with non-obtrusive glass exposure that includes open space/stage/kitchen/restroom access to barn and site. Structure should have wall that can open to the outside and look native to area, with a simulated weather/rustic appearance. Below is a link to Sand Creek Post & Beam, enabling access to timber frame-style barns
<https://www.sandcreekpostandbeam.com/>

6. Farm, continued

- 1,500 sq. ft. aesthetically pleasing picnic shelter adjacent to barn for events that can also be used as a wash area for vegetables grown at the farm.
- 5-20 acre garden area
- Elevated gardens for community use
- Parking lot
- Garage/storage area for maintenance equipment, designed to complement the barn.
- High-end landscaped English garden used for photo opportunities and area for quiet reflection.
- Playground structure (modern architectural concept) with resilient surface, include rope climbing structures,

7. Athletic Field/Complex Renovations

- Union Creek Football Field – Astro turf area for cheerleaders and team line on the far side of the field.
- Union Creek Baseball Complex – Concrete dugout (Beacon Athletics)
- Kiwanis Park t-ball facility
- Water fountains/showers for football and baseball complexes
- Summit Hill Junior High School – 300 person stadium seating

8. Dance Facility – TBD

9. Explore grant opportunities.

10. Explore full development of bike park.

December 4, 2019

Name
Address
City/State/Zip

Dear _____,

Per previous communication, the Park District is transitioning from the current Fidelity 403(b) to a Fidelity 457(b).

We have included three Fidelity Investments forms needed to establish the 457(b) account. We would hope all employees could complete the enclosed forms and return to the Park District on or before Monday, December 9, 2019. This will enable the Park to submit the entire group simultaneously, hopefully, enabling a January 1, 2020 start, but we will notify you when the transition is complete.

Enclosed, please find the following forms:

Form #1 – Enrollment Form 457(b) Deferred Compensation Plan

Employer information has been completed in advance. All investment options currently available in your 403(b) are also available in the new 457(b) plan. A list of investment options is enclosed. For additional assistance, please contact Fidelity Investments at 1-800-343-0860.

Form #2 – 457 or Nonqualified Beneficiary Designation Form

Again, employer information has been completed in advance.

Form #3 – Workplace Savings Plan Contribution Form 457(b) Plan

We have provided this form enabling you to personally contribute funds over and above the Park District's contribution of 11% of your annual salary. This form will be used internally, and not send to Fidelity. Please complete the sections highlighted in yellow.

Please note; the maximum contribution to a 457(b) is \$19,500 for 2020. Employees over the age of 50 can increase contributions by \$6,500, not exceeding \$25,000. Employees age 62 and up can double their standard contributions for the three years prior to retirement.

The Park District has contracted with National Benefit Services (NBS) to oversee the FSPD's retirement plan. More information will be forthcoming related to all services and support provided by NBS.

It is the intention of the Park District to transition to the new 457(b) program in the new year, with the first payroll on January 1, 2020.

If any eligible employee has not established his/her new 457(b) accounts, Park District 11% contributions will be held until this action is successfully completed.

If you have any immediate questions, please contact me directly.

Sincerely,

Jim Randall
Executive Director

Enc.

Linda Mitchell

From: Linda Mitchell
Sent: Friday, December 13, 2019 2:52 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update - December 9-13
Attachments: 2019 Award.pdf; Budget-12.10.19.pdf; Debt Service Summary.pdf; Master Consulting Agreement.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,

Full-time staff completed enrollment documents for the new 457(b) retirement plan and the information provided has been uploaded in Fidelity's system. Ideally, program transition will take place in January, but that is completely contingent on the account being enabled by Fidelity and payroll software provider completing information necessary for the direct deposit.

I have enclosed a notice from PDRMA recognizing the District's efforts to forward risk management in a way that has earned the FSPD a \$1,500 award check. This recognition is intended to provide funds for a positive project that improves District safety.

Staff met with Grant Currier, AIA and President of the Linden Group and his staff on Thursday, December 12, to discuss bike/walking path improvements throughout the District, along with connections to surrounding communities. This was the largest single request in the latest community-wide survey. A tentative agreement was signed, and will be brought before the Board for consideration at the January meeting. Per the agreement, the Linden Group will incorporate projects requested by Park residents into a viewable format, including an estimated potential budget. The results will be integrated into the spring resident survey.

Potential improvements under consideration are lighting, benches, washrooms, signage, and tree planting. Expansion supported by cooperative efforts with surrounding government agencies is also being evaluated.

Ed Reidy and I will be meeting with Evan Ross of American Ramp Company to begin development of a phased bike park for construction in District. The link to this company is Progressive Bike Ramps. I would encourage Board Members to review their past projects at <https://americanrampcompany.com/bike-parks/> to get a feel for this improvement.

Annual Bond payments will be made prior to the January 1, 2020 due date.

I am attaching a very tentative budget for fiscal year 2020-2021. The debt service summary is also included for Board review.

Initial general assumptions are included in the budget draft.

1. Property tax distributions identical to the 2019-2020 budget
2. Full-time salary increases – 5% (for budgeting purposes only)
3. Part-time salary increases – 3%/.25 per hour
4. Health insurance – 10% increase
5. Budget – Fill vacant recreation supervisor position under consideration
6. Budget – Fill vacant maintenance position in January, 2021

7. Estimates for contracted mowing and park maintenance.

Please note; this is only a preliminary draft offered as a starting point for Board discussion and consideration.

The request for proposals for the audit and the bid request for park maintenance are complete. Notice of both projects have been posted at the Park District office and will be published in the *Daily Southtown* on December 16 and the *Frankfort Station* on December 19. The packets will also be available at the Park office and on the website.

Audrey, Nicolette, and I will be meeting with Jarrod Scheunemann, Campfire Consultants, to begin work on the spring survey and long-range master plan.

Jim

Jim Randall, Executive Director

Frankfort Square Park District

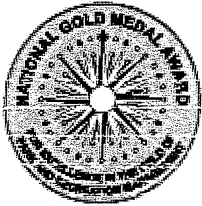
7540 W. Braemar Lane

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November 27, 2019

Frankfort Square Park District
Jim Randall
7540 West Braemar Lane
Frankfort, IL 60423

Re: 2019 Risk Management Review Award

Dear Jim Randall,

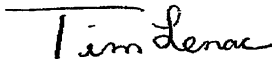
I am pleased to inform you that we continue to acknowledge your agency's loss prevention efforts from your most recent risk management review with a **\$1,500 cash award**.

Enclosed is your agency's award check. While not a requirement, we hope you will use the cash incentive to strengthen your agency's loss control program.

Please share this correspondence with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

PDRMA's risk pool members truly appreciate your continued efforts in safety and loss prevention.

Sincerely,



Tim Lenac, ARM-P, AINS
Risk Management Services Supervisor

Enclosure

PRIVILEGED AND CONFIDENTIAL INFORMATION

This communication and any attached materials constitute claims, loss or risk management information, communications and/or advice, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED.

10.29.19

Rev 12.3.19

Rev 12.10.19

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
1 - Corporate Accounts
Annual Budget

Accounts	Annual Budget 2019-2020	Annual Budget 2020-2021
Revenues		
Corporate General		
01-00-300 - Revenue Carryforward	\$50,000.00	\$50,000.00
01-00-301 - Property Tax	\$1,882,267.00	\$1,882,267.00
01-00-304 - Property Sale Proceeds	\$100,000.00	\$0.00
01-00-306 - Transfer from Special Rec	\$100,824.00	\$97,808.00
01-00-321 - Interest Income	\$2,500.00	\$2,500.00
01-00-322 - Miscellaneous	\$1,000.00	\$1,000.00
01-00-343 - Transfer from Rec/Director Salary	\$41,307.00	\$43,372.50
01-00-358 - Developer Donations	\$17,000.00	\$17,000.00
01-00-360 - Transfer from Recreation	\$0.00	\$0.00
Total Corporate General	\$2,194,898.00	\$2,093,947.50
Total Revenues	\$2,194,898.00	\$2,093,947.50
Expenses		
Administration		
01-50-400 - Clerical Salaries	\$44,000.00	\$45,000.00
01-50-401 - Executive Director	\$151,658.00	\$159,241.00
01-50-402 - Administrative Assistant	\$52,590.00	\$55,220.00
01-50-403 - Health & Life Insurance	\$154,862.00	\$153,876.00
01-50-404 - Accounting Services	\$50,000.00	\$51,500.00
01-50-405 - Employer 457(b) Contribution	\$74,189.00	\$74,530.00
01-50-408 - Office Manager	\$45,240.00	\$47,502.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
1 - Corporate Accounts
Annual Budget

Accounts	Annual Budget 2019-2020	Annual Budget 2020-2021
01-50-410 - Director	\$82,614.00	\$86,745.00
01-50-415 - HSA Funding	\$65,000.00	\$53,250.00
01-50-417 - Special Projects	\$4,500.00	\$4,500.00
01-50-421 - Superintendent of Recreation Salary	\$62,100.00	\$65,205.00
01-50-434 - Communications-Cable/Phones	\$36,050.00	\$36,050.00
01-50-438 - Electric	\$90,000.00	\$75,480.00
01-50-441 - Water & Sewer	\$34,410.00	\$34,410.00
01-50-443 - Natural Gas	\$16,095.00	\$16,095.00
01-50-446 - Postage	\$7,000.00	\$7,000.00
01-50-470 - Staff Training & Support	\$40,000.00	\$40,000.00
01-50-471 - Office Supplies	\$8,500.00	\$8,500.00
01-50-472 - Computer Maintenance	\$42,000.00	\$42,000.00
01-50-484 - Transfer to Social Security	\$10,921.00	\$4,954.00
01-50-485 - Transfer to Audit	\$0.00	\$7,339.00
01-50-490 - Transfer to Debt Service	\$207,183.00	\$193,959.09
01-50-492 - Transfer to Rec B&G	\$14,267.00	\$0.00
01-50-495 - Contracted IT Services	\$75,138.00	\$75,138.00
01-50-496 - SHSD 161 Charges	\$30,000.00	\$30,000.00
01-50-497 - Debt Repayment	\$100,000.00	\$0.00
01-50-498 - Assistant Office Manager	\$31,200.00	\$32,760.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
1 - Corporate Accounts
Annual Budget

Accounts	Annual Budget 2019-2020	Annual Budget 2020-2021
01-50-XXX- NBS 457(b) Admin Fees	\$0.00	\$5,000.00
Total Administration	\$1,529,517.00	\$1,405,254.09
Building & Grounds Operations		
01-51-401 - Improvement Projects	\$161,041.68	\$200,000.00
01-51-402 - Contracted Nat Areas Maint	\$60,000.00	\$60,000.00
01-51-407- Building Equip Maint	\$7,500.00	\$7,500.00
01-51-408 - Superintendent of Parks	\$73,196.00	\$76,856.00
01-51-409 - Full Time Maintenance	\$55,120.00	\$12,800.00
01-51-410 - Building Maint Supplies	\$15,000.00	\$15,000.00
01-51-411 - Building Repair	\$50,000.00	\$50,000.00
01-51-415 - Asst Supt of Parks	\$57,101.00	\$59,956.00
01-51-417 - Contracted Landscape Maint	<u>\$62,830.00</u>	<u>\$100,000.00</u>
Total Building & Grounds Operations	\$541,788.68	\$582,112.00
Capital Equipment & Lease Loans		
01-52-451 - TAW - I	\$3,500.00	\$2,288.71
01-52-457 - 2016 Transit/Explorer #210-P	\$8,401.33	\$0.00
01-52-458 - 2016 Transit/Explorer #210-I	\$1,118.73	\$0.00
01-52-477 - 2013 Peterbilt Note 16-P	\$23,750.00	\$0.00
01-52-478 - 2013 Peterbilt Note 16-I	\$1,014.12	\$0.00
01-52-483 - Capital Improvement Note 31-P	\$84,187.53	\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
1 - Corporate Accounts
Annual Budget

Accounts	Annual Budget 2019-2020	Annual Budget 2020-2021
01-52-484 - Capital Improvement Note 31-I	\$1,620.61	\$0.00
Total Capital Equip. & Lease Loans	\$123,592.32	\$2,288.71
Total Expenses	\$2,194,898.00	\$1,989,654.80
Net Total	\$0.00	\$104,292.70

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
2 - Programming
Annual Budget

Accounts	Annual Budget 2019-2020	Annual Budget 2020-2021
Revenues		
Programming		
02-00-306 - Concession	\$1,500.00	\$1,500.00
02-00-326 - Trans from ELC	\$9,014.00	\$6,314.00
02-00-327 - Trans from BAS	\$101,650.00	\$98,909.00
02-00-328 - Trans from Dance	\$59,500.00	\$57,250.00
02-00-353 - Program Fees	\$154,000.00	\$154,000.00
02-00-354 - Non-Resident Fees	\$20,000.00	\$20,000.00
02-00-359 - Donations	\$1,000.00	\$1,000.00
02-00-360 - Facility Rentals	\$20,000.00	\$20,000.00
02-00-375 - Program Refunds	<u>(\$6,500.00)</u>	<u>(\$6,500.00)</u>
Total Programming	\$360,164.00	\$352,473.00
Total Revenues	\$360,164.00	\$352,473.00
Expenses		
Programming		
02-53-403 - Instructor Salaries	\$69,020.00	\$71,091.00
02-53-416 - Rental Permit Fee	\$2,000.00	\$2,000.00
02-53-417 - Recreation Supervisors	\$96,720.00	\$94,054.00
02-53-447 - Brochure Printing	\$18,000.00	\$18,000.00
02-53-455 - Professional Contract Services	\$41,200.00	\$42,200.00
02-53-456 - Concession Stand Salaries	\$2,030.00	\$2,091.00
02-53-458 - Prog Supplies-Reimbursement	(\$2,000.00)	(\$2,000.00)

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
2 - Programming
Annual Budget

Accounts	Annual Budget 2019-2020	Annual Budget 2020-2021
02-53-459 - Concession Expense	\$1,500.00	\$1,500.00
02-53-464 - Capital Purchases	\$25,707.00	\$15,119.50
02-53-472 - Program Supplies	\$52,500.00	\$52,500.00
02-53-476 - Transfer to Corp Director Salary	\$41,307.00	\$43,372.50
02-53-480 - Facility Monitors	\$12,180.00	\$12,545.00
02-53-485 - Transfer to Corporate	\$0.00	\$0.00
Total Programming	\$360,164.00	\$352,473.00
Total Expenses	\$360,164.00	\$352,473.00
Net Total	\$0.00	\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
2.1 - Building and Grounds
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Building and Grounds		
02-00-301 - Property Tax - Recreation	\$434,759.00	\$434,759.00
02-00-302 - Replacement Tax	\$550.00	\$550.00
02-00-303 - Transfer from Corporate	\$14,267.00	\$0.00
02-00-321 - Interest Income	\$0.00	\$0.00
02-00-358 - Trans from FAN/LWN Site Maintenance	<u>\$28,000.00</u>	<u>\$28,168.00</u>
Total Building and Grounds	\$477,576.00	\$463,477.00
Total Revenues	\$477,576.00	\$463,477.00
Building and Grounds		
Expenses		
02-51-400 - Park Seasonal Salaries	\$118,000.00	\$61,284.00
02-51-401 - GCA Building Maint Contract	\$33,990.00	\$35,010.00
02-51-417 - Maintenance Supplies/Services	\$90,719.00	\$35,000.00
02-51-418 - Equipment Purchase/Rental	\$64,442.00	\$30,000.00
02-51-419 - Equipment Repair/Parts	\$83,439.00	\$30,000.00
02-51-420 - Fountain Maintenance	\$15,000.00	\$15,000.00
02-51-426 - Refuse & Porta Potties	\$30,000.00	\$30,000.00
02-51-428 - Building Custodian	\$11,986.00	\$12,183.00
02-51-476 - Gas/Diesel/Oil	\$30,000.00	\$15,000.00
01-51-XXX - Contracted Mowing	\$0.00	\$200,000.00
Total Building and Grounds	\$477,576.00	\$463,477.00
Total Expenses	\$477,576.00	\$463,477.00

Net Total

\$0.00

\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
2.2 - Early Learning Center
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Early Learning Center		
02-00-310 - Program Fees	\$112,014.00	\$112,014.00
02-00-317 - Program Refunds	<u>(\$5,000.00)</u>	<u>(\$5,000.00)</u>
Total Early Learning Center	\$107,014.00	\$107,014.00
Total Revenues	\$107,014.00	\$107,014.00
Early Learning Center		
Expenses		
02-53-411 - Staff Salaries	\$90,000.00	\$92,700.00
02-53-413 - Program Supplies	\$8,000.00	\$8,000.00
02-53-415 - Transfer to Rec Programs	\$9,014.00	\$6,314.00
Total Early Learning Center	\$107,014.00	\$107,014.00
Total Expenses	\$107,014.00	\$107,014.00
Net Total	\$0.00	\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
2.3 - F.A.N.
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
F.A.N.		
02-00-361 - Annual Membership Fees	\$50,000.00	\$50,000.00
02-00-362 - Daily Admission Fees	\$40,000.00	\$40,000.00
02-00-363 - Group Rental Income	<u>\$33,000.00</u>	<u>\$33,000.00</u>
Total F.A.N.	\$123,000.00	\$123,000.00
Total Revenues	\$123,000.00	\$123,000.00
 Expenses		
F.A.N.		
02-53-445 - Building Supervisors	\$62,000.00	\$63,860.00
02-53-446 - Program Supplies	\$4,000.00	\$2,822.00
02-53-449 - improvement Projects	\$1,047.00	\$0.00
02-53-453- Building Custodian	\$12,183.00	\$12,380.00
02-53-457 - Facility/Equipment Repairs	\$8,270.00	\$8,270.00
02-53-465 - Snow Removal	\$7,500.00	\$7,500.00
02-53-466 - Trans to Programming B & G	<u>\$28,000.00</u>	<u>\$28,168.00</u>
Total F.A.N.	\$123,000.00	\$123,000.00
Total Expenses	\$123,000.00	\$123,000.00
 Net Total	 \$0.00	 \$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
2.4 - B. & A.S.
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
 Before & After School Program		
02-00-370 - Program Fees	\$200,000.00	\$200,000.00
02-00-371 - Program Refunds	<u>(\$1,000.00)</u>	<u>(\$1,000.00)</u>
Total Before & After School Program	\$199,000.00	\$199,000.00
Total Revenues	\$199,000.00	\$199,000.00
Expenses		
 Before & After School Program		
02-53-461 - Staff Salaries	\$91,350.00	\$94,091.00
02-53-462 - Program Supplies	\$6,000.00	\$6,000.00
02-53-463 - Transfer to Rec Programs	<u>\$101,650.00</u>	<u>\$98,909.00</u>
Total Before & After School Program	\$199,000.00	\$199,000.00
Total Expenses	\$199,000.00	\$199,000.00
 Net Total	 \$0.00	 \$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
2.5 - Dance Program
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Dance Program		
02-00-380 - Dance Program Fees	\$210,000.00	\$210,000.00
02-00-381 - Program Refunds	(\$1,000.00)	(\$1,000.00)
02-00-383 - Dance Apparel/Misc	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Total Dance Program	\$211,000.00	\$211,000.00
Total Revenues	\$211,000.00	\$211,000.00
Expenses		
Dance Program		
02-53-470 - Dance Instructors/Aides	\$75,000.00	\$77,250.00
02-53-477 - Equipment Purchases	\$1,500.00	\$1,500.00
02-53-478 - Program Supplies	\$65,000.00	\$65,000.00
02-53-479 - Transfer to Rec Programs	\$59,500.00	\$57,250.00
02-53-482 - Dance Costumes	\$30,000.00	\$30,000.00
02-53-483 - Dance Costume Reimbursement	<u>(\$20,000.00)</u>	<u>(\$20,000.00)</u>
Total Dance Program	\$211,000.00	\$211,000.00
Total Expenses	\$211,000.00	\$211,000.00
Net Total	\$0.00	\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
3 - Audit
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Audit General		
03-00-300 - Trans from Corporate	\$0.00	\$7,339.00
03-00-301 - Property Tax	<u>\$14,661.00</u>	<u>\$14,661.00</u>
Total Audit General	<u>\$14,661.00</u>	<u>\$22,000.00</u>
Total Revenues	<u>\$14,661.00</u>	<u>\$22,000.00</u>
Expenses		
Audit		
03-50-401 - Accounting Services	\$14,661.00	\$20,000.00
03-50-XXX - CAFR Fees	<u>\$0.00</u>	<u>\$2,000.00</u>
Total Audit	<u>\$14,661.00</u>	<u>\$22,000.00</u>
Total Expenses	<u>\$14,661.00</u>	<u>\$22,000.00</u>
Net Total		\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
4 - Liability Insurance
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Liability Insurance General		
04-00-301 - Property Tax	<u>\$135,898.00</u>	<u>\$135,898.00</u>
Total Insurance General	<u>\$135,898.00</u>	<u>\$135,898.00</u>
Total Revenues	<u>\$135,898.00</u>	<u>\$135,898.00</u>
 Expenses		
Liability Insurance General		
04-50-412 - Risk Management Salary	\$12,545.00	\$12,785.00
04-50-430 - PDRMA	\$55,000.00	\$59,500.00
04-50-431 - State Unemployment Ins	\$6,000.00	\$6,000.00
04-50-432 - Legal Fees	\$20,000.00	\$20,000.00
04-50-433 - Security Link/ADT/Repairs	\$2,000.00	\$2,000.00
04-50-434 - Preventive Hazard Repairs	\$39,353.00	\$34,613.00
04-50-437 - Contracted Services	<u>\$1,000.00</u>	<u>\$1,000.00</u>
Total Liability Insurance	<u>\$135,898.00</u>	<u>\$135,898.00</u>
Total Expenses	<u>\$135,898.00</u>	<u>\$135,898.00</u>
 Net Total	 \$0.00	 \$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
5 - Paving & Lighting
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Paving & Lighting General		
05-00-301 - Property Tax	<u>\$10,150.00</u>	<u>\$10,150.00</u>
Total Paving & Lighting General	\$10,150.00	\$10,150.00
Total Revenues	\$10,150.00	\$10,150.00
Expenses		
Paving & Lighting		
05-50-401 - Paving	\$6,150.00	\$6,150.00
05-50-402 - Lighting	<u>\$4,000.00</u>	<u>\$4,000.00</u>
Total Paving & Lighting	\$10,150.00	\$10,150.00
Total Expenses	\$10,150.00	\$10,150.00
Net Total	\$0.00	\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
6 - Special Recreation
Annual Budget

Accounts	Annual Budget 2019-2020	Annual Budget 2020-2021
Revenues		
Special Recreation General		
06-00-301 - Property Tax	<u>\$225,556.00</u>	<u>\$225,556.00</u>
Total Special Recreation General	\$225,556.00	\$225,556.00
Total Revenues	\$225,556.00	\$225,556.00
Expenses		
Special Recreation General		
06-50-401 - Payment to LWSRA	\$123,209.00	\$126,225.00
06-50-402 - Program Aide	\$1,523.00	\$1,523.00
06-50-404 - Transfer to Corporate	<u>\$100,824.00</u>	<u>\$97,808.00</u>
Total Special Recreation	\$225,556.00	\$225,556.00
Total Expenses	\$225,556.00	\$225,556.00
 Net Total	 \$0.00	 \$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
7 - Debt Service
Annual Budget

Expenses	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Debt Service General		
07-00-301 - Property Tax	\$738,133.00	\$738,133.00
07-00-302 - Transfer from Corporate	<u>\$207,183.00</u>	<u>\$197,339.51</u>
Total Debt Service General	\$945,316.00	\$935,472.51
Total Revenues	\$945,316.00	\$935,472.51
Expenses		
Debt Service		
07-50-325 - 2018 G.O. Bond-P	\$20,000.00	\$50,000.00
07-50-326 - 2018 G.O. Bond-I	\$87,718.00	\$55,093.76
07-50-401 - 2002 G.O. Ref Bond-P	\$241,662.00	\$232,076.00
07-50-405 - 2010 Bd-P/Unrefunded	\$25,000.00	\$25,000.00
07-50-409 - 2009 Bd-P/Unrefunded	\$55,000.00	\$60,000.00
07-50-421 - 2002 G.O. Ref Bond-I	\$393,338.00	\$417,924.00
07-50-425 - 2010 Bd-I/Unrefunded	\$75,098.00	\$1,050.00
07-50-429 - 2009 Bond-I/Unrefunded	\$37,500.00	\$2,760.00
07-50-473 - Legal Fees	\$10,000.00	\$10,000.00
07-50-XXX - 2019A Refunding Bds-P	\$0.00	\$0.00
07-50-XXX - 2019A Refunding Bds-I	\$0.00	\$23,330.42
07-50-XXX - 2019B Refunding Bds-P	\$0.00	\$0.00
07-50-XXX - 2019B Refunding Bds-I	\$0.00	\$58,238.33
Total Debt Service	\$945,316.00	\$935,472.51
Total Expenses	\$945,316.00	\$935,472.51

Net Total

\$0.00

\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
8 - Social Security
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Social Security General		
08-00-300 - Transfer from Corporate	\$10,921.00	\$4,954.00
08-00-301 - Property Tax	<u>\$98,117.00</u>	<u>\$98,117.00</u>
Total Social Security General	\$109,038.00	\$103,071.00
Total Revenues	\$109,038.00	\$103,071.00
Expenses		
Social Security General		
08-50-401 - Employer F.I.C.A.	\$88,371.00	\$83,535.00
08-50-402 - Employer Medicare	\$20,667.00	\$19,536.00
Total Social Security	\$109,038.00	\$103,071.00
Total Expenses	\$109,038.00	\$103,071.00
Net Total	\$0.00	\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
9 - Golf Course
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Golf Course		
09-00-371 - Membership Fees	\$14,000.00	\$5,000.00
09-00-372 - Greens Fees	\$150,000.00	\$160,000.00
09-00-373 - Driving Range Fees	\$75,000.00	\$80,000.00
09-00-374 - Rental Cart & Clubs	\$60,000.00	\$70,000.00
09-00-375 - Beverage Sales	\$12,000.00	\$17,000.00
09-00-376 - Group Greens/Range Fees	\$5,000.00	\$5,000.00
09-00-378 - Merchandise	\$4,500.00	\$4,545.00
09-00-379 - Golf Lessons	\$5,000.00	\$5,000.00
09-00-380 - Leagues	\$2,500.00	\$2,500.00
09-00-381 - Special Events/Programs	\$500.00	\$500.00
09-00-384 - Scholarship Revenue	\$10,000.00	\$10,000.00
09-00-386 - Restaurant Revenue	\$5,000.00	\$5,000.00
09-00-388 - Sales Tax Return Discount	\$60.00	\$60.00
09-00-390 - Equipment Payment	<u>\$37,631.00</u>	<u>\$0.00</u>
Total Golf Course	\$381,191.00	\$364,605.00
Total Revenues		
Expenses		
Golf Course		
09-53-409 - Golf Course P.D. Seasonal	\$65,000.00	\$66,950.00
09-53-480 - Office Supplies/Printing	\$2,500.00	\$2,500.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
9 - Golf Course
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
09-53-481 - Golf Cart Lease/Maint	\$23,252.00	\$3,307.50
09-53-482 - Contracted Services	\$10,300.00	\$10,300.00
09-53-483 - Capital Improvements	\$3,738.03	\$3,000.00
09-53-484 - Supplies	\$6,300.00	\$6,300.00
09-53-498 - 2003 Golf Course Bond-P	\$35,000.00	\$35,000.00
09-53-499 - 2003 Golf Course Bond-I	\$8,067.50	\$7,157.50
09-53-504 - Scholarship Expense	\$10,000.00	\$10,000.00
09-53-515 - Merchandise	\$500.00	\$500.00
09-53-516 - Contracted Greenskeeping	\$178,518.00	\$182,267.00
09-53-518 - Community Group/Org Support	<u>\$7,200.00</u>	<u>\$7,200.00</u>
Total Golf Course	\$350,375.53	\$334,482.00
Accounts		
Expenses		
Restaurant Operations		
09-53-509 - Restaurant Seasonal Salaries	\$2,500.00	\$2,575.00
09-53-510 - Restaurant Equipment Repair	\$1,000.00	\$1,000.00
09-53-512 - Restaurant Supplies	\$1,500.00	\$1,500.00
09-53-514 - Beverage Supplies	\$6,000.00	\$6,000.00
09-53-534 - Restaurant Loan-P	\$17,500.00	\$17,500.00
09-53-535 - Restaurant Loan-I	<u>\$2,315.47</u>	<u>\$1,548.00</u>
Total Restaurant Operations	\$30,815.47	\$30,123.00
Total Expenses	\$381,191.00	\$364,605.00
Net Total	\$0.00	\$0.00

Frankfort Square Park District
**** Analysis of Revenues & Expenses ****
10 - Referendum Proceeds & Projects
Annual Budget

	Annual Budget 2019-2020	Annual Budget 2020-2021
Accounts		
Revenues		
Referendum Proceeds		
10-00-355 - Bank Interest	\$2,500.00	\$2,300.00
10-00-356- Revenue Carryforward	\$535,000.00	\$75,000.00
Total Referendum Proceeds	\$537,500.00	\$77,300.00
Total Revenues	\$537,500.00	\$77,300.00
Expenses		
Year 3 Referendum Projects		
10-50-400- Playground Improvements	\$77,000.00	\$10,000.00
10-50-401 - Tree Planting	\$31,215.00	\$9,800.00
10-50-410 - Athletic Field Improvements	\$50,000.00	\$5,000.00
 10-50-411 - Energy Efficiency/Lighting Cmt Cntr	\$0.00	\$0.00
10-50-431- Paving Repair/Park Paths	\$102,000.00	\$10,000.00
10-50-460 - Miscellaneous Expense	\$30,000.00	\$10,000.00
 10-50-462 - Pickleball Courts/Champions Park	\$113,271.00	\$0.00
10-50-463 - Architect/Engineering Fees	\$40,000.00	\$7,500.00
10-50-XXX - Pond Enhancements	\$0.00	\$5,000.00
10-50-XXX - BMX Bike Course	\$0.00	\$20,000.00
Total Year Three Referendum Projects	\$443,486.00	\$77,300.00
Expenses		
Referendum Future Projects		
 10-51-413 - Future Projects	<u>\$94,014.00</u>	<u>\$0.00</u>
Total Referendum Future Projects	\$94,014.00	\$0.00
Total Expenses	\$537,500.00	\$77,300.00
Net Total	\$0.00	\$0.00

DEBT SERVICE SUMMARY

	Loan No.	Final Payment Date	Y/E 4/30/2021	Y/E 4/30/2022	Y/E 4/30/2023	Y/E 4/30/2024	Y/E 4/30/2025
1. Golf Course Fund							
Line Item: Amalgamated 2013 Alt. Bond Payment	150002305	4/1/2023	\$42,158	\$116,248	\$118,278	\$0	\$0
Line Item: Golf Course Restaurant	1528-13	1/27/2022	\$19,048	\$18,272	\$0	\$0	\$0
Subtotal:			\$61,206	\$134,520	\$118,278	\$0	\$0
2. Debt Service Fund - Expense							
	Loan No.	Final Payment Date	Y/E 4/30/2021	Y/E 4/30/2022	Y/E 4/30/2023	Y/E 4/30/2024	Y/E 4/30/2025
Line Item: Amalgamated 2002 Ref. Bond Payment	1853878000	1/1/2022	\$650,000	\$670,000	\$0	\$0	\$0
Line Item: Amalgamated 2009 Alt. Bond Payment	1853954007	1/1/2021	\$62,760	\$0	\$0	\$0	\$0
Line Item: Amalgamated 2010 Alt. Bond Payment	1854193006	1/1/2031	\$26,050	\$0	\$0	\$0	\$0
Line Item: Amalgamated 2018 Ref. Bond Payment	1856799009	1/1/2039	\$105,094	\$103,594	\$107,094	\$104,894	\$107,694
Line Item: Amalgamated 2019A G.O. Bond Payment	TBD	1/1/2030	\$23,330	\$84,950	\$88,000	\$85,900	\$83,800
Line Item: Amalgamated 2019B G.O. Bond Payment	TBD	1/1/2031	\$58,238	\$79,800	\$78,900	\$218,000	\$217,900
Subtotal:			\$925,473	\$938,344	\$273,994	\$408,794	\$409,394
Total:			\$986,679	\$1,072,864	\$392,272	\$408,794	\$409,394

11/8/2019



LINDENGROUP

December 11, 2019

James Randall, Executive Director
Frankfort Square Park District
www.fspd.org
7540 W. Braemar Lane
Frankfort, IL 60423
Office 815.469.3524 | Cell: 815.483.5466

Re: **Architectural Design Services: Master Consulting Agreement**
LG No. 2019-0196

Dear Mr. Randall :

As per our meeting December 4th, 2019, please find the following fee information for your review and approval. We appreciate the opportunity to assist the Park District with various design services.

We understand the Park District wishes to develop exhibits for: marketing, communication with stakeholders, budgeting and creating development priorities. Our firm would coordinate these efforts with you, your staff, the District's Landscape Architect and our Civil Engineering consultant.

Potential projects based on community-wide 2019 Wellness & Capital improvements Study include:

1. Bike / Walking Paths and Boardwalks
2. Trees / Landscape Improvements
3. Playgrounds / Parks
4. Solar Security Lighting Plans, all facilities
5. Park Signage – Uniform Sign Plan
6. Farm
7. Athletic Fields / Complex Renovations
8. Dance Facility

PHASE ONE:

TASK 1 CONCEPT DESIGN / MARKETING EXHIBITS :

Our time involvement will focus on the early stages of concept development for the above projects, as directed by you. Project design(s) will customarily include: narratives, drawings/renderings, and artwork for the proposed vision and architecture. Our Team utilizes various media: 3-D Sketch-Up, hand rendered vignettes and colored sketch site/floor plans, as well as excel/word/photoshop visual tools.

We will work to provide a rough outline of our projected time involvement before starting work, although time involvement generally fluctuates in this phase dependent on revisions, additional marketing exhibits, changes in scope, and budget(s).

Task 1 Base FEE:	Hourly Allowance:	\$14,500.00
Our time for all services will be billed as per a flat discounted hourly rate of \$125.		
Monthly Invoicing will itemize all time involvement/efforts for respective projects.		



LINDENGROUP

AUTHORIZATION TO START / RETAINER: We request a retainer of \$3,500.00 as authorization to proceed. This retainer will be deposited into Linden Group's operating account and credited toward subsequent billings to the client for design services.

We are looking forward to working with your team.
Should you have any questions, please don't hesitate to contact me at 708-799-4400.

Sincerely,



Grant W. Currier, AIA, NCARB
President / Architect

Acceptance: _____

Date: _____

Linda Mitchell

From: Linda Mitchell
Sent: Friday, December 20, 2019 3:00 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update - December 16-20
Attachments: Email-N. Jerik, New Programs.pdf; Safety Committee Minutes 12.17.19.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,

PDRMA conducted a site visit on Friday, December 13, and completed an ergonomic assessment of many of our District staff. The assessment was valuable, and funding provided by PDRMA for positive risk management by the Park District will be expended to improve ergonomic workstation positions, hopefully preventing common workplace injuries.

On Monday, December 16, Ed Reidy and I met with Evan Ross, American Ramp Company, to begin plans for the IBS bike park. This is intended to be a phased improvement, with work starting next year. Tentative plans and rendering will hopefully be available in late February.

Nicolette Jerik has incorporated programming interests into the winter/spring brochure, based on the most recent survey results. I have attached Nicolette's email detailing this action.

LWSRA is tentatively planning to again host the National Wheel Chair Basketball Tournament at LWN in February.

Staff are amending outdoor bathroom signage at Union Creek and Champions Park, creating unisex facilities. It is the intent to make these locations available for daytime use throughout the spring and summer months. We will ask for community support in monitoring these locations.

Staff will be meeting after the first of the year to evaluate the existing FSPD website. John Staples, web designer, will recommend improvements that would be beneficial to residents.

The unseasonably warm weather this weekend motivated John Keenan to open the golf course for off-season play. Daylight hours of 10:00 a.m. to 4:00 p.m. is advertised on the golf course marquee, the District's Facebook page and through available email contacts.

The District applied for and received the annual liquor license from Will County, enabling the sale of alcohol at Square Links for the 2020 season, as approved during the December Board Meeting. We will apply for the state license in March, pending notification from the Illinois Liquor Control Commission.

\$750,000 in Bond payments were paid on Wednesday, December 18.

The Community Center has been busy with many seasonal events. The ELC preschool program's creative staff provided some exceptionally positive holiday activities for both the 3 and 4 year old programs.

Nicolette hosted not only the largest-ever participation with the Polar Express event, but also offered an evening with Santa at Mary Drew.

With all the end-of-year and holiday activities this week, I elected to cancel the monthly staff meeting that would have been held on Wednesday, December 18, however, we did conduct the monthly safety committee meeting on Tuesday, December 17, *see attached minutes*.

I met with Frankfort Township Highway Commissioner, Bill Carlson. We will be working jointly with engineer, Robert Bohnak, preparing an asphalt paving bid for the bike/walking path expansion at Kiwanis Park. Our past cooperative efforts of including our path work with expansive Township paving has afforded the Park District savings.

I completed initial estimates for end-of-year fund balances for all District accounts.

The Park District had a great year fiscally, remitting final debt payments in excess of \$150,000 annually that are no longer required. We refinanced Bond issues, netting a \$250,000 savings over the remaining ten years of amortization. We are down two full-time staff positions that also allows for the realization in savings. Initial estimates are that the District, with these previous actions, is positive \$200,000+ compared to the same time in our 2018/2019 fiscal year. Using revenue and expense comparable to last year, our fund balance low point will be in May, 2020, with a positive balance of \$223,000. This is merely an estimate, but uses historical income and expense data for a comparable time period.

Please note; there will be no Friday update during Christmas week.

If Board Members have question, please contact me directly.

Jim

Jim Randall, Executive Director

Frankfort Square Park District

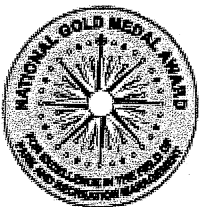
7540 W. Braemar Lane

Frankfort, IL 60423

(815) 469-3524 P

(815) 469-8657 F

www.fspd.org



James Randall

From: Nicolette Jerik
Sent: Monday, December 16, 2019 4:01 PM
To: James Randall
Subject: New programs based on Wellness & Community Wide survey
Attachments: New programs.docx

Hi Jim,

After reviewing the future programming interests & responses section from the survey, residents expressed interest in new programming opportunities such as healthy nutrition classes, new adult exercise classes and sign language classes. Below are 3 new programs that will be offered in the winter spring brochure. Signing for Beginners was offered in our current fall 2019 brochure.

1. Nutrition classes: Springtime Salads
2. Healthy Mason Jar Meals
3. Adult Barre & Strengthening Class
4. Signing for Beginners

Attached are the descriptions for the content that went into the brochure.

Thank you!

Nicolette Jerik
Recreation Supervisor
Frankfort Square Park District
815-469-3524 ext. 310

New programs based on Wellness and Community Wide Survey

Signing for Beginners-NEW!

Did you know that American Sign Language is the third most commonly used language in the US? Register to learn this beautiful language spoken with your hands! This class is for beginners with little to no prior knowledge of ASL. In this session, students will learn the alphabet, numbers (including age), time signs (such as day, week, month and year), family and friend signs, colors, a variety of animals and questions. We will have fun learning through the use of technology, partner practice, and fun games!

Code:

Ages: 5-10

Day/Dates: Mon, Oct 28 – Nov 18

Time: 6:00-7:00 pm

Fee: \$60 R / \$75 NR / 4 sessions

Location: Mary Drew room 104

Adult Barre and Strengthening Class-Not in Show Case.

Code:

Ages: 16 & Up

Day/Dates: Mon, Jan 6 – Apr 27 (no class Mar 30, Apr 13)

Time: 7:00-8:00 pm

Fee: \$165 R / \$206.25 NR / 15 sessions

Location: Mary Drew Dance Studio A

Healthy Mason Jar Meals-NEW!

Who needs another boring lunch filled with just leafy greens? Students will learn to make and take home a Burrito, Mediterranean Quinoa with Seasonal Vegetables and an overnight oats breakfast meal in a jar.

Code:

Ages: 18 & Up

Day/Date: Sat, Jan 25

Time: 10:00 am - noon

Fee: \$57 R / \$62 NR

Location: Frankfort Founders Center

140 Oak Street

Springtime Salads-NEW!

Be the talk of your next party with these spring salads. You will learn how to make a guilt-free easy spring salad roll, fruit salad on a stick and a cool and crunchy chicken salad. Time will also be given for some easy guilt free salad dressings.

Code:

Ages: 18 & Up

Day/Date: Sat, Apr 18

Time: 10:00 am - noon

Fee: \$57 R / \$62 NR

Location: Frankfort Founders Center

140 Oak Street

**SAFETY COMMITTEE MEETING
DECEMBER 17, 2019 –2:35 P.M.**

A. Call to Order

Present were: Arliss Bouton, John Keenan, Audrey Marcquenski, Linda Mitchell, Bill O’Shea, Jim Randall, and Ed Reidy.

B. Review of PDRMA Reports

1. Accident/Incident

The following reports were received from various programs.

ELC Preschool

- A child fell off the playset, striking the side of his face on a post.
- A child was waving a plastic bucket and another student ran into the bucket resulting in a mark on his forehead.

BAS

- A student fell off a scooter and bruised her left shoulder.
- Two students collided, causing a nosebleed.
- While sliding on the ground, a student struck his head against a wall.
- A student was kicking a ball against the wall and the ball rebounded, hitting him in the head.
- A student tripped and fell, hitting his head against the floor. An accident/incident report was filed with PDRMA.
- A student was struck in the face with a basketball, resulting in a nosebleed.

Dance Program

- A dancer injured her knee and a report was filed with PDRMA.

F.A.N.

- A participant experienced a possible seizure while walking on the field house track. Paramedics were called and an accident/incident report was filed with PDRMA.

2. Property Loss

The door to the portable Black Tie restroom was damaged and a report was filed with PDRMA. The unit is currently in storage and will be repaired. Ed will provide Linda with an invoice upon receipt.

3. Employee Injury

A maintenance employee was struck with a bar strap while unloading equipment, resulting in a minor cut on his forehead.

C. Jobsite/Facility Inspections

Inspections were completed and are under review. Ed will forward a final report to Arliss, upon completion.

D. Old Business

1. Ergonomic Assessment Results

Jenny Porrevecchio, the District’s Risk Management Consultant, conducted ergonomic assessments for various staff that included two front office stations, and Linda and Nicolette’s work stations. Audrey and Arliss will review the reports with staff and recommended items designed to improve ergonomics, i.e. footstools, document holders, will be purchased.

2. Action Items-Completed

Dave Thomas, part-time Parks employee, attended a playground inspection class provided by PDRMA. In addition, Ed and Bill trained Dave on building inspections.

Audrey discussed standardizing a process addressing W-9's with Sue Baker, onsite Bookkeeper, that will be implemented in the new year.

Four AED signs were located and will be stored with the AED units during the off-season.

All items, with the exception of the mats, were removed from the dog obedience facility/pole barn at LWN.

A copy of the Phase 1 fire suppression inspection report was sent to Dennis Merz, Frankfort Fire Protection District.

A ladder was ordered and received, and PDRMA reimbursed the full cost of \$299.99 purchase price. The District expensed all but \$20.03 through the Ladder Reimbursement Program in 2019.

Audrey provided a rough draft of a 2020 training calendar for the new year and will discuss the schedules with department heads.

3. Miscellaneous

Various PDRMA classes were attended by staff that included:

- Minimum Wage – Ed Reidy
- Ladder Safety – Bill O'Shea
- Playground Inspections – Dave Thomas
- Certificate of Insurance – Nicolette Jerik and Linda Mitchell
- RMI – Julie Hein, Nicolette Jerik, John Keenan, Ed Reidy

Pole Barn 1, located in the Community Center maintenance yard was evaluated for safety purposes. The oil storage area was eliminated with the removal of six (6) 50 gallon drums that contained hydraulic fluid and motor oil that could be a potential environmental hazard. It was determined that they were no longer needed due to restructuring of Maintenance department operations. Consumer-based containers, containing typical maintenance products, will be stored in this area and a smaller spill containment unit will be installed.

Arliss ordered small aspirin packets, tourniquets, and blood clotting spray for first aid kits.

E. New Business

1. PDRMA Certificate of Insurance Workshop

As noted in old business above, Nicolette and Linda attended a PDRMA COI class in November. One of the recommendations was that agencies should review their COI and contract lists during monthly safety committee meetings. This will enable us to ensure we have all necessary certificates in place prior to provision of work by contractors. Arliss will add this action to the monthly Safety Committee Meeting agendas.

Safety Committee Meeting

December 17, 2019

Page 2

(E. New Business, *continued*)

2. Remote Bathroom Facilities

The District has permanent bathroom facilities in parks at Union Creek Park, Union Creek Field #5, the Skate Park, Splash Park, and potentially at Kiwanis Park. The facilities will be converted to unisex bathrooms, with each side open on alternate days, eliminating the need for daily cleanings. These assets will be available seasonally, and are an improvement over porta-potties. Signage requesting users to report vandalism will be developed and installed in the spring.

Adjournment

The meeting was adjourned at 2:28 p.m., and the next meeting is scheduled for January 22, at 1:30 p.m.

December 17, 2019

ACTION ITEMS – *Incomplete*

Miscellaneous Action Items

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
1	Ed	2/20/19

Recreation staff will assist with inspecting offsite areas that are used for programming.

4/17/19 Update: Monthly inspections of Mary Drew, LWN, the golf course, athletic fields, and concession stands will be completed by recreation staff. Ed has a form that can be used, and minor training will be provided to John, Nicolette, and Dave Butler.

10/15/2019 Update: A decision will be made regarding the purchase of inspection software.

Ed will develop 11”x17” images of all parks/facilities that can be laminated and placed in a binder. This is a massive project, and per Jim, a more practical approach, starting with playgrounds and ballfields can be developed.

12/17/2019 Update: Ed will develop an inspection checklist, adding formality to Dave Thomas’ recent playground and building inspection training. In January, Dave will train John Keenan on how to complete inspections and a process will be in place by February 15, 2020.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
2	John/Ed	3/27/19

5/15/19 Update: Julie Hein and Deb Klir will be trained as qualified CPR/AED instructors.

6/26/19 Update: John will check the website for available training dates and will provide the information to Julie and Deb.

12/17/2019 Update: Following a full discussion, it was determined that Pam Moloney, ELC preschool teacher, would be the best fit as a qualified CPR/AED instructor and will accompany Julie Hein for the required training sessions.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
3	John	7/24/19

Pads will be ordered and installed on the sides of basketball backboards at the LWN fieldhouse to eliminate the risk of injury to players when they dunk basketballs.

12/17/2019 Update: John will order backboard pads from Porter Athletic and they will be installed by Maintenance staff in February.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
4	Ed	8/28/19

The dog obedience facility at LWN will be emptied of all remaining items, i.e. dog mats, and made available for winter storage. A check of the HVAC will also be completed to ensure the air conditioner is not running.

12/17/2019 Updates: The only remaining items are the mats. Arliss will contact Stone City Kennel Club in New Lenox to see if they would be interested in receiving the mats at no cost. District Maintenance staff can roll and deliver the mats to their location. Per Jim, the pole barn was not meant to be a public space, but could be maintained as a storage facility, depending on future D210 planning.

December 17, 2019

ACTION ITEMS – *Incomplete, continued*

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
5	Linda	8/28/19

Eric Hohenstein will be contacted for information regarding online reporting for claims that is now available to all PDRMA members.

12/17/2019 Update: Linda participated in the online claims reporting webinar and sent an email to Eric Hohenstein on November 12, expressing the Park District's interest in moving forward with the reporting system. PDRMA's IT person will need to begin the process, however, there has been no reply to date. Linda will reach out to Mr. Hohenstein again in the new year.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
6	Ed	12/19/2019

Arliss received pricing information for Microshield barrier masks and rubber glove packets that can be added to first aid kits, however, they were costly. Ed will research pricing options.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
7	Linda	12/19/2019

Jim directed Linda to include minutes from staff, safety, and department meetings in the weekly Friday update emails to Board Members. This will be an ongoing process.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
8	Ed	12/19/2019

There have been repeated faults with the golf course fire suppression system. Ed will contact Greg Camerino, Security Unlimited, to evaluate the equipment. If an entire system upgrade is recommended, it can be built into the budget as a project for next winter.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
9	Ed	12/19/2019

PDRMA asked the District to host a ladder safety class in March, 2020. Ed will review options, i.e. the auto shop at LWN and the Community Center garage.

ACTION ITEMS – *Incomplete, continued*

Long Term Action Items

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
10	Arliss	2/20/19

Jeff Shoemaker of All Star Trophies will be asked to develop ComEd account number information on a plaque that can provide a permanent display at each metered facility/site.

6/26/19 Update: John and Ed will review and confirm that locations match the account numbers.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
11	Ed	8/28/19

A hydration report will be developed that staff will need to sign off, along with supervisors, stating they are properly hydrating by taking mandatory hydration breaks every 45 minutes during extreme summer temperatures. Ed thought a thermos could also be included as part of normal PPE issue.

12/17/2019 Update: Ed found a flyer regarding signs of proper hydration on the internet that can be posted. Per Jim, a policy will need to be developed that details standards required according to high heat indices, i.e. stop-work periods and/or reduced schedules.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
12	Ed	8/28/19

Phase 2 of the fire suppression system (Community Room) will be addressed over the winter months and the Orchard classroom, high and low areas, need to be sprinklered.

12/17/2019 Update: The project is estimated to cost approximately \$2,000, and will be scheduled as soon as possible.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
13	Ed	12/19/2019

Maintenance will work on repairing field house curtains, beginning with the most badly damaged curtain.

WINTER LCR ACTION ITEMS

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
14	John	2/20/19

John will assist Bonnie with the development of a Dog Park manual.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
15	Arliss	2/20/19

Arliss will enroll in an upcoming session of “A Supervisor’s Role in Managing Risk in Parks and Recreation” as part of her PDRMA Safety Coordinator curriculum.

Linda Mitchell

From: Linda Mitchell
Sent: Friday, January 03, 2020 2:45 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update December 23-January 3
Attachments: Survey Results.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,

We've had a quiet couple of weeks over the winter holidays.

The Recreation department kept residents busy with both day off Escapades programming and a holiday schedule at the District's F.A.N. program at LWN.

Registration for winter/spring programming begins Monday, January 6, with a return to normal programming schedules.

Audrey Marcquenski completed all necessary actions, as approved by the Park Board, to establish and begin funding the new 457(b) retirement program.

Annual W-2s have been completed and will be distributed well in advance of the end of January deadline.

The mild weather hasn't helped access to either the lighted sledding hill or skating rink. Conversely, as previously reported, the mild December temperatures enabled John Keenan to open Square Links over a six day period, December 20-24 and December 26, with play generating slightly under \$1,000 in revenues.

Maintenance staff have kept busy with various winter projects and is also preparing a "to do" list for consideration by the Park Board and inclusion in the new budget.

LWSRA will again, with Park District support and access to LWN, host the National Wheelchair Basketball Tournament this spring.

Staff are scheduled to meet with Jarrod Scheunemann, Campfire Consultants, to prepare for distribution of a community-wide master plan survey this spring or early summer.

We are also working with Grant Currier of the Linden Group, evaluating various projects supported by residents in the recently completed resident surveys. A list of potential projects is posted in the survey results, see attached page 12. The purpose of this work will be to detail responses, supporting documents, and estimated cost for various requested improvements.

Staff also communicated with adjacent local government bodies in developing long range cooperative efforts.

Preliminary budget documents were provided to Board Members on December 13 for initial review. If Board Members have specific interest/potential projects for consideration, please forward ideas to me directly.

Staff are also investigating various potential improvements for park ponds, limiting annual algae plumes without the use of chemical herbicides. I will update Board Members in my monthly January Board report and at the January meeting,

The Park maintenance bid, as previously notified, has been completed and contractors have picked up bid documents. The bid opening is scheduled for January 22 at 1:30 p.m.

The RFP for the annual Park audit, again as previously detailed, was completed and proposals are due by January 15.

Staff will be meeting on Wednesday, January 8 to review the District's current website and make suggestions for updates. John Staples our Visionary Webworks website designer/contractor, will provide examples with detailed information that will enable the District to introduce a newly designed website in the 2020/2021 fiscal year. I will update Board Members on this project as details become available.

Jim

Jim Randall, Executive Director

Frankfort Square Park District

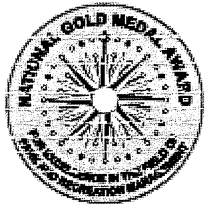
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3

