

EXECUTIVE DIRECTOR'S REPORT FEBRUARY, 2020

ADMINISTRATION

Brookside Bayou Park and Community Park garden plots are being provided to residents at no cost this year. Normally, a lottery would be held during the February meeting in the event need exceeded opportunity. To date, all requests have been accommodated, therefore no lottery is necessary. If any plots are still available, future requests will be dealt with on a first come first served basis.

The Park District has cooperated with area agencies and residents to promote the Lock it or Lose program for community safety. Information is provided at the office, on District marquees, posted on Facebook, and a resident group conducted a public meeting at the Community Center the evening of February 13, 2020.

I am happy to report that National Benefit Services submitted our VCP application to the Internal Revenue Service on February 11. This is a lengthy document and is available, all 250 plus pages, if Board Members would like to review the completed submittal. The final document was reviewed by Park Counsel.

Per a previous notice to Board Members regarding Attorney, [REDACTED] retirement, [REDACTED], of Ancel Glink, our new attorney, will be our primary contact. Audrey Marcquenski and I will be meeting with Scott in March.

As previously noted, staff are requesting approval of a new auditing firm, Lauterbach and Amen, LLP, as this firm provided the best proposal in the published Request for Proposals. The District received three separate submittals, and after review, Lauterbach and Amen has exceptional references and was the most affordable, providing a fee structure based on the District's levy for accounting services. I would ask for Board approval of this action.

A comprehensive bid process for the provision of mowing and landscape maintenance has been completed. The bid results have been thoroughly reviewed, and Ed Reidy will be available at the Board Meeting to explain the process. We would ask Board approval to accept the bid awards summarized in the supporting documents.

John Keenan has been working for several years in an effort to secure a qualified restaurant to provide services at Square Links Golf Course. Rich's Pizza on Benton Drive in Frankfort Square visited our facility and expressed interest in operating from Square Links this season. Park Counsel prepared the Restaurant Services Agreement, included on the agenda, for Board consideration. If acceptable, I would request Board approval of this action.

Todd Quitno, Quitno Lohmann Golf Course Architects, a firm that has provided professional services for the District, is recommending a new opportunity in golf. A lease agreement from TopTracer is included on the February agenda, and I am also providing a link, [Toptracer Mobile Video](#), for additional Board review. TopTracer would provide all necessary equipment, software, maintenance, and marketing of this new opportunity. I would look for Board consideration and potential approval at Thursday's meeting. If we sign a proposal by March 1, the first two monthly payments are free.

Reminder, I will ask for volunteers to serve on the judging committee for annual College Scholarship Program. The deadline for student submission is March 2, and judging packets will be distributed on March 3.

I would appreciate any input on the weekly department and District summaries that are provided each Friday. Staff seem to enjoy these updates, and it helps to keep departments informed as to the actions of other areas within the District.

RECREATION

Included in the report is Travel Reimbursement for our BDC dance instructors to attend attendance two upcoming dance competitions. Our dance program has been tremendously successful, and during this season's first competition in Des Plaines, Company classes competed in 14 different categories, finishing in 1st place in ten of those categories. In addition, there were nine solo performances, seven of which finished in the top ten of the overall competition. Company 1 received 1st place on their large group dance and Company 5 also received 1st place on their duet trio. BDC also won a Studio Standout Award, a recognition awarded to studios with consistently strong and diverse choreography.

SPECIAL RECREATION

Included on the February agenda is the request for approval of \$10,000 in funds in support of LWSRA's park improvement, adjacent to their facility in New Lenox. I will provide a summary of this improvement at Thursday's meeting.

The maintenance and F.A.N. staff were extremely supportive of LWSRA's efforts in hosting the regional wheelchair basketball tournament over the past weekend at Lincoln-Way North. We received many compliments on the facility's cleanliness, and that is due to staff efforts above and beyond what we see on a regular basis. It's an inspirational event filled with talented athletes, and we are thrilled to be a part of it.

FINANCE AND PLANNING

The 1st draft of the 2020/2021 budget will be provided at the February meeting. It is an exciting year with many new opportunities available to the District. I have a long list of potential projects, and staff are narrowing this list for Board consideration for the upcoming season. I would ask Board Member to please forward any immediate thoughts for development.

Estimated cash balance, in comparison to last year, is at or about a \$100,000.00 improvement. This balance includes the early payment of debt and will continue to improve with the retirement of debt in the coming fiscal year, meeting the District's fund balance projections put in place last year.

Staff approved and prepared checks for payroll and bills. Taxes and Fidelity contributions are complete.

Staff met with Cyndi [REDACTED], resident, regarding the Maddog Strong 5K/10K Run and Walk at Lincoln-Way North on June 27. This inaugural event is in honor of [REDACTED], as well as organ and tissue donors and recipients, and we are happy to support this worthwhile event.

GOLF COURSE

Staff completed the online application for State of Illinois Liquor License on February 12. The Will County license was applied for and received in December and is on display at the golf course clubhouse. These annual renewals were approved by the Board at the November meeting.

Initial drafts of the new Square Links hole signs are included on the agenda. The signs incorporate the new tees, helpful hints, and driving range assessment. We hope tee work can be completed in early spring and that TopTracer will be available to further enhance golfers' enjoyment of Square Links.

Respectfully submitted:

Jim Randall

Executive Director

Linda Mitchell

From: Linda Mitchell
Sent: Friday, January 24, 2020 3:42 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update - January 20-24
Attachments: Weekly Staff Summaries 1.24.20.pdf; Staff Meeting 1.15.20.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,

I have attached mid-week reports provided by staff, along with the January staff meeting minutes to aid in keeping you current on all areas of the Park District.

Ed Reidy, John Keenan, and Nicolette Jerik will be attending the IPRA state conference in Chicago this weekend. Those of us not going have provided input to keep on the lookout for providers of various park needs.

The Landscape Maintenance Services public bid opening was conducted on Wednesday, January 22, and nine companies responded to our request, *see attached basic bid summary*. Ed will be evaluating and meeting with bidders over the next month, and hopefully present successful bidders to the Board for consideration at the February meeting.

Audrey Marcquenski continues to shepherd the Park District through the 457(b) investment transition and required submittal to the IRS on the existing 403b. Audrey and I had a teleconference with the National Benefits Solution attorney that will be submitting a notice of self-correction on behalf of the District. Park Counsel, [REDACTED] was also included. It is hoped that the submittal will be completed and submitted soon. Once received by the IRS, we are looking at 6 months to a year before final determination.

Bonnie Roach is developing a transition plan to the new updated RecTrac software program. We anticipate building this into the budget for the upcoming fiscal year. There is no cost estimate yet, but the RecTrac sales team is working on a proposal.

I was mistaken on the National Wheelchair Basketball Tournament scheduled for February 8 and 9. It actually is the Midwest Regional Wheelchair Basketball Tournament.

We will be meeting with CPA's representing Lauterbach and Amen, LLP in mid-February. This firm has exceptional references and was the lowest bidder of the three firms submitting proposals for consideration.

All Department heads and supporting staff met on Tuesday to review the proposed budget. Individual departments will be reviewing the first draft for understanding and additional input. I will provide the second draft with the February Board packet.

We received notification from Will County that the CPI multiplier for the upcoming budget year will be 2.3%. It is reasonable to assume new growth could exceed 1%, meaning the District's tax distribution could increase by 3% for the upcoming fiscal year. We do not use any increase in the development of the budget, but it is included at the final budget document when the levy edit report is received from the County.

I am completing an annual review of existing debt service with the assistance of [REDACTED] Senior Vice President, Baird Public Finance.

Work continues on potential projects and the spring master plan survey.

Registration for winter programming is strong and ongoing.

Jim

Jim Randall, Executive Director

Frankfort Square Park District

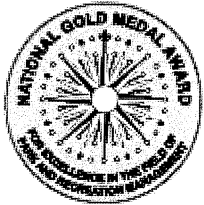
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Weekly Summary 1/22/20

Audrey Marcquenski, Director

Bills were paid, including the restaurant loan payment, and lost W-2s/paychecks were reprinted.

W-9 collection from contractors is going well, and Sue plans to print the 1099s on January 27.

We set-up accounts in an effort to electronically file W-2s and 1099s.

LWSRA meeting – The Board welcomed new Peotone Executive Director; approved Substance Abuse Policy and Non-Discrimination and Anti-Harassment Policy; received update on playground project.

The PDRMA-recommended ergonomic document holders; monitor, laptop, and keyboard stands; and foot rests were distributed to staff.

We mailed the NBS check and emailed documents related to the 403(b) VCP following the January 21, 2020 conference call.

Planning continues for the Miles for Maddog 5K/10K Run and Walk on Saturday, June 27, 2020.

Linda Mitchell

From: Bonnie Roach
Sent: Wednesday, January 22, 2020 4:24 PM
To: James Randall
Cc: Linda Mitchell
Subject: Report for the Board

Good Afternoon, Jim,

The office staff has been helping Nicolette with decorations for the Sweetheart Dance (grey laminated hearts to put on the tables) and a craft for Preschool Prep class (cutting out hearts for a Valentine's craft).

Registration for FAN is still very strong this week (a lot of renewals).

I have set up a call with Vermont Systems to discuss the upgrade to RecTrac 3.1 for tomorrow morning. This meeting will include Dave, Julie and myself. I will keep you posted as time goes on and will definitely have an update for you by next Wednesday along with a quote from VSI.

Respectfully submitted,

Bonnie

Bonnie Roach
Frankfort Square Park District
815-469-3524
broach@fspd.org

Linda Mitchell

From: Ed Reidy
Sent: Wednesday, January 15, 2020 9:09 AM
To: James Randall; Linda Mitchell
Subject: RE: Weekly Update January 8 - January 15

Jim & Linda,

This past week maintenance staff:

- Staff dropped everything and salted our lots and sidewalks, as well as school parking lots, as a surprise freezing rain moved through the area. We had a few falls, filled out and submitted appropriate paperwork, but everyone was fine.
- Salting was also needed over the weekend.
- Equipment Maintenance Continues:
 - The wood chipper has a new air filter and was cleaned to prepare for winter tree trimming as soon as the ground freezes.
 - Martin implement replaced a valve cover gasket on the ballfield groomer. Staff gave it a full winter service of fluids and filters and will receive a new drag mat closer to the spring season.
 - Two trucks were stripped of all FSPD supplies and traded in for a new F150.
 - Small engine equipment continues to get winter maintenance – blades sharpened, oil changed, new plugs, pull cords, and any needed minor repairs.
- Floor mats at Lincoln Way North were cleaned, stored flat in an empty room with weights, to remove creases and folds which create trip hazards when rolled out.
- Staff were trained to repair LWNHS field house divider curtains. This will be ongoing, trying not to be in the way during FAN hours, and scheduling the repairs early enough to give glue the time it needs to set & cure, resting on tables, before curtains are moved for afternoon rentals (Tues & Thurs all curtains, Wed & Fri a few curtains are moved).
- Document storage for shredding is moved from LWNHS, to Linda's office, a box or two at a time, as needed.
- A gas smell was reported by FAN staff. Our maintenance staff met with Lincoln Way maintenance staff, and Nicor was called as a precaution. It was determined a combination of it being a very windy day, HVAC exhaust, and a small test port on the gas meter regulator created the smell. It was fixed quickly, staff and guests were in no danger, but given an explanation of what was going on.
- Building lights and park lights continue to be checked, list of repairs is being made, timers adjusted, and bulbs replaced.
- A balance beam is being sanded smooth & safe for Preschool Olympics.
- Staff is assisting Preschool in the greenhouse with planting a "terrarium under plastic" to teach preschoolers what a seed is, how it germinates, and what happens (roots & stems) at germination.
- New W4 tax forms were sent to all currently scheduled staff, filled out and returned quickly, with minimal questions and corrections needed.

Thank you,
Ed

Weekly Report

Jim here is a few highlights for Recreation this week:

- Completed the February private team practice calendar for the LWN Field House.
- Talked with Greg Beaudin about possibly offering our soccer participants a group outing to see the Chicago Fire's home opener on March 21 at Soldier Field.
- Updated the F.A.N. Staff Manual for the F.A.N. meeting on January 22, 2020.
- Finalized our summer basketball programming with the instructor for the next summer brochure.
- Secured softball umpires for the upcoming girls' softball season this summer.

John Keenan

James Randall

From: Nicolette Jerik
Sent: Wednesday, January 22, 2020 11:15 AM
To: James Randall
Subject: Weekly report

Hi Jim,

Below is a quick summary of this week's programming.

- On Friday, January 24th and Saturday, January 25th Braemar Dance Center Company 5 will be performing at the Orchesis school program over at Lincoln Way East.
- On Sunday, January 26th Braemar Dance Center Company members have a rehearsal practice at Lincoln Way East using their auditorium to practice using curtains and marking their spots for each routine.
- We are currently into the 3rd week of the winter spring dance session.
- Last Friday, January 17th BAS had a half day. Winter activities were planned and the students had a nice time.
- On Monday, January 20th we had our MLK Day Escapade. They saw the movie Doolittle and headed back on site to make s'mores.
- BAS has started using the remind.com app and I have been notifying registered parents of reminder deadlines.
- I will be attending the IPRA conference this weekend and look forward to learning and bringing back new ideas on various sessions I will be attending.
- Programs that begin this week include Tot Time, Rainbow Kids, and Healthy Mason Jars.

Thank you!

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

**STAFF MEETING
JANUARY 15, 2020-1:30 P.M.**

I. Attendance

Arliss Bouton, Julie Hein, Nicolette Jerik, John Keenan, Pam Maloney, Audrey Marcquenski, Bill O'Shea, Ed Reidy, and Jim Randall, and Bonnie Roach.

Absent was: Linda Mitchell-Sick Day

I. Department Reports

A. Maintenance

Ed

The Landscape Maintenance Services bid opening is scheduled for Wednesday, January 22 at 1:30 p.m. Ed has received a lot of questions from potential bidders. An addendum to the bid packet will be forwarded to bidders that provided contact information, and it will also be posted to the Bid/RFP information on the District's website.

Staff were trained to make repairs to the LWN field house divider curtains and the repairs are underway.

Nicor was called to address a natural gas smell at LWN on Saturday, January 11, and the regulator was repaired.

Park staff, Madison Delimata, is helping the preschool with their mini greenhouse project.

The preschool's sunflower crop in the greenhouse was not successful, but another attempt will be made. John suggested using a fish tank as a terrarium.

Winter equipment maintenance continues.

Bill

The following equipment has been serviced: Sandpro, Dingo, Toro 4000, chipper, Skidsteer, and chainsaws. Ed is going through the trimmers, and Bill is checking the blowers, and all are good to go.

Martin Implement will repair hydraulic leaks in both Grasshoppers.

Trees were trimmed and dead/dying trees (3-4 ash at Union Creek & 2 oak trees at Hunter Prairie) were removed using the new winch on Bill's F-450.

New garbage cans were assembled and will be installed in the spring.

Bill ordered picnic tables for the U.C. upton picnic shelter.

A new exercise bike was installed at Brookside Bayou Park.

"S" hooks on most of the swings were replaced with clevises.

Minor snow/salt events have been managed, and the equipment is in good working order. The Peterbilt is being pressure washed after salting.

The pressure washer was serviced last week.

Staff Meeting, 1/15/20

Page 2

(A. Maintenance, continued)

Ed's new F-150 has been delivered, was lettered, and a new, compatible mount will be installed enabling the installation of a plow blade for use on paths.

Bill is working on a list of maintenance crew tasks, summer projects and goals, and some winter projects that can be addressed, if weather allows.

The bridge at IBS will be removed.

B. Recreation

Nicolette

BAS

BAS will have a ½ day on Friday, January 17.

Some internal activity schedules will be changing to accommodate the dance winter/spring session.

The winter cleaning checklist has been completed.

Nicolette is working with Julie to transition her BAS responsibilities.

Escapades

The holiday Escapade days, scheduled for December 30, and January 2 and 3 had enrollment numbers of 13, 9, and 7, respectively.

The next Escapades will be held on January 20 and February 17.

Dance

Currently there are 662 participants in all 53 dance classes, with 97 in Company, however, registration will continue until Saturday, January 25. Last year, there were 558 participants in all classes and 97 in Company.

New rosters and emergency forms are being updated and provided to the teachers each week up until the 4th week of programming.

Costumes will be ordered four weeks into this current session.

The Park Board will be asked to approve reimbursement forms for the January 31-February 2 Dance Idol in Des Plaines. Ninety-seven Company members will participate in this first competition of the season.

The annual holiday Company party was held on Sunday, January 5, and over 13 boxes of food were collected and donated to the Frankfort Food Pantry.

Nicolette is completing numerous spreadsheets for competition payment plans.

Preschool Prep

Thirteen children are enrolled in the new Preschool Prep class that started on Tuesday, January 14.

Sweetheart Dance

Two dances will be held in the Mary Drew gym on Saturday, February 8 with the first at 3:00-5:00 p.m., and the second at 6:30-8:30 p.m.

Staff Meeting, 1/15/20

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(B. Recreation, Sweetheart Dance info, continued)

Nicolette is purchasing all supplies for these dances.

Currently 55 are registered in the afternoon session, and 81 registered for the evening session.

In marketing the event, Nicolette has developed and is providing flyers to preschool, tiny tot classes, preschool dance, and a blast email was sent to last year's participants.

Youth Programs

This month's programs include Wiggles & Giggles, Tot Time, Rainbow Kids, horseback riding, and gymnastics.

Adult programs

Healthy Mason Jar Meals and Social Ballroom Dance are included in this month's offerings.

Summer Programs

Program write ups are due by January 29.

Nicolette is collecting class information, researching what ran and what did not run to plan new offerings.

Day Camp, Early Childhood Camp, Splash Park

Return letters are due by February 3.

Nicolette is planning themes and booking trips.

Flyers will be developed for both camps that detail themes and trips and will include "Summer at a Glance" schedules.

John

On January 22, John will meet with the organizers of the Relay for Life event that will be held at LWN in June.

F.A.N.

Family Open Gym at the LWN field house on Tuesdays and Thursdays from 11:30 a.m.-2:30 p.m. will be posted on Facebook to hopefully increase participation.

Gyms are fully booked with community groups utilizing all available space. John informed groups that with the increase in minimum wage, it will be necessary to raise rental costs.

John will conduct a F.A.N. staff meeting that includes annual safety training on January 22 at 5:30 p.m.

Fitness & Athletic Programming

Hatha and Chair Yoga classes for adults are underway.

Summer opportunities will include tennis camp and a new running camp at LWN.

Basketball camps will be offered cooperatively with Frankfort Park District in an effort to increase numbers.

Participation in the Girls Softball program is low so February indoor practice has been cancelled.

Seven families are participating in Twosome Bowling.

Pam

Over 200 guests enjoyed the 4 year old Christmas shows, held at the LWN gym.

Santa visited the 3 and 4 year old classes.

The 2020/2021 registration letter was provided to families of 3 year old students.

Pat Murphy, the District's longtime adult yoga instructor, will provide four yoga sessions for the preschoolers in January, February, and March. Audrey observed the January session and was impressed with the children's focus and enjoyment of the class.

The 4's are studying the letter "O" and participating in Olympic themed activities, i.e. balance beam, relay races, and long jump. They will make Olympic torches and flags, and end the activities with closing ceremonies.

Madison Delimata has been assisting with planting activities and the preschool will use the greenhouse to grow plants.

C. PDRMA

Audrey

Following ergonomic assessments provided by Jenny Porrevecchio, PDRMA Risk Management Consultant, Audrey and Arliss reviewed the results with staff and supporting equipment will be ordered that includes document holders, footrests, and monitor stands for various work stations. Audrey and Arliss will then conduct assessments for additional staff.

There was a discussion regarding various trainings, past and future, that will be added to the Safety Committee action item list.

D. IT

All computers are being upgraded to Windows 10.

John will update meeting agendas and action items.

If staff have any software or project-related issues, please refer them to John. When experiencing issues with computers, please complete service request forms and contact Dave in person when onsite, or by phone/text when not onsite.

Ed's issues with viewing security cameras on his smart phone will be addressed.

E. Special Recreation

Angelo is doing very well as LWSRA's new registrar.

Audrey will attend LWSRA's monthly meeting on Tuesday, January 21.

Plans for the annual Wheelchair Basketball Tournament are ongoing and the District may provide 3-row bleachers for the event. Staffing needs/responsibilities were also discussed and will be addressed in a future meeting with Keith Wallace, LWSRA's Executive Director.

This year's Party in the Park will be held at Plank Trail Park. Audrey will provide Nicolette with LWSRA's contact person for this event.

F. Golf Course

Tom Makarowski, the District's brochure graphic artist, is updating the Square Links scorecard to reflect the new tee configurations that will be ready for use in June.

Two single rider golf cars will be available for the 2020 season.

Jim approved the use of the greenhouse to grow vegetables that can be used at the clubhouse restaurant.

Return letters will be sent to last year's staff.

G. Office

Bonnie

Registration for adult Yoga classes, gymnastics, and dance opened early since they began earlier than most programs.

There are good numbers for winter/spring registration with single day totals as follows:

January 6, resident online - \$18,327

January 9, non-resident and walk-in - \$6,836.

The office has been accepting registration for the second session of dance. The second payment plan is due by February 10, and the third payment is due by March 10.

Office staff are assisting with pre-registration for current 3 year olds for the 2020/2021 school year. A letter was provided to each student on January 7, and to date, nine students in 4's I and ten students in 4's II have enrolled. Pre-registration materials are due by the end of January.

A scholarship was approved for a new 4 year old preschool student.

Golf course gift cards are now available at both the golf course and front office. This was in place prior to Christmas, making sales more convenient. Balancing procedures will be put in place, and it will be necessary to provide separate office/F.A.N. reports to Duane and Diane that reflect the facilities where the cards have been sold.

Dave installed a F.A.N. scanner at Bonnie's desk enabling her to check the status without having to go to LWN.

Julie

Julie will be supervising the BAS program to enable Nicolette to expand her role in other areas. She has been working on rosters for some time, and is now meeting staff and children, learning how the program runs.

Julie will continue to work on F.A.N. and golf course scheduling.

Reports were sent to Duane and Diane, and Audrey noted since sales tax is managed in a new way, Julie's efforts have been very helpful.

A discussion regarding good practices in balancing at the golf course ensued, and Bonnie and Julie have made positive progress in this area, assisting and training the staff.

H. Administration

Audrey

W-2s have been provided to all staff.

All employees were required to submit completed W-4 forms, and Audrey thanked all for their cooperation. She further noted these forms are fluid documents, and at any time, individuals will have the ability to change their withholding.

Sales tax is done, and the bookkeeping staff is now moving on to the 941s and 1099s.

Jim

Jim, Audrey, and Nicolette met with Jarrod Scheunemann, Campfire Consultants, to begin planning for the upcoming community-wide survey instrument/master plan document. They also met with Grant Currier, Linden Group to discuss capital improvement projects that were identified in the previous survey and will be included in the survey instrument that will be mailed to all households in May. Results will be provided in the fall and reported back to the community.

Jim met with the Village of Frankfort to discuss their plan to extend Pfeiffer Road to Route 30. This will allow connection of the path on St. Francis Road through Lighthouse Pointe up to Route 30 and Plank Road Trail. The Village worked on a path map with the catch line of "Connecting the Square". Jim is looking for long term plans with the Village of Frankfort and Tinley Park that will be incorporated into the master plan.

The previous survey identified the following requests that will be addressed:

- Path and playground renovation. There is a plan to renovate each playground that also includes the addition of new equipment, removal of timber borders, at least one picnic table shelter per park, expanded daytime washroom facility access.
- Security lighting at various District parks/sites.
- Replacing portable restrooms with permanent concrete structures with brick façade.
- Athletic field improvements
- Expanded bike paths.
- Bike park behind Frankfort Square School.
- Garbage cans at trail heads close to the street for ease of access.

Jim and Audrey reviewed 2002 master plan and noted similarities in the projects, and although the District was smaller, the improvements were comparable, i.e. rebuild/reinvent existing amenities, additional trees, expand natural areas, identify aesthetic improvements to culverts that would limit the amount of work to keep maintained, stocking program in ponds.

We will self-fund stocking and purchase grass-eating carp for some of the ponds that algae problems, Ed is working on pond aeration, and we are investigating non-chemical processes that eats plant growth and gives off oxygen rather than nitrogen to deter growth.

Next Wednesday there is a bid opening for basic landscape services that will allow a smaller, more professional District staff to focus on detail work for athletic fields, tennis courts, and paths. They will also supervise the natural areas and landscape contractors. The cost is estimated to be \$350,000, however, it is a more sustainable approach, eliminating equipment, equipment maintenance, and labor costs. Similar approaches to Community Center maintenance with GCA and golf course maintenance with Reliable, has proven cost-effective. Snow plowing responsibilities have also been reduced, with Summit Hill managing their properties.

If staff wish to have those attending the IPRA Conference bring back information, please let them know your areas of interest.

Dennis Persic will assist staff with playground designs.

Jim discussed the need to better plan and document the time commitment and efforts the Park District expends while helping LWSRA host the National Wheelchair Basketball Tournament.

Notes provided to Audrey in Linda's absence

Linda contacted the Illinois Department of Revenue regarding our tax exempt letter and learned the state was delayed in providing renewals to government agencies. They will mail permanent tax exempt certificates in mid-February and sent a temporary certificate that will expire on March 2, 2020. A copy of the temporary certificate was saved to the public server and Bonnie printed copies that are available in the front office.

The temporary certificate was provided to Amazon for the District's Prime account and to Staples and will be updated when the permanent certificate is issued and received.

If staff have any additional vendors they deal with on a regular basis, please forward contact information to Linda to ensure we retain tax exempt status for all purchasing.

The 2020 College Scholarship application was provided to the LWE PPS office. Prior to January 31 we need to forward presenter information for the May 14 Senior Scholarship Night. Last year, John and Nicolette represented the Park District. Please let Linda know who will be attending this year and she will complete and forward the form to the PPS office.

I. Old Business

No old business was discussed.

II. New Business

No new business was discussed.

III. Upcoming Meeting Schedule

- Office Staff Meeting – January 16-Noon
- Park Board Meeting – January 16-7:30 p.m.
- LWSRA Board Meeting – January 21-9:30 a.m.
- Budget Meeting, Department Heads – January 21-1:30 p.m.
- Safety Committee Meeting – January 22-10:00 a.m.
- IT Meeting – January 23-1:30 p.m.
- ELC Staff Meeting – February 4-12:45 p.m.
- SHSD Meeting – February 6-9:30 p.m.
- Maintenance Safety Meeting – February 6-1:30 p.m.

IV. Adjournment

The meeting concluded at 2:40p.m., and the next staff meeting is scheduled for February 19, at 1:30 p.m.

Linda Mitchell

From: Linda Mitchell
Sent: Friday, January 31, 2020 3:59 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update January 27-January 31
Attachments: Department Reports.pdf; Safety Committee Minutes.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,

Work continues on the 2020/2021 budget and a review will be offered at the February Board Meeting. Key staff are working on department budgets that include all line items. As I previously mentioned, we have been notified that the Consumer Price Index county multiplier will be 2.3%, and new growth actual should be provided by Will County within the next six weeks. I'm projecting slightly higher than 3%. No tax or property value increases are included in budget calculations until the final report is received from Will County.

Dalena Welkomer of Baird Public Finance has been working with staff, evaluating existing bond debt and future options. Reports will be forthcoming.

Work continues on the 2020 survey instrument. Park staff are preparing estimates of projects that received positive responses in the fall survey.

Maintenance staff are all working on project and equipment lists for the upcoming season.

Ed Reidy, Superintendent of Parks will attend the February Board Meeting to review the recent park maintenance bid. Results from the submittals were better than expected.

We are working with Jeff Graefen, professional contractor and construction manager, in preparing concrete curb, concrete pad, and asphalt path surfacing bid for the upcoming construction season.

Meetings have been scheduled with Cardno-native landscape contractor, Gary Graham-GameTime playground equipment, and Excel Electric regarding park lighting projects.

Investigation of precast permanent dry washrooms continues.

Jarrod Scheunemann of Campfire Consultants provided resources on the Dark Sky outdoor lighting program that is in place in Urbana. We are pursuing similar fixtures, as park lighting for security purposes was a primary request in our latest survey, and cost estimates will be developed.

We purchased a salt spreader that will enable staff to minimally treat park paths for ice. The last survey indicated the importance of this asset and plowing with limited salt/sand application will improve the usability of park paths in the winter months.

Staff are also preparing signage for washrooms that will have increased availability this summer. Staff plan on keeping washrooms open at Union Creek and Champions Parks during daytime and early evening hours.

Staff will also be meeting with representatives of Lauterbach and Amen, the CPA firm that will be included for acceptance as Park auditor at the February Board Meeting.

NBS has been granted power of attorney to file necessary actions with the IRS to enable the transfer from a 403(b) to a 457(b). I am optimistic that this action will be filed in early February.

I will notify Board Members that a fight between basketball players occurred on Wednesday, January 29 in the LWN field house during F.A.N. hours of operation.. The Will County Sheriff's Department was called, but upon notification that this call had been placed, the individuals involved in the fight departed quickly. John Keenan, Superintendent of Recreation and the F.A.N. staff managed the situation with professionalism.

We received a bid from RecTrac for previously mentioned upgrades and improvements. Staff are reviewing and soon will be negotiating the initial and annual costs of this improvement. The proposal will come before the Board in the budget process.

The Senior Scholarship Night Contact Form was forwarded to the LWE PPS office, confirming details regarding the District's 2020 College Scholarship Program. The scholarship application was forwarded to the PPS office in late December for posting to the LWCHSD website, and is also available in hard copy at the Park District office and posted to the FSPD website. During the February meeting, I will again be asking for Board Members to volunteer as judges. The application deadline is March 4, and completed judging materials are due by March 19.

The required annual group size survey was completed and mailed to UnitedHealthcare.

Staff prepared the OSHA 300A, Summary of Work-Related Injuries and Illnesses for posting at all District timeclocks from February 1-April 30. Although there were no reportable injuries in 2019, the posting is an annual requirement. It should be noted that since joining PDRMA in 2014, our incidents have dramatically decreased both in number and significance of injury.

I was mistaken at the January Board meeting, LWSRA and Frankfort Square Park District will be hosting the Midwest Regional Wheelchair Basketball Tournament in February. The national tournament will be in Wichita Kansas.

Please find attached summaries from all departments, along with the January 22 Safety Committee minutes.

Jim Randall, Executive Director

Frankfort Square Park District

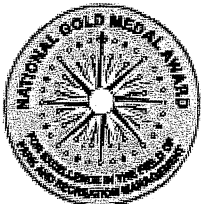
7540 W. Braemar Lane

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Linda Mitchell

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,

Work continues on the 2020/2021 budget and a review will be offered at the February Board Meeting. Key staff are working on department budgets that include all line items. As I previously mentioned, we have been notified that the Consumer Price Index county multiplier will be 2.3%, and new growth actual should be provided by Will County within the next six weeks. I'm projecting slightly higher than 3%. No tax or property value increases are included in budget calculations until the final report is received from Will County.

Dalena Welkomer of Baird Public Finance has been working with staff, evaluating existing bond debt and future options. Reports will be forthcoming.

Work continues on the 2020 survey instrument. Park staff are preparing estimates of projects that received positive responses in the fall survey.

Maintenance staff are all working on project and equipment lists for the upcoming season.

Ed Reidy, Superintendent of Parks will attend the February Board Meeting to review the recent park maintenance bid. Results from the submittals were better than expected.

We are working with Jeff Graefen, professional contractor and construction manager, in preparing concrete curb, concrete pad, and asphalt path surfacing bid for the upcoming construction season.

Meetings have been scheduled with Cardno-native landscape contractor, Gary Graham-GameTime playground equipment, and Excel Electric regarding park lighting projects.

Investigation of precast permanent dry washrooms continues.

Jarrold Scheunemann of Campfire Consultants provided resources on the Dark Sky outdoor lighting program that is in place in Urbana. We are pursuing similar fixtures, as park lighting for security purposes was a primary request in our latest survey, and cost estimates will be developed.

We purchased a salt spreader that will enable staff to minimally treat park paths for ice. The last survey indicated the importance of this asset and plowing with limited salt/sand application will improve the usability of park paths in the winter months.

Staff are also preparing signage for washrooms that will have increased availability this summer. Staff plan on keeping washrooms open at Union Creek and Champions Parks during daytime and early evening hours.

Staff will also be meeting with representatives of Lauterbach and Amen, the CPA firm that will be included for acceptance as Park auditor at the February Board Meeting.

NBS has been granted power of attorney to file necessary actions with the IRS to enable the transfer from a 403(b) to a 457(b). I am optimistic that this action will be filed in early February.

Weekly Summary 1/30/2020

Audrey Marcquenski

Staff approved and prepared checks for payroll and bills. This payroll marks the third contribution to the new 457(b) plan with Fidelity Investments.

403(b) VCP update - following Jim Rock's review, Power of Attorney and Declaration of Representative Form 2848 was completed and sent to Matt Gerard, NBS Attorney. Once returned, Matt will forward the VCP application for FSPD review.

1099s were completed and mailed to contractors and the IRS.

Staff met with LWSRA staff to finalize details for the Midwest Regional Wheelchair Basketball Tournament February 8 & 9, 2020 at Lincoln-Way North. LWSRA certificates of insurance and AED/CPR certifications were requested and received.

Per Resolution #20-01-26, audio recordings of Executive Session Meetings were destroyed.

Maintenance Department
Weekly Summary – January 27-31

- Mowing and landscaping bids were opened, references checked, spread sheet and map made of potential bidders with cost estimates, and interviews with potential bidders is now being scheduled.
- Staff attended IAPD/IPRA State Conference downtown, others attended the IL Landscape Contractors show in Schaumburg.
- Staff met with LWSRA staff for the upcoming wheelchair basketball tournament. To Do Lists and schedules were made and staff contacted for their availability. Bleachers have begun to be gathered and wood runners installed from this list.
- The new F150 was sent to Kankakee Truck to have a plow installed that was removed from the 2002 F150 that was traded in.
- A salt spreader, specifically for paths, was installed on truck # 26.
- Another weekend with snow removal was taken care of.
- Plans have been made with Recreation staff for Sweetheart Dance decorating, along with wheelchair basketball prep, as both events overlap at different locations.
- Divider curtain repairs at LWNHS were completed.
- Repairs to building lights continues.
- Two preschool trikes were repaired, and a bean bag target is being repainted.
- A prop for the Easter Bunny event was created and painted (a picture made Facebook).
- The third piano had a missing panel fabricated.
- Cleaning & organizing the pole barn storage areas continue.

Recreation Department Weekly Summary

John Keenan

- Square Links will be open for Super Bowl Sunday.
- We sent Tom [REDACTED] summer brochure information so he can get started with the new brochure.
- Renewed E-Range for the range balls at the golf course. Will need to renew every January going forward.
- Pads for the basketball hoops at LWN were delivered and given to Ed for installation.
- Talked with Jim [REDACTED] about growing produce in the green house so that we can use it in the restaurant at the golf course.
- Contacted Kim [REDACTED] (Dixie Bandits) and Michelle [REDACTED] (Lincoln-Way Youth Strings) to confirm Summer Dates for the Local Showcase - Community Concerts here at the Frankfort Square Park District.
- Contacted Cyndi [REDACTED] (Miles for Maddog Race), to confirm that it was ok to put the event in our summer brochure.

John Keenan
Frankfort Square Park District

Recreation Department Weekly Summary
Nicolette Jerik

Below is a quick summary of this week's programming.

- I have sent Tom [REDACTED] and Bonnie Roach all the program write ups for the summer 2020 brochure. I uploaded new pictures to the media server for Tom to use for the summer 2020 brochure.
- We should expect our first proof around the week of Monday, February 10th.
- Last week on Friday, January 24th and Saturday, January 25th Company 5 did an awesome job performing at the Orchesis school program at Lincoln-Way East. It was a great way to market and recruit for Braemar Dance Center. We had another high school student join from watching their performance.
- On Friday, January 31st through Sunday, February 2nd Company has their first competition. They will be competing at Dance Idol in Des Plaines.
- Paid the final payment for both Rainbow and Applause competitions this week.
- BAS and Escapades has enrollment of 61 students next week.
- Programs that began this week include Wire-Wrapped Ring and Upholstery.

Office Staff

- I have provided you with the quote from VSI (Vermont Systems) for the upgrade to 3.1 for RecTrac.
- Nicolette has provided Summer brochure information and Bonnie will begin coding and the office staff will begin checking and preparing for the deadline.
- I have been making adjustments to the budget and will present questions soon.
- We have been working closely with John to prepare for the Super Bowl Sunday event at the golf course. We have his bank ready and a special "Super Bowl Sunday" button has been created to make it easy for the golf staff to enter sales on the day of the event.
- The office staff has assisted Nicolette with preparations for the Sweetheart Dance. We printed, laminated and cut out grey hearts to match her motif.
- The office staff helped prepare for the pre-registration of our current 3 year old preschoolers and are preparing for the open registration which begins Thursday, 2/6/2020.

SAFETY COMMITTEE MEETING
JANUARY 22, 2020 –10:00 A.M.

A. Call to Order

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

Absent was: Linda Mitchell, sick day

B. Review of PDRMA Reports

1. Accident/Incident

BAS

- A student hit his head with a basketball.

There was a noticeable decrease in BAS injuries this past month, possibly due to limiting competitive sports and dodgeball.

F.A.N.

- A member of the Wildcat Wrestling, a community group that rents space at LWN, broke his leg while demonstrating a wrestling move. An accident/injury form was forwarded to PDRMA.
Jim noted that the injured party was not included on the team's roster, required for approved access of indoor/outdoor facilities. John sent an email to coaches of all community groups stating they must ensure the Park District has the most complete, up-to-date rosters listing all participants' names, addresses, and contact information. If a participant of any community group should be injured and is not listed on their roster, that group will no longer be eligible to receive practice time at LWN. Audrey recommended reviewing the agreement by and between the Park District and Victor Andrew High School regarding use of Square Links by their golf program that could adapted and used for all community groups. This form will be reviewed by [REDACTED] and provided for Board review and potential adoption, as it may be a stronger document than what is currently in use.
- A F.A.N. member rolled his ankle while playing basketball.
- A student was elbowed in the nose while playing basketball at F.A.N., resulting in a nosebleed.

2. Property Loss

No report

3. Employee Injury

Two maintenance employees, [REDACTED] slipped and fell on the ice. An employee injury report detailing Dave's injury was forwarded to PDRMA, and Bill's form was completed for file purposes only.

Jim ordered two pairs of broomball shoes that provide excellent gripping power while walking in icy conditions, and could be incorporated as a more reasonable alternative to the ice cleats the District currently uses.

C. Jobsite/Facility Inspections

Inspections were completed and an additional list of necessary interior and exterior repairs is being prepared.

Jim recommended replacing failed lights with LEDs as a new budget year project.

D. Old Business

1. Ergonomic Assessment Results

Maintenance staff installed new, adjustable monitor stands at two work stations.

A second monitor will be provided to Julie Hein.

2. Action Items-Completed

Weekly department summaries are now included in Jim's update that is emailed to Board Members on Fridays.

Maintenance repaired the damaged LWN field house curtains.

PDRMA provided ergonomic assessments.

3. Certificate of Insurance Review

The committee completed the monthly review of the current certificate of insurance list, and the W-9 list will be included.

A request for a COI will be sent to Advanced Fire Protection, provider of sprinkler system inspections/repairs.

The COI list will be provided to Sue Baker, enabling her to confirm all billed service providers have current certificates.

E. New Business

Arliss noted F.A.N. staff have been providing ice packs/bandages to community group participants which would require the completion of Form 01 accident/incident reports. John is conducting a F.A.N. staff meeting this evening, January 22, and the agenda includes further instruction regarding proper procedures when filling out accident forms.

Per Jim, teams will be tracked regarding usage of first aid supplies, and beginning in the fall, usage forms will note that if use of these supplies, i.e. ice packs, becomes excessive, they will be billed accordingly.

Adjournment

The meeting was adjourned at 10:32 a.m., and the next meeting is scheduled for February 26, at 1:30 p.m.

January 22, 2020

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.

1/22/2020 Update: Dave’s training is in process and Ed will train Nicolette and Dave Butler. It was decided that an inspection binder will be created in-house, eliminating the need to purchase software, as noted in the above 10/15/2019 update, and this is being added as an ongoing long term action.

<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.

1/22/2020 Update: John will make necessary arrangements for Pam and Julie to attend the April training session.

<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.

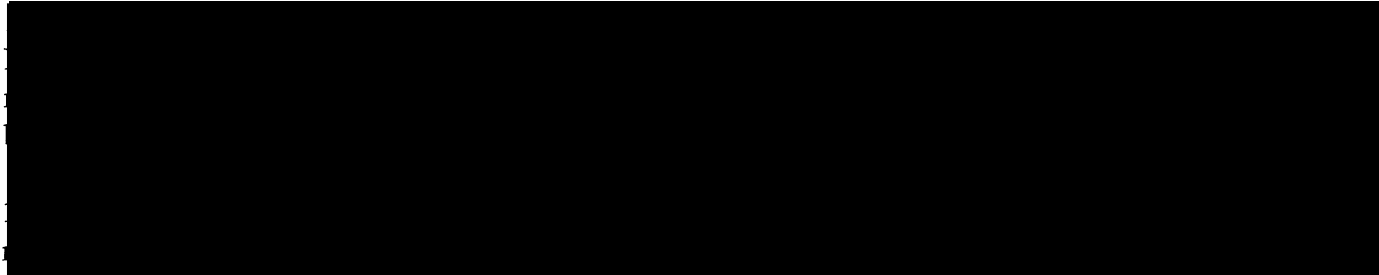
1/22/2020 Update: Pads will be ordered today.

January 22, 2020

ACTION ITEMS – Incomplete, continued

<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.



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

Eric [REDACTED] 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 [REDACTED] 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.

1/22/2020 Update: A second email was sent to Eric [REDACTED] requesting assistance with setting up the online claims reporting system. No response was received, and per Audrey's direction, an email was sent to Jenny [REDACTED] on Tuesday, January 21, asking for advice on how best to move forward with this process.

<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.

1/22/2020 Update: The barrier masks were cost-prohibitive, however Ed found a more reasonable option, and Arliss will place the order.

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

There have been repeated faults with the golf course fire suppression system. Ed will contact Greg [REDACTED] 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.

1/22/2020 Update: Ed contacted Greg [REDACTED] and is waiting for his response. Jim believes the system will require replacement next year.

January 22, 2020

ACTION ITEMS – Incomplete, continued

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
8	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.

1/22/2020 Update: Audrey believes training is scheduled for March 20, 2020, and will confirm date/time/location details with PDRMA.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
9	Linda	1/22/20

Linda will contact American Fire Protection to request a certificate of insurance.

Long Term Action Items

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

Jeff [REDACTED] 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.

1/22/2020 Update: The laminated cards that were previously prepared will be checked for accuracy of location/account number and will be provided to Jeff [REDACTED] to have permanent plaques made.

<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.

1/22/20 Update: Ed investigated the matter further and has additional information.

<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.

1/22/2020 Update: This project has been added to the summer project schedule.

January 22, 2020

LONG TERM ACTION ITEMS – *Incomplete, continued*

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
13	Ed/Bill	1/22/2020

Ed and Bill will develop a binder that includes images of all facilities/sites/amenities, enabling non-trained staff to complete inspections.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
14	John	1/22/2020

Teams that are provided indoor/outdoor facility use will be tracked regarding requests for first aid supplies, and beginning in the fall, usage forms will note that if use of these supplies, i.e. ice packs, becomes excessive, they will be billed accordingly.

WINTER LCR ACTION ITEMS

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
15	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>
16	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.

PDRMA RISK MANAGEMENT GOALS (LCR)

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
17	Ed	10/16/19

Prepare for Athletico onsite observation of Maintenance Department tasks this summer.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
18	John	10/16/19

PDRMA recommended staff work with local law enforcement and consider ALICE training, and revisit each step of the process with PDRMA.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
19	PDRMA	10/16/19

PDRMA will provide a Slip, Trip and Fall Self-Assessment in the winter/spring of 2020.

<u>Item #</u>	<u>Staff</u>	<u>Date</u>
20	Audrey/Ed	10/16/19

PDRMA requested that Chainsaw Safety, Fleet Safety, Trailer Safety, and Brush Chipper Safety training sessions be offered in the area in 2020.

Linda Mitchell

From: Linda Mitchell
Sent: Friday, February 07, 2020 4:16 PM
To: Brian Mulheran; Craig Maksymiak; Dave Macek; Denis Moore; Joe Vlosak; Ken Blackburn; Pam Kohlbacher
Subject: Weekly Update February 2-7
Attachments: Facebook Post.pdf; Department Reports.pdf; IPRA Conference Reports.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 are waiting for final notification that the filing for the 403(b) with the IRS has been completed, which should be any day.

I continue to track cash balances, and our daily positions look to be improved over the previous year. I will provide a monthly update at the February Board Meeting with the inclusion of the January 31 end of month actual balance.

Rich's Pizza, a new business in Frankfort Square, has expressed interest in leasing the kitchen at Square Links Golf Course. I am investigating our options. We previously advertised for this opportunity without success.

I was contacted by [REDACTED], the District's Legal Counsel, receiving notice that he will be retiring the end of month. Jim has proven to be a valuable asset, leading us through a variety of issues. A new attorney from Ancel Glink has been assigned to our District, and we will be meeting in March.

Robinson Engineering is updating the District map that will include bike trail information from surrounding communities. We hope to include the new map with the spring survey.

Staff are developing cost estimates for the many ideas provided in the fall survey. We anticipate including specific cost information with the 2020 Survey and Master Plan.

One project under consideration is the purchase of a concrete vaulted washroom that would replace a porta-john currently rented by the District. It is a dry facility, similar to a porta-john, but is resistant to vandalism and is more attractive than the fluorescent porta-johns that dot our community. It would also be available year round.

Bill O'Shea organized the purchase, installation, and calibration of the salt and sand spreader that will be used for service and safety on the Park paths. The intent is not to salt the whole path, but locate problem areas and spot apply as necessary.

This weekend will be busy for the Maintenance and Recreation departments. The Midwest Wheelchair Basketball Tournament, hosted at Lincoln-Way North by LWSRA with support provided from the FSPD, will be held at Lincoln-Way North. The always popular Sweetheart Dance will be held on Saturday at Mary Drew, and registration is strong for both the 3:00 p.m. and the 6:30 p.m. dances.

The first draft of the annual budget will be presented at the February meeting. All departments are involved and are providing input. Similarly, if Commissioners have any thoughts, please forward them to my attention at your convenience.

Consideration of a new audit firm, following receipt of RFPs in mid-January, and bid awards for the Landscape Maintenance Bid, following the January 22 public bid opening, are included on the February agenda. Pending approval, I will be scheduling a meeting with the approved audit firm in the coming weeks.

Ed Reidy and I are working with Dennis [REDACTED] to develop a standardized supplemental playground that can be repeated at locations throughout the District.

We have been working with Frankfort Square resident, [REDACTED] and Frankfort Township, notifying area residents about a rash of burglaries in the area. [REDACTED] asked to post the attached information on our Facebook page, and we just wanted to make Board Members aware prior to distribution.

Finally, please find attached weekly department reports along with John and Nicolette's IPRA Conference reports. Ed will be in attendance at the February Board Meeting and will deliver his report orally.

Jim Randall, Executive Director

Frankfort Square Park District

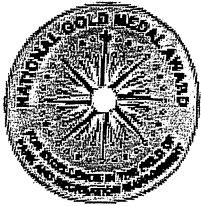
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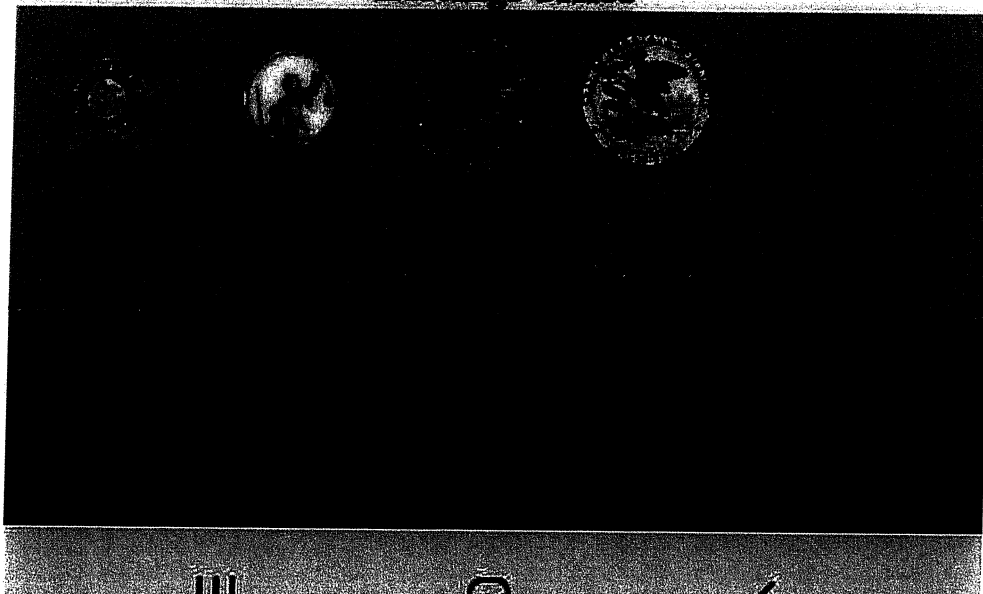


COMMUNITY MEETING

Thursday Feb. 13th @ 7pm
Frankfort Square Park District
7540 W Braemar Ln, Frankfort

Community meeting to address the increase in crime in our area. In attendance will be:

WCSC, Will County State's Attorney Office, Will County Board Member and Frankfort Square Township Supervisor Jim Moustis, Frankfort Township Highway Department Supervisor Bill Carlson and a member from State Senator Michael Hastings Office



Weekly Summary 2/5/2020

Audrey Marcquenski

The bookkeeping team paid bills, closed the month of January, and prepared the financial reports.

Staff are gathering payroll and contractor information to finalize the PDRMA 2019 Workers' Compensation Payroll Audit. PDRMA uses the results to determine our 2021 member contribution.

Attended monthly meeting with Summit Hill School District 161 and FSPD staff.

403(b) VCP update - [REDACTED], NBS Attorney, prepared the VCP application and forwarded it for FSPD and attorney review.

Maintenance Department
Weekly Summary – February 2-7

- Landscape contractors, identified as best bidders on the Landscape Maintenance Services Bid were interviewed by Ed Reidy, Superintendent of Parks and Bill O'Shea, Assistant Superintendent of Parks, with bid awards to be determined by the Park Board during the February 20 meeting. The contractors all agreed to the properties they bid on, prices, responsibilities, and District expectations.
- Two Maintenance staff attended the Illinois Department of Ag commercial pesticide training & certification. One passed, and one needs to retest.
- Staff continue to prepare for the LWSRA wheelchair basketball tournament. The field house floors were scrubbed on Friday and Monday. Outdoor bleachers are being prepped for use indoors on the synthetic floors. Exteriors were cleaned up, and cleaning will continue up to the event this weekend.
- A proper blend of sand and salt is in heated storage for the new pathway spreader.
- Kankakee Truck installed the plow that was removed from the 2003 F-150 that was traded in in January, onto the new F-150.
- Equipment maintenance continues:
 - Mower repairs, beyond District staffs' expertise are being assessed by Martin Implement.
 - Small equipment is getting oil, plugs, pull cords, and minor repairs.
- Cleaning and organizing the pole barn storage areas continues.

Recreation Department Weekly Summary
Nicolette Jerik

Below is a quick summary of this week's programming.

- Braemar Dance Center had their first competition in Des Plaines at Dance Idol. All the dancers performed amazing! We were in 14 different categories, with 10 of those categories placing 1st. 9 solos were performed with 7 in the top 10 of the overall competition. Company 1 received 1st place on their large group dance, as well as Company 5 on their duet trio. We won a Studio Standout Award that's awarded to studios that show diversity and strong choreography.
- Going over and through each dance teachers travel, lodging and reimbursement collecting receipts and printing schedules for payroll on Monday.
- Programs that began this week include Critter Class, Mixed Media and Nova Quarter Valentine's Day Ride & Dinner.
- We have our Sweetheart Dance this Saturday, February 8th. Currently, we have 107 in the first dance and the second dance is sold out with 181 participants enrolled. I have been ordering supplies, confirming numbers, and scheduling staff. We will still take registration through Saturday until noon when we close.
- I have finished uploading new pictures to the media for the next brochure for all areas of programming. Next, I will work on landscape pictures for the website.

Office Staff

- The office staff is prepared to receive open registration for 3 year old and 4 year old Preschool for the upcoming year (2020/2021) tomorrow, February 6, 2020 beginning at 9 am. We currently have 9 openings for our 4 year old program. Our current 3 year olds have already signed up for next year as 4 year olds. We will have 48 openings (2 classes) in our 3 year old program.

- I have begun coding for the Summer Brochure and Tom has received all of the brochure information from Nicolette as well.

- The office staff will begin the tedious process of checking the brochure information that has been entered into the system.

- Diane has provided us with an 86 page report of possible duplicate households. Julie has begun the process of merging duplicate households. This will clean up our system a bit and it will also be helpful when we choose to upgrade RecTrac.

- Deb has the team billing up-to-date for the month of January.

- Cindy is updating information and contacting current gardeners who have used both the Brookside Bayou and Community Gardens in regards to the upcoming Spring and Summer seasons. We have spoken with Amanda Salgado (preschool staff) and her troop is interested in gardening again this year. They provide fresh vegetables to the shelter.

- Gayle has been working hard to communicate with Gymkinetics and also has been key in getting ready for the preschool registration.

MEMO

To: Jim Randall, Executive Director
From: John Keenan, Superintendent of Recreation
Date: 2/6/20
Subject: IPRA Conference January 23-25, 2020

I'd like to thank the Frankfort Square Park District Board, Jim Randall, and Audrey Marcquenski for giving me the opportunity to attend the 2020 Illinois Association of Park Districts/Illinois Park and Recreation Association Conference in Chicago. There are too few opportunities that allow us to get together with friends and colleagues in the recreation field. The conference provides us with that opportunity and gives us the chance to grow both personally and professionally by offering the workshops and educational sessions. There are so many different programs and ideas out there that we can bring back to the Frankfort Square Park District, and the conference gives us the chance to see and hear firsthand what's working in other communities and what is not.

If You're Happy And They Know It, Happy Staff

Speaker: [REDACTED] Owner of Laughtership LLC

This was a high-energy and interactive session that explored the concepts of authentic leadership and positive psychology, and how to use both of these techniques to create happy and positively productive employees. There was lecture, discussion, exercises, and laughter which taught us how to adopt authentic leadership and practical tools that can be used right away. Happiness doesn't "just happen" in a business. Many different elements must come together to create an office atmosphere conducive to employee happiness! Happy employees make of better leaders, are more creative, and are more loyal. But where do you begin when it comes to fostering a happier workplace? It can be overwhelming when you consider how many changes you need to make, but all the effort will pay off in the form of a stronger, more productive organization.

Old School: Why We Still Matter

Speakers: [REDACTED] Retired Superintendent of Parks; Forest Rackmyer Horticulture and Turf Manager, Bolingbrook Park District.

With all the focus on managing and adapting to millennials in the workplace, the older workforce is quickly becoming overlooked. Our existing staff members and potential new hires can have a dramatic impact on productivity and the overall perception of our park district. Larry Gabriel talked extensively about what it is that makes "old school" workers desirable. This session identified the many benefits that can be had. For example the "older" worker has skills and previous work experience that others within our agency can learn from. By employing an older workforce personnel we can take advantage of their greatest advantage and capitalize on their experiences, work habits and mentoring potential of these valuable staff members

Purpose and Passion: It's All About the Journey

Speakers: [REDACTED] **Superintendent - City of Green Bay Parks and Recreation.**

The focus here was being a leader and an inspiration to others. Most of this session was James talking about his own life/work experiences. Going to work can be task, or it can be part of the greatest adventure of your life. James said his mission over the last 15 years has been to inspire others to live life and work with the "Power of Purpose & Passion" in their everyday journey. And that we have to look inside ourselves instead of looking around us for the right answers. Having a positive outlook is contagious and by doing so will change your perspective and outlook on everyday life. Look inside yourself and think about the energy we give off so that it sparks passion and behavioral change. By incorporating this into your "mission"/work – work will no longer feel like work.

Thank you again for this opportunity!

John Keenan
Frankfort Square Park District
Superintendent of Recreation

Conference 2020 recap- Nicolette Jerik

Overall the conference sessions I chose to attend were very helpful and interesting. It was a great opportunity to re-connect with previous staff and catch up. The most interesting session I went to was called Marketing Best Practices for Non Marketers: Bridging the Gap Between Marketing and Recreation. All three speakers were from different Park Districts up north. They gave us a couple recommendations on requesting marketing materials through JotForm or BrightPod that is a visual tool to help manage any project or team. What I thought was interesting was how they described the word branding and how us as Park Districts will compete with newer companies going up but we will always stick to what we say and do. I believe our brand is what others say about you when you're not in the room, because a happy resident will pass the good word along. What I want to work on is a style guide that will describe our brochure formatting. For example: text font, dates, numbers, margins, etc. This would help new staff as well as Tom if he came across a new program or event and had the correct layout. I also want to create a marketing template used for flyers, staff can add new information making it an interchangeable document. I would be open to attending a class on adobe or another marketing based program to expand my knowledge. The other sessions I attended were on recreation trends and finances. For trends they emphasized a lot on different companies/apps that offer virtual 5k and marathons as well as live fitness instructors. The trend now seems to be video gaming and virtual reality. The finance presentation was a lot of useful information on different rules for Park Districts. This session emailed us the power point presentation which is always nice to refer back to. Overall, my time spent at conference was well worth it. It was great catching up with other professionals and broadening my knowledge on different topics within the field of recreation. Thank you to the board and Jim for letting me attend conference and getting the opportunity to bring back new ideas to use in a variety of programming.