

DIRECTOR'S REPORT NOVEMBER, 2021

The November Board Meeting will be held at the Square Links Golf Course Clubhouse.

ADMINISTRATION

Staff will be in attendance at the November Board Meeting to provide annual golf course, recreation, office, and parks department presentations. They will also report on safety projects assigned for November.

The November meeting, in the past, included attendance by the Boy Scouts, FSBL, and Wildcats in recognition of their service to the community and to collect their beverage proceeds checks. In response to resident input received from the community-wide survey, this year's beverage sales will be used to fund the College Scholarship Program and LWSRA golf outing donation.

The November agenda includes consideration of the annual liquor license renewal for Square Links. The license is renewed in December through the Will County Liquor Control Commission, and is renewed through the State of Illinois Liquor Control Commission in February. Both are required for the sale and consumption of alcohol.

Staff attended the IAPD Legal Symposium on November 4 with topics ranging from labor and employment law to new laws and key legislative issues from the 102nd General Assembly.

Following approval of the Covid Vaccination and Testing Policy, staff were directed to provide proof of vaccination or commit to weekly testing. The free weekly testing is being provided by Lincoln-Way Community High School District 210 at their Central campus, however, staff that prefer a different location or day/time have the option of finding certified testing at their cost.

PDRMA approved the proposal for the gate repair at the golf course, and the contractor expects to begin work in December. PDRMA will contact the claimant in order to seek reimbursement. The Will County Sheriff's Office has been busy with a high profile investigation, and plans to resume work on our case soon.

The December Board Meeting will be held on Monday, December 6, and will include the Truth in Taxation public hearing from 7:00 a.m. to 7:30 p.m. The regular meeting will begin at 7:30 p.m. and the meeting agenda includes consideration of the annual Tax Levy Ordinance.

MAINTENANCE

Winterization projects continue with RPZ removal throughout the District and golf course irrigation. Tennis and pickleball nets are being removed, along with speed bumps in anticipation of snow plowing.

Facility disinfecting has become a regular task, and it's nice to highlight a piece of equipment that has really made a difference. Following a report of a Covid diagnosis, staff disinfect the area, which is most often a large programming space with many surfaces. Completing this by hand is very time consuming and difficult. We are so thankful to have a ½ horsepower misting unit that can be wheeled around, and has a long hose that can be attached to a three foot wand or hand grip, depending on the situation. It generates a fine mist that spreads thoroughly and evenly, saving staff time and resources needed to spray and wipe down all surfaces.

RECREATION

Work continues on the Winter/Spring 2022 brochure, which will mark our return to mailing printed copies to each household. The online PDF versions available this past year allowed staff to adjust offerings as guidance changed, and can continue as needed.

It's nice to have F.A.N. open again. Community group facility rental numbers are good, and with cold temperatures approaching, we are looking forward to increased pass sales for the fitness center.

SPECIAL RECREATION

The next Lincolnway Special Recreation Association Board Meeting is scheduled for November 16. The Board packet includes a really nice article from the *Daily Southtown* about Zoe Voris, bronze medalist at the recent Paralympic Games in Japan. She first started playing wheelchair basketball with LWSRA eleven years ago, and the LWSRA family is thrilled for the first athlete from LWSRA to bring home a medal!

FINANCE AND PLANNING

The District's main bank account used for payroll and accounts payable has been transitioned to a MaxSafe account to ensure proper collateralization, following Board authorization at the October meeting. This same process was already completed for the money market accounts. Old Plank Trail Community Bank completed the transition, and provides monthly allocation reports that we retain for the audit.

GOLF COURSE

Square Links will remain open through November 14, weather permitting. FSPD staff will begin work on November 15 to complete the cart relocation/tree planting project on the first hole with excavation of the existing cart path.

OFFICE

The new phone system was installed on Wednesday, November 3. Proven IT staff worked with Nicolette Jerik and Dave Gorka to ensure a smooth transition to this latest technology. Two conference phones are on order, and will be installed soon.

Two new part-time staff members have been hired to begin work in November. These additions will allow us to cover all existing shifts, ensuring at least two individuals are available to help residents via phone or in-person with questions and registrations. We welcome longtime Frankfort Square residents Alyssa Calzaretta and Lisa Foshinbauer to the FSPD team.

RISK MANAGEMENT

Our team, led by Arliss Bouton, completed PDRMA's Slip, Trip, and Fall Assessment for the Community Center, Mary Drew, Lincoln-Way North, and the golf course. The project was intended to help agencies identify issues and hazards. Also, this introduced us to PDRMA's new software platform that we will use for the Risk Management Review.

PDRMA's Risk Management Institute was held virtually, with sessions spread out over a month. With the flexibility to pick and choose sessions of interest and convenience, many staff were able to participate.

COMMUNITY UPDATES

The Scouting for Food Drive is scheduled for November 14. We are happy to support the Scouts' efforts with this tremendous service project to help families in need. Staff prepare the facility and needed amenities, remain onsite throughout the event to monitor the facility, and then clean-up to prepare the facility again for F.A.N. use.

Respectfully submitted:
Audrey Marcquenski
Director