

**EXECUTIVE DIRECTOR'S REPORT**  
**JULY, 2022**

**ADMINISTRATION**

Thursday's meeting will be held at the Square Links Golf Course clubhouse, as determined during the May organizational meeting. The agenda includes a presentation of the golf course marketing plan by Campfire Concepts.

Work has been completed on the first draft of the annual Truth in Taxation Resolution and Tax Levy Ordinance that will be included on the October 20, 2022 and December 5, 2022 agendas, respectively. These annual actions allow the Park District to collect property taxes for specific uses of each of its funds and will again levy above the 105% aggregate to consider any new growth, ensuring the cost is not passed on to taxpayers. It is good practice to have legal counsel evaluate the documents every few years, and I will forward a copy of the Resolution and Ordinance to Ancel Glink for input in advance of Board consideration.

Our third Will County tax distribution is scheduled for Thursday, August 21. I will update the Board at the meeting once funds have been received. In advance of this week's check run, our balance was \$1,712,130, not including the Tax Anticipation Warrant (TAW). We are in a good position, and plan to repay the TAW by the due date of August 30, 2022

The general obligation and refunding bond interest payments due July 1, 2022 totaling \$59,496.88 were paid to Amalgamated Bank.

We are honored to support the efforts of the Grobmeier family and the Maddog Strong Foundation. The Giving Tree Dedication Ceremony at Island Prairie Park is a beautiful annual event, and we are thrilled that the Maddog Strong 5K/10K Run through our community was a huge success!

**LEGAL**

In a review of the current phone policy, it was determined that the document required an update. The District's risk management agency provided a template which was then forwarded to our legal counsel at Ancel Glink for review and input. A final copy will be provided in advance of Thursday's meeting for Board consideration. In addition, our Personnel Handbook, Policies & Procedures, is due for a review by Park Counsel next year. Staff have begun the process, and the review and update will be included in next year's budget.

**MAINTENANCE**

We ordered 80 yards of playground surfacing to be located at the Rogus School playground.

The paving work is complete at White Oak and Plank Trail Park paths, but the golf course is on hold due to the ongoing union strike and asphalt shortage.

Homer Tree Service has begun work at the golf course removing dead branches and trees. Unfortunately, work has paused due to staffing and equipment issues dating back to a devastating fire at Homer's maintenance garage where tree-cutting equipment was located. Staff have been contacting them daily in an effort to hasten their return.

Ed Reidy, Superintendent of Parks, is working with Clarke Aquatics to address a variety of pond fountain issues. Some of these units are 12 to 14 years old, and we will begin budgeting for new units. Community Park is back up and running, along with one of the two units at Arbor Park.

Both Square Links and Lighthouse Pointe appear to have damage due to beavers chewing on the power cords. A metal sleeve has been recommended in an effort to protect the cords and solve the problem moving forward.

This week's "Park Day" took place at Woodlawn Park. The entire maintenance staff focused their efforts on that one park for the day, tree trimming, chipping, pruning, and weeding. To date, previous locations have included: Arbor, Brookside Bayou, and Community Parks, in addition to the Island Prairie and Indian Boundary asphalt paths and parking lot areas in preparation for the Maddog Strong 5K/10K Run and Walk event.

## **RECREATION**

The fall 2022 brochure is at the printer, is posted to our website, and will be delivered to residents' homes shortly. The brochure includes an insert thanking Jim for his 40 years of service.

Audiences have appreciated the return of our summer concert series starting with Good Clean Fun, as well as community showcase performers Lincoln-Way Youth Strings and FSPD's own John Falsey. This week's performance was a high energy show filled with favorites from all generations by GenFuze.

Summer Day Camp enrollment continues to grow, and they are enjoying their current home at Hilda Walker School. It is hoped that the needed parts arrive, and the air conditioning is fixed at Mary Drew later this month. We are thankful to Summit Hill School District 161 for their continued support of our efforts. Staff continue to communicate and meet regularly.

## **INFORMATION TECHNOLOGY**

The migration to Office 365 is complete. Staff are adapting to the new software and enjoying the new features that are available. Nicolette Jerik, Superintendent of Office Management and Technology, and Dave Gorka, IT Contractor, are working through the PDRMA list to ensure that we are meeting the cyber liability coverage requirements.

## **SPECIAL RECREATION**

The next LWSRA Board Meeting is scheduled for July 19, 2022.

At last month's meeting, we met new full-time staff members Nicky Van, Recreation Specialist, and Ethan Shultz, Maintenance.

## **GOLF COURSE**

We welcome the Campfire Concepts team to the Board Meeting to present the Comprehensive Marketing Plan, as noted above.

The 20 new golf carts arrived! Staff completed training sessions on how to program the geofencing features that we hope will keep the carts on the course. Staff are learning how to set-up "fencing" around ponds and greens that will stop the cart and alert the golfer to return to a drivable area on the course. A second program can be set-up to keep the carts on/adjacent to the cart path when areas are wet to avoid damaging the turf. Carts will be available the evening of the Board Meeting for a demonstration.

Compared to last year, we have had relatively nice, dry weather in May and June resulting in a 29% increase in golf revenue. Both greens fees and the driving range increased by \$10,000+ each over last year.

In addition, Reliable Superintendent, Hunter Rowe, has the course in excellent condition. Athletic Supervisor, Dan Coughlin, has the clubhouse and rangers running smoothly. Ed Reidy, Superintendent of Parks, and John Keenan, Superintendent of Recreation oversee operations and provide support as needed. Over the past few years, the support has changed from staffing and purchasing issues to IT with RecTrac, Toptracer, Teesnap, internet, telephones, iPads, and golf carts equipped with geofencing.

### **OFFICE**

The office staff continue to learn and gain confidence with RecTrac. Also, they have quickly learned the wide variety of Park District services and locations, as well as community resources needed to answer the wide variety of phone calls and questions they receive every day.

### **RISK MANAGEMENT**

Lindsey Robertson, our PDRMA representative, met with staff to begin this year's risk management review and tour the Community Center, Mary Drew, and Lincoln-Way North. The next visit is scheduled for July 27 to view staff while working and to discuss our injury prevention efforts.

Respectfully submitted:  
Audrey Marcquenski  
Executive Director

## **Monthly Department Summary**

Department: Administration

Month/Year: June, 2022

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### **Daily/Weekly Tasks**

Completed payroll and accounts payable, and all related tasks.  
Managed daily correspondence.  
Participated in staff and PAT meetings. Took minutes and transcribed for distribution.  
Completed all necessary pre and post-Board Meeting actions.  
Forwarded sign change information to Ed Reidy, updated LED sign, as needed.  
Requested various website updates through Visionary Webworks.  
Requested funding of annual mini bond through OPTCB.  
Reached out to Chapman and Cutler for preparation of annual mini bond and abatement ordinances.  
Proofed fall brochure.  
Confirmed 2nd installment Affidavit Letter for property owned in Cook County.  
Created new employee files.  
Added individual documents to training files and computer data bases.  
Updated employee training files.  
Tabulated inspection sheets for buildings, vehicles, etc.

### **Special Projects**

Continued work on SAM/GATA registration process, required for the OSLAD grant application. Completion of this project is on hold until SAM.gov complies with request to remove "Inc" from our District's name.  
Completed copier usage study.  
Working on ACS historical salary information report.  
Updating Asset Works due to restatement of assets by Auditor.  
Restructuring of Novatime for Department/Job codes.  
Reviewed audit draft.  
Provided digital copies of clubhouse plans to architect.  
Updated OSHA Form 300.  
Began preparing Tax Levy Ordinance.  
Prepared special brochure insert.  
Completed annual ATNE report for health insurance broker.  
Compiled Records Destruction application and forwarded to Local Records Commission.  
Prepared meeting binder for Executive Director.  
Prepared annual budget binders for Executive Director and Bookkeeper.  
Continuing to develop method for employment of persons new to the Park District.  
Arranged for online training of employees for CPR/AED certification.  
Attended PDRMA RMR kickoff meeting with Risk Manager, Lindsey Robertson.  
Purchased and distributed flashlights using money received from PDRMA grant.  
Attended Active Shooter webinar.  
Working on revision of current cell phone policy.

## Monthly Department Summary

Department: Park Maintenance

Month/Year: June, 2022

### Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning, sanitizing, our facilities daily, per building use schedule, and work requests. Adding rooms at Hilda Walker for Day Camp use, while Mary Drew is having AC problems.
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied district wide. Litter is also picked up where needed District-wide.
Playground maint & repairs	Raking surfacing under swings slides and other kick-out areas is a routine task. Vandalism and graffiti is removed as needed.
Signboard Changes	As needed
Respond to public questions	Questions and requests from ballfield renters keep us busy, answering emails and attaching photos in order to answer questions is helpful (a picture is worth a thousand words).
Administrative	Bills (submit & code to proper line item). Instructing staff for CPR/AED training. Dealing with Will County and voting day needs. Meetings and emails with landscape architects in regard to Hunter Prairie and Champions Parks, and Square Links. Ongoing equipment training for summer staff. Front desk staff continues helping me with schedules and calendars (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. Keeping staff updated in regard to air conditioning repairs at Mary Drew. Writing & prioritizing capital project lists, schedule work, and coordinating contractors. Meeting with mowing contractors for details at Union Creek. I attended a webinar in regard to outdoor fitness equipment. Writing & prioritizing daily 'to do lists' for the crew is done by Bill O'Shea- "Thank you Bill". Al is helping out a great deal with inspections.

### Special Projects

Bandshell Concerts	Staff cleans and preps for the outdoor concerts held at the bandshell.
Sports Fields	Lots of rain and heat keeps the ballfield crew working hard. Hours were changed to a 6 am start to help beat the heat. Work requests from travel baseball and softball renters adds to our to do list (when applicable). Irrigation systems are programmed and scheduled.

Lincoln-Way	The Miles for Maddog 5K/10K Run & Walk event starting and finishing at the stadium, as well as Island Prairie, Indian Boundary South, and Lincoln-Way North Parks.
Square Links	FSPD & Reliable continue to meet every other week to discuss maintenance needs and coordinate work that may be needed. Thank you to Bill O'Shea for dealing with a door (locksmith) issue one Friday evening & Saturday morning as I was out of town with family.
Parks	Letters were put in front doors around White Oak Park making the neighbors aware of coming asphalt work. No calls or questions were received. Graffiti was removed at Woodlawn Park's fishing pier. Meeting on-site and emails for questions and answers with our native area contractor in regard to our updated report was needed.
Special events	Jim's last day luncheon.

## Monthly Department Summary

Department: Recreation

Month/Year: June 2022

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### Daily/Weekly Tasks/Special Projects

- \* Led an AED/CPR/First-Aid training class for our new hires and staff that needed to be recertified. This session was also an instructor recertification class for John Keenan and Ed Reidy.
  - \* Reached out to Golf Logix to see what we needed to do to get our course updated on their golf app.
  - \* Worked with Dave Gorka to help set up the new back up internet at Square Links.
  - \* Painted and set up the 100 and 150 yard out stakes on hole #6 (island hole) at Square Links.
  - \* Emptied the old range balls from the driving range ball machine and replaced them with 8k new range balls.
  - \* Created a new Walking Club Distance Log Binder for F.A.N. that includes 100 log sheets.
  - \* Recreation meeting was held after the staff meeting on Wednesday, June 15th, *agenda attached*
  - \* Updated the Summer Concert dates on our website.
  - \* Ordered over 4,300 new pencils for Square Links Golf Course.
  - \* Worked with Jim Randall, Audrey Marcquenski, and John Keenan to monitor a BAS situation.
  - \* Held an all staff meeting to discuss the situation at BAS.
  - \* Finalized details with Lincoln-Way bussing for Day Camp field trips.
  - \* Worked the Ice Cream Social on Wednesday, June 8.
  - \* Prepared a lesson plan for Cookie Creations and purchased needed supplies.
  - \* Cleaned Mary Drew to prepare for the start of Summer Day Camp.
  - \* Picked up shirts for staff and children enrolled in Summer Day Camp.
  - \* Prepared for the start of Early Childhood Camp.
  - \* Compiled supply kits for Summer Day Camp and Early Childhood Camp.
  - \* Put together binders for Early Childhood Camp and Summer Day Camp (field trip, emergency, etc.).
  - \* Created Splash Park schedules and sent to staff.
  - \* Printed rosters for Summer Day Camp and Early Childhood Camp.
  - \* Organized Summer Day Camp moving to Hilda Walker due to the air being out at Mary Drew.
  - \* Organized dance classes for move to Hilda Walker due to the air being out at Mary Drew.
  - \* Moved recreation classes to the Administration Building due to the air being out at Mary Drew.
  - \* Found building coverage for the Administration Building when recreation classes were taking place.
  - \* Sat in on interviews for dance instructors for the Fall 2022 season.
  - \* Found building coverage for August rentals at Mary Drew.
- Hosted the following League/Clinic/and School Usage at Square Links Golf Course:
- \* Ladies Golf League began 6/1
  - \* June Free Adult Golf Clinic
  - \* Lincoln-Way Special Recreation on the Driving Range 2x per week
  - \* Lincoln-Way West Girls JV Golf on the Putting Range 2x in June
  - \* Lincoln-Way East Girls Golf has been on the course 3x in June
  - \* Youth and Junior Golf Lessons 2x per week
  - \* Children's Country Club (Daycare) visited the Driving Range
- \*Worked with John to determine return date of F.A.N. employee.
  - \*Helped golf course patron that required special assistance.
  - \*Worked with maintenance and administrative staff following a golf cart incident.

**Recreation Meeting Agenda  
June 15, 2022**

1. Program/facility updates
  - a. Dan
  - b. Erin
2. Staff training
  - a. AED/CPR Training
  - b. PDRMA Training
3. Staff schedules
4. Outdoor Facility Usage Schedules
5. Current projects
  - a. Brochure
  - b. New programs
6. Upcoming dates/projects
  - a. Parent/Child Scramble Golf Tournament – Fri, June 17 @ 6pm
  - b. Free Adult Golf Clinics
    - July 7 conflict with Teen/Adult Group Lessons?
  - c. Summit Hill Jr. High Intramural Golf
  - d. Lincoln-Way Central Golf Tournament
    - Give them an invoice at the event
  - e. Summer Concerts
    - John Falsey (employee) – Sat, June 18
    - Good Clean Fun – Tues, June 28 @ 7pm
  - f. Basketball Camps
    - Summer Skills Camp – Mon, June 20-24 @ 9am
    - Hoop Dreams Basketball Camp – Tues, June 21 @ 5pm & 5:45pm
    - Offensive Moves & Shooting Camp – Tues, June 21 @ 6:30pm
  - g. Chicago Union Ultimate Frisbee Camp – Mon, June 20 @ 1pm
  - h. Rainbow Kids – Thurs, June 16 @ 9:30am
  - i. Magic Class – Wed, Jul 6 @ 5pm
  - j. Private Dance Lesson – 6/16 @ LWN 4-5:30pm
7. Adjournment

**Sign-in**

Dan Coughlin

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John Keenan

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Erin Kertson

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## Monthly Department Summary

Department: Front Office

Month/Year: June, 2022

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### Daily/Weekly Tasks

Answering phones and taking registrations in-person and over the phone.  
Sent RecConnect blast emails from RecTrac based on department needs for marketing purposes.  
Bi-Weekly bills and payroll mailing.  
Provided maintenance with facility calendars 2 weeks in advance, and email changes daily.  
Reserved program facilities in RecTrac to appear on the facility calendar.  
Balanced month of June and filed balance worksheets in order by date.  
Ordered office supplies based on department needs.  
Balanced each morning from both web and in-house transactions.  
Dog park renewals and updating shot records in appropriate households every month.  
Bank deposits and reconcile pay codes match.  
Respond to all info@fspd.org email inquiries.  
Sent weekly schedules/calendars to Ed for indoor usage and outdoor field usage.  
Filed all applicable programs in the brochure in numerical order for reference/filing at the end of the season.  
Cancel change request forms for each program and event complete and process. Call patrons, provide refund,s update RecTrac/brochure/website.  
Completed daily F.A.N. input.  
Secured rental supervisors. Review supervisor checklist and follow up/return security deposit.  
Monitor website turn on & off programs as applicable.  
Managed golf course deposits.  
Reserved scout and homeowner groups facility dates.

### Special Projects

Finished paperwork to complete Apple Business Manager. Inputting T-Mobile reseller ID to sync up all devices from cell phone migration.  
Input & activated 250 fobs for different locations. Labeling & organizing by location. Separated all binders for FOB assignments into departments.  
Proofed fall brochure.  
Calculated 4 different fee sets for fall 2022 installment billing for dance classes.  
Set up the master front office coding brochure binder for double checking.  
Set up different fee sets & rules in RecTrac for various programs in regards to fall programming.  
Coded golf and special events.  
Coded fall 2022 dance classes and set up installment billing / linked 4 different fee sets.  
Set up Company dance classes that begin August 1st & 2nd for early registration. (New pre-season offering)  
Assigned and gave out new fobs to all summer seasonal staff.  
Created new user names and passwords in RecTrac for all golf course staff to balance their drawers. Touch POS button has also been favorited for all users.  
Completed Office 365 migration.  
Updated RecTrac households to match new camp paperwork. (Allergies, medications, pickups allowed, etc.)  
Finalized 5 new reference sheets and tickets in RecTrac re: bulk refunds, proration, and facility calendar.  
Completed billing for all outdoor field requests based on team's calendar for the month of June.

Mary Drew & LWN facility indoor billing for the month of June.

Ongoing credit and debit project. Ran credit and debit reports every month.

Balanced rentals from GL codes for the previous month.

Completed prep work with moving all locations onto the RecTrac facility calendar. Created internal household directions for customizing the schedule, and testing.

Printed day camp reports & allergy reports for all camp participants.

Changed all program registration dates to reflect 7/25 & 7/29 instead of 7/11 & 7/14.

Created BAS calendars and checked for upcoming school year.