

EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2023

ADMINISTRATION

Reminder – A budget workshop has been scheduled for 6:30 p.m. on February 16, 2023, in advance of the 7:00 p.m. Board Meeting. Please contact me directly in advance if Board Members would like information on specific areas or have any questions. The March meeting will include full-time salary reviews and potential short-term and long-term projects.

At the January 19, 2023, Board Meeting, resident Mr. John Debelak was in attendance and stated that he was unhappy with one of the chosen television stations in the fitness center at F.A.N. Since the Park District is non-political organization led by a non-partisan Board, it was agreed that the televisions should be tuned to non-news networks. The following day, staff selected the following channels for the televisions in the fitness center:

- FETV (Family TV)
- Comcast Chicago Sports
- HGTV
- ESPN

Staff met with Dr. Scott Tingley, Superintendent of Lincoln-Way Community High School District 210, to review our intergovernmental agreement and discuss updates to better reflect current usage and responsibilities. Included on the agenda is the updated agreement for your review and consideration for approval at the February Board Meeting.

The comprehensive bid process for the provision of mowing and landscape services is complete and the bid opening was held on February 9, 2023. Results have been reviewed and Ed Reidy, Superintendent of Parks, will be available at the Board Meeting to verbally provide an overview of the process. I would ask for Board approval to award the bids.

At the April 21, 2022 Board Meeting, a Splash Park structure similar to the metal roof shelter installed at Union Creek Park for Wildcats Football was approved for an approximate cost of \$72,400. We put the project on hold last year, and we are now ready to move forward with a pergola as a seating area improvement to the Splash Park where the landscaping was removed on the south side of the building. Included on the agenda is the pergola design and I would ask for Board approval for construction in advance of this year's Memorial Day weekend Splash Park opening.

We began receiving applications for the FSPD College Scholarship Program, which was established in 2006 by the Board of Commissioners for the purpose of providing funds to college-bound high school seniors who reside within the borders of the Frankfort Square Park District. Funds are raised through local-area business donations highlighted at our annual day of golf in September. Completed applications are due March 6, 2023, and our judging committee is comprised of key staff members and Board Members. All Board Members are welcome to participate in this beneficial program. Please let me know if you are interested.

We received and approved the Will County final ballot for the April 4, 2023, Consolidated Election listing Park Commissioner candidates Phillip Cherry, Craig Maksymiak, and Ryan Holley.

MAINTENANCE

Proven IT has been on-site installing the new security cameras at the Community Center.

Staff have been working to remove snow and ice while also maintaining the ice at the Champions Park ice rink, which will be open as weather permits.

At Island Prairie Park, staff used the skid steer with the brush buster attachment for phragmite and cattail removal.

RECREATION

The February agenda includes consideration of travel reimbursement for the Braemar Dance Center's 2023 Nationals competition trip to Pigeon Forge, Tennessee

Jodi Dilling was a longtime Frankfort Township staff member who ran senior programming that we regularly shared in the FSPD brochure. She has a 7 day, 6 evening trip booked to Niagara Falls, Kitchener, and Toronto, Canada this fall and is looking for an agency through which to provide this offering. Park District staff are in contact with its risk management agency, PDRMA, to discuss specific issues and best practices with transporting individuals out of the country.

Rich Schereck, physical education teacher at Rogus School, designed Spin N Shoot basketballs, one is a HORSE game ball, and the other is a shot trainer. They are creative ideas and staff are excited to support his efforts by purchasing basketballs for use at Mary Drew and Lincoln-Way North. We will have samples of both basketballs at the Board Meeting.

Current two-year-old preschool prep and three-year-old ELC preschool students were given priority registration for the 2023 – 2024 school year. At this time we have filled the first class and have opened a waitlist for a potential 3's II session.

SPECIAL RECREATION

The next LWSRA Board Meeting is scheduled for February 21.

LWSRA's sensory room has been extremely helpful in managing participant behaviors. Staff are working on a plan to convert a bus to a mobile sensory room and Ed Reidy is supporting their efforts.

GOLF COURSE

The Tinley Park Golf Expo was a big success thanks to staff efforts in preparing an eye-catching booth and display materials. Staff were thrilled when Frank Jemsek, owner of Jemsek Golf and the prestigious Cog Hill Golf & Country Club, stopped by to chat for about 20 minutes and was very complimentary of our operation. He said that his customers speak highly of our facility.

Square Links continues to be a new find for Golf Expo attendees, and we look forward to welcoming them this season. Staff collected 258 contact information cards with names, addresses, and emails and offered cards for a free bucket of range balls.

Years ago, we were approached by a group of friends who play golf every year on the day of the Super Bowl. They vowed to play every year until the Bears win the Super Bowl. Staff are preparing to open the golf course from 9 a.m. to 2 p.m. for this group, and all others are welcome to play on a first-come, first-served basis.

Staff are preparing to open the golf course next month. The new Square Links Golf Course & Practice Center logo will be featured on new panels for the LED sign and stickers on each of the hole signs, along with new directional signage.

Staff met with the owner of Jimbooo's Italian Beef, and he plans on opening his restaurant at Square Links this spring.

OFFICE

The front office serves as the hub of all Park District activity and office staff support residents and all departments. Staff skill and technological advancements have made possible a comprehensive programming and rental calendar for all facilities. We have been refining the practice and needed communication and have finally reached a working and repeatable process. Staff now have monthly calendar meetings and review changes as needed throughout the month. This was a goal many years in the making, and I am so happy it has become a reality.

RISK MANAGEMENT

Our Risk Management Review process is underway, with staff completing and submitting the kick-off form. The form focuses on loss information that FSPD reported to PDRMA, internal agency information such as near-misses and areas of concern, and membership-wide exposures. After completing the form, staff will meet with our PDRMA representative to decide on goals and sustainable completion dates for training, policy, and procedure needs.

Staff are completing the annual PDRMA Workers Compensation forms which detail maintenance staff and hours worked for this past year. Compared to the rest of Park District staff, the highest risk for injury typically exists in the maintenance department and this process helps determine our PDRMA member contribution.

FOIA

Following the announcement of the mowing and landscape services bid opportunity, staff received and responded to three FOIA requests submitted by Huber Landscape Services, Inc., BrightView Landscapes LLC, and Integrity Landscaping, Inc., inquiring about current landscape providers and pricing. Staff hours and the legal fees from the initial FOIA were included in the January FOIA Cost Summary, and staff hours for the two subsequent FOIA requests that were incurred in advance of February's Board Meeting are detailed on the FOIA Cost Summary that is linked to the February 16, 2023 agenda.

We did not receive FOIA requests for information with the 2020 landscape bid and moving forward, we are working on a procedure to summarize and have all requested documents available on the FSPD website for contractor access. While this will not limit questions directed to staff, it is hoped that it will decrease the amount of staff time and legal review and costs involved with these contractor FOIA requests.

Respectfully submitted:

Audrey Marcquenski
Executive Director

Monthly Department Summary

Department: Administration

Month/Year: January 2023

Daily/Weekly Tasks

Completed payroll and accounts payable and all related tasks.
Contacted vendors/contractors to request updated COIs.
Managed daily correspondence.
Completed all necessary pre and post-Board Meeting actions.
Prepared sign change information, updated LED sign as needed.
Transcribed staff and PAT meeting minutes.
Responded to two separate FOIA requests.
Updated index file on W:// drive to enable monthly Board packet postings.
Prepared winter/spring calendar information for website posting.
Participated in budget meetings.
Reviewed website and requested updates through Visionary Webworks.

Special Projects

Printed and distributed/mailed W2s/updated directions.
Printed and distributed/mailed 1099s/updated directions.
Prepared ACS accumulation report for OSHA purposes.
Attended PDRMA unemployment compensation webinar.
Attended Lauterbach and Amen's annual payroll conference.
Attended PDRMA Path webinar.
Updated deductions for staff paid benefits.
Updated SUTA rate, received 1-5-2023.
Updated SUTA liability for 1-5-2023 payroll, prepared 1-4-2023.
Uploaded W2 file to SSA-BSO and My Tax Illinois.
Reviewed employee deductions with regards to pre or post tax classifications.
Revised 2023/2024 budget, finalized 1st draft for Board review.
Researched LWN and personnel handbook expenses.
Communicated with LWE PPE Office re: 2023 College Scholarship application.
Prepared College Scholarship judging materials.
Assisted Superintendent of Parks with landscape bid documents.
Prepared and delivered PATH power point for January Board Meeting.
Updated and certified Statement of Economic Interests to Will County Clerk's Office.
Reached out to Cook County Assessor's Office to request notification of semi-annual affidavit letter.
Updated LWCHSD IGA, forwarded to School District's Superintendent.
Completed OSHA 300A form, provided to supervisors for timeclock posting, posted at Com. Cntr timeclocks.
Contacted IAPD to update membership list.
Prepare donations and gift basket for various charitable organizations.
Proofed/Approved Consolidated Election ballot received from Will County.

Monthly Department Summary

Department: Park Maintenance

Month/Year: January 2023

Daily/Weekly Tasks

Custodial Building Cleaning	Cleaning and sanitizing our facilities daily, per building use schedule, and work requests. Disinfecting with the mister is also done on an as needed basis "Covid calls".
Garbage & Litter	Ongoing: Weekly (more when needed) garbage cans are emptied District-wide. Extra litter picking
Signboard Changes	as needed
Respond to public questions & special requests	I am working with two scout troops. One for a dedication bench. The other for a tree planting for Arbor Day.
Administrative	Invoices (submit & code to proper line item) are done weekly. Front desk staff continues to provide schedules and calendars for maintenance and custodians (Thank You). Payroll every two weeks. Monthly PBDs. Signing checks. Writing & prioritizing budget lists. Attending IPRA conference and volunteering for the Parks and Natural Resources Section of the session selection committees.

Special Projects

Buildings	Building checks are done weekly (or more if needed). The Community Room received a few new ceiling tiles. Golf Course mail is picked up and dance deliveries are brought over to Mary Drew.
Parks	Equipment maintenance and adding water to the Champions Park ice rink. Keeping facebook and the front desk up to date on when the rink is skatable and not skatable.
Schools	I continue working with new maintenance superintendents for Lincoln-Way School District 210 and Summit Hill School District 161.

Audrey and the Board of Commissioners,

Thank you for the allowing us to attend the annual IPRA / IAPD state conference. It was nice seeing some people I have not seen or worked with in years, as well as colleagues from our neighboring districts and Lincoln Way Special Recreation Association that we call or email often but rarely get to see face to face. It was also nice volunteering and helping out.

There were two sessions, I attended that were very good that I will be following up on.

1. **What Nature Centers can do to Boost Your Programming.** I will be asking the Will County Forest Preserve for their advice about our nature center. Audrey and I have discussed ways we need to give our facility a boost and new life.
2. **Celebrate Your Nature Preserve: Not Just an Ordinary Park.** I will be looking into steps needed to register some of our areas with the State as an official "Nature Preserve" in the future. It might be something for us to brag about in a Gold Medal Video, or Distinguished Agency application someday.

The other session was not that great (just a sales pitch), but the keynote speaker was pretty good too.

I appreciate the opportunity for Marlon and me to attend.

Thank you,
Ed Reidy
Superintendent of Parks
Frankfort Square Park District
7540 W. Braemar Lane
Frankfort IL 60423
815-469-3524 x 312

www.fspd.org



Marlon Medina
Assistant Superintendent of Parks

First, I would like to thank Frankfort Square Park District and the Board of Commissioners for providing me with the opportunity to attend the 2023 IAPD/IRPA Conference. I attended Friday's sessions and it was a great learning and career experience.

I attended three sessions and the exhibit hall where I talked to vendors and brought back ideas that can possibly help us at Frankfort Square.

My first session was "Help! My Staff Are All So Different" where they talked about how you may have a staff that has a wide array of different ages, personalities and life experiences. It helped me to think more about using people for their strengths and how different opinions can sometimes bring better solutions to problems.

My second session was "Move the Needle: Increase Your Productivity and Optimize Your Time" which talked about getting more done effectively in a shorter time. They showed us examples of time blocking, the Pomodoro Effect, and apps to help with time management.

My third session was called "Effective Delegation" where they broke down how to train and trust your staff with responsibilities. How we should understand our staffs' mindsets on problems and recommend a solution. The presenter spoke on first gaining trust and getting the right qualities in yourself in a leadership position before leading your staff. It was my favorite session because he spoke about how we in the park district are the most important in the community as we provide programming and experiences for people of all ages, from toddlers to seniors. He was a motivational speaker, and his quote was "I believe every individual, every neighborhood and every community is one idea, one voice, one action, one person away from being a better tomorrow than it was yesterday."

Monthly Department Summary

Department: Recreation

Month/Year: January 2023

Daily/Weekly Tasks

Recreation

- * BAS rosters sent to Summit Hill weekly.
- * Printed and distributed program roster.
- * Developed and distributed staff schedules.
- * Developed and distributed calendars for hall monitors.
- * Developed flyers to promote programming.

Square Links

- * Met with owner of Jimbooo's to review Square Links kitchen layout.
- * Received estimates from owner of One Up Signs, for signage with new golf course name and logo.
- * Final preparations were made for the Tinley Golf Show
- * Developed Super Bowl Sunday golf flyers.

Managed outside group usage at LWN F.A.N. Program

- * Baseball / Softball teams are back practicing at F.A.N.
FSBL Baseball / Saturday / Sunday Noon-5, Fitness room Thursdays 4-5:30
Frankfort Fusion Softball / Sunday evenings
Blue Demons Baseball / Monday & Friday afternoons.
- * FSPD fast pitch softball camp for girls is on Saturday mornings at LWN.
- * FSPD Winter Spin Camp program on Wednesday evenings.
- * Lincoln-Way Music department is using the Main Gym on Friday evenings & all day Saturday.
- * Wildcat, Shamrock and Explosion Basketball continued to practice in the main LWN gym.
- * Dance Studio is busy Monday-Thursday, Zumba (2x) Hatha Yoga, Chair & Recess Yoga.
- * Wildcat Wrestling is practicing 3x per week (T/TH/Sa)
- * 20 additional FAN hours were added during the Holiday School break.
- * Park District programs started in January that included Winter Spin Camp, Girls Fast Pitch Softball Camp, and adult fitness classes – Zumba, R.E.C.E.S.S., Chair Yoga, and Hatha Yoga.
- * Tuesday nights at F.A.N. have been busy with 7–8-year-old wrestlers, basketball teams, and badminton, pickleball, and volleyball players.

Preschool

- * Held preschool open house on Tuesday, January 24.
- * Contacted the Frankfort Public Library to request a storytime visit.
- * Updated preschool hallways with children's art projects including ocean mural, snow owls, and bulletin board.
- * BDCs Co-Director, visited the 3-year-old class on Tuesday, January 31 to teach the students dance moves. She also brought show and tell items that included dance shoes and costumes.

Special Projects

- * Met with brochure graphic artist to discuss brochure timelines.
- * Met to discuss program entry needs.
- * Met to discuss how to streamline dance competition and costume fees.
- * Recertified as AED/CPR instructors through the American Heart Association.

Monthly Department Summary

Department: Front Office

Month/Year: January-23

Daily/Weekly Tasks

Answered phones and took 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.

Weekly double-checked new BAS enrollments paperwork and provided copies to the office & Mary Drew.

Reserved, updated, or deleted programs and reservations in RecTrac to appear on the facility calendar.

Balanced for the month of January and put balance worksheets in order by date.

Ordered office supplies based on department needs.

Balanced each morning from both web and in-house transactions.

Completed dog park renewals and updated shot records. Emailed households that were due for new shot records and deactivated households that have not responded.

Entered bank deposit cash or check information from previous business day sales into Davis Bancorp website for deposit pickup. Reconciled pay codes.

Respond to all info@fspd.org email inquiries.

Sent weekly schedules/calendars to Ed for indoor usage and outdoor field usage with specific room details.

Filed applicable programs in the brochure in numerical order for reference and filing at the end of the season.

Cancel change request forms for each program: completed/processed. Called patrons, provided refunds, updated RecTrac/brochure/web.

Daily FAN cash input. Filed F.A.N. daily drop ins.

Secured rental supervisors as needed. Reviewed supervisor checklist, followed up/returned security deposits.

Filled out PDRMA alcohol waivers for rentals, as needed.

Monitored website, turned on and off programs as applicable.

Prepared BAS school rosters. Organized onto Excel per school, weekly emailed rosters to main contact.

Reserved Scout and HOA group's facility dates.

Ran duplicate household report. Merged households into most current.

Special Projects

Input reservations into RecTrac for our monthly calendar meetings. Changed & updated as needed.

Followed up with Scout and Homeowner groups that had outstanding balances after the new year.

Updated the Getting to Know You form for preschool registration.

Prepared ELC preschool registration packets for 3 & 4 2023-2024 school year.

Accepted 17 ELC preschool in-person registrations that began 1/27. Opened 2nd 3 & 4-year-old classes.

Offered Pre-registration to our Preschool Prep class on 1/26.

Continued winter F.A.N. pass sales through 1/31. Created new households for numerous patrons.

Ran January F.A.N. pass membership expiration report. Contacted members whose passes expire next month.

Cleaned up website, turned off all programs that started.

Created BDC Company dance installment billing template.

Calculated 34 different fee sets for Company dance competition fees.

Linked the Company dance installment billing template to the 34 different fee sets and codes.

Managed dance registration - Processed dance classes, competition fees, & started taking costume fees.

Coded all Company competition dancer fees for each level.

Coded Company dance costumes.

Assembled Company dance folder with various payment information on all Company levels.

Completed December billing and processed all payments.

Completed Mary Drew & LWN facility indoor billing for the month of January for every team & group rental.

Ran outstanding debit report, contacted households for payment. Ran credit report every quarter to follow up.

Balanced rentals from GL codes for the previous month.

Scheduled teams for indoor usage. Accepted and verified facility usage paperwork.

Ran credit card authorization check for all cards on file that utilize installment billing.

Updated credit cards on file that utilize installment billing as declines occur or patrons notify the front desk.

Ran installment billing and charged all credit cards for preschool on 1/20.

Linked dancers card on file on 1/22 if they have not called the office or made 1st dance competition payments.

Ran installment billing and charged all credit cards for Company dance on 1/25.

Ran GL reports for installment billing.

Double checked all Sweet Heart Dance participants had a special guest of choice enrolled with them.

Updated reference sheet on bulk refunds for childcare programs.
Continued to reach out to different keys companies.
Followed up with T-Mobile on outdoor hot spot package that is most compatible to the Park District.
Reached out to other Park Districts regarding their registraion process for dog park usage and gardens.
Monitored co-op program registration via web and adjusted numbers as needed.
Updated and began accepting forms for next year for rentals.
Boxed up last year's rental forms for storage.
Reviewed cybersecurity requirements through PDRMA website.
Coded a second 3 & 4 year old preschool class for the 23-24 school year.
Created a 3's #2 and 4's #2 new registration form.
Calculated and double checked Company costume fees were all a \$12 surplus.
Manually adjusted Company competition payments based on dancer changes to certain competitions.
Inputted Illinois State Police dates into RecTrac to appear on facility calendar.
Started & completed 2 tickets in RecTrac. (FAN transaction and golf cash drawer installation.)
Created 2 new reference sheets from RecTrac training (cancel change form & selling lost pass to an inactive pass holder).