

## **EXECUTIVE DIRECTOR'S REPORT AUGUST, 2015**

### **ADMINISTRATION**

First and foremost, Thursday's meeting will be held at Square Links Golf Course, as determined during the May, 2015 organizational meeting. The Board Meeting will begin at our usual 7:30 p.m. start time. Deb Cancialosi and kitchen staff will have sandwiches and a salad available prior to the meeting, beginning at 7:00 p.m.

The big news is that the Lincoln-Way School Board approved closing the Lincoln-Way North High School in 2016. I have had preliminary conversations with school administrators regarding the continued availability of athletic fields, both indoor and outdoor. I will meet with LWCHS Superintendent, Dr. Tingley, in the coming weeks to begin discussions on these opportunities.

On a brighter note, the Park District has improved and occupied Mary Drew School. The Summer Dance Camp program used the new dance floor and mirrors in July. The dance program's open house will be held on Thursday, August 27<sup>th</sup>, from 6:00-8:00 p.m.

The Before and After School Program's (BAS) open house was held on Thursday, August 13<sup>th</sup>. Staff did an exceptional job of moving and setting up this new wonderful opportunity. Day Off Escapades, a precursor to BAS, is using Mary Drew the week of August 17<sup>th</sup>.

The Wildcats cheerleaders have taken advantage of the new space and mats for their fall practice.

Storage has been in short supply in our recent history, therefore, another tremendous benefit is the additional storage Mary Drew School offers to the District for craft supplies, sports equipment, and permanent record archives.

The Mary Drew Community Open House event will be held on Wednesday, September 23<sup>rd</sup>, from 6:30-7:30 p.m. Please set aside the date to attend this event.

Staff will be meeting in October to discuss all the possibilities this facility offers.

The audit field work, as previously discussed, was completed in a timely fashion. The first audit, I was informed, requires several weeks of form set-up that will not be necessary in subsequent years. I anticipate that the final document will be available and presented at the September 17<sup>th</sup> Board Meeting.

The preliminary risk management evaluation, LCR mock review, was completed by PDRMA representatives on July 30<sup>th</sup>. I am providing the positive summary provided by Gerrit Prince, PDRMA Risk Management Consultant. The Park District has some exceptional staff, and the level of ability to take the District from past to the present level of completion is truly amazing. Special recognition should be provided to Audrey Marcquenski, Director, who willingly accepted the responsibility of the District Safety Coordinator, Ken Novak, Risk Manager/permanent part time employee and recent hire who offered a wealth of valued experience, and Arliss Bouton, Assistant Safety Coordinator, who also focused on risk management. All staff contributed time and talents, and should be commended for the completion of required training, and also for changing the culture of District-wide risk management.

I notified Board Members of the rollover accident that occurred since we last met. The employee, although not operating in a designated area, was not seriously injured due to the training and correct use of rollover protection and seat belts. These safety measures have always been the standard and rule, but have been positively reinforced over the past year.

Our primary task, requiring completion prior to our formal review in 2016, is an audit of all existing playgrounds. Ed Reidy, Superintendent of Parks, is a qualified CPSI inspector with previous experience with the required PDRMA audit, and will complete this task over the upcoming months.

We are happy to report that the new Ford Explorer has been received. Recreation and office staff are appreciative of this new vehicle. I am thankful we have traded away the 15-passenger Pace vans that represented a safety exposure in the transportation of program participants and staff. The new, well-designed 8-passenger Transit Van will offer a safer, simpler option for our minimal program participation transportation needs.

The financial position of the District continues to be evaluated. Representatives from both Robert W. Baird and Chapman and Cutler have consulted on available options. I will review communications at Thursday's meeting.

I have also been working with staff to evaluate existing facilities, potential improvements, and needed capital repairs. A general listing of potential projects and improvements was previously provided to Board Members.

We have had no requests for information through the Freedom of Information Act over the past month.

The Park District was contacted by a resident related to the increase in property taxes, and staff made best efforts to address her concerns.

Construction of previously approved senior townhomes is moving forward at the corner of St. Francis Road and Pine Hill Road, adjacent to Kiwanis Park. The Park District signed off on the project, accepting a developer donation for this development in unincorporated Will County. This is the first issued single family building permit in the past several years. The Park District will assist in facilitating necessary permitting with the Village of Frankfort, and construction should begin in the coming weeks. I am concerned about the close proximity to the existing baseball diamonds.

### **MAINTENANCE**

Improvements and repairs have been made to the District's 9.9 miles of bike/walking paths. The contractor has cleaned and filled cracks. Spot repair has also been completed at various locations.

Staff have been retrained, in an effort to review the previously mentioned rollover accident, ensuring there is no misunderstanding in job expectations. A representative from PDRMA evaluated the accident report, equipment, and location. PDRMA concurred with the District's actions taken after the accident.

### **RECREATION**

A herculean effort was made to move programming, equipment, and technology to Mary Drew School.

New Director of Early Childhood Programming, Pam Kohlbacher, with staff assistance, has become acclimated to rehiring staff, preparing lesson plans, and readying for the start of the new school year.

The last in the Summer Concert Series is scheduled for Tuesday, August 18<sup>th</sup> at the Island Prairie bandshell, and marks yet another very popular summer activity. We attribute the increased attendance and are grateful for the *Frankfort Station*'s coverage of our concerts, along with staff efforts on social media, getting the word out about these offerings.

Fall registration, which began on August 3<sup>rd</sup>, is well underway.

### **INFORMATION TECHNOLOGY**

Major projects completed and undertaken in the last month include:

1. NOVAtime biometric time clock installation at Mary Drew and Lincoln-Way North schools
2. TV/Wii installation for BAS program at Mary Drew
3. Computer lab installation and purchase of laptop computers for BAS use at Mary Drew
4. Key fob and code lock system implemented to improve overall facility security
5. Social media employee, Colleen Hassel, completing numerous postings related to Park District activities

### **SPECIAL RECREATION**

Staff will attend the annual SSSRA golf outing on Friday, August 21<sup>st</sup>, at Coyote Run Golf Course in Flossmoor.

### **GOLF COURSE**

Plans are underway to increase awareness and marketing of our first-ever Oktoberfest event.

High school tryouts have generated a large amount of play in the past weeks.

Trees have been planted along the first fairway.

### **OFFICE**

New this fall was the availability of online registration for the BAS program through the District's WebTrac registration system. This online opportunity was requested by parents of BAS students, and has eliminated the need to complete the necessary weekly in-person registrations at the Park District office.

The Park District recently welcomed new office staff member, Julie Hein. Julie comes to the Park District with a wealth of office experience, and as a Park District resident, is also a knowledgeable community resource for our patrons.

Respectfully submitted:  
Jim Randall  
Executive Director