

**EXECUTIVE DIRECTOR'S REPORT**  
**JUNE, 2017**

**ADMINISTRATION**

With the staff changes comes the responsibility to change check signing authority. Signature forms for Park District bank accounts will be circulated at Thursday's meeting.

Consideration of Prevailing Wage Ordinance 17-06-304 is included on the agenda. This a required annual process.

I was interested to find that the contracted prevailing wage is only required for new construction. Contracted maintenance is at vendor discretion for paid wages.

Included under legal is the authorization for two year loan refunding, Ordinance No. 17-06-305. This is the most affordable refinancing of the existing debt.

I have included Ordinance No. 17-06-306, authorizing the disposal of equipment. Kankakee Truck Equipment has submitted a proposal to purchase all excess Park District equipment, excluding the golf course deep tine aerator, for a price of \$44,000. In turn, the Park District will purchase a new Ford chassis and custom bed truck through Kankakee Truck Equipment, with a cost for the new vehicle and improvements not to exceed \$4,229. The proposal saves the District auction costs that would be at or about 10% of the sale price, or \$4,400. I believe this to be the most economical and efficient option.

A copy of the Personal Handbook, revised by Ancel Glink to reflect recent changes in state and federal legislation, was provided at the May meeting, enabling review prior to consideration. Additional minor revisions were addressed by legal counsel, and a final copy will be presented at Thursday's meeting for Board consideration.

We continue to work with the University of Illinois on the development of an upcoming survey and report. Board Members will receive a draft prior to public distribution.

I will provide a report, with Audrey, early next week regarding separation from SSSRA and membership with LWSRA. It is my considered opinion that there is no benefit in delaying this decision, and at Thursday's meeting, I will recommend providing notification to SSSRA regarding our intent to separate. Once this notice is given, we have one year prior to transiting to LWSRA. Audrey will be in attendance at Thursday's meeting to provide added clarification.

**MAINTENANCE**

We have been interviewing candidates for both the Assistant Superintendent of Maintenance and Lead Park Maintenance positions. It is highly likely that we will be in a position to notify Board Members of our new employees at Thursday's meeting.

**RECREATION**

Summer is upon us with a full slate of activities and a June 12 start date for Summer Day Camps.

The first Local Showcase Community Concert at the Island Prairie Bandshell will take place on Thursday, June 22, with a performance by the Dixie Bandits. June 27 will kick off the Summer Concert Series, with Spoken Four will perform. Both concerts begin at 7:00 p.m.

## **INFORMATION TECHNOLOGY**

We are pursuing access to the Hilda Walker tower that would allow internet access to security cameras anywhere within our District.

The new smart board table is under construction. Installation will require saw cutting the floor for placement of conduit.

## **SSSRA**

John Keenan will begin representing the Park District at the SSSRA meetings beginning Thursday, June 22.

## **FINANCE AND PLANNING**

Fieldwork for the annual audit will commence on Tuesday, June 20. A complete report will be provided in August or September.

We are in receipt of our second major tax distribution, extended June 8, 2017. No TAW funds were required to date.

## **GOLF COURSE**

The Free Day of Golf was held on June 10. I will update Board Members on the event during Thursday's meeting.

June 10 also signified the availability of hot dogs through the clubhouse restaurant, and ice cream is also available.

## **OFFICE**

Diane Meister continues to transition duties to both Bonnie Roach, Office Manager, and Audrey Marcquenski, Director.

## **RISK MANAGEMENT**

Staff continue to ensure PDRMA compliance is at the forefront of Park District operations.

Respectfully submitted:

Jim Randall

Executive Director