

EXECUTIVE DIRECTOR'S REPORT
JULY, 2017

ADMINISTRATION

Please note; the July agenda includes a public hearing on the 2017/2018 Budget & Appropriation Ordinance. If Board Members have questions related to this document, please contact me directly. I am asking for adoption of Ordinance No. 17-07-307 at the July meeting.

I will update Board Members on the transition to LWSRA, pending departure from SSSRA at Thursday's meeting.

The Park District remitted final payment for the 2016-2017 Tax Anticipation Warrants, and two outstanding Toro mower loans.

The Park District also completed the loan agreement, approved at the June Board Meeting, and I anticipate loan proceeds will be deposited in Park accounts prior to the July meeting.

Brian Murray will be providing an updated health insurance estimate, and information will be forwarded to Board Members upon receipt.

I provided mid-month updates detailing resident concerns and Facebook postings regarding maintenance at Lincoln-Way North. We had experienced problems with completion of detail work by the mowing contractor. Park staff responded, corrected the issue, and we will look for a permanent resolution to this matter.

Plans were submitted to the Will County Land Use Department in anticipation of permitting the Community Park Redevelopment grant project. The county recognized flood plain and wetland issues, based on a 1958 survey. The Park District is moving forward on actions necessary to begin construction. Best guess is it will be an additional six weeks and will require a flood plain delineation and wetland review by the Army Corps of Engineers. I will keep Board Members updated on project status. My current goal is to complete the new community gardens and excavate and install base for the bike/walking path extension.

The community-wide survey is in printing, and will be delivered to residents in July or August, with results to Board Members in the fall.

The audit is complete, and will be available for Board review in August or September.

I was contacted by the Joliet Diocese related to the land lease of property adjacent to Julian Rogus School. It would be my recommendation to discontinue this lease, eliminating the annual payment and maintenance. We have moved all FSPD-sponsored programming to LWN or other park/school sites.

Ed Reidy and I met with the Village of Frankfort employee, Tony Moretti, regarding progress at the north sewer plant. Work is ongoing, and is still anticipated to be completed by 2019. The next step is connection of the north plant in Frankfort Square to the west plant, adjacent to LWE High School.

Many projects have been, or are in the final stages of completion, including the following:

1. Community Park tree planting
2. Square Links Hole #7 fairway renovation
3. Nature Center painting
4. Arbor painting
5. Community Center fascia and soffit repair/repaint
6. Square Links cart path paving at
7. Mulch bin fencing and windscreen at Kiwanis Park
8. LWN well and irrigation repair

Pending projects include:

1. Cogeneration backup for computer servers and network
2. Community Center garage roofing
3. Community Park sign replacement
4. Odyssey Park landscaping
5. Kiwanis Park directional bore water line
6. Golf Course directional bore water line
7. Bike path asphalt repair/hot tar crack patching
8. Kiwanis Park curb cut
9. Fibar installation
10. Board table completion
11. Board table IT wiring

MAINTENANCE

I am most excited about the new hires, Bill O'Shea, Assistant Superintendent of Parks, and Luke Deuser, Lead Park Maintenance, formerly the Park Foreman position. Ed has done a commendable job, but these two full-time maintenance employees will provide much-needed support.

RECREATION

The fall brochure is off to the printer, and will be delivered to residents' homes in late July.

John Keenan has been working with the ELC staff on some structural changes to the program based on enrollment.

INFORMATION TECHNOLOGY

Staff continue to be pleased with contracted service by B Practical Solutions. Dave Gorke has become part of the staff, anticipating potential problems rather than reacting to them.

SSSRA

I will orally update Board Members at Thursday's meeting.

GOLF COURSE

Hot dogs and nachos are successfully being sold at Square Links. Staff is hoping to gradually expand this opportunity.

The Free Day of Golf is advertised for September 30, and the Park District is soliciting sponsorship for the College Scholarship Program.

I will update Board Members on our beverage donation program at Thursday's meeting, and would also request \$1,000 from donation proceeds for sponsorship of the LWSRA golf outing. LWSRA has been exceptionally supportive of our District residents.

OFFICE

We have been truly lucky to have employed Diane Meister, Office Manager/Bookkeeper, for the past five years. Diane first employed in the front office, brought a wealth of knowledge and experience that moved the entire District forward in all areas of operation. She was always willing to accept any task, and has spearheaded renovation of RecTrac, NOVAtime payroll system, and managed Park District accounts with exceptional detail.

Diane, in her professional manner, has transitioned responsibilities to Audrey Marcquenski and Bonnie Roach, and I find comfort in that she is only a phone call away.

We tend to focus on staff concerns, but have limited conversation when people do their jobs exceptional well. Diane is an exceptional person first, and we are a better District because of her efforts, and we wish her well in her retirement.

RISK MANAGEMENT

The revised OSHA manual is provided for Board review. We will ask for formal adoption at the August meeting.

WELLNESS

Staff are being offered the opportunity for a health screening provided by Ingalls Occupational Health Program. The HealthAware screening includes biometric measurements (blood pressure, height, weight, waist, and neck circumferences), and a fasting blood test that includes a lipid profile and diabetes test. This is a voluntary screening, and will be conducted at the Community Center on Thursday, July 27.

Respectfully submitted:

Jim Randall

Executive Director