

EXECUTIVE DIRECTOR'S REPORT
JUNE, 2018

ADMINISTRATION

The good news is that since we last met, the closing on referendum proceeds was completed, and the first primary tax installment was received from Will County. All funds are fully insured, and all primary Park assets are held in interest bearing accounts. I am exploring large term CDs for referendum proceeds that are not immediately needed.

The Park District will remit payment for previously extended tax anticipation warrants on or before June 30.

Included on the June agenda is the adoption of the Prevailing Wage Ordinance No. 18-06-314. This is a required annual action for the Park District.

I am also requesting an amendment to the budget to accurately reflect the annual LWSRA payment. With all the proofing of the two prepared budgets, the payment, less than previous years, was misstated. The amendment requested adjusts LWSRA membership to \$122,227, and reduces corporate capital development by \$59,487.

I would request a brief executive session to discuss personnel.

I am happy to announce the hiring of Matt Tillman as the new Athletic Supervisor. Out of the 30+ candidates that applied for the posted position, Matt has expansive/responsible experience. Mr. Tillman will begin his employment on June 28, 2018.

MAINTENANCE

A summary of maintenance projects and actions will be distributed at the Board Meeting. "Busy" is an understatement, with multiple major projects underway. Additional plans continue on future projects. Combined with a wet/cold spring, it has been a challenging season.

RECREATION

There are strong numbers in Summer Day Camps and other offerings.

Staff did an exceptional job in picking up the pieces after the departure of our previous Athletic Supervisor. John has fielded the brunt of the duties, managing the golf course, F.A.N., softball, and upcoming American Cancer Society's Relay for Life fundraising event that will be held at Lincoln-Way North on Saturday, June 23.

INFORMATION TECHNOLOGY

B Practical Solutions, the District's IT contractor, completed a summary of software, scheduling renewals, and all hardware.

B Practical also participated in the presentation/review by a RecTrac software representative, our primary software, from Vermont Systems.

SPECIAL RECREATION

Audrey Marcquenski, our LWSRA Board representative, attended her first meeting on May 15, 2018, and her report is included on the June agenda.

FINANCE & PLANNING

The intent is to eliminate debt, and in moving forward with this commitment, the balance of loan #1528-70, a 2-year refunding installment contract, will be remitted in whole next month. The remaining 2-year refunding installment contract will be remitted next year, and all non-bond debt will be retired by FYE 4/30/2021. An updated 5-year debt service summary that reflects the 2018 referendum bond and elimination of 2-year refunding loans is included for Board review.

The annual audit will be conducted by the independent firm of Hearne & Associates, with fieldwork scheduled on June 26 and 27.

A customer service presentation will take place on July 11, with 40-50 staff in attendance.

Attorney, Jim Rock of Ancel Glink will meet with several staff to review annual filing requirements, specifically providing an understanding of the critical budget and appropriation ordinance and the annual levy. Board Members are welcome to attend. The session is tentatively scheduled for the morning of July 11, and I will notify Board Members upon receipt of a firm time commitment.

GOLF COURSE

The course is in good shape, however, the weather is a limiting factor in repaired tees not being ready for play.

Homer Tree Service will complete removal of dead trees and pruning in the coming weeks.

Plans are moving forward on correction to the old #7 tee, and a small path/planted area on Hole #1B.

Fall work will include tee repairs to the additional #6, #8, and #9 holes.

OFFICE

Two new staff members were hired to replace part-time staff that previously departed. We will welcome Alyssa Zapata on June 26, and Debbie Klir on July 6.

RISK MANAGEMENT

The Safety Committee meets on a monthly basis to address concerns and evaluate the safety of District programs and properties.

The Park District completed a Spill Prevention, Control, & Countermeasures (SPCC) plan for the purpose of preventing discharge of oil from designated sources, located at the District's maintenance yard and at Square Links Golf Course. This plan, provided by professional engineer, Edward J. Cooney, meets the EPA requirements, and will be posted at both sites.

An infrared inspection will be conducted by Alliant Risk Control Services on June 19. This is a free service provided by PDRMA. Infrared imaging equipment will check electrical equipment to ensure heat signatures fall within normal ranges, and if a problem is detected, the inspector will provide recommendations for repairs or improvements.

WELLNESS

A second annual employee wellness assessment will be scheduled in July or August.

Respectfully submitted:
Jim Randall, Executive Director