

EXECUTIVE DIRECTOR'S REPORT

JUNE, 2021

ADMINISTRATION

We are in receipt of the 2021 community-wide survey responses and comments to open ended items. Staff are reviewing draft documents and the final document will be forwarded to Board Members in advance of Thursday's meeting.

Jarrold Scheunemann, of Campfire Consultants, who completed the described survey and summaries, will be in attendance on Thursday to provide Board Members with an overview of the documents.

The Tax Anticipation Warrant will be extended Monday, June 14, and proceeds will be housed in the Park District money market account. The next distribution of funds for payroll and payables will be Thursday, June 17, the same day as the next scheduled tax distribution.

The long-anticipated registration software upgrade has been completed and is up and running. Staff are becoming more comfortable with the program and are prepared to answer and provide "help desk" information for Park District residents.

As previously noted, many benefits will be provided with this new software through improved reporting and the ability to enable remote registration for program users from any device. This took tremendous effort by Bonnie Roach, Office Manager, Remote Bookkeeper, Diane Meister, and the District's IT Contractor, Dave Gorka.

The annual audit has been completed, and the report will be available in coming months. The Bookkeeping Team, led by Audrey Marquenski and supported by Linda Mitchell's recovery of necessary records, greatly aided auditor's efforts. We are very happy with Lauterbach and Amen's staff and professionalism.

As I am writing this report on Friday, June 11, 2021, the State has yet to release an update or revision to COVID guidelines. We anticipate a change today, but as has been the practice, we will absorb and look for direction from our risk management provider, PDRMA, on how best to move forward.

Interviews have been completed for the new Recreation Supervisor, and I hope to announce this new hire at Thursday's meeting.

You are in receipt of the May Treasurer's Report that is reflective of the lack of tax distributions normally received. We will have a tax distribution the day of our June Board Meeting, but it is yet to be determined at what level funding will be provided over the upcoming year. I will update Board Members as this develops.

Brian Murray, our health insurance agent, has asked that the Park District join the Illinois Restaurant Association to receive the benefit of discounted health insurance at our about 5% annually. We are completing the process and look forward to the benefit.

As previously noted; the rendering of a potential mural will not be available at the June meeting, but hopefully completed for the July meeting. Staff have been upgrading the landscape around the Community Center that will include installation of a seating area adjacent to the Splash Park.

MAINTENANCE

A bid for asphalt work has been completed, and the intention is to complete renovation of paths in Brookside Glen, along with an addition to the Square Links parking lot that was excavated and stoned last year.

We are looking at an expansion of our path system through Champions Park, with excavation and stone work this year and paving next year. This practice is employed to provide a stable base prior to paving.

Parks are well-maintained, but we are continually challenged to keep up with all the repairs and actions necessary to keep things in good order.

The truck, previously approved for purchase, will be delivered on June 18. Again, we are trading two older vehicles in exchange for one new one. The fleet has been reduced with the change in direction of the Maintenance Department.

We continue to work on determining excess equipment and hope to include little or seldom used equipment in the fall auction through Russo Power Equipment.

RECREATION

Recreation is spooling up with day camp getting ready to return and lots of fall activities in the planning stage.

Nicolette Jerik, Recreation Supervisor, hosted a successful ice cream social with over 160 residents in attendance.

Fields have been full with baseball, and paths have been full with users. One benefit is the access to Lincoln-Way North stadium that has a unique blend of people of all ages simultaneously using the field and track for a variety of athletics.

SPECIAL RECREATION

Audrey Marcquenski will be attending the monthly LWSRA meeting on Tuesday, June 15, and an oral report will be provided during Thursday's meeting.

GOLF COURSE

We are installing a larger window at the Square Links clubhouse that will allow viewing of a flat screen TV that will promote our Toptracer program.

The golf course still remains popular, with increased use reflective of all the innovations completed in past years. I have received many positive comments related to staff and John Keenan, Superintendent of Recreation, should be commended for innovation and training from which residents and users have benefited.

OFFICE

I spoke with detail about the registration software upgrade, but we have both the phone system upgrade and server transition to a Cloud-based system planned for this year. We will be moving forward on both of these improvements in coming months, but are giving the registration software upgrade a chance to settle before adding any additional changes.

RISK MANAGEMENT

We met and toured parks and facilities with our new PDRMA representative. A summary report was provided following the meeting.

Staff have been working to keep up with safety requirements and training. This is an ongoing process as staff return from furlough.

Respectfully Submitted:

Jim Randall

Executive Director