

EXECUTIVE DIRECTOR'S REPORT

JULY, 2014

ADMINISTRATION

The Budget and Appropriation Ordinance is included on the July agenda, and has been reviewed and revised in accordance with the latest Illinois State Statute. Park district counsel, Ancel, Glink, Diamond, & Bush, performed this service. I would ask for adoption of the ordinance, and it will subsequently be filed electronically by park counsel. We had previously been filing original certified copies with Will and Cook Counties, but were notified electronic filings will suffice.

I previously notified Commissioners that Bob Guler, past Commissioner, Treasurer, Golf Course Manager of Operations, and current Bookkeeper, not unexpectedly, resigned, providing two weeks' notice. Diane Meister, Office Manager, assumed Bob's duties. I cannot impress how beneficial and invaluable Diane and her experience has been, moving the office forward, correcting deficiencies, advancing the training of office staff, maximizing technology, and improving the district's professionalism at our front door.

In adding payroll and accounts payable responsibilities to her job description, I have dramatically expanded her position with the park district. I would ask for an executive session at the conclusion of Thursday's meeting to review a personnel issue.

Staff are moving forward with payroll hardware and software changes. Staff members met with Frank Moran, Account Representative for ITR Systems, to review transition details and develop a plan for implementation. Staff have been tasked with reviewing our existing payroll listing, providing payroll rules in accordance with park district policies, and other related data that will be used in this new system. The tentative plan is for the upgraded system to be in place by mid to late August, initially tested on full time personnel, then transitioned to all staff by early September.

The OSLAD grant application for the Community Park Redevelopment project has been submitted, and we should be contacted in the fall regarding our application status. Hopefully, we will be invited to make a presentation in Springfield, leading to the award announcement after January 1, 2015.

I was notified of a public meeting to review the Village of Frankfort's long range plan for water and waste water treatment servicing our district on Monday, July 21st. I have had discussions with Mayor Holland about a previous plan to consolidate treatment to the Frankfort facility. I will update Board Members at the August meeting.

The audit has been completed, and Greg Miller, CPA with the firm of Wermer, Rogers, Doran and Ruzon, will meet with Commissioner/Treasurer, Craig Maksymiak, in advance of Thursday's meeting.

Staff and Board Members, attending the National Recreation and Park Association Congress will "early bird" register prior to August 1st. A preliminary itinerary will be provided at the August meeting, and will include flight, hotel, and Congress information. If acceptable with the Board, I would use a park district vehicle to decrease costs that would be incurred by air transportation.

The park district has gone digital with new two-way radios, repeater, and advanced antenna. I worked out a deal with the Village of Tinley Park purchasing our old analogue frequency for \$4,200, allowing the replacement of all old analogue equipment with new digital radios. The park district previously purchased six units, repeater, and antenna. Sale of the old licensed frequency will allow for the purchase and replacement of fourteen existing truck-mounted handheld units.

We have experienced an uptick in vandalism and loitering at Union Creek Park. This is not related to the Skate Park facility, which is closed in the evening. Skaters and bikers have been supportive of park district personnel. Typical with past similar issues, this area has become a hangout, and youth have vandalized pop machines and park district facilities. We have been in contact with the Chief Neubauer, Tinley Park Police Department, and evening patrols have increased. We have also provided video of vandals damaging the pop machine. Hopefully, information provided will lead to arrest, prosecution, and restitution.

I continue to have problems with area day care facilities using park locations for large gatherings of their participants. This occurs primarily at Union Creek Park, but similar issues have occurred at other locations where busloads of children, numbering approximately 30-100, are dropped at a location, overwhelming the site and facilities, primarily the restrooms and picnic areas. The park district has notified these groups that pre-registration and permission is required. I will be posting notice of these requirements at popular sites in the coming months. I would appreciate any input Board Members may have on this recurring issue.

The much anticipated 40th Anniversary Celebration is scheduled for Saturday, July 26th. The Summit Hill alumni band will provide an afternoon performance, concessions at 1970's pricing will be available, and Don Gray's Briggs Street Band, will perform during the evening. Various fun activities are planned throughout the day, highlighted by the Melrose Pyrotechnics fireworks display. All appropriate permits have been secured, and residents surrounding the park site will be notified of scheduled activities.

Staff members have been doing their best to secure past Board Member addresses and will be sending invitations to the 40th Anniversary Celebration. We have no formal program planned, but will prepare a sign recognizing past Commissioners. We are open to any ideas that board Members may have for this event.

I would also ask to add legal to the executive session at the conclusion of this meeting.

MAINTENANCE

Severe weather delayed routine maintenance, with crews working to clear downed branches and trees.

Completed projects include:

1. Garage floor re-surfacing
2. Pole barn door replacement
3. Installation of in ground irrigation moisture monitoring
4. UC fields #1-#4 fence painting
5. UC concession and restroom painting
6. UC picnic shelter, restroom, and bandshell painting/staining
7. Community Center and golf course parking lot patching

Pending projects include:

1. Community Center roof repairs
2. Natural area evaluation by Cardno
3. ADA compliance inventory by LandTech
4. Evaluation of backup electric generator
5. UC field #5 fence painting
6. LWN JV baseball field turf renovation
7. Indian Boundary South Park bioswale completion
8. UC and golf course bridge foundation installation

Pending new equipment:

1. New wide area mower
2. New Toro 4300 mower
3. New F-350 truck

Staff have been replenishing fibar/wood mulch at all playgrounds throughout the district. Rental equipment, a bark blower, is being used to create a cleaner, more efficient method to this recurring project.

BEAUTIFICATION AND NATURAL AREAS

Staff have propagated and planted many native plugs in various areas throughout the district. A drainage swale has been graded behind Frankfort Square School in Indian Boundary South Park and native plants were installed.

Native management and maintenance actions are ongoing and too numerous to mention.

I received a complaint call about the native planting at Hunter Prairie Park, but the real concern was the playground and lack of new equipment. This has not been on the park district's radar for replacement, but I asked this individual to formalize her request. She indicated her neighbors were equally supportive of new equipment. We may receive more input on this issue via email, letter, or attendance during our July or future meetings.

RECREATION

The summer has been full of recreation successes in the normal programs of Summer Day Camp, Sunshine Pals Play Camp, and other fun offerings.

We have completed our first dog obedience classes at Lincoln-Way North, and this program has been very successful. The majority of program proceeds, approximately \$2,000 in the first 8-week session, are forwarded to Lincoln-Way for facility construction and maintenance costs. I would like to set aside the remaining balance of approximately \$750, to support the LWN J. Kyle Braid Leadership Program, or further scholarship program support. Please consider, and we can discuss this matter during Thursday's meeting.

The fall brochure is complete and will be delivered to residents' homes on or about July 24th.

EARLY CHILDHOOD

Cheryl Martin, Superintendent of Early Childhood Programming, has been busy with the popular Sunshine Pals Play Camp, but also is preparing for the new school year, with start dates for BAS and ELC fast approaching.

INTERNET & TECHNOLOGY

Many advancements include:

1. New servers
2. New battery backups
3. Improved permanent grounding
4. Static dissipative floor installation

We will continue to finalize other projects, and I believe we are still on schedule to launch our new website later this year.

I am investigating electric generator installation to eliminate downtime for our servers, dramatically improving the lifespan of expensive equipment.

FINANCE & PLANNING

Change is inevitable, and Bob Guler's resignation will require the expansion of duties of several staff members. Per previous comments, I am confident we can move forward and improve with a fresh perspective and the advancements in hardware and software.

GOLF COURSE

Staff have increased marketing with a larger billboard on Harlem Avenue, and various paid and free articles in the *Frankfort Station* and other local publications. I will provide a brief financial review during the July meeting.

For the first time in its nine year history, the annual College Scholarship Golf Tournament was postponed due to rainy weather, and was rescheduled for Saturday, July 19th. Fundraising efforts have been very successful, with donations exceeding \$10,000.

The movie "Up", was a new popular activity that attracted more than 200 spectators. Look for "Frozen" to be showing in August.

The restaurant and beverage sales have been exceeding expectations, and I am very pleased with the competent and cohesive staff that Kelly VanHyning and Deb Cancialosi have hired.

OFFICE

New part time office staff were hired, and per previous comments, Diane Meister has done an exceptional job training and implementing needed improvements.

FOIA

Attorney, Rob Bush, from the law firm of Ancel, Glink, Diamond, and Bush, has completed FOIA requests on behalf of the park district. Formal requests for information related to the June 17, 2014 incident at Union Creek Park were forwarded to the Tinley Park Police Department and the Cook County Medical Examiner's Office.

Respectfully submitted:
Jim Randall
Executive Director