

**EXECUTIVE DIRECTOR'S REPORT
AUGUST, 2016**

ADMINISTRATION

The August Board Meeting will be held at Square Links Golf Course at 7:30 p.m. If anyone is unable to attend, please contact me directly.

I will be introducing two newest staff members, Raegan Christy, Recreation Supervisor, and Carter Patton, Athletic Supervisor at the August meeting. In addition, John Keenan, Superintendent of Recreation, will be on hand to provide a report on F.A.N. golf, and other duties.

I would request approval on a minor amendment to the intergovernmental agreement with Summit Hill School District 161. The removal of a single word better represents the provision of indemnification.

The August agenda also includes an investment policy recommended by Park District counsel.

The Board will be asked to approve the addition of a second collateralized money market account with Old Plank Trail Community Bank, and elimination of the Max Safe account. The money market has a higher return, twice that of the Max Safe account. The security and collateralization, up to \$2 million dollars, has been confirmed as secure by Park District counsel.

PDRMA requested that the Personnel Handbook and general use ordinances be reviewed and amended, consistent with current legislation. Both actions are in process, and will come before the Board in coming months.

We are also reviewing developer impact fees, local intergovernmental agreements with community groups/organizations, and mutual aid from law enforcement that covers all areas within our District.

The purpose of evaluation of these agreements is to standardize for consistency. I will update Board Members as these actions move forward. Any changes to existing documents or creation of new documents will be submitted for Board review and approval.

I would ask for approval of a one-time \$400 payment to full time staff, aiding the transition to a new health insurance carrier. Per previous discussion, our insurance agent notified the Park District that Land of Lincoln will no longer offer group coverage. This action forced the quick change to United Health Care. The Park District will benefit from lower premiums, but staff will have higher deductibles, twice that of the previous carrier. Any staff with existing claims will struggle with payment of benefits through Land of Lincoln.

I would ask for approval to trade in a Park District-owned vehicle, valued at \$16,000, towards the purchase of a new Transit custodial vehicle, not to exceed \$21,000. The net purchase price will be at or about \$5,000, and will be a cash transaction.

Legislation authorized in Illinois creates a reporting requirement for stipends provided for attendance at conferences, workshops, and professional development. The new legislation goes into effect on January 1, 2017. Park attorneys are preparing an ordinance to ensure compliance with the new legislation.

The audit has been completed, and the Park District is in good standing. Copies will be distributed to Board Members during Thursday's meeting.

Per previous discussions, the annual CPI used in tax calculations is included on page 50 of the report. Over the coming months, staff will define full time positions, recommend salary ranges, and offer a format based on past years' CPI for annual salary consideration.

Rezoning, to allow beekeeping at Island Prairie Park, is still ongoing. We secured the requested plat, and it is under review by Will County. I will update Board Members when a hearing is scheduled.

MAINTENANCE

Ed Reidy, Superintendent of Parks, has been exceptionally busy. As summer draws to a close, college and high school students will be returning to school.

Ed will present a Maintenance Department report in November, but highlights include:

1. New pole barn roofs
2. Asphalt repair
3. Installation of 450' boardwalk at Island Prairie
4. New dance studio at Mary Drew
5. Implementation of a cleaning plan for remote space at Mary Drew & LWN
6. Oversight of expanded contract services
7. Development of standards for PDRMA Loss Control Review

The two pole barn roofs at the Community Center are scheduled for removal and replacement this August.

Native plugs were installed adjacent to the recently expanded Island Prairie boardwalk.

We are working with the Frankfort Township Highway Commissioner on the acquisition of a new tub grinder.

The Park District is included on the Frankfort Township Road District's asphalt bid for resurfacing St. Francis Road. Our addendum to this bid involves work at Square Links that includes transition grinding, 2" surface to the parking lot, completion of the cart path on Hole #6, and restriping parking spaces on the lot. We had previously solicited pricing and proposals that exceeded \$50,000. It is hoped that lower fuel prices and the larger bid will reduce costs to \$25,000-\$30,000. The bid opening is scheduled for Tuesday, August 16, 2016. I will update Commissioners, potentially asking for project approval if we receive good pricing through this competitive bid process.

I have been working with Olivieri Brothers Architects regarding plans to renovate Kiwanis Park, creating a unique field configuration for T-ball teams, increased landscaping, future restrooms, and a good neighbor approach to the new condos recently completed and occupied. A rendering of these improvements is provided for Board review and comment.

We continue to work closely with Summit Hill School District 161, completing work at Arbury Hills School playground and landscape improvements at other school campuses.

RECREATION

The fall brochure, after many long hours of work, is complete and in the mail. The new F.A.N. opportunity is included as an insert. We are hoping to get some positive local coverage on the fall opening and expansion of service.

Raegan Christy, new Recreation Supervisor, has been working with BAS staff to get things up and running with the new school year.

Carter Patton, new Athletic Supervisor, has been focusing on the golf course, but has also been working with John Keenan on the F.A.N. program expansion.

Park District-sponsored soccer will be held on grass fields at LWN, and players will also have access to the air conditioned portable restroom trailer.

On Monday, August 15th, John, Carter, and I will be meeting with groups and organizations that are requesting space at LWN.

The Park District is taking full advantage of space within Mary Drew School, and the new dance studio has been well received.

INFORMATION TECHNOLOGY

IT has transitioned from the previous contractor to B Practical Solutions. Mark and Dave Gorka, company owners, have been onsite on Tuesdays and Thursdays for the past six weeks, 8-9 hours each per these days. They are both immediately accessible by phone if the need arises.

Diane Meister, Office Manager/Bookkeeper, has accepted responsibility for RecTrac, our primary Park District software program. This system had been severely neglected, and her efforts have been exceptional.

SSSRA

The annual SSSRA golf outing will be held on Friday, September 19th.

Our District has been promoting the idea of expansion/lowering the SSSRA fund balance. This special district has maintained a \$1,000,000+ balance in recent history, and I believe that to be excessive. I will update Board Members as additional information becomes available.

FINANCE AND PLANNING

The Park District remains in good financial position, but we continue to evaluate cost savings and efficiencies whenever possible.

Old Plank Trail Community Bank has agreed to again fund the Park District's annual permitted sale of \$106,000 of alternate bonds (mini bond). Additionally, Chapman and Cutler, Bond Counsel, will provide the annual abatement and mini bond documentation for Board consideration during the October Board Meeting.

I have been meeting with native landscape contractors to explore available service.

GOLF COURSE

It has been a good year, with a good level of play and lower operating costs.

Disease has been more prevalent due to the warm weather.

Since we last met, the bridge at both the golf course and Union Creek Park have been repaired and carpeted.

Drainage has been improved at Hole #6, and a new tee box is being built at Hole #7.

The clubhouse has been well-managed. The POS has been purged of old information, and consolidated to a simpler process.

The new range balls, purchased from Cog Hill have been well-received, but are also disappearing at a greater rate.

Plans are in place for the Free Day of Golf-College Scholarship Golf Tournament, and to date we have received \$7,050 in scholarship donations. A flyer, detailing the revised all golf outing is provided for Board review. This new free opportunity is aimed at generating positive support for our successful scholarship fund and greater awareness of Square Links. I have invited local park districts, surrounding community leaders, school boards and administration, homeowners' associations, and service organizations to participate in this inaugural event.

Golf course staff requested a dress code be instituted, stating that male golfers cannot wear sleeveless shirts while patronizing Square Links Golf Course. I would ask Board Members to consider this request, and make recommendations during Thursday's meeting.

OFFICE

All is in place for the fall registration.

We anticipate increased traffic, due to the new F.A.N. program and BAS starting this week.

RISK MANAGEMENT

The Administration Loss Control Review (LCR) has been completed, and staff are preparing responses to deficiencies. It is amazing how far we have come since first joining PDRMA in January, 2014, creating an improved culture of safety and risk management.

The initial Loss Control Reviews, included extensive in depth analyses of Administration, Recreation, and Maintenance, with Golf yet to be completed on September 9th.

The level of professionalism displayed by staff has been a wonderful experience; and the FSPD will benefit for years to come.

WELLNESS COMMITTEE

The Wellness Committee welcomed two new members, Raegan Christy, Recreation Supervisor, and Ken Novak, Risk Manager.

With the start of the new school year, the committee will kick off new fitness challenges, both for the BAS program and Park District staff. Football-themed initiatives will challenge the students and staff to increase their fitness levels with fun competition and healthy incentives.

Kim Kramer, Ingalls Wellness Dietician and Certified Diabetes Educator, from the Ingalls Family Care Center in Flossmoor, Illinois, will present a health seminar, “Why We Eat What We Eat”, to staff on Wednesday, September 21st. This past January, Kim provided a “How to Start the New Year a Healthy Way”. All staff that were in attendance during this session gained helpful dietary information from her presentation, and we look forward to increasing our health and wellness knowledge with each visit from Kim.

Respectfully submitted:
Jim Randall
Executive Director