

EXECUTIVE DIRECTOR'S REPORT NOVEMBER, 2020

ADMINISTRATION

The recent uptick in infection has impacted the District with the closure of the office and increased attention to necessary protocols. We continue to communicate with staff and the community regarding necessary actions and the current status of programs.

Due to the increase positivity rates in Will County, it has also been determined to be in the best interest of the Board and public to conduct the November and December Board Meetings virtually, via Cisco Webex. Members of the public will have the opportunity to dial in and provide input during the public input section.

At this time, we have one full-time staff member diagnosed with COVID-19, but continuing to work remotely. We are following all necessary protocols prescribed by IDPH, CDC, and PDRMA.

Maintenance staff are completing necessary cleaning protocols and have access to all necessary personal protective equipment to keep them safe.

A testament to our best practices is that, to date, a transfer of exposure has not taken place at a Park District program or between staff. We hope to keep this perfect record as we weather the current storm.

Normally, we would have guests at our November meeting and distribute proceeds from beverage sales at Square Links Golf Course. Current conditions limited sales and the District's ability to continue this practice this year. I notified participants in this program, and indicated that if back to normal next year, this opportunity will resume.

Normally, we would also get our end-of-season update from John Keenan related to golf operations at Square Links. We are still open and will update the Board upon closure in December or January about the very good year we've experienced at Square Links.

The new website is up and running, and Vermont Systems is working to update the online registration section to match the new website design.

Please note; the December Board Meeting will be held on Thursday, December 10 virtually, via Cisco Webex, and in compliance with necessary processes for levy adoption. A Truth in Taxation public hearing will be conducted from 7:00-7:30 p.m. on this scheduled date, and a quorum for both the hearing and scheduled meeting is required.

MAINTENANCE

The outdoor season is concluding, and I've summarized the many actions and projects the staff has completed over the past few months.

Al Grzyb has been a welcome addition to the District, and Bill and Ed have done exceptional work with the new format. We are all happy with the contracted services that have provided a tremendous benefit to the District, and the parks are in the best condition ever. We will review all contracts and amend as needed in the coming months for added improvement.

Plans are already underway for next season.

RECREATION

Staff have been busy at the golf course and Mary Drew.

Golf and dance are our primary opportunities, but Nicolette Jerik, Recreation Supervisor recently added the following youth and adult fall program opportunities: Babysitter Training, Critter Class, Mixed Media, Give Thanks, Dino-Riffic Fun, Upholstery, and Social Ballroom Dance.

Staff are being reconfigured for the winter months. We look to have recreation staff at Mary Drew until Lincoln-Way North is available for use.

We continue to have difficulty securing part-time Recreation staff.

INFORMATION TECHNOLOGY

I believe I previously mentioned server upgrades in a future budget. We are researching options for a simpler yet effective system, and I will update Board Members at a future meeting.

The fire alarm system has been completely upgraded at the golf course. All sensors and monitoring has been replaced in this 25 year old system.

SPECIAL RECREATION

LWSRA staff are completing training on the new registration software in advance of the planned December release.

The monthly Board Meeting is scheduled for Tuesday, November 17.

LWSRA is introducing a new opportunity, Giving Tree, where they are trying to provide all 400 participants with a gift. LWSRA is accepting newly purchased, unwrapped gifts valued at less than \$20 at their building before December 14.

FINANCE & PLANNING

We completed the S&P rating evaluation and received a stable rating as well as an indication that we would be eligible for an upgraded rating if our overall fund balance continues to increase.

We are finalizing all required annual audit filings.

Linda Mitchell continues to follow-up on the CARES Act submittal in both Will and Cook Counties.

GOLF COURSE

We've had a good year with all the limitations imposed on the operation. Teesnap and Toptracer have both been well received assets. Staff have done good work adapting to all necessary changes and new technology.

We look to make some pond improvements this winter to correct irrigation issues. I will orally update the Board on this matter during Thursday's meeting.

OFFICE

The office remains closed, but is making provisions to be available to accept Consolidated Election filing petitions during the required time period of December 14-December 21. We are working on the details of this action, but will be open and available during this period of time.

RISK MANAGEMENT

We are doing our best to stay current on all requirements. The annual Risk Management Institute is being conducted remotely with staff participating in various virtual sessions.

In December, the annual Property/Casualty Council meeting will also be conducted remotely.

Respectfully submitted:

Jim Randall

Executive Director