

# **EXECUTIVE DIRECTOR'S REPORT**

## **JULY, 2021**

### **ADMINISTRATION**

The primary items for the July meeting are the public hearing and consideration of the required Budget and Appropriation Ordinance. These actions are required in the first quarter of our fiscal year, and Board Members are welcome to forward questions in advance of the meeting. After approval, the document will be filed, as required, with the Will and Cook County Clerk's Offices.

All Board Members have been provided the annual audit. Audrey Marcquenski and I will be meeting with auditors on Wednesday, July 14 at 3:00 pm and all are welcome to attend.

I will conduct a park tour for new Commissioner, Frank Florentine on Wednesday, July 14 at 9:00 a.m., and this opportunity is available to all Board Members.

Building permits are up in our area, with home construction on the increase. We are not at the 2007 levels, but it is greater than we have seen in past years.

Another tax distribution will be received from Will County on Thursday, July 15. The Park District has returned to a good financial condition, and we are on schedule to remit the tax warrant payment by the required due date of August 30.

We are also preparing for the return of an annual alternate bond in the amount of \$106,000. This process will create additional Park funds, and with the retirement of the 2002 referendum this January, the overall Park District debt load will be dramatically lower.

Bonnie Roach will be retiring on Friday, July 30. Bonnie has been an invaluable asset throughout her career with the District, especially over the last year. Bonnie has shepherded the District through the RecTrac migration process and has been available to transition Nicolette Jerik into her new role as Office Manager. We are grateful to Bonnie for all her efforts over the years and wish her the best.

Erin O'Brien began her employment as Recreation Supervisor, working closely with John Keenan and Nicolette Jerik. Sue Baker will also increase her part-time role with the District beginning in August.

### **MAINTENANCE**

The level of action in the Maintenance Department is almost too numerous to mention, with progress being made in many areas, as highlighted below.

1. Irrigation is up and running with necessary repairs being addressed at Champions Park.
2. Irrigation is being expanded to Champions Park in support of the practice football field.
3. Painting is on schedule for the exterior of the golf course clubhouse.
4. Work to repair fountain issues at Community Park and golf course ponds continues.
5. Paving has been completed at the golf course.
6. Paving repair was completed at Lighthouse Pointe.
7. A concrete pad was installed for hardscape at the Community Center.
8. Tree planting was completed at Island Prairie Park.
9. Weed control was implemented at high-use athletic fields.
10. Fertilization was completed at high-use areas throughout the District.
11. Playgrounds were assessed and repairs have either been completed, or are in process.

This offers a simple snapshot of the hundreds of actions that are currently ongoing throughout our District.

### **RECREATION**

Erin O'Brien is acclimating to her new position and is becoming aware of all recreation actions. A number of Park District staff, primarily Nicolette Jerik, have been onboarding all necessary information to ensure Erin's success.

Programs are on the increase, and plans are in place for a full slate of fall brochure of activities.

The plan is to return to mailing hard copies of the winter/spring brochure in December.

We anticipate that all indoor youth program participants will be required to wear masks until vaccinations are approved for this demographic.

### **INFORMATION TECHNOLOGY**

The primary focus has been on the RecTrac registration software migration, and staff continue to work on tasks that are specific to our District.

We met with Proven IT to review a new phone system, and more information and an installation schedule will be provided in the coming weeks.

### **SPECIAL RECREATION**

The Leigh Creek South Park Grand Opening on July 15. LWSRA is excited to celebrate the opening of this state-of-the-art, all-inclusive park that is available and enjoyed by neighbors and participants.

LWSRA staff are working hard on summer day camp and other programs that are now available. As they continue to increase in-person programming, they also balance virtual opportunities for those unable to return at this time.

The next LWSRA Board Meeting is scheduled for July 20.

### **FINANCE & PLANNING**

Major items for finance and planning are detailed above in the Administration section of this report.

### **GOLF COURSE**

Square Links continues to report good numbers, and the course is in good condition.

It is hoped that the new monitor will be connected to Toptracer by the July Board Meeting.

Flooding during late June early July closed Square Links for two days, but the course has now fully recovered.

Golf carts were ordered and we anticipate delivery in the spring of 2022.

We are looking into re-sodding the banks of Hole #1. Rye grass sod was initially installed and is not very playable.

### **RISK MANAGEMENT**

We had an injury in the Maintenance Department that required an emergency room visit. A complete report and assessment is being prepared, and staff will review procedures.

The Park District completed a PDRMA cyber coverage survey. Survey results will assist PDRMA in better understanding the cyber coverage needs and security of its members, especially with ransomware attacks rising globally. PDRMA does not anticipate concerns renewing cyber coverage this year, but may address the matter depending on member agencies' loss control programs.

Respectfully Submitted:  
Jim Randall  
Executive Director