

March 10, 2014

**MEMORANDUM**

To: Board of Commissioners

From: Lisa Sprinkle

Re: March Staff Report

**Executive Director (Dan Olson)**

- We thank the Champaign Park District for hosting the local joint Legislative Breakfast at the Virginia Theater. We had representation from the IDNR, Savoy, CPD, UPD, CCFPD, IAPD as well as the Honorable Naomi Jakobsson and the Honorable Chad Hays.
- The hiring process is in full swing with the addition of Applitrack software. We currently have seasonal openings in numerous areas and the full-time HR Generalists, Educator, and Maintenance Worker at Middle Fork. A training session and webinar was hosted for supervisors. If you know individuals that may be interested in working with us, please send them to our website.
- Sikich has been doing an exceptional and thorough process on the audit. They have been very good keeping us updated on their progress as well as alerted to new legislation that may impact the District in the future. They have been on-site two.
- The 2014 Metropolitan Intergovernmental Council meetings began this month. This year the meetings are focusing on improving economic impacts to the area.
- Myself, and several others, attended the Great Lakes Park Training Institute in Pokagon, IN. Jerry Pagac and I presented an overview of our playscape with findings from playscapes around the nation. CCFPD was awarded the GLPTI Park, Facility, and Recreation Program Award. In addition, Jerry Pagac received a Trustee Award for his many years of service to the GLPTI.
- There will be a need for executive session for all three items.

**Deputy Director/Grants (Mary Ellen Wuellner)**

- A grant application was submitted to the Community Foundation of East Central Illinois at the end of the February for Stevick Foundation grant funding in the amount of \$20,000. If approved, the grant would partially fund design engineering work for the restoration of the pond and waterfall area of the Mabery Gelvin Botanical Garden.
- To date, individual pledges to the Forest Preserve Friends Foundation in support of the pond/waterfall restoration project total \$173,475, with actual donations received totaling \$68,414.
- The Forest Preserve Friends Foundation has agreed to sponsor the Illinois Bike Summit, scheduled for April 15 at the I Hotel in Champaign. A \$750 sponsorship entitles the foundation to an 8' exhibit table and 5 free passes to the summit. More than 200 individuals are expected to attend to hear presentations and view exhibits related to bicycle-friendly communities and cycling advocacy efforts across the state.
- I have been reviewing applications for the HR Generalist position in preparation for an interview panel that will also include Dan Olson and John Baker. I've also been working with Matt Kuntz and Andy Little on a process to solicit applications for the Maintenance Worker II position at Middle Fork.

### **Administration (John Baker)**

- Filed the 2014 Bond ordinance with the County Clerk's office and coordinated the bond closing with Kurt Froehlich and Dave Phillips to finalize the bond transaction.
- Finalized internal report preparations, reconciliations, journals and other documentation for audit field work.
- Worked with Katy Long and Heather Gilmore of Sikich on the audit field work. This occupied most of the last week of February and first week of March and included reviewing financial transaction documentation and procedures with them, pulling sample payroll and purchasing transactions for their testing, and a thorough review and explanation of all items booked on the District's balance sheet.
- Chad Lucas, Sikich lead for the audit, shared initial field work findings with the Board President and Treasurer. Sikich will prepare its initial report shortly to share with the District management team to ensure accuracy and completeness of findings. Once this report is received staff will then work on preparing the Management Discussion and Analysis portion of the audit document which is planned to present to the Board of Commissioners in May. Sikich will prepare the financial statements, notes and supplemental information for the final audit report.
- Prepared and mailed 2013 1099s for District vendors.
- Began reviewing applications for the Human Resources Generalist position.
- Delivered the purchasing card contract to Commerce Bank and identified and established card limits for employees who will use the cards. Had initial meeting with supervisors on March 5 about implementation. Purchasing cards have been ordered and will be received in time for distributing in April. Staff training will be handled in small groups to personalize training. Training is required prior to issuance of the p-cards.
- Finalized District contracts with Lincoln Financial and MetLife to provide District life insurance and voluntary benefits options for full-time employees, including short and long term disability coverage options, vision insurance, and additional life insurance coverage, including for spouses and dependents. Two meetings are scheduled for March 19 and 24 to share these options and the enrollment process with employees.

### **Marketing (Lisa Sprinkle)**

- The March/April Leaflet has been printed and mailed.
- Sarah Elm designed a logo for the Kickapoo Rail Trail and the River to Rail Ride at Middle Fork River on Sept. 20.
- Summer Day Camp registration brochure was mailed out.

### **Planning and Special Projects Assistant (Sally Prunty and Tom Pike)**

- Tom has spent much of his time researching, pricing, and purchasing items for the District this month.
- Sally's time was largely spent on the Museum "Grand Prairie Story" Exhibit Project, and the Middle Fork Residence Addition Project, handling specification development and various aspects of the bidding process.
- Last year, when we bid out the Museum Residence Addition Project, the bids came in extremely high. We have scaled back the scope of the project, and after modification of drawings and specifications, are re-bidding it. The bid advertisement ran in the paper on

March 4. We have a pre-bid meeting scheduled for Tuesday, March 18th, and the bid opening is scheduled for March 28th.

#### **Lake of the Woods Golf Course (Dave Torrens and Dave Huber)**

- Golf course maintenance is finishing up winter service. 7 out of 9 seasonal employees are returning from last year. Staff is preparing for the par 3 irrigation installation.
- A National Golf Foundation stat shows a national average of 23 fewer playable golfing days in 2013 than in 2012, all due to weather.

#### **Lake of the Woods, River Bend, Sangamon River and Botanical Gardens Operations (Doug Sanders & Larry Beckett)**

- Staff have been busy attending trainings the first part of this year. This includes: Oglebay Maintenance Management School, Great Lakes Training Institute, Workplace Safety & OSHA Compliance 2014, PDRMA online training "Confined Space Entry" and "Bloodborne Pathogens for Custodians" and Illinois Pesticide License training/testing.
- Garden staff has been busy in the greenhouse planting garden seed, transplanting seedlings, propagating cuttings, pruning over wintering plant stock and potting tubers and rhizomes.
- Operations staff continues to clear snow on roads, parking lots, and sidewalks. They have also serviced district fleet vehicles, repairing equipment, and started cleaning up park grounds.
- Both gardens and operations departments have secured their seasonal staff. We are currently waiting for HR to complete background checks and paperwork so they will be available to start work when the time is appropriate.

#### **Homer Lake (Brian Taylor)**

- We put 53 pine trees on the ice for additional fish habitat and also to attract fish to areas where people fish. The amount of ice might cause the trees to drift off the original locations depending on how quickly it melts. (see picture)
- Roy has been collecting maple sap for the Maple Sugar program that Katie Riopelle has been teaching. We have collected over 40 gallons of sap in the last three weeks. (see picture)

#### **Middle Fork River (Matt Kuntz)**

- The preserve had flooding issues in mid to late February due to the snow melt and heavy rains. This created issues with freezing roads and washouts overnight.
- Andy Little attended OSHA training in Champaign with other staff members.
- We have been working on setting the bid specifications of the residence addition at Middle Fork. Effort has been made by staff contacting a higher number of bidders than we received last year.
- Staff worked with Mary Ellen Wuellner on re-formatting the job description and developing an advertisement for a maintenance II position.