

January 10, 2016

**MEMORANDUM**

To: Board of Commissioners

From: Lisa Sprinkle, Marketing Coordinator

Re: January Staff Report

**Administration (John Baker)**

- Worked with District bond counsel, Chapman Cutler, to prepare and finalize the legal notices, orders, and bond ordinance for the 2016 bond issuance.
- Reviewed, entered, and verified all employee benefit changes and 2016 pay rates in Paylocity. We were very happy, that despite the number of changes made, the January 8 payroll processed smoothly with no corrections from employees reported after receiving their checks.
- Processed an accelerated payroll in Paylocity for the December 24 payroll. Bank closures the week of Christmas required staff to move up payroll processing into the last day of the pay period. Reviewed 2015 W2s in Paylocity and made corrections before these were issued to staff on January 6.
- Issued 2015 audit tasks to administration and other employees in preparation for the audit field work and to give a full and accurate picture of District finances and obligations as of December 31, 2015. Began collecting documentation needed by the auditors for their review.
- Implemented year end closing procedures in our MSI financial system and set up the new year financial balances and codes for financial reporting.
- Received past billing information from CSX regarding Kickapoo Rail Trail license and lease payments. We are still working to obtain the agreements that underpin these payments before billing the license and lease holders.
- Finally received installation notice from MediaCom for fiber optic internet connectivity. This required upgrading several IP addresses for District online applications.
- Addressed an IRS issue with the Foundation 2014 990 filing. The 990 regulations changed for 2014 and one additional schedule was missed. Staff supplied this when notified, but the IRS calculated a penalty of \$3,161. After many attempts, we spoke with the IRS about the appeal and have sent in the needed documentation. We are still researching an IRS issue over the District's 2012 filing of payroll taxes.
- Assisted Mary Ellen and Lisa on information for the Museum Exhibit Grant Audit and FOIA request respectively.
- Attended Cultural Competence training and PFM 2016 Financial Outlook sessions.
- Made \$15,000 additional IMRF pension contribution that was approved by the Board in December
- Filed for District property tax exemption for the Rishel property.
- Filed 2016 appropriation ordinance with the County Clerk.
- Posted the approved 2016 budget in our financial database and the District shared drive.
- Continued working on a comprehensive administrative procedures manual.

**Natural Resources (Mike Daab)**

- Mike Daab attended the Midwest Invasive Plant Network's (MIPN) Invasive Plant Symposium in Indianapolis in December. In addition to attending several educational

sessions, Mike also participated in a quarterly MIPN board meeting and helped moderate a session comprised of Cooperative Weed Management Area project updates.

- Mike participated in interviews for the Marketing Assistant position.
- The Natural Resources Department hosted a volunteer work and celebration event at Sangamon River Forest Preserve on Sunday, December 20, 2015. The event was attended by 13 volunteers, who helped out by installing wood duck boxes and removing invasive bush honeysuckle.
- Natural Resources staff has been removing invasive tree and shrubs at Middle Fork River Forest Preserve and River Bend Forest Preserve over the last month. Work has also continued on reducing invasive Callery pear trees at Buffalo Trace.
- Mike worked with a professional arborist to coordinate the cutting down of several hazardous trees around Lake of the Woods Forest Preserve. Thanks to the LOW Operations staff for their cleanup efforts.

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

- Golf maintenance staff continues with winter service of equipment.
- We are looking into propane powered equipment with the possibility of purchasing tee mowers with this power source.
- Construction department has the chemical storage room framed at this point.
- GC staff attended the Illinois Turfgrass Foundation Turf conference Jan. 12<sup>th</sup> and 13<sup>th</sup>. A few of the seminar topics attended: Poa control in sports turf, fertilizer products, drone technology and turfgrass management, soil testing philosophies.



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

- In late December Middle Fork received heavy flooding throughout the preserve and user areas. No damage occurred from the flooding. The maintenance shop did lose shingles along the ridge due to the heavy winds.
- Trees continue to be removed through the camper areas. This is a yearly practice, removing deadfall or heavily leaning trees in the campsite areas.
- All Middle Fork staff will be attending the pesticide renewal courses in mid-January.
- Andy Little will be completing his Maintenance Management Course Study at Oglebay at the end of January.