

EXECUTIVE DIRECTOR'S REPORT FEBRUARY, 2021

ADMINISTRATION

Audrey Marcquenski, Director, has been working on policies that will come before the Board in coming months for hopeful adoption at our April or May meeting. The primary action is the investment policy, requested by our auditor. Audrey has worked with Old Plank Trail Community Bank, Park District Legal Counsel, and Lauterbach & Amen, the District's current park audit firm in the development of this policy.

The 2021/2022 budget will be overviewed at the February meeting, and I am also available beforehand if any Board Members, following review of previous drafts, have questions regarding the document.

The time frame for the community-wide survey would include final review at the February Board Meeting, mailing in March, return by April, and provision of a master plan/survey summary in May, with a formal report to be received in June.

The February agenda includes an executive session for review of executive session minutes, followed by consideration of the resolution authorizing release of closed session minutes and destruction of audio recordings. This action was tabled in January to enable in-person review in February.

This report is more abbreviated than usual, but with daily updates, Board Members are kept up-to-date on Park District matters.

LEGAL

The BDC Company dancers are scheduled to participate in their first competition in early March, and we are asking for approval of travel costs related to this trip.

The Summit Hill School Board will be considering the Intergovernmental Agreement on Wednesday, February 17, the day prior to the Park Board Meeting. I have included the adoption of the revised Agreement on the District's February agenda.

MAINTENANCE

Snow removal has been on the schedule for the last month, with ice control being of primary concern. Maintenance staff and equipment have been holding up well, but we're all looking forward to warmer weather.

Staff are working on an archive and office redesign in the garage mezzanine. This space will provide a permanent home for Park District records.

In addition to normal maintenance required as weather improves, Maintenance staff will also work on summer projects. Primary projects include:

1. Pond improvements at Community Park
2. Asphalt path repair
3. Asphalt sealcoating and crack sealing
4. Park sign landscaping
5. Tree planning
6. Park sign electronics

This is only a starting point, with cost estimates being developed for these and many more opportunities.

RECREATION

Moving forward, staff are working towards new programming for summer months, however, we still anticipate that opportunities will include COVID-19 restrictions.

John has been busy working with community groups for indoor facility usage.

Nicolette has been exceptionally busy with dance and all the participants that thoroughly enjoy this activity.

SPECIAL RECREATION

Programming is slowly returning, but the good news is that LWSRA staff were approved for and received the COVID-19 vaccine.

FINANCE & PLANNING

2021/2022 budget information has been previously provided, and I will review major components verbally at the February meeting. The March meeting typically includes full-time staff review, and we normally receive updated property and Will County tax information in early March.

The current budget is still operating in good standing. The golf course pond project was extensive, and we're waiting for final invoices. I do not anticipate any dramatic changes in Park District finances between now and the end of our fiscal year.

GOLF COURSE

I am looking into installing a large window in the clubhouse parallel to the arbor/picnic table area, and a 70" TV to support the online options available with our driving range system.

All but one staff member have committed to returning for the upcoming season.

OFFICE

Training is in place for new employee Shelly Wantiez. Bonnie Roach is doing a great job bringing Shelly up to speed with all job requirements that will ensure her success as Office Manager.

RISK MANAGEMENT

Work continues with PDRMA to complete an inventory of park assets.

Respectfully submitted:

Jim Randall

Executive Director