

## **EXECUTIVE DIRECTOR'S REPORT SEPTEMBER, 2017**

### **ADMINISTRATION**

I am excited to announce that Board Room renovations are complete, and the new board table will be in use at our September meeting. I am trying to get our master carpenter, Rik Mitchell, to attend and review the project in detail. In addition to the board table with IT access, we replaced fluorescent lights with high efficiency LEDs, acoustical ceiling tiles, carpet, and a fresh coat of paint. The new chairs are also a nice addition.

The audit is complete. We are in good standing, and if my projections are accurate, the Park District balance will hit a 15-year high, totaling over \$2 million. The last previous high was in 2002, and was artificially inflated due to referendum proceeds.

We have negotiated the annual mini-bond sale, which will take place at the October Board Meeting. Chapman and Cutler will provide necessary documents, and Old Plank Trail Community Bank has agreed to purchase the bonds at an annual interest rate of 3.75%.

I would like to discuss building utilization. It would be in our best interest to establish residency requirements, similar to those imposed for LWN access. We receive many requests, with increased frequency, from groups that are more difficult to define. Another decision will be necessary regarding requests from political organizations.

We submitted grant applications detailing two innovative projects to PDRMA's Risk Management Grant and Recognition Program. The applications included the Core 6 safety reminder garage door wrap, and the new range ball management system at Square Links. Previously, our District was successful in receiving a grant award of \$750 for our submission of a maintenance equipment operation training and risk management program.

Jarrod Scheunemann, with the U of I Office of Recreation & Park Resources, has noted a high-level of interest in our community-wide survey. Jarrod indicated that we are receiving the highest level of responses they have ever tabulated. Survey results will be presented to the Park Board at the October Board Meeting.

Will County contacted our District related to our innovative wind and solar projects, and they notified us about an energy efficiency grant that would enable LED retrofitting throughout the District. I will update Board Members as information becomes available.

The bid opening for the Community Park Redevelopment project occurred on Friday, September 15. Results will be tabulated, and I am hopeful that numbers will be better than our previous bid.

I will request Board approval to enter into an AIA construction management contract with Graefen Development, Inc. It is more cost effective to use this method than for the District to secure a general contracting permit. The cost for this service is 3% of project cost, at or about \$12,000.

The District resubmitted plans for The Community Park improvements, with changes requested by the Will County Land Use Department. I am hoping they will issue a permit by mid-October.

We received signed Articles of Agreement from LWSRA which have been reviewed by Park District counsel. I am requesting formal approval of the Articles of Agreement, allowing for a timely transition to LWSRA.

Audrey Marcquenski, Director, and I will attend the NRPA Conference in New Orleans the week of September 25. I will be speaking at a Gold Medal session, and have included a copy of my presentation for Board review.

### **MAINTENANCE**

The Park District has need of extensive infrastructure repairs to the paths in Brookside Glen and at Lighthouse Pointe. Over the winter months, we will need to thoroughly evaluate priorities for our limited capital improvement dollars.

Maintenance staff have had a good year, completing a multitude of fix and repair items highlighted by the following:

1. New Community Center garage roof
2. Ball field renovations
3. Community Center office back-up generator
4. Community Park tree planting
5. Golf course asphalt/replacement
6. Numerous irrigation repairs
7. Community Park tennis court removal
8. Sale of excess equipment
9. Kiwanis Park mulch area fence enclosure
10. New Community Park changeable letter sign
11. New carpet in preschool
12. Community Center fascia & soffit painting
13. Nature Center and arbor paint and stain
14. Various camera improvements

In addition to the above project list, maintenance staff also manage daily tasks that are necessary to keep the District up and running.

The Park District received a nice thank you card from Frankfort Square School related to correction of playground drainage issues.

We have assigned a vehicle to the new Assistant Superintendent of Parks for travel to and from work only, due to his required on-call status on weekends and holidays. Similar to our Superintendent, after one year, we will evaluate to determine if continuation of this benefit is worthwhile.

### **RECREATION**

The Recreation Department hired a former Park District employee, Tom Makarowski, to complete brochure design work.

### **FINANCE AND PLANNING**

Bound copies of the completed audit will be distributed to Board Members at Thursday's meeting.

**GOLF COURSE**

The 3<sup>rd</sup> Free Day of Golf event will be held at Square Links on Saturday, September 30, from 9:30 a.m.-dusk.

Golf course improvements are being evaluated and will be completed in the fall.

There is no update on the golf course break in.

**RISK MANAGEMENT**

Maintenance staff will be participating in onsite hearing assessments and OSHA training on Tuesday, September 19.

Respectfully submitted:

Jim Randall

Executive Director