

**EXECUTIVE DIRECTOR'S REPORT
NOVEMBER, 2012**

Please Note: Special meeting at 6:30 p.m. in advance of the regular Board Meeting to review new iPad usage and Board Meeting website. If unable to attend, please notify the park office.

ADMINISTRATION

iPAD/Board information website training will be provided to Board Members in advance of Thursday's meeting. Joe Smulevitz, technology contractor, and Deb Cancialosi, Superintendent of Internet and Technology, will be completing Board training of this new advancement.

The annual alternate bond abatement and authorization for mini bond sale, approved at the October meeting, will be extended on November 30, 2012. Last year's mini bond, extended by Old Plank Trail Community Bank, will be remitted on November 15, 2012, as scheduled.

The two equipment loans for the approved purchase of a new truck and high lift loader have been completed, and loan proceeds were distributed to park district accounts. The new high lift has been delivered, and the new truck should be delivered the week of November 12th. Payment for the high lift is included with November Board bills, and the truck payment will be made upon delivery.

Kelly VanHyning and Jeff Mecher have both been attending the IPRA Leadership Academy in Oak Brook. This new opportunity required interested professionals to apply, meet prescribed criteria of professionalism, and attend monthly sessions for a period of six months. Both Kelly and Jeff have indicated that the first two sessions have proven to be very beneficial.

Jeff, Julie Arvia, and Audrey Marcquenski are all entering their second year of the NRPA's two year program for maintenance, green school, and director's school. Jeff and Julie will complete the scheduled program this winter, and Audrey will finish in August. All have reflected on the wonderful opportunity it has been to attend these programs.

All appropriate audit filings have been completed at the state and county levels.

Park district staff is in the process of submitting the golf course liquor license renewal. The deadline for this renewal is December 28, 2012.

The December Board Meeting will be scheduled on December 3, 2012, the first Monday of December. Scheduling on this date, in exception to our typical third Thursday, allows for compliance with Cook County levy notice requirement. All appropriate notices will be published and posted, enabling the hearing and adoption of the 2013/2014 levies in the prescribed time period, and the filing of this ordinance by the December 24, 2012 deadline.

Please note; the deadline for accepting Park Board nominating petitions is Monday, December 24th, at 5:00 pm. All interested candidates must submit nominating petitions with the prescribed minimum number of signatures, completed nomination packets, and receipts of economic interest statement filing on or before this deadline.

Staff has begun work on the upcoming fiscal year, 2013/2014 budget. First draft budget information will be provided in late January, and typical budget committee meetings will be scheduled in advance of the February, March, and if necessary, April Board Meetings.

The community-wide survey, administered by the University of Illinois, has been distributed to all park district residents. All surveys must be returned or completed online by November 15th. Survey results will be available for Board review at the January Board Meeting.

With Board approval and support, park district staff will complete an application for the NRPA Gold Medal. Previously, this proved to be a valuable process that gave staff and Board Members the opportunity to evaluate service, provide valuable information to park district residents, and to be recognized for past efforts. Staff members willingly complete this task, in addition to normal duties, but would only move forward with Board approval and understanding.

The foundation for the wind turbine has been installed, and the actual pole and turbine will be erected on December 6th. This will complete the installation of all proposed solar and wind components. We have completed the required grant remittance application, and anticipate grant payment in the near future.

MAINTENANCE

Staff and contractors have been completing park close downs and winterization of irrigation and seasonal facilities.

Jeff scheduled work at the St. Francis and Union Creek baseball fields, requested and funded by the Frankfort Square Baseball League.

Equipment and staff will be ready and trained in anticipation of required seasonal snow plowing. The new high lift will prove beneficial in this process.

Steve Fifer's last official date of employment is January 13th, but with available vacation time, he will be leaving the district prior to the Christmas holiday. Staff will work with contractors on necessary equipment maintenance in advance of the spring and summer season.

BEAUTIFICATION AND NATURAL AREAS

Julie and staff have prepared all maintained plant areas for the winter season. Per Julie's October Board report, planted areas will be evaluated and scheduled away from annual planting for the upcoming season.

The greenhouse has been cleaned, and Julie is preparing for winter lettuce production.

RECREATION

The winter/spring brochure is nearing completion, and will be delivered to park district residents on or about December 13th.

We have been notified by Summit Hill School District that an unused portion of Mary Drew School will be available for the popular and expanding park district's dance program. Classes will begin at this facility in January. Transfer of this program from the Community Center to Mary Drew School will also alleviate traffic and parking concerns.

INTERNET AND TECHNOLOGY

The new iPad tablets will be used at the November Board Meeting, and will be incorporated into use by the BAS and ELC programs in the coming months.

SPECIAL RECREATION

Investigation to provide services to returning military veterans is underway.

TOWNSHIP PLANNING COMMISSION

No report

F.A.N.

This popular program is entering its peak months of participation. The expansion of opportunities for Lincoln-Way North students has limited the park district's ability to provide requested space for outside groups and organizations.

GOLF COURSE

As of November 1st, operation has been limited to days when temperatures exceed 60°.

I have included a marketing idea, contracting with Clear Channel, for the months of April through September, 2013. I would ask for consideration of this request at the November Board Meeting.

I have been working on a vestibule improvement and covered hitting area for the driving range. Plans of these improvements will be presented at Thursday's meeting.

FOIA

The park district received and responded to two requests for information, under the Freedom of Information Act, over the past month.

An individual requested 2011 tax levy documents, and we received a commercial request for construction project documents. Both requests were met within the required timeline.

Respectfully submitted:
Jim Randall