

**EXECUTIVE DIRECTOR'S REPORT
NOVEMBER, 2013**

PLEASE NOTE THE CHANGE OF VENUE TO SQUARE LINKS GOLF COURSE CLUBHOUSE, 7861 W. ST. FRANCIS ROAD.

ADMINISTRATION

The much anticipated meeting is scheduled for 6:00-7:00 p.m., in advance of the November Board Meeting. Dinner will be provided through A La Cart, and will include Italian sausage sandwiches, shredded barbequed chicken sandwiches, sides, and desserts.

This early meeting will be held to recognize Pam Kohlbacher for her 19 years of Park Board service. I have also added our previous insurance agent, Mike Amwoza, and Frankfort Township Highway Commissioner, Bill Carlson, for special recognition.

I really hope all are able to attend. Please let me know at your earliest convenience if you are unable to attend this special reception or the regular November Board Meeting.

Kelly VanHyning, Director of Square Links Golf Course and Cheryl Martin, Superintendent of Early Childhood Programming, will provide annual department reports during Thursday's meeting.

The park district has experienced numerous problems with the computer server over the last year, but with increasing frequency over the past six months.

The server is over ten years old, and is no longer capable of supporting required updated software. We are forced to delay replacement of our existing Microsoft 2003 software with the latest version, due to the current server not having capacity to support the upgrade.

I had hoped to delay replacement until 2014/2015, but recent issues require the park district to immediately address these concerns and replace the server.

Cost of replacement, which includes equipment and installation, is \$53,000. I am working with Logical Technical Services, our IT contractor, and will provide line item detail on this necessary improvement on Monday, November 18th, and would request Board approval to schedule equipment purchase and installation.

I attended the annual PDRMA budget meeting on Wednesday, November 20th. The meeting was very interesting, with many qualified people working in a common direction.

Our insurance coverage is in place with PDRMA, and we have notified IPARKS of our cancellation of coverage. IPARKS contacted me directly, and indicated we are entitled to approximately \$18,000 refund that will be distributed within sixty days.

PDRMA will also cover future unemployment claims, and we will meet with their representative on Monday, November 18th. In addition, PDRMA representatives will be onsite on Wednesday, November 29th, to review facilities and PDRMA programs.

Three staff members will attend a PDRMA workshop on Friday, November 22nd. The workshop will be held at the conveniently located Tinley Park Convention Center.

Rob Bush, of Ancel Glink provided a final legal opinion on the cancellation of the park district's current workman's comp coverage. Mr. Bush confirmed that the park district will have no long term exposure either with existing claims, or any unknown claims which have occurred within the policy period. The park district will cancel the policy by sending written notice, advising them that we want to cancel the policy. There is no language that would suggest claims, existing or unknown, will not be covered after the policy is cancelled.

The tax levy has been completed, and the appropriate publication will appear in the *Herald-News* on November 22nd. Please note; as required, the levy hearing and adoption will take place on Monday, December 2, 2013, with the hearing scheduled for 6:30 p.m. Typically, if acceptable to Commissioners, this meeting will serve as the December Board Meeting.

I am pursuing many potential projects. I hope to mildly renovate public washrooms to provide ADA accessibility and increased privacy.

Other investigations include:

- Adding a two car garage storage buildings for Nature Center and small engine storage
- Adding 2,000 sq. ft of cold storage for winter equipment
- Increasing the mezzanine in the Community Center garage

You can see the common theme; I am pursuing proposals for future consideration by the Park Board.

Budget work for the 2014/2015 fiscal year is underway. I would ask Board Members to consider budget committee meetings in advance of Board Meetings, beginning in January.

I would also like to move forward on the development and completion of a 5-year Master Plan.

Jeff Roach shared the good news that he purchased a new home. The bad news is that the home is outside of FSPD borders, and November will be his last meeting.

I believe it is important, due to past quorum difficulty, to fill the position relatively quickly. If acceptable to the Board, I would advertise the opening in the winter/spring brochure, asking interested residents to apply for the vacancy, and provide beneficial experience or education. Board Members can review applications, independently select/rank applicants, summarize Board Member rankings, and interview the top two or three candidates. This issue can be considered during the November Board Meeting.

Respectfully submitted:
Jim Randall