

## **EXECUTIVE DIRECTOR'S REPORT MARCH, 2013**

### **ADMINISTRATION**

Please note that Commissioners Ken Blackburn, Jeff Roach, and Anthony Granata indicated they will not be in attendance at the March meeting. At the Thursday March 14<sup>th</sup> budget meeting, Commissioners Dave Macek, who will conduct the meeting in President Blackburn's absence, Pam Kohlbacher, and Brian Mulheran will be in attendance. Commissioner Craig Maksymiak indicated via email that he will be in attendance. The four available Commissioners create the minimum available quorum, and if any are unable to attend please, contact me at your earliest convenience.

The park district's fund balance was reviewed at the budget meeting, and in the event unforeseen conditions arise creating a negative cash position; the park district would be able to extend warrants to cover operating expenses. I have enclosed the Cash Flow Forecast reflecting an estimated positive balance at fiscal year end in excess of \$200,000, but if the conditions change, we would be in position to quickly fund a potential deficit. I have included the authorizing ordinance for Board review and adoption, and all necessary posting/notice requirements will be completed in advance of Thursday's meeting.

The line item budget reflecting the past working budget, year-to-date actual, and estimated working budget for the upcoming fiscal year will be provided in advance of Thursday's meeting. I will provide a brief oral review of this document at the Board Meeting.

It is customary that full time employee compensation is reviewed at the March meeting, and an executive session has been added to the Board Meeting for this intended purpose. I will provide pertinent information for your review prior to the executive session, and will be available to answer any questions or concerns.

An individual is considering acquisition of the remaining Walnut Creek property. The Village of Frankfort directed to this individual to contact us directly, to hopefully resolve the long-standing park donation for this development. The possibility exists that a revised agreement reflecting a future park donation could come before Board Members. If a draft is received prior to the Board Meeting, I will forward a copy to Board Members.

Per the discussion and agreement at the budget meeting, I have moved forward on appointing Brian Murray, Group Benefit Specialists, as park agent for health and life insurance coverage. Additionally, Blue Cross Health Insurance has been notified of policy acceptance for employee coverage, effective April 1, 2013. Upon receipt of the policy, a copy will be provided for Board approval. Per the communication at the budget meeting, the HSA cash benefit will be frozen at the 2011-2012 level, and employees can elect to independently add to their HSA accounts. No optical or dental is provided, but would be available at group rates if five employees elect to participate in either program. Life insurance is maintained at the current coverage level, but at a reduced annual premium. I am very pleased with the effort extended by Mr. Murray, and would ask for Board approval to accept the change in benefit provider and policy.

The bond sale has been completed; bond sale proceeds in the amount of \$460,000 are housed in park district accounts at Old Plank Trail Community Bank. Bond proceeds will be directed on April 14<sup>th</sup> to appropriate purchasers, and the park district will realize an annual 4.5% interest savings over our previous issuance.

Park district staff members have been working diligently on the Gold Medal application, due electronically on March 31<sup>st</sup>. I hope to have a hard copy of our completed application for Board review at Thursday's meeting. Although the format for the application and judging has changed, we still enjoyed and found value in the application process. All staff had involvement in the application. Special kudos to Audrey Marcquenski and Linda Mitchell, who studied the new procedures, provided sections of the application, and proofed the entire document for content, grammar, and compliance.

### **MAINTENANCE**

Staff have been painting garbage cans and preparing for the upcoming season.

Employees Chris Biegel, Andy Farkas, and Dan McDonald attended a maintenance seminar, provided by Reinders Equipment, on varying maintenance-related topics. Lots of new equipment was on display. The affordable event took place just north of Milwaukee.

### **RECREATION**

A highlight for the month of March was the 10<sup>th</sup> annual Family Faire, offered cooperatively with area park districts, schools, churches, local businesses, and Lincoln-Way Community High School District 210. During its recent history, John Keenan has been our representative throughout the planning of this event. John has an exceptional ability to work with others, and local area park district appreciate his efforts.

The summer brochure has been completed and will be available to residents beginning March 21<sup>st</sup>. Resident online registration begins on April 1<sup>st</sup>.

### **GOLF COURSE**

Our soon to open golf course has been staffed, trained, and even received a fresh coat of paint. Kelly VanHyning and Deb Cancialosi have completed many needed tasks that included hiring a new staff and implementing training procedures. Kelly has provided a complete report on the updates and improvements.

I hope to conduct a future Board Meeting at the golf course to display the new improvements.

Respectfully submitted:  
Jim Randall