



**Buffalo Grove Park District
Annual Meeting Minutes
May 23, 2016**

Commissioners Present: Richard Drazner, Scott Jacobson, Adriane Johnson, Larry Reiner and Jack Schmerer

Staff Present: Executive Director Ryan Risinger, Director of Business and Human Resources John Short, Director of Parks and Risk Management Tim Howe, Public Relations and Marketing Manager Mike Terson, Recreation Superintendent Erika Strojinc and Executive Assistant Martha Weiss

Attorney Steve Bloomberg was present.

Guests: Summer interns Frank Hahn and Hava Richmond

CALL TO ORDER

Roll Call

President Johnson called the Annual Meeting to order at 6:50 pm. The roll was called and Commissioners Drazner, Jacobson, Johnson, Reiner and Schmerer answered present.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

APPROVAL OF AGENDA

Vice President Drazner moved to approve the Agenda of the Regular Board Meeting, seconded by Commissioner Schmerer and passed with a voice vote.

INTRODUCTION OF GUESTS

The summer interns briefly spoke about their backgrounds. Frank is from Deerfield and he decided his major would be Parks and Rec two years ago. Last summer Frank did a summer internship at Gurnee Park District. Hava has lived in Buffalo Grove all of her life. She attended Park District camps and worked as a counselor at three different camps which is why she chose Parks and Rec for her profession.

APPROVAL OF MINUTES

Approval of April 11, 2016 Workshop Minutes

Vice President Drazner moved to approve the April 11, 2016 Workshop Minutes, seconded by Commissioner Schmerer and approved with a voice vote, with Commissioner Jacobson abstaining.

Approval of April 25, 2016 Public Hearing Minutes

Vice President Drazner moved to approve the April 25, 2016 Public Hearing Minutes, seconded by Commissioner Schmerer and passed with a voice vote.

Approval of April 25, 2016 Workshop Minutes

Vice President Drazner moved to approve the April 25, 2016 Workshop Minutes, seconded by Commissioner Schmerer and passed with a voice vote.

Approval of April 25, 2016 Regular Board Meeting Minutes

Vice President Drazner moved to approve the April 25, 2016 Regular Board Meeting Minutes, seconded by Commissioner Schmerer and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence, including upcoming events; a listing of the current Friends of the Parks Foundation Board members; a letter the district sent to four state legislators for possible funding of projects; information about the NRPA annual conference; a legislative update from IAPD; newspaper articles regarding the Flag Day celebration and a letter from Senator Kirk commending the district for the Broadway Buddies program.

ATTORNEY'S REPORT

Attorney Steve Bloomberg said that he has enjoyed working with the Board and staff of the district and would welcome suggestions from staff that he would be happy to report on during Regular Board Meetings. He will also report on current case law affecting park districts. Executive Director Risinger said that staff has a good relationship with Attorney Bloomberg and has appreciated his quick responses to his questions. Attorney Bloomberg has been representing the district regarding tax objections in Lake County and will be in court this Thursday for that reason. He applauded the cooperation he has received from Executive Director Risinger, Director Short and Tom Chapman from Raymond James and Associates regarding the tax objections.

COMMITTEE ACTION ITEMS

Finance

Approval of May Warrant 2016

Commissioner Jacobson moved to approve the May Warrant 2016 in the amount of \$1,198,826.56, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: 0

Approval of the April Financial Statement

Commissioner Jacobson moved to approve the April Financial Statement, seconded by Commissioner Schmerer and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: 0

Approval of the April Year to Date Statement

Commissioner Jacobson moved to approve the April Year to Date Statement, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: 0

Approval of the Bid for the Alcott Bathroom and Security Door Project

Commissioner Jacobson moved to approve the base bid of Absolute Home Improvements Inc. of Highland Park, Illinois in the amount of \$238,228.00 for the Alcott bathroom and security door project, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: 0

Policy And Legislation

Approval of Resolution 16-5-1 Requesting Permission to Close a Portion of Route 83 for Local Race

Commissioner Reiner moved to approve Resolution 16-5-1 Requesting Permission to Close a Portion of Route 83 for a Local Race, seconded by Vice President Drazner and approved with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: 0

CONSENT AGENDA

Commissioner Schmerer moved to approve the Consent Agenda as proposed, seconded by Commissioner Jacobson and passed with a voice vote. Commissioner Reiner complimented the staff on the quality of the revisions in manuals and policies are made and how efficiently they are prepared and approved.

- a. 2015-16 Quarter D Department Goals and Objectives
- b. 2015-16 Quarter D Administrative Work Plan Report
- c. Budget Calendar for Fiscal Year 2017-18
- d. Revised Fiscal Operating and Business Procedures Manual
- e. Screening and Testing Policy for Driving Vehicles
- f. Remote Attendance Board Policy
- g. Revision of Meeting Time for Board Policy Manual

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Risinger said that the renter in the house on Bernard is moving and staff will renovate the house to get it ready to secure a new renter. Executive Director Risinger is working with Exceptional Learning Center to accommodate their request for more space at the fitness center. He mentioned that the district's ninth Clubhouse site will be Willow Grove School.

The Board complimented Director of Parks and Risk Management Howe with the new park signs. The final design of the sign was collaboration with the park district's designer and Gewalt Hamilton and staff. Director Howe reported that there were 26 people at the Environmental Action Team's workday at Mike Rylko Community Park on May 21. Executive Director Risinger congratulated Public Relations and Marketing Manager Terson and Recreation Manager Wilkes earned their CPRP certifications.

ELECTION OF OFFICERS FOR FISCAL YEAR 2016-17

President Johnson nominated Vice President Drazner for president for the fiscal year 2016-17, seconded by Commissioner Reiner. There were no further nominations and the nomination was approved by voice vote.

Commissioner Johnson nominated Commissioner Reiner for Vice President for the fiscal year 2016-17, seconded by Commissioner Schmerer. There were no further nominations and the nomination was approved with a voice vote.

Commissioner Johnson thanked the entire board for the opportunity to serve as President and she reflected on her year as President. Commissioner Johnson thanked the other Board members and the staff for their ongoing support during the year. She reiterated the feeling that the entire Board holds that all of the Board members are equal and work together to advance the premier park district. She then highlighted all of the awards and recognitions that the district and Board earned, the employee recognition awards for years of service, employee promotions, and other highlights of the year, including cooperative agreements with other governmental agencies.

President Drazner stated that the highlights that Commissioner Johnson mentioned demonstrate what a great team the Park District is.

ANNUAL APPOINTMENTS FOR FISCAL YEAR 2016-17

President Drazner made the following appointments: Commissioner Jacobson as Treasurer for the Fiscal Year 2016-17 and the law firm of Chuhak and Tecson with lead counsel of Steve Bloomberg and David Bloomberg for the Fiscal Year 2016-17. Vice President Reiner moved to approve the appointments made by President Drazner for the Treasurer and Legal Counsel for the Fiscal Year 2016-17, seconded by Commissioner Johnson and approved with a voice vote.

President Drazner made the following staff appointments for the Fiscal Year 2016-17:

- a. Executive Director – Ryan Risinger

- b. Park Board Secretary – Ryan Risinger
- c. NWSRA Board Representative and Alternate – Ryan Risinger and Bill Heider
- d. PDRMA Representative and Alternate – Tim Beckmann and Ryan Risinger
- e. ADA Compliance Officer – Kim Cashmore
- f. FOIA Officers – Ryan Risinger, John Short, Mike Terson and Tim Beckmann
- g. OMA Officers – Ryan Risinger, John Short and Bill Heider
- h. Finance Compliance Officer – John Short
- i. Friends of the Parks Foundation Board Member – Ryan Risinger

Commissioner Schmerer moved to approve the staff appointments made by President Drazner, seconded by Commissioner Jacobson and passed with a voice vote.

PRESIDENT’S COMMITTEE CHAIR APPOINTMENTS FOR FISCAL YEAR 2016-17

President Drazner made the following chair appointments for the fiscal year 2016-17:

- a. Park Development – Commissioner Jacobson
- b. Policy and Legislation – Vice President Reiner
- c. Recreation – Commissioner Schmerer
- d. Public Relations – Commissioner Johnson
- e. Finance – Commissioner Jacobson
- f. Personnel – Vice President Reiner and Commissioner Johnson
- g. Ethics Advisor – Vice President Reiner
- h. IAPD Key Contact - Vice President Reiner

Commissioner Johnson moved to approve President Drazner’s chair appointments, seconded by Commissioner Schmerer and passed with a voice vote.

PARK BOARD LIAISON APPOINTMENTS FOR FISCAL YEAR 2016-17

President Drazner made the following liaison appointments for fiscal year 2016-17:

- a. Village Board – Commissioner Jacobson
- b. Village Plan Commission – Commissioner Johnson
- c. Friends of the Parks Foundation – Commissioner Schmerer
- d. Environmental Action Team – Commissioner Johnson

Commissioner Schmerer moved to accept the Park Board liaison appointments, seconded by Commissioner Johnson and passed with a voice vote.

RECOGNITION OF ADRIANE JOHNSON AS PRESIDENT OF THE BUFFALO GROVE PARK BOARD OF COMMISSIONERS FROM MAY 2015 - MAY 2016

President Drazner said that it is a pleasure to honor Commissioner Johnson for serving as President of the Board for the past fiscal year. He said that Commissioner Johnson excelled as President and set the bar on leadership, commitment and how a president should conduct oneself, serving with the highest ethics and morals. She is continually positive and an inspirational role model to Board and staff, always attending and assisting at Park District and community events. She

encouraged and assisted her fellow Board members to become the first Park Board in Illinois to have every member a Master Board member. She shared her leadership and talents not only on the local level, but also became a leader on the state level with IAPD, always putting the Park District in the best possible light with a reputation for excellence. He congratulated her on a job well done. Commissioner Johnson thanked him for his kind words and said she appreciated the acknowledgement.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Commissioner Schmerer moved to adjourn the Annual Meeting at 7:45 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary