



BUFFALO
GROVE
PARK
DISTRICT

**Buffalo Grove Park District
Annual Meeting Minutes
May 22, 2017
530 Bernard Drive, Buffalo Grove, IL**

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

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Business and Human Resources John Short, Director of Parks and Risk Management Tim Howe and Executive Assistant Martha Weiss

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Drazner called the Annual Meeting to order at 6:28 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

Commissioner Schmerer moved to approve the Annual Meeting Agenda, seconded by Commissioner Johnson and passed with a voice vote.

INTRODUCTION OF GUESTS

There were no guests to introduce.

RECOGNITION RESOLUTIONS

Resolution 17-5-2 Commending Randy Warren on His Retirement from Kildeer Countryside Community Consolidated School District 96

President Drazner read Resolution 17-5-2 Commending Randy Warren on his retirement from School District 96 that will be presented to him at his retirement event:

**RESOLUTION 17-5-2
COMMENDING RANDY WARREN ON HIS RETIREMENT
FROM KILDEER COUNTRYSIDE COMMUNITY
CONSOLIDATED SCHOOL DISTRICT 96**

WHEREAS, Randy Warren has been dedicated to serving the students of Kildeer Countryside Community Consolidated School District 96 since 2005;

WHEREAS Randy will be retiring as the Director of Facilities and Transportation from the School District on June 30, 2017;

WHEREAS, throughout his tenure with School District 96, Randy has diligently worked with Buffalo Grove Park District Administrative Staff to assist them in their efforts to provide quality parks, facilities and programs for the residents of Buffalo Grove; and

WHEREAS, as a result of Randy's efforts and leadership, the Park District and School District 96 have successfully worked together and have entered into many cooperative agreements involving shared resources at Willow Grove Park, Woodland Park, Prairie School and Twin Groves School; and

WHEREAS, Randy has been instrumental in the ongoing success of the Park District's before-and-after-school Clubhouse program at School District 96 school sites.

NOW, THEREFORE, LET IT BE RESOLVED by the President and the Board of Commissioners for the Buffalo Grove Park District, Cook and Lake Counties:

- 1) That Randy Warren be commended on behalf of the citizens of Buffalo Grove and its children for his dedication, service and many years of distinguished service for public education; and
- 2) That this resolution be presented to him with best wishes on his future.

Vice President Reiner moved to approve Resolution 17-5-2, seconded by Commissioner Johnson and approved with a voice vote.

Resolution 17-5-3 Commending Clint Poynor on 25 Years of Service to the Buffalo Grove Park District

President Drazner read Resolution 17-5-3 commending Clint Poynor on 25 years of service:

**RESOLUTION 17-5-3 COMMENDING CLINT POYNOR
ON 25 YEARS OF SERVICE TO THE
BUFFALO GROVE PARK DISTRICT**

WHEREAS, Clint Poynor was first employed by the Buffalo Grove Park District as Facilities Laborer on May 4, 1992 and was later promoted to Facilities Technician in 1993 and recently promoted to Facility Foreman in 2015;

WHEREAS, Clint's dedication and professional knowledge have resulted in the efficient operations of the facilities he maintains including Willow Stream and Spray N Play Aquatic Facilities, Alcott Community Center, Emmerich Building, Golf and Sports Center, Community Arts Center and many other facilities;

WHEREAS, Clint's expertise has been a great asset in renovation projects throughout the Park District facilities as his knowledge of HVAC, electrical, plumbing and carpentry skills has allowed the Park District to maintain, enhance and improve its buildings and facilities;

WHEREAS, Clint's knowledge and skills have continually saved the Park District considerable amounts of money in repairs and construction;

WHEREAS, the success of the Park District is dependent upon employees like Clint who have taken pride in the Buffalo Grove Park District and its accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Clint Poynor be commended on behalf of the citizens of Buffalo Grove for his distinguished service to the Park District.
2. That this Resolution be presented to Clint with best wishes on his future.

Vice President Reiner moved to approved Resolution 17-5-3, seconded by Commissioner Schmerer and passed with a voice vote.

APPROVAL OF MINUTES

Approval of April 12, 2017 Workshop Minutes

Commissioner Johnson moved to approve the April 12, 2017 Workshop Minutes, seconded by Commissioner Schmerer and passed with a voice vote.

Approval of April 24, 2017 Public Hearing Minutes

Commissioner Schmerer moved to approve the April 24, 2017 Public Hearing Minutes, seconded by Commissioner Jacobson and passed with a voice vote.

Approval of April 24, 2017 Workshop Minutes

Commissioner Jacobson moved to approve the April 24, 2017 Workshop Minutes, seconded by Commissioner Schmerer and passed with a voice vote.

Approval of April 24, 2017 Regular Board Meeting Minutes

Commissioner Jacobson moved to approve the April 24, 2017 Regular Board Meeting Minutes, seconded by Commissioner Johnson and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics From the Floor.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence that included a listing of special events, and a thank you from a Boy Scout troop for a donation to their annual pancake breakfast.

ATTORNEY'S REPORT

Attorney Bloomberg reported on a recent court case that involved a FOIA issue. A college was forced to produce documents that it did not actually possess, but was in the possession of a third party that performed some of the college's functions. Attorney Bloomberg suggested that the Park District review the record keeping procedures of entities performing functions for the district and add language to contracts about keeping and producing documents that could be the subject FOIA requests. Attorney Bloomberg will provide the suggested language to the district.

COMMITTEE ACTION ITEMS

Finance

Approval of May Warrant 2017

Commissioner Jacobson moved to approve the May Warrant 2017 in the amount of \$1,243,346.44, seconded by Commissioner Johnson and passed with a voice vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

Approval of the April Financial Statement and

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

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

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 Schmerer and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

Approval of the Board Conference Expense

Commissioner Jacobson moved to approve the Commissioner Conference Expense for May 2017 in the amount of \$1,236.00, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

POLICY AND LEGISLATION

Approval of Resolution 17-5-1 Requesting Permission to Close a Portion of Route 83 for Local Race

Commissioner Jacobson moved to approve Resolution 17-5-1 Requesting Permission to Close a Portion of Route 83 for a Local Race, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer
NAYS: 0
ABSENT: 0

CONSENT AGENDA

Commissioner Schmerer moved to approve the Consent Agenda as presented, seconded by Commissioner Johnson and passed with a voice vote.

- a. 2016-17 Quarter D Department Goals and Objectives
- b. 2016-17 Quarter D Administrative Work Plan Report
- c. Budget Calendar for Fiscal Year 2018-19

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Risinger polled the Board on their attendance at the retirement party for Randy Warren and the NRPA conference in the fall.

INSTALLATION AND OATH OF OFFICE OF SCOTT JACOBSON AND JACK SCHMERER

Executive Director Risinger administered the oath of office to the newly elected commissioners and congratulated them on their re-election.

ELECTION OF OFFICERS FOR FISCAL YEAR 2017-18

President

Vice President Reiner nominated Commissioner Schmerer to be Board President for fiscal year 2017-18, seconded by Commissioner Johnson. There were no other nominations and the motion passed with a voice vote. The commissioners and staff members congratulated President Schmerer.

Vice President

Commissioner Drazner nominated Commissioner Reiner to be Board Vice President for the fiscal year 2017-18, seconded by Commissioner Jacobson. There were no other nominations and the motion was approved with a voice vote. The Board and staff members congratulated Vice President Reiner.

ANNUAL APPOINTMENTS FOR FISCAL YEAR 2017-18

President Schmerer appointed Commissioner Jacobson as Treasurer, the law firm of Chuhak and Tecson with lead counsel of Steve Bloomberg and David Bloomberg as legal counsel, and Ryan Risinger as the Executive Director, for the fiscal year 2017-18. Vice President Reiner moved to

approve the appointments made by President Schmerer for the Treasurer, Legal Counsel and Executive Director of the Park District for the fiscal year 2017-18, seconded by Commissioner Drazner and passed with a voice vote.

STAFF APPOINTMENTS

President Schmerer made the following staff appointments:

- 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 Tim Howe
- 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. Assistant Treasurer - John Short
- j. Friends of the Parks Foundation Board Member – Ryan Risinger

Commissioner Johnson moved to approve the staff appointments, seconded by Vice President Reiner and passed with a voice vote.

PRESIDENT'S COMMITTEE CHAIR APPOINTMENTS FOR FISCAL YEAR 2017-18

President Schmerer made the following Committee Chair Appointment for fiscal year 2017-18:

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

Commissioner Drazner moved to approve the chair appointments for fiscal year 2017-18, seconded by Commissioner Johnson and passed with a voice vote.

PARK BOARD LIAISON APPOINTMENTS FOR FISCAL YEAR 2017-18

President Schmerer made the following Park Board liaison appointments for fiscal year 2017-18:

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

Commissioner Jacobson moved to approve the Park Board liaison appointments for fiscal year 2017-18, seconded by Commissioner Drazner.

**RECOGNITION OF RICHARD DRAZNER AS PRESIDENT OF THE BUFFALO GROVE PARK
BOARD OF COMMISSIONERS FROM MAY 2016 - MAY 2017**

President Schmerer said that Commissioner Drazner did a great job as president, and complimented him on his increased involvement on the state level and the suggestions that he makes for the district. Commissioner Johnson agreed that Commissioner Drazner did a great job during the year and commented on how well he highlighted and reflected on the collective accomplishments of the staff and board and described in detail the impact that the achievements had. Commissioner Drazner said that he enjoyed the year and that it is a pleasure to serve on the Board.

President Schmerer said that it is an honor to be on the Board and to have the staff that the district has. Executive Director Risinger thanked Commissioner Drazner for his support during his year as President and said that the staff appreciates the support of all of the five board members.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

Vice President Reiner moved to enter into Executive Session for the purpose of personnel at 6:59 pm, seconded by Commissioner Johnson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

**MOTION TO ADJOURN EXECUTIVE SESSION AND
RETURN TO THE ANNUAL MEETING**

Commissioner Jacobson moved to adjourn the Executive Session and return to the Annual Board Meeting at 7:42 pm, seconded by Commissioner Johnson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

President Schmerer stated that no final action was taken in Executive Session.

ADJOURNMENT

Commissioner Drazner moved to adjourn the Annual Board Meeting at 7:43pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary