



**Buffalo Grove Park District Board of Commissioners
Regular Board Meeting Minutes
530 Bernard Drive, Buffalo Grove, IL
March 25, 2019**

Commissioners Present: Rick Drazner, Scott Jacobson, Adriane Johnson and Larry Reiner
Commissioner Absent: Tracy Bragg

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider,
Director of Parks and Planning Tim Howe and Executive Assistant Beth Wanland

Attorney Steven Bloomberg was present

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 6:09 pm. The roll was called and Commissioners Drazner, Jacobson, Johnson and Reiner answered present.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF REGULAR BOARD MEETING AGENDA

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

APPROVAL OF MINUTES

Approval of the February 11, 2019 Workshop Minutes

Commissioner Drazner moved to approve the February 11, 2019 Workshop Minutes, seconded by Vice President Johnson and passed with a voice vote.

Approval of the February 25, 2019 Workshop Minutes

Commissioner Drazner moved to approve the February 25, 2019 Workshop Minutes, seconded by Commissioner Reiner and passed with a voice vote.

Approval of the February 25, 2019 Regular Board Meeting Minutes

Commissioner Drazner moved to approve the February 25, 2019 Regular Board Meeting Minutes, seconded by Commissioner Reiner and passed with a voice vote

TOPICS FROM THE FLOOR

There were no Topics From the Floor discussed.

CORRESPONDENCE

Executive Director Risinger reviewed correspondence in the board packet which included a thank you note from Carrie Fullerton for a donation sent for their Rotary raffle. He also asked board members to RSVP to Executive Assistant Beth Wanland for the Legislative Conference so that proper hotel, dinner and registration arrangements can be made.

ATTORNEY'S REPORT

Attorney Steven Bloomberg explained that a contract attempts to put both parties on equal footing. Both parties accept responsibility, obligation and potential liability. Once this liability shifts, one party is at a disadvantage. He ran into a vendor who wanted an indemnification clause added to the contract. Attorney Bloomberg feels very strongly that a public entity should not do business with someone who insists this clause is added to a contract due to potential liability which may not be covered by insurance.

COMMITTEE ACTION ITEMS

Finance

Approval of the March Warrant 2019

Commissioner Drazner moved to approve the February Warrant 2019 in the amount of \$1,069,926.81, seconded by Vice President Johnson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Reiner

NAYS: 0

ABSENT: Bragg

Approval of the February Financial Statement and the February Year to Date Statement

Commissioner Drazner moved to approve the February Financial Statement and the February Year to Date Statement, seconded by Vice President Johnson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Reiner

NAYS: 0

ABSENT: Bragg

Approval of the 2019 T-Shirt Bid

Commissioner Drazner moved to approve the 2019 T-Shirt bid from Sharp Sports of Shorewood IL, in the amount of \$21,867.83, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Reiner

NAYS: 0

ABSENT: Bragg

Approval of the 2019 Bus Bid Extension

Commissioner Drazner moved to approve the 2019 Bus Bid extension from Grand Prairie Transit, Inc., of Mt. Prospect, IL, in the amount of \$76,487.25, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Reiner

NAYS: 0

ABSENT: Bragg

Approval of the Board Travel and Conference Expense

Commissioner Drazner moved to approve the Board Travel and Conference Expense of \$1,836.18, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Reiner

NAYS: 0

ABSENT: Bragg

Approval of the Consent Agenda

Vice President Johnson moved to approve of the Consent Agenda as proposed:

1. Environmental Report Card

The motion was seconded by Commissioner Reiner and passed with a voice vote.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger thanked the board for allowing him to miss the Board Workshop on March 11 while he was on vacation. He said the SLSF/Rotary Golf Classic is on Wednesday, May 15 at the Arboretum and asked commissioners to let him know if they would like to play. He also said the Chamber is holding their Golf Outing on Monday, June 17 at the Royal Melbourne golf course in Long Grove and to let him know if they would like to play. Commissioner Reiner said he would like to play in both golf outings.

DEPARTMENT OPERATIONAL REPORTS

Recreation Department

Commissioner Reiner commended Director Heider's staff on the thoroughness of the Operations report. Vice President Johnson pointed out that we saved \$19,500 by installing security cameras rather than subbing them out. She also commended Wendy Friedman on her social media efforts on Instagram, Twitter and Facebook and the sponsorships she has brought in.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

FINANCE WORKSHOP

President Jacobson said that tonight the Board will be reviewing the following sections of the proposed 2019-20 Fiscal Year Budget: Capital, Recreation, CAC, Clubhouse, Early Childhood/Preschool, and the Buffalo Grove Fitness Center.

Staffing

Executive Director Risinger said that in his absence from the board workshop two weeks ago, staffing was not discussed. He recommended changing Wendy Friedman's part-time position to full-time to take on the role of social media and sponsorships for the Park District. He also said that we have an open position that has not been filled in the Parks department due to letting an employee go. Director Howe proposed that this position is revamped for a new hire to be in charge of planning and development with the goal of the district saving tens of thousands of dollars in consulting fees.

Capital

Executive Director Risinger said that the 2019-20 Fiscal Year capital budget addresses electrical at Alcott, carpeting and painting in the main halls of Alcott, HVAC at Emmerich, upgrading Director Heider and Executive Director Risinger's automobiles which will be recycled into the Parks and Recreation department fleets, replacing elliptical machines at the Fitness Center and purchasing an electronic sign at the Fitness Center. Additionally, there will be a few more improvements at the Fitness Center other than those renovations currently being done. He added that we are working with District 102 on an Intergovernmental Agreement to purchase a playground at Meridian School which will be beneficial for them and for our Clubhouse program site. The Rolling Hills playground equipment will be installed and a rubber surface will be installed in May. We will be ordering playground equipment for Veteran's Park which will be installed next year at this time. The atrium at the CAC will be renovated with new lighting, flooring and furniture.

Recreation

The notable changes in the Recreation Fund are that the Sponsorship Salary decreased because Wendy Friedman is moving to a full-time employee in the Marketing department. Additionally, funds were added to the account for the 50th Year Anniversary celebrations of the Park District. This is a conservative estimate.

Community Arts Center

The Community Arts Center is proposing an increase in dance instructors due to more classes being offered and an increase in pay for building supervisors/custodians in order to attract prospective employees. Vice President Johnson suggested posting the job on the Chamber website. She also suggested contacting The Center for Enriched Living to consider hiring high-functioning individuals with disabilities. Director Heider said that he will get the job description and job posting to Executive Assistant Wanland who will send to the board so that they can assist with the search.

Clubhouse

The expense account increased for a couple of reasons. First, District 21 is starting school later than normal due to construction and we will be extending summer camps and/or providing Clubhouse for students for up to three additional weeks. The other reason for the increase is that our tenth Clubhouse site at Meridian has more participants than expected resulting in more staff needed and a better projection.

Early Childhood/Preschool

The expense increased in this category is due to Birthday Parties and supplies being moved to this program. Birthday parties will now be under the supervision of Recreation Manager Diana Clayson.

Buffalo Grove Fitness Center

There is a proposed increase in Full-Time Salaries due to a reorganization of current staff and promoting two part-time staff to full-time. The Mind and Body/Instructors expense category decreased due to moving all Mind and Body classes into group exercise. Commissioner Drazner said that a new Fitness Center is moving into the former Rogan's Shoes building on Dundee Road and wondered if we are planning on it affecting our membership. President Jacobson suggested we assess exactly what we are doing at the Fitness Center and evaluate how to move forward. Director Heider explained that we had a marketing audit performed at the club last year and we are addressing their suggestions. Vice President Johnson put forward the idea that Starbucks leases out their name and it would be

something to look into selling at the Fitness Center. President Jacobson said that he has noticed it is a very social place and to think about ideas on how to capitalize on the social aspect of the club. Commissioner Drazner asked if we have considered allowing non-members to attend the club for a fee. Director Heider said we are doing that now with our Aqua Arthritis and other water programs. We allow people to use the club for free for a week and sometimes longer. We also sell 10, 30 and 100-day passes.

Commissioner Reiner asked for input from Director of Business Services and Human Resources John Short when he returns from vacation on how the new minimum wage is going to impact the Park District moving forward. He thinks we should have our eyes wide open as this increase unfolds.

ADJOURNMENT

Vice President Johnson moved to adjourn the Regular Board Meeting at 7:15 pm, seconded by Commissioner Drazner and passed with a voice vote.

Respectfully submitted,

Secretary