



**Buffalo Grove Park District
Workshop Minutes
April 11, 2016**

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

Commissioner Absent: Scott Jacobson

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Parks and Risk Management Tim Howe, Public Relations and Marketing Manager Mike Terson and Executive Assistant Martha Weiss

Guests: Tom Rychlek from Gewalt Hamilton Associates, Inc. and Ted Haug from Legat Architects and Superintendent of Recreation Kim Cashmore

CALL TO ORDER

Roll Call

President Johnson called the Workshop to order at 6:30 pm. The roll was called and Commissioners Drazner, Johnson, Schmerer and Reiner answered present.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

President Johnson welcomed Tom Rychlek, Ted Haug and Superintendent Cashmore.

APPROVAL OF AGENDA

Commissioner Reiner moved to approve the Workshop Agenda, seconded by Commissioner Schmerer and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

RECREATION

Legat Architects – Community Arts Center Re-Vision

Tom Rychlek from Gewalt Hamilton Associates Inc. reviewed the geometric plan for the re-visioning of the Community Arts Center, including an area for a playground, a patio, parking configurations, building entrances and improvement of the flow of traffic. Ted Haug from Legat Architects reviewed the architectural plans for the re-visioning of the arts center that resulted from staff and Board input. He reviewed the plans including the site improvements, a redesigned vestibule, tiered seating in the theater, backstage toilet rooms for performers and separate toilet rooms for participants, a small kitchenette area, lobby improvements and a secondary theater entrance, replacement of rooftop units and reshuffling of ductwork, an increased scene shop and more multi-use spaces for programs and rentals. There was a discussion about the projected costs and the priorities of the improvements.

Staff Report

Director of Recreation and Facilities Heider presented the revised donor wall design that is proposed for the Community Arts Center. He said that staff is working on the details for the Park Champion event.

PARKS

BG Days Agreement

Executive Director Risinger reported that staff from the Park District and Village, as well as attorneys for both parties and PDRMA and IRMA, reviewed the draft of the BG Days agreement. Board members made suggestions to amend the agreement.

Staff Report

Director of Parks and Risk Management Howe reported that the contract mower and staff have already begun mowing because of the warm water. Staff has done a great job clearing out the brush at Willow Stream Park and staff is in the process of planting native plants that will add color and fill the area in year two. There was a discussion about how much staff does in-house at the Community Arts Center to reduce costs.

POLICY AND LEGISLATION

2016-17 Fiscal Year Meeting Calendar

Commissioner Reiner asked if there were conflicts or questions about the fiscal year calendar and the calendar was accepted as presented.

FINANCE

Budget and Appropriation Ordinance 16-4-1

Executive Director Risinger said that the ordinance will be considered for approval at the next Board meeting.

Resolution 16-4-1 Utilization of Developer Donation Funds

Executive Director Risinger noted that the amount of the Developer Donation Funds was a little higher than last year.

IMRF Preliminary Rate Notice for 2017

Executive Director Risinger reported that Director of Business and Human Resources Short noted that the preliminary rate notice for 2017 went down overall by 6.5%.

Administrative Schedule

Executive Director Risinger said that this schedule was previously submitted to the Board, but needs to be approved separately.

Organizational Chart

Executive Director Risinger said that the organizational chart was previously included in the proposed budget that the Board reviewed, but needs to be approved separately.

Preliminary Lake County 2015 EAV and Tax Extension

Executive Director Risinger said that the preliminary Lake County 2015 EAV went up slightly.

PUBLIC RELATIONS AND MARKETING

Staff Report

Public Relations and Marketing Manager Terson reported that the summer book should be delivered to residents soon. He is working on the Village newsletter and the BG Singer's show book. He said that the sponsorship coordinator, Wendy Friedman, is a great asset to our district. She has signed over \$20,000 in sponsorship sales for the first calendar quarter of this year.

CORRESPONDENCE

Executive Director Risinger reviewed one newspaper article on the Didier property.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger will be providing a schedule for the master plan process to the Board after it is set. A press release will be going out regarding the amendment to the no smoking policy that the Board passed to include e-cigarettes. The opening of the bids for the Alcott Center renovations will be held on May 10. He informed the Board about his responses to two residents after they voiced concerns to the Board.

PRESIDENT AND COMMISSIONERS' REPORTS

President Johnson said she was glad to see Bill Kiddle, a part time employee and a Board Member Emeritus, be spotlighted on the website. She reported on the NRPA Park Champion program that Gurnee Park District has instituted. She also complimented Recreation Supervisor Ebner for the great job giving the Park District report at the Chamber of Commerce luncheon.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

The Board recessed from the meeting from 8:33 pm to 8:48 pm.

EXECUTIVE SESSION

Commissioner Reiner moved to enter into Executive Session at for the purposes of personnel and imminent litigation at 8:48 pm, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Drazner, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: Jacobson

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO THE WORKSHOP

Commissioner Reiner moved to adjourn the Executive Session and return to the Workshop at 9:28 pm, seconded by Vice President Drazner and passed with a roll call vote.

AYES: Drazner, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: Jacobson

ACTION TAKEN IN EXECUTIVE SESSION

President Johnson announced that no final action was taken in Executive Session.

ADJOURNMENT

Commissioner Schmerer moved to adjourn the Workshop at 9:29 pm, seconded by Vice President Drazner and passed with a voice vote.

Respectfully submitted,

Secretary