



**Buffalo Grove Park District
Workshop Minutes
June 13, 2016**

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

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

Guests: Buffalo Grove Residents Tim Mottl and Debbie Meyers

Other Staff present: Summer Interns Jessica Warnick, Hava Richmond and Frank Hahn; Recreation Supervisor Laura Husko; Recreation Supervisor Lindsey Trent; Recreation Manager Chris Eckert and Buffalo Grove Fitness Center General Manager Mike Schulewitz

CALL TO ORDER

Roll Call

President Drazner called the Workshop to order at 6:00 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.

INTRODUCTION OF GUESTS

President Drazner welcomed the guests to the meeting.

APPROVAL OF AGENDA

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

TOPICS FROM THE FLOOR

Pickle Ball Courts

Tim Mottl thanked the Board for the opportunity to talk to them. He has been a resident of Buffalo Grove for 17 years and was a local coach for his kids when they were young. He said that pickleball is a growing sport for 2.5 million people and the average age is getting younger. He has been attending the U.S. Open for pickleball. He said that pickleball needs to have many courts together play because otherwise a lot of people have to wait to play or get discouraged and leave because of the wait time. He would like to see an area where there are multiple courts, at a minimum four or six together, because they will be filled with players. He asked what residents need to do to help build more courts and to have more indoor play. Mr. Mottl started a Facebook page for the sport locally and is part of an international pickleball teaching professional association that teaches people the game around the world. He said pickleball players would like to see multiple courts, and suggested that Safety Town be converted into courts. He asked that the Board consider adding lighted courts to extend playing time into the evening. He mentioned that one of the courts at Twin Creeks needs repair. He is suggesting on his Facebook page that Mondays will be a beginner only night at Twin Groves. Mr. Mottl said that Ivy Hall School has three indoor courts and there are people always waiting and he noted that a lot of park districts in the area have multiple courts together. He feels that more multiple courts will be great for the community and will help local businesses. Executive Director Risinger said that the district is looking at creating more courts, including in a new park being developed now. Vice President Reiner suggested that Mr. Mottl talk with Park District staff who are involved with planning and use of the district's resources and they will make recommendations to the Board. Executive Director Risinger said that he previously spoke with Mr. Mottl and said that staff will follow up with his suggestions. Resident Debbie Meyers said that Board members should try the game because it is really fun. The Board thanked Mr. Mottl and Ms. Meyers for coming to the meeting and giving their input.

PARKS DEPARTMENT

Staff Report

Director of Parks and Risk Management Howe said that the renovations at Alcott are progressing well and that the bid packets for site improvements at Woodland tennis and basketball courts, Mike Rylko Community Park basketball court and the CAC front patio will be available tomorrow for a June 30 bid opening.

Park Tour Date

The consensus of the Board was that the park tour should take place before the September workshop at 3:30 on September 12 because some summer projects will be completed at that point.

New Vehicle Purchase

Director Howe said that a new administrative vehicle needed by the district may be purchased through the State of Illinois joint purchasing so the district does not have to go to bid and requested that the Board approve the purchase at the next Board meeting.

He introduced Jess Warnick, who is interning for both the risk management and aquatics departments this summer. She has lived in Buffalo Grove all of her life, and has been employed

part time by the district for seven years. She is attending University of Missouri and she has been interning at the district for almost four weeks. Director Howe said that Jess is doing very well. Executive Director Risinger said that the intern program has been very successful, and the district traditionally had interns in the recreation department, but are now adding interns in other departments.

Vice President Reiner asked if there could be a moment of silence for those who lost their lives in Orlando.

POLICY AND LEGISLATION

2016-17 Staff Goals and Objectives

Vice President Reiner said the staff's Goals and Objectives are excellent. Commissioner Johnson commented on the staff who are pursuing masters and how the staff are always striving to make their programs better. Executive Director Risinger said that the staff did a fantastic job on the Goals and Objectives.

2016-17 Work Plans

There were no questions or comments.

NWSRA Staff Benefits Policy

Vice President Reiner said that because special recreation associations do not have amenities similar to park districts, NWSRA employees can choose one park district that they can utilize with discounts and he agrees that this is a good policy.

RECREATION

Staff Report

Recreation Supervisor Laura Husko has been with the Park District for approximately four and one half years and in September transferred to the Golf Dome. This year she is the co-director of the Stampede and next year will be the sole director. She hopes to extend herself into youth sports this year also. She then gave a report on golf dome improvements, including the addition of free standing walls to mask the mechanical components and to improve site lines from the front desk. In addition, a lounge area was created for people who are waiting for their children during their lessons, Wi-Fi was added, the netting was repaired and hanging targets were replaced that the participants and golf pros have appreciated. She streamlined the front desk processes to make them paperless and more efficient and to improve the customer experience. Supervisor Husko also gave a revenue and expense overview and pointed out successes in the increase of participants in group lessons, the beneficial relationships with the golf pros, the successful free walking program, and increased apparel sales. In terms of the future, she is looking to more rentals for sport teams, minor construction changes, increases in some fees, rotating pro shop vendors and birthday party offerings. Commissioner Johnson suggested selling apparel with the Buffalo Grove Golf Dome logo. President Drazner suggested an After Hours event with the local Chamber of Commerce. Supervisor Husko mentioned various groups that used the Golf Dome during the season: NWSRA had weekly classes; participants from Freedom Golf Association, a not-for-profit agency for physically handicapped players, also participated; and Revelation Golf, a military veterans' program whose participants came twice a week and to whom she donated surplus golf clubs; and First Tee, a not-for-profit international youth development organization.

Supervisor Husko then discussed the changes that will happen this year with the Stampede because of the change in location of the race. The Board thanked her for her presentation.

Recreation Supervisor Lindsey Trent supervises Clubhouse, a before and after child care program. She was hired in July of 2014, four weeks prior to the beginning of the school year, so this past year is her second full year working in the program. Currently the program runs in eight locations in School Districts 21, 96 and 102. In August of 2016, a new location will be added at Willow Grove School that she is preparing staff for. Supervisor Trent displayed historical enrollment numbers, showing a significant increase in numbers in recent years. She said that this past school year, the district had an average enrollment of 728 students per month over the entire school year, with the highest enrollment in one month of 743. Attendance is based upon the needs of the family, so the district offers flexible scheduling where parents can mix and match mornings and afternoons for as many days as they need. This is very advantageous for the parents in the community. She then explained historical expenses and revenue of the program.

The Clubhouse program also offers field trips on days that there is no school, regardless of whether the student is enrolled in the before and after school program or not. The highest enrollment for one field trip was 200 children, so it presents a challenge to find field trip locations to accommodate that number. Approximately 45 to 55 field trips are offered every year, including pre-camp field trips. Clubhouse is offered to students who are in kindergarten through fifth grade. Clubhouse employs approximately 60 part time employees for a 1 to 10 ratio of staff to students. Employees range from high school students to seniors who have worked in the program for a long time. She understands that the job can be stressful because it is a 10-month commitment, so she hosts celebrations with the staff to show appreciation for them. In order to promote the students and staff giving back to the community, each site chooses a community service project that the students really get involved with. She has started a behavior and incentive program to promote good conduct and manage behaviors. This year staff is looking to improve communication with the parents and she will email the parents monthly. She will also be shifting the staff to different locations so there is better cross training and staff development. She mentioned that NWSRA provides aides for those students who would benefit from that service and Clubhouse staff accommodate students who have special needs but do not require an aide.

Superintendent of Recreation Ney mentioned that camp training is going on now, with camps starting on Wednesday. He said that staff is happy with the camp registration numbers.

BGFC Janitorial Services Recommendation

Buffalo Grove Fitness Center General Manager Schulewitz said that staff decided to go to a bid process in order to evaluate the quality of janitorial services and the costs and received seven bids from local businesses. All of the companies met the specifications of the bid notice, and the lowest bidder had very good references, therefore, staff is recommending that the Board approve the lowest bidder. The new firm will start at the fitness center August 1st that will work well with the closing of the entire center for the week of August 30 through September 5th.

PUBLIC RELATIONS & MARKETING

Staff Report

Public Relations and Marketing Manager Terson said that the fall brochure is on schedule to go to the printer next Monday. Stevenson High School will be sending two students who are interested in marketing and public relations to shadow him and his staff on Friday. He informed the Board that former Executive Director Schimmel will be sitting in on a couple of songs with his band, Industrial Drive, at the first summer concert on June 21.

The Board was reminded of the following upcoming events:

Flag Day ceremony at Veterans Park - Tuesday, June 14, refreshments 4:45 pm

Fitness Center Member Appreciation Picnic, Saturday, June 25, 11 am until 2 pm

Environmental Action Team's Fifth Annual Green Fair – Sunday, June 26, 8 am until 12:30 pm

EXECUTIVE DIRECTOR'S REPORT

The Board members were polled about their attendance at NRPA conference in the fall. There was a discussion about finalizing a tribute to a long time commissioner and part time employee who recently retired.

PRESIDENT AND COMMISSIONERS' REPORTS

President Drazner reported that the Willy Wonka Jr. performance by the Broadway Buddies was outstanding and it was our NRPA Park Champion event. Commissioners Johnson, Reiner and Schmerer also attended the performance. He congratulated Recreation Supervisor Hersman and the entire staff and volunteers on putting the very special performance together and said that the parents of the performers were very emotional and proud of their kids. He and Commissioner Schmerer attended the preschool teacher appreciation luncheon that honored the teachers who serve approximately 200 children. On June 4th, President Drazner attended the Huck Finn Derby at Green Lake Park and then the Bow Wow event at Happy Tails Dog Park. He congratulated staff and the summer interns Frank Hahn and Hava Richmond who did a great job organizing these events. He also attended the American Cancer Society's community event, the Relay for Life, on June 10 with Commissioners Johnson and Reiner and many staff members. He congratulated team captain Executive Assistant Weiss and he observed that the park district's team was the largest in attendance. Executive Assistant Weiss thanked the Board for their support of this event. President Drazner said that it is great seeing so many people using the parks and the pools and suggested that the flag be hung at half mast tomorrow at the Flag Day ceremony to honor the victims of the Orlando, Florida massacre. Director Howe said that the flags were at half staff as of this morning.

President Drazner said he would like to see better newspaper coverage of Park District performances, with press releases complete with photos. He mentioned Conservation Day in Springfield at the Illinois State Fair is on Sunday, August 20. Commissioner Johnson will be attending the event and suggested that our dance troupe perform there. Commissioner Schmerer mentioned that BG Singers had a clothing drive to fund raise for the CAC. Commissioner Johnson said she submitted a summary of the Willy Wonka performance to the NRPA magazine. She will make a presentation to Skokie Park District Board members about benefits of IAPD

membership involvement and the Board Development program. She and Commissioner Schmerer will attend the second session of the IAPD Leadership Institute on Thursday. Commissioner Jacobson attended an IAPD legislative golf outing.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence in the packet and added that commissioners may submit nominations for the Best Friend Award.

OLD BUSINESS

Possible Grants from Outside Foundations

Executive Director Risinger said that Executive Assistant Weiss researched the outside foundations recommended by Commissioner Jacobson as possible donors for the Community Arts Center fund raising campaign but did not report promising results.

NEW BUSINESS

President Drazner suggested a change to the Park District's bidding policy to include all payments over a fiscal year for the same vendor. Commissioner Reiner suggested that Executive Director Risinger talk to the district's attorney about it.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Commissioner Johnson moved to adjourn the Workshop at 8:06 pm, seconded by Commissioner Schmerer and passed with a voice vote.

Respectfully submitted,

Secretary