



**Buffalo Grove Park District  
Workshop Minutes  
October 10, 2016**

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 Parks and Risk Management Tim Howe, Public Relations and Marketing Manager Mike Terson, Executive Assistant Martha Weiss and Recreation Manager Chris Eckert

**CALL TO ORDER**

**Roll Call**

President Drazner called the Workshop to order at 6 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**

There were no guests to introduce.

**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**

There were no Topics from the Floor.

**CORRESPONDENCE**

Executive Director Risinger reviewed the correspondence, including a newspaper article about the Park District's upcoming Veterans Day event and a letter from IAPD to the district's local legislators informing them that the district would be receiving a "Best of the Best" award in the intergovernmental cooperation category for collaboration with School District 96.

## **RECREATION**

### **2017 Preschool Fees Report**

Director of Recreation and Facilities Heider said the preschool fee report bases expenses on a daily basis. The district is initiating a refundable charge to the parents for a deposit on the key fobs to enter through the new security door in the preschool wing.

### **Staff Presentation**

Recreation Manager Eckert thanked the Board for allowing staff to attend the NRPA conference and said it was very worthwhile. Manager Ecker then reviewed programs that he oversees for the district – Adult General Programs, Youth General Programs, Youth Sports and the Golf and Sports Center. He is working with Recreation Supervisor Laura Husko to interview part time employees and to prepare the bid documents for the turf and the new dome. The Board thanked Manager Eckert for his very thorough review.

## **PARKS**

### **Staff Report**

Director of Parks and Risk Management Howe said that the new parks department employee, George Prankus, will be coming to a Board meeting in the future.

## **POLICY AND LEGISLATION**

### **Bid Policy Limit**

Vice President Reiner said that the district's Fiscal Operating and Business Procedures Manual will be amended in accordance with state law regarding the requirement for the district to competitively bid purchases of good or services.

## **PUBLIC RELATIONS AND MARKETING STAFF REPORT**

Public Relations and Marketing Manager Terson said that the winter brochure is out and he is working on the spring book now. He thanked the Board for allowing him and Marketing Specialist Johns to attend the NRPA conference where they learned interesting information. He will be submitting a proposal for a sponsorship session next year at the conference.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Proposed Date for the Joint Meeting with the FOP Board – November 14 at 5 pm**

Executive Director Risinger said that the Foundation Board would like to meet with the Park Board on November 14. Two commissioners have been registered for the IAPD Legal Symposium. Staff is prepping for the bond rating call with Standard and Poor's. He is working with staff to prepare paperwork for the revised PARC grant application and because he sits on the IPRA/IAPD Distinguished Agency committee, he will be observing reviews at two park districts.

## **PRESIDENT AND COMMISSIONERS' REPORTS**

President Drazner said he enjoyed reading the employee newsletter that was contained in the packet. He commented that the picnic tables are still at the BG Days site and Director Howe said he is working with Village staff to store them. Commissioner Schmerer reported what he learned at the NRPA conference and he was particularly impressed by the keynote speaker who talked about how infrequently young people enjoy and learn about nature. He suggested that the

district be at the forefront to address this issue. Commissioner Jacobson commented on a session he attended on mission statement values and how the district incorporates most of what was suggested. He said that the word "fun" is important, and although the district does practice fun and provides fun to participants, perhaps the word should be stated in the values statement. He also attended a session on discrimination and suggested that the district should have a written policy on transgender issues. Commissioner Johnson thanked Public Relations and Marketing Manager Terson for taking the photo that was included in Illinois Parks and Recreation magazine showing all five commissioners with their Illinois Youth License Plates. She recently attended the IAPD Board retreat to work on the strategic plan for the coming years. IAPD prepared a report on the impact that park districts have on hiring and generating jobs in the community and she distributed the findings to the other Board members.

Director of Recreation and Facilities Heider said that staff from different departments attending the national conference promotes comradery and there was a definite social impact, in addition t the educational benefit, in that staff got a chance to experience the conference together.

#### **OLD BUSINESS**

There was no Old Business.

#### **NEW BUSINESS**

There was no New Business.

#### **EXECUTIVE SESSION**

There was no Executive Session.

#### **ADJOURNMENT**

Commissioner Johnson moved to adjourn the meeting at 7:30 pm, seconded by Commissioner Jacobson and passed with a voice vote.

Respectfully submitted,

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Secretary