



**Buffalo Grove Park District Board of Commissioners
Workshop Minutes
January 23, 2017**

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, Public Relations and Marketing Manager Mike Terson and Executive Assistant Martha Weiss

Additional Staff Present: Recreation Manager TJ Wilkes

Guests: Darrell Garrison, Steven Halberg, Jennifer Graham and Tony Castagnoli from Planning Resources, Inc.; Jason Estes from FGM Architects; and Ray Ochromowicz from Executive Decisions

Attorney David Bloomberg was present

CALL TO ORDER

Roll Call

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

INTRODUCTION OF GUESTS

Darrell Garrison, Steven Halberg, Jennifer Graham and Tony Castagnoli from Planning Resources, Inc. and Jason Estes from FGM Architects. Ray Ochromowicz from Executive Decisions arrived later.

APPROVAL OF WORKSHOP AGENDA

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

MASTER PLAN PRESENTATION BY PLANNING RESOURCES

Darrell Garrison, the President/CEO of Planning Resources Inc. said that his firm was excited to be able to provide a master plan to the Park District after a six month review of the Park District, the staff and the community. Steven Holberg from Planning Resources gave a power point presentation explaining the master plan that was prepared to aid the district in planning for the future. The summary included the findings and recommendations offered by his firm that were contained in the written report distributed to the Board with their packets. The firm utilized interviews, focus groups and an online surveying tool and they assessed the district's facilities, programs and parks. He noted strengths of the park district, including the variety of facilities and outdoor recreational opportunities and the diversity of multi-generational services that are offered to the community. Mr. Holberg stated that the leadership of the district is widely recognized for its teamwork, excellent work ethic and its concern for district residents. The firm used benchmarking with a variety of surrounding communities. Mr. Holberg outlined some concerns about various building, but commented that all of the buildings are generally in good condition. He said that after interviewing some staff members, the firm concluded that there is a healthy, positive workplace culture. Also, park maintenance of the fifty-one parks, the playfield infields and play areas was good.

Commissioner Jacobson asked the guests what surprising things, both positive and negative, did they discover during the process. Mr. Holberg said the condition of the fifty-one parks was really good and the playground surfaces were for the most part great, which is unusual. He noted that here is a lack of consistency for the signage throughout the district. Jason Estes from FGM Architects said that the eight Park District facilities are well-maintained and overall are in outstanding shape and that was surprising, considering the age of some of the buildings. The buildings are well used by the public. He noted that some of the buildings have, including the fitness center, issues that need to be addressed.

Ray Ochromowicz from Executive Decisions said that he did not really see any surprises from the programming aspect. The results of the surveys show that the district has an outstanding reputation. Employees agreed that it is a good work environment and that they have the adequate resources to do their jobs. He said that communication is healthy within the same facility or same department or same age groups, but communication will be most effective if managers can diversify the means of communication to meet the style and frequency that the each employee needs. He noted that because of a change in recreation software, the firm was not able to chart program data except for the last three years to see trends. It is recommended that the district create a dashboard to gage the success of the programs. He also suggested that the district assess its marketing material and social media to make sure that every demographic group is represented so that all community members feel that they are included and invited. Also, it is important to create a forum for groups to be able to express their opinions as to types of programs that they are interested in.

Jennifer Graham of Planning Resources explained that roughly 80 people responded to MySidewalk, the online public input site, for the three months that it was tracked. The site is still

active for use by the district to gather public comments. After questions by the Board, the guests were thanked for their work on the very thorough plan.

FINANCE

January Warrant 2017

Director of Business and Human Resources Short commented that the bond payments are the greatest majority of the warrant and reminded the Board that the warrant covered a longer period than usual because of the early December Board meeting. The warrant was referred to Committee Action Items for approval.

December Financial Statement and December Year to Date Statement

Director Short noted that the district is on pace with the budget. The December Financial Statement and Year to Date Statement were referred to Committee Action Items for approval.

January Refunds

Commissioner Jacobson noticed a lot of cancellations on the report and Director Short explained that some parents sign up for Clubhouse field trips in advance because they often fill up, and then end up cancelling for personal reasons. The refunds were accepted as presented.

Resolution 17-1-3 Rejecting Bids for the Golf Dome and Authorizing New Invitation for Bids

Executive Director Risinger said that one of the bidders for the golf dome project protested because of a misinterpretation during the bidding process, therefore the architect suggested that the Board reject all bids and re-bid the project. Staff and the district attorney agree that this resolution be approved.

PRESIDENT AND COMMISSIONERS REPORTS

President Drazner thanked staff and Board members who attended the state conference and congratulated Recreation Supervisor Hoefle for earning her CPRP certification. He also recognized Commissioner Johnson who is now a vice-chair of the IAPD Board of Trustees. Vice President Reiner thanked the Board for its support of the very worthwhile state conference. Commissioner Schmerer thanked the staff and Board for all help their help during sessions at the state conference. He said that the district is recognized as one of the top districts in the State. Commissioner Johnson agreed and said that the district's staff and commissioners were very productive at the conference and are serious about attending the sessions to aid in their development. She said that she appreciates the opportunity to serve as a vice-chair of the IAPD Board of Trustees and appreciates the on-going support that she receives from the district. Commissioner Jacobson gave kudos to the staff for the results of the master plan, and said that it was good to hear from an independent source that the district's parks and facilities are in good shape, the reputation in the community is good and the employee culture is good. He noted that staff is working on many of the suggestions made in the report already.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Vice President Reiner said that he and Commissioner Schmerer were discussing the idea of the Park District offering an incentive program to urge staff members to purchase Youth License Plates. The proceeds from that program fund the PowerPlay! grants and the district has been awarded

these grants in the past. Funding for the incentive program would be a non-tax source. President Drazner said that the community could also be informed and encouraged to support the vehicle plates.

ADJOURNMENT

Commissioner Johnson moved to adjourn the meeting at 7:23 pm, seconded by Commissioner Schmerer and passed with a voice vote.

Respectfully submitted,

Secretary