



**Buffalo Grove Park District Board of Commissioners
Workshop Minutes
April 12, 2017**

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

Commissioner Absent: Scott Jacobson

Staff Present: Executive Director Ryan Risinger, 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

Superintendent of Recreation Cashmore was also present.

Guests: Residents Robert Millman, Albert Murillo, Eric Brehm, Adam Kann, Barry Sommerfeld, Rani Sharma and Julie Lefor; Chris Stilling, Community Development Director for the Village of Buffalo Grove; Michael Maloney, Nicole Horn and Ted Haug from Legat Architects; and Jim Truesdell from Naperville.

CALL TO ORDER

Roll Call

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

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Residents Robert Millman, Albert Murillo, Eric Brehm, Adam Kann, Barry Sommerfeld, Rani Sharma and Julie Lefor; Chris Stilling, Community Development Director for the Village of Buffalo Grove; Michael Maloney, Nicole Horn and Ted Haug from Legat Architects; and Jim Truesdell from Naperville introduced themselves.

APPROVAL OF AGENDA

Commissioner Johnson moved to approve the Workshop Agenda, with the amendment of moving agenda item VII (b), Prairie Grove/Link Crossing Development, to immediately follow IV, Approval of the Agenda, seconded by Commissioner Reiner and passed with a voice vote.

PRAIRE GROVE PARK/LINK CROSSING DEVELOPMENT

Executive Director Risinger explained that the comments that were made by Easthaven Subdivision residents at the Planning and Zoning Commission meeting regarding the Link Crossing Development were heard by the Park District. He said that when the Park District originally contemplated whether to expand the current Prairie Park or accept development dollars from the developer of Link Crossing, it was learned that the Village owned a 40-foot road right-of-way on the western edge of Prairie Park that would split an expanded park in two and the road would decrease the size of the current park. Therefore, the Park District gave preference to using developer donation funds to improve the current Prairie Park for the enjoyment of the residents of both subdivisions. After the Planning and Zoning Commission hearing, Executive Director Risinger talked with Village staff and the developer to address the concerns of Easthaven residents. He advised that the district would prefer to accept a land donation from the Link Crossing developer if the Village would convey the right-of-ways to the Park District so that the park could double in size without a road dividing the park. If the Village follows that process, the Park District would not be able to improve Prairie Park for approximately three or four years after the Link Crossing development is complete, and at that time, resident input would be sought as to what type of amenities to add. Executive Director Risinger distributed a computer generated drawing of the expanded size of the approximate 3-acre park.

The Village of Buffalo Grove's Community Development Director Stilling added that neither Park District or Village staff can decide to convey land. It is the role of the elected Village Board of Trustees to take that action. There are many factors that are associated with that decision that the Board would have to consider, such as long-term planning for the area, traffic, accessibility, etc.

Several residents made comments, including: the Village's 2009 comprehensive plan published to purchasers of homes in Easthaven showed the larger park with a road going around the park; they never received a survey that was referred to by the developer that pickleball courts were wanted by the residents; the residents would like to keep apprised of the planning process; they noted the disparity that Easthaven Subdivision, made of up 38 residences on 13 acres, contributed land for a park, whereas the Link Crossing development of 214 residences on 38 acres of usable land space, may have made a monetary donation; and the importance of saving the land now for the park because the footprint will be established permanently for the future. Executive Director Risinger told the residents to contact him at any time, but that the next steps will take place with the Village. Vice President Reiner commented that the Park District and Village are working closely together and listen to all concerns to make the correct decisions.

In response to a request from a resident that it is made clear in writing to the developer that the Park District's preference is for a land donation, Mr. Stilling commented that he will submit a written report to the Planning and Zoning Commission on the direction requested by the Park

District Board at this meeting. Executive Director Risinger said that he had a telephone conversation with the developer this morning who understood the Park District's choice.

President Drazner thanked the residents for coming to the meeting.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

RECREATION

Legat Architects – Community Arts Center Renovation Plans

Executive Director Risinger welcomed Michael Maloney, Nicole Horn and Ted Haug from Legat Architects and explained that he and other staff visited Legat's office last week to see a 3-D rendering of the renovations at the Community Arts Center. Michael Maloney gave a detailed explanation of the renovations with the aid of drawings and showed the 3-D walk-through video of how the facility will look. The raised seating will mean the loss of 20 chairs and will allow for 362 patrons. The first three rows of the theater will have movable seating to accommodate handicapped patrons and their family members or companions. The current ceiling will be removed and a new HVAC system will be installed. The AV booth will be raised and separated from the theater patrons to allow for better site of the stage for those in the booth.

Recreation Supervisor Cashmore explained how the scheduling of the productions at other locations will be handled during the construction period.

Mr. Maloney presented a material board and floor plans to show the different materials proposed for the flooring and wall trims, and to display the colors that will be used in the facility. There was a discussion about the locations of the donor wall, the art gallery, the head shot locations, a mural and the poster display area. Vice President Reiner asked if the facility could be LEED certified and Mr. Maloney said that this could be explored as well as any grant opportunities.

President Drazner and Executive Director Risinger thanked the Legat architects for attending the meeting and for the work that they have done on the facility.

Camp Bus Bids

Executive Director Risinger explained that the district opened camp bus bid quotes from participating vendors on March 30th. The district has a documented previous unsatisfactory experience with the lowest bidder and staff recommends that the second lowest bidder be awarded the contract.

PARKS

Cherbourg Park Improvements Bids

Director of Parks and Risk Management explained that the installation of the Cherbourg playground went to bid and the results were opened on March 22nd. Staff is recommending the lowest bidder after the contractor was vetted by Gewalt Hamilton.

Ordinance 17-4-3 Conveyance of Outlot C in Easthaven to the Village

Executive Director Risinger explained that Pulte Homes erroneously conveyed Outlot C in the Easthaven Subdivision to the Park District instead of to the Village as required in the annexation agreement and this is being corrected.

POLICY AND LEGISLATION

2017-18 Fiscal Year Meeting Calendar

Vice President Reiner asked if there were any conflicts from the Board regarding the proposed dates and there were not.

Part Time Manual

Commissioner Johnson asked why there was a need for a separate manual for the part time employees. Director of Finance and Human Resources Short replied that there is a difference in the benefits and the manual is used quite often to inform the part time employees of what they are entitled to. Also, it is required as part of certification by PDRMA and IAPD's Distinguished Accreditation program.

Youth License Plate Employee Incentive Program

Executive Director Risinger said that at the Board's suggestion, staff has developed an incentive program using available sponsorship dollars for staff to purchase the IAPD Youth License Plates that support youth after-school programs throughout the state. Commissioner Johnson would like to see a community campaign on social media and at events to encourage resident to purchase the Youth Plates.

FINANCE

Budget and Appropriation Ordinance 17-4-1 for fiscal year 2017-18

Director Short said that the Board previously reviewed the budget and this Budget and Appropriation Ordinance is to be passed at the next Board meeting. It has been on display for the public for the statutory period and the newspaper notice for the public hearing will appear this weekend.

Amended Budget and Appropriation Ordinance 17-4-2 for fiscal year 2016-17

Director Short said that this ordinance was reviewed and discussed by the Board last month.

Resolution 17-4-1 Utilization of Developer Donation Funds

Director Short said that this amount is from the Village's developer donation ordinance.

IMRF Preliminary Rate Notice for 2018

Director Short said that the IMRF rate has gone down this year by 3.3% from last year.

Administrative Schedule and Compensation Study

Director Short said that the district hired a firm to do a market and full compensation study that was reviewed by staff and he stated that it was a good process. Staff agrees with the study that the district is competitive in the market and suggests that the salary increases be followed as recommended in the study.

Organizational Chart

Director Short said that this chart should be approved by the Board in a separate agenda item in accordance with IAPD's accreditation program requirements.

Preliminary Lake County 2016 EAV and Tax Extension

Director Short reported that the Lake County EAV increased 6.89% and he is optimistic that there will be an increase also in the Cook County EAV.

Audit Recommendation

Director Short reported that staff sought proposals for auditing services for the next three years. The district received six proposals and staff is recommending the firm of Lauterbach and Amen after vetting the firm.

PUBLIC RELATIONS AND MARKETING

Staff Report

Public Relations and Marketing Manager Terson said that the summer brochure has been delivered to residents and he is working on the fall brochure and other projects.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence, including newspaper articles on the Buffalo Grove's Got Talent event and the Link Crossing development and an invitation to the opening celebration for the renovations at Indian Trails Library.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger mentioned that Risk Manager Beckmann has been leading the PDRMA loss control reviews and the district has scored a 96.98% for administration and a 99.4% for the golf dome, which are higher scores than last year. He congratulated staff on these achievements and said further reviews are scheduled. There was a discussion about an incident with irate members at the fitness center and how the staff has been instructed on protocol and handled the situation well.

PRESIDENT AND COMMISSIONERS' REPORTS

President Drazner enjoyed reading the Employee Newsletter about the activities and achievements of the staff. Commissioners Schmerer and Johnson attended the IAPD state conference planning meeting and reported on some changes. Commissioner Johnson thanked staff for organizing the Park Champion events. Vice President Reiner shared that he experienced great service from a part time fitness center employee and asked that she be complimented. He expressed his wish to not serve as a President for personal reasons, but to remain as the Vice President for an additional year.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

Commissioner Johnson moved to enter into Executive Session for the purpose of Personnel at 8:21 pm, seconded by Commissioner Schmerer and passed with a voice vote.

AYES: Drazner, Johnson, Reiner and Schmerer
NAYS: 0
ABSENT: Jacobson

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO THE WORKSHOP

Commissioner Schmerer moved to adjourn the Executive Session and return to the Workshop at 9 pm, seconded by Vice President Reiner and passed with a voice vote.

AYES: Drazner, Johnson, Reiner and Schmerer
NAYS: 0
ABSENT: Jacobson

ACTION TAKEN IN EXECUTIVE SESSION

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

ADJOURNMENT

Vice President Reiner moved to adjourn the Workshop at 9 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary