



**Buffalo Grove Park District
Workshop Minutes
June 12, 2017 - 6 pm
530 Bernard Drive, Buffalo Grove, IL**

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

Commissioner Absent: Adriane Johnson

Staff Present: Executive Director Ryan Risinger, Public Relations and Marketing Manager Mike Terson, Executive Assistant Martha Weiss and Intern Grant Wonders

CALL TO ORDER

Roll Call

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

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Grant Wonders introduced himself as the summer rec intern and he will graduate from Western Illinois University at the end of the summer. He is helping out with special events at the district and his major is Recreation, Parks and Tourism Administration.

APPROVAL OF THE WORKSHOP AGENDA

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

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

PARKS DEPARTMENT

Park Tour Date

The consensus of the Board members was to schedule the annual park tour on August 14 at 3 pm.

New Vehicle Purchase

Executive Director Risinger explained that all of these vehicle purchases were included in the budget. There are three replacement vehicles and one new vehicle needed by a full time employee.

Emmerich Studio Renovation

Executive Director Risinger said that there is more that will be done in this Emmerich renovation project next year.

Vehicle Disposal Ordinance 17-6-1-

Executive Director Risinger explained that this is a ball picker that has been the backup at the Golf Dome and it is in fair/poor condition.

POLICY AND LEGISLATION

2017-18 Staff Goals and Objectives and Work Plans

Vice President Reiner said that the Goals and Objectives and the Work Plans are very thorough and detailed and he complimented staff on them. Executive Director Risinger said that staff will be adding long term goals with the development of the master plan. Staff is looking at doing strategic planning and developing an ADA transition plan this fiscal year.

Land Acquisition Environmental Policy

Executive Director Risinger said that Risk Manager Beckmann researched this policy after it was suggested by PDRMA as a best practice to insure that all properties that the district accepts are free of hazardous substances by requiring an environmental site assessment.

Revision of the Aircraft Control Ordinance

Executive Director Risinger thanked Risk Manager Beckmann and Superintendent of Facilities Missing for their work on this ordinance regarding drones in the district's parks. The ordinance was approved by PDRMA.

Revision of the Administrative Manual

Executive Director Risinger said that the Administrative Manual was revised in accordance with the IAPD/IPRA Distinguished Agency Accreditation standards.

RECREATION

Program Participation Numbers

Director of Recreation and Facilities Heider said that staff reports on program participation numbers once a year. He said that camps have begun and things are going smoothly.

PUBLIC RELATIONS & MARKETING

Flag Day ceremony at Veterans Park - Wednesday, June 14

The Board was reminded about this event. Refreshments will be served starting at 4:45 pm.

Environmental Action Team's Sixth Annual Green Fair – Sunday, June 25,

Executive Assistant Weiss described the event that is sponsored by the Environmental Action Team.

Staff Report

Public Relations and Marketing Manager Terson reported that he is finishing up the fall brochure. The virtual tour of the renovations of the Community Arts Center is on Youtube and Facebook. He is putting together a one-day photography seminar with the Wolves photographer for Park District marketing and communication departments.