



**Buffalo Grove Park District
Workshop Minutes
August 14, 2017
Alcott Center, 530 Bernard Drive, Buffalo Grove**

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

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 and Executive Assistant Martha Weiss

Attorney Steven Bloomberg was present.

CALL TO ORDER

Roll Call

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

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

PARKS DEPARTMENT

CAC Renovation Bids

Executive Director Risinger thanked staff and Legat Architects for their work on the bids for the renovations at the Community Arts Center. The lowest bidder did not meet the specified LEED requirement. Legat is recommending the second lowest bidder after vetting and the bid will be approved by the Board at the next Board meeting.

Ordinance 17-8-1 Disposal of Personal Property

Director of Parks and Risk Management Tim Howe explained that the landscape trailer is at the end of its useful life and the concession cart is no longer used, so after they are approved as surplus, staff will sell them on govdeals.org.

Staff Report

Director Howe said that staff is busy with projects and gearing up for BG Days celebration. He thanked his staff for the great job they have done this summer. The parks look great and all of the special events have gone smoothly.

POLICY AND LEGISLATION

Quarter A Administrative Work Plan

Executive Director Risinger said that a lot of his projects are year-long and things are moving along well.

Quarter A Goals and Objectives

Commissioner Drazner asked about LEED certification, and Executive Director Risinger and Director Howe described the program.

Resolution 17-8-3 Northwest Special Recreation Association 2018 Assessment

Vice President Reiner said that resolution is for the annual assessment for the partnership with Northwest Special Recreation Association. There is a decrease in our assessment per the formula used. The assessment will be on the agenda for approval at the next Board meeting.

Clubhouse Fee Assistance Policy

Superintendent of Recreation Strojinc researched the new IDHS training guidelines and concluded that it would not be feasible financially to continue accepting IDHS child care payments for the Clubhouses program. Superintendent Strojinc developed guidelines for creating the district's policy of assessing fee assistance for the Clubhouse program and is looking for Board approval of the program at the next Board meeting.

RECREATION

Golf Dome Tee Dividers Bids

Director of Recreation and Facilities Heider said that staff wanted to offer golf dome participants new technology, so the bid specifications were for an electric tee divider that provides instantaneous feedback after each golf ball is hit such as ball speed, total distance and carry distance. Staff is recommending the lowest bidder after the bidders were vetted.

Clubhouse Bus Bids

Director Heider said that the Clubhouse Bus Bids were opened this morning with only one bidder, and staff is recommending accepting it based on past experience with the company.

Staff Report

Director Heider discussed the parking situation at the fitness center during BG Days. He will obtain five VIP parking passes for the Board to free up spaces at the fitness center for members.

PUBLIC RELATIONS & MARKETING

Staff Report

Public Relations and Marketing Manager Terson said that he is working on the winter brochure and with Director Howe on the no smoking signage for BG Days.

The Board members were reminded about the IAPD Best of the Best Awards Gala scheduled for October 13, 2017. Commissioner Johnson asked that staff look into nominating sponsors or local journalists for awards at the gala.

CORRESPONDENCE

Executive Director Risnger reviewed the correspondence, including the current events listing, several newspaper articles, an invitation to an art show of former Commissioner Karen Meadows and the thank you letter from Randy Warren for honoring him on his retirement from School District 96.

EXECUTIVE DIRECTOR REPORT

Executive Director Risnger said that the NSWRA's Celebrate Ability Gala is November 3rd. He reported on a PDRMA insurance claim that the district filed regarding the soaked turf at the golf dome as a result of a heavy storm after the dome was removed and before the new dome was erected. Installation of the new turf will be covered under our PDRMA policy. The Chamber of Commerce/ Village of Buffalo Grove/Park District charity softball game is on August 30th at Emmerich Park.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Drazner said that All Shook Up was a great performance and National Night Out was an excellent event. Commissioner Johnson also complimented staff on All Shook Up and thanked to Manager Terson and his team for the program book and signage. She said that National Night was well attended, and the many sponsors there were happy with the event. Commissioner Johnson thanked Superintendent of Recreation Cashmore for volunteering at IAPD's Legislative picnic in Wheeling on August 26th. Commissioner Johnson will be attending the State Fair on Park District Conservation Day. Vice President Reiner reminded the Board about the Buddy Baseball game that will be held on Thursday, August 31. President Schmerer enjoyed All Shook Up and National Night Out also. He and Commissioner Johnson attended a program committee meeting and he reported on the planning for state conference. President Schmerer thanked staff for the park tour and for all of the accommodations he received at National Night Out as he recovers from foot surgery.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Attorney Bloomberg suggested that the Board enter into Executive Session for the purpose of Personnel.

EXECUTIVE SESSION

Vice President Reiner moved to enter into Executive Session for the purpose of Personnel at 7:02 pm, seconded by Commissioner Drazner and passed with roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO THE WORKSHOP

Commissioner Jacobson moved to adjourn the Executive Session and return to the Workshop at 7:51 pm, seconded by Commissioner Johnson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

ACTION TO BE TAKEN FROM EXECUTIVE SESSION

President Schmerer stated that no final action was taken in Executive Session.

ADJOURNMENT

Commissioner Johnson moved to adjourn the Workshop at 7:52 pm, seconded by Commissioner Drazner and passed with a voice vote.

Respectfully submitted,

Secretary