



BUFFALO
GROVE
PARK
DISTRICT

**Buffalo Grove Park District Board of Commissioners
Workshop Minutes
October 9, 2017
530 Bernard Drive, Buffalo Grove, IL**

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 Human Resources Specialist Scott Spitz

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 THE WORKSHOP AGENDA

Vice President Reiner 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.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence, including a newspaper article on the BG Singers' 25th Anniversary programs and letters to local legislators regarding the district

receiving an award recognizing a sponsor in the best friend category at IAPD's Best of the Best event.

RECREATION

2018 Preschool Fees Report

Director of Recreation and Facilities Heider explained that the preschool daily rates have remained the same but if there was an overall fee change, it was due to a change in the number of days that the classes meet.

Staff Report

Director Heider mentioned the upcoming events, including the children's musical production and the Halloween special events.

PARKS

Staff Report

Director of Parks and Risk Management Howe reported that there will be a kick-off meeting tomorrow with staff and outside consultants to generate ideas for a new master plan for Mike Rylko Community Park. He said that there will be an internal search to replace the positions of two retirees.

POLICY AND LEGISLATION

Security Camera Procedures Policy

Executive Director Risinger said that staff worked closely with PDRMA to update this policy. Commissioner Johnson inquired about the statement in the policy regarding prohibition against cameras being installed in playgrounds and the statement of not hosting videos in the cloud or with a third-party service provider. Executive Director Risinger will look into those issues.

Full Time Personnel Policy Revisions

There was a discussion about revisions to the parental leave section of the personnel policy and the Board asked staff to look into a different policy than presented.

PUBLIC RELATIONS AND MARKETING

Staff Report

Public Relations and Marketing Manager Terson said that the Winter Brochure has been delivered to households and he is working on the Spring Brochure, a Ted Talk he is giving at a local library, a voiceover for IAPD's Best of the Best Gala and his presentation for the IPRA state conference.

UPCOMING EVENTS

The Board was polled as to their attendance at the following events:

- a. IAPD Best of the Best Gala - October 13
- b. Celebrate Ability Gala - November 3
- c. Legal Symposium - November 9

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger will be seeking Board approval of his recommendation of a firm to prepare an ADA transition plan for the district at the next meeting. Fitness center members were sent invitations to focus group as part of a marketing audit run by an outside consultant.

PRESIDENT AND COMMISSIONERS' REPORTS

The Board members all agreed that the NRPA conference was worthwhile, and they shared some of what they learned at the many sessions they attended and said they enjoyed the interaction with staff.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Commissioner Jacobson moved to adjourn the Workshop at 7:06 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary