



BUFFALO
GROVE
PARK
DISTRICT

**Buffalo Grove Park District Workshop Minutes
October 23, 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 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

Attorney Steve Bloomberg was present.

Guests: Tom Chapman from Raymond James, JV Springman from Congregation Beth Am

CALL TO ORDER

Roll Call

President Schmerer called the Workshop to order at 6:00 pm. The roll was called and Commissioners Drazner, Jacobson, Johnson, Reiner and Schmerer answered present.

INTRODUCTION OF GUESTS

JV Springman thanked the Board for use of the Community Arts Center by Congregation Beth Am for the congregation's High Holidays for the fourth year. He complimented the staff of the CAC for the wonderful experience that the congregation had and he appreciates the great partnership that they have with the District. It is great to see the building being used by the congregation, by the BG Singers and all the other community events. Mr. Springman also thanked the Board for BG Days.

APPROVAL OF THE WORKSHOP AGENDA

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

POLICY AND LEGISLATION

Full Time Personnel Policy Revisions

Executive Director Risinger said that staff was not able to meet during the past two weeks to revise the security camera policy, so he asked that it will be stricken from the consent agenda and to be

considered next month. He then explained the proposed revision to the child birth leave policy. Commissioner Johnson suggested that the title of the paragraph be changed to parental leave policy. Executive Director Risinger said that there will be a few phrases changed in the security camera policy, and the Board suggested that the personnel policy be approved this evening with the understanding that the language will be tweaked. Vice President Reiner suggested that the revised rental policy language be changed to allow for rental fees to be waived once a year for full time employees.

ADA Transition Plan Recommendation

Executive Director Risinger said that he vetted the company that staff is recommending and he was satisfied with the recommendations from other executive directors who have employed the firm.

IAPD Credentials

After discussion, the Board agreed that President Schmerer would be the delegate, with Vice President Reiner and Commissioners Johnson and Drazner as the three alternates for the Annual Business Meeting of the Illinois Association of Park Districts on January 20, 2018.

RECREATION

Ordinance 17-10-1 Disposal of Personal Property

Executive Director Risinger said that staff decided to keep 85 of the old chairs for the first three rows in the new theater at the Community Arts Center and are requesting to sell the remainder.

FINANCE

October Warrant 2017

There were no comments or questions and the October Warrant was referred to Committee Action Items for approval.

September Financial Statement and September Year to Date Statement

There were no comments or questions and the September Financial Statement and Year to Date Statements were referred to Committee Action Items for approval.

October Refunds

Commissioner Jacobson inquired about the number of low amount refunds that are given to patrons as a result of cancellations. Director of Business and Human Resources Short said that checks written for refunds are only 20% of the total refunds and most are issued on credit cards. Commissioner Jacobson also commented on the number of patrons who listed "dissatisfied" as their reason for refund requests, and Director of Recreation and Facilities Heider explained that this category is very broad and covers many explanations, and the Office Manager will try to ask patrons to be more specific in the future.

Resolution 17-10-1 2017 Tax Levy

Director Short said that the levy it is an estimate and the actual levy will be presented in December.

Ordinance 17-10-2 providing for the issue of approximately \$2,325,000 General Obligation Limited Tax Park Bonds, Series 2017, for park improvements, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the execution of a Bond Purchase Agreement with Raymond James & Associates, Inc. in connection with the sale of said bonds.

Tom Chapman of Raymond James explained that the district maintained Standard and Poors' rating of AA+. Overall, the ratings report gave the district very high marks on management, a strong local economy, in part because the district's EAV has gone up, and because of the percentage of the main fund balances to expenditures. The rate came in at an average yield of 197 and he was pleased with how the sale went today.

Ordinance 17-10-3 Tax Abatement and Ordinance 17-10-4 Tax Abatement

Executive Director Risinger explained that these were the standard abating documents for a tax levy for two general obligation bonds.

PRESIDENT AND COMMISSIONERS' REPORTS

Vice President Reiner appreciated staff and Board attendance at the Best of the Best event that recognized him for 30 years of service as a commissioner. The Board members each congratulated Vice President Reiner on his 30 years of service and said that they enjoyed the event. President Schmerer and Commissioners Drazner and Johnson attended State Representative Carol Sente's reception at her new office. Commissioner Johnson observed a Distinguished Accredited Agency evaluation last week and is getting ready to join a team to do evaluations. President Schmerer said that he attended an event sponsored by Representative Sente at the Illinois Holocaust Museum that was very impressive.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

ADJOURNMENT

Commissioner Johnson moved to adjourn the Workshop at 6:45 pm, seconded by Commissioner Jacobson and passed with a voice vote.

Respectfully submitted,

Secretary