



**Buffalo Grove Park District Board of Commissioners  
Workshop Minutes  
530 Bernard Drive, Buffalo Grove, IL  
December 18, 2017**

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 David Bloomberg was present

**CALL TO ORDER**

**Roll Call**

President Schmerer called the Workshop to order at 6:04 pm. The roll was called and Commissioners Drazner, Jacobson, Johnson, Reiner and Schmerer answered present.

**INTRODUCTION OF GUESTS**

Pari Risinger, Charlie Risinger, Courtney Risinger, Brittani Sotzen and Ryan Sotzen, members of Executive Director Risinger's family, were previously introduced.

**APPROVAL OF WORKSHOP AGENDA**

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

**FINANCE**

**December 2017 Warrant**

Director of Business and Human Resources Short mentioned that the warrant included a sizable bond payment. There were no further comments or questions and the December 2017 Warrant was referred to the Committee Action Items for approval.

**November Financial Statement and November Year to Date**

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

### **December Refunds**

There were no comments or questions and the December Refunds were accepted as presented.

### **Tax Levy Ordinance 17-12-1**

There were no comments or questions and the Tax Levy Ordinance was referred to Committee Action Items for approval.

## **POLICY AND LEGISLATION**

### **Annual Board Meeting Calendar**

Executive Director Risinger explained that he is suggesting only one meeting in September because of religious holidays and the NRPA conference. There were no further comments and the Annual Board Meeting Calendar was referred to the Consent Agenda for approval.

### **Sexual Harassment Ordinance 17-12-2**

Vice President Reiner commented that a recent law in Illinois requires the district to pass an ordinance prohibiting sexual harassment and updates to the current district's policy. Executive Director Risinger said that the proposed ordinance was modeled after one suggested by IGFOA and the policy after one suggested by PDRMA. Commissioner Jacobson questioned whether commissioners should be included in the section regarding discipline against employees as a result of claims against them, since commissioners are elected. Attorney Bloomberg commented that commissioners are subject to the same guidelines, and he would review the section regarding discipline for commissioners with Executive Director Risinger. Commissioner Jacobson also said that the Board Policy Manual should include this topic. Executive Director Risinger said that topic will be included in a revised Board Manual Policy manual that staff is working on. He thanked Director Short and Executive Assistant Weiss for their assistance in the drafting of the ordinance and policy.

## **PARKS**

### **Update on LCDOT Easements Request for Buffalo Grove Road Expansion**

Executive Director Risinger said that this is an update on easements requested by Lake County Department of Transportation for the Buffalo Grove Road expansion project. He said that the easements should not have much of an impact on the Park District, and when the actual request is received by the district, the documents will be reviewed by the district attorney and an agreement will be negotiated for approval by the Board.

## **PRESIDENT AND COMMISSIONERS' REPORTS**

Commissioner Johnson asked for prayers and thoughts for Diane Main, past IAPD Chairperson and long time Westmont Park District who passed away. She also commented that she had completed her application for renewal of IAPD's Master Board program and attended the NWSRA appreciation luncheon that was very nice. Commissioners Drazner and Jacobson and President Schmerer also said that they completed their IAPD Master Board renewal applications. President Schmerer said that the district will be receiving an award at the IAPD/IPRA conference in January for the best promotional practices for the Youth License Plate program.

## **OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

There was no New Business.

**ADJOURNMENT**

Commissioner Johnson moved to adjourn the Workshop at 6:18 pm, seconded by Commissioner Drazner and passed with a voice vote.

Respectfully submitted,

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Secretary