



**Buffalo Grove Park District
Workshop Minutes
March 12, 2018
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, Public Relations and Marketing Manager Mike Terson and Executive Assistant Martha Weiss

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

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 about Chili Cook Off event; the obituary for former Director Rylko's nephew; a thank you card from FOP President Steve Antman for a donation in honor of his late father; information on the Lake Cook corridor development plan; information to the March 19th 50th anniversary celebration of the

Village; information on former Mayor Harstein's mother's funeral services; and a calendar of IAPD events.

RECREATION

2018 T-shirt Bid Results

Director of Recreation and Facilities Heider said that staff is recommending the lowest bidder who was vetted by staff. Vice President Reiner was impressed with the volume of bids that the district received.

POLICY AND LEGISLATION

Parks Day and IAPD Legislative Conference, Springfield - Tuesday and Wednesday, April 24 - 25

The Board has responded regarding their attendance at this conference.

Revised Park, Facility, and Amenity Naming Policy

Executive Director Risinger said that the last time the Board looked at this policy was several years ago and it needed to be updated, especially in light of the naming opportunities at the Community Arts Center. He did research on naming amenities from other foundations to base his draft policy on. The Board discussed the policy, including the longevity of naming rights, and that the Board reserves the right to make independent decisions on a case-by-case basis. Vice President Reiner suggested that staff look into an endowment program.

Vice President Reiner suggested that item I.a be changed to say only "citizens" and not "Buffalo Grove citizens" because the Board may decide to honor a person who is not a Buffalo Grove citizen. The Board agreed to change the word to "individuals." There was a discussion about how to attract large donors while continuing the campaign for smaller donations. Commissioner Johnson said that the district should develop an annual report of the Foundation's fundraising campaign. Also, the public should hear repeated stories of why people donate and how people benefit from the donations. Vice President said that it is difficult for the district to attract major donors because there is not a dedicated fund development coordinator, but there may be a way to incorporate some of these responsibilities into staff's goals and objectives. Also, he reminded staff to continue to request State money for projects. Commissioner Johnson suggested that the district seek a volunteer who is a development professional to consult with the Foundation Board members.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger said that he will be interviewing for the position of executive assistant next week and will fill the position by early April. Director Heider is interviewing for the position of aquatics supervisor.

FINANCE

Combined Budget and Appropriation Ordinance 18-4-1 of the Buffalo Grove Park District for Fiscal Year 2018-19

There were no comments or questions.

Amended Combined Budget and Appropriation Ordinance 18-4-2 of the Buffalo Grove Park District for Fiscal Year 2017-18

Director of Business and Human Resources Short explained that the district is making transfers between funds and will maintain a healthy corporate fund.

Fiscal Year 2018/19 Budget Workshop

Commissioner Jacobson said that the Board will be reviewing seven areas of the budget at this workshop: Recreation, the Community Arts Center, the museum, aquatics, the golf dome, Clubhouse and the fitness center. Executive Director Risinger said that this is the 20th year that the district has received the Governmental Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. His general comments included what capital projects were completed last year, and what projects staff are including for next year. Director Heider commented that the recreation staff are doing a great job keeping programming fresh and there are really good participation numbers. Executive Director Risinger said that staff are utilizing a newly developed matrix for staff to plot their programs to see how successful they are both economically and in addressing the district's mission for the community. Director Heider said that staff did an exceptional job at the Community Arts Center during the construction, and so did the contractors who made sure the participants were safe while attending the dance classes that continued. Museum Curator Fandrei is working on a sponsorship program and will be looking into a re-appropriation of a previously awarded museum grant. Director Heider said the aquatics staff have done a fantastic job converting into a program-based fund and have done a great job with the two indoor pools. He mentioned how the golf dome revenues are weather dependent, and how the improvements staff made have contributed to better attendance. Director Heider said that the Clubhouse program will be opening a tenth site and the number of participants is as high as it has ever been. There was a discussion about how to increase revenue at the Fitness Center.

PRESIDENT AND COMMISSIONERS REPORTS

Vice President Reiner said he was appreciative of all the hard work staff and President Reiner did for the FOP Trivia Night fundraiser that was fun and was for a great cause. He complimented Executive Director Risinger on his security measures during the event. Vice President Reiner said that Director Short deserves a lot of credit for the job he does preparing the Budget and Appropriation ordinances. Commissioner Johnson also gave kudos for all involved in the Trivia Night fundraiser. She asked if staff had determined which event should be a NRPA Park Champion event this year and Executive Director Risinger said that staff is in the process of planning for it. Commissioner Drazner said that the Trivia Night was outstanding and it was very impressive for the Foundation's first attempt at a fundraiser. He attended the opening of the Lincolnshire Culvers Restaurant, one of the district's major sponsors. President Schmerer thanked staff who assisted in reviewing the trivia questions before the event.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Commissioner Drazner moved to adjourn the Workshop at 7:46 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary