



**Buffalo Grove Park District Board of Commissioners  
Workshop Minutes  
April 9, 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 Parks and Risk Management Tim Howe, Public Relations and Marketing Manager Mike Terson and Executive Assistant Martha Weiss

Guest: Recreation Specialist Beth Wanland

**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**

Beth Wanland was introduced as a part time employee of the District for 21 years and currently holding the position of Recreation Specialist. She was recently offered the position of Executive Assistant to replace retiring Martha Weiss and will begin to train in that position on April 16.

**APPROVAL OF AGENDA**

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

**TOPICS FROM THE FLOOR**

There were no Topics From the Floor.

## RECREATION

### **Bus Bid**

Executive Director Risinger explained that this year, the bid specifications included an option to extend the bid price for three additional one-year terms. Staff's recommendation is to go with the second lowest qualified bidder, since the lowest bidder was not qualified based upon the district's unsatisfactory experience with them. Also, the second lowest qualified bid included a set bid price for the next three years and the bidder received positive recommendations.

## PARKS

### **Mill Creek Playground Equipment**

Director of Parks and Risk Management Howe said that staff distributed letters to the residents surrounding Mill Creek Park asking them to vote for three different playground options. Staff is recommending that the equipment be purchased through a joint co-op that will result in a better price. The old equipment will be removed by Kids Around the World to be used in a developing country.

## POLICY AND LEGISLATION

### **2018-19 Fiscal Year Meeting Calendar**

The dates were approved by the Board.

## FINANCE

### **Budget and Appropriation Ordinance 18-4-1 for fiscal year 2018-19**

### **Amended Budget and Appropriation Ordinance 18-4-2 for fiscal year 2017-18**

Commissioner Jacobson mentioned that the budget has been reviewed by the Board during workshops.

### **Resolution 18-4-1 Utilization of Developer Donation Funds**

Commissioner Jacobson said that this resolution is prepared in order to receive the developer donation funds that are collected by the Village for the Park District.

### **IMRF Preliminary Rate Notice for 2019**

Executive Director Risinger said that the anticipated IMRF rate for 2019 is better than what staff had anticipated.

### **Administrative Schedule**

Executive Director Risinger stated that an increase of 2 ½ % across the board will put the district on the leading edge in the field and this does not have a correlation to the average rate of raises. He said that staff is doing research on addressing inconsistencies in the district's compensation philosophy. Staff were recently surveyed regarding their work experiences and education levels to make sure that all pertinent information is included in the salary compensation process.

### **Organizational Chart**

Executive Director Risinger said that this is separately approved by the Board.

## PUBLIC RELATIONS AND MARKETING

### **Staff Report**

Public Relations and Marketing Manager Terson reported that the summer book has been delivered to residents. The brochure is the largest one the district has ever had, due to an

increasing amount of ads that generate revenue for the district. The sponsorship coordinator just completed her most successful quarter since joining the district. Manager Terson said that it is a credit to staff and the Board who provide such a supportive climate that encourages the sponsors to return year after year. He thanked the Board for their support and interaction with the district's sponsors.

### **CORRESPONDENCE**

Executive Director Risinger reviewed the correspondence, including a thank you note from Mike Rylko's family for a donation for his nephew and a copy of the article written by Jeff and Martha Weiss about the Environmental Action Team that was featured in the Illinois Parks and Recreation March/April magazine. The Board congratulated Executive Assistant Weiss for the article and Commissioner Johnson commented how important it is to promote what the action team is doing for the community.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Risinger added a reminder about the Special Leisure Services Foundation/Rotary Golf Outing on May 16<sup>th</sup>. He mentioned that Village staff will present the Lake Cook Corridor Development Plan at the May workshop. Director of Recreation and Facilities Heider had the first 50<sup>th</sup> anniversary committee meeting with staff and asked the Board for their suggestions. Director of Parks and Risk Management Howe thanked the Board for the baby gift.

### **PRESIDENT AND COMMISSIONERS' REPORTS**

Commissioner Drazner said that he would have enjoyed the Bunny Bash that was unfortunately cancelled because of the weather. Commissioner Johnson said she completed the ALICE online training. She is co-moderating a breakout session at IAPD's Legislative Conference helping park districts hone their advocacy skills and she will be sharing the tools that district staff have developed for that purpose. There was discussion about designating the grand opening of the Community Arts Center on June 24 as an NRPA Park Champion event. Commissioner Johnson suggested that the community should see homegrown talent at a future Foundation fundraiser event.

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

There was no New Business.

### **EXECUTIVE SESSION**

Commissioner Drazner moved to enter into Executive Session for the purpose of Personnel at 6:38 pm, seconded by Commissioner Johnson and passed with a 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 Drazner moved to adjourn the Executive Session and return to the Workshop at 7:53 pm, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

**ACTION TAKEN IN EXECUTIVE SESSION**

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

**ADJOURNMENT**

Commissioner Jacobson moved to adjourn the Workshop at 7:54, seconded by Commissioner Drazner and passed with a voice vote.

Respectfully submitted,

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Secretary