



Buffalo Grove Park District  
WORKSHOP MINUTES  
March 11, 2019  
530 Bernard Drive, Buffalo Grove, IL  
6 pm

Commissioners Present: Tracy Bragg, Richard Drazner, Scott Jacobson, Adriane Johnson and Larry Reiner

Staff Present: Director of Recreation & Facilities Bill Heider, Director of Business Services and Human Resources John Short, Director of Parks & Planning Tim Howe and Public Relations and Marketing Manager Mike Terson

CALL TO ORDER

**Roll Call**

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

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests to introduce.

APPROVAL OF WORKSHOP AGENDA

Vice-President Johnson moved to approve the March 11, 2019 Workshop Agenda, seconded by Commissioner Bragg and passed with a voice vote.

CORRESPONDENCE

Director of Recreation and Facilities Bill Heider mentioned the newspaper articles on Debbie Fandrei, Museum Curator, and Amanda Busch, Recreation Supervisor. He also mentioned the article in the Daily Herald on the OSLAD Grant award for Green Lake Park, the calendar of upcoming events, and the thank you notes from Vernon and Wheeling Townships for the pre-school donations to their respective food pantries. Vice-President Johnson passed out another thank you note from Peter Murphy with IAPD for the Life Map the Board presented them at conference commemorating their 90<sup>th</sup> anniversary.

## RECREATION

### **2019 T-Shirt Bid Recommendation**

Director Heider highlighted the recommendation from Superintendent Erika Strojinc to award the lowest bidder, Sharp Sports based in Shorewood, IL.

### **2019 Bus Bid Extension**

Director Heider highlighted the recommendation from Superintendent Strojinc to extend the 2018 Bus Bid contract with Grand Prairie Transit, Inc. based in Mt. Prospect, IL for the year 2019.

## PARKS

### **Environmental Report Card**

Director of Parks and Planning Tim Howe said that the Environmental Report Card is meant to be reviewed every three years. We scored the same as we did the last review and Director Howe is looking for ways to improve for the next review.

## POLICY AND LEGISLATION

Parks Day and the Legislative Conference will be held in Springfield on Tuesday, April 30 and Wednesday, May 1. President Jacobson, Vice-President Johnson and Commissioners Drazner and Reiner said they will be attending.

## FINANCE

### **Combined Budget and Appropriation Ordinance 19-4-1**

Director of Business Services and Human Resources John Short explained that the ordinance is the vehicle for approving what we can legally spend. The appropriation is larger than the budget because it includes salaries, benefits and some capital projects.

### **Fiscal Year 2019-20 Budget Workshop**

Commissioner Jacobson said that the Board will be reviewing six areas of the budget at this workshop: Corporate Administration, Corporate Maintenance, Insurance, the Museum, Aquatics, and the Golf Dome.

### **Corporate Administration**

Director Short's general comments included saying our interest income is projected to go up. He said the transfer-in will off-set the projected deficit in the Corporate Fund. This is favorable for our bond rating. The proposed reimbursement is for ADA, BGRA and Bills Football which had been in the Recreation Fund. Part-time salaries decreased due to fewer hours needed in the position.

### **Corporate Maintenance**

Director Howe commented on Corporate Maintenance saying that dues and subscriptions increased because of the new HVAC system at Emmerich with on-line capability. Parks also added Amazon Prime to the account. Landscape services increased due to adding more acreage to our mowing service contract, and Parks is now taking on the responsibility of stocking fish at Green Lake Park. The Maintenance and Repair fund increased because we moved funds that we have been taking out of Capital into this account.

### **Insurance**

Director Short said the lion's share of the increase was from moving the line item Security Systems Maintenance from Capital Expenditures to Life Safety Services.

### **Museum**

Director Short said total revenues were lowered due to the tax levy being reduced to maintain a lower balance. The full-time salaries increased due to being under-staffed last fiscal year.

### **Aquatics**

Director Heider explained that Part-Time Development and Dues increased due to raising the training standards to the new Starfish standards which requires more supplies and more staff training time.

### **Golf Dome**

Director Heider said that staff is conservative when projecting revenue numbers because revenue is weather sensitive; more participants visit the Golf Dome when weather is bad and fewer visit when the weather is mild. He also said that we moved a painting project from Capital into the operational budget.

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

There was no Executive Director's report due to his absence from the meeting. Director Heider said that Trivia Night was a huge success and he is hoping the Friends of the Parks raised a lot of money. Director Howe said that they interviewed for the open Parks Specialist position, made an offer, and are waiting to hear a decision. Director Short said that today we received a risk assessment questionnaire for the OSLAD Grant that we will complete and return.

### **PRESIDENT AND COMMISSIONERS REPORTS**

President Jacobson attended Trivia Night for the first time and said it was very well run and it was impressive to have filled 20 tables. He thought the pace was great and gave kudos to Board Emeritus member, Jack Schmerer, for the role he played as MC.

Commissioner Reiner said that the Cook County Legislative Breakfast was outstanding and he thought the legislators who spoke offered invaluable information. He loved seeing staff attend and participate in this important event. He thanked Director Short for the work he did putting together the budget presentation and finds it very organized and easy to read. He said that he can get a real picture of what next year is going to look like from reading the budget.

Vice-President Johnson echoed what Commissioner Reiner said about the Legislative Breakfast we hosted being well-organized and well-attended. She attended Trivia Night and said it was a great event, well-organized and it was a lot of fun. She also attended "Donuts with Dan" Didech on March 2 in Vernon Hills which attracted a variety of people from the Park District, school districts, municipality and business community. She said that the LWCF (Land and Water Conservation Fund) was passed by the state senate to permanently fund this federal program.

Commissioner Drazner said it is great to see all the uses of the Community Arts Center. Most recently, he attended the Legislative Breakfast, the Journal & Topics Candidate's Forum, and Trivia Night at the facility. He said the CAC is becoming a focal point of the community. He attended Pride Night Out last week and it was well-attended by local legislators who spoke about pending legislation being

discussed in Springfield that would affect the LGBTQ community. He and his wife have volunteered to chaperon the upcoming Pride Prom at the Community Arts Center.

Commissioner Bragg said that she attended the Legislative Breakfast and let the Board know that she will not be at the March 25 Board meeting due to her being out of town.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

Director Heider mentioned that we are flying the 50<sup>th</sup> Anniversary flags around the community and said that we sold our first buffalo as part of the anniversary celebration.

ADJOURNMENT

Commissioner Drazner moved to adjourn the Board Workshop at 6:50 pm, seconded by Vice-President Johnson and passed with a voice vote.

Respectfully submitted,

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Secretary