



Buffalo Grove Park District Board of Commissioners
Workshop Minutes
Alcott Center, 530 Bernard Drive, Buffalo Grove, IL
April 22, 2019

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

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Public Relations and Marketing Manager Mike Terson and Executive Assistant Beth Wanland

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 6:02 pm. The roll was called and Commissioners Bragg, Jacobson, Johnson and Reiner answered present.

MOMENT OF SILENCE

President Jacobson said it would not be appropriate to start the meeting without remembering who is not here. He said that things will never be quite the same without Commissioner Drazner. We will miss his passion for the Park District and the community. We will miss his intelligence, his endearing smile and his unmatched sense of humor. Those in attendance stood and observed a moment of silence and President Jacobson said, "May he rest in peace."

INTRODUCTION OF GUESTS

Joel Blatt, a Buffalo Grove resident, was in attendance to observe.

APPROVAL OF THE WORKSHOP AGENDA

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

TOPICS FROM THE FLOOR

There were no topics from the floor discussed.

Rolling Hills Playground Installation

Director of Parks and Planning Tim Howe said that they are looking for approval for the installation of the Rolling Hills playground.

POLICY AND LEGISLATION

2019-20 Fiscal Year Meeting Calendar

President Jacobson said that there is a chance that he will not be able to attend the July 27 board meeting as scheduled. Executive Director Risinger said there is also a potential conflict on that date due to a full day meeting with staff for Strategic Planning. The Board would also be invited to participate in that meeting. The Board discussed moving the July 27 meeting to July 15 and it was agreed upon. Commissioner Reiner pointed out that the 2020 meeting dates are on Tuesdays and need to be revised to Mondays.

Identity Protection Policy

Director of Business Services and Human Resources John Short said this policy has been updated from 2010 and Board approval is needed for Distinguished Agency.

Social Media Policy

Executive Director Risinger thanked Marketing and Public Relations Manager Mike Terson for putting this together. The policy has been reviewed and approved by corporate counsel. It addresses internal posting with our staff and potential inappropriate posting from the public.

ADA Transition Plan

Executive Director Risinger said the ADA Transition Plan review went very well and we have incorporated it into a working document we will use as a guide moving forward.

Master Plan Review

Executive Director Risinger explained that the Master Plan was never formally passed and he would like to get it officially approved for Distinguished Agency.

FINANCE

President Jacobson took the Board through the Finance agenda items.

Budget and Appropriation Ordinance 19-4-1 for Fiscal Year 2019-20

There were no further comments on the Budget and Appropriation Ordinance.

Resolution 19-4-1 Buffalo Grove Road Easements and Quitclaim Deed

Executive Director Risinger said the roadwork planning is underway and IDOT would like documents signed. They will be compensating us financially for the easements. Construction will begin early in 2020.

IMRF Preliminary Rate Notice for 2020

Director Short said that IMRF rate is going up 20% year over year which is extraordinarily high. We hope to take care of the full increase in the levy for next year or we will have to pay it later. Commissioner Reiner suggested we build up the IMRF fund so that we have a reserve for when this happens in the future.

Administrative Schedule

Executive Director Risinger said that this schedule shows a 2% increase to keep our salary ranges on the leading edge of comparable districts in the state of Illinois. This schedule changes 1-1/2 to 2% each year.

2019-20 Organizational Chart

President Jacobson asked Executive Director Risinger what changed in the organizational chart since last year. He explained that there are two significant changes. First, we have added the Partnerships and Communications Specialist position filled by Wendy Friedman and second, we did not replace a foreman position that was vacated last year in Parks, but have added a new Superintendent of Development in the Parks department. He said he feels this move will save us a significant amount of money in consulting fees in the long run. There were also a few title changes on the Organizational Chart.

April Warrant 2019

Director Short said we started to pay FH Paschen for the Fitness Center renovations in April and there are more refunds than usual due to finalizing billing from cancellations over the winter.

March Financial and Year to Date Statement

Director Short said that we are ahead of pace on the March financials and have collected nearly all of our tax money.

April Refunds

The April refunds were discussed previously.

PUBLIC RELATIONS AND MARKETING

Vice-President Johnson congratulated Director Short on receiving the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. She said that Parks Day and the Legislative Conference and Reception are on Tuesday, April 30 and Wednesday, May 1, in Springfield. She also informed the Board of two upcoming golf outings; the SLSF/Rotary Golf Classic on Wednesday, May 15 from 9:30 am – 5:30 pm, at the Arboretum Club in Buffalo Grove. The Chamber Golf Outing is on Monday, June 17 from 7:30 am – 3 pm, at the Royal Melbourne Country Club in Long Grove.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence in the Board Packet which included a calendar of events, an IAPD Boot Camp registration form, and a card from former Board Member Bill Kiddle wishing the Park District happy anniversary. There were Daily Herald photos of Ann Gusek celebrating her 100-year birthday at a party at the Alcott Center. He also said he has received many calls and emails from people expressing their condolences on the passing of Commissioner Drazner.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger said he will wait to give his report in the regular board meeting.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said he attended Guys & Dolls, Jr. and loved it. In Commissioner Drazner's memory, he gave "kudos" to the production staff and actors who ranged in grade from 2nd to 6th grade. He attended the Parttime Appreciation Dinner and congratulated the Parks department on their award from the Pioneer Press for their Field of Excellence.

Vice-President Johnson also attended Guys & Dolls, Jr. Recreation Supervisors Jessi Hersman and Lindsay Grandt helped her through it as she usually attends with Commissioner Drazner. She attended the Part-Time Appreciation dinner and the NWSRA art exhibit at the Raupp Museum. She also attended the Bunny Bash on Saturday, April 20. In the next week IAPD will make a decision on the keynote speaker, the band, venue and closing social for the 2020 Conference. She said the Chamber is going to name the annual BG Days softball game after Commissioner Drazner. They would like to be invited to whatever we as a Park District do to honor him. She said that she and Commissioner Drazner had planned to attend the Pride Parade and she hopes that our Commissioners will join her knowing that this was very important to Commissioner Drazner and his family.

Commissioner Bragg attended the Bunny Bash and will be working with Buddy Baseball this summer along with her son, Wade.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

No Executive Session was held.

ADJOURNMENT

Commissioner Bragg moved to adjourn the Workshop at 6:36 pm, seconded by Vice-President Johnson and passed with a voice vote.

Respectfully Submitted,



Secretary