



Buffalo Grove Park District Board of Commissioners  
Workshop Minutes  
Alcott Center, 530 Bernard Drive, Buffalo Grove, IL  
June 24, 2019  
6 pm

Commissioners Present: Tracy Bragg, Scott Jacobson and Adriane Johnson

Commissioner Absent: 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, Superintendent of Recreation Greg Ney and Executive Assistant Beth Wanland

Attorney Steven Bloomberg arrived at 6:02 pm.

CALL TO ORDER

**Roll Call**

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

APPROVAL OF THE WORKSHOP AGENDA

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

INTRODUCTION OF GUESTS

Recreation Supervisor Lindsay Grandt, Superintendent of Development Mike Maloney, and Summer Intern Michael Walsh were acknowledged.

FINANCE

Commissioner Bragg was asked to take the Board through the Finance agenda items.

**June Warrant 2019**

Director John Short said that the biggest numbers on the warrant are the Fitness Center renovations and one of the Fitness Center debt services was paid.

### May Financial Statement

Director Short said that except for the debt service on the Fitness Center, we are doing very well.

### June Refunds

Director Short said that most of the refunds were camp refunds.

### Board Travel and Conference Expense

There were no comments on the Board Travel and Conference Expense.

## POLICY AND LEGISLATION

### Full-Time Personnel Manual and Part-Time Personnel Manual

President Johnson thanked Human Resources Manager Scott Spitz for summarizing the changes which made it easy for the commissioners to get through the lengthy manual. Executive Director Risinger said the biggest change was the addition of the Travel Policy in the Full-Time Personnel Manual. There were no further questions or comments.

## PARKS

### LEEDS Certification – Community Arts Center

Director of Parks and Planning Tim Howe said that we were notified last week that we were awarded LEED (Leadership in Energy and Environmental Design) certification for the Community Arts Center. There will be a plaque placed on a CAC wall stating that the building is LEED certified.

### Long-Term Capital Plan

Director Howe explained that he and Superintendent of Facilities and Planning Tim Beckman and Superintendent of Parks Randy Smith worked on a long-term capital plan. He presented a slide presentation which included plans for parks and facilities over the next several years. It is a fluid document which may change as priorities change over the years. It was broken into three categories: overview, parks, and facilities. Long-term park projects include completing the OSAD grant for Green Lake Park, designing and redeveloping Veterans Park playground, tennis and basketball courts, developing Parkchester Park, renovating Longfellow playground, complete parking lot renovations at Willow Stream Park, and completing the in-line rink renovation at Rylko Park. Other long-term parks goals include completing an Apple Hill playground renovation, redesigning and moving the Spray 'N Play playground location, redeveloping Prairie Grove Park, and expanding the Community Arts Center parking lot and playground/open space development. Long-term facilities projects include updating the HVAC units at the CAC and the Fitness Center, updating the electrical panel and adding a generator to Alcott, updating the bathrooms at the Museum and the Golf Dome, installing a new roof at the Fitness Center, expanding the Spray 'N Play and the Alcott Center Room 1 into larger space. Executive Director Risinger thanked Director Howe, and Superintendents Beckmann, Smith, and Maloney for the work they did in developing this comprehensive long-term plan.

## PRESIDENT AND COMMISSIONERS REPORTS

Commissioner Jacobson said that he attended the Chamber Golf Outing at Royal Melbourne. He said that Superintendent Chris Eckert won the putting contest and long ball contest. His foursome tied for second place.

Commissioner Bragg said Recreation Supervisor Terri Ebner did a great job at Flag Day. She thought the ribbon-cutting ceremony at Green Lake Park was great. She attended the Green Fair on Sunday and there was a great turnout which included State Representative Daniel Didech.

President Johnson thanked staff for the successful Flag Day and Green Fair events. She researched Flag Day and said we might want to consider a flag retirement program by collecting old and tattered flags and we would properly dispose of them. She enjoyed the ribbon-cutting at Green Lake Park, thanked the parks staff for the beautiful landscaping, and thanked Rotary for the generous donation for the pier. She attended the village meeting when they presented the Environmental Action Team with a resolution commemorating their 10 year anniversary. President Johnson attended the BiG comedy show and former Commissioner Rick Drazner's son, Jeremy, was the headliner. She hopes we can promote these events more in the future with the goal of increasing attendance. She attended International Yoga Day at the Fitness Center and the NRPA Public Policy meeting and said unfortunately, Congressman Brad Schneider was not selected for the award we nominated him for.

## OLD BUSINESS

Executive Director Risinger reminded the Board that the July Board Meeting date was changed to Monday July 15, 2019. Commissioner Jacobson asked what was decided about the suggestion of adding Starbucks to the Fitness Center. Director Heider said that we are already selling Starbucks at the Fitness Center; we just don't advertise it because we would have to pay a franchise fee. He said other ideas are being discussed and once a plan is determined, the board will be informed.

## NEW BUSINESS

There was no New Business.

## ADJOURNMENT

Commissioner Jacobson moved to adjourn the Workshop at 6:27 pm, seconded by Commissioner Bragg and passed with a voice vote.

Respectfully Submitted,



Secretary