



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
September 16, 2019
530 Bernard Drive, Buffalo Grove, IL
6 pm

Commissioners Present: Tracy Bragg, Steve Cummins, Adriane Johnson and Larry Reiner
Commissioner Absent: Scott Jacobson

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Business 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 David Bloomberg was present

CALL TO ORDER

Roll Call

President Johnson called the Workshop to order at 6:04 pm. The roll was called and Commissioners Bragg, Cummins, Johnson and Reiner answered present.

INTRODUCTION OF GUESTS

Don Shaw from Lauterbach & Amen LLP, Kevin O'Kelly from Raymond James, and Greg Petry from Greg Petry Consulting were welcomed. Recreation Manager Diana Clayson and Aquatics Supervisor Jenn Foreman were in attendance. Front Office and Billing Supervisor Robin Racusen arrived at 6:06 pm.

APPROVAL OF THE WORKSHOP AGENDA

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

FINANCE

Presentation of 2018-19 Year End Audit - Lauterbach & Amen LLP

Mr. Don Shaw from Lauterbach & Amen LLP thanked the Board for having him. He thanked Director of Business Services and Human Resources John Short and his staff for another successful audit year. He reviewed the annual financial report and management letter that was prepared by his firm. He explained that the Government Finance Officer Association awarded a Certificate of Achievement for Excellence in Financial Reporting to the Buffalo Grove Park District for its comprehensive annual financial report (CAFR) for fiscal year ended April 30, 2018. This was the twenty-first consecutive year that the Park District received this prestigious award. He said that our current comprehensive annual report continues to meet the Certificate of Achievement Program's requirements and Lauterbach & Amen is submitting it to the GFOA to determine its eligibility for another certificate and fully expect to receive it.

September Warrant 2019

Director Short said that the warrant is a little smaller because our meeting is earlier this month. Everything is running according to budget.

August Financial Statement

Director Short said that we are on pace with the budget and noted that camps did very well this summer.

August Year to Date Statement

There were no comments or questions and the August Year to Date Statement was referred to Committee Action Items for approval.

September Refunds

The September refunds were accepted as presented.

General Obligation Limited Tax Park Bonds – Kevin O’Kelly of Raymond James

Kevin O’Kelly from Raymond James said that the Park District’s fund balance is fantastic and the rating agencies will love it. He said he is here tonight for the public hearing which will take place later in the meeting. This public hearing will give notice of the Board of Commissioners of the Buffalo Grove Park District to sell \$1,705,000 general obligation limited tax park bonds. Mr. O’Kelly said that rates are lower than last year but continue to fluctuate. They are the lowest they have been in twenty-five years and it is a good time to issue bonds. The market is strong and from a financial perspective the Park District is in a fantastic position. The public hearing tonight on the bond issue is required by law and it will be finalized at the October 28 Board meeting. The board thanked Mr. O’Kelly for his report.

Board Travel/Conference Expense

The Board Travel/Conference expense was accepted as presented.

POLICY AND LEGISLATION

Strategic Plan Presentation

Greg Petry thanked the board for having him and said that the Strategic Plan process was a terrific, smooth, exciting, and engaging process. He complimented the board for having an exemplary, responsive, and participatory staff. The plan committee consisted of Executive Director Risinger, Superintendent of Facilities and Planning Tim Beckmann, Recreation Manager Diana Clayson, Aquatic Supervisor Jenn Foreman, and Front Office and Billing Supervisor Robin Racusen. He said that the purpose of a Strategic Plan is to create a big picture document that the organization can focus on and move forward with. The mission statement stayed the same and a vision statement was established: *"To lead our diverse community with innovative and exceptional experiences."* One hundred percent of those surveyed thought the value statements of the board and staff is representative of the work ethic of the organization. As part of the process the results uncovered seven themes: affordability, communications, community development, community engagement, shifting demographics, staffing and technology. Staff created initiatives at a workshop and forty-five action steps or objectives were identified and placed on a timeline.

President Johnson thanked Mr. Petry for facilitating the Strategic Plan and said that it is a very thorough plan. Vice President Reiner said that he read through the plan and got a lot out of it. He said the Strategic Plan is not something that will sit on the shelf but rather is a tool that we can use moving forward that reflects how staff and the Board feel. Mr. Petry added that there is a lot of good background information in the plan and also some great marketing data to help staff. Executive Director Risinger thanked Mr. Petry, the committee, and staff for

participating in this plan. He said this document is not by any means done and he is excited about taking the next step of putting the initiatives into action.

Community Survey

Executive Director Risinger said that there is a lot of great information in the Community Survey that we can take and improve upon in the future. The response from the community was good and the breadth of the response was particularly good. Vice President Reiner mentioned the recurring theme about residents wanting bathrooms in parks. Executive Director Risinger said the challenge is that the price of bringing water and sewer to a park is cost prohibitive. Vice President Reiner concurred and mentioned that there are some new, innovative types of portable bathrooms on the market that we can look into that don't feel like portable bathrooms.

RECREATION

Camp Fees

Director Heider explained that the reason some of the fees are going up is because next year there will be two increments of increases in the minimum wage and a third increase in 2021. He said we are trying to stay ahead of these increases and hire valuable staff.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Bragg said that it was an amazing Labor Day weekend. She said staff was incredible, the float was remarkable, and she presented Director Heider a framed, blown-up picture of him that appeared in the Daily Herald. The photo was taken at the parade where he was donning a buffalo hat and wearing a t-shirt that said *Grand Poobah*.

Vice President Reiner welcomed Commissioner Cummins, thanked Director Short for the work he did on the audit, and said that BG Days was fantastic.

President Johnson also welcomed Commissioner Cummins and said she looks forward to working with him. She thanked staff for all the work that went into Buffalo Grove Days. She attended the Rick Drazner Memorial Softball Game and was proud of the Buffalo Grove Park District's victory. She also attended the Bow Wow event and the Buddy Baseball game. President Johnson said the Fitness Center staff had an amazing reception to kick off Membership Appreciation Week and she attended the Environmental Action Committee's electronic recycling and shredding event. She loved the BG Singers 27th annual performance and said she laughed, cried, and danced. Lastly, she attended the Butterfield Golf Outing and enjoyed bonding with all in attendance.

Commissioner Cummins thanked the commissioners for welcoming him to the Board.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

ADIJOURNMENT

Vice President Reiner moved to adjourn the Workshop at 6:33 pm, seconded by Commissioner Cummins and passed with a voice vote.

Respectfully submitted,


Secretary