

**MINUTES  
BUFFALO GROVE PARK DISTRICT  
BOARD MEETING  
DECEMBER 10, 2012**

Commissioners Present: Richard Drazner, Scott Jacobson, Jack Schmerer and Adriane Johnson

Absent: President Reiner

Staff Present: Executive Director Dan Schimmel, Director of Recreation and Facilities Ryan Risinger, Superintendent of Parks Bill Heider, Business Manager John Short, Superintendent of Revenue Facilities Kristy Vik, Superintendent of Recreation Kim Cashmore, Public Relations and Marketing Manager Mike Terson and Administrative Assistant Martha Weiss. Attorney David Bloomberg was also present.

**CALL TO ORDER**

**Roll Call**

Vice President Schmerer called the Board Meeting to order at 7:32 p.m. The roll was called and Commissioners Drazner, Jacobson, Schmerer and Johnson answered present.

**PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**November 12, 2012 Special Board Meeting Minutes**

Commissioner Drazner moved to approve the November 12, 2012 Special Board Meeting Minutes, seconded by Commissioner Johnson and passed with a voice vote.

**November 12, 2012 Workshop Minutes**

Commissioner Drazner moved to approve the November 12, 2012 Workshop Minutes, seconded by Commissioner Johnson and passed with a voice vote.

**November 26, 2012 Workshop Minutes**

Commissioner Drazner moved to approve the November 26, 2012 Workshop Minutes, seconded by Commissioner Johnson and passed with a voice vote, with Commissioner Drazner abstaining.

**November 26, 2012 Regular Board Meeting Minutes**

Commissioner Drazner moved to approve the November 26, 2012 Regular Board Meeting Minutes, seconded by Commissioner Jacobson and passed with a voice vote, with Commissioner Drazner abstaining.

**TOPICS FROM THE FLOOR**

There were no topics from the floor.

**CORRESPONDENCE**

The Board members received an abbreviated version of the results of the community survey in their packets. Included also was an agenda for the special meeting on December 11 with staff and Board members who able to attend to review the Park District mission statement and core values. Included in the packet was a letter from Vernon Township Supervisor William Peterson thanking the Park District and the participants in the Turkey Bowl that was hosted by Commissioner Jacobson. The approximately 60 people involved in the event donated non-perishable food items to the Vernon Township Food Pantry. The Park District also received a letter from the Cook County Treasurer regarding requirements for the

debt disclosure ordinance. Executive Director Schimmel had a discussion with Torah Academy regarding rent payments during the next year.

**ATTORNEY REPORT**

There was no attorney report given.

**COMMITTEE ACTION ITEMS**

**December 2012 Warrant**

Commissioner Jacobson moved to approve the December 2012 Warrant in the amount of \$650,476.74 , seconded by Commissioner Drazner and approved with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Schmerer

NAYS: 0

ABSENT: Reiner

**Tax Levy Ordinance 12-12-1**

Commissioner Jacobson moved to approve Tax Levy Ordinance 12-12-1, seconded by Commissioner Drazner and approved with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Schmerer

NAYS: 0

ABSENT: Reiner

**Resolution 12-12-1 amending the Flex HRA Plan 105 Adoption Agreement**

Commissioner Jacobson moved to approve Resolution 12-12-1, seconded by Commissioner Drazner and approved with a roll call vote.

AYES: Drazner, Jacobson, Johnson and Schmerer

NAYS: 0

ABSENT: Reiner

**CONSENT AGENDA**

Commissioner Drazner moved to approve the Consent Agenda as presented, seconded by Commissioner Jacobson and approved with a voice vote.

- i. Annual Meeting Calendar
- ii. Second Quarter Administrative Work Plan
- iii. Second Quarter Department Goals and Objectives

**EXECUTIVE DIRECTORS REPORT & DEPARTMENT OPERATION REPORTS**

Executive Director Schimmel reported that staff and the architects and consultants for the performing arts project will have follow up meetings and they have toured several performing arts centers in the area. There will be discussions regarding hiring a construction manager to oversee the project.

Executive Director Schimmel noted that staff is considering reconfiguring the staff structure at the fitness center to hire a general manager of the fitness center.

Director of Recreation and Facilities Ryan Risinger reviewed upcoming events. He thanked Marketing Manager Mike Terson for his help in compiling the abbreviated report on the community survey results and he will be reviewing it with the recreation staff on the 19<sup>th</sup>. There is a lot of energy and excitement among staff regarding the planning of the performing arts center. Three staff members visited other Safety Towns to get ideas for Safety Town renovations. Patrick Griffin was hired as an aquatics supervisor and he will start on the 17<sup>th</sup>.

Superintendent of Revenue Facilities Kristy Vik reminded the Board about the Chamber of Commerce After Hours and the holiday event at the Dome. Commissioner Jacobson had a question regarding membership numbers on the fitness center report and suggested that the report include the net numbers on

a monthly basis, including both new members and terminated members. Executive Director Schimmel noted that there is an overall upward trend in memberships, with swings between the months. Superintendent of Revenue Facilities Kristy Vik explained that the report only includes paying members to show revenue and does not include members who have put their memberships on hold. Executive Director Schimmel suggested that those members who have their memberships on hold should be included and reported separately.

Commissioner Jacobson asked about whether his suggested fitness challenge for Board and staff should be developed by our staff or whether a program developed by the Daily Herald should be used. The consensus was to develop a program where each person chooses his or her own goal to achieve.

Superintendent of Parks Heider reported that the ball field lights at Emmerich are in and the poles will be installed soon. After the installation is approved by the Village, Commonwealth Edison will hook up the poles.

Public Relations and Marketing Manager Mike Terson reported that some exciting marketing materials will be delivered soon. The fitness center promotion postcards are at the printer. The inaugural fitness center catalog is in its final design now. There are two purposes for developing the catalog. In the past, individual fliers for each program were displayed at the center and now all of the programs are described in one book so that the programs are cross-exposed. It is a good piece advertising all of the programs that the fitness center offers that the members might not be aware of. It is also a good marketing tool for potential new members that the sales staff can review with them and they can then take home.

Executive Director Schimmel noted that Tim Beckmann is successfully switching into risk management from his previous position in aquatics.

**OLD BUSINESS**

Commissioner Drazner completed the Open Meetings Act training.

**NEW BUSINESS**

There was no new business.

**EXECUTIVE SESSION**

There was no need for an executive session.

**ADJOURNMENT**

Commissioner Jacobson moved to adjourn the meeting at 8:12 p.m., seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

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Secretary