

**MINUTES
BUFFALO GROVE PARK DISTRICT
WORKSHOP
MONDAY, SEPTEMBER 24, 2012**

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

Staff Present: Executive Director Dan Schimmel, Director of Recreation and Facilities Ryan Risinger, Superintendent of Parks Bill Heider, Business Manager John Short, Superintendent of Recreation Greg Ney, Superintendent of Recreation Kim Cashmore and Administrative Assistant Martha Weiss

Attorney Steve Bloomberg was present.

Guests: Tom Chapman of Raymond James and Associates, Brian Lefevre of Sikich, LLP, Joe Trnka and Dan Burrows from Trane, Inc., Supervisor of Facilities Bob Shiel, Ted Haug from Legat Architects and fall intern Allison Christopoulos. Arriving at 7:35 p.m. were Buffalo Grove residents Tejal Sheih, Diane Hornstein, Zofia Szamabajko, Aneta Pizzebylska, William and Patricia Kiddle, LaVerne Mikell, Larry Hill, Mariusz Szarabajles, Tom Wroblewski, Tim Groark and Preeti Sivaramakrishnan.

CALL TO ORDER

President Reiner called the workshop to order at 7:00 p.m.

Roll Call

The roll was called and Commissioners Schmerer, Johnson, Drazner and Reiner answered present.

APPROVAL OF WORKSHOP AGENDA

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

INTRODUCTION OF GUESTS

Tom Chapman of Raymond James and Associates, Brian Lefevre of Sikich, LLP, Joe Trnka and Dan Burrows from Trane, Inc., Supervisor of Facilities Bob Shiel, Ted Haug from Legat Architects and fall intern Allison Christopoulos were introduced.

FINANCE

Presentation of 2011-2012 Year End Audit

Brian Lefevre from Sikich, LLP commended the Park District for receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 14th consecutive year. It is a well-recognized award within the local government industry and it means that the Park District's annual financial reports have achieved the highest standards in government accounting and reporting. Sikich conducted the audit of the

Park District in accordance with auditing standards generally accepted in the United States. The Park District adopted the Governmental Accounting Standards Board (GASB) standard that changed the classifications of governmental fund balances and clarified the definitions of existing fund types. The Park District also adopted the GASB standard which resulted in the reclassification of the Liability Insurance Fund from a subfund of the General Fund to a Special Revenue Fund.

Mr. Lefevre reported that Sikich was able to issue an unqualified, or clean, opinion of the Park District, which means that the Park District's financial statements are free of material misstatements and fairly represent the respective financial position of the governmental activities and the major funds of the district. This is the highest level of opinion that can be received on financial statements.

The executive summary, which is a management discussion and analysis written by the Park District, is a good starting point for residents who want to know more about the finances of the park district. The document is required by GASB and is reviewed by Sikish to make sure it is consistent with the financial statement presentation and complies with GASB standards. Mr. Lefevre then reviewed the financial statements in the report.

Mr. Lefevre noted that Sikich, as part of the audit, confirmed the district's bank balances and also confirmed that the district's deposits are fully collateralized. That means that the Park District is following its investment policies and has management in place that monitor the district's banking arrangements and insure that collateral is sufficient. The Park District is contributing the full amounts required for IMRF.

Mr. Lefevre commented that the audit process went very smoothly and he received the information that he needed on a timely basis. Mr. Lefevre enjoyed working with Park District and President Reiner thanked him.

September Warrant 2012

There was no discussion regarding the September Warrant 2012 and it was referred to Committee Action Items for approval.

August Financial Statement

There was no discussion regarding the August Financial Statement and it was referred to Committee Action Items for approval.

August Year to Date Statement

Business Manager Short added that there was a column for Vitality Spa on the year to date statement through July that was provided by WTS and the figures are consistent with what was budgeted. There was no further discussion regarding the August Year to Date Statement and it was referred to Committee Action Items for approval.

September Refunds

There were no questions on the September refunds and they were accepted as written.

Parameters Ordinance 12-9-1 for Not to Exceed \$3,500,000 Debt Certificates for Purchase of Congregation Beth Am Property

Mr. Tom Chapman of Raymond James reported that the ordinance will allow the Park District the flexibility to be able to market the debt without tying it to a particular Board meeting. The key provisions are the maximum limit of \$3.5 million of the debt and a maximum principal amount of \$250,000 with a maximum coupon rate of 5 ¼. The ordinance gives the Board's president and secretary authority to sign the actual document that will lay out the specifics of the purchase.

General Obligation Limited Tax Park Bonds

Mr. Chapman reported that the Board is holding the public hearing this evening on the general obligation tax bonds that the Park District issues annually. The Park District is limited by the debt

service extension base as allowed by law. The Board will approve the ordinance to issue the bonds at the October 22 Board meeting.

Contract for HVAC Installation at Alcott Center

Mr. Joe Trnka and Mr. Dan Burrows from Trane, Inc. have been working on the HVAC plan for the Alcott Center. Executive Director Schimmel stated that this project is critical because staff has not been able to work in an appropriate environment for a long time because of the unbalanced system and the occasional floods in classrooms caused by broken pipes. President Reiner stated that the Board wanted to follow Executive Director Schimmel's recommendation and that the Board has been given a lot of information on this subject. Executive Director Schimmel expressed confidence in Trane and Bob Shiel who will be supervising the project.

Executive Director Schimmel commented that many programs at Alcott will need to be rescheduled because of the extensive work that needs to be done. President Reiner asked about the window of time for the construction and Bob Shiel said it would be piecemeal and dependent on how the programs can be rescheduled. Mr. Burrows mentioned that when the roof work is being done, there will be little disruption inside the building, but the inside work will be very noticeable to the occupants of the building. Mr. Burrows stated that the drawing process and the engineering plans will take approximately four weeks and the equipment would take approximately four weeks to be delivered. Commissioner Drazner asked about the energy efficiency savings that Trane initially proposed. Mr. Trnka replied that initially the fitness center was also included in the scope of work where most of the energy savings was. In the project as it stands that includes only the Alcott Center, there is some inherent savings, but not to the extent it would have been if the fitness center renovations were included.

POLICY AND LEGISLATION

Special Use Ordinance

Executive Director Schimmel stated that the special use ordinance is a village document that allows the Park District to use the Beth Am property as a performing arts center under certain conditions, including the requirement that one year after occupancy by the Park District, the Village will determine whether additional parking shall be constructed. There is a grassy area north of the building where approximately 70-80 parking spaces with landscaping could be constructed. President Reiner congratulated Executive Director Schimmel and his staff, Attorney Bloomberg and Mr. Chapman for their outstanding job in putting the purchase together and getting the proper approvals.

PARKS

Congregation Beth Am Site and Building Assessment by Legat Architects

Executive Director Schimmel noted that Legat Architects was employed to evaluate the Beth Am property to make sure that the building was appropriate for the Park District's use and that there were not any hidden issues that the district should be aware of. Mr. Ted Haug from Legat Architects commented that the building was a pre-engineered building originally designed as a Seigle's Home Improvement store. Beth Am did alter the building to accommodate its usage, but there will need to be a lot of renovations for the Park District's intended uses. The HVAC units will need to be replaced and most likely the electrical service that maybe delayed for now but replaced in the future. Mr. Haug noted that because it will be used for performing arts, there are special requirements for that type of building. There are acoustical issues and some constraints because of the geometry of the enclosure. Mr. Haug will be meeting with staff to understand what the needs of the district are. There are also some minor issues to take care of and the major renovations can be phased in over time as the district wants.

PRESIDENT AND COMMISSIONERS REPORTS

No reports were given

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Commissioner Drazner moved to adjourn the Workshop at 7:40 p.m., seconded by Commissioner Johnson and approved with a voice vote.

Respectfully submitted,

Secretary