

**MINUTES
BUFFALO GROVE PARK DISTRICT
WORKSHOP
MONDAY, OCTOBER 8, 2012**

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

Staff Present: Executive Director Dan Schimmel, Director of Recreation and Facilities Ryan Risinger, Superintendent of Parks Bill Heider, Public Relations and Marketing Director Mike Terson and Administrative Assistant Martha Weiss

Guests: The Park District's fall intern, Allison Christopoulos, Supervisor of Facilities Bob Shiel and Tom Chapman from Raymond James and Associates were present.

CALL TO ORDER

President Reiner called the workshop to order at 7:03 p.m.

Roll Call

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

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Allison Christopoulos, the Park District's fall intern, introduced herself.

APPROVAL OF WORKSHOP AGENDA

Commissioner Drazner moved to approve the workshop agenda, seconded by Commissioner Jacobson and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no topics from the floor.

PARK DEVELOPMENT

Bernard Drive Homes Redevelopment

Superintendent of Parks Heider reported on the conditions of the three Bernard houses. He recommended that two houses be demolished because of their conditions, and one repaired to offer for rent until the housing market improves. President Reiner suggested that the discussion be tabled at this time and that the Park District stay focused on the purchase of the Performing Arts Center while keeping all of the properties in safe conditions. Executive Director Schimmel requested approval from the Board regarding one house to remove the old roof and install a new one, repair the back patio deck and establish a relationship with a realtor to offer it for rent. The Board members offered no objections to this proposal.

Services Contract with Hitchcock Design

This discussion was tabled because it relates to the previous discussion.

Services Contract with GHA

Executive Director Schimmel noted that the civil engineering firm of Gewalt Hamilton has worked with the Park District on previous projects and has offered a 10% discount off of its professional services. He is very impressed with this firm and recommended that the Board approve the service contract at the next Board meeting. Superintendent of Parks Heider agreed that this firm is a nice resource to keep on retainer.

Willow Stream Park OSLAD Grant Presentation

The Park District is invited to make a presentation in Springfield on October 30th for an OSLAD grant application for \$400,000 for Willow Stream Park improvements. President Reiner will be attending with Executive Director Schimmel and Superintendent of Parks Heider.

PARKS DEPARTMENT

Staff Report

Superintendent of Parks Heider said that his staff is preparing for winter operations. November 15 is the date that all water will be turned off at the outdoor bathrooms and water fountains, and water at the dog park may be turned off sooner depending on the weather. Some mowing is continuing and staff is addressing issues at the skate park. Willow Grove School playground is finished with the addition of some landscaping yet to be completed. Staff added wood chips at Willow Stream playground and other wood playgrounds. There was a meeting to begin conceptual planning for the improvements at Kilmer Park in the spring.

Commissioner Schmerer inquired as to whether staff was satisfied with the mowing company employed by the Park District this year. Superintendent of Parks Heider replied that he was happy with the mowing company and that they were a good company to deal with.

POLICY AND LEGISLATION

School District 96 Willow Grove Addendum

Director of Recreation and Facilities Risinger reported that when the renovations at Willow Grove School were being negotiated with School District 96, it was agreed that in exchange for the Park District’s financial contribution, the governmental agreement would be extended. Both the Park District and the School District’s attorneys have reviewed the contract and Director of Recreation and Facilities Risinger asked for Board approval of the contract at the next Board meeting.

RECREATION

Staff Report

Director of Recreation and Facilities Risinger reported that the community survey were mailed out the last week of September and at the next meeting, he hopes to have a verbal update regarding the number returned. There is a web link listed on the survey, however, only those recipients who received one in the mail are allowed to respond, not the general public.

Day Camp and Preschool Fees

Director of Recreation and Facilities Risinger reported that this request occurs now because the fees are listed in the Winter Brochure. Overall, staff did not raise any fees unless there was a change in the number of hours or where there was a need for uniformity. Director of Recreation and Facilities Risinger saw no need to raise the fees based on how well the camps did last summer.

PUBLIC RELATIONS AND MARKETING

Staff Report

Public Relations and Marketing Director Terson reported that the winter book is being delivered to the post office tomorrow. Looking to bring the website to current standards, Public Relations

and Marketing Director Terson has selected Weblinks, Inc. to construct a new website. He stated that the company has worked with other park districts and received very favorable recommendations when he vetted it.

Public Relations and Marketing Director Terson stated the Board wanted the Park District's marketing district to become more involved in the fitness center's marketing. A recent part-time employee has now become full-time as an administrative assistant at fitness center and as a marketing point person for Public Relations and Marketing Director Terson. A marketing committee has been established at the fitness center that will be meeting regularly. This is a step in a positive direction to develop an inclusive marketing plan for the fitness center that includes all of the employees, including personal trainers.

SLSF's Celebrate Ability Evening – November 2

The board members will be contacting Executive Director Schimmel regarding their attendance at this fundraising event.

Heart of Buffalo Grove Awards – November 10

President Reiner is a finalist in the Heart of Buffalo Grove Awards that is run by the Chamber of Commerce. The Senior Advisory Board is also a finalist.

FITNESS CENTER/GOLF AND SPORTS CENTER

Executive Director Schimmel reported that last week a fitness center member was successfully resuscitated by staff.

CORRESPONDENCE

Executive Director Schimmel noted that election law requires the Park District to have office hours on December 24th and Attorney Bloomberg suggested the hours be from noon until 5:00 p.m. on that day. President Reiner confirmed with Board members that this would be acceptable.

PRESIDENT'S AND COMMISSIONERS' REPORTS

Commissioner Johnson commented that the Big Deals Production Cabaret fundraiser was excellent. Commissioner Johnson also commented that the IAPD awards celebration was very nice where President Reiner was recognized for his 25 years of service as a commissioner.

President Reiner suggested that the Commissioners report at a future Board meeting on the sessions that they attended at the NRPA National Conference.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

There was no need for an Executive Session.

ADJOURNMENT

Commissioner Drazner moved to adjourn the meeting at 7:46 p.m., seconded by Commissioner Jacobson and passed with a voice vote.

Respectfully submitted,

Secretary