

**MINUTES  
BUFFALO GROVE PARK DISTRICT  
WORKSHOP MEETING  
MONDAY, JANUARY 14, 2013**

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

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

**CALL TO ORDER**

President Reiner called the workshop to order at 7:02 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**

There were no guests to introduce.

**APPROVAL OF AGENDA**

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

**TOPICS FROM THE FLOOR**

There were no topics from the floor.

**POLICY AND LEGISLATION**

**Mission Statement and Core Values Statement**

Executive Director Schimmel explained the results of a workshop that included several staff members and two Board members for the purpose of updating the mission and values statements. The group also developed a tag line of "Your Community, Your Life, Our Passion." The thought process at the workshop was that the park district, a governmental agency, serves the community first, the person second, and staff members have a passion for what they do. Commissioner Drazner liked the mission statement because it gets the point across and is concise. Commissioner Jacobson feels like the tag line is not identifying the park district and is too generic. Executive Director Schimmel noted that the values statements explain what the park district stands for. President Reiner thought that the mission statement was great, but the tag line seemed disowning and suggested "Our Community, Our Lives." Vice President Schmerer like the way the tag line evolved, and the park district was projecting to make a connection with the individual reader by saying "Your Community, Your Life." Commissioner Johnson

agreed that the process of composing the tag line evolved to make a connection to the individual. Commissioner Jacobson suggested taking out the possessive words. Director Risinger commented that the tag line was at one point “Your Life, Our Community, Our Passion” before it evolved into its current form. Kim Cashmore commented that “Your Community” is whatever programs the participants take part in, and that staff are passionate when the participants are in their “community”. Commissioner Jacobson stated that a tag line should not need an explanation, it should be easily understood. Commissioner Drazner suggested “BG Parks – Community, Life, Passion.”

President Reiner polled the board on the mission statement and all were in agreement. President Reiner then polled the Board on the values statements. Commissioner Johnson and Vice President Schmerer agreed that the statements were good. Commissioner Drazner suggested adding preservation and acquisition of open land to the stewardship values. Director Risinger suggested adding the last line of the old mission statement, “balance development with the preservation of the open space,” as a bullet point. President Reiner suggested substituting a different verb than “demonstrate” with the phrase staff shall “demonstrate professionalism” that would show more sincerity on the part of staff. Commissioner Drazner suggested adding “We have a commitment to the things we think, say and do” at the beginning of the values statements.

### **Board Meeting Date in March**

There was a consensus to move the Regular Board Meeting in March to the 18<sup>th</sup> because of a conflict with Passover. There was a consensus to start the January 28<sup>th</sup> meeting at 6:00 pm so that Legat Architectes can present proposed plans for the Performing Arts Center.

### **IAPD Annual Meeting Agenda and Annual Membership Fee**

Information that the Board will need for the annual IAPD meeting was contained in the Board packets. The annual membership fee is tied to the CPI.

## **RECREATION**

### **Staff Report**

Director Risinger reported on the Alcott HVAC project. The preschool wing is complete and was finished on time and staff did a terrific job getting the rooms cleaned and back in order. The contractors are good to work with and are attuned to the needs of staff and our participants. Today the contractors started on the east wing of the building.

Staff is working hard on budgets and cash flows are being completed.

Strategic planning sessions will be held on January 30<sup>th</sup> from 8:30 to 4:00 at the Arboretum Club and the Board was asked to attend if possible.

The Raupp Museum received an IDNR grant in the amount of \$149,000 for the renovation of the town square. The park district was one of fifty agencies who received the grant funding. Executive Director Schimmel commended Museum Coordinator Debbie Fandrei on her success in getting the grant.

The park district will be receiving the Illinois Parks and Recreation Association Health and Wellness Committee’s Exceptional Work Place Award for 2012 at the annual state conference this month.

### **Performing Arts Center Progress**

The architects and consultants for the project will be making a full presentation at the next Board meeting.

## **PARKS DEPARTMENT**

### **Staff Report**

Superintendent of Parks Bill Heider reported that this weekend was the first time staff had to address a little snow this season and things went well. Staff is removing trees infested with the emerald ash borer

and preparing Kilmer Park in anticipation of the renovations there this year. Staff is continuing with organization projects at Emmerich, Willow Stream shelter and Twin Creeks. Staff is working on capital and regular budgets. Three parks employees are going to the Sports Turf Management Association training that is very worthwhile. There are four employees also attending the MidAm conference, which is a hands-on workers' conference dealing with safer implementation of tools and other topics. The ice rink at Willow Stream Park is not doing well because the weather is not cooperating.

**Raupp Bridge Project**

The bridge near Emmerich Park needs to be replaced and the Village asked for the Park District' support for the project because they are applying for grants and permits. The Park District will benefit from the project because it will help to stabilize the creek bank there and will make that portion of the pathway ADA accessible.

Superintendent Heider met with village staff regarding the bike path between Churchill and Brandywyn Lanes that is often flooded and needs to be upgraded.

**PUBLIC RELATIONS & MARKETING**

**Staff Report**

Commissioner Johnson commented that the fitness center brochure is outstanding. Public Relations and Marketing Manager Mike Terson stated that the goal is for it to be seasonal. The brochure was developed in response to the board's desire that the park district do more to promote the fitness center. There are two purposes for the brochure. One is to get away from printing individual fliers for each program which members only select if they were interested in that particular program. With the brochure, the membership will be exposed to all of the programs the center offers. Secondly, it is a professional tool that can be used by the sales staff. Currently, because of cost factors, it is not being mailed but in the future, it is possible that it will be mailed to non-members as a marketing tool.

Manager Terson reported that the spring catalog is being delivered to the post office tomorrow morning. David Babbitt has started as the new part time sponsorship coordinator.

**PDRMA Annual Recognition Award**

The Park District received this accreditation, which is PDRMA's highest loss control award, and it involved a monetary award of \$1,500. Executive Director Schimmel complimented the staff for this award.

**FITNESS CENTER/GOLF AND SPORTS CENTER**

**Staff Report**

The interviews for a fitness center manager are proceeding.

**Health and Wellness Initiative**

Executive Director Schimmel discussed the health and wellness initiative outlined in his memorandum. He suggested that the Board members pursue option one, which consists of a free personal fitness review to determine what track to take for personal goals. It is recommended that each participant obtain a physical. He suggested having a safety and equipment orientation before a board meeting and then the Board members will attend an introductory training session. Commissioner Jacobson suggested that a staff coordinator be identified to aid the participants. Executive Director Schimmel discussed various tracking devices that Board members could purchase to aid in reaching their goals.

**PRESIDENT AND COMMISSIONERS' REPORTS**

There was a discussion about the benefits of state conference and Commissioner Johnson will be the speaker at a session on Saturday.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

The Board took a recess at 8:10 pm and reconvened at 8:31 pm.

**EXECUTIVE SESSION**

Commissioner Drazner moved to enter into Executive Session at 8:31 pm for the purposes of personnel, seconded by Vice President Schmerer and passed with a roll call vote.

Ayes: Drazner, Jacobson, Johnson, Reiner and Schmerer

Nays: 0

Absent: 0

Vice President Schmerer moved to adjourn the Executive Session and reconvene the Workshop at 9:51 pm, seconded by Commissioner Johnson and passed with a roll call vote.

Ayes: Drazner, Jacobson, Johnson, Reiner and Schmerer

Nays: 0

Absent: 0

**ACTION TO BE TAKEN FROM EXECUTIVE SESSION**

President Reiner announced that there was no final action taken in Executive Session.

**ADJOURNMENT**

Commissioner Jacobson moved to adjourn the Workshop at 9:52 pm, seconded by Vice President Schmerer and passed with a voice vote.

Respectfully submitted,

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Secretary