

**BUFFALO GROVE PARK DISTRICT
WORKSHOP MINUTES
MARCH 11, 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, Superintendent of Revenue Facilities Kristy Vik, Public Relations and Marketing Manager Mike Terson and Administrative Assistant Martha Weiss

Guests: Mike Schwartz, Jason Witt and Rocco Tieri (arrived at 7:39 pm)

CALL TO ORDER

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

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

Marketing Manager Terson introduced Jason Witt, the graphic designer that has been working with the Park District since 2007. Mike Schwartz, the winter intern, introduced himself.

APPROVAL OF THE WORKSHOP AGENDA

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

PARKS DEPARTMENT

Staff Report

Superintendent of Parks Heider reported that staff is dealing well with snow events and have completed extra projects this winter, including painting the interior of Shelter 1 at Willow Stream Park and some areas at Twin Groves. Staff has taken advantage of some leadership and communication educational opportunities recently. Executive Director Schimmel complimented staff on the great job they did handling snow removal, including removal of snow from the roof of the Dome.

Alcott HVAC Project Update

Director of Recreation and Facilities Ryan Risinger reported that the HVAC contractors are now working in the center wing at Alcott. The rain eliminated the snow on the roof which was delaying progress. The offices will be painted after the HVAC project is completed.

Kilmer Park Timeline

Five contractors attended a recent pre-bid meeting for the Kilmer Park project. The timeline is to

have the bid opening on April 2 and the project will begin on June 3 and finish by the start of school.

Cost Estimates for the Performing Arts Center

Executive Director Schimmel distributed preliminary information on costs for the center divided into four major elements. He had a meeting with a fund raising counsel who will prepare a proposal for the Board to review. President Reiner requested a detailed report on the financial impact on the Park District's future before the Board makes a decision regarding how to proceed with the renovations.

POLICY AND LEGISLATION

Parks Day and IAPD Legislative Conference, Springfield - April 30 and May 1

The Board was polled on their attendance for this conference.

IMRF Employer Rate Meetings

Executive Director Schimmel distributed dates for board members to attend IMRF Employer Rate Meetings if they wish, or to view a webinar as an alternative.

Personnel Policy

Director Risinger has made adjustments to the personnel policy manual according to the PDRMA guidelines. Attorney Bloomberg has reviewed the policies and suggested only a couple of minor revisions. The Board will be asked to approve the manual at a future meeting. Commissioner Johnson suggested that text message harassment be added to the manual.

RECREATION

Staff Report

Superintendent Cashmore reported that the young adult musical "13" was performed this past weekend which was really a great show and the next production is Aladdin Kids. Mike Schwartz was congratulated on the successful part time dinner he organized that had over 90 people in attendance.

There was a strategic planning review session where staff broke into five committees to work on their goals and objectives. The committees will be asked to submit a summary that the Board will receive in a future packet.

Director Risinger congratulated Recreation Supervisor Aly Stanczak because her program, the Buffalo Grove Studio of Dance, received the Best of the Best Award from the Daily Herald.

PUBLIC RELATIONS & MARKETING

Staff Report

Public Relations and Marketing Manager Terson reported that the summer brochure is on schedule and the school newsletters were delivered last week. The new website will be the next major project after the new logo is finalized.

New Logo

Manager Terson asked for Board feedback on the proposed versions of a new logo. The Board then discussed the versions and Mr. Witt gave his professional opinion. The Board consensus was to let the staff make the decision, but they were in agreement as to which one they preferred. Executive Director Schimmel noted that Mr. Witt has been doing design work for the Park District's award winning brochures for several years and the Board thanked Mr. Witt.

TOPICS FROM THE FLOOR

President Reiner asked guest Mr. Tieri, who arrived at 7:39 pm, if he wished to address the Board and he declined.

FINANCE

T-Shirt Bid Results

Recreation Supervisor Strojinc recommended the lowest bidder for camp t-shirts after she contacted its references. The bid goes out to every vendor who gave bids last year and every company who shows interest throughout the year. The new logo will be on the camp shirts.

Recreation Program Fee Recommendations

Director Risinger reported that the fee recommendations were for Park District regular programs excluding camps and preschool. For the most part, the fees stayed the same with only slight increases.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Johnson attended the part time staff dinner and she complimented Mike Schwartz on the good job he did. The dinner was well attended and she said that the part time employees appreciated it.

Vice President Schmerer announced that he has returned to the IAPD Program Committee after spending several leadership years on the Conference Committee.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

There was no need for an Executive Session.

FISCAL YEAR 2013/14 BUDGET WORKSHOP

Commissioner Jacobson suggested that focus on the budget review should be on the big picture of the district's financial plans. Executive Director Schimmel noted that there are four scheduled Board workshops on the budget before it is approved by the Board. The Park District has received the Governmental Finance Organization Award for Excellence for 15 years in a row. He noted that the District received an AAA bond rating for the fourth time in three years.

Staff used the average of the last three years' tax receipts, except for debt service and the special recreation fund, to calculate the amount of tax revenue to use in the budget process.

Commissioner Jacobson asked if there was a risk that program fees may decrease. Executive Director Schimmel noted that although during the coming year there will be no program fees from the Aquadome, the fees will return after the school owned pool is operating again. Day camps and Clubhouse are showing good strength. Special events and senior programming are usually supplemented a little, and they are doing well also. Commissioner Jacobson asked about any possible risk of revenue loss because of the demographic shift from younger to older families. Executive Director Schimmel noted that the Park District is continually showing growth in dance and performing arts, youth sports, youth general, special interest programs across the board and adult general programs. After the Performing Arts Center is open, there can be more programs scheduled at Emmerich. President Reiner mentioned the need to be sensitive about the nomenclature used for senior programming.

Executive Director Schimmel noted that fitness center membership is doing very well. The spa and personal training are areas that should experience growth in the future. He spoke about having personal training, membership, the spa and Athletico cross-promote and support each other to provide a continuum of services for the members. Commissioner Jacobson suggested

adding a recreation staff member in those discussions to promote the fitness center programs to the sports programs participants. He noted that from a net operating standpoint, the fitness center is doing very well. Executive Director Schimmel commented that the Aquadome capital improvements are no longer part of the budget.

Mr. Tieri asked what percentages the Park District and School District 214 were paying for capital improvements in the past. Executive Director Schimmel answered that School District 214 paid 55% of maintenance and operations expenses and 50% of capital improvements. President Reiner suggested that the Athletico staff learn the fitness center machines and promote the fitness center so that former patients can continue their physical therapy in the center. Superintendent Vik noted that Athletico patients are given information about the fitness center.

Commissioner Jacobson inquired as to the reasons why the fitness center membership has been increasing. Superintendent Vik noted that local competitors have experienced changes in ownership and they different atmospheres and the fee structures than the Park District fitness center. She also mentioned that the Park District changed its policy to allow 14-year-olds to join if they attend training, offered activities for younger kids during spring break and now has more opportunities for participants in the Kids Club.

Executive Director Schimmel reviewed the successful capital projects during the last fiscal year, including Tartan Park, Willow Grove School and Park, a lighted turf field at Buffalo Grove High School, new ball lights at Emmerich Park and a new irrigation system at Willow Stream Park. For the coming year, in addition to the Performing Arts Center, the projects include the new HVAC system and painting at the Alcott Center, new maintenance equipment for the Parks Department and big fans to be installed in gyms in schools that do not have air conditioning. RecTrac registration software will be purchased to replace the current outdated CLASS system and a new camera system will be installed to replace malfunctioning equipment in six facilities. A new boom truck will be purchased for the Parks Department's forestry needs because of its functions and safety features.

Regarding the fitness center, two additional pool lifts will be purchased so that all three pools are ADA accessible and additional fitness equipment will be purchased according to a yearly replacement plan. The two properties closest to the Alcott Center that the Park District owns will be demolished and some landscaping done there. There are budgeted improvements for Rylko Park, Cherbourg Park, Children's Park and fitness center improvements including a portion of the parking lot and replacement of the locker room air conditioning rooftop unit. Other projects include renovation of Kilmer Park, tennis court repairs at Reservoir 7 and replacement of the Woodland Park playground. Used playground equipment is recycled where appropriate.

ADJOURNMENT

Vice President Schmerer moved to adjourn the Workshop at 8:55 pm, seconded by Commissioner Johnson and passed with a voice vote.

Sincerely,

Secretary