

**BUFFALO GROVE PARK DISTRICT
WORKSHOP MINUTES
APRIL 8, 2013**

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

Staff Present at 7:37 pm: Executive Director Dan Schimmel, Superintendent of Parks Bill Heider, Director of Recreation and Facilities Ryan Risinger, Superintendent of Revenue Facilities Kristy Vik, Superintendent of Recreation Kim Cashmore, Superintendent of Recreation Greg Ney, Business Manager John Short, Public Relations and Marketing Manager Mike Terson, and Administrative Assistant Martha Weiss

Guests Present at 7:37 pm: Cathy Novak , Linda Rosen, Bruce Bohrer and spring intern Mike Schwartz were present. Mike Dimengo from the Alford Group was also present.

CALL TO ORDER

Roll Call

The roll was called at 6:02 pm and Commissioners Drazner, Jacobson, Johnson, Reiner and Schmerer answered present.

APPROVAL OF AGENDA

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

EXECUTIVE SESSION

Commissioner Drazner moved to enter into Executive Session for the purpose 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

Commissioner Jacobson moved to adjourn the Executive Session at 7:37 pm, seconded by Vice President Schmerer and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Reiner and Schmerer

NAYS: 0

ABSENT: 0

RECONVENE THE WORKSHOP

Vice President Schmerer moved to reconvene the Workshop at 7:43, seconded by Commissioner Drazner and passed with a voice vote.

ACTION TO BE TAKEN FROM EXECUTIVE SESSION

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

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Cathy Novak, a member of the BG Singers, Linda Rosen, director of the BG Singers, and Bruce Bohrer, coordinator of Encore! were present. Mike Dimengo from the Alford Group was also present.

TOPICS FROM THE FLOOR

There were no topics from the floor.

PARK DEVELOPMENT

Fund Counsel Presentation – Mike Dimengo, Alford Group

Mike Dimengo of the The Alford Group stated that the firm was founded in the Chicago area 33 years ago. The firm is a consultancy firm assisting non-profit organizations, quasi-governmental organizations, public/private partnerships throughout the nation and has worked with over 2,700 organizations, including park districts. Mr. Dimengo would recommend a feasibility study to see if the community will support a fund raising effort for the Performing Arts Center and then make recommendations based on that analysis.

The feasibility study would test six different elements – 1) the image of the park district; 2) the philanthropic appeal of the project; 3) the individuals in the community who have the persuasion and leadership to give effort and energy to the campaign; 4) the climate and timing of the project; 5) the philanthropic appeal to determine what individuals and corporations will get behind the cause; and 6) an internal assessment of how staff and management are organized to relate to external constituents. The study would take place over four or five months. A prospectus, or case study for support, would be written for potential donors that outlined the vision of the center, the costs involved, how it will function operationally and its net effect on the community and businesses.

During the discussion with Mr. Dimengo, he stated that nationally, during the last 40 years, 83% of all philanthropy derived from individuals; 12% - 15% from foundations; and 5% from corporations. The greatest recent growth philanthropically is from foundations. Corporations are motivated by marketing goals. An oversight committee will be formed to point Alford toward 50-75 individuals to interview, resulting in approximately 25 interviews.

If the feasibility study results in a recommendation to go forward with a fund raising campaign, Alford would create the infrastructure and then the park district would continue with the campaign. Mr. Dimengo mentioned that Alford has a respectable reputation and is the fifth largest consultative firm in the nation in the non-profit community. The firm not only provides fund raising consultancy, but board development and strategic planning services.

Executive Director Schimmel stated that a second fund raising counsel firm will be contacted to be interviewed by the Board. Business Manager Short mentioned that the bonds to be sold to finance part of the Performing Arts Center would be alternate revenue bonds and not dependent on taxes. President

Reiner added that the Park District has done this successfully in the past for the fitness center. President Reiner thanked Mr. Dimengo for his time.

Staff Report

Superintendent of Parks Heider reported that the soccer fields were ready. Staff is working on the baseball fields and doing some preventative weeding. There was consensus between the Board and staff to schedule a tour of the parks at 3pm on May 28th.

Kilmer Park Bid Opening Results

Executive Director Schimmel discussed the results of the bids for the Kilmer project and the results of the vetting of the lowest bidder.

POLICY AND LEGISLATION

Fiscal Year Meeting Calendar

The Board reviewed the proposed fiscal year meeting calendar and the consensus of the Board was to keep the Workshop meeting on the date of April 7, 2104.

Board History of Officer Assignments

The Board history of past officers was distributed to the Board for discussion for the new President to make appointments in May.

Ordinance 13-4-2 – Disposal of Fitness Equipment

This is a standard ordinance for disposal of fitness center equipment needing to be replaced.

Village Smoking Ordinance

Public Relations and Marketing Manager Terson is attempting to gather support for his proposed Village ordinance banning smoking from the entire BG Days event and eventually from all community events. Board members expressed support for the ban.

Organizational chart

Executive Director Schimmel stated that the organizational chart, which in the past has been approved as part of the budget, will be approved at the next meeting as a separate agenda item.

RECREATION

Staff Report

Aquadome

Director of Recreation and Facilities Risinger reported that the Park District is not scheduling programs at the Aquadome after April. The Alcott HVAC project is progressing on schedule. The burners were turned on in the west wing with no disruption of programs or staff and the burners will be turned on in the east wing soon. The offices will be cleaned and painted before staff moves back into them.

Director Risinger reported that 2,000 people attended Bunny Bonanza and staff did a great job at the event. He reported that the BG Singers will probably have their show in early November at Stevenson High School. IAPD and PowerPlay! announced that the Park District Clubhouse program received assistance in the amount of \$1,000 towards incorporating health, nutrition and fitness elements into the program. Director Risinger distributed this season's first newsletter to dog park permit owners.

The spring intern, Mike Schwartz, will be finishing his internship on Friday. The Board thanked him for his efforts and wished him well in the future.

Recreation Administrative Manual

The Recreation Administrative Manual has been updated by Director Risinger and the Board will be asked to approve it at the next Board meeting.

PUBLIC RELATIONS & MARKETING

Staff Report

Public Relations and Marketing Manager Terson reported that the summer brochures should be in the residents' homes by this weekend. The Park District section in the Village newsletter will highlight summer special events. He has been doing a lot of updating inserting the new Park District logo into various materials and working on new website. He also announced that there are two new sponsors recently signed.

FINANCE

Staff Report

Business Manager Short distributed revised pages for the budget that include the salaries for the full time positions for the performing arts center.

Budget and Appropriation Ordinance 13-4-1

Business Manager Short mentioned that the amount appropriated is close to the budget amounts.

Administrative Plan – Salary Scale

A revised Administrative Plan Salary Scale will be available for the Board for approval at the next meeting. The salary ranges reflect a 2% increase as recommended by the Management Association of Illinois to keep up with cost of living and competitive market place salaries for those positions.

IMRF Contribution

Included in the packet was an informational piece which indicated that there will be a slight decrease from last year in the employer contribution rate.

PRESIDENT AND COMMISSIONER’S REPORTS

Vice President Schmerer congratulated Business Manager Short because the Park District received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

FISCAL YEAR 2013/14 BUDGET WORKSHOP

The consensus of the Board was that there was no need for another budget workshop.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Vice President Schmerer moved to adjourn the Workshop at 9:10 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary