

**Buffalo Grove Park District
Workshop Minutes
Monday, April 22, 2013**

Commissioners Present: Richard Drazner (arrived at 7:14), Scott Jacobson, Adriane Johnson, Larry Reiner and Jack Schmerer

Staff Present: Executive Director Dan Schimmel, Director of Recreation and Facilities Ryan Risinger, Superintendent of Revenue Facilities Kristy Vik, Business Manager John Short, Superintendent of Recreation Greg Ney, Public Relations and Marketing Manager Mike Terson, and Administrative Assistant Martha Weiss

Attorney David Bloomberg and Supervisor of Facilities Bob Shiel were also present.

CALL TO ORDER

President Reiner called the Workshop to order at 7: 04 pm.

Roll Call

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

INTRODUCTION OF GUESTS

Rita Galowich of Fund, Inc., Supervisor of Facilities Bob Shiel and Friends of the Parks Foundation President Steve Antman.

APPROVAL OF AGENDA

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

PARK DEVELOPMENT

Fund Counsel Presentation – Rita Galowich, Fund, Inc.

Executive Director Schimmel asked Rita Galowich of Fund, Inc. to make a presentation to the Board at the Workshop. Ms. Galowich has been involved with fund raising for 30 years and deals exclusively with non-profit organizations. She stated that a feasibility study is a precursor to a capital campaign. She also does a lot of board training and board education in the area of fund raising so that they know what their roles and responsibilities are.

Ms. Galowich has a professional relationship with another consultancy firm, Ter Molen Watkins and Brandt, and they share personnel, which is what would happen with this project.

Ms. Galowich explained why a feasibility study is needed before a fund raising campaign is undertaken. It is important to know who are the leaders and volunteers of the project from the community and to test the amount of the goal. The feasibility study raises awareness about the project in the community and tells the Park District whether it is on the right track. Often interviewees suggest a different path or offer names of other individuals to interview.

Commissioner Jacobson asked Ms. Galowich about her experience with other park districts. She answered that she has had previous experience with park districts, but not mainly for fund raising. Ms.

Galowich noted that there is resident support for the Performing Arts Center based upon survey results. She would want to have a commitment from the Board in support of the project and in terms of opening doors for individuals to interview. Commissioner Johnson asked if the Wealth Engine program which Ms. Galowich suggested using would involve a separate fee, and Ms. Galowich answered that it would. The program identifies those who have capacity to support the project and who have supported other cultural organizations in the past.

Commissioner Jacobson asked about her relationship with the other consultancy firm. Ms. Galowich explained that it is better to collaborate with another person to obtain more solid information for the feasibility study. Commissioner Jacobson asked whether larger dollar amounts would come from private companies or foundations. Ms. Galowich would look at corporations from a marketing point of view. She would research potential donor foundations independently. There was a discussion between the Board and Ms. Galowich about different capital campaign tactics and their time frames.

President Reiner and Executive Director Schimmel thanked Ms. Galowich for her presentation.

Kilmer Park Renovation Bids

Executive Director Schimmel presented the results of the bids for the Kilmer Park renovation project. After the company that submitted the lowest bid was vetted, staff concluded, and the Park District attorney concurred, that the bid was non-responsible. Staff consequently recommended that Fuerte Systems be awarded the project.

Staff Report

Commissioner Drazner inquired about a grant for renovating the Performing Arts Center and Executive Director Schimmel assessed the possibility of applying for a PARC grant.

FINANCE

April Warrant 2013

Business Manager Short noted the the large payment to Trane for the Alcott HVAC project. There were no further questions or comments and the warrant was referred to Committee Action Items for approval.

March Financial Statement

There were no questions or comments and the statement was referred to the Committee Action Items for approval.

March Year to Date Statement

Manager Short noted that 99% of all taxes have been received by both Cook and Lake Counties. There were no further questions or comments and the statement was referred to the Committee Action Items for approval.

April Refunds

There were no comments or questions and the refunds were accepted as presented.

Administrative Schedule

Executive Director Schimmel revised the salary scales and explained what the changes were in his memo. The information provided needs to be approved by the Board and posted per statutory requirements.

Resolution 13-4-2 Utilization of Developer Donation Funds

The resolution is a house keeping item to allow the Park District to accept the Developer Donation funds collected by the Village.

Ordinance 13-4-3 Disposal of Parks Department Equipment

The parks department was requesting that a couple of vehicles be declared surplus because they were nearing the end of their useful lives.

POLICY AND LEGISLATION

Unofficial April 9, 2013 Election Results

Executive Director Schimmel provided the unofficial election results which cannot be acted on until the official canvassing on April 30. The Board will accept the official election results at the May Board Meeting.

PRESIDENT AND COMMISSIONERS REPORTS

Commissioner Johnson attended the Battle of the Bands and congratulated Recreation Supervisor Erika Strojinc on the great job she did at the event.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Commissioner Jacobson moved to adjourn the Workshop at 8:14 pm, seconded by Vice President Schmerer and approved with a voice vote.

Respectfully submitted,

Secretary