



**Buffalo Grove Park District
Workshop Minutes
May 13, 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, Superintendent of Recreation Greg Ney and Administrative Assistant Martha Weiss

CALL TO ORDER

Roll Call

The roll was called at 7 pm 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

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

TOPICS FROM THE FLOOR

There were no topics from the floor.

PARKS DEPARTMENT

Staff Report

Superintendent of Parks Heider reviewed the list of parks included on the tour that the Board will be taking. He gave an update on a staff member's recovery from his auto accident.

Superintendent Heider reported that all the athletic fields are ready for the season. Staff is monitoring the work of the mowing contractor to make sure their work is up to our standards. Staff is preparing for the Martha Weiss Park dedication. Four staff members are certified after attending confined space training with staff from the Wheeling Park District.

Executive Director Schimmel reported that President Reiner and Commissioners Schmerer and Johnson attended the announcement from Governor Quinn that our Park District received a \$400,000 Illinois Department of Natural Resources grant for Willow Stream Phase I development. He congratulated staff and the Park Board because the grant would not have been awarded to us without our long history of excellence in park development and administration of our prior grant projects.

Executive Director Schimmel and the executive director of the Wheeling Park District decided that the cooperative arrangement between the districts for the risk manager position is not good fit. Staff will be working on a job description for a full time position at our Park District.

POLICY AND LEGISLATION

Fund Raising Proposal Comparison

Executive Director Schimmel prepared a comparison study of the two fund raising counsel firms who had made presentations to the Board. Both are very well respected firms with some similarities and some differences. The Board requested that staff develop an interim plan and timetable for use of the performing arts building once it is vacated and while the feasibility study is being done. The Board will be approving their choice of firms at the Regular Board Meeting.

Strategic Planning Report

Kathy Nielson of Nielsen Associates, Inc. prepared a summary report of the Five Goals that resulted from the Board and staff strategic planning session. Ms. Nielson stated that the work that the various committees did went smoothly and much was accomplished in a time frame that few organizations rarely accomplish because of the commitment of the staff and leadership. The Board was asked to add any comments or additions to the report. Staff will now incorporate these goals into their own Goals and Objectives. The individual committees have met and the entire staff will be meeting on June 7 to review the plan after the Board has approved it. One result from this process is the recommendation that Greg Ney has made to purchase RecTrac software because this system is best for the Park District needs.

Final Status Report of 2012/13 Department Goals and Objectives

Commissioner Johnson suggested that the Goals should be updated to delete former employees.

Final Status Report of 2012/13 Administrative Work Plan Report

Executive Director Schimmel will expand the Quarter D timeline to include the use of the performing arts facility on an interim basis.

Resolution 13-5-1 Permission to Close Portion of State Highway for Stampede

Director Risinger stated that this is an annual request to the Illinois Department of Transportation to accommodate the Stampede route on the day of the race.

RECREATION

Staff Report

Director Risinger reported that there were three shows during the dance recital at Stevenson High School. Commissioner Jacobson suggested that the Park District should be promoted more at events like this one. Director Risinger mentioned that a large industrial fan was installed at a school gym in School District 96 that does not have air conditioning and it is working very well. School District 21 is now considering installing one in its district. The Board was informed that their registration with National Recreation and Parks Association was renewed. Softball tournaments have started and we are still receiving late camp registrations.

Preschool Luncheon – Thursday, May 30

Board members were invited to attend the luncheon honoring the preschool teachers on May 30.

Senior Expo – Review

Director Risinger reported that the Senior Expo went very well and had 72 vendors, which is more than last year. A summer intern will be starting next week.

Public Relations & Marketing

Staff Report

Public Relations and Marketing Manger Terson said that staff is reviewing the fall brochure that contains the annual report and will come out in mid-July. He said that sponsors are being featured at more special events and successful programs. He thanked TJ Wilkes for taking photos at the dance recitals. There are substantial sponsorship proposals pending. The new website project is moving along.

Buffalo Grove Area Chamber of Commerce Golf Outing, Friday, June 28

The Board was invited to attend the Chamber outing.

Rotary/Special Leisure Services Foundation Golf Outing, Wednesday, May 15

The Board was invited to attend the Rotary/Special Leisure Services Foundation outing.

Park Dedication

The dedication for Martha Weiss Park is scheduled for May 28 and staff is putting in a butterfly garden in the park.

PRESIDENT AND COMMISSIONERS' REPORTS

Vice President Schmerer reported that there are some issues being discussed by the IAPD/IPRA conference committee regarding next year's conference.

Park Board Officers Committee Chairs and Liaisons for Fiscal Year 2013-2014

President Reiner stated that it will be the incoming president who will make the appointments of the committee chairs and staff positions at the annual meeting. Executive Director Schimmel recommended that he be appointed the NWSRA board member, with Director Risinger as the alternate. He also suggested that he be appointed the PDRMA representative, with Business Manager Short the alternate.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Vice President Schmerer moved to adjourn the workshop at 8:26 pm, seconded by Commissioner Jacobson and passed with a voice vote.

Respectfully submitted,

Secretary