



**Buffalo Grove Park District
Workshop Minutes
May 28, 2013**

Commissioners Present: Richard Drazner, 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 Kim Cashmore, Public Relations and Marketing Manager Mike Terson and Administrative Assistant Martha Weiss

Attorney David Bloomberg was also present.

Guests: Summer intern Todd Boysen and Park District employees Marcy Abrams and Tom Hoffman. Fitness center members Tina Rajski, Susan Stouber, Carol Rajski and Rohini Rade.

CALL TO ORDER

President Reiner called the Workshop to order at 7 pm.

Roll Call

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

APPROVAL OF AGENDA

Commissioner Jacobson moved to approve the Agenda, amended to move Topics from the Floor to be the next item after Approval of Agenda, seconded by Commissioner Drazner and approved with a voice vote.

TOPICS FROM THE FLOOR

Tina Rajski, a fitness center member, distributed documents regarding Group Power, a licensed program at the fitness center that she participates in. She was there representing herself and three other Group Power participants at the meeting. Ms. Rajski objected to the new fees offered for the program and requested that the Board of Commissioners adjust the fees to below \$150. President Larry Reiner advised that this issue is not a policy issue that the Board can

resolve. He also stated that although the Board is committed to the Center providing the best customer service, that the Board itself does not set fees or select staff for programs. President Reiner asked staff to look at the budgets again to see if fees could be adjusted and asked Ms. Rajski to work with staff on this issue. Ms. Rajski thanked the Board for their time and she and the other program participants left at 7:25 pm.

Mr. Schimmel stated that he will look at the program budget with Superintendent of Revenue Facilities Kristy Vik and with General Manager Mike Schulewitz to review alternatives for fees and for program structure. He will follow up with Ms. Rajski with his recommendations.

FINANCE

May Warrant 2013

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

April Financial Statement

Business Manager Short said that audited adjustments will be made but so far it looks like it was a good year for Corporate and Recreation Funds. The statement was referred to Committee Action Items for approval.

April Year to Date Statement

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

April Refunds

There were no comments or questions and it was accepted as written.

Budget Calendar for 2014-15

Executive Director Schimmel said the calendar keeps staff on track for preparing the budget and then establishes dates for the public to review the budget.

POLICY

Strategic Plan Review

Executive Director explained that this document, summarized by Kathy Nielsen of Nielsen Associates, In. and contains the five goals developed by staff and the Board after a strategic planning session. After the report is approved by the Board, it will be presented at full time staff meeting on June 7.

Dissolution of Risk Manager Cooperative Agreement with Wheeling Park District

Attorney Bloomberg suggested that the Board pass a resolution regarding the dissolution of the risk manager cooperative agreement with Wheeling Park District. Staff will develop a job description for a full time position that will combine both risk management and human relations components.

Canvas of Election Results

The official results of the April 9, 2013 election results were included in the Board packet.

RECREATION

RecTrac Software

Director Risinger explained that the service is not adequate with CLASS software and there was a need to find better software. RecTrac has become the leader in the field. The RecTrac sales staff

visited the Park District to talk with various departments to demonstrate what the capabilities were and there was only positive feedback about the software from staff.

Arts Center Development Plan

In response to a request by the Board, Executive Director Schimmel prepared a development plan to use as much of the facility as quickly as possible and make it usable at a price point that makes sense. Staff will be working with the previous owner regarding their usage and transfer of equipment and/or personal property as they vacate. Staff will be changing the signage to exhibit Park District ownership that fulfills Village requirements.

Museum Bid

The bid for the museum renovation came in well over the estimate and staff is working on trimming costs while retaining the points needed to retain the grant. The contract will be approved during the Regular Board Meeting.

PRESIDENT AND COMMISSIONERS REPORTS

President Reiner thanked staff and Board members for another great year. He stated that this is an awesome Park District and it was a privilege and honor to represent it this year as President. He stated that staff and attorneys all contribute to the success of the Board. He is very proud of the Park District and said our parks shine above others.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Vice President Schmerer moved to adjourn the workshop at 8:08 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary