



BUFFALO
GROVE
PARK
DISTRICT



**Buffalo Grove Park District
Workshop Minutes
June 10, 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 Revenue Facilities Kristy Vik, Public Relations and Marketing Manager Mike Terson and Superintendent of Recreation Greg Ney

Guests: Todd Boysen and Mike Schulewitz

CALL TO ORDER

President Schmerer called the Workshop to order at 7 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

Todd Boysen, the Park District's summer intern, introduced himself and Mike Schulewitz, the General Manager of the fitness center, introduced himself.

APPROVAL OF AGENDA

Commissioner Drazner moved to approve the agenda, seconded by Commissioner Jacobson 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 reported that his staff was helping with camp set-ups, preparing for the Flag Day celebration and settling into a grass mowing routine. His staff is also working on the distinguished accredited agency process. The Kilmer Park project is progressing after staff assisted the construction company in obtaining the proper Village permits.

Ordinance 13-6-1 Disposal of Property

Executive Director Schimmel reviewed the ordinance for the Board to sign authorizing the sale of four items of personal property from the Parks Department and one color printer that are no longer useful to the Park District.

POLICY AND LEGISLATION

2013-14 Staff Goals and Objectives

Executive Director Schimmel reported that staff is now using an Excel based program for the Goals and Objectives.

Director Risinger noted that the recently revised core values are being incorporated by staff into their Goals and Objectives. The next step will be to incorporate them into job descriptions and evaluations.

2013-14 Work Plan

Executive Director Schimmel said that long term projects are always included in the Work Plan and Goals and Objectives.

Ordinance 13-6-2 Prevailing Wage

President Reiner explained that this is a mandatory requirement for our Park District to adopt on a yearly basis regarding our contracts for skilled labor.

Board Policy Manual

Director Schimmel noted that there are some changes to the manual including the Commissioner orientation, adding the Board Emeritus Policy and board member benefits. President Reiner suggested that Paragraph 2.12 should not be altered to delete "or other expenses incurred" shall be "reimbursed upon documentation of such expenses" because there may be legitimate reimbursable expenses that a Commissioner incurs in their role.

Commissioner Johnson suggested that the Environmental Action Team liaison should be added to the list in Section 7.1.

Director Risinger will make the changes and a clean copy will be included in the next Board packet for the Commissioners to sign off that they received.

Administrative Manual

Director Risinger made sure that all of the Park District manuals are consistent. There was a discussion about the role of Commissioners as policy makers and staff as enforcers of the regulations and policies enacted by the Board. This manual will be approved by the Board at the next meeting.

Executive Director Schimmel complimented the good work that Director Risinger did on updating the manuals.

RECREATION

Staff Report

Director Risinger mentioned that camp counselors are going through orientation now. Staff is working through the documentation for the distinguished accredited agency process and for a final review in the fall. Commissioner Drazner suggested that the Park District publish the criteria that had to be met so that there is better understanding by the public as to the meaning of the designation.

Museum Annual Meeting – June 24

The museum annual meeting will be before the next Regular Board Meeting.

PUBLIC RELATIONS & MARKETING

Presentation of Fitness Challenge Participation Awards

Fitness Center General Manager Mike Schulewitz reported that the incentives for participating in the Fitness Challenge were given to staff participants during the Full Staff Meeting last week. He said that a considerable number of staff members are regularly working out. Commissioner Johnson is currently leading the Board in number of points for the Challenge and he handed out incentives to keep the Board motivated for the last half of the Challenge.

Staff Report

Public Relations and Marketing Manager Terson reported that there has been a lot of media attention given to the adult behavior signs installed at the baseball fields. Many agencies have asked permission to copy the wording, which has been granted. He mentioned that this policy has been part of our Park District for a long time. Now that the topic has been openly discussed and publicized, it may mean that parents who disregard this policy will now follow it, and other parents may feel empowered to enforce the policy by referring to the signs.

The fall brochure is coming along and he is working on the new website design. He is interviewing a part time communications coordinator.

Flag Day – Friday, June 14 at 5:30 pm

This was a reminder of the upcoming ceremony.

Buffalo Grove Area Chamber of Golf Outing, Friday, June 28, 7:30 am

This was a reminder of the upcoming event.

Environmental Action Team's Second Annual Green Fair – June 30, 8:30 am - 12:30 pm

Executive Director Schimmel reported that another successful event is anticipated and staff has been working with EAT to coordinate the set-up at Rylko Park.

Joint Foundation Meeting

It was decided that until a set agenda is developed for discussions between the Friends of the Park Foundation and the Board that a date not be set.

FITNESS CENTER/GOLF AND SPORTS CENTER

Holiday Hours for the Fitness Center

Superintendent of Revenue Facilities Vik submitted a memo and supporting data for a request that the fitness center be closed on Christmas Day based on the difficulty in staffing the facility, the low attendance figures and the closing policies of competing facilities. The Board agreed that the fitness center will be closed on Christmas Day.

Staff Report

Superintendent Vik reported that a fitness center employee recently resigned because of health issues. There was a discussion about the solution of an issue that some fitness center members presented to the Board at a prior meeting. Executive Director Schimmel determined a fee for the program and submitted a proposal to the member, who will get back to him.

FINANCE

Amended Budget and Appropriation Ordinance Fiscal Year 2012-13

This amended ordinance is needed because of the financing for the arts center and it has been displayed as required by statute. There will be a public hearing regarding it and it will be on the agenda for approval next Board meeting.

Some final billing is still being processed for some camps. Director Risinger said that another big fan was installed in the gym at Willow Grove School. Executive Director Schimmel was informed that School District 102 will be removing old playground equipment at Aptakisic Junior High School.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Johnson reported that she attended the preschool teachers' appreciation lunch which was a very nice event. The Board complimented staff for the dedication event of the Martha Weiss Park which went very well.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Commissioner Drazner moved to adjourn the workshop at 8:06 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary