



**Buffalo Grove Park District  
Workshop Minutes  
Monday, August 12, 2013**

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

Staff Present: Deputy Director Ryan Risinger, Superintendent of Parks Bill Heider, Superintendent of Revenue Facilities Kristy Vik, Public Relations and Marketing Manager Mike Terson, Superintendent of Recreation Greg Ney and Administrative Assistant Martha Weiss.

Guests: Trane employees Dan Burrows and Joe Trnka, and Tim Howe, the new Supervisor of Operations and Parks.

**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**

Dan Burrows and Joe Trnka from Trane introduced themselves. Tim Howe, the new Supervisor of Operations and Parks, was introduced by Superintendent Heider and gave a brief biography.

**APPROVAL OF AGENDA**

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

**TOPICS FROM THE FLOOR**

There were no topics from the floor.

**Staff Report**

Superintendent Heider said staff is getting football, softball, flag football and fall baseball fields prepared for the fall season. Staff is keeping up with the mowing schedule and monitoring the mowing contractor. There have been some calls from residents about why the fences are not being weed whacked and it is because of liability issues and it is not Park District property near the fence line. Staff is gearing up for special events and the Stampede.

Commissioner Reiner asked about overflow parking for the National Night Out because it is so popular. The parking lot near the pool was full as well as the streets for a long distant and there was a discussion about the possibility of shuttling participants from the Dome.

**HVAC Project for the Fitness Center Locker Rooms**

Dan Burrows from Trane pointed out the four exhaust fans on the roof of the fitness center over the locker rooms and the current HVAC supply unit serving that area that uses 100% fresh outside air. He explained that the intent of the new system, which is an Energy Recovery System, is to capture the warm moist exhaust air by ducting the exhaust fans together and installing a new Heat Pipe Energy Recovery System unit in the same location as the current unit. This system is more efficient and will reduce operational costs. VAV boxes will be installed to replace the hot water heating coils.

Mr. Burrows went over the timeline for the installation which is proposed to be completed during the optimal weather period when the building would have the least heating and cooling needs. There was a discussion about whether the locker rooms would have to be closed entirely and for what period of time. There will only be one day that the locker rooms cannot be used when the units are swapped out on the roof. Because it is a customized program, it is possible that it is eligible for grant money. Mr. Burrows stated that it is proven technology and he will provide references for the concept they are proposing. Trane will provide an estimate of the approximate cost of doing the project with the crane only at night. At our next meeting, staff will present project options to the Board, Business Manager Short will address financing issues and Superintendent Vik will discuss plans to accommodate fitness center members. There are issues with the current system that definitely need to be corrected that Deputy Director Risinger said should not be postponed until next summer. There would be some savings to do the other needed HVAC pool project together with this project; however, Superintendent Heider said the projects have been budgeted for two separate fiscal years and it would be better to do the second phase of the project in August when the pools are closed for cleaning.

Vice President Jacobson asked about the savings with the new system. Mr. Burrows stated that Trane will do a cost effectiveness analysis with the final plan. Commissioner Reiner asked about other similar systems that Trane has done locally in a similar environments and he would like staff to see references. Mr. Trnka stated that he would be glad to get staff references but that it may not necessarily be from park districts. Commissioner Drazner asked what improvements the

members at the fitness club would see. Mr. Burrows said that there will be comfortable temperatures and levels of humidity and negative pressurization of the locker rooms which means that odors and smells will be exhausted out and not allowed to migrate to other areas in the building. The Board thanked Mr. Burrows and Mr. Trnka and they exited the meeting.

### **Master Plan Review**

Superintendent Heider explained that staff reviewed the Master Plan to document why certain projects were undertaken and others were modified. There were some opportunities that presented themselves that were not anticipated at the time of the 2009 Master Plan. Superintendent Heider said that a new plan will start with 2013 with new timelines that would reflect the changes that have occurred. The Board will be asked to approve the Master Plan review at the next Board meeting.

## **POLICY AND LEGISLATION**

### **Resolution Approving NWSRA Funding Assessment**

Commissioner Reiner stated that the funding increase was not significant for services that are valued in the community and it will be on the agenda for Board approval at the next meeting.

### **Quarter A Administrative Work Plan**

There were no questions from the Board.

### **Quarter A Goals and Objectives**

Deputy Director Risinger commended staff for adopting into the Goals and Objectives the core values that were developed during the brainstorming session with Board and staff.

### **ACCREDITATION UPDATE:**

#### **Safety Policy Manual**

Deputy Director Risinger mentioned that the Safety Manual has been updated by staff. Superintendent Heider announced that Tim Beckmann will be joining us as a full time Risk Manager starting Sept. 9 and Tim will be reporting to him. Additional responsibilities will be added to Tim's position including monitoring the ADA transition plan.

### **Crisis/Disaster Management Plan**

Commissioner Johnson asked if on page 11 of the plan, under Media Relations, the Board should be included regarding what should be done in time of crisis. Deputy Director Risinger will look into whether that should be included there or in a more appropriate spot because this is a staff manual. Superintendent Ney asked if the Board's phone numbers were correct in the manual.

### **IPRA Environmental Report Card**

Superintendent Heider completed this optional IPRA Environmental Report Card and commented that the District scored well on the report card, with a potential for scoring more points after completing future projects.

### **Business Procedure Manual Updates**

Business Manager Short is requesting Board approval at the next meeting of two changes in the Fiscal Operating and Business Procedures Manual to reflect adherence to credit card standards and to include an expanded policy on Supplementary/Emergency Appropriations.

### **Alford Group Feasibility Study Update**

Deputy Director Risinger reviewed the progress of establishing an oversight committee for the feasibility study for a fund raising campaign for the Community Arts Center.

### **Discussion of Enforcement of Smoking Restrictions at BG Days**

Vice President Jacobson suggested that permanent, positive and attractive signage be created for our parks similar to what is in our brochure regarding our no smoking policy. He also suggested that temporary signs to be displayed during the BG Days event. Vice President Jacobson suggested that the Board send a liaison to the BG Days committee meetings.

## **RECREATION**

### **Staff Report**

Superintendent Ney reported that approximately 37 families, or 150 people, attended the Camping Under the Stars event. There were approximately 15-20 vendors at National Night Out which ran smoothly and was successful. The Camp Family Fun Night event was successful with approximately 250 people attending. Last year there were 347 registrants for the two-week post summer camp program, and this year there were 562 registered. The pre-race registration number of 320 for the Stampede is on the same pace as last year. Deputy Director Risinger met with the Fire Department regarding their request to perform some training in the two houses on Bernard Drive that are going to be demolished.

## **PUBLIC RELATIONS AND MARKETING**

### **Staff Report**

Public Relations and Marketing Manager Terson reported that he is working on the winter book and the fall fitness books will be out tomorrow. He is estimating that the new website will be live by the end of September. He has been attending anti-bullying committee meetings sponsored by the Lake County After School Coalition. As a result of that involvement, he attended a Positive Behavior Interventions and Support conference which is school based, but he feels should also include park districts. The new part time communications coordinator has started at the Park District who will work to increase the Park District's social media presence and will be involved with promotions at the fitness center.

## **FITNESS CENTER/GOLF AND SPORTS CENTER**

### **Staff Report**

Superintendent of Revenue Facilities Vik reported that staff is putting finishing touches on the Dome to be ready for the season. A fitness specialist has been hired who has a lot of experience with programming and fitness. An accounting specialist is starting next week and staff will be ready to start RecTrac training.

## PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Johnson said the cross staff cooperation is amazing that she sees at special events. She mentioned that Buffalo Grove was listed as the 46<sup>th</sup> best place to live in the U.S. in Money Magazine for villages with populations under 50,000. Buffalo Grove was the only one village in Illinois to make the list. She said part of the reason for the honor that was mentioned in the article was ample green space, acres of forest and parkland and 50 miles of trails.

President Schmerer gave an update on the upcoming state conference.

## OLD BUSINESS

Deputy Director Risinger commented on the newspaper articles about a dog that was attacked by another dog at Happy Tails Dog Park. He has spoken with the owner of the dog that was attacked who is suggesting that aggressive dog breeds to be banned from the park. He explained that in the past, regular users of the park have been unofficially monitoring whether the users have permits or not. He said that PDRMA has suggested waivers for dog parks permit holders to sign that advise users about potential hazards of dog parks.

## NEW BUSINESS

There was no new business.

## EXECUTIVE SESSION

There was no Executive Session.

## ADJOURNMENT

Vice President Jacobson moved to adjourn the workshop at 8:47 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

---

Secretary