



**Buffalo Grove Park District
Workshop Minutes
Monday, August 26, 2013**

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

Staff Present: Executive Director Dan Schimmel, Deputy Director Ryan Risinger, Superintendent of Parks Bill Heider, Business Manager John Short, Superintendent of Recreation Greg Ney, Public Relations and Marketing Manager Mike Terson and Administrative Assistant Martha Weiss.

Attorney David Bloomberg was in attendance.

Guests: Dan Burrows from Trane, William Bradley, Steven Bradley and Fitness Center General Manager Mike Schulewitz. David Bradley arrived at 7:08 pm.

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.

INTRODUCTION OF GUESTS

Dan Burrows from Trane, William Bradley, Steven Bradley and Fitness Center General Manager Mike Schulewitz introduced themselves.

APPROVAL OF WORKSHOP AGENDA

Commissioner Drazner moved to approve the Workshop Agenda, seconded by Commissioner Johnson and passed with a voice vote.

FINANCE

August Warrant 2013

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

July 2013 Financial Statement

There were no comments or questions regarding the July 2013 Financial Statement and it was referred to the Committee Action Items for approval.

July 2013 Year to Date Statement

There were no comments or questions regarding the July 2013 Year to Date Statement and it was referred to the Committee Action Items for approval.

August Refunds

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

HVAC Project for the Fitness Center Locker Rooms

Executive Director Schimmel addressed the questions that the Commissioners raised at the last meeting about the HVAC project at the fitness center locker rooms. The fee for overtime use of the lift to place the units on the roof during the night was \$10,800. He contacted the Village and was told because of their sound ordinance, this was not an option. He also commented that the money for this project was already budgeted and approved by staff.

It is financially feasible to do the pool dehumidification project concurrently, but he would advise against that because of disruption of classes and the length of time the pools would have to be closed. He suggested that it would be better to do that project in August, 2014 when the pools are closed anyway for cleaning. The lift will take approximately six hours, but there will be preparation time so staff will work with Trane's schedule to remain operational as much as possible. He recommends that the Board approve the project. Fitness center staff and Trane will work together to minimize the impact on our members.

Commissioner Reiner asked about references for this type of system. Mr. Burrows explained that Trane installed a similar heat recovery project at Argonne National Laboratory. The application was the same because it transferred energy from the exhaust air stream and put it back into the supply airstream. Commissioner Reiner asked if this was the common technology specifically for public entities with fitness centers or comparable uses. Executive Director Schimmel suggested that he would check with other public entities for those references before he executes the contract with Trane.

Fitness Center General Manager Schlewitz was asked by President Schmerer about the inconvenience to the public because the locker rooms would need to be closed. He answered that with enough notice that the locker rooms were not available during a certain time, the members could still choose to exercise and use the facility. This should not be a major inconvenience as long as the air quality is not compromised during the project. Executive Director Schimmel is confident that Trane can execute the lift equipment quickly, but will have to coordinate the preparations and the work afterwards safely. He noted that the Park District has done previous construction projects with minor losses of the use of the facility and it worked smoothly.

POLICY AND LEGISLATION

Safety Policy Manual Updates

Deputy Director Risinger commented that the blood borne pathogen policy and the goal safety policy have been added as appendices to the Safety Manual.

Crisis Communications Management Plan Updates

Contact phone numbers in the Plan were corrected as suggested by the Board during the last meeting. Also, in response to Commissioner Johnson’s question last meeting regarding whether to include Board member behavior guidelines during crises in this staff manual, it was determined that because this is a staff manual, that topic would be covered during the Board orientation.

Deputy Director Risinger noted that the name of the manual has been modified to conform to what it is referred to in Distinguished Agency guidelines.

PUBLIC RELATIONS

IADP Legislative Picnic – September 7 – In Joliet

Executive Director Schimmel asked whether there would be any Board attendance at this event, and the response was that they will not be attending.

PRESIDENT AND COMMISSIONERS’ REPORTS

Vice President Jacobson commented that he and Commissioner Johnson attended the first oversight committee meeting for the Community Arts Center fund raising feasibility study. He noted that it was well attended with a lot of energy in the room from the members who had diverse backgrounds.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Commissioner Reiner moved to adjourn the Workshop at 7:23 pm, seconded by Commissioner Johnson and passed with a voice vote.

Respectfully submitted,

Secretary