

**MINUTES  
REGULAR BOARD MEETING  
BUFFALO GROVE PARK DISTRICT  
FEBRUARY 25, 2008**

Commissioners Present: Lawrence Reiner, Martha Weiss, Richard Drazner, Scott Jacobson,  
Jack Schmerer

Staff Present: Michael Rylko, Executive Director, Dan Schimmel, Director of Recreation and Facilities,  
Dale Ducommun, Superintendent of Parks, Ryan Risinger, Superintendent of Recreation,  
John Short, Business Manager, Mike Terson, Marketing Manager/Public Relations,  
Gina Madden, Attorney, Sandy Page, Executive Secretary, Megan Pelland, Intern

President Reiner called the Regular Board Meeting to order at  
8:25 p.m. with a roll call vote.

**CALL TO ORDER**

Ayes: Reiner, Weiss, Jacobson, Drazner, Schmerer  
Absent: 0

Everyone stood for the Pledge of Allegiance.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

There were no guests to introduce.

**GUESTS**

**Approval of January 14, 2008 Workshop Minutes**

Commissioner Drazner moved to approve the January 14, 2008  
Workshop Minutes, seconded by Commissioner Jacobson and  
passed with a voice vote with Vice President Weiss abstaining.

**APPROVAL OF MINUTES**

**Approval of January 28, 2008 Workshop Minutes**

Commissioner Drazner moved to approve the January 28, 2008  
Workshop Minutes, seconded by Commissioner Schmerer and  
passed with a voice vote.

**Approval of January 28, 2008 Regular Board Meeting Minutes**

Commissioner Drazner moved to approve the January 28, 2008  
Regular Board Meeting Minutes, seconded by Vice President  
Weiss and passed with a voice vote.

There were no topics from the floor as Ms. Maslanka was moved to the Workshop Meeting.

## TOPICS FROM THE FLOOR

### Written and Verbal Correspondence

The Park District received a letter indicating they have been awarded the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year ending in April 2007. Once the plaque is received there will be a formal presentation at a Board Meeting. This is the 9<sup>th</sup> year in a row the Park District has been awarded this certificate.

## CORRESPONDENCE

Bob Shiel and Executive Director Rylko will be attending the Construction Claims Workshop sponsored by Gina Madden's firm. They are looking to learn what to do about delayed claims and avoiding some of the extra work as well as bonuses and penalties.

Commissioner Drazner would like to learn about Liquidated Damages if the contractor doesn't complete a job on time without the opposite of having to give a bonus for early completion.

The Commissioners were asked if they were interested in attending a meeting at the Village Hall on February 27<sup>th</sup> from 4:00 p.m. to 5:30 p.m. held by Chicago Metropolitan Agency for Planning. They are doing regional planning meetings and are looking for participants. Executive Director Rylko is registered to attend.

The Commissioners also received copies of newspaper articles regarding: Performing Arts production of "Aladdin, Jr.," walking program at the Golf and Sports Center, B.G. Singers new show "I Love That Song," the Larry Berkowitz Scholarship, the "State of the Park District" meeting for Wheeling, and an article from Village President Hartstein regarding open communication.

Executive Director Rylko related that the Performing Arts production of "Aladdin, Jr." was very good and the entire last weekend of the production was sold out.

The Fitness Fair was very successful and well attended. They received five new memberships. The Spa was offering some treatments that attracted many people. Several people asked about the Golf Dome golf lessons. It was suggested to have this event before Valentines Day next year to promote gift certificates.

There were some requests for waxing at the Spa. Executive Director Rylko asked the staff to do some research and they found that other medically based spas in fitness centers in the area do waxing. He then contacted the Village Health Inspector who suggested sending an e-mail and said he would speak with Ed Schar and Guida. It is hoped the Village will allow the District piggy back onto the

services already offered at the Spa. There was a survey and approximately 54 people indicated they would take advantage of waxing if it was offered. It was the Board's consensus to move forward with this request.

The District has not heard anything from Wheeling regarding the bike path issue.

The Attorney had no report.

The Committee Action Items are discussed in previous Park Board Workshops.

**Finance**

Commissioner Jacobson moved to approve the February Warrant 2008 in the amount of \$628,514.93, seconded by Commissioner Drazner and passed with a roll call vote.

Ayes: Reiner, Weiss, Jacobson, Drazner, Schmerer  
Nays: 0  
Absent: 0

Commissioner Jacobson moved to approve the low qualified bid for the Emmerich East Irrigation System from Naturescape Design, Inc. out of Cary, Illinois for \$38,600, seconded by Commissioner Schmerer and passed with a roll call vote.

Ayes: Reiner, Weiss, Jacobson, Drazner, Schmerer  
Nays: 0  
Absent: 0

**Policy**

Commissioner Drazner moved to approve Resolution 08-2-1 Ratifying Amendment of Amended Articles of Agreement for NWSRA, seconded by Commissioner Jacobson and passed with a roll call vote.

Ayes: Reiner, Weiss, Jacobson, Drazner, Schmerer  
Nays: 0  
Absent: 0

President Reiner asked Executive Director Rylko to send a letter to the NWSRA from the Board welcoming South Barrington to the NWSRA.

**ATTORNEY'S REPORT**

**COMMITTEE ACTION ITEMS**

*February Warrant 2008*

*Emmerich East Irrigation Bids*

*NWSRA Resolution 08-2-1*

Commissioner Drazner moved to approve Resolution 08-2-2 Utilization of Developer Donation Funds, seconded by Commissioner Jacobson and passed with a voice vote.

***Resolution 08-2-2 Developer Donation Funds***

Commissioner Drazner moved to approve Ordinance 08-2-1 authorizing the sale of items of personal property owned by the Buffalo Grove Park District, seconded by Commissioner Jacobson and passed with a roll call vote.

***Ordinance 08-2-1 Sale of Personal Property***

Ayes: Reiner, Weiss, Jacobson, Drazner, Schmerer  
Nays: 0  
Absent: 0

**Consent Agenda**

Vice President Weiss moved to approve the Consent Agenda as proposed, seconded by Commissioner Schmerer and passed with a voice vote.

1. January Financial Statement
2. January Year to Date Statement
3. Third Quarter Status Report on Administrative Work Plan and Department Goals and Objectives
4. Revised Field Rental Fee Schedule

Due to the Construction Management Workshop scheduled for Friday Executive Director Rytko will reschedule the interview with Mr. Goode regarding the Foundation Board membership.

**EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENTAL OPERATION REPORTS**

Congratulations to Dave Knarr and the Park District staff for the PDRMA accreditation for the 18<sup>th</sup> year.

Executive Director Rytko asked the Commissioners who would be attending the Legislative Conference in Springfield Tuesday and Wednesday, April 1<sup>st</sup> and 2<sup>nd</sup> so he can finalize the plans.

It was suggested to have a State of the Park District meeting like Wheeling had. It could be held before the Village Board Meeting so it could be on TV and the Village could be in attendance. Or it could be on either the 2<sup>nd</sup> or 4<sup>th</sup> Monday of the month when the Village Board is not in session and taped to be shown on Channel 6. The District would probably need to pay a service for the TV. If the meeting is held on the day of the Village Board meeting, the TV crew would already be there which might be more cost effective as there is approximately a \$500 fee to bring the crew out. It could be done at the end of the District's fiscal year and tied in with the Annual Report.

Superintendent Ducommun had nothing to add to his Operations Report.

*Parks Department*

Director Schimmel had nothing to add to his Operations Report.

*Recreation*

John Short had nothing to add to his Operations Report.

*Accounting Department*

Mike Terson had nothing to add to his Operations Report.

*Marketing*

President Reiner thanked Jack Schmerer for all his help with the video for the Village's 50<sup>th</sup> Anniversary. He also thanked everyone who was a part of Kristy Vik's reception. Everyone did a great job.

There was no old business to discuss.

**OLD BUSINESS**

Commissioner Schmerer mentioned he is on the Program Committee for the State Conference and asked if anyone had ideas for programs. Executive Director Rylko stated the Conference needs some type of networking for foundations and a session on fundraising concepts or ideas that could be shared for foundations that have been in existence for 5 to 10 years or longer. Perhaps they could be scheduled for Saturday as people on foundations work during the week.

**NEW BUSINESS**

Commissioner Schmerer moved to enter into Executive Session at 8:45 p.m., for review of Executive Session Minutes, seconded by Commissioner Jacobson and passed with a roll call vote.

**EXECUTIVE SESSION**

Ayes: Reiner, Weiss, Drazner, Jacobson, Schmerer

Nays: 0

Absent: 0

Commissioner Jacobson moved to reconvene the Regular Board Meeting at 8:57 p.m., seconded by Commissioner Schmerer and passed with a voice vote.

Commissioner Jacobson moved to release for public inspection the August 27, 2007 semi-annual review of Executive Session Minutes, seconded by Vice President Weiss and passed with a voice vote.

**ACTION TO BE TAKEN  
FROM CLOSED MEETING  
SESSION**

Commissioner Schmerer moved to adjourn the Regular Board Meeting at 8:58 p.m., seconded by Commissioner Drazner and passed with a voice vote.

**ADJOURNMENT**

Respectfully submitted,

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Secretary