



Buffalo Grove Park District Board Workshop
Monday, May 10, 2021
6 pm

WORKSHOP AGENDA

Due to COVID-19 and the Governor's Executive Order limiting public gatherings, the President of the Board of Commissioners has declared it is not practical or prudent to meet in-person and the meeting will be held online. For access to the virtual meeting, please email bwanland@bgparks.org. You will be provided a link to the meeting and be allowed to participate during the "*Topics from the Floor*" portion of the meeting. For ease, you may also email your comment prior to the start of the meeting and it will be read aloud on your behalf. Messages may be left up to one hour prior to the start of the meeting and discussion will be limited to three minutes per comment. Anonymous messages will not be read. The Buffalo Grove Park District Board President will read as many comments as time allows and may decide to restrict the total time for comments to 30 minutes.

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests
- III. Approval of Agenda
- IV. Topics from the Floor
- V. Correspondence

- VI. Presentation and Approval of Staff Recognition Resolution (TB)
 - A. Resolution 21-5-1 Commending Steven Houde on 35 Years of Service

- VII. Parks (SC)
 - A. Ordinance 21-5-1 Sale of Personal Property

- VIII. Policy and Legislation (AJ)
 - A. Review of 2020/21 Quarter D Administrative Work Plan Report
 - B. Review of 2020/21 Quarter D Department Goals and Objectives
 - C. Strategic Plan/Agency Goals Update
 - D. Official Canvass of April 6, 2021 Consolidated General Election Results

- IX. Park Board Officers, Committee Chairs and Liaisons for Fiscal Year 2021/22
 - A. Elected Officers
 1. President
 2. Vice President

 - B. Annual Appointment
 1. Treasurer
 2. Legal Counsel

- C. Committee Chairs Appointments
 - 1. Park Development
 - 2. Policy and Legislation
 - 3. Recreation
 - 4. Public Relations
 - 5. Finance
 - 6. Personnel
 - 7. Ethics Advisor
 - 8. IAPD Legislative Key Contact

- D. Park Board Liaison Appointments
 - 1. Village Board
 - 2. Village Plan Commission
 - 3. Friends of the Parks Foundation
 - 4. Environmental Action Team

- E. Staff Positions
 - 1. Executive Director – Ryan Risinger
 - 2. Park Board Secretary – Ryan Risinger
 - 3. NWSRA Board Member and Alternate – Ryan Risinger/Erika Strojinc
 - 4. PDRMA Representative and Alternate – Dani Hoefle/Scott Spitz
 - 5. ADA Compliance Officer –Mike Maloney
 - 6. FOIA Officers – Ryan Risinger/John Short/Beth Wanland
 - 7. OMA Officers – Ryan Risinger/Erika Strojinc/John Short/Tim Howe/Beth Wanland
 - 8. Assistant Treasurer – John Short
 - 9. Finance Compliance Officer – John Short
 - 10. Friends of the Parks Foundation Board Member – Ryan Risinger

- X. Executive Director’s Report
- XI. President and Commissioner’s Report
- XII. Old Business
- XIII. New Business

- XIV. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Personnel
 - C. Land Acquisition

- XV. Action Taken in Executive Session
- XVI. Adjournment

Mission Statement - Enriching life and community through premier parks, programs and facilities



**Public Administration
and Policy**

School of Public & International Affairs

UNIVERSITY OF GEORGIA

April 15, 2021

Ryan,

Thank you for joining our local government management class this week. The students valued your insights on parks and recreation and the context of work in a special district. The themes of communication and coordination stuck with them after the panel discussion. We appreciate your generous gift of time and your investment in local government education.

Thank you,

Eric Zeemeing



RESOLUTION 21-5-1
COMMENDING STEVE HOUDE ON 35 YEARS OF SERVICE TO THE
BUFFALO GROVE PARK DISTRICT

WHEREAS, Steve Houde has been employed with the Park District since April 28, 1986 as a Park Laborer, promoted to Crew Chief in 1993, and then promoted to Park Foreman in 1998; and

WHEREAS, Steve has completed thirty-five years of service as of April 28, 2021 to the Buffalo Grove Park District and its residents; and

WHEREAS, the Buffalo Grove Park District Board of Park Commissioners appreciates his dedicated service that has allowed the District to grow during his career with us; and

WHEREAS, Steve is responsible for the care and maintenance of over four hundred acres of land throughout the year; and

WHEREAS, some of Steve's accomplishments over the years include the development and success of the annual BG Days parade float, working with the Buffalo Grove Garden Club, and assisting in creating special event material for the recreation department. Steve was also instrumental in redeveloping the landscaping at the Spray 'N Play that is aesthetically pleasing as well as easier to maintain for his staff; and

WHEREAS, Steve has been recognized by PDRMA for "Stretching with Steve," a program of morning stretching that he led in the parks department. Steve has assisted in the creation of new buildings for Safety Town that includes a police station, fire station and car wash. Steve has created two new butterfly gardens; one by the shelter in front of Alcott and one by the time capsule at the Raupp Museum. Steve was also in charge of beautifying the outside of the Community Arts Center, and lastly, he oversaw the planting of the landscape areas of the newly renovated Green Lake Park in 2020; and

WHEREAS, the success of the District is dependent upon employees like Steve, who take pride in the Park District and in their individual and departmental accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Steve is commended on behalf of the citizens of Buffalo Grove for his distinguished service to the Park District.
2. That this resolution be presented to Steve with best wishes in his career.

DATED AT BUFFALO GROVE, ILLINOIS THIS 10th DAY OF MAY, 2021.

Dr. Larry Reiner, President
Buffalo Grove Park District
Board of Commissioners



BUFFALO
GROVE
PARK
DISTRICT



Memorandum

MEMO TO: BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR
FROM: TIM BECKMANN, SUPERINTENDENT OF FACILITIES AND PLANNING
SUBJECT: SURPLUS OF CAFÉ COOLERS FROM THE BUFFALO GROVE FITNESS CENTER
DATE: MAY 6, 2021

Action Requested

Staff recommends that the Board approve the surplus of two refrigeration units.

History

Since the café is no longer an amenity for the Fitness Center, these units are no longer needed. Tim Beckmann and Randy Smith had discussions with TJ Wilkes, who oversees the Park District's concessions, and he does not feel these units will benefit concession operations. Once declared surplus, these units will be sold through GovDeals.



ORDINANCE 21-5-1

ORDINANCE AUTHORIZING THE SALE OF ITEMS OF PERSONAL PROPERTY OWNED BY THE BUFFALO GROVE PARK DISTRICT

WHEREAS, in the opinion of at least three-fifths of the corporate authorities of the Buffalo Grove Park District that it is no longer necessary or useful to or for the best interest of the Buffalo Grove Park District to retain the following described personal property:

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BUFFALO GROVE PARK DISTRICT, LAKE AND COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Pursuant to 70 ILCS 1205-8-22 of the Park District Code, the Buffalo Grove Park District finds that the following described personal property:

True Manufacturing Co. – Refrigeration Unit AJ2425Z – Model TUC-60F
Randell Curved Glass Display Case – Refrigeration Unit W00000009018 – Model 4149SCA

Is no longer necessary or useful to the Buffalo Grove Park District and the best interests of the Buffalo Grove Park District will be served by its sale in whatever manner deemed appropriate.

True Manufacturing Co. – Refrigeration Unit AJ2425Z – Model TUC-60F
Randell Curved Glass Display Case – Refrigeration Unit W00000009018 – Model 4149SCA

SECTION 2: Pursuant to 70 ILCS 1205-8-22 of the Park District Code the President is hereby, authorized and directed to sell and or dispose of the following described personal property.

True Manufacturing Co. – Refrigeration Unit AJ2425Z – Model TUC-60F
Randell Curved Glass Display Case – Refrigeration Unit W00000009018 – Model 4149SCA

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, by at least three-fifths of all the Park District Commissioners and approval in the manner provided by law.

PASSED AND APPROVED THIS 24th DAY OF MAY, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Secretary

Dr. Larry Reiner, President
Buffalo Grove Park District
Board of Commissioners Cook/Lake County

Effectively manage District's operation so that the Mission of the Park District can be achieved effectively and economically.			
Objectives	Quarter(s)	Status	Comments
Work with Strategic Planning Committees to develop Agency Objectives from the Strategic Planning process	A	Complete	
Work closely with John Short to monitor the financials of the Park District and continue to take advantages of fiscal opportunities as they arise.	ABCD	Complete	Ryan and John have had more meetings than usual during this pandemic. Ryan and John developed a financial outlook and presented to the Board. Ryan and John also completed the Budget and Appropriations for 2021/22 for the Board and got its approval.
Continue to monitor current intergovernmental cooperative agreements and look for new opportunities that benefit all parties involved.	ABCD	Complete	Due to the pandemic, a new IGA was formed this past year to handle the Pod Squad program with School District 96. The StoryWalk IGA was also developed this past year with Indian Trails Public Library. The groundwork started recently for a new IGA for BG Days as well.
Take advantage of opportunities to better my knowledge through professional development and continuing education opportunities.	ABCD	Complete	Ryan attended the virtual IPRA/IAPD annual conference as well. Ryan also attended multiple webinars and conference calls throughout the pandemic.
Work with staff to apply for Grants when appropriate in order to free up capital money.	ABCD	Complete	While there were not a ton of opportunities for spending because of the pandemic, we did obtain the grant for the sensory garden at Rylko Park. This will be developed in FY 21/22.
Oversee capital projects in order to be on time and implemented effectively.			
Objectives	Quarter(s)	Status	Comments
Develop a three year capital plan.	A	Complete	Completed and presented to the Board.
Work with Tim Howe on the Veterans Park playground installation.	A	Complete	
Work with John and Tim Howe on the impact of Covid on future capital projects. This may cause some delays in planned projects for 2020-21.	AB	Complete	Ryan worked with John on use of capital funds to assist with debt payments. While this hinders us a bit in capital for the upcoming year, it was a creative and useful way to deal with the lack of revenue burdening us in making our debt payments.
Work with Tim Howe on the completion of the Green Lake Park OSLAD renovation.	ABC	Complete	Completed, reviewed and approved by IDNR.
Oversee completion of NWSRA renovations at the Fitness Center to assure a positive startup of the programming.	AB	Complete	
Work with VBG and home developer, and Tim Howe to build a timeline for the renovation for Prairie Grove Park.	ABC	Complete	Tim and Ryan have had multiple conversations with the Village on this project as it progresses. Anticipation is that we will be deeded the property in the FY 2021/22.

Promote and represent the Park District at local, state, regional, and national levels to provide a positive image of the District and its accomplishments.			
Objectives	Quarter(s)	Status	Comments
Contact key legislators when decisions on issues that affect park districts are critical.	ABCD	Complete	Ryan has written to all of our state and federal legislators on multiple occasions throughout this past year.
Host an NRPA Park Champion Event, invite local and federal legislators and local leaders.	ABC	Not Complete	Cancelled the event for 2020 due to COVID.
Attend events and programs that allow for interaction with key legislative members of the Park District community.	ABCD	Not Complete	The typical events and programs such as IAPD Legislative Conference were cancelled this past year due to COVID. Communication was done through email and letters exclusively his past year.
Serve on the Board of the Friends of the Parks Foundation as Secretary.	ABCD	Complete	
Be an active member in Chamber of Commerce activities.	ABCD	Not Complete	All Chamber lunches were cancelled this past year due to COVID. Ryan will look to get more involved once these start up again.
Serve as the Park District's NWSRA Board representative and bring important inclusion related information back to the staff at the Park District.	ABC	Complete	Ryan is now past chair of NWSRA. Ryan has moved to serve on the SLSF Board.
Serve on the IPRA/IAPD Distinguished Accreditation Committee.	ABCD	Complete	Ryan continues to serve on the Joint Committee. Ryan was on the review team for 3 of the 4 reviews that the committee did this year. Ryan served as team leader on 2 of those reviews. We are now into the next year of Distinguished Agency reviews. Ryan will serve as mentor for two agencies, Skokie and Morton Grove.
Ensure effective communications between Board and respond to new initiatives as directed.			
Objectives	Quarter(s)	Status	Comments
Keep Board well informed of key issues facing the Park District via email, phone, and Board packet memos.	ABCD	Complete	Ryan always included the Board on COVID updates during the first few months we were dealing with the pandemic. Ryan also kept the Board up to date on important issues either through email or through board meeting reports.

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Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

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Core Values

20-21 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Purge Incode of outdated employee records to free up space or upgrade HRIS software	D	Scott S.	Innovation	Complete
Attend continuing education seminars / webinars	D	Scott S.	Character	Complete
Plan Part-Time Staff Appreciation Lunch	D	Scott S.	Community	In Progress Still in planning stages due to pandemic.
Create Budget and Appropriations Ordinance for FY 2021-22 and file with Cook and Lake Counties after approval by Board of Commissioners in April, 2021.	D	John S.	Stewardship	In Progress Ordinance approved 4/26/21. Filing will occur within the next few weeks.
Using the data from User Data, create the budgeted cash flow worksheets for the new fiscal year.	D	John S.	Innovation	In Progress Converting the files in User Data to Excel one last time. Exploring the use of Incode 10 to create cash flows for FY 2022-23.
Attend a minimum of one training workshop or conference per quarter.	D	John S.	Excellence	Complete

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Maddie will offer a Zoom dance master class each month to help promote the program, and give dancers more opportunities to dance, and experience new styles.	D	Maddie Plewacki	Innovation	Not Complete After further feedback from the community and current participants, virtual classes were not desired, so they were not offered.
Maddie and Aly will hold the spring dance recitals outdoors to ensure safety guidelines for participants and patrons.	D	Maddie Plewacki Alyson Stanczak	Excellence	Not Complete With the ever changing COVID mitigations, the dance recitals are able to be indoors for 2021.
Chuck and Jenn will onboard the new Aquatics Program Supervisor to prepare for the summer season.	D	Chuck Burgess Jenn Foreman	Character	Not Complete The new Aquatics Program Supervisor will not be hired this fiscal year.
Manage the migration and staff training for the implementation of MainTrac NextGen for Spring 2021	D	Greg Ney	Innovation	Complete Greg is in progress with migration and completing the necessary tasks to prepare for final migration. FINAL, went to RT3.1 on 3/17
Megan, Liz and Jimmy will look into different vendors, to offer safe and socially distant onsite field trips for camps this summer.	D	Megan Kile Liz Sass Jimmy Mix	Innovation	In Progress Megan and Jimmy are in contact with vendors to possibly offer in-house field trips this summer while following all safety guidelines.
Megan, Liz and Jimmy will create an incentive program to boost camp staff morale throughout the summer. To be implemented Summer of 2021.	D	Megan Kile Liz Sass Jimmy Mix	Excellence	In Progress Megan and Jimmy are working on implementing a fun weekly award system.
Megan and Jimmy will develop a system, based off number of summers worked as well as evaluation scores, to re-hire summer camp staff in 2021.	D	Megan Kile Jimmy Mix	Excellence	Complete Megan and Jimmy used evaluation scores from years past to help hire for the summer of 2021.

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Liz and Amanda will work with the finance department on a monthly basis to ensure accurate billing for each participant because of the school district's changes from virtual to in-person.	D	Liz Sass Amanda Busch	Excellence	Complete Pod Squad/Clubhouse billing is manually calculated each month to make sure the tuition amounts are accurate.
Diana will determine how to complete preschool registration for the new 2021-2022 school year and work to implement online registration in the new RecTrac system for the program.	D	Diana Clayson	Innovation	Complete Diana created a plan and timeline for the 2021-22 school year then opened registration in 3.1 online and in person. 82% of the 112 registrations as of the end of April came in through the web.
Megan will determine how to offer regular soccer for the spring 2021 season by making sure to follow all guidelines.	D	Megan Kile	Community	Complete Spring soccer is back to its originally format. Teams meet once a week on Saturdays for 1 hour.
Jessi Hersman will embrace cultural diversity through enhancing the theatre curriculum for Advanced Theatre Company to include exploring South Asian methods and themes.	D	Jessica Hersman	Community	Complete Advanced Theatre Company explored and researched South Asian theatre and presented to each other what they learned.
Jenn will work with Chuck to research and plan for summer 2021 opening plans for Willow Stream Pool and Spray 'N Play.	D	Jenn Foreman Chuck Burgess	Character	Complete Plans for Willow Stream and Spray 'N Play per board approval will be implemented this summer. Any additional guidelines to be released will allow for capacity adjustments at both facilities.
TJ will work with Jenn Foreman to offer concessions for Willow Stream Pool and the Spray 'N Play upon reopening. TJ will work with Jenn to minimize costs and concentrate on popular items based on schedules.	D	T.J. Wilkes	Stewardship	Complete TJ has been working with Jenn to cross train staff to maximize hours for the upcoming summer. Concessions will be offered for both Spray n Play and Willow Stream Pool.
TJ will look to offer a spring Flag Football league if state sports guidelines and field availability allow.	D	T.J. Wilkes	Excellence	Complete Spring Flag Football is running for grades 1-3 for 2021.

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Erika will work with the Rec Department to assign FT Staff new projects and areas to tackle that will help the department as a whole.	D	Erika Strojinc	Character	Complete FT Staff helped support various areas to keep expenses low. Those areas included preschool, fitness center, custodial, front desk, and special house cleaning projects.
Erika will meet 1:1 with every FT Staff in the Rec Department to familiarize herself with all areas. Staff will be asked to prepare topics that include how things are going, any needs/wants, aspirations, etc.	D	Erika Strojinc	Character	Complete Met with all staff (minus 2 custodians) to discuss history and needs. Erika is using these discussions to help in the reorganization process for the department.
Erika will streamline processes so that the Rec Department is consistent. This will include Op Reports, marketing, G&O's, and evals.	D	Erika Strojinc	Excellence	Complete Organized op reports to define department into two sections: Facilities and Programs. Now require staff to include more details on numbers and data. Worked with staff on writing SMARTER goals.
Erika will change monthly Rec Staff meetings to once a month, and then host a Rec Department only meeting and/or training on the second Tuesday of the month.	D	Erika Strojinc	Innovation	Complete Rec Staff is now once per month. Second meeting of the month is for department only. Hosted three team meetings that focused on expectations, marketing, and SMARTER G&O's.
Erika will work with Rec Department and maintenance to ensure next FY budget is fiscally responsive in its relationship to COVID, discretionary spending, and yearly averages.	D	Erika Strojinc	Stewardship	Complete Worked to find a balance between yearly averages and COVID with a projected growth increase each quarter. Budgets are conservative in the beginning with anticipation of being at 85% by QD.
Lindsay will utilize the WeVideo platform to create music videos for winter/spring Big Deal Productions' Virtual performances.	D	Lindsay Grandt	Innovation	Complete Lindsay created multiple music videos for the children's production of Dear Edwina, Jr. in March. She will also be working with Aly to create videos for the Dance Team later this spring.
Lindsay will work with BG Singers staff to develop a safe and socially distant plan to offer an outdoor season for the spring/summer of 2021.	D	Lindsay Grandt	Innovation	Complete Lindsay is working on registration for the 2021 BG Singers session. A preliminary participation survey indicates that 61 Singers will participate. The program will begin on June 1.

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Lindsay and Amanda will continue to serve as Co-Chairs of the Social Committee. They will work with committee members to offer 1-2 virtual and/or socially distant staff events.	D	Lindsay Grandt Amanda Busch	Character	In Progress The Social Committee is working on various ideas for outdoor events this spring/summer.
The Uniquely Us team will work together to plan and implement a drive-thru stop for the 2021 BG Pride event at the Community Arts Center.	D	Jessica Hersman Amanda Busch Erika Strojinc Lindsay Grandt	Community	Complete The Uniquely Us team will present a Trolls theme stop on the red route on June 6, 2021. Sponsors of the event will be in attendance as well as a potential partnership with the Village.
*A part of the above objective.	D	Brian O'Malley Chris Eckert	Community	Complete The Uniquely Us team will present a Trolls theme stop on the red route on June 6, 2021. Sponsors of the event will be in attendance as well as a potential partnership with the Village.
Allison Oberst will mail the seniors a hello letter to introduce herself, let them know we are thinking about them, and provide information about the park district's programs and activities taking place virtually.	D	Allison Oberst	Character	In Progress Allison is preparing to send out information in the mail about in-person summer programs to the seniors in May.
Allison Oberst will create an at-home egg hunt event for spring, instead of Bunny Bash to follow current pandemic guidelines and mitigations.	D	Allison Oberst	Innovation	Complete Allison successfully organized and implemented the new event for the community and received positive feedback from community members.
Brian will work with Recreation Supervisors who are wanting to offer more rec opportunities outdoors this spring/summer by helping them schedule their outdoor spaces to avoid conflicts.	D	Brian O'Malley	Character	Complete Brian has been working with staff to reserve outdoor areas/shelters for their programs, shows, recitals and events.
Upon completion of the RecTrac migration, Brian will redesign the Golf Dome POS screen and customize the layout to simplify transactions for staff.	D	Brian O'Malley	Innovation	In Progress Brian has watched RecTrac training videos and will continue to familiarize himself with the software in order to complete the Golf Dome POS screen over the summer.

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Under Tier 1, group reservations can resume. Brian will work with outside groups to safely allow them to reserve hitting stations at the Golf Dome. Brian will discuss COVID policies, establish rental contracts, and require certificates of insurance.	D	Brian O'Malley	Excellence	Complete The Golf Dome hosted Revelation Golf and First Tee of Chicago safely under Illinois DCEO golf guidelines.
Brian and Chuck will revise the picnic shelter and sport field rental applications to reflect new rental offerings.	D	Brian O'Malley Chuck Burgess	Innovation	Complete The picnic shelter and athletic field rental applications were updated to reflect new rental offerings.
Debbie will work with museum staff to redesign the interior of the Nature Classroom to make it more educational for students and more visually appealing to guests.	D	Debbie Fandrei	Stewardship	In Progress A new case has been ordered for the classroom, and new signage has been designed for the walls.
Debbie and museum staff will create a history and nature themed scavenger hunt to be done in BGPD parks over Spring Break 2021.	D	Debbie Fandrei	Innovation	Complete This has been changed to an Arbor Day scavenger hunt event.
Debbie will participate in the Illinois Association of Museums State Conference by presenting a session, sitting on the Awards Committee, and creating the virtual awards presentation program.	D	Debbie Fandrei	Excellence	Complete This was completed. The IAM Conference was a success and over 24 people came to the virtual sessions Debbie gave. The hour-long awards ceremony was used as the finishing session of the conference.
Debbie will work with museum staff to create a Community Collections plan to actively solicit underrepresented groups in the museum's permanent collection.	D	Debbie Fandrei	Community	In Progress Debbie and Marina have begun working on this.
Jessi and Maddie will reformat camp staff hiring process and placements based on this past summer.	D	Jessica Hersman Maddie Plewacki	Excellence	Complete Jessi and Maddie reformatted this by eliminating site-supervisors roles, limiting artistic staff and assigned new responsibilities to other positions.

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20-21 Goals and Objectives

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Jessi will develop an audition group for fifth graders that covers introductory Advanced Theater Company topics.	D	Jessica Hersman	Innovation	Complete Advanced Theatre Company Prep is running with 9 enrolled.
Jessi and Maddie will offer spring break camps for theater and dance that align with mitigations.	D	Jessica Hersman Maddie Plewacki	Innovation	Complete The Spring Break Dance Camp ran with 12 kids.
Jessi will continue to research and attend classes to help understand the Buffalo Grove Park District's role in gender concepts and discussions.	D	Jessica Hersman	Community	Complete Jessi has attend several webinars, trainings and groups covering the concepts of Diversity, Equity and Inclusion.
Brian will work with Mike Maloney to create rental diagrams for our sport fields and courts.	D	Brian O'Malley	Innovation	Not Complete This goal will be moved to Quarter A.
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

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Fitness Center

Core Values

20-21 Goals & Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Enhance profitability by organizing and delivering an appropriate range of fitness activities and programs.	D	Debra Saper	Stewardship	Complete Reformer group classes and Aqua Arthritis are up and running. Youth boxing has 10 participants.
Renovate and utilize areas not being used in the fitness center to enhance members experience and make effective use of our space.	D	Debra Saper	Innovation	Complete Moving equipment as demand increases. We increased weight area due to demand over cardio equipment. Purchase of weight lifting equipment to enhance member experience.
Initiate a membership auto extension project that will push out student passes, annuals and promo accounts.	D	Dalete Morris	Community	Complete Finalized all passes and memberships that required extensions on dates and promotional time. Will need to complete another round depending on when Phase 5 arrives.
Conduct a membership audit of Corporate and monthly rates to assess if we should increase/decrease.	D	Dalete Morris	Excellence	Complete This has been reviewed and it has been determined that pricing should be modified at some point after the pandemic. Will be developing a clear and condensed pricing structure.
Gather member testimonials to be used for email blast and social media posts.	D	Debra Saper	Innovation	Complete What better advertisement then our members promoting our facility. Created three questions to ask each person weekly about our recent changes and safety and cleaning protocols.
Develop a member survey that can either be handed out at the front desk or emailed to members. Compile a list of questions for the survey from other park districts. Include questions that pertain to staff and facility as well as membership.	D	Carol Lucido	Community	Complete This was done and completed. It was done through the GM.
Work on getting families back into Kids Club post pandemic through advertising on social media.	D	Carol Lucido	Community	In Progress We are going to start opening Kids Club in September and will post on Social media at that time.

Buffalo Grove Park District

Fitness Center

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Core Values

20-21 Goals & Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Roll out a customer service initiative to reach out to members and students who are on a suspension due to COVID-19. Check in with our members and contact students to remind those that have days owed to them that they can come in and use them.	D	Dalete Morris	Excellence	Complete Rolled out the initiative. Continuous calls and communication are had with members. We have spoken to many members on freeze and they are delighted to hear from us and can't wait to come back.
Begin a 62 year old senior pass project where members who will be turning 62 are informed of their new senior discount, and those that need age verification are notified.	D	Dalete Morris	Community	Complete A Happy Birthday card was created and will now be sent out to members turning 62. We will be wishing them a Happy Birthday and notifying them of their upcoming discount.
Create a March Madness personal training sale.	D	Debra Saper	Innovation	Complete Offer a personal training sale to have members and non members start back to training. Create excitement in trainers and generate revenue. Sold 13 packs for March Madness Sale.
Joe will begin to work on revising/updating processes and standards for each department.	D	Joe Zimmermann	Excellence	In Progress I meet with staff weekly and have started to present at manager meetings about processes, procedures, and standards.
Joe will implement 30 day focuses to help establish habits that will align with the strategic plan.	D	Joe Zimmermann	Excellence	In Progress This will always be in progress, but we have started to implement a new focus every month. This has included a focus on hello's and goodbye's, first names, accountability, and building relationships.
Joe will present the three year strategic plan to staff and continuously monitor performance of the facility to ensure buy in.	D	Joe Zimmermann	Innovation	Complete I presented the strategic plan at an all staff meeting and have set quarterly strategic meetings to ensure we are following the plan.
Create Virtual/Live classes for group exercise to facilitate and encourage members to return to Fitness Center for classes	D	Jenay Gordon	Innovation	Complete A number of hybrid classes were created. Dance classes and Cardio Drumming are the most popular.

Buffalo Grove Park District

Fitness Center

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

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Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Core Values

20-21 Goals & Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Look for outside contractor opportunities to maximize the use of the facility and bring in additional revenue.	D	Jenay Gordon	Stewardship	Complete
				Arranged for the lap pool to be rented to Drangon Boat Club for their practice.
				Possible annual rental during winter months to increase club revenue.
	Select One	Select One	Select One	Select One

Buffalo Grove Park District

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Core Values

Parks and Facilities

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

20-21 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Plan and Design Capital Improvement Projects for Fiscal Year 2021/2022	D	Mike Maloney	Innovation	Complete Capital Request forms have been completed and will be reviewed in a meeting on 1/12. Capital projects are moving forward.
		Tim Howe		
		Randy Smith		
		Tim Beckmann		
Organize and Scan drawings to create an electronic database	D	Mike Maloney	Innovation	Not Complete Due to COVID-19, we have delayed this due to associated costs. However, we have had staff work on scanning documents that are able to be scanned internally.
Develop a maintenance standard plan for Alcott, CAC & Fitness Center.	D	Tim Beckmann	Excellence	Complete Jerry, Andy & Kyle
		Clint Poynor		
		Dave Anderson		
		Felix Yarovsky		
Complete quarterly tech training on interplay field tech software.	D	Clint Poynor	Excellence	Complete Andy & Kyle
		Dave Anderson		
		Felix Yarovsky		
		Jerry Kolodziej		
Update ADA capital improvement plan biannually.	D	Tim Beckmann	Community	Complete Walkthroughs and updates have been made.
		Mike Maloney		
		Tim Howe		
		Randy Smith		
				Select One

Buffalo Grove Park District

Marketing

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Core Values

20-21 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Analyze how our sponsorship business has been affected in the year since the Coronavirus pandemic, and work with staff to look for ways to adjust how we offer sponsorship where necessary.	D	Mike Terson	Innovation	Complete
		Wendy Friedman		Wendy and Mike have reached out to current sponsors, as well as looked for creative ways to attract new business. As a result, our sponsorship business has picked back up nicely.
Update hallway pictures at the Alcott Center.	D	Mike Terson	Community	Not Complete
				This has been tabled due to budget cut backs as a result of the pandemic.
Clean the "L" drive and archive any unused files onto an external hard drive.	D	Wendy Friedman	Stewardship	Complete
		Jennifer Johns		
Create an updated marketing checklist for new hires to complete as part of their onboarding.	D	Mike Terson	Excellence	Complete
Update the Animals section of the ordinance book to include not feeding wild animals.	D	Mike Terson	Stewardship	Complete
				This was completed in cooperation with Tim Howe, who also worked on the project.
Design a sign for parks with a large goose and duck population to inform people of the ordinance prohibiting the feeding of wild animals.	D	Mike Terson	Stewardship	Complete
			Select One	Select One



Strategic Plan | History/Completed G & O's

Goals and Objectives

Objectives	Year Completed	Staff	Themes	Comments
Improve internet connectivity by ongoing process to expand internet connectivity as practical and affordable.	2021	Greg Ney Tim Beckmann	Technology	Coax to Fiber project is at permit approval stage from City and IDOT, eta for CAC is October 23 and Emmerich 9/30. Complete
Apply technology for efficiency and effectiveness by the use of tablets and applications to increase efficiency (2020).	2021	Greg Ney Tim Beckmann	Technology	Staff are using tablets to change, update operational equipment
Apply technology in research and recommend alternative software systems and processes. To identify and resolve registration system issues (2021).	2021	Greg Ney Tim Beckmann	Technology	RecTrac migration complete in March, 2021
Apply technology to identify consolidated BAS Systems for facilities (2022).	2021	Tim Beckmann Greg Ney	Technology	Added to Citrix environment for Golf Dome, Musuem.
	Select One	Select One Select One Select One Select One	Select One	



Strategic Plan | 2021-2022-2023

Goals and Objectives

Objectives	Bi-Annual Report Month	Staff	Themes	Comments
Improve internet connectivity by determining a process to accept credit card payments electronically (2020).	April	Greg Ney	Technology	In Progress
		Dalete Morris		Budgeted for 21-22 Software "Hello Sign" e-signatures
Apply technology to identify consolidated BAS Systems for facilities (2022).	April	Tim Beckmann	Technology	In Progress
		Greg Ney		Added to Citrix environment for Golf Dome, Musuem and adding Fitness Center for 21-22.
To monitor state legislative initiatives.	April	Chris Eckert	Engagement	In Progress
		Diana Clayson		Chris and Diana continue to monitor with help from Ryan and John.
To host information meetings with the Village of Buffalo Grove to discuss upcoming projects.	April	Chris Eckert	Engagement	In Progress
		Mike Maloney		Village met with Mike Maloney to discuss upcoming spring/summer projects and has agreed to meet on a quarterlt basis. 2nd mtg scheduled for May 11 with Mike, Tim H. & Chris E.



Strategic Plan | 2021-2022-2023

Goals and Objectives

Objectives	Bi-Annual Report Month	Staff	Themes	Comments
To encourage community stakeholders to actively participate in the District’s public meetings and informational forums. Keep virtual board meetings an option for staff and public attendance.	April	Amanda Busch	Engagement	In Progress
		Maddie Plewacki		Attending virtually to an in-person board meeting is a project to hopefully be completed in the next fiscal year.
To develop new ways to engage program participants in giving more personal or direct feedback in program evaluation. Review what program areas can benefit from this information and have Superintendents recommend to staff.	April	Chris Eckert	Engagement	In Progress
		Jimmy Mix		Jimmy is meeting with Rec staff to discuss options on how to be more engaging with program participants and to receive more direct feedback.
2021-2022 To create a more robust outdoor fitness program for spring/summer 2022.	April	Jenay Gordon	Demographics	In Progress
		Liz Sass		Jenay and Liz will be working on developing ideas throughout 21-22 FY in order to offer new programs for spring/summer 2022.
2021-2022 To identify new programs and services desired and needed by the expanding aging community. (ex. 50+ Bike Club, Gardening Plots, Try -5, Educational Gardening, etc.)	April	Debbie Fandrei	Demographics	In Progress
		Additonal Staff		Will be developing throughout 21-22 FY.
		Allison Oberst		
Interview and hire consulting firm to help with succession planning and replacing vacant positions.	April	John Short	Staffing	Not Complete
		Jenn Foreman		Hiring a consulting firm was tabled due to COVID and budget concerns. John will contact Tracy Crawford, Executive Director of NWSRA, who presented on this subject at the state conference.
Work with Social Committee on engaging staff to enhance interdepartmental interaction.	April	John Short	Staffing	In Progress
		Jenn Foreman		As COVID gathering restrictions ease, the Strategic Plan Staffing and Social committees will collaborate on ways to engage staff and build camaraderie.



Strategic Plan | 2021-2022-2023

Goals and Objectives

Objectives	Bi-Annual Report Month	Staff	Themes	Comments
Develop and initiate a survey districtwide that aims to understand internal communication issues. Utilize the results of the survey to tackle issues and develop a plan for moving forward.	April	Erika Strojinc	Communication	In Progress
		Additional Staff		Survey was complete. Team is working on analyzing the results and developing plans on how to move forward including reaching out directly to department heads to discuss sensitive results.
Create a focus group made up of representatives from diverse populations in our community that meets periodically over the course of one year regarding "hot topics" in Park District programming and development.	April	Tim Howe	Development	Not Complete
		Additional Staff		
Develop a workable communication & marketing doc that Rec Staff can use to strategize a marketing campaign for their programs/events. Focus will be on organizing and streamlining their marketing and social media requests and needs.	April	Erika Strojinc	Communication	In Progress
		Additional Staff		Erika met with marketing to develop an additional marketing checklist. This list will be incorporated into the seasonal brochure process so staff can better plan and communicate their needs to marketing.
Research a software that is a collaboration/document share platform (i.e Office 365, Microsoft Teams, Google Docs, Etc.) to improve communication on various task via virtual business practices.	April	Greg Ney	Technology	Select One
		Tim Beckmann		Goals and Objectives is for 2022-2023
Research consolidation opportunities of current Security Camera Systems as well as Access Control compatibility	April	Greg Ney	Technology	Select One
		Tim Beckmann		Goals and Objectives is for 2022-2023
2021-2022 - Establish the viability/need of a BG Go program and act in accordance to the findings.	April	Chuck Burgess	Demographics	In Progress
		Jenay Gordon		Goals and Objectives to be completed by end of 21-22FY.
		Debbie Fandrei		

Cook County Clerk's Office

Suburban Cook County Election Results Official Certificate of Results

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April 06, 2021 Consolidated General Election

The Cook County Clerk, having completed a canvass of all votes cast for Cmsnr., Buffalo Grove Park District, 4yr., hereby certifies the following vote totals:

Candidates	Percentage	Votes
Scott Jacobson	50.59%	2,705
Tracy H. Bragg	49.41%	2,642
Total:	100%	5,347

This election having been certified to me as 2 to be elected results in Scott Jacobson & Tracy H. Bragg being elected.

Below is the abstract of votes by precinct.

Dated this April 27, 2021.



Karen A. Yarbrough, Cook County Clerk

Township - Cmsnr., Buffalo Grove Park District, 4yr.

Township	Registered Voters	Ballots Cast	Ballots Cast		Total Votes
			Scott Jacobson	Tracy H. Bragg	
Wheeling	13,195	1,068	796	767	1,563
Vernon (Lake)	21,026	3,171	1,909	1,875	3,784
Suburban Cook County Total	13,195	1,068	796	767	1,563
All Counties Total	34,221	4,239	2,705	2,642	5,347

Precinct - Cmsnr., Buffalo Grove Park District, 4yr.

Precinct	Registered Voters	Ballots Cast	Ballots Cast		Total Votes
			Scott Jacobson	Tracy H. Bragg	
Wheeling 4	791	4	4	3	7
Wheeling 6	697	95	63	64	127
Wheeling 38	1,362	106	85	82	167
Wheeling 51	1,315	102	78	71	149
Wheeling 52	895	44	32	30	62

Wheeling 60	706	95	74	69	143
Wheeling 63	1,081	53	35	34	69
Wheeling 64	1,603	34	26	25	51
Wheeling 66	1,272	164	119	120	239
Wheeling 70	1,329	108	90	82	172
Wheeling 72	993	140	109	107	216
Wheeling 91	1,151	123	81	80	161
Vernon (Lake) 261	1,110	210	125	129	254
Vernon (Lake) 262	1,038	113	66	68	134
Vernon (Lake) 263	1,164	114	0	0	0
Vernon (Lake) 266	1,201	187	117	106	223
Vernon (Lake) 267	1,344	213	97	114	211
Vernon (Lake) 271	933	141	0	0	0
Vernon (Lake) 272	1,008	179	121	116	237
Vernon (Lake) 273	1,314	267	196	179	375
Vernon (Lake) 274	986	177	131	129	260
Vernon (Lake) 275	1,256	217	141	150	291
Vernon (Lake) 276	977	128	92	86	178
Vernon (Lake) 277	1,087	207	142	128	270
Vernon (Lake) 278	919	167	121	118	239
Vernon (Lake) 279	1,194	182	119	132	251
Vernon (Lake) 280	1,045	204	141	137	278
Vernon (Lake) 281	1,280	102	52	53	105
Vernon (Lake) 283	1,011	137	92	85	177
Vernon (Lake) 284	1,037	102	71	66	137
Vernon (Lake) 285	1,122	124	85	79	164
Suburban Cook County Total	13,195	1,068	796	767	1,563
All Counties Total	34,221	4,239	2,705	2,642	5,347

Cook County Clerk's Office

Suburban Cook County Election Results Official Certificate of Results

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April 06, 2021 Consolidated General Election


The Cook County Clerk, having completed a canvass of all votes cast for Cmsnr., Buffalo Grove Park District, 2yr., hereby certifies the following vote totals:

Candidates	Percentage	Votes
Stephen Cummins	100%	2,802
Total:	100%	2,802

This election having been certified to me as 1 to be elected results in Stephen Cummins being elected.

Below is the abstract of votes by precinct.

Dated this April 27, 2021.



Karen A. Yarbrough, Cook County Clerk

Township - Cmsnr., Buffalo Grove Park District, 2yr.

Township	Registered Voters	Ballots Cast	Stephen Cummins	Total Votes
Wheeling	13,195	1,068	766	766
Vernon (Lake)	21,026	3,171	2,036	2,036
Suburban Cook County Total	13,195	1,068	766	766
All Counties Total	34,221	4,239	2,802	2,802

Precinct - Cmsnr., Buffalo Grove Park District, 2yr.

Precinct	Registered Voters	Ballots Cast	Stephen Cummins	Total Votes
Wheeling 4	791	4	3	3
Wheeling 6	697	95	65	65
Wheeling 38	1,362	106	84	84
Wheeling 51	1,315	102	69	69
Wheeling 52	895	44	32	32
Wheeling 60	706	95	65	65

Wheeling 63	1,081	53	31	31
Wheeling 64	1,603	34	26	26
Wheeling 66	1,272	164	122	122
Wheeling 70	1,329	108	85	85
Wheeling 72	993	140	105	105
Wheeling 91	1,151	123	79	79
Vernon (Lake) 261	1,110	210	139	139
Vernon (Lake) 262	1,038	113	74	74
Vernon (Lake) 263	1,164	114	0	0
Vernon (Lake) 266	1,201	187	119	119
Vernon (Lake) 267	1,344	213	123	123
Vernon (Lake) 271	933	141	0	0
Vernon (Lake) 272	1,008	179	129	129
Vernon (Lake) 273	1,314	267	201	201
Vernon (Lake) 274	986	177	137	137
Vernon (Lake) 275	1,256	217	150	150
Vernon (Lake) 276	977	128	98	98
Vernon (Lake) 277	1,087	207	146	146
Vernon (Lake) 278	919	167	128	128
Vernon (Lake) 279	1,194	182	129	129
Vernon (Lake) 280	1,045	204	149	149
Vernon (Lake) 281	1,280	102	56	56
Vernon (Lake) 283	1,011	137	96	96
Vernon (Lake) 284	1,037	102	79	79
Vernon (Lake) 285	1,122	124	83	83
Suburban Cook County Total	13,195	1,068	766	766
All Counties Total	34,221	4,239	2,802	2,802