



Buffalo Grove Park District Board of Commissioners  
REGULAR BOARD MEETING MINUTES  
March 23, 2020

Please note: Due to the situation with the COVID-19 virus, and the Governor's executive order requiring all Illinoisans to stay at home beginning Saturday, March 21 at 5 pm, the Monday, March 23 Board Meeting was accessible to the public online.

Commissioners Present Online: Steve Cummins, Scott Jacobson and Adriane Johnson  
Commissioners Absent: Tracy Bragg and Larry Reiner

Staff Present Online: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Public Relations and Marketing Manager Mike Terson, Buffalo Grove Fitness Center General Manager Mike Schulewitz, BGFC Guest Services Manager Carol Lucido, Superintendents of Recreation Chris Eckert, Grey Ney and Erika Strojinc, Risk Manager Dani Hoeffle, Recreation Manager Diana Clayson, Recreation Supervisors Amanda Busch, Jessi Hersman, Megan Kile, Jimmy Mix, Allison Oberst, Brian O'Malley and Maddie Plewacki and Executive Assistant Beth Wanland

Attorney Steven Bloomberg was present online

CALL TO ORDER

**Roll Call**

President Johnson called the Regular Board Meeting to order at 6:14 pm. The roll was called and Commissioners Cummins, Jacobson and Johnson answered present.

PLEDGE OF ALLEGIANCE

Director Heider displayed an American flag online and everyone recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Other than Buffalo Grove Park District staff, no guests identified themselves as being in attendance online.

APPROVAL OF REGULAR BOARD MEETING AGENDA

Commissioner Jacobson moved to approve the Regular Board Meeting Agenda, seconded by Commissioner Cummins and passed with a voice vote.

APPROVAL OF MINUTES

**Approval of the February 10, 2020 Workshop Minutes**

Commissioner Cummins moved to approve the February 10, 2020 Workshop Minutes, seconded by Commissioner Jacobson and passed with a voice vote.

**Approval of the February 24, 2020 Workshop Minutes**

Commissioner Cummins moved to approve the February 24, 2020 Workshop Minutes, seconded by Commissioner Jacobson and passed with a voice vote.

**Approval of the February 24, 2020 Regular Board Meeting Minutes**

Commissioner Cummins moved to approve the February 24, 2020 Regular Board Meeting Minutes, seconded by Commissioner Jacobson and passed with a voice vote.

TOPICS FROM THE FLOOR

No Topics From the Floor were discussed.

CORRESPONDENCE

**Written and Verbal Correspondence**

Executive Director Risinger said that there was no additional correspondence he would like to highlight but will have plenty to talk about later in his Executive Director's report.

ATTORNEY'S REPORT

There was no Attorney's Report.

COMMITTEE ACTION ITEMS

**Finance**

**Approval of the March Warrant 2020**

Commissioner Cummins moved to approve the February Warrant 2020 in the amount of \$1,397,430.70, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson

NAYS: 0

ABSENT: 0

**Approval of the February Financial Statement and the February Year to Date Statement**

Commissioner Cummins moved to approve the February Financial Statement and the February Year to Date Statement, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson

NAYS: 0

ABSENT: 0

**Approval of the 2020 T-Shirt Bid**

Commissioner Cummins moved to approve the 2020 T-Shirt bid from Sunburst Sportswear, 95 N. Brandon Dr., Glendale Heights, IL 60139 in the amount of \$26,943.69, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson

NAYS: 0

ABSENT: 0

**Approval of the 2020 Camp Bus Bid Extension**

Commissioner Cummins moved to approve the 2020 Camp Bus Bid extension from Grand Prairie Transit, Inc., 1600 James Dr., Mt. Prospect, IL 60056 as per the Amendment to the Agreement dated March 23, 2020, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson  
NAYS: 0  
ABSENT: 0

#### **Approval of the Renovation of Green Lake Park Development**

Commissioner Cummins moved to approve the renovation of the Green Lake Park Development to Hacienda Landscaping, 2005 Cumberland Dr., Plainfield, IL 60586 in the amount of \$1,116,590.00, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson  
NAYS: 0  
ABSENT: 0

#### **Approval of Green Lake Park Playground and Equipment Coop Purchase**

Commissioner Cummins moved to approve the Green Lake Park Playground and Equipment Coop purchase through NuToys Leisure Products, 915 Hillgrove, LaGrange, IL 60525 in the amount of \$122,262.00, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson  
NAYS: 0  
ABSENT: 0

#### **Approval of the Board Travel and Conference Expense**

Commissioner Cummins moved to approve the Board Travel and Conference Expense in the amount of \$1,760.88, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson  
NAYS: 0  
ABSENT: 0

### **Parks**

#### **Approval of Renaming Twin Creeks Park to Richard Drazner Memorial Park**

Commissioner Jacobson said that with a heavy heart he moved to approve the renaming of Twin Creeks Park to Richard Drazner Memorial Park, seconded by Commissioner Cummins and passed with a roll call vote.

AYES: Cummins, Jacobson and Johnson  
NAYS: 0  
ABSENT: 0

President Johnson said that she will call Melissa Drazner and inform her of the renaming. There will be a dedication and sign unveiling in late summer or early fall.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Risinger said that we are required by the state to designate an Essential Employees list during the stay at home mandate. He said most staff is on the list and will be able to come into the office in an emergency situation. He said he has spoken with Attorney Bloomberg about asking the Board to give the Executive Director and staff the authority to suspend, postpone or cancel upcoming construction projects. Commissioner Jacobson asked if the budget is going to be revised and that he would like Executive Director Risinger to keep the Board informed as to how he is prioritizing projects. Executive Director Risinger said that he has asked staff to come up with ways to trim money this fiscal

year and next fiscal year. Director Short and Executive Director Risinger will revise next fiscal year's budget and review changes with the Board at the next Board Workshop. Commissioner Jacobson asked if any projects were going to start between now and two months from now. Executive Director Risinger said that he does not have an answer right now and needs clarification from IDNR and others.

Executive Director Risinger also addressed full and part-time staff and how other Park Districts are paying them. He said that his research in talking to other districts resulted in no consistency on how other districts are proceeding with paying their staff during this unprecedented time. He recommended that our part-time staff is paid through this week and then would ask them to file for unemployment until everyone is able to return to work. Director Short said that we have reserves that can carry full-time staff through the next few months. Commissioner Jacobson asked that if it comes to the point where full time staff cannot be paid will it cause issues with insurance and IMRF. Director Short said the big issue is getting the revenue stream in. Commissioner Jacobson said it is his hope to keep full time staff paid and insured as long as possible. President Johnson and Commissioner Cummins concurred with Commissioner Jacobson. Executive Director Risinger thanked the Board for their support and thanked staff for everything they have done. He said he is confident staff will come through and show the Board they are as fantastic as the Board thinks they are.

Executive Director Risinger added that the NWSRA Open House at the Dream Lab Accessible Technology Center and the Snoezelen Sensory Room on Thursday, March 26 has been postponed. Commissioner Cummins asked about the cleaning service at the Fitness Center since has closed. Executive Director Risinger said that we are bound by contract to pay them but the Fitness Center General Manager Mike Schlewitz is talking to the company about how we can save money.

## DEPARTMENT OPERATIONAL REPORTS

### **Recreation Department**

Director Heider asked if the Board would like the same report on the Fitness Center that was included in the packet on a monthly basis. President Johnson thanked him for the detailed report and said that a quarterly report would be more manageable. Commissioner Cummins said the report could be summarized by category. Commissioner Jacobson said that it is good news that Fitness Center membership is over 4,000.

### **Business and Human Resources Department**

Commissioner Cummins commended the staff on processing a historic number of refunds and asked if there is a criterion we are using to issue refunds. Director Short said that staff is initially working on credit card refunds. He said check refunds can be entered remotely but staff needs to go in the office to run the physical checks. Executive Director Risinger said that a resident said they really appreciated the refund that was processed so expeditiously in this uncertain time. He also said we are putting summer camp billing on hold.

### **Parks Department**

Commissioner Cummins asked about the 13 people who went through Certified Pool Operator training. He asked if it was coincidence that all were up for renewal of the 5-year certification at the same time. Director Howe said that staff went through this training five years ago and is on the same re-certification schedule.

### Marketing Department

Marketing Manager Mike Terson said that his department is very busy updating the website, Facebook, and social media during this unprecedented time. He said he is working on ways the marketing department can cut costs and save the Park District money.

### Risk Management

Risk Manager Dani Hoefle thanked staff, especially the custodial staff, for the cleaning that was done to keep our facilities safe while offices were open.

### OLD BUSINESS

There was no Old Business discussed.

### NEW BUSINESS

Executive Director Risinger told the Board that there is a chance that our facilities could be repurposed for an emergency childcare center or hospital beds, if needed. He thanked the staff for providing floor plans of our facilities to him.

### FINANCE WORKSHOP

Executive Director Risinger said that he and Director Short will make revisions to the budget and present the revised budget to the Board at the next workshop on April 13.

### ADIJOURNMENT

Commissioner Cummins moved to adjourn the Regular Board Meeting at 7:09 pm, seconded by Commissioner Jacobson and passed with a voice vote.

Respectfully submitted,



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Secretary