



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District Board of Commissioners
BOARD MEETING MINUTES
January 25, 2021

Due to COVID-19 and the Governor's mitigation limiting public gatherings, the President of the Board of Commissioners declared it is not practical or prudent to meet in-person and stated the Board Meeting is to be held virtually online.

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

Staff Present: Executive Director Ryan Risinger, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Director of Recreation and Facilities Erika Strojinc, Superintendent of Recreation Chuck Burgess, Superintendent of Planning and Development Mike Maloney, Superintendent of Communications and Marketing Mike Terson, Risk Manager Dani Hoefle, Recreation Manager Diana Clayson, Recreation Supervisors Amanda Busch and Jessi Hersman, Aquatics Facility Supervisor Jenn Foreman, Marketing Specialist Jennifer Johns, Partnerships and Communications Specialist Wendy Friedman, and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

Roll Call

President Reiner called the Regular Board Meeting to order at 6:32 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Johnson and Reiner answered present.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF REGULAR BOARD MEETING AGENDA

Commissioner Johnson moved to approve the Regular Board Meeting Agenda, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
NAYS: 0
ABSTAIN: 0

APPROVAL OF MINUTES

Approval of the December 14, 2020 Public Hearing Minutes

Vice President Jacobson moved to approve the December 14, 2020 Public Hearing Minutes, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
NAYS: 0
ABSTAIN: 0

Approval of the December 14, 2020 Workshop Minutes

Vice President Jacobson moved to approve the December 14, 2020 Workshop Minutes, seconded by Commissioner Bragg and passed with a roll call vote.

- AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
- NAYS: 0
- ABSTAIN: 0

Approval of the December 14, 2020 Regular Board Meeting Minutes

Vice President Jacobson moved to approve the December 14, 2020 Regular Board Meeting Minutes, seconded by Commissioner Bragg and passed with a roll call vote.

- AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
- NAYS: 0
- ABSTAIN: 0

TOPICS FROM THE FLOOR

There were no Topics From the Floor.

CORRESPONDENCE

Written and Verbal Correspondence

Executive Director Risinger said there was no correspondence in the Board packet.

ATTORNEY'S REPORT

Attorney David Bloomberg had no report.

COMMITTEE ACTION ITEMS

Finance

Approval of the January 2021 Warrant

Commissioner Cummins moved to approve the January 2021 Warrant in the amount of \$3,500,970.00, seconded by Vice President Jacobson and passed with a roll call vote.

- AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
- NAYS: 0
- ABSTAIN: 0

Approval of the December Financial Statement and the December Year to Date Statement

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

- AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
- NAYS: 0
- ABSTAIN: 0

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director

Executive Director Risinger reminded the Board that Rotary/Northern Illinois Food Bank is hosting a drive-up food pick-up at Mike Rylko Park on Saturday, January 30, from 2 – 3:30 pm.

Recreation Department

Director Strojinc said that with Tier 1 changes we are able to add more programming. Summer camp resident registration is open and we have around 70 enrolled. She thanked Recreation Supervisor

Amanda Busch and Program Specialist Liz Sass for reworking the Pod Squad program to meet the ever-changing school districts' modifications in their hybrid learning. She also thanked full time staff for stepping up and teaching Preschool Jr. due to teachers not returning. She said to expect full time staff to step into various roles in the future to cover part time staff vacancies.

Finance Department

Director Short said he is looking forward to getting the budget done. He said we will have a good idea of where we will be in the next few months. President Reiner said the Board understands what Director Short is up against and how difficult it is to come up with a budget during a pandemic. He said Director Short has the Board's full support.

Communications and Marketing Department

Superintendent Terson thanked the Board for presenting him with the IPRA Communication and Marketing Section's 2020 Section Distinguished Member of the Year award during the Board Workshop. He said the spring book was released to the public today. It is on the website and he congratulated the recreation department for their assistance in making the process of producing this book the most effortless ever. He thanked Marketing Specialist Jennifer Johns for the support she has given the Fitness Center over the past months. He also thanked Partnerships and Communications Specialist Wendy Friedman for actively retaining sponsorships and seeking new ones during the pandemic.

Parks Department

Director Howe informed the Board that the Village of Buffalo Grove has asked to install a lift station at Cambridge Park to help with storm sewers and sanitation. He thanked Superintendent of Facilities and Planning Tim Beckmann for creating a maintenance plan for all facilities. He said it will be an awesome document for planning capital projects and preventative maintenance in the future.

Risk Management

Risk Manger Dani Hoeffle said she is excited to attend the virtual conference later this week. She said she sent a document to full time staff today that she and Human Resources Manager Scott Spitz put together with directions on how to sign up to receive a vaccination by county. Our full time staff can sign up in both Cook and Lake County since our Park District is located in both counties. She said we have several staff expecting to get vaccinated this week.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

Vice President Jacobson moved to enter into Executive Session for the purpose of a Semi-Annual Review of Executive Session Minutes at 6:52 pm, seconded by Commissioner Cummins and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

MOTION TO RECONVENE THE REGULAR BOARD MEETING

Commissioner Cummins moved reconvene the Regular Board Meeting at 6:59 pm, seconded by Commissioner Johnson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
NAYS: 0
ABSTAIN: 0

RESOLUTION 21-1-1 DESTRUCTION OF VERBATIM RECORDINGS

Vice President Jacobson moved to approve Resolution 21-1-1 providing for the Destruction of Particular Verbatim Recordings of Closed Session Meetings, seconded by Commissioner Cummins and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
NAYS: 0
ABSTAIN: 0

ACTION TAKEN FROM CLOSED MEETING SESSION

Commissioner Johnson moved that the previously approved Executive Session Minutes dated February 24, 2020, March 9, 2020, April 13, 2020, April 27, 2020, June 15, 2020, July 27, 2020, October 19, 2020 and November 23, 2020 reviewed in executive session remain closed for public inspection because the need for confidentiality still exists as to all or part of the minutes, seconded by Vice President Jacobson and approved with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
NAYS: 0
ABSTAIN: 0

ADIOURNMENT

Commissioner Johnson moved to adjourn the Regular Board Meeting at 7:04 pm, seconded by Vice President Jacobson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
NAYS: 0
ABSTAIN: 0

Respectfully submitted,



Secretary