



Buffalo Grove Park District
WORKSHOP MINUTES
March 9, 2020
530 Bernard Drive, Buffalo Grove, IL
6 pm

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

Staff Present: 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, Superintendent of Recreation Greg Ney and Executive Assistant Beth Wanland

CALL TO ORDER

Roll Call

President Johnson called the Workshop to order at 6 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Johnson and Reiner answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Human Resources Manager Scott Spitz and Buffalo Grove resident Jean Streeter introduced themselves.

APPROVAL OF WORKSHOP AGENDA

Vice-President Reiner moved to approve the March 9, 2020 Workshop Agenda, seconded by Commissioner Jacobson and passed with a voice vote.

TOPICS FROM THE FLOOR

Jean Streeter thanked the Board for allowing her to speak about changing a policy at the Fitness Center regarding non-members not being allowed to walk the track. Ms. Streeter said she is a retired resident who has paid taxes for many years. She feels she should be able to walk in a safe environment in inclement weather months as some other park districts allow their residents to do. She said she emailed the Board in February regarding this request and only heard back from Commissioner Bragg and Executive Director Risinger. Vice President Reiner said that the Board did not intend any disrespect as a Board by not individually responding to her email. He said that the Board prefers to speak as a unified voice through the Director, not individually. He said that the Board

discussed this subject in depth at the last Board meeting and carefully considered her request. Commissioner Cummins thanked Ms. Streeter for coming to the meeting and reiterated what Vice President Reiner said. Commissioner Jacobson also said the manner in which the Board replies to emails is through the Executive Director. He said that staff will discuss the topic in more detail and consider options. President Johnson thanked Ms. Streeter for attending the meeting and voicing her opinion and said that she is welcome to keep in touch with Executive Director Risinger on the matter.

CORRESPONDENCE

Executive Director Risinger said that there was a nice article on President Johnson being name chair of IAPD. He said he will attend the NWSRA Open House at the Dream Lab Accessible Technology Center in Rolling Meadows and shuttle to the Snoezelen Sensory Room in Mt. Prospect on Thursday, March 26 from 5 – 7:30 pm and invited Board members to attend.

RECREATION

2020 T-Shirt Bid Recommendation

Director Heider said that we go out to bid every year. He highlighted the recommendation from Superintendent Erika Strojinc to award the contract to the lowest bidder, Sunburst Sportswear, based in Glendale Heights, IL.

2020 Camp Bus Bid Extension

Director Heider referred to the recommendation from Superintendent Strojinc to extend the 2019 Bus Bid contract with Grand Prairie Transit, Inc. based in Mt. Prospect, IL for the year 2020. The numbers will not change.

PARKS

Green Lake Park Bid Proposal

Director of Parks and Planning Tim Howe said that we had one bid from Hacienda Landscaping. He said we have used them in the past and Vice President Reiner has also used them at Butterfield Park District and both have been happy with their work. Director Howe showed an artist's rendering of the proposed Green Lake Park renovations including a cricket field, a sensory garden, a butterfly garden, fitness elements, a story walk, and rubber surfacing, to name a few.

POLICY AND LEGISLATION

Compensation Study

Human Resources Manager Scott Spitz said that every three years the Park District reviews every full-time job with an outside consultant to make certain salary grades fit job descriptions. Phil Olson from Leading Edge Consulting Group recently completed a review for the Buffalo Grove Park District. The results of the review show that the District is 2% above the market for average salaries paid and salary structures are about 4% above the projected 2020 market. Since the Park District is already above the salary structure, the recommendation for Fiscal Year 2020/21 is to increase the salary structure by 1%. Vice President Reiner said that he wants Executive Director Risinger to know he is empowered by the Board and encouraged to reward those who are exceeding expectations and not be bound strictly to the structure.

Parks Day and IAPD Legislative Conference

Parks Day and the IAPD Legislative Conference will be held in Springfield on Tuesday, April 28 and Wednesday, April 29. President Johnson, Vice-President Reiner and Commissioner Jacobson said they will be attending.

FINANCE

Fiscal Year 2020/21 Budget Workshop

Executive Director Risinger explained that the process of the budget review is to highlight every section of the budget and discuss each section that has noteworthy changes. He said we tend to be conservative in our budgeting and if needed, we can continue the budget discussion at the March 23 and/or the April 13 meeting. The hope is to pass the budget at the Monday, April 27 Board meeting. Executive Director Risinger said the tax support number has gone down from 40% to 27%. He said staff is asking for one new full-time staff member this year in aquatics.

Corporate Administration

On the revenue side, Executive Director Risinger said that the proposed 2020/21 budget did not require a transfer in and the reimbursements for ADA, BGRA and Bills were moved to the Recreation Fund.

On the salaries side, the conferences and seminars proposed budget for 2020/21 increased due to additional staff and increased transportation costs to NRPA. Post-Employment Benefits decreased due to a retiree turning 65.

Corporate Maintenance

Director Howe said that hourly salary for part-time employees increased due to the minimum wage increase law. He said that landscaping services increased due to adding one additional week to make certain Parks has enough of coverage in case of inclement weather. He also said the department budgeted money for staining, painting and roof maintenance to the Park District's many shelters.

Recreation Fund

Director Heider said that revenues in the Adult General fund increased due to popularity of the Zumba and Bally X programs. He said that Camp revenues increased due to an increased price and a couple of extra days this year due to the calendar. The Youth General fund increased due to offering additional programming. He also said the Special Events fund is down and the Early Childhood/Tot fund is up because birthday parties were moved from the Special Events fund to the EC/Tot sub fund.

On the Recreation expense side, part-time salaries increased due to the minimum wage increase laws and the addition of a new part-time person being added to the marketing department. BGRA and the Bills football expenses have been moved from Maintenance to the Recreation budget. He said Camps expenses are up due to the minimum hourly wage going up and bus contracts and field trip tickets price increases. In Youth sports a few contractual programs have contributed to the decrease in expense due to the decrease in girls lacrosse and tennis participation and due to safety concerns with archery. Additionally there is an overall drop in revenue collectively in youth soccer, basketball and flag football leagues. Director Heider also said the Special Events fund decreased because Birthday Bonanza is moved to the Early Childhood/Toto fund. EC/Tot expenses are projected to go up due to

instructors minimum wage increase and contractual increased due to Birthday Bonanza moving under EC/Tot.

Capital Improvements

Executive Director Risinger highlighted some of the major capital projects planned for next fiscal year. He said we are installing playground equipment and surfacing at Veterans Park, renovating Green Lake Park, adding vestibules at Alcott, repairing a section of the roof and addressing the lighting at the pool at the Fitness Center, an office and studio renovation at Emmerich, replacing the free weights at the Fitness Center, CAC bathroom renovation, and repairs will be made to the floor at the Golf Dome.

Fitness Center

Rental income is down at the Fitness Center due to the changeover in tenants. A few months of rent will be missed. An increase in memberships is due to a more accurate count of the number of members and a planned increase in some membership fees. We are anticipating a revenue increase due to more marketing and special promotions aimed for personal training.

The MOD/Coordinator, Guest Services and Fitness Specialist expenses changed due to the minimum wage increase. The Group Exercise Instructors expenses are up because the Fitness Center plans to offer more classes next fiscal year. The Cleaning Service fund increased due to the new contract signed last year with the lowest bidder.

Community Arts Center

Staff is anticipating rentals will continue to rise due to high interest in renting the theater and other spaces. Program revenues are expected to go up because of Team Dance, Dance Camps and piano lesson increases in participation numbers. On the expense side, Rental Tech Staff will slightly increase due to staff needed for the rentals.

Clubhouse

Part-time Salaries shows a large increase due to the rising numbers of participants in Clubhouse and an increase in the minimum wage. Travel Expenses increased as we have started reimbursing Site Directors for mileage and a new line item of Full-Time Staff Development has been added. The cost of field trip tickets has increased in the budget due to actual ticket cost, the number of participants, and the cost of additional busses.

Insurance

Full and Part-time salaries increased for the Risk Manager and part-time staff. Contractual services Membership and Dues changed due to the added cost for ID Checking Guides and removal of dues not being charged annually. Aquatics Risk Management added one additional aquatic audit annually. The Commodities Sign line item slightly decreased due to playground signs being purchased and installed and the Telephone line item changed because monthly telephone costs have decreased and the playground tablet budget moved to the Parks Department. Capital Expenditures decreased due to ergonomics – staff who requested a standing desk to date has been supplied one. Insurance premiums increased based on the PDRMA Property/Casualty Assembly budget.

Museum

Lake County taxes are down because the levy has been adjusted slightly due to a good existing balance in the Museum budget. Museum programs are budgeted to have an increase next fiscal year

because of new programming planned by staff. Museum Part-time Staff salaries increased due to not being fully staffed for the entire year and a slight increase in minimum wage. The Consultants line item increased due to capital projects being planned which also increased the Capital Projects expense line item. Much of the expenditure is possible because the District received the grant money from our 2014 museum grant.

Aquatics

Aquatics is expecting an increase in revenue due to increasing swim lesson fees and increasing the admission fee to Spray 'N Play which has remained the same for ten years. The Coordinator line item will disappear with the addition of the new Full-Time staff in the aquatics department.

Golf Dome

Director Heider said that the Golf Dome is doing really well. We are cautiously optimistic that this trend will continue and anticipate a conservative increase next fiscal year.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger reminded the Board of the NSWRA/Rotary Golf Outing at the Arboretum Club on Wednesday, May 20. He said he is working with the Lake Cook Collaborative and will be hosting training for the 2020 census here at the Alcott Center. He said he will continue exploring the topic Ms. Streeter spoke to the Board about tonight. He said he has written to our state legislators indicating our interest in grants.

PRESIDENT AND COMMISSIONERS REPORTS

President Johnson said she attended BG's Got Talent, the BiG Laughs Comedy show, and the FOP Trivia Night. All events were well-attended and showcased the unparalleled talent in our community. She extended kudos to all who planned and hosted Trivia Night.

OLD BUSINESS

Naming of Facilities and Parks

Executive Director Risinger said that he included in the packet potential parks and facilities for naming and the history of those who were the naming recipients previously. Discussion was held and it was decided a final decision will be voted on at the March 23, 2020 Regular Board meeting.

NEW BUSINESS

There was no new business discussed.

MOTION TO MOVE INTO EXECUTIVE SESSION

Vice President Reiner moved to enter Executive Session for the purpose of Pending Litigation at 7:48 pm, seconded by Commissioner Cummins and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABTAIN: 0

MOTION TO RESUME BOARD WORKSHOP

Vice President Reiner moved to resume the Regular Board meeting at 7:53 pm, seconded by Commissioner Jacobson and passed with a roll call vote.

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

ACTION TAKEN FROM EXECUTIVE SESSION

President Johnson announced there was no final action taken in Executive Session.

ADIJOURNMENT

Commissioner Jacobson moved to adjourn the Board Workshop at 7:54 pm, seconded by Vice President Reiner and passed with a voice vote.

Respectfully submitted,



Secretary