



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
May 11, 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, the Monday, May 11, 2020 Board Workshop was accessible to the public online.

Commissioners Present: Tracy Bragg, Steve Cummins, Adriane Johnson and Larry Reiner  
Scott Jacobson arrived at 6:05 pm

Staff Present: 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, BGFC General Manager Mike Schulewitz, Superintendent of Communications and Marketing Mike Terson, Superintendent of Development Mike Maloney, Superintendents of Recreation Chuck Burgess, Chris Eckert, Greg Ney and Erika Strojinc, Risk Manager Dani Hoefle, Recreation Manager Diana Clayson, Facility Supervisor Brian O'Malley, Recreation Supervisors Amanda Busch, Terri Ebner, Jessi Hersman and Allison Oberst, Aquatics Facility Supervisor Jenn Foreman, and Executive Assistant Beth Wanland.

Resident Jean Ott arrived at 7:10 pm.

#### CALL TO ORDER

##### Roll Call

President Johnson called the Workshop to order at 6 pm. The roll was called and Commissioners Bragg, Cummins, Johnson and Reiner answered present. Commissioner Jacobson arrived at 6:05 pm.

#### INTRODUCTION OF GUESTS

There were no guests in attendance.

#### APPROVAL OF THE WORKSHOP AGENDA

Commissioner Bragg moved to approve the Workshop Agenda, seconded by Commissioner Cummins and passed with a voice vote.

#### TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

#### CORRESPONDENCE

Executive Director Risinger said that included in the packet was an article on President Johnson taking over as IAPD Chairman of the Board of Trustees. Also recognized in the article was Commissioner Bragg for earning Distinctive Board Member status with IAPD.

**Fitness Center Pool Lighting Replacement Recommendation**

Superintendent of Development Mike Maloney said that a virtual bid opening was held and there were eight bidders for the Pool Lighting Replacement at the Fitness Center. He said bids and engineering fees came in under budget.

POLICY AND LEGISLATION

**Review of 2019/20 Quarter D Administrative Work Plan Report**

Executive Director Risinger told the Board that he is impressed with what staff has accomplished during the last month of Quarter D and looks forward to what the new fiscal year can bring.

**Review of 2019/20 Quarter D Departmental Goals and Objectives**

There were no comments on the review of the 2019/20 Quarter D Departmental Goals and Objectives.

**Fiscal Year 2019/20 COVID-19 Impact and Fiscal Year 2020/21 Forecast**

Executive Director Risinger shared a summary of where the Park District stands financially at the end of fiscal year 2019/20. The document highlighted where we saved money by cutting from the budget. There was a net loss of approximately \$243,000 in the month of April. This net loss was actually better than he thought it would be. Unemployment costs and accruals need to be applied which will adjust the net loss to approximately \$400,000. For the first quarter of fiscal year 2020/21 Executive Director Risinger and Director Short project a net loss of \$990,000. Staff thinks they can cut \$380,000 from the budget in expenses for the year. He said we are budgeting for the worst case scenario and hoping for a better case.

Executive Director Risinger said he met with programming staff, superintendents and department heads today and we finalized a plan to move forward. We received 504 responses from a resident survey asking for input on reopening and comments were overwhelmingly positive. The resident replies implied they trust in what we are doing as a District. The survey indicated they would like camps to open. We know that this is not possible for June and will offer virtual camps during the first session. We hope we can offer camps in person during second session.

Staff recommends that we do not open Willow Stream Pool due to training guards, social distancing and managing locker rooms. At this time we are delaying the opening of Spray 'N Play. We can manage this area more easily and hope to open it later this summer. We have not heard from District 214 regarding opening the Natatorium. Vice President Reiner asked what other districts in our swim team conference are doing regarding opening their pools. Aquatics Facility Supervisor Jenn Foreman said that as of last Friday the swim team conference has been cancelled for the summer. She said some districts are doing in-house programs and most are waiting for direction from their boards.

Commissioner Jacobson asked about opening tennis and pickleball courts. Executive Director Risinger said that his goal is to open them this week with the basic rules of wearing a mask and social distancing. We will let the public know once we get opening signs printed and up. He said we are also opening Disc Golf and hope to open the Dog Park in the near future.

Vice President Reiner said the consensus of the Board, in conjunction with the Governor's Order, fully supports the decisions made by staff based on the community survey response. Commissioner

Jacobson said that because of the revenue decline we should be cautious in making decisions. He said if we cut too much it will be hard to get things going when it's time to fully open. Executive Director Risinger said that he and Director Short did not cut our appropriations for this very reason. The budget cuts are a framework for moving forward. Commissioner Jacobson thanked Director Short for keeping us fiscally sound over the years and thinks it is going to pay off for the District. Commissioner Cummins asked if the financial outlook includes refunds. Executive Director Risinger said that the majority of refunds are included however preschool and Discovery Kids will add more. We will also see a large amount of camp refunds due to the first of three payments being made which need to be refunded. Executive Director Risinger said that he doesn't expect a lot of activity during the month of June and said that we will move month to month which will enable us to keep relevant. He does not foresee seniors being able to return until July, at the earliest.

PARK BOARD OFFICERS, COMMITTEE CHAIRS AND LIAISONS  
RECOMMENDATIONS FOR FISCAL YEAR 2020/21

The following officers, committee chair appointments, and liaisons were discussed but not finalized.

- A. Elected Officers
  - 1. President - Larry
  - 2. Vice President – Scott
  
- B. Annual Appointments
  - 1. Treasurer - Tracy
  - 2. Legal Counsel – Steven and David Bloomberg
  
- 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

It was decided Commissioners will think about which committees and park board liaison appointments they would like to serve on and email Commissioner Reiner with their response prior to the next Board meeting.

- 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/Bill Heider
4. PDRMA Representative and Alternate – Dani Hoefle/Aleta Kahn
5. ADA Compliance Officer – Tim Beckmann/Mike Maloney
6. FOIA Officers – Ryan Risinger/John Short/Beth Wanland
7. OMA Officers – Ryan Risinger/Bill Heider/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

#### EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger said there is a resident who expressed concern with social distancing at Willow Stream Park. He said we will put out welcome signs which ask visitors to social distance at Willow Stream and Rylko Parks. He is not comfortable asking people in our parks to wear masks and will inform the resident that we will move forward with signs. He confirmed that Commissioners are on board with keeping full-time staffing as-is through the summer. We will have very few part-time staff working and only use them when absolutely necessary. Commissioner Jacobson asked what other districts are doing with regard to staffing. Executive Director Risinger said there are a few districts that have furloughed some full-time staff because they were over-staffed to begin with, but most have only laid off part-time staff. Vice President Reiner congratulated Executive Director Risinger on the job he is doing. Commissioner Bragg said she is in full support of keeping full-time staff whole. Commissioner Cummins said he is an advocate for staff and suggested keeping a close eye on how we move through the summer as it will affect decision-making in the fall. President Johnson said staff has 100% support from the Board on the recommendation to keep full-time staffing as-is through the summer.

#### PRESIDENT AND COMMISSIONERS' REPORTS

Vice President Reiner thanked Directors Heider and Howe and appreciates all their staff has done and continues to do. He suggested sending "Pardon My Dust" type flyers to residents adjacent to Green Lake Park due to the construction. Commissioner Bragg thanked staff for all the great work they are doing. Commissioner Jacobson said that the hardest part of being separate is to keep up morale. He said he thinks we will come out of this much stronger. Commissioner Cummins reiterated comments made on the hard work staff is putting in. He said there is a lot of effort, innovation and thinking outside the box. President Johnson thanked staff for putting together a plan for reopening the community. She noted that IAPD is working with the Illinois Department of Commerce and Economic Opportunity regarding camps and we should follow through on a discussion they are having tomorrow. She said IAPD will know the direction of the state conference by July.

Executive Director Risinger noted that resident Jean Ott joined the meeting and President Johnson asked her if there is anything she would like to ask the Board. Upon hearing nothing, Executive Director Risinger thanked Ms. Ott for joining the meeting and said that she is welcome to call him any time.

#### OLD BUSINESS

President Johnson said we have received a few emails from residents and would like to review the practice for how to respond. In past years the Executive Director acknowledged receipt of an email and told the person who made the inquiry that the Board will discuss, and together with staff, will come up with a recommendation. President Johnson then opened up discussion to the Commissioners to voice their opinion on this procedure. Commissioner Bragg said that it is important as elected officials that Commissioners can personally reply to and show empathy to their constituents. Vice

President Reiner said it is important for the Board to speak as one voice. However, he said any Commissioner should feel comfortable to reply to a resident and let them know that the Board will discuss as a group. Commissioner Cummins said acknowledgement of an email is a priority. He said if an email requires an opinion, it should be discussed by the Board. He wouldn't want one Commissioner making a decision for the whole. Additionally, he doesn't necessarily think replies to resident inquiries need to be a formal policy. Commissioner Jacobson said that as long as we let the Executive Director and the Board know what residents are saying, he doesn't think we need a written policy. He thinks Commissioners should be able to respond to an email sent directly to a Commissioner, but not express a decision from the Board. President Johnson summarized by saying initial acknowledgement is important. If an email goes to a personal Commissioner's email, the Commissioner can reply but not with a decision and it should be brought to the attention of the Executive Director and Board to discuss. She said she thinks it is important to write a policy and document this discussion so that we are all clear on the protocol. Vice President Reiner said writing procedure or protocol is fine, but he has never been in favor of putting together a policy that can't be enforced. Commissioner Cummins concurred with Vice President Reiner. He said he likes the idea of keeping it a practice and referencing it in the Board Policy Manual. President Johnson thanked the Board for their input and Executive Director Risinger said he will work on adding this reference to the Board Policy Manual.

#### NEW BUSINESS

There was no New Business discussed.

#### EXECUTIVE SESSION

The Board did not enter Executive Session.

#### ADJOURNMENT

Commissioner Cummins moved to adjourn the Workshop at 7:40 pm, seconded by Vice President Reiner and passed with a voice vote.

Respectfully Submitted,

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Secretary