



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
September 14, 2020

Due to COVID-19 and the Governor's Phase 4 Executive Order limiting public gatherings, the President of the Board of Commissioners declared it is not practical or prudent to meet in-person and stated the meeting will be held online.

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

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, Buffalo Grove Fitness Center Manager Joe Zimmermann, Superintendent of Development Mike Maloney, Superintendent of Communications and Marketing Mike Terson, Superintendents of Recreation Chuck Burgess, Greg Ney and Erika Strojinc, Recreation Manager Diana Clayson, Recreation Supervisor Amanda Busch, and Executive Assistant Beth Wanland

Risk Manager Dani Hoefle arrived at 6:30 pm

CALL TO ORDER

Roll Call

President Reiner called the Board Workshop to order at 6:06 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Johnson and Reiner answered present.

INTRODUCTION OF GUESTS

Ann Van Vooren from Lauterbach & Amen was introduced.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Johnson moved to approve the Workshop Agenda, seconded by Vice President Jacobson 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.

FINANCE

Presentation of 2019-20 Year End Audit – Lauterbach & Amen

Ann Van Vooren from Lauterbach & Amen thanked the Board for inviting her to present the Fiscal Year 2019-20 Year End Audit. She reviewed the annual financial report and management letter that was

prepared by her firm. She explained that the Government Finance Officer Association awarded a Certificate of Achievement for Excellence in Financial Reporting to the Buffalo Grove Park District for its comprehensive annual financial report (CAFR) for fiscal year ended April 30, 2019. This was the twenty-second consecutive year that the Park District received this prestigious award. She said that our current comprehensive annual report continues to meet the Certificate of Achievement Program's requirements and Lauterbach & Amen is submitting it to the GFOA to determine its eligibility for another certificate and fully expect to receive it. Ms. Van Vooren thanked Director of Business Services and Human Resources John Short and his staff for another successful audit year and said they are great to work with.

CARES Act Intergovernmental Agreement with Lake County

Director Short said that this Agreement is required by Lake County in order to participate in their reimbursement program for COVID-19 expenses. Commissioner Cummins asked what kind of documentation other than the IGA he is submitting. Director Short said he has collected receipts and will be submitting for payroll and other expenses incurred by the Park District as a result of the pandemic.

Resolution 20-9-1 Harris Bank Signers

Executive Director Risinger said we need all Commissioners to come to the Alcott Center and sign the Harris bank document.

Long-Range Capital Plan

Director Howe said that the Long-Range Capital Plan is not set in stone but is a nice guideline moving forward with regard to the Districts goals and objectives for infrastructure, playgrounds and buildings. Superintendent of Planning and Development Maloney said that it is a very comprehensive plan for planning, tracking and estimating future costs. Commissioner Cummins suggested repairing the drainage system before the pickleball courts are resurfaced at Twin Creeks and Director Howe agreed that this adjustment will be made.

POLICY AND LEGISLATION

Easement Extensions with Lake and Cook Counties

Commissioner Johnson said that we are working with the counties on the Lake Cook Road widening project. Executive Director Risinger said that the easement agreements were originally signed five years ago and approved by counsel. He said the county is asking for extensions on both agreements because the project start was delayed and they are expiring soon.

RECREATION

Green Lake Park Story Walk Intergovernmental Agreement with Indian Trails Public Library

Vice President Jacobson said that the idea of the Story Walk is a creative one. Executive Director Risinger said that he and Director Howe met with Brian Shepard, Executive Director of the Indian Trail Public Library and learned their foundation wants to build a story walk. Executive Director suggested it would go well in Green Lake Park and the library confirmed that Green Lake is within their jurisdiction and are excited to move forward on this project.

Social Media Policy

Superintendent of Communications and Marketing Terson said that the revised language is straight forward in the Social Media Policy. It says that staff should not be speaking on behalf of the Park District on social media.

Pod Squad Intergovernmental Agreement with District 96

Executive Director Risinger thanked staff who worked on this program and got it up and running. He said the community is very appreciative of the program. There are currently 99 kids enrolled. He also thanked Superintendent of Recreation Greg Ney, Superintendent of Facilities and Planning Tim Beckmann, and facilities staff for instituting the IT portion of this program.

CORRESPONDENCE

Written and Verbal Correspondence

Executive Director Risinger referenced a thank you letter in the Board packet from the family of a senior who recently passed away. The family thanked the Park District for bringing joy to their mother's life. There was also a What's Happening Calendar of Events in the Board packet.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger reminded the Board of the Rotary/NWSRA Golf Outing on September 30. He said ComEd finally executed the lease extension for Happy Tails Dog Park. He commended President Reiner on his Legend's video on the IAPD website and encouraged people to watch it. He also wished President Reiner a Happy Birthday on September 23. He said we won two Best of the Best Awards - The Power of Parks Award and Arts in the Parks. Director Heider said the 50th Anniversary Time Capsule will be buried on Wednesday. Board election packet circulation for the 2021 Consolidated Election starts on Tuesday, September 22.

PRESIDENT AND COMMISSIONERS' REPORT

Vice President Jacobson congratulated staff on the Best of the Best awards and said that this achievement is another indication of what a great District we are. He said Sky Fitness seems to be packed compared to the Buffalo Grove Fitness Center. Director Heider said that Sky is not following distancing rules and protocol.

Commissioner Cummins congratulated staff on the two Best of the Best awards and said he watched the Legends video featuring President Reiner and learned much from it.

Commissioner Bragg said it is awesome we won two Best of the Best awards. She thanked staff for doing such a good job on the Pod Squad. She said President Reiner did a remarkable job on the Legend's video. She thanked the marketing department for keeping the community informed.

Commissioner Johnson congratulated staff on the Best of the Best awards and said that the Power of Parks award was presented in such a creative way it was destined to win. She said President Reiner did an amazing job in his Legend's video and offered much thoughtful insight and advice. She thanked Director Howe and his team for their work in making the parks beautiful. She thanked staff for planning the IAPD mini-retreat at the CAC on Saturday, October 3. She said she will be attending the last session of the IAPD Leadership Institute on Thursday and is attending the Rotary/SLSF golf outing. Commissioner Johnson said the State conference will be in January and will either be virtual or hybrid. The committee should have a decision by the end of September.

President Reiner said that due to COVID-19 there may be questions Commissioners may have that don't get answered. He suggested Commissioners do trainings on different agenda items, i.e. the BINA Hearing. He said just because we are on a screen, it is always right to ask questions. He said that this Park District has helped shape his life and it is great to be part of such an outstanding group.

He shared that he has hired a new Executive Director at Butterfield Park District who is coming on board October 5. President Reiner will continue advising him through the current fiscal year.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

No Executive Session was held.

ADJOURNMENT OF BOARD WORKSHOP

Commissioner Johnson moved to adjourn the Board Workshop at 7:10 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