



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
530 Bernard Drive, Buffalo Grove, IL  
December 14, 2020

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 Workshop 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 Mahoney, Superintendent of Communications and Marketing Mike Terson, Risk Manager Dani Hoeffle, Recreation Manager Diana Clayson, Recreation Supervisor Amanda Busch, and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

**CALL TO ORDER**

**Roll Call**

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

**INTRODUCTION OF GUESTS**

There were no guests to introduce.

**APPROVAL OF WORKSHOP AGENDA**

Commissioner Johnson moved to approve the Workshop Agenda, seconded by Commissioner Cummins and passed with a roll call vote.

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

**FINANCE**

**December 2020 Warrant**

Director of Business Services and Human Resources John Short noted that the Warrant is a little higher this month due to the Fitness Center bond payment and a large payout to Hacienda Landscaping for Green Lake Park.

**November Financial Statement**

There were no comments or questions on the November Financial Statement.

**November Year to Date Statement**

Director Short said we are at the same place we've been previously; there are no big increases in revenue, and the District is doing a good job of holding down expenses.

## December Refunds

There were no comments or questions on the December refunds.

## Tax Levy Ordinance 20-12-1

There were no comments or questions on the Tax Levy Ordinance 20-12-1.

## Financial Forecast

Commissioner Cummins thanked Executive Director Risinger and Director Short for all the work they put into producing this document. Executive Director Risinger thanked Director Short and staff for their participation in preparing this forecast. He said he hopes with the vaccine availability there will be a turn around next summer and we can get through this pandemic financially. He noted our attorney confirmed we are allowed to use some of our capital funds to help out other areas, if necessary. However, he said that if this is needed we would treat it as a loan to be paid back. He said it's been a dismal year financially but staff has rallied and has done amazing things. Director Short added that if we decide to use capital funds for other purposes his recommendation would be to write a resolution for Board approval. He added good news that the Park District received \$91,000 reimbursement from Lake County through the CARES Act. He said the FEMA funds deadline has been extended six months.

Commissioner Cummins asked about our fund balance policy and if it was considered when preparing this report. Director Short said that this forecast is a cash balance analysis and the fund balance would look different. Commissioner Cummins also asked about the Rec fund balance and if it will impact future lending. Director Short said we will look at funds next spring and evaluate if/where we can move funds to funds-in-need.

Commissioner Bragg asked about considering not extending the tax levy to the maximum or at all to give taxpayers some relief. Executive Director Risinger said that we are still providing everything to the community and maintaining 400+ acres of parks like we always have. He said the Park District is heavily reliant on programming and because of the pandemic we really need tax dollars to cover this deficit.

Vice President Jacobson asked if we submit for the full extent of the levy this year, is there a way to rebate funds back to the community next year. Executive Director Risinger said that if we got a windfall of funds from the federal government and wanted to rebate residents he would have our attorneys look into it. Vice President Jacobson asked if we have seen an increase in requests for scholarships based on need. Executive Director Risinger said requests are down but so is program participation.

Commissioner Reiner said that he feels we are taking care of our residents through Pod Squad, not raising fees for programs, preschool or camps, and have been offering these programs throughout the pandemic. He said holding back on the levy now would impact us in the future.

Commissioner Bragg said we need to tighten the belt and the one area she sees as a struggle to hold up is the Fitness Center. Vice President Jacobson said people have changed their behaviors in the pandemic and we need to get through it and see if members who left come back. President Reiner said the Fitness Center is not being funded by the taxpayer – it is member based and feels its operation and the tax levy cannot be compared. He said we have not received any federal or state funding, or other monies, and have continued to provide our community the programs and services they deserve.

Executive Director Risinger said that he will follow through on the comments made by all the commissioners and work with staff to give back to the community the best we can moving forward.

**2021 Board Meeting Calendar**

Commissioner Johnson said she has a conflict in January but doesn't see a reason to change the meeting dates. Executive Risinger noted that we will be moving the September 13 meeting date to the Workshop/Board Meeting side of the calendar. He said it is unlikely we will be attending NRPA in September and can always add a second meeting that month if needed.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Jacobson congratulated Commissioner Bragg on becoming a Master Board Member. He also congratulated Erika on her well-deserved promotion to Director of Recreation and Facilities. He said there were several well-qualified people within the District and he's certain it was a difficult decision for Executive Director Risinger to make.

Commissioner Johnson also congratulated Erika on her promotion and Commissioner Bragg on becoming a Master Board Member. She said she hopes staff will attend the virtual IAPD/NRPA 2021 Soaring to New Heights Conference in January. She hopes staff will attend the awards ceremony and the Annual Meeting to cheer on Commissioner Bragg and Commissioner Johnson will be awarding the Chairman's Citation. The keynote speaker is Jason Benetti, a JD and well-renowned, respected and dynamic broadcaster who suffers from cerebral palsy. She said legislators are working with the Governor's office to get dance classes back open, similar to how they gained approval to open Golf Domes during current mitigation. Discussion was held about renewing IPRA memberships for staff, supporting IPRA/IAPD, and the educational benefit from attending conference.

Commissioner Bragg congratulated Erika on her promotion and thanked her fellow commissioners and Executive Director Risinger for their support in helping her achieve Master Board Member status.

Commissioner Cummins congratulated Erika on her promotion and said we are blessed to have such strong people within the organization to choose from.

President Reiner echoed all that was said and wished Senator Johnson the best of luck in her first legislative session in Springfield.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Vice President Jacobson moved to adjourn the Workshop at 7:08 pm, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Jacobson, Johnson, Reiner

NAYS: 0

ABSTAIN: Cummins (Commissioner lost computer connection during the roll call vote)

Respectfully submitted,

  
Secretary