



Buffalo Grove Park District
WORKSHOP MINUTES
March 8, 2021
6 pm

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 Development Mike Maloney, Superintendent of Communications and Marketing Mike Terson, Partnerships and Communications Specialist Wendy Friedman, Recreation Supervisors Amanda Busch and Jessi Hersman, Aquatics Facility Supervisor Jenn Foreman, and Executive Assistant Beth Wanland

CALL TO ORDER

Roll Call

President Reiner called the Workshop to order at 6 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 WORKSHOP AGENDA

Commissioner Johnson moved to approve the March 8, 2021 Workshop Agenda, 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

Executive Director Risinger said we received a letter from U.S. Senator Dick Durbin in response to the letter he wrote asking for relief for state and local governments amid the crisis caused by the COVID-19 pandemic. Senator Durbin said he supports President Biden's American Rescue Plan and hopes that it is passed by Congress in the coming weeks. President Reiner said specific language is not included in the plan but hopefully relief for special districts will funnel through the state of Illinois.

RECREATION

2021-22 Master Program Fees

Director of Recreation and Facilities Erika Strojinc said the Fitness Center fees were added to the report this year. She said Clubhouse, Preschool and Camp fees will be presented in September moving forward. She said we don't make big changes in program fees to try to increase revenues and staff was given direction to hold fees steady wherever possible. Executive Director Risinger said that fees are reflective in the budget and that is why we present them at this time of year.

PARKS

Ordinance 21-3-1 Disposal of Personal Property

Director of Parks and Planning Tim Howe said upon ordinance approval, Fleet Manager Randy Croissant lists property to be sold on the GovDeals website. He said we have received good numbers for property we have sold on this site in the past. The Parks department is looking to dispose of a 2006 pickup truck and a ball field machine.

POLICY AND LEGISLATION

Wildlife Ordinance

Director Howe said residents have been feeding wildlife in some of our parks and it prompted us to review our ordinance book and update our policy. Director Howe said we are cleaning up the verbiage in the ordinance and the marketing department is designing signs stating the ordinance number on the sign. Commissioner Bragg suggested posting an educational piece on not feeding wildlife on social media.

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. President Reiner said the Budget Message Executive Director Risinger wrote set the stage for this discussion. He said the budget is a target in motion and staff has done a great job watching expenses while maintaining excellence. Executive Director Risinger said he hopes Board members read the Budget Message he prepared that laid the groundwork for this unpredictable year. He said we are anticipating a loss of \$1.5 million to end this fiscal year which is much better than we originally thought. He continued by saying we have budgeted very conservatively for next fiscal year and our hope is to out-perform the budget.

Board Finance Chairman Commissioner Cummins led the budget conversation following highlights of notable changes in the budget prepared by staff. Questions were fielded by Executive Director Risinger, Director of Business Services and Human Resources John Short, Director of Recreation and

Facilities Erika Strojinc and Director of Parks and Planning Tim Howe for the proposed 2021-22 Fiscal Year budget.

Executive Director Risinger said that as for capital projects, we are taking a little step back in the amount of projects compared to this past year. Despite that, there are several capital projects we plan to accomplish including a new electrical panel upgrade at Alcott, a new website design and a financial software upgrade, a tennis court renovation at Canterbury Park, a new boiler system at the Fitness Center, three vehicle replacements, and various small ADA projects based on recommendations from our ADA transition plan.

Executive Director Risinger said that full time staff was not given a raise last year even though it was budgeted. He said he would like to recognize staff for their efforts this past year and reward them with a raise this year. He said he has talked to several other districts that plan to do the same. Discussion was held and it was decided the leadership team will make an assessment and return to the Board with a recommendation.

Commissioner Cummins thanked administration and staff for their work building this budget and looking at numbers that have never looked like this in the past. He is optimistic for a big rebound after this fiscal year cycle.

Executive Director Risinger said he truly believes we are crawling our way out of this pandemic. Signs of increased registration for programming and summer camps, and Fitness Center members indicating they are ready to come back as soon as vaccines are more widespread, give us hope we are turning the corner toward normalcy. He thanked the staff, department heads and Executive Assistant Wanland for their work in putting this budget together and very much appreciates the Board's support of the team's effort.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger suggested that we target returning to in-person Board meetings with the new fiscal year, in May. He said we will talk about it again next month. He also said this is our last meeting on GoToMeeting as we are switching to the Zoom platform for the remainder of our virtual Board meetings.

PRESIDENT AND COMMISSIONERS' REPORTS

Vice President Jacobson said that his wife performed in the production of the Laramie Project last weekend and thought it was a great effort. He said it is amazing how staff is keeping the community involved virtually. He said he is getting his second vaccination tomorrow and is looking forward to start meeting in-person again.

Commissioner Bragg thanked staff for delivering the budgets to commissioners' homes. She also thanked Director Strojinc for her input and detail on the budget. She said evaluation packets went out and Board members should return them to her by Friday, March 19.

Commissioner Johnson said that she knows budgeting is an incredible undertaking for staff and the streamlined and detailed process really gives us direction as to where we are going next year. She

said she attended the Lake County Legislative Breakfast and legislators are committed to making sure OSRAD funding is not swept away. She said she is working with several park districts on legislation affecting daycare workers who are not able to be re-hired after being laid off during COVID due to a 2017 law changing educational requirements. Commissioner Johnson said she is waiting to be vaccinated by the Johnson and Johnson vaccine.

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADIJOURNMENT

Commissioner Johnson moved to adjourn the Board Workshop at 7:45 pm, seconded by Commissioner Cummins and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

Respectfully submitted,



Secretary