



BUFFALO  
GROVE  
PARK  
DISTRICT

Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
April 12, 2021

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 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 Recreation and Facilities Erika Strojinc, Director of Parks and Planning Tim Howe, Superintendent of Recreation Chuck Burgess, Superintendent of Development Mike Maloney, Superintendent of Communications and Marketing Mike Terson, Recreation Manager Diana Clayson, Aquatics Facility Supervisor Jenn Foreman, Recreation Supervisors Amanda Busch and Jessi Hersman, 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 to introduce.

APPROVAL OF AGENDA

Commissioner Johnson moved to approve the Monday, April 12, 2021 Workshop Agenda, seconded by Vice President Jacobson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSENT: 0

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Executive Director Risinger said that correspondence in the Board packet included a letter from State Representative Raja Krishnamoorthi in response to a letter he wrote to legislators regarding state and local budget shortfall concerns that have occurred in connection with the COVID-19 pandemic. In other correspondence, the Countryside published the Park District *You've Been Egged* at-home egg hunt event held on April 1 and 2.

**2021/22 Fiscal Year Meeting Calendar**

Executive Director Risinger suggested the previously scheduled June 14 Board meeting be moved to June 21 due to a conflict with Flag Day. He asked the Board to review their calendar to see if they have any conflicts. Hearing none, he said the 2021/22 Fiscal Year Meeting Calendar will be moved to the Regular Board meeting agenda for approval.

**Part Time Employee Manual Updates**

Commissioner Johnson said there are three areas of focus in the Part Time Employee Manual update: 1) Organizational Chart, 2) IT updates, 3) Drug and alcohol policy updates. These updates, and other minor changes in the manual, will align with the Full Time Employee Manual. Vice President Jacobson asked about the language in Section 5.11 and said he thought it was a bit confusing. He suggested the language be changed to say "at work" or "on work premises". President Reiner added "and/or while operating Park District machinery." Executive Director Risinger agreed and asked Director Short and Human Resources Manager Scott Spitz to revisit that section of the manual and make the language more clear. He said they will let the Board know of any changes at the next Board meeting.

Commissioner Johnson said it has been proposed that OSLAD funding be frozen. This would include last year and current year funding. She said IAPD will do a full advocacy campaign to keep this from being frozen. She said it is an ongoing conversation and a matter of getting the message of OSLAD benefits to the Governor's team.

FINANCE

**Budget and Appropriation Ordinance 21-4-1 for Fiscal Year 2021/22**

Executive Director Risinger said the District is playing it safe and sticking to the budget. By appropriating more it gives us flexibility in case we get some grants that we have submitted for but don't know if we're getting at this point. He said if it happens we won't have to go back to the Board and ask for an amendment and because there will be some room in the capital area. President Reiner complimented Executive Director Risinger and Director Short for putting together this complicated and forward-reaching ordinance.

**2021/22 Proposed Organizational Chart**

Executive Director Risinger said there are a few title changes on the 2021/22 proposed organizational chart, but no position changes. He explained that we present the chart separately each year because it is part of Distinguished Agency accreditation.

**Administrative Schedule**

Executive Director Risinger said with the freeze last year the salary schedule will remain the same this year. He said if we need to make adjustments next year we will do so at that time.

**IMRF Preliminary Rate Notice for 2022**

Director Short said our current rate is 13.97 and will be 13.52 next year. IMRF had strong investment gains last year which benefits all agencies. He said with the retirements last year we had to pay out their annuities which reduces our balance with IMRF.

**Bid Recommendation for Canterbury and Rylko Park Improvements**

Director Howe said we had six contractors pick up a bid packet and one submitted a bid. Schroeder Asphalt, Inc. is the bid winner; they have a great track record, and are very good at what they do. Gewalt Hamilton has glowing reviews about them and says they are very capable of completing this project. Executive Director Risinger added that these improvements are being approved for next fiscal year. The bid will be approved only if/after the Budget is approved. Schroeder's bid is \$100,000 under the budget. President Reiner and Commissioner Cummins confirmed they are familiar with the company.

**Ordinance 21-4-2 Sale of Personal Property**

Director Howe said the ordinance is for the sale of the 2006 Honda Odyssey Mini Van that is not being used anymore. He said they have a park services truck with Park District logo that is being used in the Honda's place. He said they will be selling the vehicle on GovDeals and hope to get a good price.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger said he and Director Short had a discussion about raises and their recommendation would be to hold off on raises until June. He said they will have a better knowledge of how things will be this year at that time. He said if they implement raises in June they will make them retroactive to May 1. He told the Board the Twin Creeks Park/Rick Drazner Park dedication is Saturday, July 10 at 11:30 am. He also said the Rick Skloot memorial plaque dedication is on Saturday, June 12 at 4 pm at Willow Stream Shelter #1. Last, he said he and Director Strojinc have met with the Village about serving alcohol at Willow Stream at some of our special events this summer. They are hoping to get a permit without having to go through the Village every time for every event. He said we are seeing other Districts serving alcohol and it would be a great revenue stream. Vice President Jacobson said his only concern would be on family nights. President Reiner said it would be appropriate to stop serving at a set time before they drive home. Commissioner Johnson said she is very much in favor of it. Commissioner Bragg said it will open more doors for events in the community in the future. Commissioner Cummins said it is a great idea not having to go to the Village every time we want to serve beer or wine at an event.

PRESIDENT AND COMMISSIONERS' REPORTS

Vice President Jacobson congratulated himself, Commissioner Bragg and Commissioner Cummins for winning their commissioner positions in the consolidated election last Tuesday.

Commissioner Bragg congratulated Commissioner Cummins on winning his first election.

Commissioner Cummins said he went to the Egg Hunt and enjoyed seeing so many families participate. He said he was also impressed to learn the number of families who participated in the *You've Been Egged* event. He said he is looking forward to more events this summer.

Commissioner Johnson congratulated Commissioner Cummins on winning his first election. She said she attended a SAGES meeting and saw retired Senior Coordinator Terri Ebner. She said the seniors asked some tough questions and were really engaged. She looks forward to working with them in the future.

President Reiner congratulated the newly elected commissioners and thanked Director Short for the outstanding work he put into preparing the budget.

Director Strojinc said we had two successful egg hunt events last week. She said the Golf Dome closed on April 10 and we have sent the Village a proposal to update the ordinance asking that the Dome stay open year round and be available for use other than sport. She said staff met with cricket players who brought different balls they can use that limits the distance a ball can fly. She said staff will continue with signage, have strict rules, and give the restricted flight ball a chance so that it won't be a danger to people walking on the path in Green Lake Park. Cricket field rentals will be limited to 3-hours of play. She added that the Fitness Center has been making many cosmetic changes. She said Partnerships and Communications Specialist Wendy Friedman procured a sponsorship which will enable the Fitness Center to install an outdoor poured-in-place surface for a fitness area outside the Group Ex room. She said sixty-five BG Singers have signed up for an outdoor singing season this summer. The teen production of *10 Ways to Survive the Zombie Apocalypse* is playing at the CAC the weekend of April 23 – 25. The Cyclones Jr. swim team is back for the first time in over a year. She said we opened preschool registration and had 36 registered within the 30 minutes of opening. She said 71 were registered as of Friday. Comparatively for camps, she said we are at 125% of our budgeted number, up 200% from last summer, and are at 38% of where we were in 2019. She said we are conservatively hiring part time staff on an as-needed basis.

#### OLD BUSINESS

There was no Old Business discussed.

#### NEW BUSINESS

##### **Return to In-Person Board Meetings**

Executive Director Risinger said our thought process is to go back to in-person Board meetings in May if the Board is in favor. He said the meetings will be held in rooms 10 and 11 to better allow for social distancing. All commissioners said they are comfortable returning to in-person meetings next month.

##### **Park Board Officer Positions**

Executive Director Risinger asked if the Board has thoughts on who will move into new officer positions next fiscal year. He also asked if anyone has ideas on one versus two-year terms. Vice President Jacobson said he has advocated in the past for two-year terms but it is not something we need to decide tonight. The Park District code calls for one-year terms. He suggested he moves into the President role next fiscal year, Commissioner Bragg move to the Vice President role, and Commissioner Cummins move into the Treasurer position. Commissioner Johnson said the Park code would have to be changed in order to change term length. Executive Director Risinger said that on a staff level term length makes no difference. He said he wants the Board to be happy and said we can continue the discussion at another time.

#### EXECUTIVE SESSION

Commissioner Cummins moved to enter into Executive Session for the purpose of Personnel at 6:57 pm, seconded by Vice President Jacobson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSENT: 0

MOTION TO RECONVENE THE BOARD WORKSHOP

Commissioner Johnson moved to return to the Board Workshop at 8:02 pm, seconded by Commissioner Cummins and passed with a roll call vote.

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

ACTION TAKEN IN EXECUTIVE SESSION

President Reiner stated that no final action was taken in Executive Session.

ADIJOURNMENT

Commissioner Johnson moved to adjourn the Board Workshop at 8:03 pm, seconded by Vice President Jacobson and passed with a roll call vote.

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

Respectfully submitted,

  
Secretary