



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
May 10, 2021

**Please note: Due to 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 and Larry Reiner

Commissioner Absent: Adriane Johnson

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 Communications and Marketing Mike Terson, Recreation Manager Diana Clayson, 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 6:07 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson and Reiner answered present.

**INTRODUCTION OF GUESTS**

There were no guests in attendance.

**APPROVAL OF THE WORKSHOP AGENDA**

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

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

**TOPICS FROM THE FLOOR**

There were no Topics from the Floor discussed.

**CORRESPONDENCE**

Executive Director Risinger said that included in the packet was a note from Professor Eric Zeemering from the University of Georgia's Public Administration and Policy class thanking him for participating on a panel fielding questions from his class with other parks and recreation professionals from around the country.

STAFF RECOGNITION RESOLUTION

Presentation and Approval of Resolution 21-5-1 Commending Steven Houde on 35 Year of Service  
Commissioner Bragg read the following resolution:

**RESOLUTION 21-5-1  
COMMENDING STEVE HOUDE ON 35 YEARS OF SERVICE TO THE  
BUFFALO GROVE PARK DISTRICT**

**WHEREAS**, Steve Houde has been employed with the Park District since April 28, 1986 as a Park laborer, promoted to Crew Chief in 1993, and then promoted to Park Foreman in 1998; and

**WHEREAS**, Steve has completed thirty-five years of service as of April 28, 2021 to the Buffalo Grove Park District and its residents; and

**WHEREAS**, the Buffalo Grove Park District Board of Park Commissioners appreciates his dedicated service that has allowed the District to grow during his career with us; and

**WHEREAS**, Steve is responsible for the care and maintenance of over four hundred acres of land throughout the year; and

**WHEREAS**, some of Steve's accomplishments over the years include the development and success of the annual BG Days parade float, working with the Buffalo Grove Garden Club, and assisting in creating special event material for the recreation department. Steve was also instrumental in redeveloping the landscaping at the Spray 'N Play that is aesthetically pleasing as well as easier to maintain for his staff; and

**WHEREAS**, Steve has been recognized by PDRMA for "Stretching with Steve," a program of morning stretching that he led in the parks department. Steve has assisted in the creation of new buildings for Safety Town that includes a police station, fire station and car wash. Steve has created two new butterfly gardens; one by the shelter in front of Alcott and one by the time capsule at the Raupp Museum. Steve was also in charge of beautifying the outside of the Community Arts Center, and lastly, he oversaw the planting of the landscape areas of the newly renovated Green Lake Park in 2020; and

**WHEREAS**, the success of the District is dependent upon employees like Steve, who take pride in the Park District and in their individual and departmental accomplishments.

**NOW, THEREFORE, LET IT BE RESOLVED** by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Steve is commended on behalf of the citizens of Buffalo Grove for his distinguished service to the Park District.
2. That this resolution be presented to Steve with best wishes in his career.

**DATED AT BUFFALO GROVE, ILLINOIS THIS 10th DAY OF MAY, 2021.**

Executive Director Risinger said that Steve is the longest tenured staff member and he will be presented this resolution at the Full Time Staff meeting on Thursday. President Reiner expressed heartfelt thanks on behalf of the Board to Steve for his service and dedication to the District.

Vice President Jacobson moved to approve Resolution 21-5-1 commending Steven Houde on 35 years of Service with the Buffalo Grove Park District, seconded by Commissioner Cummins and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

## PARKS

### **Ordinance 21-5-1 Sale of Personal Property**

Director Howe said that two refrigeration units formerly used at the Fitness Center are no longer needed for concessions and staff would like to declare them as surplus to be sold on GovDeals.

## POLICY AND LEGISLATION

### **Review of 2020/21 Quarter D Administrative Work Plan Report**

Executive Director Risinger said that these are updated Goals and Objectives from fiscal year 2020-21 Quarter D and the Board will be presented with new fiscal year goals and objectives next month.

### **Review of 2020/21 Quarter D Departmental Goals and Objectives**

There were no comments on the review of the 2020/21 Quarter D Departmental Goals and Objectives.

### **Strategic Plan/Agency Goals Update**

Executive Director Risinger these are ongoing, long-term agency goals and the goals will move to the completed page as we progress. Strategic Plan/Agency goals will be updated and presented to the Board each May and November.

### **Official Canvass of the April 6, 2021 Consolidated General Election Results**

Executive Director Risinger said he is happy our three candidates won.

## PARK BOARD OFFICERS, COMMITTEE CHAIRS AND LIAISONS RECOMMENDATIONS FOR FISCAL YEAR 2021/22

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

- A. Elected Officers
  - 1. President – Scott Jacobson
  - 2. Vice President – Tracy Bragg
  
- B. Annual Appointments
  - 1. Treasurer – Stephen Cummins
  - 2. Legal Counsel – Steven Bloomberg 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

D. Park Board Liaison Appointments

1. Village Board
2. Village Plan Commission
3. Friends of the Parks Foundation
4. Environmental Action Team

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

E. Staff Positions

1. Executive Director – Ryan Risinger
2. Park Board Secretary – Ryan Risinger
3. NWSRA Board Member and Alternate – Ryan Risinger/Erika Strojinc
4. PDRMA Representative and Alternate – Dani Hoefle/Scott Spitz
5. ADA Compliance Officer – Mike Maloney
6. FOIA Officers – Ryan Risinger/John Short/Beth Wanland
7. OMA Officers – Ryan Risinger/Erika Strojinc/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 a link was sent to Commissioners inviting them to attend the virtual Buddies performance of *Shrek* on Thursday evening at 7 pm. He reminded Commissioners of the Rich Skloot plaque dedication at Willow Stream Park – Shelter #1 on Saturday, June 12 at 4 pm and the Rick Drazner Park dedication at Twin Creeks Park on Saturday, July 10 at 11:30 am. He said he and Director Strojinc and staff are in discussions with the Village on BG Days, a Golf Dome usage ordinance, and alcohol licenses. He said he will have new fiscal year goals and objectives in the Board packet next month. Last, he said he is writing senators and legislators encouraging them to support OSLAD and American Rescue funding.

PRESIDENT AND COMMISSIONERS' REPORTS

Vice President Jacobson said that he attended the Kite Fly and also saw soccer being played at Willow Stream Park. He said the needle has moved and it is great to see. He asked about entering the Bridge Phase and what exactly it means with regard to the Fitness Center unfreezing of memberships. Director Strojinc said the Bridge Phase is essentially an occupancy phase. CDC guidelines have not been released for Phase 5. She said Fitness Center members will be informed that once we hit Phase 5 everyone will come off freeze. The Fitness Center will allow two weeks for members to figure out if they want to stay a member before we start charging in July. As an incentive to stay, members will be allowed to continue to freeze their membership for four months but will be charged \$10/month. During this transitional time, towel service and the Kid's Club will not be offered. Vice President Jacobson also asked about Phase 5 and how it will affect summer camps. Director Strojinc said we are allowing everyone who signs up to get in and are securing space to accommodate registrants as needed. She said we are planning to turn on a dime if we need to.

Commissioner Bragg congratulated Executive Director Risinger on the Paul Harris Fellow recognition he received from Rotary. She commended the Parks department on beautifying the parks this spring. She thanked staff in general for all they have done and said it is great to see numbers trending upward.

Commissioner Cummins said he is looking forward to Kids to Parks Day on Saturday. He will be traveling back from Texas from his daughter's graduation on the next Board meeting date, but hopes to be home in time to attend.

President Reiner said he will be traveling to Springfield later this week to work on freeing up grants for park districts across the state. He thanked staff for enduring a most difficult year and for all the work that was done behind the scenes.

#### OLD BUSINESS

Executive Director said he attended the Environmental Action Team's *Plant Green Lake Park* event on May 8 and over 2,000 plants, bulbs and bushes were planted. Between 40-50 volunteers attended including members from the Environmental Action Team, Rotary, the Buffalo Grove Garden Club, scouts and neighbors of Green Lake Park.

#### NEW BUSINESS

Recreation Manager Diana Clayson spoke on behalf of staff thanking the Board for all the support and encouragement they have provided over the past year. She said the positivity of the Board encouraged staff to remain positive and she knows that not all district's have support like we have here.

#### EXECUTIVE SESSION

The Board did not enter Executive Session.

#### ADJOURNMENT

Vice President Jacobson moved to adjourn the Workshop at 6:43 pm, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

Respectfully Submitted,



Secretary