



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
August 9, 2021  
Alcott Center – Rooms 10/11  
6 pm

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

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson and Executive Assistant Beth Wanland

CALL TO ORDER

**Roll Call**

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

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Bragg moved to approve the August 9, 2021 Workshop Agenda, seconded by Commissioner Cummins and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

POLICY AND LEGISLATION

**Quarter A Administrative Work Plan Update**

Executive Director Risinger said everything is going well and he hopes to set up a quarterly round table this fall or winter. The purpose of the round table will be for staff to meet with him in a group setting to discuss Park District topics or concerns.

**Quarter A Departmental Goals and Objectives Update**

Executive Director Risinger said staff is back to being very busy. There were no further comments on the Quarter A departmental goals and objectives update.

### **Resolution 21-8-1 NWSRA 2022 Funding Assessment**

Executive Director Risinger said we approve funding every year and the NWSRA Board is not increasing the overall assessment among the 17 contributing districts for fiscal year 2022-23. There will be a zero percent increase and our overall assessed value will remain the same as last year. Commissioner Reiner said the NWSRA board should be cautious about SRA's returning money to member partners. Federal and State funding is not allowed to be returned and used as a conduit to member districts because it violates the contract they have with the State. Executive Director Risinger said NWSRA is looking to put a policy in place which would avoid this from happening.

### **RECREATION**

#### **Full Time Staff Policy Manual – Rentals**

Executive Director Risinger said currently staff can only reserve a facility within 30 days prior to the rental date request. Paying customers are given the opportunity to rent a facility before staff is eligible. He said we want to preserve the revenue potential but would like to change the policy to allow staff to reserve a facility within 60 days prior to the rental date request at no cost. If staff wants to reserve a facility prior to the 60 day window, they must pay 50% of the regular cost of the rental, plus any direct costs. No refunds will be granted unless cancellation is received 180 days before the rental date. Commissioner Johnson asked about flexibility of the no refund stipulation. Executive Director Risinger said depending on the situation, there will be flexibility.

### **CORRESPONDENCE**

Executive Director Risinger said that included in the Board packet was a newspaper article on the Rick Drazner Park dedication and an advertisement in the Daily Herald announcing National Night Out which was held on Tuesday, August 3. He also said the packet included an updated *What's Happening?* Calendar of Events.

### **EXECUTIVE DIRECTOR REPORT**

#### **Administrative Staff Report**

Executive Director Risinger said that we are waiting to get land deeded from the Village in order to apply for an OSLAD Grant for Prairie Grove Park in Links Crossing. He said we cannot submit for a grant until the land is deeded to the Park District and the deadline for submittal is September 1. We are hopeful the land will be deeded in time to apply for the grant. He said he will keep the Board updated. He added that we will put together a public input meeting to make sure residents are still satisfied with the plan we have in place. Executive Director Risinger said he will attend the Village Board meeting on August 16 where the Golf Dome usage ordinance will be approved. He informed the Board that there have been multiple permit and ordinance violations by the renters of the Cricket Pitch at Green Lake Park. He proposed that we shut down the Cricket Pitch for the rest of the season. He said we will put soccer goals on either end of the pitch. The renters have been talked to on multiple occasions about their violations and nothing has changed. They were told not to use the pitch last weekend and they used it anyway. Commissioner Reiner suggested deducting from the renter's security deposit for the man hours spent converting the pitch to a soccer field. Executive Director Risinger concluded his report by saying that if any Commissioner wants to move Board meetings back to being held virtually to please email him or President Jacobson.

Director of Recreation and Facilities Strojinc said that PDRMA visited camps and aquatics last week and it went very well. She said staff met with our distributor to make alcohol selections for BG Days. She said the August billing declines at the Fitness Center for August is around \$40,000. She said

there were 360 cancellations in July, 99% of which were due to COVID. The good news is the Fitness Center had 50 new members in July which is the best since March 2020. They are running a fall promotion offering one month free membership and \$39 for the second month. She said the Fitness Center app was launched last week and the Kid's Club will be opening September 7. Current membership is at 1,763. President Jacobson said he would like to know how many people are actively using the club versus the number of members actively using the club in March of 2020.

#### PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson said National Night Out went very well.

Commissioner Cummins said National Night Out was well done.

Vice President Bragg had no report.

Commissioner Johnson thanked Museum Curator Debbie Fandrei for her presentation on the history of farming in Buffalo Grove to the Lake County Farm Bureau. One of the farmers was related to the Raupp family. Commissioner Johnson thanked the Park District for allowing her to hold her mobile office hours at the Alcott Center. She said part of the day was dedicated to informing seniors of information and resources available to them. She also said she is going to the Illinois State Fair on August 21.

Commissioner Reiner thanked the District for allowing him to participate in the IAPD golf tournament at the Deerfield Golf Club in July.

#### OLD BUSINESS

There was no Old Business discussed.

#### NEW BUSINESS

There was no New Business discussed.

#### ADJOURNMENT

Commissioner Bragg moved to adjourn the Workshop at 6:33 pm, seconded by Commissioner Cummins and passed with a voice vote.

Respectfully Submitted,

  
Secretary