



**Buffalo Grove Park District Board of Commissioners
REGULAR BOARD MEETING MINUTES
September 29, 2020**

Due to COVID-19 and the Governor's Phase 4 Executive Order limiting public gatherings, the President of the Board of Commissioners declared it is not practical or prudent to meet in-person and stated the meeting be held online.

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

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Buffalo Grove Fitness Center Manager Joe Zimmermann, Superintendent of Recreation Erika Strojinc, Recreation Manager Diana Clayson, Risk Manager Dani Hoeffle, Recreation Supervisors Amanda Busch and Jessi Hersman, Fitness Manager Debra Saper, Marketing Specialist Jennifer Johns and Executive Assistant Beth Wanland

Attorney Steven Bloomberg was present

CALL TO ORDER

Roll Call

President Reiner called the Regular Board Meeting to order at 6:24 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Johnson and Reiner answered present.

APPROVAL OF REGULAR BOARD MEETING AGENDA

Commissioner Johnson moved to approve the Regular Board Meeting Agenda, seconded by Commissioner Bragg and passed with a roll call vote.

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

INTRODUCTION OF GUESTS

Executive Director Risinger welcomed resident Martin Mann and said that Mr. Mann wishes to talk about tennis under the Topics from the Floor portion of the Board meeting.

APPROVAL OF EMPLOYEE RECOGNITION RESOLUTIONS

Resolution 20-9-2 Commending Mike Schulewitz on his Retirement

Commissioner Johnson moved to approve Resolution 20-9-2 Commending Fitness Center General Manager Mike Schulewitz on his retirement, seconded by Commissioner Bragg and passed with a roll call vote.

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

Commissioner Johnson said she had the pleasure of working with Mike for seven years and thanked him for his loyal and dedicated service. She said he continued excellence at the Fitness Center and built meaningful relationships. She thanked him for presenting at a virtual Chamber/Village Back to Business conference in the midst of COVID and congratulated him on his retirement.

Vice President Jacobson congratulated Mike on his retirement. He said Mike developed structure at the Fitness Center and it is much appreciated. He said the Fitness Center is a big asset of the Park District and Mike is responsible for making it one. He wished him luck.

Commissioner Cummins congratulated Mike on his retirement and said that the way he left the Fitness Center during the midst of COVID is a testament to his leadership skills. He said he hopes he sits back and relaxes in his retirement.

President Reiner said Mike has done a great job and thanked him for everything he has done for the Park District.

Mike said that the Board took a chance on hiring him seven years ago. He said he knew he was walking into something good with this Park District – its reputation preceded it. He said the administrative team is outstanding and everyone works collaboratively. He said the Board was amazing during his tenure and often asked hard questions but always gave the Fitness Center what it needed when it was needed. His staff is totally dedicated to the Park District and the new General Manager, Joe Zimmerman, is a leader in the field and will be great in the position.

Executive Director Risinger said the Fitness Center is a world different now than when Mike arrived. Commissioner Bragg read the following resolution:

**RESOLUTION 20-9-2
COMMENDING MICHAEL SCHULEWITZ
ON HIS RETIREMENT**

WHEREAS, Michael Schulewitz officially retired from his position as General Manager of the Fitness Center of Buffalo Grove effective August 30, 2020 after more than seven years of full-time employment; and

WHEREAS, Mike was an outstanding and dedicated General Manager of the Buffalo Grove Fitness Center. He cultivated a team environment where staff enjoyed coming to work; and

WHEREAS, Mike built a wonderful relationship with members while building trust within the community. He did his best to meet the needs of the members and make changes to the facility for the better. Mike had a big heart and would always help where he could; and

WHEREAS, Mike would often contribute above and beyond his duties at special events like playing the Easter Bunny at Bunny Bash, or Shrek at the Trick or Treat Trail. Mike would take an active role participating in all events at the Park District; and

WHEREAS, due to his exceptional skills and innovative leadership, Mike made the Buffalo Grove Park District Fitness Center one of the best facilities in the industry.

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

- 1) That Mike Schulewitz be commended on behalf of the citizens of Buffalo Grove for his distinguished career at the Buffalo Grove Park District; and
- 2) That this resolution be presented to Mike with best wishes for his future.

DATED AT BUFFALO GROVE, ILLINOIS THIS 29th DAY OF SEPTEMBER, 2020.

Resolution 20-9-3 Commending Eliza Hollis on her Retirement

Commissioner Bragg moved to approve Resolution 20-9-3 Commending Eliza Hollis on her retirement, seconded by President Reiner and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

**RESOLUTION 20-9-3
COMMENDING ELIZA HOLLIS ON
HER RETIREMENT AFTER 13 YEARS OF SERVICE TO THE
BUFFALO GROVE PARK DISTRICT**

WHEREAS, Eliza was first employed by the Buffalo Grove Park District as a full-time Accounting Specialist - Payroll on July 2, 2007; and

WHEREAS, Eliza has served as a loyal, dependable and dedicated staff member, always striving to do what was right for the Park District and the customer; and

WHEREAS, Eliza has assisted her fellow Park District colleagues with any and all payroll related issues that have arisen; and

WHEREAS, Eliza has continued to maintain a high level of performance and professionalism in a position demanding quality service, accuracy, and confidentiality; and

WHEREAS, Eliza's sense of humor has brightened the day of many of her fellow employees and can be counted on as a friend and coworker; and

WHEREAS, Eliza's many years of experience with Buffalo Grove has made her a valuable resource to all staff.

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

- 1) That Eliza is commended on behalf of the citizens of Buffalo Grove for her distinguished service to the Park District since 2007.
- 2) That she be able to fill her leisure time with family and friends for many years.
- 3) That this resolution be presented to Eliza with best wishes on her retirement.

DATED AT BUFFALO GROVE, ILLINOIS THIS 29th DAY OF SEPTEMBER, 2020

Resolution 20-9-4 Commending Andrew McDowell on 10 Year Service

Commissioner Bragg moved to approve Resolution 20-9-4 Commending Andrew McDowell on 10 years of service to the Buffalo Grove Park District, seconded by Vice President Jacobson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

**RESOLUTION 20-9-4
COMMENDING ANDREW MCDOWELL
ON 10 YEARS OF SERVICE TO THE
BUFFALO GROVE PARK DISTRICT**

WHEREAS, Andrew McDowell has been employed with the Buffalo Grove Park District since August 30, 2010 as an Assistant Facilities Coordinator of the Golf Dome, promoted in 2018 to Facilities Specialist; and

WHEREAS, Andrew has completed 10 years of service as of August 30, 2020 to the Buffalo Grove Park District and its residents. Andrew has grown tremendously since starting as a part-time employee in 2006; and

WHEREAS, the Buffalo Grove Board of Commissioners and the residents of Buffalo Grove have appreciated his dedicated service, which allowed the District to grow during his career with us; and

WHEREAS, Andrew's dedication and professional knowledge have resulted in the efficient operation of several areas within the Park District which include the Golf Dome operations, Park Services, Concession, Fitness Center and most recently the Parks Department. Andrew's knowledge in numerous areas has been helpful to the Parks Department in helping to maintain all daily operations, record keeping and training of new supervisors. Andrew is always willing to go above and beyond by participating in special events and various Park District trainings; and

WHEREAS, Andrew is an excellent contributor to the Facilities Department by assisting with various LED projects, the renovation of the Golf Dome front lobby, NWSRA Project, Spray 'N Play summer operations, life safety inspections, managing the Park District key inventory and alarm systems. Andrew also collaborates well with all levels of the Park District staff allowing effective day to day operations of the various Park District buildings; and

WHEREAS, Andrew's knowledge and skills have saved the Park District considerable amounts of time, money and resources in repairs and operational expenses; and

WHEREAS, the success of the Park District is dependent upon employees like Andrew who has taken pride in the Buffalo Grove Park District and its 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 Andrew 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 Andrew with best wishes in his career.

DATED, AT BUFFALO GROVE, ILLINOIS THIS 29th DAY OF SEPTEMBER 2020.

APPROVAL OF MINUTES

Approval of the August 10, 2020 Board Workshop Minutes

Commissioner Johnson moved to approve the August 10, 2020 Board Workshop Minutes, seconded by Vice President Jacobson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

Approval of the August 24, 2020 Board Workshop Minutes

Commissioner Johnson moved to approve the August 24, 2020 Board Workshop Minutes, seconded by Vice President Jacobson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

Approval of the August 24, 2020 Regular Board Meeting Minutes

Commissioner Johnson moved to approve the August 24, 2020 Regular Board Meeting Minutes, seconded by Vice President Jacobson and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

TOPICS FROM THE FLOOR

Martin Mann – Buffalo Grove Tennis Courts and Rules

Buffalo Grove resident Martin Mann introduced himself and thanked the Board for allowing him to speak about the Park District tennis courts from his point of view. He said that he visited all 26 courts in the Park District and the quality of some of the courts is subpar. He said some courts have cracking, some don't have painted lines, some are chipping, etc. He said he understands that money is of concern and knows it might not be a top priority. He said he would love to see lights at more courts. The eight courts that have lights now are very crowded. Mr. Mann also said there is a rule that players can only play an hour and need to leave the court. It does not necessarily mean you start at the top of the hour which residents don't understand. He thinks this rule needs to be clarified to the

public. He said there are kids taking lessons on courts which adds to the need for quality courts. He said he appreciates the work of the Board and thinks Buffalo Grove parks are the best around.

President Reiner thanked Mr. Mann for attending the meeting and said he had some great input and the Board takes it very seriously. He pointed out that lighting at courts is often prohibited due to residential communities. Executive Director Risinger said that he will work with Director Howe and check into putting up lights in Reservoir 7. He said tennis court repairs/lighting is not low on the totem pole but budget priorities need to be considered. He said some things have been pushed back due to the pandemic but we soon will have some capital dollars freed up on some debt paid at the Fitness Center. The Park District may be able to focus on improving tennis courts once there are more capital dollars in play. Commissioner Cummins thanked Mr. Mann for his advocacy and modeling courtesy on the courts.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence which included a thank you from Superintendent of Recreation Chuck Burgess and his wife, Katie, for the plant sent in his mom's memory.

ATTORNEY'S REPORT

Attorney Steven Bloomberg said that he has represented a lot of municipal boards over the years and this Board is one of the best. He said he and David enjoy working with the Board very much.

COMMITTEE ACTION ITEMS

Finance

Approval of the September Warrant 2020

Commissioner Cummins moved to approve the September Warrant 2020 in the amount of \$1,483,797.19, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

Approval of the August Financial Statement and the August Year to Date Statement

Commissioner Cummins moved to approve the August Financial Statement and the August Year to Date Statement, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

Approval of Resolution 20-9-1 Harris Bank Signers

Commissioner Cummins moved to approve Resolution 20-9-1 for the Harris Bank signers, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

Approval of the CARES Act Intergovernmental Agreement with Lake County

Commissioner Cummins moved to approve the CARES Act Intergovernmental Agreement with Lake County, seconded by Commissioner Bragg and passed with a roll call vote.

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

President Reiner suggested writing a thank you note to the Lake County Board for including park districts in their CARES Act funding.

Approval of the Long Range Capital Plan

Commissioner Cummins moved to approve the Long Range Capital Plan, seconded by Commissioner Bragg and passed with a roll call vote.

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

Executive Director Risinger thanked staff for all the work that went into preparing this document.

Approval of the Green Lake Story Walk Intergovernmental Agreement with Indian Trails Public Library

Commissioner Cummins moved to approve the Green Lake Story Walk Intergovernmental Agreement with Indian Trails Public Library, seconded by Commissioner Bragg and passed with a roll call vote.

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

President Reiner suggested writing a thank you note to the Library for working in cooperation with the Buffalo Grove Park District.

Approval of Ordinance 20-9-1 Providing for the Issue of General Obligation Limited Tax Park Bonds

Commissioner Cummins moved to approve Ordinance 20-9-1 providing for the issue of approximately \$2,288,000 General Obligation Limited Tax Park Bonds, Series 2020, for park purposes, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to BMO Harris, seconded by Commissioner Bragg and passed with a roll call vote.

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

CONSENT AGENDA

Vice President Jacobson moved to approve the Consent Agenda as presented, seconded by Commissioner Johnson and passed with a roll call vote.

- Social Media Policy

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

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Risinger informed the Board that IAPD sent our legislators correspondence about us winning two Best of Best awards and he received a call from Representative Carroll's office congratulating the Park District. Executive Director Risinger said he completed an IAPD survey, sent it to IAPD Legal/Legislative Counsel Jason Anselment, and thanked staff who assisted him with answers. He asked the Board if they would like to add another Board meeting in October. Originally the NRPA conference was scheduled in October which is why there is only one Board meeting on the calendar this month. President Reiner replied that if there is a need for a meeting by all means schedule it, otherwise do not. Executive Director Risinger said he will consult staff and get back to the Board.

Fitness Center General Manager Joe Zimmermann said that starting Monday, October 5 the Fitness Center will be opening up a bit more. Staff is eliminating the reservation system required for the fitness floor. It will not be shutting down in the middle of the day for cleaning like they are now. He said opening hours will be extended and locker rooms will reopen with precautionary measures. The Park Post has publicized the changes. He said members have already expressed positive reaction to the planned changes. Staff will be converting half of the gymnasium into a Group Ex studio. Members feel more comfortable in more space with high ceilings. Staff has moved some equipment around in the weight room and on the cardio floor. The reservation system for the track will change from 90 minute time slots to 60 minute time slots. He said staff will reassess the situation one step at a time.

Recreation Supervisor Amanda Busch said that District 21 and 96 have committed to going back to school on a hybrid schedule. District 21 is running an am and pm schedule. The Park District will be providing Pod Squad and Clubhouse for the other half of the day. The School District will provide bussing for the kids at no cost to us. District 96 is also going to a hybrid teaching model of two days in person and three days remote. The Park District will be continuing Pod Squad at Alcott and CAC and District 96 will also provide bussing. District 102 has no official plan at the moment but has a Board meeting tonight. Commissioners Bragg and Cummins thanked Ms. Busch for her collaboration with the three school districts, noting how difficult it must be.

Director Heider congratulated Mike Schulewitz on his retirement and thanked him for all he did to make the Fitness Center a better place.

Director Howe thanked Superintendent of Recreation Strojinc and Risk Manager Hoefle for spearheading the improvement of air quality in Park District facilities as referred to in his report. Director Howe said he will plan a park tour for Board members and he and Executive Director Risinger will work on a date.

Risk Manager Hoefle said typical illness is starting to show in participants in District programs with the arrival of the cold and flu season. She thanked staff who is working hard to decipher colds from COVID. She said the Park District had a surprise visit from DCFS last Friday who asked for exemption paperwork to run Pod Squads for two years. It was completed and the Park District received exemption.

Director Short said Payroll Specialist Eliza Hollis has been training him on how to run payroll during her two-month absence before she returns as a part-time employee. He said his department will be working on filling Accounts Payable Aleta Kahn's position when she retires in early November.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

ADIJOURNMENT

Vice President Jacobson moved to adjourn the Regular Board Meeting at 7:38 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