



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
April 8, 2024
Alcott Center – Room 24

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, 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 Cummins, Jacobson, Page, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Tylor Schlenz, facilities specialist for the parks department, introduced himself. He said he has been working part-time for the Park District at the Fitness Center on and off for 10 years. He said he has been working full-time for parks for four weeks and said he hopes to be working here for a very long time.

APPROVAL OF AGENDA

Commissioner Wallace moved to approve the Monday, April 8, 2024 Board Workshop Agenda, seconded by Vice President Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Executive Director Strojinc said that correspondence in the Board packet included a letter of thanks from The Liponi Foundation for Special Recreation for our in-kind donation of a 5-hour pass to the Buffalo Grove Park District Golf Dome. It will be used in the silent auction at their dinner and dance fundraiser.

POLICY AND LEGISLATION

OSHA Manual

Jenn Foreman gave the board an overview of the newly written OSHA Manual. She touched on Blood Born Pathogens, Confined Space Entry and Rescue, Fall Protection and Prevention, Hazard Communications, Hazard Communication Standard Labels and pictograms, Hearing Conservation, Lockout Tagout Hazard Protection which safeguards all employees from hazardous energy, and Personal Protective Equipment (PPE). She said this manual will be reviewed annually. She said the goal is to identify and eliminate hazards, if possible. Commissioner Reiner said staff did an excellent job on this manual and even PDRMA does not have anything this extensive. Commissioner Page said it is amazing staff created this manual and is not required to. Commissioner Wallace said the manual is comprehensive.

FINANCE

Ordinance 24-4-1 Budget and Appropriation for Fiscal Year 2024/25

Vice President Cummins asked if a Treasurer and a Chief Fiscal Officer is necessary. He wondered if the ordinance could be signed by the Treasurer only. The board agreed it could be signed by the Treasurer only on this particular document. Discussion was held on the fiscal year 2024/25 Budget and Appropriations Ordinance and Director Short said any extra funds from the Fitness Center and Clubhouse will get pushed to the Recreation Fund. He said we are budgeting conservatively on the revenue side and hope that the year-end numbers will end up better than projected. Commissioner Reiner complimented Director Short on the job he did with such a difficult task. Director Short said this document is a legal document and it is the guide for spending.

Eco Clean Janitorial Services Contract Extension

There were no further questions on the Eco Clean Janitorial Services Contract Extension.

2024/25 Proposed Organizational Chart

Executive Director Strojinc said the Organizational Chart is always approved by the board separate from the budget. She explained it is a Distinguished Agency requirement. Commissioner Reiner said that some organizational charts add their attorneys and auditors at the top of the Organizational Chart.

PARKS

Ordinance 24-4-2 Surplus Property

Director Howe said the parks department did some spring cleaning and asked staff to surplus equipment and machinery no longer useful to the District. He said the parks department has had a lot of luck using Govdeals.com selling surplus property in the past and plans to use the site again.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Strojinc said that the board will be getting a formal request to name an area of Willow Stream Park as "Dan's Prairie". She also said we had a request to name Emmerich field after a person who had a longtime coaching career with BGRA. Executive Director Strojinc gave a printed overview of the Strategic Plan to date to the board and said Jamie Sabbach, principal with 110%, will be attending the first board meeting in May to give an update of the strategic plan to the board.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said the third generation of Jacobson's is participating in Park District activities. His 18-month old grandson is taking a music class at the CAC.

Commissioner Wallace said she is looking forward to *The Music Man, Kids* and her kids are trying out for the summer musical, *Something Rotten!*

Commissioner Page said she loved the summer catalog and it was great to see a lot of free events for the summer.

Commissioner Reiner said he thought the summer catalog was one of the better ones he's seen. He suggested we name a bench in memory of Dominic Saviano, III, who passed away last week. Dominic was a longtime part-time employee for the Park District.

OLD BUSINESS

Budget Workshop – Budget

Director Short passed out a flyer on Fund Balance Classifications. He explained that the Recreation Department would have a negative balance if the Fitness Center loan was forgiven which would not be a good thing.

Capital Discussion

Vice President Cummins asked about capital projects for FY 25/26. Executive Director Strojinc said there is not a plan in place but it will be developed as we get closer to the date. She also said staff will not be comfortable maintaining the skate park due to its age and condition past next year. She said we will be having some difficult conversations down the road. She said she is going to challenge staff to find out what other districts are charging for programs, camps, and rentals.

NEW BUSINESS

Park Board Officer Appointments Reminder

Executive Director Strojinc asked the board to reach out to President Jacobson with their interest in park board officer appointments. Commissioner Reiner said that he had Executive Director Strojinc send the Commissioner History document to the board for review and to learn from it. He said there is not an automatic rotation of officers. President Jacobson said he would like to see someone be on the board for three or four years before serving as president.


EXECUTIVE SESSION

The Board did not enter Executive Session.

ADJOURNMENT

Commissioner Page moved to adjourn the Regular Board Meeting at 7:53 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectively submitted,



Secretary