



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
May 13, 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 6:01 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

Jamie Sabbach, President & Principal of 110%, Inc., Farrell Buhler, from 110%, and Jenn Foreman, Safety and Training Supervisor were in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Vice President Cummins moved to approve the May 13, 2024 Workshop Agenda, seconded by Commissioner Reiner and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Executive Director Strojinc said included in the board packet was a letter from the Government Finance Officers Association notifying the Park District has been awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting for the 26th year in a row. There was an article from the CatalogIt magazine featuring Museum Registrar and Public Educator Marina Mayne in an article about the Museum's transition from the legacy collection system to CatalogIt. Last, she said there was a thank you card from the family of Dominic Saviano, III for the donation made in his memory.

STRATEGIC PLAN

Process Update – Jamie Sabbach

Jamie Sabbach, President & Principal of 110%, Inc. and facilitator of the Park District Strategic Plan, updated the board on what has been accomplished to date. She let the board know what to expect from this point on, where we are headed, and said the end will be a new Strategic Plan for the District, hopefully, by the end of June. She said she found the staff of the Buffalo Grove Park District a joy to work with, very open, engaging, and willing to participate.

POLICY AND LEGISLATION

Review of 2023/24 Quarter D Administrative Work Plan Report

Executive Director Strojinc said that these are her updated Goals and Objectives from fiscal year 2023-24 Quarter D. There were no further questions on 2023/24 Quarter D Administrative Work Plan.

Review of 2023/24 Quarter D Departmental Goals and Objectives

Executive Director Strojinc said Quarter D goals and objectives not completed will be carried to FY 2024/25.

D102 Intergovernmental Agreements on Land Transfer and Facilities Shared Use

Executive Director Strojinc said there are two IGA's to present with District 102. She said the Park District has a great relationship with D102 and we look forward to our continued partnership with them. Commissioner Reiner expressed a concern that the Park District doesn't have any restrictions listed in the IGA in regards to park access and D102 states the IGA is subject to the rules that the school district may establish. Executive Director Strojinc said she didn't see the need to add restrictions and the board agreed. She said it is very similar to the IGA the Park District has with D96 and it works very well. Commissioner Reiner asked for clarification on charging an out-of-district child no different than an in-district child. Executive Director Strojinc explained that because we use the school facilities, they require that we not charge their students different rates based upon their residence, so we charge all children the same rate. Commissioner Reiner asked about closing a school during weather-related events. Executive Director Strojinc said we are a guest in their facility and if they cancel programming we need to cancel ours.

Draft of D21 Intergovernmental Agreement on Kilmer Easement

Executive Director Strojinc said that legal counsel is still working on this agreement. In the end it is looking like we will have a Temporary Easement, an Easement, and an IGA for them to place the school modules on our basketball court. She said we are also working on a general IGA with them like we have with the other school districts. D21 wants the easement approved as soon as possible. Vice President Cummins had some concerns with the language and the lack of a start and end date in the Kilmer Easement IGA. He also suggested the basketball court should be replaced when they are through using it.

Village of Buffalo Grove Police Department Flock Camera Installation Request

Executive Director Strojinc said this request from the Village was discussed last month but this is the formal request for approval from the board to place the cameras on our property in two parks. It was noted these cameras will not be used to track motorists speeding.

Safety Manual Updates – Jenn Foreman, Safety & Training Supervisor

Ms. Foreman informed the board of formatting changes, title changes, an additional appendix, new definition of PDRMA, and removed software specific names, i.e. MainTrac, and Perry Weather in the

Safety Manual. She referenced specific sections of the manual that have changed and noted additions to the manual.

Business Manual Updates

Executive Director Strojinc said the changes were highlighted in the memo and wants the language to be very clear. Commissioner Cummins referenced the part of the Business Manual that references employee contracts. In fact, the Executive Director is the only contracted employee with the District and the manual should be revised to reflect it. Commissioner Cummins also brought up the maximum number of years of contracts with vendors language. He said he would like clarity on the level of supervisor approval on page 17. It was agreed the language will be changed to Department Head. Last, Vice President Cummins asked the reasoning behind lowering the fund balance. Executive Director Strojinc said that our auditors recommend that best practice is setting the balance as stated, and that the only one being lowered at this time is the recreation fund. All other fund balance change limits were made a few years ago. Commissioner Cummins did not agree with a zero floor fund balance. Discussion was held and the board agreed the fund balance should not be a zero floor. It was agreed further research should be done to determine exactly where we are fiscally and set the range from there. He pointed out that 10% is equivalent to 5 weeks operational sustainability. Commissioner Reiner said he prefers to set a fund balance target range such as 10-25%. It was agreed discussion will continue on the revisions discussed and the fund balance at the next board meeting.

PARKS

Renaming of Prairie Grove Park to Didier Park

Executive Director Strojinc said that staff is asking for approval of renaming Prairie Grove Park to Didier Park and the board agreed it is a wonderful tribute to the family with a longstanding history in Buffalo Grove. Commissioner Reiner suggested have a ribbon-cutting ceremony when the renaming takes place.

PARK BOARD OFFICERS AND LIAISON FOR FISCAL YEAR 2024/25

The following officer and liaison positions were presented by President Jacobson and discussed but not finalized.

- A. Elected Officers
 - 1. President – Commissioner Cummins
 - 2. Vice President – Commissioner Wallace

- B. Annual Appointments
 - 1. Treasurer – Commissioner Page
 - 2. Legal Counsel - Chuhak & Tecson

It was agreed that Vice President Cummins will email commissioners and determine the following liaison positions based on their feedback. These positions will be approved at the next board meeting.

- C. Liaison Positions
 - 1. Finance
 - 2. Personnel
 - 3. Policy and Legislation

4. Recreation
5. Public Relations
6. Park Development
7. Ethics Advisor
8. IAPD Key Contact
9. Village Board and Planning & Zoning Commission
10. Friends of the Parks Foundation
11. Environmental Action Team (EAT)
12. BG Days

D. Staff Positions

1. Executive Director – Erika Strojinc
2. Park Board Secretary – Erika Strojinc
3. NWSRA Board Member and Alternate – Erika Strojinc/Joe Zimmermann
4. PDRMA Representative and Alternate – Scott Spitz/Jenn Foreman
5. ADA Compliance Officer – Mike Terson/Laurie Hoffman
6. FOIA Officers – Erika Strojinc/John Short/Joe Zimmermann/Mike Terson/Beth Wanland
7. OMA Officers – Erika Strojinc/John Short/Joe Zimmermann/Tim Howe/Mike Terson/Beth Wanland
8. Assistant Treasurer – John Short
9. Finance Compliance Officer – John Short
10. Chief Financial Officer – John Short
11. Friends of the Parks Foundation Board Member – Joe Zimmermann

EXECUTIVE DIRECTOR'S REPORT

Executive Director Strojinc said Parkchester Park construction is moving along. She said we received 11 RFQ's from architectural and engineering companies for the Alcott assessment, three were screened by a staff committee, and one was selected. She said D21 is going to pay for the surveying required for placement of their modules. Last, she asked how the board would like to receive revised manuals in the board packet in the future. The board liked the red-lined version in the board packet and emailing the clean version.

Superintendent Terson said he is working on the fall book.

Director Zimmermann said we have 50 applications for the open supervisor position.

Director Howe said eleven part-time seasonal employees are joining the parks department for the summer.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said staff did a great job on the memorial for Dan Anderson. He said he felt Dan's family was moved. He said he heard David Stolman passed away. He was a former Lake County Board Chairman, Lake County Treasurer, and very involved in Buffalo Grove activities.

Commissioner Wallace said she attended Dan's memorial and it reaffirmed that we are a family. She said this is why Park Districts matter. She said the dance recitals this last weekend were amazing to

see and the dancers are winning awards at competitions. She said her daughter recently took photos in Reiner Park for a school assignment.

Vice President Cummins said he attended the Land and Water Management meeting last week and it was nice to see the participation level within the community. He said he attended the 4C STEM event highlighting their service and community empowerment. He said in six months the group raised \$1,200 and gave away \$1,000 to supporting organizations. He said they have three corporate sponsors and it will be interesting to see where they go.

Commissioner Page said she attended the memorial for Dan Anderson and she said it was absolutely amazing to see the love of the District. She said she attended the Kite Fly and there were so many smiles in the park. She said she finished the IAPD Commissioner Boot Camp.

Commissioner Reiner said he attended the Mental Health Day and the participation from staff was heartfelt. He said the Kite Fly staff did a great job, there were about 500 people in attendance, and every part of the park was used. He said he attended the Legislative Conference and the sessions were well-received. He said the legislative session will be over in two weeks and there is a lot of pending legislation in Springfield, including OSLAD grants.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

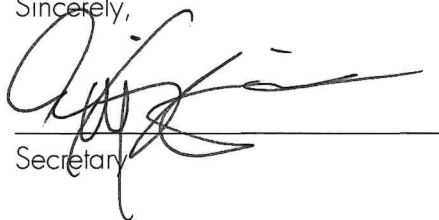
EXECUTIVE SESSION

The board did not enter Executive Session.

ADJOURNMENT OF BOARD WORKSHOP

Commissioner Wallace motioned to adjourn the Board Workshop at 8:34 pm seconded by Commissioner Page and the motion passed with a voice vote.

Sincerely,


Secretary