



Buffalo Grove Park District
WORKSHOP/REGULAR BOARD MEETING
Monday, November 22, 2021
Alcott Center – Rooms 10/11
6 pm

WORKSHOP AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests
- III. Approval of Workshop Agenda

- IV. Finance (SC)
 - A. November Warrant 2021
 - B. October Financial Statement
 - C. October Year to Date Statement
 - D. November Refunds
 - E. Renewal of Vista 2022 Health, Dental, Life and Vision Insurance Plans

- V. Policy and Legislation (Aj/LR)
 - A. Privacy Policy
 - B. Cambridge Park Infrastructure Project Memorandum of Understanding
 - C. Revised Vaccination Policy Recommendation

- VI. Parks (LR/SC)
 - A. Sale of Personal Property

- VII. President and Commissioners' Reports
- VIII. Old Business
- IX. New Business
- X. Adjournment

BOARD MEETING

(To Immediately Follow Workshop)

- I. Call to Order
 - A. Roll Call

- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Regular Board Meeting Agenda

- V. Approval of Minutes
 - A. Approval of October 11, 2021 Workshop Minutes
 - B. Approval of October 25, 2021 Workshop Minutes
 - C. Approval of October 25, 2021 Regular Board Meeting Minutes

- VI. Topics from the Floor

Discussion on topics from the audience will be limited to 10 minutes. Presentation before the Park Board should be scheduled through the Executive Director's office no later than 5 pm the Wednesday prior to the Park Board meeting.

- VII. Correspondence
 - A. Written
 - B. Verbal

- VIII. Attorney's Report

- IX. Committee Action Items
 - A. Finance (SC)
 - 1. Approval of the November Warrant 2021
 - 2. Approval of the October Financial Statement and the October Year to Date Statement
 - 3. Approval of Resolution 21-11-1 Developer Donation Funds
 - 4. Approval of Ordinance 21-11-1 Sale of Personal Property
 - 5. Approval of the Renewal of Vista 2022 Health, Dental, Life and Vision Insurance Plans

 - B. Policy and Legislation (AJ/LR)
 - 1. Approval of Drone Ordinance Update
 - 2. Approval of Privacy Policy
 - 3. Approval of Cambridge Park Infrastructure Project Memorandum of Understanding
 - 4. Approval of Vaccination Policy

- X. Consent Agenda

All items on the Consent Agenda are considered routine by the Park Board and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or resident so requests. At that time, the item will be moved and placed on the agenda under new business.

- A. Quarter B Update of Executive Director Work Plan
- B. Quarter B Update of Departmental Goals and Objectives
- C. Strategic Plan/Agency Goals Update
- D. Full Time Personnel Policy Manual Approval
- E. 2022-23 Budget Preparation Calendar

XI. Executive Director's Report and Department Operational Reports

XII. Old Business

XIII. New Business

XIV. Executive Session for the Purpose of:

A. Imminent Litigation

B. Personnel

C. Land Acquisition

XV. Action to be taken from Closed Meeting Session

XVI. Adjournment

"Enriching life and community through premier parks, programs and facilities."



BUFFALO
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TO: BOARD OF COMMISSIONERS
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR
JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
DATE: NOVEMBER 16, 2021
RE: DENTAL, HEALTH, LIFE & VISION INSURANCE COVERAGE FOR 2022

Action Requested:

We recommend that the Board of Commissioners approve the health, dental, life and vision coverage for 2022.

History:

We have received our renewal proposal for 2022 from Mary Schweer and Bill Novak of Vista National. As you may recall, our Blue Cross plans offered a 2-year rate guarantee for 2020 and 2021; unfortunately, our claim history had a large impact on our renewal. The first estimate came in at a 34% increase over 2021. Vista went back to Blue Cross and was able to negotiate an increase of 26%. Vista also went out to the market for additional quotes; the other companies had either higher quotes or refused to bid due to our claim history. We have offered an HRA plan through Blue Cross for many years and the District has reimbursed a large part of the deductible. We are recommending that the employees pick up a larger portion of the deductible in order to help defray the increase in cost. This would reduce the total increase to the District to just under 20%. The new deductible plan would be:

Single – Total deductible is \$3,500. Employee pays \$1,000 - \$500 on front end and \$500 on back end – the District would reimburse up to \$2,500 (2021 District reimbursement is \$2,800)

E+1/Family – Total deductible is \$6,850. Employee pays \$2,000 - \$1,000 on front end and \$1,000 on back end - the District would reimburse up to \$4,850 (2021 District reimbursement is \$5,450)

We will continue to offer an incentive to employees who might have other coverage available through their spouse. The budget for FY 21-22 included a 10% increase for health insurance for the year. We will be able to absorb the increased cost for the remaining months of FY 21-22 by reducing costs in other areas.

We have received quotes for our dental, life and vision insurance from Vista as well. The coverages are all provided by MetLife. The details are:

Dental – 6% increase in annual cost
Life – year 3 of a 3 year rate guarantee
Vision – year 3 of a 3 year rate guarantee

Envision Healthcare (Envision) is our current third party administrator for our FSA and HRA plans. We have been pleased with their service and recommend retaining Envision as the 3rd party administrator of our Flexible Spending Plan.

Health Insurance 2022

Per Pay Period Section 125	HMO 2022 Proposed	HMO 2021	Increase Per Check
EE	\$18.49	\$0.00	\$18.49
E+C	\$74.18	\$49.29	\$24.89
E+S	\$70.54	\$56.05	\$14.49
Family	\$144.72	\$105.34	\$39.38

	HRA 2022 Proposed	HRA 2021	Increase Per Check
EE	\$38.00	\$30.73	\$7.28
E+C	\$98.91	\$69.79	\$29.12
E+S	\$94.05	\$79.35	\$14.70
Family	\$192.96	\$149.15	\$43.82

	Blue Edge Proposed	Blue Edge 2021	Increase Per Check
EE	\$32.48	\$24.68	\$7.79
E+C	\$84.53	\$56.06	\$28.47
E+S	\$80.38	\$63.74	\$16.64
Family	\$164.91	\$119.80	\$45.11



BUFFALO
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Memorandum

MEMO TO: PARK BOARD OF COMMISSIONERS
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR
SUBJECT: PRIVACY POLICY
DATE: NOVEMBER 17, 2021

Action Requested:

Staff asks that the Board review and approve the attached Privacy Policy.

History:

As discussed at our previous workshop, staff discovered that we need to have a Privacy Policy approved by the Board in order to move forward with one of our marketing strategies for the Fitness Center.

Staff discovered that this type of policy is pretty typical and many other districts have a similar policy. This policy was approved by PDRMA.



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PRIVACY POLICY

**BOARD APPROVED
NOVEMBER 2021**

Privacy Policy

Last updated: November 17, 2021

This Privacy Policy describes the Buffalo Grove Park District's ("District") policies and procedures on the collection, use, and disclosure of your information when you use the District's website.

Collecting and Using Your Personal Data

Personal Data

Please take note that your user name, e-mail address, or other submissions that you make on this site may contain your real name or other personally identifiable information and, as a result, may appear on this site. Like many websites, the District may also automatically receive general information that is contained in our server log files such as your IP address and cookie information.

Cookies

The District uses Cookies and similar tracking technologies to track activity on the District's service and stores certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze the District's service.

Use of Your Personal Data

The District may use Personal Data for the following purposes:

- **To provide and maintain the District's service**, including monitoring the usage of this service.
- **To manage your account:** to manage your registration as a user of the service. The Personal Data you provide can give you access to different functionalities of the service that are available to you as a registered user.
- **For the performance of a contract:** the development, compliance, and undertaking of the purchase contract for the products, items, or services you have purchased or of any other contract with the District.
- **To contact you:** To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products, or contracted services, including security updates, when necessary or reasonable for their implementation.
- **To provide you** with news, special offers, and general information about other goods, services, and events which the District offers that are similar to those that you have already purchased or inquired about unless you have opted not to receive such information.
- **To manage your requests:** To attend and manage your requests to the District.
- **For business transfers:** The District may use your information to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of District assets, whether as a going concern or as part of bankruptcy, liquidation, or similar

proceeding, in which Personal Data held by the District about the District's service users is among the assets transferred.

- **For other purposes:** The District may use your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns, and to evaluate and improve the District's products, services, marketing and your experience.

Editing or Deleting Your Account Information

The District provides you with the ability to edit information in your user account information that you provided in registration by using your personal page configuration area. You may request deletion of your user account by contacting our webmaster.

Security of Your Personal Data

The security of your personal data is important to the District, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While the District strives to use commercially acceptable means to protect your personal data, the District cannot guarantee its absolute security.

Changes to this Privacy Policy

The District reserves the right to update this Privacy Policy from time to time. The District will notify you of any changes by posting the new Privacy Policy on the Park District website.

The District will let you know via email and/or a prominent notice on the District's service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on the Park District website.

Contact Us

If you have any questions about this Privacy Policy, you can contact us:

- By email: info@bgparks.org



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Memorandum

MEMO TO: BOARD OF COMMISSIONERS
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR
SUBJECT: CAMBRIDGE PARK MEMORANDUM OF UNDERSTANDING
DATE: NOVEMBER 17, 2021, 2021

Action Requested:

Staff asks that the Board approve the attached Memorandum of Understanding (MOU) between the Buffalo Grove Park District and the Village of Buffalo Grove regarding the Cambridge Park land parcels.

History:

As first discussed at the October 11 Board Workshop, the Village of Buffalo Grove is seeking a permanent easement for a lift station and an underground force main in Cambridge Park.

In addition as discussed, the Village also needs to address a detention issue with earth work on the north end of the park where the current ponds are located. Discussion was held and it was agreed that the Park District would donate the northern parcel to the Village for the detention work needed.

At the October 25 workshop, an additional memo was presented to the Board addressing some questions the Board had from the initial meeting. The next step which was outlined in the October 25 meeting was for the Village and the Park District staff to work on an MOU and present that MOU to both the Park District Board and Village Board for approval.

Construction would then be expected to begin in early 2022.

Memorandum of Understanding

Between: Village of Buffalo Grove and the Buffalo Grove Park District

This Memorandum of Understanding (MOU) sets the terms and understanding between the Village of Buffalo Grove (Village) and the Buffalo Grove Park District (Park District).

Background & Purpose

The Village has a sanitary lift station along Lake Boulevard, with associated infrastructure, that is all at the end of its usable life. To replace these facilities extensive relocations would have to be considered in an attempt to fit it in a tight and highly inaccessible location. Considerable advantages along with significant cost savings have been found in placing the station in the northern parcel of Cambridge Park, with the associate infrastructure cutting across the southern parcel to Buffalo Grove Road. This work would be completed to accommodate the existing park on the southern site as well as allow for future expansion.

Additionally, the region is deficient for stormwater management and control. Since the pond will need minor modifications around the lift station, the efforts to additionally upgrade the storage at the same time are logical. The Village is willing to lead the stormwater efforts through this project, recovering costs through developments over time. As the primary permittee to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) the Village will inherit maintenance responsibilities on the pond with ownership of the property.

Agency Representatives

The following staff members will be identified as the Representatives from each agency, granted authority to execute permits and coordinate other staff input in the process

For the Park District:

Tim Howe, Director of Parks and Planning

For the Village:

Kyle Johnson, Assistant Public Works Director

Location

All proposed work and coordination between the agencies sits on two parcels.

Northern Parcel

Commonly known as the "Pond Site"

Pin: 03091010330000

Address: 985 Buffalo Grove Road, Buffalo Grove, IL 60089

Southern Parcel
Commonly known as “Cambridge Park”
Pin: 03091010290000
Address: 951 Buffalo Grove Road, Buffalo Grove, IL 60089

Costs

The Village will utilize its current project engineer and corporate attorney to complete all required survey and legal documents. The Village will also record any necessary documents with the County. The Park District will be responsible for its own costs associated with staff coordination and their attorney review fees (if used).

Village Responsibilities

- 1) Continue with design and permitting of the facilities.
- 2) Communicate with the surrounding residents and business owners the planned construction effort.
- 3) Have property transfer and easement document drafted and reviewed by Village staff and their corporate council.
- 4) Contractually obligate the Park District to be listed as additional insured on the contractor’s project insurance.
- 5) Support both the Village Board and Park Board through answering of questions as well as supplying requested documents on the project or processes.
- 6) Bear the costs for design, survey and construction of the project as well as the development of the property transfer and easement documents.
- 7) Beautify the pond and surrounding area through removal of invasive species and unhealthy trees, replace them with a naturalized area and tree selection that features biodiversity
- 8) Maintain grading on the pond parcel that could allow for a potential multi-use path which could access the naturalized area

Park District Responsibilities

- 1) Permit Village access to the parcels for survey and design needs, as well as construction startup, in the event the documents are not in full effect at that time.
- 2) Review and coordinate with Village’s effort on property transfer and easement documents.
- 3) Continue with maintenance of the northern parcel until the construction project is started or property is transferred.
- 4) Maintain access and grading across the park parcel to the pond parcel for a potential multi-use path

Disclaimer & Acknowledgements

The establishment the property transfer and easements are contingent on a successful design, permit, bid, award and start to the construction. The process will take several months to complete, with many stakeholders involved, thus presenting possible barriers to completion. As milestones are hit or issues are encountered the Village will communicate with the Park District, keeping them up to speed with all the moving parts.

Duration

This MOU shall become effective upon signature by the authorized officials and will remain in effect until all property transfers and easements are held in full effect through the Cook County Clerk’s Office.

_____ Date: _____
Dane Bragg
Village of Buffalo Grove, Village Manager

_____ Date: _____
Ryan Risinger
Buffalo Grove Park District, Executive Director



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Memorandum

MEMO TO: PARK BOARD OF COMMISSIONERS
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR
SUBJECT: VACCINATION POLICY DRAFTS
DATE: NOVEMBER 17, 2021

Action Requested:

No action is requested. This is information being presented that was requested by the Board at the last meeting.

History:

After discussions at the last meeting, the Board requested that staff edit the vaccination policy draft that included a testing option to include more information on the testing type and location, if known. The Board also requested to add a second test per week requirement to the draft.

Attached you will find the edited draft of the vaccination policy with testing and the same vaccination policy draft previously seen that does not allow for testing.

Should the Board decide to move forward with a vote on a policy at the November 22 meeting, we will have this on the agenda which would allow for that action.



Mandatory COVID-19 Vaccination and Testing Policy

The Buffalo Grove Park District is committed to maintaining a workplace that is free of known hazards and safeguarding the health of employees, patrons, and the community at large from infectious diseases such as COVID-19.

The United States Food and Drug Administration (FDA) has issued emergency-use approval of the COVID-19 vaccine, and the FDA has given one vaccine its full approval. The FDA believes the vaccine helps protect the health, safety and welfare of our employees, patrons, and their families. This Policy and the agency's application of it will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and state and local health authorities.

Given the extensive risk of significant illness and death that COVID-19 presents (including new concerns based on contagious mutations), in order to maintain the health and safety of all individuals on agency property or participating in agency programs, effective **January 6, 2022**, as a condition of employment, the agency requires all employees be fully vaccinated, or complete regular COVID-19 screenings to work on-site. This includes full-time, part-time, and seasonal or temporary employees.

Vaccinated Employees

Before getting a COVID-19 vaccine, the agency encourages employees to review the FDA's Fact Sheet for recipients for the Pfizer-BioNTech COVID-19 Vaccine, the Moderna COVID-19 Vaccine, and/or the Johnson & Johnson COVID-19 Vaccine at [fda.gov](https://www.fda.gov).

The agency will compensate employees not yet fully vaccinated for time spent to receive their vaccination(s) either by attending appointments during working hours or reporting time spent at appointments during nonworking hours. Employees must coordinate with their supervisors to ensure proper staffing coverage if they will be attending appointments during working hours. Employees who attend appointments during nonworking hours will be compensated 30 minutes at the individual's hourly rate (regardless of commute time).

To the extent there are associated fees for administering the vaccine(s) that are not covered, employees may submit for reimbursement.

The agency considers employees fully vaccinated under either of the following two circumstances:

- Two weeks after receiving the second dose of a two-dose vaccine (e.g., Pfizer or Moderna).

- Two weeks after receiving one dose of a single-dose vaccine (e.g., Johnson and Johnson).

The agency requires fully vaccinated employees to submit copies of their vaccination cards or other documentation to the Human Resources Manager by **January 6, 2022**, if electing to fulfill the Policy terms under this method. The vaccination documentation submitted must come from a person or organization certified to administer the vaccine and should not contain any private medical, genetic, or family health information (other than the vaccination status and dates). Copies of the vaccination card or passport are suitable examples of documentation.

New hires who are fully vaccinated must submit proof of vaccination to the Human Resources Manager before their first day of work.

Testing for Unvaccinated Employees

The agency permits employees and new hires who are not fully vaccinated by **January 6, 2022** to work on-site only if they complete regular COVID-19 screenings.

Specifically, the agency requires non-vaccinated employees to submit to COVID-19 screenings on Monday and Thursday each week and must submit their test results to the Park District to continue working on-site.

The agency will coordinate with School District 96 to offer a COVID-19 PCR testing location in Buffalo Grove for employees to test twice per week. Testing should be done at this coordinated site during regular work hours. If an employee is unable to test at the designated location on the testing day, the employee must seek alternative PCR testing at the cost of the employee prior to returning on-site.

The agency will not permit employees who have not timely submitted their test results on premises, and those employees may be subject to discipline, up to and including discharge. Employees may only work remotely with advanced permission from their supervisor and the Executive Director.

Employees who decide to complete regular COVID-19 testing instead of being fully vaccinated must notify the Human Resources Manager of their decision ***no later than December 10, 2021***.

If, at any time, an unvaccinated employee becomes fully vaccinated, an employee must submit copies of their vaccination cards or other documentation to the Human Resources Manager. Once considered fully vaccinated, an employee will no longer be required to provide negative tests to continue working on-site.

No employee who chooses the option of testing will be harassed, discriminated, or retaliated against for selecting that option. If an employee believes that they have been treated in a manner contrary to this Policy, please notify the Human Resources Manager immediately.

Compliance and Consequences

The agency may prohibit employees who fail to comply with this Policy from entering the premises, may have them only work remotely (with advance approval from their supervisor and the Executive Director), and/or they may be subject to disciplinary action, up to and including discharge.

All employees must also continue to follow the agency's current COVID-19 safety protocols including practicing social distancing, wearing face coverings, frequent hand-washing, sanitizing, self-screening for symptoms, and reporting close contact with persons with COVID-19. In addition, all employees must follow any other federal, state, county, and village ordinances, regulations, or other guidance on COVID-19 protocols.

Right to Change or Terminate Policy

If vaccine shortages occur and/or if CDC or government official recommendations are altered, the District may change, suspend, or revoke all or part of this Policy.



Mandatory COVID-19 Vaccination Policy

The Buffalo Grove Park District is committed to maintaining a workplace that is free of known hazards and safeguarding the health of employees, patrons and the community at large from infectious diseases such as COVID-19.

The United States Food and Drug Administration (FDA) has issued emergency-use approval of the COVID-19 vaccine, and the FDA has given one vaccine its full approval. The FDA believes the vaccine helps protect the health, safety and welfare of our employees, patrons and their families. This Policy and the agency's application of it will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and state and local health authorities.

Given the extensive risk of significant illness and death that COVID-19 presents (including new concerns based on contagious mutations), in order to maintain the health and safety of all individuals on agency property or participating in agency programs, effective **January 6, 2022**, as a condition of employment, the agency requires all employees be fully vaccinated. This includes full-time, part-time, and seasonal or temporary employees.

Vaccinated Employees

Before getting a COVID-19 vaccine, the agency encourages employees to review the FDA's Fact Sheet for recipients for the Pfizer-BioNTech COVID-19 Vaccine, the Moderna COVID-19 Vaccine, and/or the Johnson & Johnson COVID-19 Vaccine at [fda.gov](https://www.fda.gov).

The agency will compensate employees not yet fully vaccinated for time spent to receive their vaccination(s) either by attending appointments during working hours or reporting time spent at appointments during nonworking hours. Employees must coordinate with their supervisors to ensure proper staffing coverage if they will be attending appointments during working hours. Employees who attend appointments during nonworking hours will be compensated 30 minutes at the individual's hourly rate (regardless of commute time).

To the extent there are associated fees for administering the vaccine(s) that are not covered, employees may submit for reimbursement.

The agency considers employees fully vaccinated under either of the following two circumstances:

- Two weeks after receiving the second dose of a two-dose vaccine (e.g., Pfizer or Moderna).
- Two weeks after receiving one dose of a single-dose vaccine (e.g., Johnson and Johnson).

The agency requires fully vaccinated employees to submit copies of their vaccination cards or other documentation to the Human Resources Manager by **January 6, 2022**. The vaccination documentation submitted must come from a person or organization certified to administer the vaccine and should not contain any private medical, genetic, or family health information (other than the vaccination status and dates). Copies of the vaccination card or passport are suitable examples of documentation.

New hires who are fully vaccinated must submit proof of vaccination to the Human Resources Manager before their first day of work.

Accommodations

Employees unable to be vaccinated because of religious or medical reasons may submit requests for accommodations or exceptions from this Policy to the Human Resources Manager. Employees who make a request will be required to fill out an exemption request form (that will be provided by the Human Resources Manager). All employees should note that personal and/or philosophical objections to vaccinations are not considered sufficient justification for granting an exemption from the Mandatory COVID-19 Vaccination Policy.

The agency will consider such requests on a case-by-case basis, and will take into consideration whether the requested accommodation creates an undue hardship on the agency and/or a direct threat to the safety of the employee or others. The agency may reassign such employees at its sole discretion to temporary or permanent job assignments to prevent the spread of the COVID-19 virus. If no such reassignments are possible, the employee cannot perform essential job duties remotely, and/or the agency cannot make other accommodations to ensure the safety of the employee and others, the employee may use available accrued paid time off while the agency explores whether it can maintain the employee's employment status.

Compliance and Consequences

The agency may prohibit employees who fail to comply with this Policy from entering the premises, may have them only work remotely (with advance approval from their supervisor and the Executive Director), and/or they may be subject to disciplinary action, up to and including discharge.

All employees must also continue to follow the agency's current COVID-19 safety protocols including practicing social distancing, wearing face coverings, frequent hand-washing, sanitizing, self-screening for symptoms, and reporting close contact with persons with COVID-19. In addition, all employees must follow any other federal, state, county, and village ordinances, regulations, or other guidance on COVID-19 protocols.

Right to Change or Terminate Policy

If vaccine shortages occur and/or if CDC or government official recommendations are altered, the District may change, suspend, or revoke all or part of this Policy.



BUFFALO
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MEMORANDUM

MEMO TO: PARK BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR

CC: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
RANDY SMITH, SUPERINTENDENT OF PARKS

FROM: RANDY CROISSANT, FLEET MANAGER

DATE: NOVEMBER 12, 2021

SUBJECT: ORDINANCE 21-11-1 SALE OF SURPLUS PROPERTY

Action Requested:

Staff recommends that the Board approve Ordinance 21-11-1 for the declaration of surplus and sale of the 2019 Ford Transit Wagon.

History:

The 2019 Ford Transit Wagon is in excellent condition with 3,500 miles. The main reason for selling this vehicle is lack of use. It was originally purchased for transporting children in the Discovery Kids program. Because District 102 went to all-day kindergarten we no longer run the program and no longer have use for the vehicle.

With the hot market for used vehicles we should get a great return on this investment. The transit wagon should sell for above our initial purchase price using the GovDeals, Inc. auction service.



ORDINANCE 21-11-1

ORDINANCE AUTHORIZING THE SALE OF ITEMS OF PERSONAL PROPERTY OWNED BY THE BUFFALO GROVE PARK DISTRICT

WHEREAS, in the opinion of at least three-fifths of the corporate authorities of the Buffalo Grove Park District that it is no longer necessary or useful to or for the best interest of the Buffalo Grove Park District to retain the following described personal property:

Item: 2019 Ford Transit Wagon VIN: 1FBZX2CM8KKA43803 Miles: 3,500 Condition: Excellent

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BUFFALO GROVE PARK DISTRICT, LAKE AND COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Pursuant to 70 ILCS 1205-8-22 of the Park District Code, the Buffalo Grove Park District finds that the following described personal property:

Item: 2019 Ford Transit Wagon VIN: 1FBZX2CM8KKA43803 Miles: 3,500 Condition: Excellent

Is no longer necessary or useful to the Buffalo Grove Park District and the best interests of the Buffalo Grove Park District will be served by its sale in whatever manner deemed appropriate.

SECTION 2: Pursuant to 70 ILCS 1205-8-22 of the Park District Code the President is hereby, authorized and directed to sell and or dispose of the following described personal property.

Item: 2019 Ford Transit Wagon VIN: 1FBZX2CM8KKA43803 Miles: 3,500 Condition: Excellent

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, by at least three-fifths of all the Park District Commissioners and approval in the manner provided by law.

PASSED AND APPROVED THIS 22ND DAY OF NOVEMBER, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Secretary

Scott Jacobson, President
Buffalo Grove Park District
Board of Commissioners Cook/Lake County



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
Alcott Center - Rooms 10/11
October 11, 2021
6 pm

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

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 and Reiner answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

APPROVAL OF THE WORKSHOP AGENDA

Vice President Bragg moved to approve the October 11, 2021 Workshop Agenda, seconded by Commissioner Reiner and passed with a voice vote.

INTRODUCTION OF GUESTS

Buffalo Grove residents Robert and Marilyn Pohn, Assistant Director of Public Works from the Village of Buffalo Grove, Kyle Johnson, and Linda Byron, from Raymond James & Associates, introduced themselves.

TOPICS FOM THE FLOOR

BG Fitness Center Resident Concern

Robert Pohn, a member of the Buffalo Grove Fitness Center, thanked the Board for allowing him to speak about COVID-19. He suggested the Board take action and mandate all full time Park District employees to be vaccinated like the Hoffman Estates Park District has done. His second request is to mandate Fitness Center members be vaccinated or submit to a weekly COVID test. He also suggested members should be allowed to remove their masks while working out. He said he has been a resident of Buffalo Grove for nearly 40 years and suggested it is time for the Board to step up and be proactive. President Jacobson thanked Mr. Pohn for coming to the meeting and voicing his opinion.

He said the Board is in agreement that we want to be safe. He said that 92% of the Buffalo Grove Park District full time staff is fully vaccinated and the few that are not include those that have underlying medical conditions. He said approximately 37 of the 40 employees at the Fitness Center are fully vaccinated. President Jacobson said that the Board has not met in four weeks and has not had the opportunity to continue the discussion of employees and vaccinations. Executive Director Risinger said PDRMA, our insurance company, is recommending we do not mandate members of the Fitness Center be vaccinated for a variety of reasons. He said we are not in favor of making rules for one facility and not for others. Commissioner Reiner said that he has been on Board for nearly 35 years and said traditionally the Board has stepped up and taken the lead in developing policy. For example he said the Buffalo Grove Park District was the first park district in the state to ban smoking in public parks. He said the Board makes decisions based on facts, science, information, and representation of the thousands of residents it serves, and they are never simple decisions. Commissioner Bragg said she works in healthcare and said we must look at everything universally. She said we are trying to do what is best for the community and work together. Commissioner Cummins emphasized that the Buffalo Grove Park District has already been proactive by encouraging staff to get vaccinated, but also creating medical and religious exemption forms for staff that need them. President Jacobson said Mr. Pohn's message is not unheard and thanked him for coming to the meeting.

PARKS

Cambridge Park Infrastructure Improvements

Kyle Johnson, Assistant Director of Public Works from the Village of Buffalo Grove, said he has been leading, designing and coordinating the Village's modernization of the infrastructure plan. He provided the Board with a handout which outlined proposed changes to infrastructure at Cambridge Park. Two existing lift stations need to be updated because they are at the end of their usable life. He proposed to have one combined lift station built in a different location. He also said the two ponds would be altered to create one large storm water grass bottom retention area which is needed in the future. He said the Village needs a permanent easement to perform the infrastructure work and have potential future access to the infrastructure work performed. He said a construction easement is needed for the pond work, which could be given back to the Park District after construction, or he said the Village is willing to accept a property transfer of the pond and will assume responsibility of its maintenance. Commissioner Reiner said he is in favor of supporting the Village. Executive Director Risinger said is important to keep our amenities in the park. He also mentioned that if this proposal moves forward at the next meeting, it is imperative the Village discuss the upgrades with the residents surrounding Cambridge Park. Commissioner Cummins said he would like to see a cost analysis of the direct costs of construction. He also said resident access to the park during construction is important.

FINANCE

Resolution 21-10-1 Tax Levy Estimate

Director Short said that it appears the Consumer Price Index will be close to 5% next fiscal year which is the limit for capped funds. He said we were not able to get much federal help through COVID and had a substantial loss last year. He said traditionally we have been under the 5% cap. Commissioner Cummins asked about the increase in the Museum fund. Director Short said we are currently developing the Nature Classroom project there which is being substantially covered by a grant. However, he said we would like to possibly do a Phase II to the project and hire a new full time person at the Museum next year.

Ordinance 21-10-1 Tax Abatement

Director Short said this is the last year we need to file the tax abatements.

Ordinance 21-10-2 Tax Abatement

There were no further questions on Ordinance 21-10-2.

Raymond James 2021 Rollover Bond Information

Linda Byron from Raymond James & Associates presented the 2021 Rollover Bond information. The Commissioners received a handout describing this year's issue. This year the bond issuance will be \$1,315,000. President Jacobson thanked Ms. Byron for her report.

POLICY AND LEGISLATION

Revision of Ordinance 1.33(h)

Executive Director Risinger said we are trying to prevent loopholes in our policy. We want to prevent people from giving private lessons or instruction on our property without first obtaining a permit.

RECREATION

BG Days Joint Review

Executive Director Risinger said the final revenue from BG Days has been determined and both the Park District and the Village are happy with the bottom line. Discussions with the Village for 2022 BG Days planning has not started but we anticipate it will begin soon.

2022 Camp Fee Report and 2022-23 Preschool Fee Report

Director Strojinc said we haven't raised camp fees in five years. Preschool fees have not been increased since we hired Recreation Manager Diana Clayson seven years ago. She said we are increasing minimum wage to \$15 effective May 1, 2022 and need to increase camp and preschool fees to attract and fairly pay staff. Staff has expressed that they want to come back next year but the consensus is that the District needs to pay \$15 per hour.

CORRESPONDENCE

Executive Director Risinger said that included in the Board packet was a thank you note from President Jacobson's wife, Sue, for flowers sent after her surgery. He also said the packet included press on the Huck Finn Fishing Derby and the Trick or Treat Trail events. Last, he said there was a resident email thanking the Parks department for the impeccable customer service they provided in fixing a hole in the fence at Happy Tails Dog Park.

EXECUTIVE DIRECTOR'S REPORT

Administrative Staff Report

Executive Director Risinger said that included in the Board packet is a report of minutes from Administrative Staff Meetings. He let the Board know that staff followed up with the resident who complained about people driving cars on the paths through Willow Stream Park. He said we will reschedule the Park Tour to Monday, October 25 at 4 pm due to inclement weather today. He confirmed President Jacobson and his wife, Commissioner Johnson and Commissioner Reiner are attending the Best of the Best Gala on Friday, October 15. He said we sponsored a table for the SLSF Gala on Friday, November 5 and asked Commissioners to reply to Executive Assistant Wanland if they are interested in attending. He reminded the Board that the naming of the Vernon Township Pool is on Sunday, October 17 from 11 am to 2 pm. He also said the Legal Symposium is on

Thursday, November 4 and said it will be offered both virtually and in-person. He asked the Board to let Executive Assistant Wanland know if they would like to be registered.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said he has been walking at Willow Stream Park on the weekends and sees part time employee, Jeff Spitz. Jeff is Human Resources Manager Scott Spitz's father, and he has been a field supervisor for years working during soccer seasons at Shelter #1. He said Jeff is a very positive person and promotes the Park District and its programs.

Commissioner Reiner said that Allen Force is being recognized for a partnership award with Mundelein Park District at the Best of the Best Awards Gala on Friday.

OLD BUSINESS

There was no Old Business discussed.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADJOURNMENT

Vice President Bragg moved to adjourn the Workshop at 7:58 pm, seconded by Commissioner Cummins and passed with a voice vote.

The Board and staff stayed and enjoyed a piece of cake in celebration of Commissioner Reiner's birthday.

Respectfully Submitted,

Secretary



Buffalo Grove Park District
WORKSHOP MINUTES
October 25, 2021
530 Bernard Drive, Buffalo Grove, IL
6 pm

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

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 and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 6 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 REVISED WORKSHOP AGENDA

Commissioner Bragg moved to approve the Revised Workshop Agenda, seconded by Commissioner Reiner and passed with a voice vote.

FINANCE

October Warrant 2021

There were no comments on the October Warrant.

September Financial Statement

There were no comments on the September Financial Statement.

September Year-to-Date Statement

Director Short said Recreation programs are performing better than expected and he hopes they keep trending in the right direction.

October Refunds

Commissioner Cummins asked about the Fitness Club membership versus member retro freeze. Executive Director Risinger said that he will look into it and get back to the Board.

Ordinance 21-10-3

Ordinance 21-10-3 providing for the issue of approximately \$1,315,000 General Obligation Limited Tax Park Bonds, Series 2021, for park improvements, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of the bonds to the purchaser thereof.

Director Short said the lowest bid came from Northbrook Bank and Trust Company, National Association, for the sale of the bonds.

POLICY AND LEGISLATION

IAPD Credentials

Commissioner Reiner asked which Commissioners would like to represent the Park District at the IAPD's Annual Meeting at conference in January 2022. The following was decided:

- Larry Reiner – Delegate
- Steve Cummins – 1st Alternate
- Tracy Bragg – 2nd Alternate
- Scott Jacobson – 3rd Alternate

Vaccination Recommendation for Staff

Executive Director Risinger said the recommendation on a vaccine policy would be decided by the Board. He said he is comfortable with a policy for staff. He said he listened to a webinar today and the CDC said that people are considered fully vaccinated even if they don't have the booster at this time. He suggested if the Board wants to go in this direction that they give staff two weeks to come up with a policy to propose with the thought of approving it by the end of November and making it effective December 1. Vice President Bragg said her feeling is that everyone should be required to be vaccinated, or none. She expressed it would be too complicated to make exceptions for certain groups of people. President Jacobson said the Governor has mentioned he would like to waive the mask mandate by the holidays. He said his company is discussing charging employees \$250 who choose to not vaccinate to cover the cost of testing and insurance. Commissioner Reiner said he would hate to see the Park District lose valuable employees by mandating a vaccine. He said he believes the Board should strongly encourage that it is the right thing to do based on science for our Park District staff and program participants. Commissioner Cummins commended staff on their high vaccination percentage and wondered the worth of mandating the vaccine for less than 10% of staff who are not. He said he thinks the Board should look at policy and assess whether it was good for the organization. Executive Director Risinger suggested he would work with staff to come up with two different policies – one mandating the vaccine and the other mandating the vaccine with the option of testing. He said he will invite staff to voice their opinion and noted that the Board strongly encourages them to do so.

Cambridge Park Infrastructure Recommendation

Executive Director Risinger said that Village Assistant Public Works Director, Kyle Johnson, followed up on some questions that were brought up at the last Board meeting. Commissioner Cummins said that he would like to see the Village add more amenities to Cambridge Park in return for allowing them to do the infrastructure project on our property.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson said he attended the Best of the Best Gala and was honored to be recognized for 20 years of service as a Commissioner. He said Commissioner Reiner was recognized for his contribution to the Allen Force and Commissioner Johnson was recognized for 10 years of service as a Commissioner.

Commissioner Cummins congratulated President Jacobson and Commissioner Johnson for their years of service. He said he attended the Howl-O-Ween Pooch Parade and the Craft Fair on Saturday. He thanked Commissioner Johnson for encouraging him to go through the IAPD Board Member Development program. He said he payed it forward to his Board at River Trails Park District and 3-4 members are going to go through the training.

Commissioner Reiner commended President Jacobson on 20 years of service to the Park District and said he appreciates the leadership he has provided the Board and the community. He said Allen Force and Healthy Minds Healthy Bodies wouldn't have gotten off the ground without the Buffalo Grove Park District being the sponsoring agency for the programs. He said it has made a big difference in the lives of 2,500 veterans the program is currently serving. He said it is a fully inclusive program serving many communities.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Commissioner Bragg moved to adjourn the Board Workshop at 6:55 pm, seconded by Commissioner Cummins and passed with a voice vote.

Respectfully submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
REGULAR BOARD MEETING MINUTES
October 25, 2021
Alcott Center – Rooms 10/11
6 pm

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

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 and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 6:55 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson 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 REGULAR BOARD MEETING AGENDA

Commissioner Bragg moved to approve the Regular Board Meeting Agenda, seconded by Commissioner Cummins and passed with a voice vote.

APPROVAL OF MINUTES

Approval of the September 13, 2021 Special Board Meeting Minutes

Commissioner Bragg moved to approve the September 13, 2021 Special Board Meeting Minutes, seconded by Commissioner Reiner and passed with a voice vote.

Approval of the September 13, 2021 Regular Board Meeting Minutes

Commissioner Bragg moved to approve the September 13, 2021 Regular Board Meeting minutes, seconded by Commissioner Cummins and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics From the Floor.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence in the Board packet which included an article in the Countryside on the Friends of the Parks Flights in the Park event. He said there were thank you notes from the Skokie Park District for Executive Director Risinger's Distinguished Agency mentorship and from Executive Assistant Beth Wanland for flowers sent in memory of her brother. There were also Daily Herald articles advertising the Trick or Treat Trail and an article on the Buffalo Grove Rotary donating a Little Free Library to Green Lake Park.

ATTORNEY'S REPORT

Attorney David Bloomberg had no report. He said that he admires that Board discussion focusses on what is best for the Park District because serving is not political at the end of the day.

COMMITTEE ACTION ITEMS

Finance

Approval of the October Warrant 2021

Commissioner Cummins moved to approve the October Warrant 2021 in the amount of \$1,415,122.29, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner

NAYS: 0

ABSENT: Johnson

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

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

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

Approval of Resolution 21-10-1 Tax Levy Estimate

Commissioner Cummins moved to approve Resolution 21-10-1 Tax Levy Estimate, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

Approval of Ordinance 21-10-1 Tax Abatement

Commissioner Cummins moved to approve Ordinance 21-10-1 Tax Abatement, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

Approval of Ordinance 21-10-2 Tax Abatement

Commissioner Cummins moved to approve Ordinance 21-10-2 Tax Abatement, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

Approval of Ordinance 21-10-3 General Obligation Tax Bonds

Commissioner Cummins moved to approve Ordinance 21-10-3 providing for the issue of not to exceed \$1,315,000 General Obligation Limited Tax Park Bonds, Series 2021, of the Buffalo Grove Park District, Lake and Cook Counties, Illinois, for park improvements, 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 Northern Bank and Trust Company, National Association, seconded by Commissioner Reiner and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

POLICY AND LEGISLATION

Revision of Ordinance 1.33(h)

Commissioner Reiner moved to approve the Revision of Ordinance 1.33(h), seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

PARKS

Cambridge Park Infrastructure Recommendation

Commissioner Reiner moved to approve the Cambridge Park Infrastructure Recommendation, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson and Reiner

NAYS: 0

ABSENT: Johnson

CONSENT AGENDA

Commissioner Bragg moved to approve the Consent Agenda as presented, seconded by Commissioner Cummins and passed with a voice vote:

- 2022 Camp Fees
- 2022-23 Preschool Fees
- IAPD Credentials

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Risinger thanked President Jacobson and Commissioner Johnson for their service to the Park District and for their support of him throughout his career. He also congratulated

Commissioner Reiner on his contribution to Allen Force. He wished Commissioner Johnson a happy birthday yesterday.

Director Strojinc said Recreation Supervisor Allison Oberst had a baby girl, Adalyn Mae, last Thursday. She said staff jumped into action covering her responsibilities and she said she also hired Terri Ebner back on a part time basis to cover her Club 50 responsibilities. She said the Fitness Center has been receiving some pushback on wearing masks and staff has encouraged members to be kind.

Director Howe said the Parks department held their annual snow training two weeks ago. He thanked Crew Chief Dan Anderson and Arborist Mike Pfeiffer for heading up the Green Fair this year and included their report in his Operations report. He also said included in his report are pictures of projects around the Park District. He announced that he and his wife, Jess, are expecting baby #3! Commissioner Reiner thanked Director Howe for visiting the Butterfield Park District and teaching the parks staff how to select options and purchase a vehicle through Sourcewell.

Director Short said we are moving along with the Incode 10 upgrade. He said it shortens payroll processing. He said we are now emailing direct deposit notices and saving on postage.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Commissioner Bragg moved to adjourn the Regular Board Meeting at 7:17 pm, seconded by Commissioner Reiner and passed with a voice vote.

Respectfully submitted,

Secretary

Mark your calendar

Kane County Flea Market: 7 a.m. to 4 p.m. Sunday, Nov. 7, at Kane County Fairgrounds, 525 N. Randall Road, St. Charles. Up to 1,000 dealers display and sell antiques and collectibles indoors and outside. \$6, free for ages 12 or younger. www.kanecountyfleamarket.com.

'Dr. Seuss Experience': 10 a.m. to 6:30 p.m. Saturdays and Sundays and noon to 6:30 p.m. Wednesdays and Fridays, daily through Jan. 2, at Water Tower Place, 835 N. Michigan Ave., Chicago. Immersive exhibit gives guests of all ages the opportunity to journey through nine different Dr. Seuss books. \$23-\$34; free for kids younger than 1. Super Stoopendous tickets are also available from noon to 6:30 p.m. Thursdays and 10 a.m. to noon Fridays. www.experiencesseuss.com.

Richardson Adventure Farm Corn Maze: Noon to 9 p.m. Sunday, Nov. 7, at Richardson Adventure Farm, 909 English Prairie Road, Spring Grove. Features the World's Largest Corn Maze, zip line, observation tower, ORBiting, pig races, jumping pillows, giant slides, pedal carts, wagon rides, pumpkin patch, picnic areas and campfires. \$18 for adults, \$15 for kids 3-12, and free for kids 2 and younger. richardsonadventurefarm.com.

Model Railroad Showcase: 1-4 p.m. Sunday, Nov. 7, at Roselle Public Library, 40 S. Park St. Model railroading enthusiasts display running layouts for this popular family event. The event features an extensive running layout operated by the Midwest Division of Train Collectors Association, a British Train Society layout, as well as a Lego train exhibit. Pick up a make-and-take craft for kids and enter to win a prize. rosellepld.org.

Halloween Candy Buy Back: 1-4 p.m. Sunday, Nov. 7, at Serenity Dental Studio, 12 W. Schaumburg Road, Schaumburg. Candy collected will be sent to the U.S. troops overseas. Donors will be paid \$1 per pound. Donations of items needed for the troops also will be accepted.



PAUL VALADE/pvalade@dailystar.com, 2019

Buffalo Grove will hold its Veterans Day Celebration from noon to 2 p.m. Nov. 11 at the Community Arts Center. VFW Post 981 will present and remove the colors and present the flags for each branch of the service.



AP PHOTO

Emmy, Grammy and Tony Award-winner Billy Porter will take part in a virtual program at 7 p.m. Nov. 9 hosted by The Family Action Network and The Book Stall in Winnetka. The event will include a giveaway of copies of Porter's "Unprotected: A Memoir."

\$35-\$50; \$10 for youth. (847) 888-4000 or ElginSymphony.org.

Let It Shine Lightshow: 4:30-11 p.m. through Jan. 9, at Northbrook Court, 1515 Lake-Cook Road, Northbrook; and Nov. 12 to Jan. 9, at Fox Valley Mall, 195 Fox Valley Center Drive, Aurora, and Wintrust Field, 1999 S. Springinsguth Road, Schaumburg. A drive-through

by Craig Gustafson features 15 of the finest actors in the western Chicago area in an evening of plays ranging from slapstick comedy to harrowing drama. Benefit show for All Dressed Up, the costume shop in Batavia. \$16.50. Tickets on EventBrite.com. www.facebook.com/alldressedupcostumes/

Hands-on Baking, Make-Ahead Pies: 1 p.m. Tuesday, Nov. 9, at the Chicago Botanic Garden, 1000 Lake-Cook Road, Glencoe. Learn tips and tricks for making both the individual components as well as whole pies ahead of time without compromising taste or quality. Three different pies will be featured: Dutch apple pie, maple cream pie and dulce de leche pumpkin pie. Take home three, six-inch pies, one in each flavor, prepared in class. \$60 for members, \$75 for nonmembers. www.chicagobotanic.org.

Billy Porter virtual program and book giveaway: Virtually at 7 p.m. Tuesday, Nov. 9. The Family Action Network and The Book Stall will host this program with Emmy-

decorated Christmas tree and all the trimmings. \$36-\$79. paramountaurora.com/events/rh-cinderella/.

WBN Bliss Holiday Boutique and Luncheon: 11 a.m. to 2 p.m. Thursday, Nov. 11, at Makray Memorial Golf Club, 1010 S. Northwest Hwy., Barrington. Enjoy holiday shopping with unique vendors, festive entertainment, a holiday performance by the Barrington High School Madrigals, a free metallic shopping bag and a buffet luncheon. Hosted by the BACC Women's Biz Net. \$40. barringtonchamber.com.

Veterans Day events

Veterans Day Band Concert: Noon to 1 p.m. Sunday, Nov. 7, Elmhurst University's Hammerschmidt Memorial Chapel, 190 S. Prospect Ave, Elmhurst. Elmhurst University band performs patriotic music in celebration of veterans. Free. www.exploreelmhurst.org.

GAPL Veterans Day: 9 a.m. Thursday, Nov. 11, at the Grayslake

Area Public Library, 100 Library Lane, Grayslake. The Grayslake Area Public Library and the Lake County Veterans and Family Services Foundation invite veterans and the general public to join in a special raising of the colors and flag to commemorate those who have served. Grayslake North High School Ensemble will provide music. www.grayslake.info.

Bloomington Veterans Day ceremony and dedication: 11-11:45 a.m. Thursday, Nov. 11, at Bloomington Library gazebo, 101 Fairfield Way. Bloomington VFW Post 7539 to dedicate Veterans Memorial monument. www.facebook.com/VFW7539.

Elgin Veterans Day ceremony: 11 a.m. Thursday, Nov. 11, in the Heritage Ballroom, 100 Symphony Way. www.cityofelgin.org.

Buffalo Grove Veterans Day Celebration: Noon to 2 p.m. Thursday, Nov. 11, at the Community Arts Center, 225 McHenry Road, Buffalo Grove. Honoring all veterans, their families and friends. VFW Post 981 will present and remove the colors and pay tribute by presenting the flag for each branch of the service. Lunch will be served before the program. Free. bgparks.org.

The Defense of Bastogne, A Veterans Day Program: 1 p.m. Thursday, Nov. 11, at Elia Area Public Library, 275 Mohawk Trail, Lake Zurich. The lesser-recognized heroic efforts and willingness to sacrifice all in order to defend Bastogne during World War II will be examined by military historian Robert Mueller. Free. www.eapl.org.

Cantigny Veterans Day Tribute: 4:30-8 p.m. Thursday, Nov. 11, at the First Division Museum at Cantigny Park, 1S151 Winfield Road, Wheaton. From 4:30-8 p.m., the "First In War" gallery's usual sounds and films will be silenced for a visual display of flickering candles throughout the exhibit. Free admission and parking all day. cantigny.org.

Perhaps you sent a lovely card,
Or sat quietly in a chair.
Perhaps you sent a floral piece,
If so we saw it there,
Perhaps you spoke the kindest words,
As any friend could say.
Perhaps you were not there at all,
Just thought of us that day.
Whatever you did to console our hearts,
We thank you so much whatever the part.

The Family of
Betty Lou Smith

Thank you for the
donation to the
Alzheimer's Association
in memory of my
mother.

Randy Smith &
family



ARCON

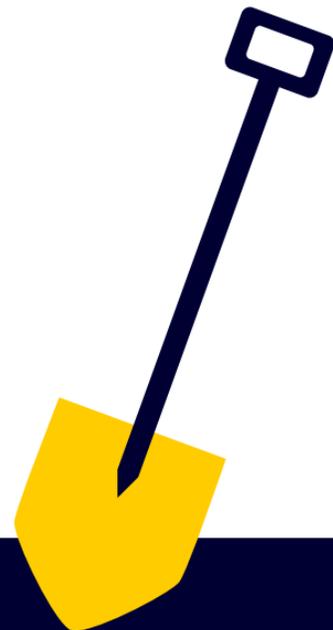


WINGSPAN
DEVELOPMENT GROUP

**Please join us to celebrate the exciting beginning of our
new Community Service and Administrative Center!
We look forward to sharing this milestone with you.**

**Saturday, December 4
1:00 PM**

**GROUND
BREAKING**



RSVP to district21@ccsd21.org by December 1.

**Adjacent to
999 West Dundee Road
Wheeling, IL**



Buffalo Grove Park District
Committee Action Items
November 22, 2021

A. Finance (SC)

1. I move to approve the November Warrant 2021 in the amount of \$1,297,095.88.
2. I move to approve the October Financial Statement and the October Year to Date Statement.
3. I move to approve Resolution 21-1 1-1 Utilization of Developer Donation Funds in the amount of \$59,994.51.
4. I move to approve Ordinance 21-1 1-1 for the Sale of the 2019 Ford Transit Wagon.
5. I move to approve the Renewal of Vista 2022 Health, Dental, Life and Vision Insurance plans as proposed in Director Short's memo dated November 16, 2021.

B. Policy and Legislation (AJ/LR)

1. I move to approve the update to the Drone Ordinance 1.03.
2. I move to approve the Privacy Policy.
3. I move to approve the Memorandum of Understanding with the Village of Buffalo Grove regarding the proposed Cambridge Park Infrastructure Project.
4. I move to approve the Vaccination Policy.

C. Consent Agenda

1. I move to approve the Consent Agenda as proposed:
 - A. Quarter B Update of Executive Director Work Plan
 - B. Quarter B Update of Departmental Goals and Objectives
 - C. Strategic Plan/Agency Goals Update
 - D. Full Time Personnel Policy Manual Approval
 - E. 2022-23 Budget Preparation Calendar



TO: PARK BOARD OF COMMISSIONERS
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR
DATE: NOVEMBER 17, 2021
RE: DIRECTOR'S OPERATIONS REPORT

COVID-19

An updated recommendation on vaccinations for staff and participants is included in this Board packet. Currently, 48 of our 56 FT staff are vaccinated. Overall, with PT staff included, we are at about 90% vaccinated.

Staff continues to pursue answers from IPDH, PDRMA and CDC to specific concerns, both current and expected future concerns. This is in an effort to be prepared and ready for potential changes in guidelines.

Capital Projects

Nature Classroom at Rylko: Construction is at substantial completion. There will be a few things addressed in the spring, but overall the project went very well and we are very excited about these improvements.

Surfacing Projects: This was a tough project and we will likely add this contractor to our "Do not Accept" list. The projects are at substantial completion and a few items will be addressed in the spring. The contractor is being hit with delay charges on the final pay application.

Miscellaneous

Friends of the Parks: The FOP is working on the Dining through the Decades event. This will be a 1960's themed event. The date of the event is January 8 and it will be held at the CAC. Jenn Foreman has been filling in for Allison while she is on maternity leave. Jenn has been attending all FOP meetings and doing a great job.

Rotary Club: Ryan continues to attend meetings. Ryan attended the annual Bowling with Buddies event held at Bowlero on October 21. This event attracted a full house. All the lanes were in use and it was a great success.

Ryan will be assisting Rotary with the Food Basket delivery for families in need. This is traditionally done the week before Thanksgiving. Ryan plans to assist one evening with food packing and then with food pick up and delivery on the weekend.

NWSRA / SLSF: Ryan has been busy with NWSRA Executive team as we continue to try and navigate a difficult time.

Ryan attended the SLSF Gala virtually.

IPRA/IAPD Distinguished Agency Committee: Ryan was a part of his 4th and final review of the year at St. Charles Park District at the end of the October. The Committee will now meet on Monday, November 22 in Bartlett to vote on accreditation for all the agencies that went through a review in this past year.

Rylko Park Master Plan: Ryan is still pursuing potential parties interested in seeing this accomplished. Ryan has had conversations with Senator Johnson regarding some direction to take on the legislative front. Ryan also is working with the Village of BG to get an agreement in place regarding the support the Village plans to contribute.

Staff is waiting and is prepared for grant opportunities to open as well. Specifically the PARC grant, which we anticipate opening in January.

Meetings and Events Attended:

Regular Admin Meetings (weekly)
Rotary Meetings (weekly)
NWSRA Executive Team Meeting
NWSRA Board Meeting
Rotary / CRD Bowlero Event
IPRA Webinar on Vaccination Policy
St. Charles Park District Distinguished Agency Review
Meeting with VBG on Town Center
Grant Writer Meeting
SLSF Celebrate Ability Gala (Virtual)
FOP Board Meeting
Staff Mid Year Evaluations
Veterans Day Event
FT Staff Meeting
Meeting with Vista on Annual Insurance Renewal
Meeting with VBG on Cambridge Park MOU
Meeting with Wintrust
NWSRA Executive Committee Meeting
NWSRA Board Meeting



BUFFALO
GROVE
PARK
DISTRICT

TO: BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: NOVEMBER OPERATIONS REPORT
DATE: NOVEMBER 17, 2021

FEMA Reimbursement: John originally completed the project submission to FEMA on 9/11/20. The original request for reimbursement was denied in March, 2021. The items eligible for reimbursement were updated when the new administration came into office in January. We were able to request an additional \$20,000 of reimbursement from September of 2020 through the end of October. John spoke with a FEMA contact earlier this week and provided additional information. Let's stay hopeful!

Mid-Year Evaluations: Supervisors are completing mid-year evaluations of full time staff. Supervisors will also take time to review job descriptions with their staff and make any necessary changes.

Budgeting in Incode 10: John and Greg are working together to begin the process of entering budget information for FY 2022-23 in Incode 10. There will be a lot of data entry for the initial budget process, but it will be greatly reduced in future years.



BUFFALO
GROVE
PARK
DISTRICT

TO: BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR
FROM: ERIKA STROJINC, DIRECTOR OF RECREATION & FACILITIES
RE: OPERATIONS REPORT
DATE: NOVEMBER 16, 2021

RECREATION DIRECTOR'S REPORT

Alcohol Licenses (Village of BG): With the increase in opportunities to sell alcohol (first at CAC, then at Uniquely Us, and now at summer concerts), Chris has also seen an increase in requests for rentals at the CAC to have alcohol. In working with the Village a few years ago, the District determined that CAC rentals could have alcohol as long as they got proper permitting and hired a caterer who not only supplied but served the alcohol. In recent months, it has been brought to the District's attention that under current licensure, the District may be able to allow renters to bring their own alcohol in and not hire a caterer or basset server. After a couple meetings, Dani has received clarification from the Village on what/how rentals should proceed should the District change its policy. A group plans to sit-down and determine what (if any) changes are desired and will then go through administration for final approval.

BG Days: Erika has worked with Mike Skibbe (VBG) to finalize BG Days expense/revenue details. In the end, each agency walked away with \$31,905, and after all the finances were shored up, the District ended up owing the Village a check for \$8,300, thus closing the books on the 2021 BG Days. The Village has already reached out for discussions on BG Days 2022, and Erika will be meeting with them in the coming weeks to start negotiations.

Camps: For years, Rec Supervisors have struggled with the quick timeline between camps ending (August) and the need to have the following summer information ready for the brochure (early September). The lack of turnaround time has often led to the same camp programs being produced year over year. So after much discussion, Erika has worked with Mike T. on a new process moving forward: an individual camp guide. This camp guide will be released digitally end of October/beginning of November (currently up on the website), and will not be a part of the District's winter brochure. It will be printed in the spring brochure. This will give staff more opportunity to reflect on the previous summer and determine the course for the next.

Inclusion Intake & Process: Throughout the years, there has been a noticeable gap in the District's inclusion process; mainly the lack of a database for all of the participants who

participate in programs. For years, the Recreation staff has relied on NWSRA for their information on each participant without any place to go internally to gain insight on participants, their past recreation participation, and tips on how to best include them in services. So, as a response to that, Erika has developed a new position as the District's Recreation Inclusion Intake representative and that assignment has gone to Liz Sass. Liz, who has worked for Clubhouse for years, has often taken the lead on being the coordinator between participants and their families and NWSRA, so with her experience, it was an easy choice. Though this position is still in its infancy, after a meeting between Liz, Jessi (DEI Coordinator) and Erika, the three of them have devised a plan of action that will include creating a database for information collection and the creation of Recreation Accessibility plans for all individuals. For clarification, a Recreation Accessibility plan can be compared similarly to an IEP (Individualized Educational Plan) that the schools use. Once this process is developed and off the ground, Liz will support the entire Recreation team by being the point of contact for participants and their families, coordinating with NWSRA, as well as educating and working with the Recreation Supervisor and/or their direct reports on each individual's Recreation Accessibility plan. In doing so, the hope is that information will not be lost from one season, supervisor, or program to the next, and that the District will be more responsive and proactive to each individual's needs in order to better assist them while participating in District programs.

RECREATION FACILITIES

Community Arts Center

Rentals: CAC continues to receive inquiries on rentals. Last month's rental revenues are below.

Month	Revenue
September Rentals	\$8,091

Fitness Center

Administration: The Fitness Center App currently has 825 users, which has increased usage to 48% of active members. The Fitness Center continues to receive regular feedback through the app, with over 460 reviews. Of those reviews, we continue to have a 98% positive rating score.

General Manager, Joe Zimmermann, has been working with Facilities Foreman, Dave Anderson, to solve the sauna issue that has plagued the facility for the past month. They will be moving the reset button to a different location in the sauna to make it easier for staff to keep the sauna in working order.

Joe will send out yearly satisfaction surveys late this month or early December. The survey will allow for both members and staff to provide feedback on the facility and its operations.

Once a privacy policy is approved, Joe will work with Marketing to implement the geofencing campaign for our student passes and winter promotion.

Fitness Floor: The Fitness Center had 45 members participate in our most recent app challenge, which focused on core exercises. The next challenge will be a "Holiday Hustle" and will take place over 18 days, starting December 1.

Fitness Floor Manager, Debra Saper, recently had a few walls painted in the free weight area to give it a refreshed look.

Group Ex: Jenay Gordon, the Group Exercise Manager, offered 18 virtual, 35 live, and three hybrid classes to members in October. Group exercise participation increased in both live and virtual classes this past month.

Kids Club: Kids Club has been picking up reservations over the past several weeks, with several new participants joining. Kids Club has been averaging between five to 11 reservations per week recently, and Liz hopes the trend continues upward.

Member and Customer Services: The Fitness Center had another successful Member Appreciation Day on November 9. Members enjoy it, and it puts a smile on everyone's face.

Customer Relations Manager, Carol Lucido, is ready for the facility to get busier, and so is the staff. With the weather changing, management expects more people to return, especially now that a COVID booster is an option.

Member Services staff has been selling memberships daily. Previous members are starting to return. A few new residents have come in with the two-week trial pass that is sent out in the Buffalo Grove welcome packet. Carol is working with staff to streamline the sign-up processes to eliminate unnecessary tasks and make enrollment smoother.

Members also love the new Fitness Center App. Every day, staff is helping members download it on their phones. This allows members to sign up for the latest challenge or reserve a spot in their favorite class.

Beginning on December 1, the Fitness Center will once again be offering a winter promotion to the community. This year the winter promotion will be three months for \$99 before rolling into a regular membership.

Personal and Reformer Training: The Fitness Center just had its two busiest weeks of training sessions since the start of the pandemic, which is promising.

Debra will bring back the Friday to Black Friday Personal Training sale this year. The Mixed up Turkey Triathlon will also be returning on Sunday, November 21. The bike and run portion of the triathlon will be outdoors, if weather permits, to allow people to participate mask-free.

Top Memberships & Passes at the Fitness Center: (Last two months)

Membership Type	October 2021	September 2021
Adult	452	477
Add-On	455	466
Senior	564	569
All Corporate	153	149
Veterans/HS/HMHB	40	42
Annual Add-On	8	8
All Annual Corp.	4	4
Annual Senior	19	19
Annual Adult	8	7
Annual Veteran/HS	2	2
Student Passes	160	149
Total of All Memberships	1,934	1,966

October 2021 Summation:

- Active Members: 1,717
- Membership Visits: 11,557
- PT/Reformer Sessions: 314
- Group Fitness Attendance: 2,888
- Cancellations: 135
 - Relocation: 7
 - COVID: 103
 - Medical: 2
 - Infrequent Use: 3
 - Financial: 2
 - Other: 18

Golf Dome

Facility: Brian O'Malley finalized staffing for the upcoming season. Brian built a new point of sale screen in RecTrac 3.1 and trained cashiers on the updated software. Brian also completed job specific trainings for cashiers and Dome attendants. Golf Dome staff also received parttime manual training and CRP/AED certifications. Sundek Flooring repaired

minor scratches on the Dome floor and repainted the yellow safety line behind the hitting stations. Brian updated the website and displayed signage in regards to only opening the lower level stations due to a golf ball shortage. With the help of co-workers, Brian distributed golf balls and golf mats at all hitting stations. Opening day was Saturday, November 13. Overall, it was a busy weekend, and the Dome saw \$18K in revenue (which is about half of the revenue from 2019 opening weekend).

Lessons: The first session of fall golf lessons ended the last week of October. The second session of fall golf lessons began the week of November 15. Winter registration opened on November 1 and both junior classes have already reached maximum capacity. As long as the anticipated golf ball order arrives on time, Brian plans to create additional class offerings.

Raupp Museum

Attendance: Museum attendance (counting everyone served with programs) is currently at 65% compared to attendance in non-COVID years. This has recently dropped as the Museum has fewer scheduled school programming visits early on this school year. The Museum served 320 people in October.

Programs: The Museum is continuing to do in-school programming. Museum staff traveled to Twain, Kilmer, and Riley Schools to do the Packing for Pioneer Life Program. District 102 schools have scheduled programs in November.

Museum staff conducted programs for 25 scouts and parents in October.

Social Media/Electronic Media: The Raupp Museum's Facebook posts reached 3,161 people in October, and 359 people engaged with the posts by clicking on them, liking them, or commenting on them.

Virtual Exhibits and Programs: The museum's online exhibits were visited by 66 people in October. All of these visitors were new to the site. Visitors spent an average of 2 minutes on the site and looked at 3.6 pages during their visit.

Revenue Add-ons

Birthday Parties: The Park District hosted three parties in September. There were eight parties held in October, two scheduled for November, one in December and one that is scheduled for April (2022).

Outdoor Rentals: TJ is working with Brian O'Malley and Mike Maloney to take shelter/park amenity photographs to be displayed on the new website. All photoshoots should be completed by November 19, weather permitting.

Rick Drazner Park

Safety Town: Safety Town Saturday is currently running with 14 participants. Safe Sitter ran for the November session with four participants.

RECREATION PROGRAMMING

Adult Programs

Basketball and Volleyball: Co-Rec Basketball and Co-Rec Volleyball registration continues to be steady. Each program is averaging 12-16 participants per day. The fall session ends November 22 and the winter session begins December 5.

Fitness and Wellness Programs: Liz had to cancel several in person Zumba classes due to a COVID case in the class. Liz is working with the instructor as to whether there will be make-up dates or refunds for the missed classes, as they are contracted classes.

Pickleball: Indoor Pickleball at Ivy Hall School is beginning to pick up now that the evening temperatures have dropped. Play is on Wednesday and Thursday evenings from 6:30 - 9:30 pm.

Seniors: Diana Clayson helped coordinate Club 50 activities including Bingo while Allison was working from home prior to maternity leave. Diana has been working on helping Terri get up to speed on where to find what she needs, information on the programs she is helping with, and helping her re-learn to navigate the computer. There are a handful of seniors that have started to come to use the Club Room to hang out and play games.

Softball: Fall softball leagues are complete. Fall session worked out well as there was only one night canceled due to weather. Registration for the spring/summer season will begin in January and the season will begin in early May.

Aquatics

Staff Training: Staff training was held on Thursday, November 11 at the Alcott Center and Saturday, November 13 at Buffalo Grove High School. The trainings covered first aid, CPR and in-water rescues while wearing masks.

Swim Lessons: Group lessons ended on November 18. All lessons will resume in January, including Water Babies, Water Tots and Tadpoles classes, which serve 6 months to 5 years olds. It will be the first time these classes have been offered since the winter 2020 session.

Swim Teams: The Hurricanes are 2-0 after their second meet of the season against the Schaumburg Barracudas on November 6. The score was 773 to 311, with a majority of swimmers showing a lot of improvement since the first meet. Picture day was November 9. All swimmers had their headshot taken and PMI Photography will put all headshots together to create a team photo. The traditional team photo could not be taken due to the need to social distance and wear masks. The next Hurricanes swim meet is December 4 against Arlington Heights at the Buffalo Grove High School.

The Cyclones swim team will have their first meet of the season against the Hurricanes on December 11. This meet will be in preparation for their meet against Waukegan in February.

Camps

Camps: Camp registration information has been published. Registration opens Wednesday, December 1.

Camp Connection: Liz will be offering registration for Camp Connection online via a link through HelloSign and will have hard copies at the Alcott front desk when regular camp registration opens December 1, 2021.

Performing Arts Camps: Jessi is meeting with summer 2021 staff to talk about needs for next summer. Interviews for Camp Coordinators and Head Counselors have begun. A survey went out to past staff to see if they are interested in returning next summer.

Clubhouse

Clubhouse: Clubhouse currently has 591 participants registered for the 21-22 school year, with 35 participants on the waitlist. Amanda was able to remove 26 participants from the waitlist during the month of November. Amanda hired 3 new employees this month, and is still in need of staff to accommodate the remaining participants on the waitlist.

Clubhouse is offering 3 "Field Trips" during November with 27 participants registered for November 22, 31 participants registered for November 23, and 19 participants registered for November 24. Parents had until Friday, November 12 to submit their field trip forms.

Clubhouse processed the second billing cycle on October 29 and had 16 declined payments, which is 12 less than September's billing cycle. Amanda is in the process of planning a full-staff training focusing on teamwork for late November/early December. Amanda is working on completing mid-year evaluations with her Clubhouse staff.

Dance

Dance Academy: Registration is open for classes that still have availability. To date, the academy has taken an additional 12 students in the early childhood and academy programs. Aly sent a costume preference survey to all students to assist in selecting the costume style each dancer feels most comfortable wearing regardless of gender (which includes the choice of either traditional "female" and "male" costumes).

Dance Company: A movie night was held for all company members as a social event for Halloween. Company members will be performing at Hawthorn Mall on December 4 at 5 pm.

Winter Dance Performance: Tickets are now on sale for the Nutcracker. Performances will be December 10 and 11 at 7 pm and December 11 and 12 at 3 pm.

Early Childhood

Early Childhood: Diana has 24 children enrolled in lunch classes for the fall session which is 43% of lunch enrollment in the fall of 2019. The 1 pm class being offered after lunch has 30 participants, which is okay, but still only 20% of what enrollment was in 2019. Hands on Art,

however, is doing great with 100% of revenue they had in that same season 2 years ago. Winter registration is off to a great start with an increased number of classes being offered, 38 registrations for lunch, and 47 registrations for the 1 pm classes as of today.

Preschool: Diana and the preschool team have settled into the new school year. The program has 182 children which is 77% of the enrollment from the fall of 2019. This is great news, and without an assistant, Diana is staying busy helping parents, staff and children. The children celebrated Halloween by coming in costume and doing Halloween activities in the classroom.

With the help of Greg Ney, Diana has the first classroom rolling out the Seesaw app on Monday. The app will allow the teachers to be able to share photos from class with the families as well as send notes/updates. A how-to was created for the families and the teachers to help them get logged into the app.

Diana has also prepared the preschool information for the 2022-2023 school year as it will be included in the District's first printed brochure in almost two years.

Productions

Children's Fall Theatre: The fall Children's Musical production of Matilda, Jr. opened on November 5 and it was a terrific opening weekend. A total of 667 tickets were sold for the first performance weekend. The cast is looking forward to three more performances over the weekend of November 12 - 14, where a total of 504 tickets are currently pre-sold. The cast is looking forward to a safe, outdoor cast party under the East Awning of the CAC after the final performance on November 14.

Children's Spring Theater: Lindsay is in the process of finalizing employment offers for the spring children's theater production of Moana, Jr. Auditions for that production will be held in February of 2022, with performances running in late April.

Winter Teens: Auditions for the Winter Teen production of A Chorus Line: School Edition will be held on November 29 and 30. The sign-up for auditions went live on November 1, and a total of 25 actors are currently signed up to audition. Lindsay held a pre-production meeting in October, and the team is very excited to get started on the show. Performances will be held on March 4 - 6 and 11 - 13, 2022.

Summer Musical: Lindsay continues to make process in planning for the summer of 2022. She is evaluating a variety of show choices to come up with a production title that is both enticing and exciting to the community, while being cost effective in terms of overall production expenses. She expects to have a final decision by the end of November.

Theatre for Thought: Auditions for [title of show] will take place on November 29. Currently there are 20 actors signed up to audition for this 4 person show. This high interest shows that actors are eager to return to the Buffalo Grove Park District stage. Jessi will direct and produce this year's production. Aaron Kaplan will be the music director. Title of Show is a one act

musical comedy that can easily be adjusted for COVID needs. The show centers on the creation of musical theatre. This topic allows us to bring attention to the arts and how COVID has affected the industry during the talk back that will follow each performance.

Special Events

Great Pumpkin Hunt: This event took place on Tuesday, October 19 and Wednesday, October 20. Each night had 12 kids registered. Kids enjoyed painting/decorating pumpkins, completing a scavenger hunt throughout the Museum, and participating in a flashlight egg hunt.

Trick or Treat Trail: Allison Oberst planned out the new trail, Jessi Hersman helped coordinate volunteers, and several other staff helped with setting up the event. Diana was the coordinator at the event. In total, there were 256 children that attended the Trick or Treat Trail with their families. Feedback from the families was that they loved the new, longer trail, they felt safe, and really enjoyed having something they could bring their children to.

Howl-O-Ween Pooch Parade: Chuck and Erika organized the annual Pooch Parade at Willow Stream Park on October 23. There were 32 dogs in costumes who participated in the event with their owners. Fun was had by all who attended.

Veterans Day: Diana worked with Terri Ebner to get everything ready for the Veterans Day event. Terri coordinated the invitations, finalizing speaker details, army band (which unfortunately could not attend), the veterans, and supplies. Overall, the event went very well, and it was nice to be able to honor the veterans after having a year off because of COVID.

Youth Sports

All Star Sports: Jimmy is happy to report that he has a total of 111 participants registered in basketball, volleyball and floor hockey classes for the session. Jimmy had 95 participants registered for the first fall session and this is an increase of 16 participants for the session.

Basketball: Jimmy is happy to report that basketball registration has closed and there are 267 total kids registered for the league. Jimmy had basketball evaluations on Saturday, November 13 and those ratings will help make the teams for the season.

Contractual: Registration for the winter session of classes began for residents on November 1. A few of the classes have already filled up and are on a waitlist.

Flag Football: The flag football season ended on October 30. All teams received their trophies at their last game. TJ hosted the postseason coaches meeting on November 10.

Gymnastics: Fall classes for gymnastics and tumbling ended on October 20. The next session will begin after the New Year. TJ was pleased that both of the classes were completely full. Registration for winter classes is already near capacity.

Karate: Fall Karate classes will run thru mid-December and then will break until after the New Year. Registration for the winter session is underway and going well.

Soccer: Fall soccer came to an end on Saturday, October 30. Kids received their pictures and participation medals.

Committees & Professional Development

Amanda Busch: Amanda attended the Risk Management Institute training on October 22 titled "Leading Before, During and After the Crisis" which focused on the need to lead yourself before you can lead others and applying lessons learned from that experience to mitigate the impact of any crisis. Amanda is in the process of planning the Thanksgiving Pot Luck luncheon on November 18 and the staff bowling outing on December 15.

Brian O'Malley: Brian attended PDRMA's Leading Before, During and After the Crisis webinar on Friday, October 22. Key takeaways were: developing as many event plans as possible and testing them often leading up to the event, the importance of thinking ahead of time about what challenges you can be faced with on the day of the event, and how debriefing soon after your event concludes will allow you to better plan for future events.

Jenn Foreman: Jenn attended a StarGuard Elite Lunch and Learn to learn about and discuss the StarGuard Instructor Manual changes for 2022 with other local aquatics professionals. Jenn was voted in as the IPRA Facility Management (FM) Section Board Secretary. Jenn will continue to serve as a co-chair for Aquatics Committee through 2023.

Jessi Hersman: Jessi Hersman attended a training offered through the Diversity Institute that centered on holidays of multiple religions and cultures. This webinar talked about the practices of each holiday and how your business or institution can best support or celebrate different holidays.

Liz Sass: Liz is excited to be the new Recreation Inclusion Intake Representative for the District and is looking forward to working with supervisors on Recreation Accessibility Plans. Liz sent out an email requesting information on current and past participants to begin compiling a data base and is awaiting responses. She will also be taking over the Santa Letter for Allison while she is on maternity leave.



MEMORANDUM

TO: BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: OPERATIONAL REPORT
DATE: NOVEMBER 17, 2021

General Parks Department

We are waiting to hear back on the Rebuild Illinois Competitive Public Infrastructure Grant for parking lot and sewer repair projects at the Fitness Center main parking lot and Willow Stream south parking lot. According to the DCEO, these will not be awarded until the end of this year.

We are waiting to hear back on the IDNR Museum Grant for Phase 2 of the Rylko Park Nature Classroom Development project, which would include expanded planter areas, a pollinator wall, site furnishings, and some interactive educational features. According to the IDNR, these will not be awarded until the end of this year.

We are waiting to hear back on the OSAD grant for the development of Prairie Grove Park. These may not be awarded until Quarter 1 of 2022.

We have been working with staff on a revised Rylko Park development to be submitted for a PARC grant, when the application becomes available. This project may include new rental shelters, plaza, and an amphitheater. We contracted with a Civil Engineer to complete a topographic survey and geotechnical report for the site and have had preliminary design discussions with Upland Design.

We have met with the various facility managers to discuss the upcoming and future capital project lists from the Capital plan workbook. Capital Request Forms have been completed and we will be working to finalize the 2022/2023 Capital project list with Admin in the next couple months.

We are working with staff on a new donor wall and updated rental diagrams for the Community Arts Center.

Dan Anderson and Nick Cozzi are collecting native seeds and will be working with Jeff Weiss and volunteers on December 4th sorting seeds for spring planting.

Capital Improvements

The 2021 Park Improvements project, which includes the Canterbury Tennis Court replacement, Golf Dome fence gates, and Spray 'N Play sidewalk replacement, has been completed. There are some minor punch list items that remain. Since the project extended well beyond the agreed upon substantial completion date, the Contractor will provide a deductive change order in the amount of \$25,500, due to a daily delay charge that was built into the contract.

The Fitness Center boiler replacement project has been completed and Commissioning will take place by the end of the month. We received pre-approval for a Nicor rebate of \$3,176 for the project. Heating season data will be collected to determine actual energy savings, which may increase the rebate amount. Payment won't be made until 2022.

The 2021 Alcott Center electrical panel replacement project is scheduled for the week of December 27. All materials have been delivered to Emmerich.

The Rylko Park Nature Classroom Development project is approximately 95% complete. We are waiting on the metal panels, as well as some minor punch list items. We are working on developing signage with Debbie and Marina. Grand Opening for the space will take place in May of 2022.

Athletics

Baseball & Softball: Matt Raupp and Joe Jagiello continue with routine maintenance.

Soccer & Sports Turf: Matt Raupp, Mark Banjo and Joe Jagiello removed all soccer goals from the fields and put them away for the winter.

Grounds

Land Management: Dan Anderson, Nick Cozzi are cleaning out the native areas and collecting the seeds from plants.

Playgrounds: Dan Anderson and Nick Cozzi are completing weekly inspections, repairs and clean ups at all playground sites.

Landscaping: Steve Houde started landscape bed clean up.

Turf: Rosendo Soto and Tom Hoffman are done mowing for the season and are doing leaf clean ups and helping with tree trimming and removal.

Irrigation: Nick Cozzi and Dan Anderson completed the winterization all of our irrigation systems.

Fleet Management: Randy Croissant had to replace a transmission on one our snow machines do to a major break down. He is winterizing summer equipment and storing it for the winter.

Facilities Maintenance

Fitness Center: Dave Anderson continues to work with BAS & Boiler contractors' onsite. The project is running smoothly and is on track. Dave Anderson ran training with facilities staff on how the Fitness Center sauna works and how to troubleshoot issues. Dave Anderson also installed a new high limit switch to the sauna so staff can safely reset it when the unit overheats.

Golf Dome: Andy McDowell conducted HVAC training on the main blower at the Fitness Center. Tim Beckmann reviewed the BAS software on November 9th for all facilities staff, so they could be trained before the Golf Dome opening on November 13th.

Spray 'N Play: On November 10th Tim Beckmann, Andy McDowell, Jerry Kolodziej, Kyle Moody, Erika Strojinc, and Jenn Foreman attended a Halo Pool controller demo at the Arlington Park District. After reference checks and the onsite visit, all staff agreed on moving forward with the new Halo Pool controller at the Spray 'N Play. The installation of this new controller will take place over the winter and will have a spring 2022 start-up and training before the facility opens up for the summer season.



BUFFALO
GROVE
PARK
DISTRICT



Memorandum

MEMO TO: BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: NOVEMBER 15, 2021

Brochure: The proof of the spring book was released to staff on November 1. Corrections were made that week; and, the book was sent to the contract designer on November 8. We should have a final proof of the book on December 13.

Fitness Center: Jennifer continues to manage the weekly Constant Contact email blasts. Email marketing included: October 22 - An important message regarding face masks, Refer-A-Friend Training Special, Mixed Up Turkey Triathlon event registration, Kids Club is Open, lap pool lane reservations required, October group exercise schedules for live and virtual classes, Park Post sign up, and the Athletico ad. October 28 - November group exercise schedules for live and virtual classes, and the Athletico ad. November 5 - Friday To Black Friday Sale on personal training and reformer training packages, Mixed Up Turkey Triathlon event, Kids Club holiday hours on Thanksgiving, safety issue concerning members pouring water into the sauna heater, making reservations with the new Fitness Center app, lap pool lane reservations required, reminder regarding masks, group exercise schedules for live and virtual classes, Park Post sign up, and the Athletico ad. Jennifer is working with our contract designer to develop the graphics that will be used in an upcoming geofencing campaign. Unfortunately, the geofencing campaign was delayed so that a required privacy policy can be created for our website. Once a privacy policy is approved by the Board, the geofencing campaign will initially launch with student membership passes, followed by the Friday to Black Friday Sale on personal training and reformer training packages that runs November 19 – 29, and ending with the 3 months for \$99 winter membership sale. Jennifer also updated the November live and virtual group exercise classes and the aquatics classes schedules, and posted them on the website, TV screens and in email blasts to members. Jennifer continues to update the Fitness Center's TV displays at the front desk and on the fitness floor with current programs and promotions. Jennifer completed the design and layout of banners and templates for Member Appreciation Days in October, November and December, and sent them out to be printed (since the poster printer was out of service). Jennifer created signs for the sauna communicating to members who use the sauna to not pour water on the heater. Jennifer updated the website with the Mixed Up Turkey Triathlon event, the Friday to Black Friday Sale, the November group exercise schedules and the aquatics classes schedule. Jennifer ordered the sign for Debra Saper's Member Fitness Achievement member program, set to launch in December once the "wall of fame" is ready at the Fitness Center. This program recognizes members for successfully meeting or exceeding their fitness goals.

Fitness Center Book: Jennifer completed the winter Fitness Center brochure, and it's currently up on the website.

Camp Brochure: Mike designed a digital camp guide that was released on our website on November 8. This was a change from the way we did things in previous years by including camps in the winter brochure. By releasing camp information online first in November (rather than in the winter book in October), it will give the recreation department more time to figure out where fees should be, and publish more accurate information.

Village Newsletter: Mike designed the Park District 2-page spread in the November/December Village Newsletter that featured the Golf Dome, Fitness Center's Friday to Black Friday sale, Just For Kids Holiday Shop, Santa's Mailbox, Dining Through The Decades, Spring Soccer, and Camp registration.

Design: Mike designed new tennis and pickleball court rules signs, a no dogs allowed on courts sign, and a new speed limit sign for the Alcott Center parking lot.

Press Releases: Mike wrote and sent out releases to notify the local media about the IAPD milestone recognitions for Adriane Johnson and Scott Jacobson.

Email Newsletter: Jennifer completed the layout and content for the Park Post email newsletters that went out October 18, 29 and November 12. There are currently 3,712 subscribers to the newsletter (-6 from last month).

TV Screens: Wendy created graphics for the TV screens for the winter program guide, summer camp guide coming soon, summer camp guide now online, Just For Kids Holiday Shop, Nutcracker tickets, and Dakota K sponsorship.

Projects: Mike updated the Golf Dome's phone system greeting. Jennifer updated several Golf Dome posters for their opening on November 13.

New Resident Welcome Packets: Wendy mailed 67 welcome packets to new residents that moved into Buffalo Grove in October.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted Dining Through The Decades, Aquatics is hiring, and the Just for Kids Holiday Shop.

Sponsorship: Wendy signed a renewal sponsorship agreement with O'Reilly Auto Parts (\$2,000), and a new agreement with ReEnvision (\$500).

Meetings: Wendy attended the Social Committee meetings on October 14 and October 29, and a webinar on social media changes by Government Social Media on October 27. Mike attended the IAPD Legal Symposium on November 4, and the IPRA Communications and Marketing Section meeting on November 12.

Digital Sign: Mike designed new displays to promote the Kids Club and Veterans Day.

Pictures: New pictures were taken of Flag Football, Soccer, Young Rembrandts, Chess Club, Howl-O-Ween Pooch Parade, Craft Fair, Great Pumpkin Hunt, Aqua Arthritis at the Fitness Center, and Gymnastics and Tumbling.

Community Calendars: Wendy posted Just for Kids Holiday Shop and Dining Through The Decades to the Village, Daily Herald and Patch events calendars.

Program: As part of the team effort to cover Allison's programs while on maternity leave, Wendy oversaw the jewelry making program on October 14.

Social Media: Facebook is changing the way businesses use all their platforms, including Instagram and WhatsApp. Jennifer and Wendy have started the Facebook migration from our current "classic" pages to the "New Experience," which requires all Park District Facebook accounts to move under one Facebook Business Account. This process requires verifying each sub-account's information, removing personal email addresses for anyone who is designated as an admin or employee, and replacing them with work email addresses, and confirming the owner. Once this migration is completed for each sub-account, the pages will look different, and we may notice a decrease in organic reach. Facebook is moving toward an interactive platform in the future, somewhat forcing organizations to engage with other businesses through experiences, rather than utilizing its platforms for promotion only.

Website: Mike created a new home page slider for the camp guide, Golf Dome, Dining Through The Decades, commissioner recognitions, and a paid sponsor ad for Curion. Mike also build internal site landing pages for the Fitness Center’s Student Membership Passes and Friday to Black Friday promotions, and updated the winter calendar of events. Mike also updated all of the program pages to have the correlating winter brochure sections. Internal pages that were updated include Adult Sports, Board of Commissioners, Board Packets, Clubhouse, Construction Projects, Dance, Dining Through The Decades, Employee Spotlight, Fitness Center, Golf Dome, Just For Kids Holiday Shop, Performing Arts, Santa’s Mailbox, Seasonal Catalog, and Sponsorship.

Here are some website statistics for the month of October:

	<u>October 2021</u>	<u>October 2020</u>
Total visits:	18,425	12,811
Total Page Views	39,278	28,642
Different Users	11,697	7,831
New Visits	10,529	6,616
Returning Visits	7,896	6,195
Mobile/Phone	10,980	6,654
Desktop	7,075	5,733
Tablet	370	424
Pages per Visit:	2.13	2.24
Duration of Average Visit:	1:39	1:53
How did people get to our site?		
Search Engine	7,280	4,494
Direct (typed in address)	4,204	3,095
Social Media	490 (-423 from last month)	352
Link from other website	89	45

Top 10 Most Visited Internal Pages

1.	Seasonal Catalog	3,388
2.	Fitness Center Home Page	2,535
3.	Calendar of Events	2,183
4.	Registration	2,153
5.	Trick or Treat Trail	1,943
6.	Fitness Center Group Exercise Reservations	1,365
7.	Fitness Center Pool/Track Reservation Page	1,239
8.	Golf Dome	1,160
9.	Performing Arts	1,158
10.	Youth Sports	605



TO: PARK BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR
FROM: DANI HOEFLE, RISK MANAGER
SUBJECT: NOVEMBER OPERATIONS REPORT
DATE: NOVEMBER 17, 2021

COVID-19:

Last month we had 5 unvaccinated Clubhouse employees receive weekly testing. Two of those employees have since completed their vaccinations but one new employee that has joined the staff is not vaccinated. So, this number is down to 4. District 96 has extended their offer of testing the part-time before and after care staff to all unvaccinated staff. These tests can be conducted either once or twice a week at the location the Park District chooses.

With the news that 5-11 year olds can now receive COVID-19 vaccinations, Dani and staff are trying to figure out how to tackle things like post-vaccination symptoms and returning to programming or exposures for those who are fully vaccinated without copies of vaccination cards. These topics are being ironed out with help from the IDPH and the local school districts as they are facing these topics more abundantly.

PROJECTS:

One big method of revenue for the Park District has been rentals, especially with the renovation at the CAC a few years back. To increase revenue further, the agency has been allowing alcohol, though minimally and only through caterers, at licensed events. Dani has been working with Jessie Brown at the Village to determine exactly which liquor licenses apply to the Park District and in which capacity. Dani has created a checklist for both renters and a separate one for Chris Eckert to use when working with the hosts of the rentals to determine all steps have been completed properly. Dani is hopeful this will simplify things for renters and increase attraction to hosting at the CAC.

Dani has also been working on waivers, policies, and agreements this month for various staff and programs including the Privacy Policy, the general Fitness Center waiver, and the Vaccination Policy for staff.

TRAINING:

Dani attended the IAPD Legal Symposium virtually this year and really got some great take-aways on new laws from Jason Anselment and precedence from a few court cases that the agency could learn from. Dani will be meeting with staff to review information on prevailing wage language in documents and agreements in the next few weeks.

This month Dani and a few facilities staff attended a Confined Space training in Waukegan. The START Group, which stands for Safety Techniques and Rescue Training, led the training and offered a very thorough training complete with a demonstration of the air monitor, ventilation, and rescue. Dani received some fantastic training materials from this training to continue the efforts back in Buffalo Grove.

