



BUFFALO  
GROVE  
PARK  
DISTRICT

Buffalo Grove Park District  
WORKSHOP MINUTES  
February 14, 2022  
Zoom  
6 pm

Due to the COVID-19 pandemic, the President of the Board of Commissioners declared it is not practical or prudent to meet in-person and stated the Workshop is to be held virtually online.

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

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

CALL TO ORDER

**Roll Call**

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

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF WORKSHOP AGENDA

Commissioner Reiner moved to approve the February 14, 2022 Workshop Agenda, seconded by Vice President Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

TOPICS FROM THE FLOOR

There were no topics from the floor discussed.

CORRESPONDENCE

Executive Director Risinger said there was an article in the Daily Herald on the Village and Park District partnering on the 2022 Buffalo Grove Days. He said there was also an email from IPRF thanking the Park District for donating a basket for the silent auction at the IPRA/IAPD Soaring to New Heights

Conference. Proceeds from the silent auction goes to providing scholarships to students in the field of parks and recreation.

## POLICY AND LEGISLATION

### **Third Quarter Administrative Work Plan Update**

Executive Director Risinger said that he had nothing to add but would be happy to answer questions from the Board. The Board had no questions.

### **Third Quarter Departmental Goals and Objectives Update**

Director Strojinc said that she would welcome questions. Commissioner Cummins asked when the \$15/hour minimum wage was going to take effect. Director Strojinc said that it will be effective May 1 for camps, aquatics and Clubhouse. Director Short added that the minimum wage took effect January 1 for those making under the minimum wage at the time.

### **Vaccination Policy Update**

Executive Director Risinger said now that the vaccination and testing policy has been in effect for several weeks it has been amended to refer to drop off locations rather than testing locations. Tests have been distributed to those who are required to test and they can now simply drop off their test during specified times. Commissioner Reiner asked why we are still offering employees pay to test when we provide them with the test and drop off location. Executive Director Risinger said PDRMA recommended that if we require a staff member to test, it becomes part of their job and they need to be compensated for time spent testing. Commissioner Cummins pointed out that the policy, as written, includes procedural details that could be removed from the policy. He suggested that if removed, staff would be able to make tweaks to the policy without Board approval as they continue to follow IDPH and CDC mandates. The Board agreed that they want to be informed of changes but would like to amend the policy to allow administrative staff to make changes, if needed. Commissioner Cummins confirmed that when the time comes to stay this policy, the Board will be asked for their approval.

## RECREATION

### **Master Fee Report Including Clubhouse**

Director Strojinc said that fees overall being raised are nominal. She said the Clubhouse increase is due to needing to be competitive in hiring staff. She said that she wants the Board to be aware of where the staff is with reference to programming. Commissioner Reiner asked if the Parks Department is going to budget for the new minimum wage and Director Howe confirmed that it is.

### **NWSRA Statistics Update**

Executive Director Risinger said we get a fair number of participants in NWSRA programming compared to other districts. He said the full report is very detailed and if any Board member has further questions he would be happy to answer them. No further questions were asked.

## EXECUTIVE DIRECTOR'S REPORT

### **Administrative Staff Meetings Report**

Executive Director Risinger said the report highlights Administrative Staff Meeting discussion for the month of January. He said he wants to make the Board aware of the Legislative Breakfast on Monday, February 28. He asked them to let Executive Assistant Wanland if they would like to be registered. He said the Legislative Conference is earlier than usual this year and asked Board members wanting to attend to reply by Friday, February 18. He said the Raupp Museum is holding an informal police exhibit opening on Thursday, March 3 from 2 – 3 pm. Last, he said we have been

working with the Vernon Township Energy Commission regarding the possibility of collaborating on future projects. Superintendent of Development Mike Maloney has agreed to represent the Park District on the committee. He said they are in the data collection phase right now.

#### STAFF UPDATES

Director Howe informed the Board that there is a potentially bad storm arriving on Thursday.

Director Strojinc said that there is an internal staff interested in filling Recreation Supervisor Allison Oberst's position. She said she had a meeting with the Chamber and the Village and it sounds like the Chamber will be in charge of the Craft Fair and Business Fair at BG Days. She said our in-house committee is also busy planning for the event. She said she will keep the Board apprised of state mandates and how it will affect programming.

Risk Manager Hoefle said we opened up testing to full time staff including those who are not required but would like to test. She said a Wellness Challenge is starting on Friday, February 18 and is being run through the Fitness Center app called *Just One More*.

Director Short said we received a \$67,000 reimbursement check from FEMA. He said IMRF announced they had a really great year in 2021 with a 16.6% return on their investments and they are nearly 99% funded. He said we increased our reserve balance 50% with the investment reserve.

Superintendent Terson said the marketing department is in full BG Days planning with sponsorships. They are also exploring new, different ways of promoting the event. Last, he said he is working with our new website company and we are getting very close to a launch date.

#### PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said that the US Olympic women's hockey team is playing Canada for the gold medal on Thursday night. There is a player on the team from Buffalo Grove. He said he heard at conference that some districts have decided to make permanent changes they made during COVID. Examples include continuing virtual fitness classes and making the brochure completely digital. He asked staff to think about the future and consider some of these ideas. He said that the Governor is dropping the mask mandate at the end of the month and his thought is to make the Board meeting in-person on February 28. He said it will be Commissioner Johnson's last meeting and we would like to celebrate her. He asked if staff is going to go to National Conference this year and Executive Director Risinger said it going to be included in the new fiscal year budget but it is not certain who is going at this time.

Commissioner Johnson thanked Commissioner Cummins for reminding her to submit a formal resignation letter and said she must have been in denial. She said she tendered the letter today and it has been a bittersweet day. She said 2,557 people attended conference in January and they have received a lot of good feedback. She congratulated Commissioner Cummins on receiving a Distinctive Board Member award at the business meeting. Last, she said she is advancing a state senate bill called the Park District and Public Utility Liability Act which limits the liability public utilities place on park district property. She added that Senator Craig Wilcox is working on a bill to get grant funding for Park Districts that have police forces that receive funding for body cameras.

Commissioner Reiner said that he will miss Commissioner Johnson. Commissioner Johnson said she is not going anywhere – she is still a resident of Buffalo Grove! She said she will always be Buffalo Grove’s number one advocate and supporter.

Vice President Bragg congratulated Commissioner Cummins on his award. She told the Board that the FOP will be holding their annual Trivia Night on Saturday, April 2.

Commissioner Cummins said that he appreciated the many diverse, well-rounded, educational offerings at conference. He said it was nice to see staff both in sessions and in social settings. He said he is proud to be a commissioner. He thanked Commissioner Johnson for the recognition she received for completing her tenure and stepping back from the IAPD board. He said she makes a tremendous impact on everyone who knows and works with her. Commissioner Cummins said he would be willing to participate on the Gold Medal Award committee.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADIJOURNMENT

Commissioner Johnson moved to adjourn the Board Workshop at 6:59 pm, seconded by Commissioner Cummins and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner

NAYS: 0

ABSTAIN: 0

Respectfully submitted,

  
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Secretary