



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
July 11, 2022
Alcott Center – Rooms 10/11
6 pm

Commissioners Present: Tracy Bragg, Steve Cummins, Scott Jacobson, Larry Reiner and Hetal Wallace

Staff Present: Executive Director Ryan Risinger, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Erika Strojinc, Director of Parks and Planning Tim Howe, Superintendent of Recreation Chuck Burgess, Superintendent of Development Mike Maloney, and Executive Assistant Beth Wanland

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 6:06 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Reiner and Wallace answered present.

INTRODUCTION OF GUESTS

Deborah Harrison from the AARP Tax-Aide Program was in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Vice President Bragg moved to approve the July 11, 2022 Workshop Agenda, seconded by Commissioner Cummins and passed with a voice vote.

TOPICS FROM THE FLOOR

Deborah Harrison said the AARP Tax-Aide Program is back in business this year after being shut down from COVID. She thanked the Park District for providing the facility for the AARP to conduct free tax preparation for seniors. Ms. Harrison said 117 tax returns were prepared this year and 80% of the taxes prepared were from residents of Buffalo Grove. She said she would ask that the Park District advertise this service in the future as they lost seniors during the pandemic. Executive Director Risinger assured Ms. Harrison that in the future we can advertise in our brochure and on social media and thanked her for coming.

CORRESPONDENCE

Executive Director Risinger said that the Board packet included a thank you note from Carol Fitzsimmons. Carol has been a resident of Buffalo Grove for 50+ years and she thanked the Park District for providing programs enjoyed by three generations of her family. There were also two Daily Herald articles mentioning the Pride Picnic following the parade on June 5.

POLICY AND LEGISLATION

Part-Time Employee Policy Manual Revision

Executive Director Risinger said there is a small revision in the Part-Time Employee Manual. Director Short added that if the revision is approved 10 of 22 Part-Time staff will be eligible for paid time off.

Board Policy Manual Revisions

Executive Director Risinger thanked Executive Assistant Wanland for taking the lead on revising this manual. He said many of the changes were for consistency. He said the major change was removing policies within the body of the manual and attaching them as Addendums at the end of the policy. He said no mandates were changed within the manual.

PDRMA Annual Report

Executive Director Risinger said things are going well and PDRMA seems to be happy with the District. He said included in the Board Packet is a one-page flyer highlighting the Buffalo Grove Park District at-a-glance.

PARKS

Motion to Rename Green Lake Park

President Jacobson said the Board has discussed renaming Green Lake Park to Reiner Park, or to a name of Commissioner Reiner's choosing. Commissioner Reiner recently celebrated his 35th anniversary of service on the Board of Commissioners.

EXECUTIVE DIRECTOR'S REPORT

Administrative Staff Meeting Report

Executive Director Risinger said that the Administrative Staff Meeting Report is included in the packet monthly and he would be happy to answer any questions. Commissioner Cummins said he appreciates being updated on administrative staff meetings.

Director Howe said the parks department is ready to make an offer for the open mechanic position this week. He said next week he will be interviewing for the Superintendent of Facilities and Planning position. He also mentioned that in the future they will be hiring a Land Management position.

Director Strojinc said that summer is halfway over. She said that we lost about 25 people from Camping under the Stars due to the Highland Park shootings but the event still had 98 people attend. She said the Village has asked to do fireworks at National Night Out and we have given them the green light to do so. She said there is a BG Days committee meeting tomorrow night. She met with Village staff regarding community safety training. She said the summer musical opens at the end of the month. She said camps started 2nd session this week and registration is at 82% of pre-COVID numbers. She said fall Clubhouse has just over 600 registrants. She said aquatics had a second audit on Sunday and we don't have the results yet, but they thought they did well. She said the month of June had an all-time record for new members at the Fitness Center and ended by saying that outdoor rentals have been great this summer.

Director Short said he is still working on the new software with the fixed asset company. He added he is waiting for audit follow-up work.

Superintendent of Development Mike Maloney said we were approved for a \$400,000 OSLAD grant for Prairie Grove Park.

Commissioner Reiner said \$59 million more funds for OSLAD grants were recently approved by Governor Pritzker and the application period will be opening very soon. Executive Director Risinger said we will be applying for this round of OSLAD grants to renovate Parkchester Park.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson welcomed Commissioner Wallace to the Board. He also thanked staff who came to the meeting to welcome our new Commissioner.

Commissioner Cummins said he went to Concerts in the Park and said it was well attended and people get a lot of enjoyment from the concerts. He said he is happy to hear about the new possibility for an OSLAD grant for Parkchester Park. He welcomed Commissioner Wallace and said in District 102 she is a rock star and we are very happy to have her on the Board. He said he loves her passion for the parks.

Vice President Bragg said that the IAPD Park District Conservation Day at the Illinois State Fair is on Saturday, August 20. She said the Best of the Best Awards Gala is on Friday, October 14 at Chevy Chase in Wheeling. She said the Legal Symposium is on Thursday, November 3 at the Hyatt Lodge Oak Brook and the IAPD Soaring to New Heights Conference is January 25-28, 2023 in Chicago. Last, she said the FOP Flights in the Park wine and beer tasting event is on Saturday, August 20 from 4 – 7 pm at Willow Stream Park.

Commissioner Wallace said she sees the staff's work on the receiving end and is thankful and grateful for all their work.

Commissioner Reiner thanked staff for the work they put into applying for grants and knows the tremendous amount of work that goes into being awarded one. He thanked Michelle Kelly with Upland Design on behalf of the Board for all the work she has done creating parks and designing public open space for the Buffalo Grove Park District.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

Executive Director Risinger asked Commissioners to reply to the email Executive Assistant Wanland sent if they are interested in attending the NRPA conference in Phoenix, September 20-22.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADIJOURNMENT

Commissioner Cummins moved to adjourn the Regular Board Meeting at 6:42 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,


Secretary