



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
Alcott Center – Room 24
October 10, 2022
6 pm

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

Staff Present: Executive Director Ryan Risinger, Deputy Director 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 6:01 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Monika Adamski, Audit Manager from Lauterbach & Amen LLP, was in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Vice President Bragg moved to approve the October 10, 2022 Workshop Agenda, seconded by Commissioner Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

FINANCE

Presentation of 2021-22 Year End Audit Report

Monika Adamski, Auditor Manager from Lauterbach & Amen, LLP said that once again the Buffalo Grove Park District had a very clean audit. She said there were no issues working with management and everything requested was received in a timely manner. She said the Park District will submit for the Government Finance Officers Association (GFOA) certificate of excellence which is the highest form of recognition in financial reporting a district can receive. She highlighted the numbers presented

in the audit and pointed out that the District had a very healthy fund balance at the end of the year. She also reviewed the Management Letter and said the two funds over budget were immaterial but they are required to report it. She said it is nothing that the District did incorrectly and if it were material the budget would be amended.

Commissioner Reiner commended Executive Director Risinger, Director Short, and Lauterbach and Amen, LLP for the comprehensive report. Commissioner Cummins thanked both parties and said he appreciates seeing the 10-year history in the report.

Resolution 22-10-1 Tax Levy Estimate

Director Short said that the Tax Levy Estimate is the amount of money to be levied from property taxes to finance the District's expenses. He explained the rationale behind not levying and the long-term negative effect it would have on the District in future years. He said the lost funds would compound and the District would never be able to recapture them.

Budget Preparation Calendar

Director Risinger said we will present the new fiscal year budget in March of 2023. He said we will look for approval of the budget and appropriations ordinance at the end of April.

RECREATION

2022 Camp Fee Report and 2022-23 Preschool Fee Report

Deputy Director Strojinc said last year hourly pay increases were made knowing the minimum wage increase to \$15/hour was coming. This year she said we remained status quo and would like to see how it goes. If needed, she said we will make fee adjustments next year. Commissioner Reiner said he would like to revisit our policies on fee assistance and see scholarships available to those who can't afford to attend camps and preschool. President Jacobson said the general philosophy should be that no child is left behind. Commissioner Cummins agreed that it would be nice to see the fee assistance policy. Vice President Bragg asked about the Friends of the Parks Foundation and the money they raise and how it is spent. She asked that this conversation be a topic on a future Board Workshop agenda to discuss further.

CORRESPONDENCE

Executive Director Risinger said that included in the Board packet was an article that appeared in the Daily Herald on his retirement. There was also a letter from Peter Murphy from IAPD that was sent to our legislators congratulating the Park District for winning the Best of the Best Partnership award. There was an article that appeared in the Countryside on the Park District Seeking Funds from the Village for the Rylko Park renovation, and a letter from Jeff Weiss thanking the Park District for the successful Arboretum dedication and planting at Green Lake Park. Last there was an updated *What's Happening?* calendar of events prepared by Executive Assistant Wanland.

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 held during the month of September. He reminded the Board that the

SLSF Celebrate Ability event is on November 4 at Chevy Chase Country Club at 6:30 pm. He also asked Commissioners to let Executive Assistant Wanland know if they would like tickets reserved for Blithe Spirit or Once upon a Mattress. Last he said that the IAPD credentials came in after the Board Packet went out and copies were printed for their review. It was agreed that Commissioner Reiner will serve as the delegate at the Annual Business Meeting at Conference in January. The Board decided Commissioner Jacobson will serve as the 1st alternate, Commissioner Bragg will serve as the 2nd alternate, and Commissioner Cummins will be the 3rd alternate.

Director Short said he submitted final paperwork for Phase I of the Educational Gardens grant and we are now just waiting for the check. He also asked Commissioners to bring their driver's license to the next board meeting in order to make copies which are now required to update signers for our Harris and Wintrust bank accounts.

Superintendent Terson said that his new part-time marketing assistant, Nic, has produced two videos and did a great job on them. He said he is excited for many more videos with Park District branding to add to social media. He said the winter book is on press and should arrive in the near future. Commissioner Cummins said he would like to receive links to the two videos Nic produced and future videos.

Deputy Director Strojinc said the Nature Classroom is closed for the season. She said staff is working on Phase II and is excited for what's to come. She said the Huck Finn Fishing Derby and Diwali events went great. She said Enchanted Night at the Museum is next week on Tuesday, October 18 and the Arts and Crafts Fair and Howl-O-Ween Pooch Parade are on Saturday, October 22. She said Recreation Supervisor Jimmy Mix is moving to the Golf Dome and staff is figuring out if we can move around job responsibilities or hire someone to replace him. She said Clubhouse has 616 participants. Staff started a geofencing campaign to hire and it has net seven new staff and enabled Clubhouse to clear three waitlists. There are still 40 more kids on waitlists and we hope the geofencing campaign will yield more staff. She said staff had a hotel booked for the NRPA Conference and got bumped. Staff then rented a house that sleeps 16 which saved the District \$4,000 and staff loved the bonding time together.

Director Howe said we formally applied for the OSLAD grant for Parkchester Park. He said his department is starting to plan for winter and the Farmer's Almanac says it is going to be cold and wet.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said that he attended both Open Houses for Parkchester Park and he thinks resident concerns were addressed and the neighbors are happy. He said he attended a meeting with the Village and reviewed BG Days. He said the Village thought it was a huge success and thinks everything is moving in the right direction. He said it was a good discussion and the Village has some decisions to make with regard to the BG Days committee. Superintendent Terson commended his coworkers on planning and working the event and said it was a great team effort.

Commissioner Cummins thanked the team for all their work. He said he is looking forward to seeing the production of Blithe Spirit this weekend.

Commissioner Bragg said IAPD has put preliminary conference information on their website. She said Executive Assistant Wanland sent out hotel room reservations to Commissioners and asked them to let her know if you will not be staying at the hotel Wednesday through Sunday.

Commissioner Wallace thanked staff for the Diwali celebration. She said it was thoughtful and mindful and she was really impressed. Director Strojinc said 265 people were registered and approximately 200 people came. She said they will survey those who attended and see what can be changed next year to make it even better. Everyone who attended agreed the dance part of the program was a huge success. Commissioner Wallace also said she attended the Arboretum dedication and loved the storyboards. She said she met people from other communities who said how lucky we are to live here. She thanked Tim for agreeing to give a presentation to the AP Environmental Science class at Wheeling High School on the topic of Park and Open Space Development.

Commissioner Reiner said that the Legal Symposium is on Thursday, November 3 and he and Commissioner Wallace said they would like to attend. He said the Board and staff came across very strong at the two Open Houses at Parkchester Park. He said the residents understand the design and know concessions needed to be made from the original plan in order to give them what they wanted.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADJOURNMENT

Commissioner Reiner moved to adjourn the Workshop at 7:35 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully Submitted,



Secretary