



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District
WORKSHOP/REGULAR BOARD MEETING
Monday, January 22, 2024
Alcott Center – Room 24
6 pm

WORKSHOP AGENDA

- I. Call to Order
 - A. Roll Call
- II. Introduction of Guests
- III. Approval of January 22, 2024 Workshop Agenda
- IV. Finance (HW)
 - A. January Warrant 2024
 - B. December Financial Statement
 - C. December Year to Date Statement
 - D. January Refunds
 - E. Board Travel and Conference Expense
- V. Parks Development (LR)
 - A. Bison Park Shared Driveway Access Easement Agreement
- VI. President and Commissioners' Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

BOARD MEETING AGENDA

(To Immediately Follow Workshop)

- I. Call to Order
 - A. Roll Call
- II. Pledge of Allegiance
- III. Introduction of Guests

- IV. Approval of the January 22, 2024 Regular Board Meeting Agenda
- V. Approval of Minutes
 - A. Approval of December 11, 2023 Special Meeting Minutes
 - B. Approval of December 11, 2023 Public Hearing Minutes
 - C. Approval of December 11, 2023 Workshop Minutes
 - D. Approval of December 11, 2023 Regular Board Meeting Minutes
- VI. Topics from the Floor
- VII. Correspondence
 - A. Written
 - B. Verbal
- VIII. Attorney's Report
- IX. Committee Action Items
 - A. Finance (HW)
 - 1. Approval of the January 2024 Warrant
 - 2. Approval of the December Financial Statement and the December Year to Date Statement
 - 3. Approval of the Board Travel and Conference Expense
 - B. Park Development (LR)
 - 1. Approval of the Apex Landscaping Contract Renewal
 - 2. Approval of the Bison Park Shared Driveway Access Easement Agreement
- X. Executive Director's Report and Department Operational Reports
- XI. Old Business
- XII. New Business
- XIII. Executive Session for the Purpose of:
 - A. Six-Month Review of Executive Session Minutes
- XIV. Possible Action to be taken from Closed Meeting Session
 - A. Resolution 24-1-3 Providing for the Destruction of Particular Verbatim Recordings of Closed Session Meetings
- XV. Adjournment

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

Board Travel Conference Expenses 1-22-24 Meeting

Date	Item	Name	Amount
1/22/24	IAPD/IPRA 2024 Conference Registration Chicago, IL	K. Page	\$365.00
1/22/24	IAPD/IPRA 2024 Conference Per Diem Chicago, IL	S. Cummins	\$276.00
		S. Jacobson	\$197.00
		K. Page	\$276.00
		L. Reiner	\$355.00
		H. Wallace	\$355.00
Total cost of travel, meals, conference and/or lodging:			<u>\$1,824.00</u>



BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
RE: BISON PARK SHARED DRIVEWAY ACCESS EASEMENT AGREEMENT
DATE: JANUARY 15, 2024

Action Requested:

Staff asks that the Board approve the agreement between the Buffalo Grove Park District and the Shorewood Development Group.

Background Information:

The District was contacted by the Shorewood Development Group in October 2023 to work out an agreement for the access of the Bison Park entrance. The District owns roughly 75% of the access into Bison Park and the old Rohrman dealership (Lot 1) closest to Bison Park. See attached photo. With the new development, the Village is requiring a new concrete driveway apron, reinforced asphalt pavement, concrete curb cuts, ADA sidewalk ramps, stop signs and a painted stop bar. The required improvements will be done by Shorewood Development at no cost to the District.

In the agreement, the District is granting Shorewood Development a perpetual, nonexclusive access easement over and across the Driveway in order to permit the ingress and egress of person and vehicles between Lot 1 and Dundee Road. Shorewood Development will be responsible for the cost of maintaining, repairing, and replacing the improvements within the Driveway in good order and repair, including the managing of work, and securing contractor(s) to perform snow and ice removal, cleaning debris, seal-coating, median repairs, and patching and resurfacing of the paved surfaces.

Because Shorewood Development has agreed to update the drive and maintain it in perpetuity, the staff felt that there was no need to charge them a long-term rental fee.

Enclosed:

Shared Driveway Access Easement Agreement
Photo of Bison Park Driveway Entrance

**This instrument was prepared by
and after recording return to:**

Wesley K. Dagestad
Polsinelli PC
150 N. Riverside Plaza, Suite 3000
Chicago, Illinois 60606

NONEXCLUSIVE DRIVEWAY ACCESS EASEMENT AGREEMENT

THIS NONEXCLUSIVE DRIVEWAY ACCESS EASEMENT AGREEMENT (the “**Easement Agreement**”) is made this ____ day of _____, 2024, by and between **BUFFALO GROVE PARK DISTRICT, ILLINOIS**, an Illinois Park District (“**Buffalo Grove**”), and **SDG DUNDEE RD LLC**, an Illinois limited liability company (“**Lot 1 Owner**”). Buffalo Grove and Lot 1 Owner when referred to together are sometimes hereinafter referred to as the “**Parties**”.

R E C I T A L S

A. Buffalo Grove is the owner of certain real property for the use as a public park located in the Village of Buffalo Grove, Wheeling Township, Cook County, Illinois, commonly known as “Bison Park,” 905 Dundee Road, Buffalo Grove, Illinois 60089 (“**Bison Park**”), which is legally described on **Exhibit A** attached hereto and incorporated herein by reference.

B. Lot 1 Owner is the owner of certain real property located in the Village of Buffalo Grove, Wheeling Township, Cook County, Illinois, commonly known as 915 Dundee Rd., Buffalo Grove, Illinois 60089 (“**Lot 1**”), which is legally described on **Exhibit B** attached hereto and incorporated herein by reference.

C. Bison Park and Lot 1 adjoin one another. Lot 1 shares certain existing driveway improvements for ingress and egress to Lot 1 from Dundee Road, a public right-of-way, with Buffalo Grove, and such improvements include curb cuts, driveway aprons, turn-in lanes, median, and other paved access improvements located within a portion of the northwest corner of Bison Park and northeast corner of Lot 1 (collectively, “**Existing Driveway Improvements**”).

D. Lot 1 relies on the Existing Driveway Improvements for access to the public right-of-way known as Dundee Road pursuant to that certain easement for ingress and egress shown by the Plat of Subdivision recorded as Document No. 23752075 in the Cook County Recorder of Deeds and further shown on the Plat of Resubdivision recorded as Document No. 25344703 in the Cook County Recorder of Deeds (the “**Existing Access Easement**”).

E. Lot 1 Owner intends to redevelop the improvements located within Lot 1 (collectively, “**Lot 1 Development**”), and the Village of Buffalo Grove requires the Lot 1 Owner to install

certain updates to the Existing Driveway Improvements located on a portion of the Bison Park and Lot 1 properties adjacent to Dundee Road in connection with the Lot 1 Development. The scope of the updates to the Existing Driveway Improvements required by the Village is defined herein as the “New Access Improvements” as approximately depicted on Exhibit C-2 attached hereto and incorporated herein.

F. Lot 1 Owner has agreed to redevelop a portion of the Existing Driveway Improvements and construct and install certain improvements such as a new concrete driveway apron, new asphalt pavement, new concrete curb, new ADA sidewalk ramps, new stop sign, and painted stop bar (the “New Access Improvements”) within the area legally described on Exhibit C-1 and approximately depicted within the area cross-hatched on Exhibit C-2 (collectively, the “Driveway”), both of which are attached hereto and incorporated herein by this reference.

G. To facilitate the Lot 1 Development and the New Access Improvements related thereto, the Parties intend to (1) establish new access (in addition to the Existing Access Easement) over, across, under and upon the portion of the Driveway located within Bison Park for the benefit of Lot 1 within the area shown and labeled “Easement for Ingress & Egress” on Exhibit C-2 and on the Site Plan attached hereto as Exhibit C-3 (the “Site Plan”), and (2) grant Lot 1 Owner and its respective agents, contractors, tenants, licensees, temporary construction easement rights related to Lot 1 Owner’s construction of the New Access Improvements and Lot 1 Development.

H. Buffalo Grove has agreed to grant Lot 1 Owner (1) a perpetual, nonexclusive access easement over and across the Driveway in order to permit the ingress and egress of persons and vehicles between Lot 1 and Dundee Road and (2) a temporary construction easement with respect to the New Access Improvements, each in accordance with the terms and conditions set forth in this Easement Agreement.

NOW, THEREFORE, in consideration of the foregoing Recitals, the execution of this Easement Agreement by the Parties hereto, the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties hereto, it is agreed as follows:

1. Ingress and Egress Easement. Buffalo Grove hereby grants to Lot 1 Owner together with its members, owner(s), agents, employees, contractors, tenants, customers, invitees, licensees, and successors and assigns, for the benefit of Lot 1, a perpetual, non-exclusive easement over and across the portion of the Driveway located within Bison Park adjacent to the Existing Access Easement which is legally described on Exhibit C-1 and located approximately as shown on Exhibit C-2 attached hereto (the “Easement Area”), for the purpose of (i) permitting the ingress and egress of persons and vehicles between Lot 1 and Dundee Road and (ii) fulfilling Lot 1 Owner’s related obligations set forth in Section 3 of this Easement Agreement. Lot 1 Owner acknowledges that neither the Driveway nor any portion of Bison Park may be used for parking or for the loading, unloading, backing up or otherwise obstructing the Driveway with vehicles. Neither the Driveway nor Bison Park shall be used by Lot 1 Owner or its beneficiaries to loiter, solicit, store personal property or park or store vehicles or otherwise take any action contrary to the right of ingress and egress and maintenance provided herein. Neither the Driveway nor Bison Park shall be obstructed by any barrier, fence, or other obstruction except as set forth in Section 2(b) below. Buffalo Grove acknowledges and agrees Lot 1 Owner’s use of the Driveway and easement granted herein is intended to be used to facilitate the Lot 1 Development as a commercial development including any additional developments constructed on Lot 1, and Buffalo Grove agrees that such use does not and will

not constitute an overburdening of the easement or interference with Buffalo Grove's use of the Driveway irrespective of the amount of traffic generated by such businesses.

2. Reservation of Rights.

(a) Buffalo Grove's Reservation. Buffalo Grove and its agents, contractors, divisions therein hereby reserves for itself, its successors and assigns, the right to use the portion of Driveway located within Bison Park for any purpose which is not inconsistent with Lot 1 Owner's use and maintenance of the Driveway for ingress and egress, including, but not limited to, the right to use the Driveway for the installation of underground utility lines or repair of improvements within the Easement Area. Lot 1 Owner specifically acknowledges that Buffalo Grove uses and intends to use the Driveway for a main entry drive servicing the public's access to Bison Park.

(b) Temporary Interruption. Buffalo Grove hereby reserves the right to close off the portion of the Driveway depicted as the eastern 23' drive aisle within Bison Park for such commercially reasonable period or periods of time as may be required in connection with: (i) any necessary repairs to the pavement of the parking areas in Bison Park adjacent to the Driveway; or (ii) installation or maintenance of utility lines across and under the Driveway. Buffalo Grove shall, except in the case of an emergency, coordinate access to and the closing of such portion of the Driveway with Lot 1 Owner so that there is no unreasonable interference with the operation of the improvements on Lot 1.

3. New Access Improvements; Maintenance; Manner of Work. Lot 1 Owner shall be responsible for constructing and installing (or causing the construction and installation of) the New Access Improvements at its sole cost and expense. With exception of any damage to the Easement Area caused by the negligence or willful misconduct of Buffalo Grove or its agents, contractors, or licensees, Lot 1 Owner shall be responsible for the cost of maintaining, repairing, and replacing the improvements within the Driveway in good order and repair, including managing of the work, and securing contractor(s) to perform snow and ice removal, cleaning debris, seal-coating, median repairs, and patching and resurfacing of the paved surfaces within the Driveway all in compliance with all applicable laws, ordinances, rules and regulations. For the avoidance of doubt, Lot 1 Owner shall not be responsible for maintaining any of the improvements located outside of the Easement Area such as the parking lot serving Bison Park or other improvements located within a public right of way in connection with its obligations under this Easement Agreement, provided, however, Lot 1 Owner agrees to restore any areas disturbed by the construction of the New Access Improvements and/or Driveway in connection with the exercise of its rights under this Easement Agreement.

4. Temporary Construction Easement. Buffalo Grove hereby grants to Lot 1 Owner and its respective agents, contractors, tenants, and licensees, a temporary construction easement over, across, under and upon such portions of the Driveway and Easement Area adjacent to Dundee Road within the Bison Park property as reasonably necessary to accomplish completion of the New Access Improvements set forth on the Site Plan, for the purpose of grading and constructing and installing the New Access Improvements and other required improvements necessary to construct the Driveway contemplated under this Easement Agreement. Such Temporary Construction Easement shall terminate upon the completion of construction of the New Access Improvements and Driveway contemplated on the Site Plan and the satisfactory inspection thereof by all applicable governmental agencies.

5. Lot 1 Owner's Insurance Requirements. At all times during the term of this Easement Agreement, Lot 1 Owner shall purchase and maintain the following insurance coverages:

(a) Commercial General Liability including premises/operations, independent contractors, broad form property damage, personal/advertising injury, blanket contractual liability, fire and explosion legal liability, explosion/collapse/and underground hazard coverage, and products/completed operations coverage in an amount not less than Two Million Dollars (\$2,000,000) per occurrence; such policy shall be an occurrence policy and not a claims-made policy. A certificate of insurance shall be provided annually to Buffalo Grove, and Buffalo Grove shall be named as an additional insured on an endorsement acceptable to Buffalo Grove. The additional insured endorsement shall extend coverage to the contractual liability and completed operations coverage.

(b) Automobile Liability including contractual liability coverage for all owned, hired and non-owned vehicles with a combined single limit not less than One Million Dollars single limit.

(c) Workers' Compensation coverage for its employees or contractors as required by law.

(d) Employers' Liability coverage with limits as required by law.

6. Indemnification. Lot 1 Owner agrees to defend, indemnify and save harmless Buffalo Grove, its appointed officials, employees, agents, divisions, and contractors harmless from and against any and all liability or claim thereof (including but not limited to reasonable actual attorney fees and costs) whether for injury to persons, including death, or damage to property, which may be imposed upon, incurred by or asserted against Buffalo Grove arising out of (i) Lot 1 Owner, its employees, agents, contractors, subcontractors, lessees, invitees, or licensees actions in, on, or about the Driveway, including use of the Driveway; (ii) arising out of any default by Lot 1 Owner under this Easement Agreement; or (iii) arising out of any negligent act or omission to act by Lot 1 Owner, its agents, employees, contractors or subcontractors; provided, however, the foregoing indemnity from Lot 1 Owner shall not extend to liability arising or resulting from the negligence or willful misconduct of Buffalo Grove or its appointed officials, employees, agents, divisions, and contractors.

7. Covenants Running with the Land. The easements and the agreements herein contained shall be easements and covenants running with the land and shall inure to the benefit of, and be binding upon, the Parties hereto and their respective successors and assigns.

8. Modification of Easement Area. If, in connection with Lot 1 Owner's construction of the New Access Improvements or improvements related to the Driveway that are proposed or contemplated under the Site Plan, it is reasonably necessary to adjust or modify the areas of the easements granted under this Easement Agreement, the parties agree to cooperate with each other in good faith to adjust or modify such easement areas as is necessary to reflect as-built or as-to-be-built conditions and to execute and record an amendment hereto that modifies such easement areas, provided any amendments are in scope and locations consistent with this Easement Agreement.

9. Notices. Notices permitted or required hereunder shall be in writing and shall be delivered or sent by certified mail or overnight delivery by a reputable national carrier to the addresses provided below, provided that any party may change such address by written notice to the other party:

If to Buffalo Grove: Buffalo Grove Park District, Illinois
530 Bernard Drive
Buffalo Grove, IL 60089
Attn: Executive Director

With a copy to: Steven Bloomberg
Chuhak & Tecson, P.C.
120 S Riverside Plaza, Suite 1700
Chicago, Illinois 60606

If to Lot 1 Owner: SDG Dundee Rd LLC
c/o Shorewood Development Group
860 N. Milwaukee Ave., Suite 100
Buffalo Grove, IL 60089

with a copy to: Polsinelli PC
150 North Riverside Plaza, Suite 3000
Chicago, Illinois 60606
Attn: David N. Tanner

10. Governing Laws. This Easement Agreement shall be construed in accordance with the laws of the State of Illinois and any applicable federal laws and regulations.

11. Waiver of Default. No waiver of any default by any party to this Easement Agreement shall be implied from any omission by any other party to take any action in respect of such default. No express waiver of any default shall affect any default or cover any period of time other than the default and period of time specified in such express waiver. One or more waivers of any default in the performance of any term, provision or covenant contained in this Easement Agreement shall not be deemed to be a waiver of any subsequent default in the performance of the same term, provision or covenant or any other term, provision or covenant contained in this Easement Agreement. The rights and remedies given to any party to this Easement Agreement shall be deemed to be cumulative and no one of such rights and remedies shall be exclusive of any of the others, or of any other right or remedy at law or in equity which any such party might otherwise have by virtue of a default under this Easement Agreement, and the exercise of one such right or remedy by any such party shall not impair such party's standing to exercise any other right or remedy.

12. Liens. Each party shall not permit any liens to stand against the other party's property in connection with the exercise of its rights under this Easement Agreement, and such party shall promptly discharge any such liens levied against the other party's property in connection with the exercise of its rights or use of Lot 1 or Bison Park under this Easement Agreement.

13. Compliance with Laws. Each party shall comply with and conform to all applicable federal, state and local laws, regulations, rules, ordinances and governmental permits and approvals pertaining to this Easement Agreement, the exercise of its respective rights hereunder, the maintenance and operation of the improvements on its respective real property.

14. Exhibits. All exhibits referred to herein and attached hereto shall be deemed part of this Easement Agreement.

15. Severability. If any term, provision or condition contained in this Easement Agreement shall, to any extent, be invalid or unenforceable, the remainder of this Easement Agreement (or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each term, provision or condition of this Easement Agreement shall be valid and enforceable to the fullest extent permitted by law provided that such deletions can be made without materially changing the basic agreement between the Parties. If such deletions cannot be made without materially changing the basic agreement between the Parties, then the Parties agree to amend, or to permit the court to amend, this Easement Agreement to accomplish essentially the same transaction without said illegal, invalid or unenforceable provisions.

16. Disclaimer. Buffalo Grove is not responsible for any liability or claim (including but not limited to reasonable actual attorney fees and costs) whether for injury to persons, including death, or damage to property, which may be imposed upon, incurred by or asserted against Buffalo Grove arising out of (i) Lot 1 Owner, its employees, agents, contractors, subcontractors, lessees, invitees, or licensees actions in, on, or about the Driveway, including use of the Driveway; (ii) arising out of any default by Lot 1 Owner under this Easement Agreement; or (iii) arising out of any negligent act or omission to act by Lot 1 Owner, its agents, employees, contractors or subcontractors.

17. Counterparts. This Easement Agreement may be executed by the Parties on any number of separate counterparts and all such counterparts so executed constitute one agreement binding on the Parties, notwithstanding that all Parties are not signatories to the same counterpart.

18. Mortgages Subject to Easement Agreement.

(a) No provision of this Easement Agreement shall in any way defeat or render invalid the lien of any mortgage or deed of trust that affects any portion of Lot 1 or Bison Park, provided that (i) solely with respect to the Driveway area that is legally described on Exhibit C-1 attached hereto any such mortgage or deed of trust shall at all times be subject to the terms of this Easement Agreement as to such Driveway area, and (ii) any party foreclosing any such mortgage or deed of trust, or acquiring title by deed in lieu of foreclosure or trustee sale, shall acquire title subject to all the terms and conditions of this Easement Agreement.

(b) No amendment or termination of this Easement Agreement shall be binding upon the holder of any recorded mortgage or deed of trust against Lot 1 without the prior written consent of such holder, which written consent will not be unreasonably withheld. The holder of any such recorded mortgage or deed of trust against Lot 1 shall be afforded written notice of and reasonable opportunity to cure any default hereunder by the owner of Lot 1, provided that such holder shall have no obligation to effect any such cure.

19. Time of Essence. Time is of the essence of this Easement Agreement.

20. No Rights in Public; No Implied Easements. Nothing contained herein shall be construed as creating any rights in the general public or as dedicating for public use any portion of Lot 1. No easements, except those expressly set forth in Section 1, Section 3, and Section 4 shall be implied by this

Easement Agreement; in that regard, and without limiting the foregoing, no easements for parking are granted or implied.

21. Negation of Partnership. None of the terms or provisions of this Easement Agreement shall be deemed to create a partnership between or among the Parties hereto in their respective businesses or otherwise, nor shall it cause them to be considered joint venturers or members of any joint enterprise.

22. Entire Agreement; Amendment. This Easement Agreement contains the entire agreement between the Parties hereto with respect to the matters set forth herein and the easements herein granted and cannot be changed, modified, waived or cancelled except by an agreement in writing executed by the Parties. This Easement Agreement shall be recorded in the Cook County Clerk's Office (Recordings Division) for Cook County, Illinois, by Lot 1 Owner, the costs of which, shall be paid by Lot 1 Owner.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have executed this Nonexclusive Driveway Access Easement Agreement as of the day and year first above written.

LOT 1 OWNER:

SDG DUNDEE RD LLC,
an Illinois limited liability company

By: _____
Name: Louis Schriber III
Title: Manager

STATE OF ILLINOIS)
) ss.
COUNTY OF COOK)

The foregoing instrument was acknowledged before me this ___ day of _____, 2024, by Louis Schriber III, the Manager of SDG Dundee RD LLC, an Illinois limited liability company, on behalf of said limited liability company.

Printed Name: _____
Notary Public, State of Illinois, County of _____.
My commission expires:_____.
Acting in the County of Cook.

[Signatures Continue on Following Page]

BUFFALO GROVE:

BUFFALO GROVE PARK DISTRICT, ILLINOIS,

By: _____
Name: _____
Title: _____

STATE OF ILLINOIS)

) ss.

COUNTY OF COOK)

The foregoing instrument was acknowledged before me this ___ day of _____, 2024,
by _____, the _____ of
[_____], on behalf of said _____.

Printed Name: _____

Notary Public, State of Illinois, County of _____.

My commission expires:_____.

Acting in the County of Cook.

EXHIBIT A

LEGAL DESCRIPTION OF BISON PARK

That part of the West 1/2 of Section 8, Township 42 North, Range 11, East of the Third Principal Meridian, bounded by a line described as follows: Commencing at a point in the North line of the Northwest 1/4 of said Section 8, said point being 117.86 feet West of (as measured along said North line which bears North 89° 25'40" West), the Northeast corner of said Northwest 1/4 Section; thence South 00° 03'37" West, 250.00 feet to the point of beginning of the parcel to be described; thence continuing South 00° 03'37" West, 62.1.20 feet to a point in the South line of the North 871.20 feet of the East 1/2 of the Northwest 1/4 of said Section 8; thence North 89° 25'40" West, along the last mentioned South line, 380.00 feet; thence North 40° 32'20" East, 232.44 feet; thence North 00° 03'37" East, 643.14 feet to a point in the South line of Dundee Road as dedicated per Document No. 21118215; thence South 89° 25'40" East, along said South line of Dundee Road, 29.00 feet; thence South 44° 41'02" East, 284.10 feet to a point of beginning, in Cook County, Illinois being also the same parcel of land dedicated to the Village of Buffalo Grove, Cook County, Illinois, on the plat of "Grand Spaulding Dodge" being a subdivision of part of the West 1/2 of Section 8, in the Township and Range aforesaid, as now platted and recorded.

EXHIBIT B

LEGAL DESCRIPTION OF LOT 1

THAT PART OF LOT 1 AND LOT 2 IN THE RESUBDIVISION RECORDED JANUARY 31, 1980 AS DOCUMENT 25344703, BEING A RESUBDIVISION OF LOT 1 IN GRAND SPAULDING DODGE SUBDIVISION RECORDED DECEMBER 17, 1976 AS DOCUMENT 23752075, SAID RESUBDIVISION BEING IN THE EAST HALF OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 0 DEGREES 05 MINUTES 32 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 545.62 FEET TO A CORNER OF SAID LOT 2 COMMON TO THE NORTH CORNER OF LOT 3 IN SAID RESUBDIVISION; THENCE SOUTH 20 DEGREES 09 MINUTES 12 SECONDS WEST ALONG THE WESTERLY LINE OF SAID LOT 3, A DISTANCE OF 183.33 FEET TO THE CORNER OF SAID LOT 2 COMMON TO THE SOUTH CORNER OF SAID LOT 3 IN SAID RESUBDIVISION; THENCE SOUTH 40 DEGREES 30 MINUTES 32 SECONDS WEST ALONG THE SOUTHEASTERLY LINE OF SAID LOT 2, A DISTANCE OF 13.36 FEET; THENCE SOUTH 89 DEGREES 54 MINUTES 28 SECONDS WEST, 164.77 FEET; THENCE NORTH 0 DEGREES 05 MINUTES 32 SECONDS WEST, 276.47 FEET; THENCE SOUTH 89 DEGREES 54 MINUTES 28 SECONDS WEST, 171.59 FEET; THENCE NORTH 0 DEGREES 05 MINUTES 32 SECONDS WEST, 454.72 FEET TO THE NORTH LINE OF LOT 1 IN SAID RESUBDIVISION; THENCE SOUTH 89 DEGREES 36 MINUTES 43 SECONDS EAST ALONG SAID NORTH LINE AND ALONG THE NORTH LINE OF LOT 2 IN SAID RESUBDIVISION, 408.51 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

ALSO KNOWN AS LOT 1 SHOWN ON THE PROPOSED PLAT OF SUBDIVISION OF BISON CROSSING.

EXHIBIT C-1

LEGAL DESCRIPTION OF EASEMENT AREA

THAT PART OF LOT 2 IN THE RESUBDIVISION RECORDED JANUARY 31, 1980 AS DOCUMENT 25344703, TOGETHER WITH THAT PART OF THE PUBLIC PARK DEDICATED TO THE VILLAGE OF BUFFALO GROVE BY GRAND SPAULDING DODGE SUBDIVISION RECORDED DECEMBER 17, 1976 AS DOCUMENT 23752075, AND PART OF THE WEST 1/2 OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALL TAKEN AS ONE TRACT AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 2, SAID NORTHEAST CORNER BEING ON THE SOUTH LINE OF DUNDEE ROAD AS DEDICATED BY DOCUMENT 21118215; THENCE SOUTH 89 DEGREES 36 MINUTES 43 SECONDS EAST ALONG SAID SOUTH LINE, 48.00 FEET; THENCE SOUTH 14 DEGREES 51 MINUTES 47 SECONDS WEST, 15.49 FEET TO A LINE PARALLEL WITH AND 44.00 FEET EAST OF, AS MEASURED AT RIGHT ANGLES TO, THE EAST LINE OF SAID LOT 2; THENCE SOUTH 00 DEGREES 05 MINUTES 32 SECONDS EAST ALONG SAID PARALLEL LINE, 103.00 FEET; THENCE NORTH 89 DEGREES 36 MINUTES 43 SECONDS WEST PARALLEL WITH THE SOUTH LINE OF SAID DUNDEE ROAD, 56.00 FEET TO A LINE PARALLEL WITH AND 12.00 FEET WEST OF, AS MEASURED AT RIGHT ANGLES TO, THE EAST LINE OF SAID LOT 2; THENCE NORTH 00 DEGREES 05 MINUTES 32 SECONDS WEST ALONG SAID PARALLEL LINE, 103.00 FEET; THENCE NORTH 14 DEGREES 59 MINUTES 27 SECONDS WEST, 15.56 FEET TO THE SOUTH LINE OF SAID DUNDEE ROAD; THENCE SOUTH 89 DEGREES 36 MINUTES 43 SECONDS EAST ALONG SAID SOUTH LINE, 16.00 FEET TO THE POINT OF BEGINNING; IN COOK COUNTY, ILLINOIS.

EXHIBIT C-2
DEPICTION OF EASEMENT AREA

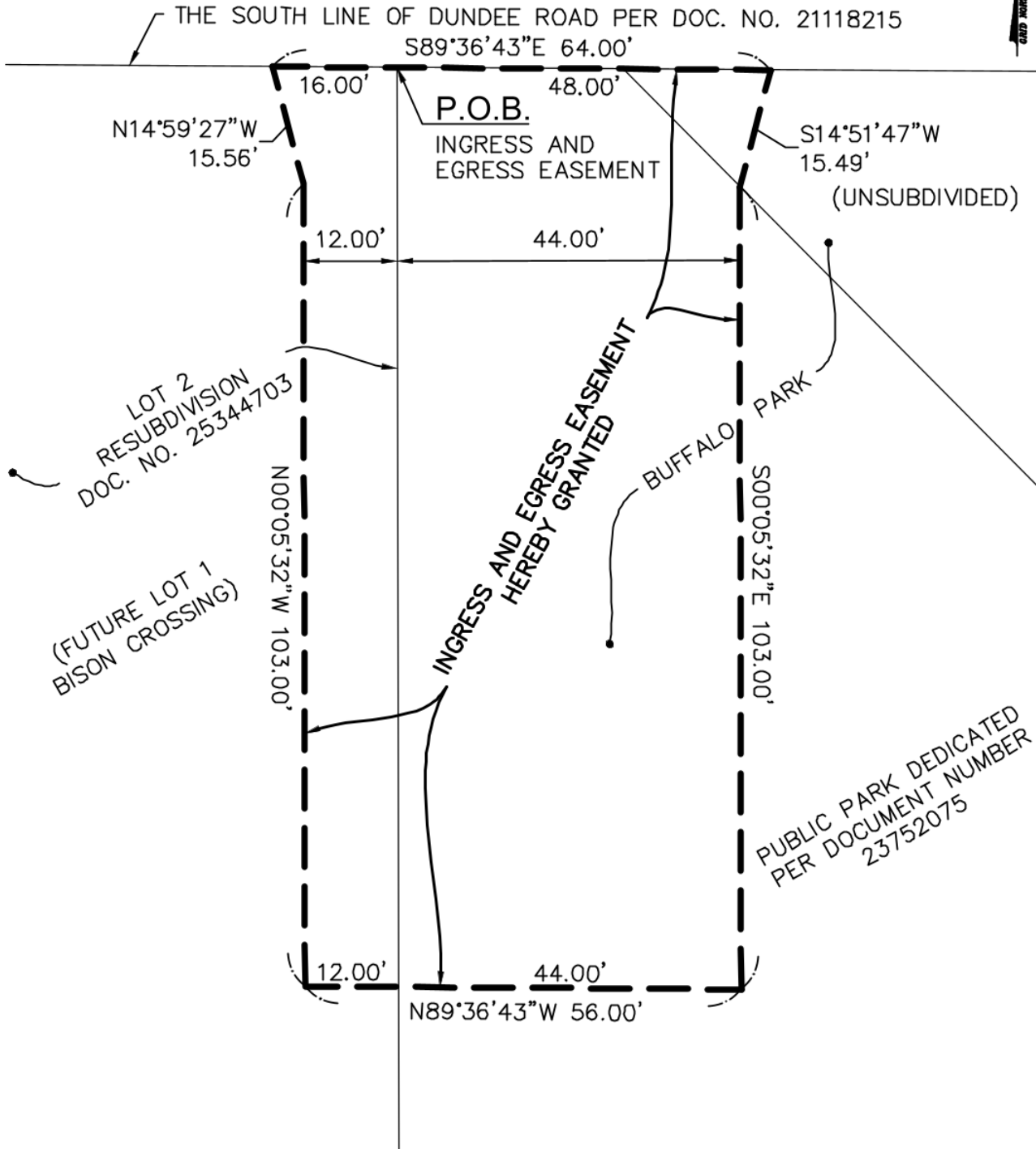
[See Attached]

Exhibit C-2

EXHIBIT C-2

ILLINOIS ROUTE 68

(ALSO KNOWN AS DUNDEE ROAD)



REVISIONS	DATE	BY

CLIENT	PROJECT
Shorewood Development Group 790 Estate Drive, Suite 200 Deerfield IL 60015	Easement Exhibit Bison Crossing Buffalo Grove

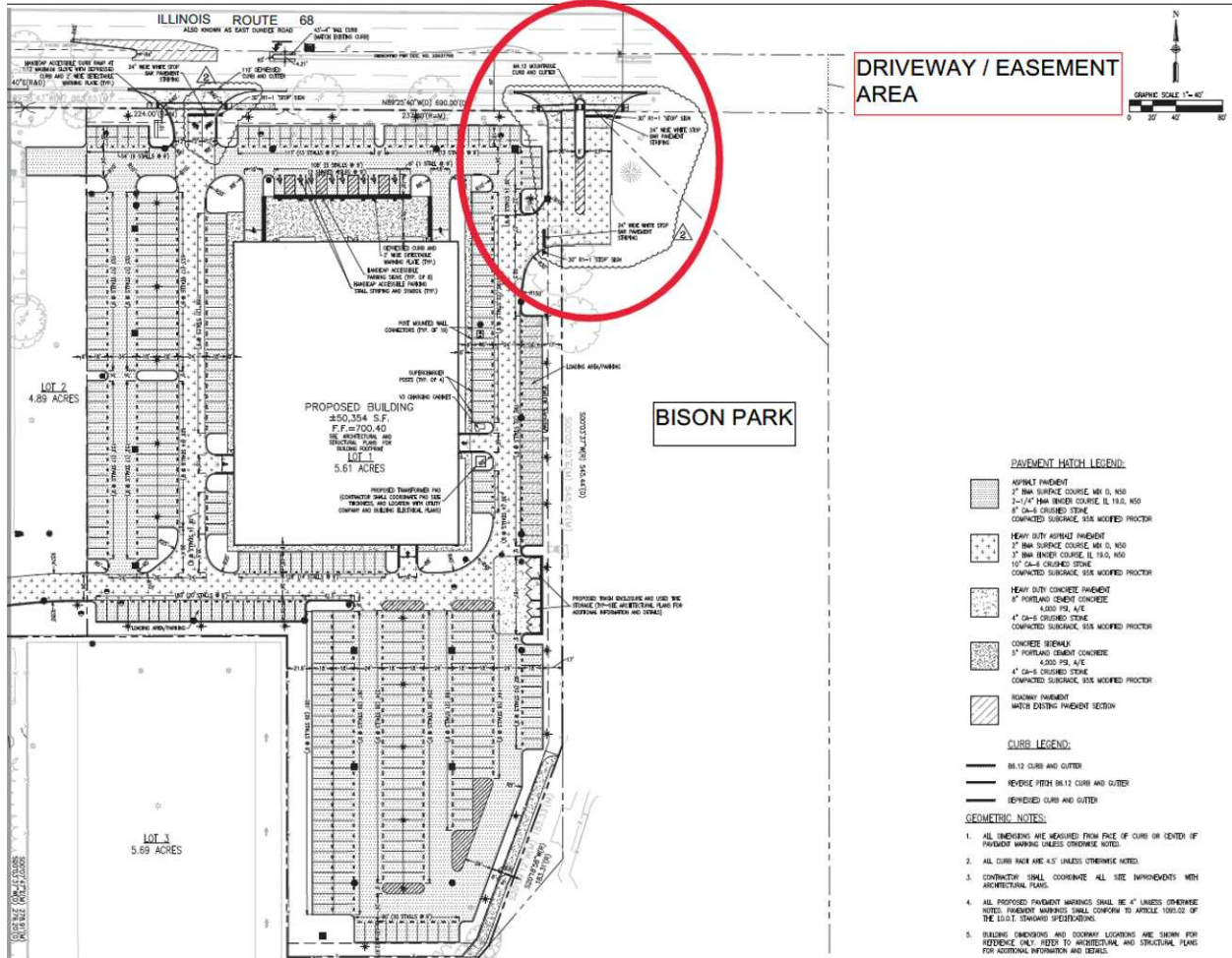
DATE: 01-17-24	DRAWN BY RHM	PC N/A
CHECKED BY DW	BOOK N/A	PG N/A
2631 GINGER WOODS PARKWAY, STE. 100 AURORA, IL 60502 PHONE: (630) 820-9100 FAX: (630) 820-7030		

SCALE: 1" = 20'	1 OF 1
PROJ. NO.: 23.0037-03	

EXHIBIT C-3

SITE PLAN

[See Attached]



BISON PARK ENTRANCE





Buffalo Grove Park District Board of Commissioners
SPECIAL BOARD MEETING MINUTES
December 11, 2023
Alcott Center
5 pm

Commissioners Present: Scott Jacobson, Kim Page, Larry Reiner and Hetal Wallace.
Commissioner Absent: Steve Cummins.

Staff Present: Executive Director Erika Strojinc, Director of Parks and Planning Tim Howe, Director of Recreation and Facilities Joe Zimmermann, and Planning and Development Manager Laurie Hoffman.

Commissioner Cummins joined the group at 5:09 pm.

CALL TO ORDER

Roll Call

President Jacobson called the Special Board Meeting to order at 5 pm. The roll was called and Commissioners Jacobson, Page, Reiner and Wallace answered present.

APPROVAL OF THE SPECIAL BOARD MEETING AGENDA

Commissioner Page moved to approve the Special Board Meeting Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

INTRODUCTION OF GUESTS

There were no guests in attendance.

OFF-SITE TOUR OF OPEN SPACE

The board and staff toured an open space in Buffalo Grove and another space in unincorporated Buffalo Grove.

ADJOURNMENT

Commissioner Page moved to adjourn the Special Board Meeting at 5:56 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
PUBLIC HEARING MINUTES
Alcott Center – Room 24
530 Bernard Drive, Buffalo Grove, IL
December 11, 2023
6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Athletic Fields Specialist Connor McWard, and Executive Assistant Beth Wanland.

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Public Hearing to order at 6:01 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner, and Wallace answered present.

INTRODUCTION OF GUESTS

Residents Joe and Sandy Moran, Deepthi Chiruvuri, Adhya and Rajesh Garlapati were in attendance.

APPROVAL OF THE PUBLIC HEARING AGENDA

Commissioner Reiner moved to approve the Public Hearing agenda, seconded by Vice President Cummins and the motion passed with a voice vote.

TRUTH IN TAXATION NOTICE

Executive Director Strojinc read the Public Hearing Notice that was published in the Daily Herald newspaper on Friday, December 1, 2023:

**NOTICE FOR PROPOSED PROPERTY TAX INCREASE
FOR BUFFALO GROVE PARK DISTRICT**

1. A public hearing to approve a proposed property tax levy increase for Buffalo Grove Park District for 2023 will be held on December 11, 2023 at 6:00 p.m. at 530 Bernard Drive, Buffalo Grove, Illinois.

Any person desiring to appear at the Public Hearing and present testimony to the taxing district may contact Erika Strojinc, Secretary, 530 Bernard Drive, Buffalo Grove, Illinois at (847) 850-2133.

- II. The corporate and special purpose property taxes extended or abated for 2022 were \$7,690,189.

The proposed Aggregate Levy (corporate and special purpose property taxes) to be levied for 2023 is \$8,401,031. This represents a 9.24% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2022 were \$1,934,984.

The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$1,986,383. This represents a 2.66% increase over the previous year.

- IV. The total property taxes extended or abated for 2022 were \$9,625,173.

The estimated total property taxes to be levied for 2023 are \$10,387,414. This represents a 7.92% increase over the previous year.

Erika Strojinc
Secretary
Buffalo Grove Park District
Board of Commissioners

PUBLIC COMMENTS AND QUESTIONS

Director Short summarized the tax levy for the purpose of educating the guests in attendance. Board members and staff answered questions from the Moran's and gave meaningful feedback on the reason for the tax levy, how it minimally impacts each homeowner, and how it enables the Park District to enrich the quality of life for the Buffalo Grove community.

ADJOURNMENT

Commissioner Wallace moved to close the public hearing at 6:24 pm, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

Respectfully submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
530 Bernard Drive, Buffalo Grove, IL
Room 24
December 11, 2023

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Athletic Fields Specialist Connor McWard, and Executive Assistant Beth Wanland.

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 6:25 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner and Wallace answered present.

INTRODUCTION OF GUESTS

Buffalo Grove residents Deepthi Chiruvuri, and Adhya and Rajesh Garlapati were in attendance. Adhya, Miss Lake County, came to thank the board for the support the board has shown her. She said she loves the parks and events the Park District offers. She brought everyone in the room homemade candles with pieces of nature from our parks in each candle. Adhya's mother, Deepthi said she appreciates the staff of the Park District who are encouraging and responsive. She said Adhya has planted 19 trees in Reiner Park. President Jacobson said Adhya is welcome to come back to a board meeting anytime.

APPROVAL OF WORKSHOP AGENDA

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

PRESENTATION OF STAFF RECOGNITION RESOLUTION

Resolution 23-12-1 Commending Alyson Stanczak on 20 Years of Service to the Buffalo Grove Park District

Vice President Cummins said that Aly was unable to attend the meeting tonight and the resolution will be approved later in the board meeting and presented to her at the January Full-Time Staff Meeting.

RESOLUTION 23-12-1
COMMENDING ALYSON STANCZAK ON
20 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT

WHEREAS, Alyson Stanczak was first employed by the Buffalo Grove Park District as a part-time camp counselor, then hired as a full-time Performing Arts Assistant in 2003, promoted to Recreation Supervisor in 2005, and promoted to Recreation Manager in 2014; and

WHEREAS, Aly's creativity was on full display during the COVID-19 pandemic. She taught online dance classes through Zoom, ensuring students had an outlet to continue dancing and connect with friends. She even offered an online musical, which was unheard of at the time; and

WHEREAS, Aly's true colors shined after the tragic events at Highland Park's 4th of July parade. Aly hosted the *Making Moves for Highland Park* dance benefit. The show featured performances from dance companies across Illinois and raised over \$3,000, with all proceeds donated to the Highland Park Community Foundation; and

WHEREAS, Aly's has built a community within the dance program. Aly's ability to connect with compassion and a caring nature is one of the many reasons the dance program has grown year after year. Aly's exceptional customer service with parents has fostered a great group of volunteers eager to help whenever needed; and

WHEREAS, Aly's innovation in fundraising led her to implement a yearly Arts & Craft Fair; the money raised provides production costumes for each company member and offsets the cost of company jackets; and

WHEREAS, the success of the Park District and Community Arts Center is dependent upon employees like Aly who have taken pride in the Buffalo Grove Park District and its accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President of the Board of Commissioners of the Buffalo Grove Park District, Cook and Lake Counties:

1. That Alyson Stanczak is commended on behalf of the citizens of Buffalo Grove for her distinguished career at the Buffalo Grove Park District.
2. That this resolution be presented to Alyson with best wishes in the future.

DATED AT BUFFALO GROVE, ILLINOIS this 11th day of December 2023.

FINANCE

December 2023 Warrant

Director Short said we are starting to spend some of the capital money and also have transferred money to Wintrust where the interest rate is more favorable.

November Financial Statement

Director Short said things are looking good and the some of the Cook County money came in December 1.

November Year to Date Statement

There were no comments or questions on the November Year to Date Statement.

December Refunds

Director Short said refunds were relatively small due to the short turn-around time between board meetings.

Tax Levy Ordinance 23-12-1

Commissioner Wallace said the Tax Levy Ordinance 23-12-1 was discussed at length during the Public Hearing.

IMRF Rate Notice

Director Short said the Illinois Municipal Retirement Fund Contribution Rate for calendar year 2024 went up two basis points which is less than a .2% increase. He expects it to go up more next year due to several retirements.

Bond Issuance Post Compliance Report

Director Short said we received the money from the bond sale on November 15. He said we don't have the final transcript yet, but will soon, and then he said he will get the bond issue documents filed with the counties.

Eco-Clean Janitorial Services Bid Extension – Fitness Center

Vice President Cummins said it is nice to see there is no increase and that Eco-Clean does a nice job cleaning.

POLICY AND LEGISLATION

Resolution 23-12—2 Alcott Temporary Easement

Executive Director Strojinc said originally this was a verbal agreement but because of the federal funds tied to the Bernard Drive project, the Village needs to follow Illinois Department of Transportation's authoritative process across the board. This includes a certified resolution, a temporary construction easement, and affidavit of title, and a receipt of donation.

Quarters CD Executive Director Work Plan

Executive Director Strojinc said if a QAB goal is in progress she forwarded it into her QCD G&O's and has asked staff to do the same.

Quarters CD Departmental Goals and Objectives

There were no further comments on Quarters CD Departmental Goals and Objectives.

PARKS

ADA Transition Plan

Connor McWard, Parks Specialist, the newest full-time staff hire introduced himself. He said he was hired in September and said the environment at the Park District is great. He said he played baseball at Emmerich Park as a kid growing up. Formerly, he said he traveled the country as a field service technician for wide-format printers.

Director Howe said Mark Trieglaff, founder of ACTServices, Inc., presented an ADA Transition Plan for the Park District to the board back in 2018. He said every 5 years, per Distinguished Agency, we are required to update the board. Director Howe discussed accessibility barriers and required upgrades. He talked about annual maintenance of accessibility issues, parks, and facilities ADA upgrades. He shared photos of the ADA improvements the Park District has completed over the past five years and plans for ADA compliance projects in the future.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson mentioned the thank you note for the food donated to the Vernon Township Food Pantry in correspondence from his Turkey Bowl event held annually on Thanksgiving Day.

Commissioner Wallace said she attended the seed collecting event and the volunteers processed 150 pounds of seeds which will be divided by the Park District and the Village. She said on a personal note, her kids were cast in *Grease!*

Commissioner Cummins said he wished he could have attended the seed collecting event but couldn't due to a previous commitment. He gave kudos to the Environmental Action Team on their successful collection.

Commissioner Page said she, too, attended the seed collecting event and it was very educational. She said she and her kids attended the Holiday Shoppe and talked to two families in attendance; one family from Mount Prospect and another from Long Grove. She was surprised it had such a wide draw of people from other communities.

Commissioner Reiner said he has been attending fundraisers and holiday parties of state legislators and networking for the Park District. He said he will be back in Springfield when the legislation session starts up again in late January. He said we should be getting our grants in the spring. He said former Executive Director Mike Rylko has been under the weather in Arizona but on the mend.

OLD BUSINESS

Board Liaison Positions

President Jacobson said he spoke with Commissioner Page earlier today and appointed her to join Commissioner Wallace as liaison to the FOP Foundation and join Commissioner Cummins as liaison to the Environmental Action Team.

NEW BUSINESS

2024 Board Meeting Dates

Executive Director Strojinc said in 2024 there are three months that there will only be one board meeting; June, September, and December. She said staff will be verbally reporting those months and there will not be operational reports in the board packet.

ADJOURNMENT

Vice President Cummins moved to adjourn the Workshop at 7:14 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
REGULAR BOARD MEETING MINUTES
December 11, 2023
Alcott Center – 530 Bernard Drive, Buffalo Grove

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner, and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Athletic Field Specialist Connor McWard, 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 7:15 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests present.

APPROVAL OF REGULAR BOARD MEETING AGENDA

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

APPROVAL OF MINUTES

Approval of the November 13, 2023 Special Board Meeting Minutes

Vice President Cummins moved to approve the November 13, 2023 Special Board Meeting Minutes, seconded by Commissioner Reiner and the motion passed with a voice vote.

Approval of the November 13, 2023 Workshop Minutes

Vice President Cummins moved to approve the November 13, 2023 Workshop Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of the November 13, 2023 Executive Session Minutes

Vice President Cummins moved to approve the November 13, 2023 Executive Session Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of the November 27, 2023 Workshop Meeting Minutes

Vice President Cummins moved to approve the November 27, 2023 Workshop Meeting Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of the November 27, 2023 Regular Board Meeting Minutes

Vice President Cummins moved to approve the November 27, 2023 Regular Board Meeting Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

Approval of the November 27, 2023 Executive Session Minutes

Commissioner Wallace moved to approve the November 27, 2023 Executive Session Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Written and Verbal Correspondence

Executive Director Strojinc said included in the board packet was a Bronze Certificate Acknowledging Completion of Basic Performance Indicators for Mission, Vision, and Governance for the STEPS self-study program the Museum is participating in. There was also a letter of thanks from the Vernon Township Food Pantry for the donation President Jacobson coordinated on Thanksgiving Day, and an updated What’s Happening calendar for winter 2023-24. There was an article from the Lake County News-Sun that mentioned the Community Arts Center as being named one of the state Senator Adriane Johnson’s “30 Wonders of the 30 District.” Last, she said two other articles from the Daily Herald were handed to the commissioners. The first was an article announcing Kim Page being appointed as commissioner and the second was an article on the plan for Parkchester Park.

ATTORNEY’S REPORT

Attorney Bloomberg said things are going well and he is working on some year-end projects.

COMMITTEE ACTION ITEMS

Staff Recognition Resolution

Resolution 23-12-1 Commending Alyson Stanczak on 20 Years of Service

Vice President Cummins moved to approve Resolution 23-12-1 commending Alyson Stanczak on 20 years of service to the Buffalo Grove Park District, seconded by Commissioner Page and the motion passed with a voice call vote.

Finance

Approval of the December Warrant 2023

Commissioner Wallace moved to approve the December Warrant 2023 in the amount of \$2,230,600.46, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

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

Commissioner Wallace moved to approve the November Financial Statement and the November Year to Date Statement, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

Approval of Tax Levy Ordinance 23-12-1

Commissioner Wallace moved to approve Tax Levy Ordinance 23-12-1 levying and assessing the taxes of the Buffalo Grove Park District for the fiscal year beginning May 1, 2023 and ending April 30, 2024 in the amount of \$10,387,414, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

Approval of 2024 Fitness Center Janitorial Services Bid

Commissioner Wallace moved to approve the Fitness Center 2024 Janitorial Services Bid Extension to Eco-Clean Maintenance, Inc., 515 W. Wrightwood Ave., Elmhurst, IL 60126 in the amount of \$262,932.00, seconded by Commissioner Page and passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

POLICY AND LEGISLATION

Approval of Resolution 23-12-2 Alcott Temporary Easement

Commissioner Reiner moved to approve Resolution 23-12-2 Alcott Temporary Easement with the Village of Buffalo Grove, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

CONSENT AGENDA

Commissioner Page moved to approve the Consent Agenda as proposed, seconded by Commissioner Wallace and the motion passed with a voice vote.

- Quarters CD Executive Director Work Plan
- Quarters CD Departmental Goals and Objectives
- ADA Transition Plan Update
- 2024 Board Meeting Dates

STAFF UPDATES

Executive Director Strojinc said Representatives Didech and Canty are sitting at the Park District's table at the IPRA conference luncheon in January. She said they found concrete slabs underneath the playground at Rylko Park and we will need to pay to have it removed. She said the curbs and fencing are being worked on, but the pour-in-place at Prairie Grove Park may need to wait to be completed until the spring because of the cold weather. She said the Parkchester Park plan was approved by the Village and the bid will be coming soon. She said we got word that a \$250,000 DCEO grant is being released but she has concerns about the language in the grant and we may not be able to use it to pay ourselves for Room 1 at Alcott. She said District 102 had their planning and zoning meeting and there were a lot of questions about parking in their construction project. She said we had another registration crash on camp registration last week and she said the District will be moving toward the Cloud and take it off our server space. She said the strategic plan is coming along and she will have a plan in place soon. Last, she asked the board if they are comfortable moving the Pride event in June to Willow Stream due to Rylko Park being under construction. Discussion was held about where to end the parade and where to conveniently hold the event.

Director Short thanked the Board for their support during the Public Hearing earlier tonight. He said he is busy preparing year-end payroll and getting W-2's ready for the New Year.

Superintendent Terson said the spring book is at the printer and will be out soon.

Director Zimmermann said the Village approved the liquor license for the Golf Dome and he is working with Superintendent of Revenue Facilities Chris Eckert and Golf Dome Facility Supervisor Jimmy Mix on getting things in place to begin selling. He said camp registration doubled what it was last year on the first day. He said the Nutcracker is running next weekend at the CAC and the swim team won their first home meet. He said the winter promotion started December 1 and those numbers are ahead of where they were last year and the Black Friday personal training sale brought in \$67,000, which is \$17,000 more than last year.

Director Howe thanked some of his facilities staff for coming in to work an overnight shift at the Fitness Center. He said Nick Cozzi has been promoted to Parks Foreman and Karsten Ziemann has been promoted to Parks Supervisor. He said Superintendent of Parks Dani Hoefle is doing a great job in her new position.

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 Wallace moved to adjourn the Board Workshop at 7:45 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

Respectfully submitted,

Secretary

Buffalo Grove Countryside

Thursday, January 11, 2024

2023 in review:

NEWS

Buffalo Grove

from Page 2

in the car and go, or to be able to make reservations and go, which I haven't been able to do in all these years. It's time to get back to normal life and do what we want to do when we want to do it."

Redevelopment of Mike Rylo Park

The village partnered with the Buffalo Grove Park District in the redevelopment of Mike Rylo Community Park, 951 McHenry Road, which will be transformed with a new outdoor amphitheater and pavilion to be used for the town's signature "Buffalo Grove Days" summer festival, along with improvements to the outdoor playground and Spray N' Play park. The village contributed \$600,000 to the project for the construction of the pavilion. An intergovernmental agreement allows the village to retain the use of the property for Buffalo Grove Days and five additional events, along with the naming rights for the facility.

Katz Muhl to replace Carroll in 57th House Dist.

BY RUSSELL LISSAU
rlissau@dailyherald.com

As expected, Tracy Katz Muhl has been appointed to succeed fellow Northbrook resident Jonathan Carroll as the state representative for the 57th District.



Tracy Katz Muhl

An attorney and Democratic committee representative who also served as Northbrook School District 28 board president, Katz Muhl was selected for the legislative post by a group of Democratic officials from Cook and Lake counties. She'll finish Carroll's term, which ends in January 2025, while running for a full term this year.

Katz Muhl is running unopposed for the Democratic

nomination in the March primary. No Republican filed to run, but the GOP could appoint a candidate after the primary.

In an email Friday, Katz Muhl said she's already had meetings on pensions, reproductive care, gun violence prevention and other important issues.

"And (I) am digging in on the recent constituent cases from the last few months to see what other areas may need legislation to help solve problems," Katz Muhl said.

Carroll resigned unexpectedly a week ago, citing family health concerns. He said he expected Katz Muhl to be appointed as his successor and voiced "full support" for her candidacy.

Carroll had announced in July that he wouldn't seek reelection this year, ahead of a Democratic primary challenge from Katz Muhl.

Katz Muhl already had

NORTHBROOK

garnered support from U.S. Sen. Dick Durbin and U.S. Reps. Brad Schneider and Jan Schakowsky, among others.

"Her experience in the community organizing and

making a difference is incomparable," Lauren Beth Gash, chair of the Lake County Democratic organization, said Friday. "There is literally no one more qualified to be the state representative in the 57th District than Tracy."



Buffalo Grove Park District
Committee Action Items
January 22, 2024

- I. Finance (HW)
 - A. I move to approve the January Warrant 2024 in the amount of \$4,626,931.55.
 - B. I move to approve the December Financial Statement and the December Year to Date Statement.
 - C. I move to approve the Board Travel and Conference Expense in the amount of \$1,824.00.

- II. Park Development (LR)
 - A. I move to award the contract extension renewal for fiscal year 2024/25 mowing services to Apex Landscaping Inc., 24424 N Old McHenry Rd., Hawthorn Woods, IL 60047 in the amount of \$131,205.00.

 - B. I move to approve the Bison Park Shared Driveway Access Easement Agreement with Shorewood Development Group Dundee Rd. LLC, 860 N Milwaukee Ave., Suite 100 Buffalo Grove, IL 60089.



TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: JANUARY 18, 2024
RE: DIRECTOR'S OPERATIONS REPORT

Community & Public Relations

Friends of the Parks: Friends of the Parks had their annual breakfast meeting on December 12, and their first 2024 meeting on January 16. They are finalizing their plans for Trivia Night which will be Saturday, February 3 at the CAC. They have sold 50% of their tables so far, and the event planning is coming along. I will be taking over the scoring role for this event so I met with Jack Schmerer to go over the trivia questions and answers.

Additionally, they are looking to fund exterior lighting at the CAC, and possibly the sign on McHenry Road. I have provided guidance to Karen Meadows and Rob Giddens on how that process would go. Their first step is to meet with staff and contractors to determine feasibility and cost. From there, they will put a formal presentation together to bring to the Park Board for approval, so stay tuned.

NWSRA: I attended a NWSRA board meeting on December 13, immediately followed by Special Leisure Services Foundation's (SLSF) annual holiday luncheon. The luncheon is always a very nice event where SLSF thanks their donors for their support over the last year, along with highlighting how those donations directly benefit NWSRA and their participants. This year's video highlighted the implementation of a music program and the benefits it has awarded participants. Following the luncheon, I attended an informal goodbye party for Donelda Danz, Superintendent of Rec at Palatine Park District. There is a NWSRA superintendent group that meets regularly, and I had the pleasure of working with Donelda through that group.

District 96: With the cold and snow last weekend, we ran into a hiccup with District 96 and the use of their schools. We were informed on Thursday evening that the schools would be closed for the weekend and that plowing services would not be available to us. This forced us to cancel all basketball, contractual programs, and birthday party. In the past, the district has allowed our snow crews to go and manage their lots, however, they said they will no longer allow it. I have correspondence out to the superintendent to discuss solutions moving forward as cancelling anytime there is snow is not practical for our programming needs.

District 102: I met with superintendent of D102 and their director of facilities on December 14 to layout next steps and what we will need to discuss for the MOU we are going to create. They offered for our team to come and meet with the architects to discuss the design of the new facility. That meeting was held between Wold Architects, D102 admin and board president, and our recreation department. Our team was able to provide suggestions on what works well with our use of other school district facilities. The discussion was very productive and we are hoping to see some of our requests updated within the plan.

I checked in with the director of facilities this week and received positive news on the geo testing of the land adjacent to the school. I had Tim Howe find the original deed for the land to make sure that we had it and that it matched the pins, and it has all checked out. Next steps will be to formalize an MOU and work with our attorneys on what needs to happen to complete the transfer.

Village of Buffalo Grove: I had an initial meeting with VBG and NWSRA to discuss buddy baseball. From that meeting, NWSRA and I met January 17 with BGRA to discuss their program. At this point, the ball is in NWSRA's hands and they will be following up with VBG and BGRA once they know which direction they want to go.

I met with Dane twice over the last month. One was to discuss IT solutions after our last RecTrac crash. He was able to connect me with their provider who has been a tremendous help for me. The other was to discuss general business. We have agreed to start to meet more regularly to keep up with what is going on within the Village.

Wheeling High School: I had the pleasure of attending Wheeling High School student's green space proposal presentations last month, and acting as a panelist. Tim Howe has been regularly engaging with the school's teacher, Jolinta Voelker, and this was the accumulation of their studies over the last semester. It was great to see their creativity and proposals on what they would do to actively improve open green spaces.

Wheeling Park District: I had a meeting with Jan Buchs, executive director, in December. We have met a couple times, but never sat down 1:1. I had approached her to discuss the opportunity of going into an agreement for our residents to access their aquatic park with an in-district rate. In return, they are asking about use of the golf dome for their pro's since they do not have a hitting range, and possibly access to Happy Tails. Overall, the discussion went very well and next steps are to have Joe work with Lori from Wheeling on a final agreement.

Finance

Budgets: The budget season is upon us. Staff is busy working on next year's budget as well as getting in anticipated revenues and expenses for the rest of this year. Additionally, we met on the capital budget, and we will have an updated version for the Board to see in the coming months.

Government & Public Affairs

Cook County: Cook County's paid leave ordinance amendment left a lot of districts scrambling right before the holidays. The Village of Buffalo Grove passed an ordinance in December exempting all Cook County employers within the Village from the ordinance. After seeking guidance from our attorney, we are safe to assume that it covers us as well.

IAPD: I attended a new director advocacy workshop presented by IAPD in December. The workshop included various presenters (mainly IAPD staff and executive directors) who discussed the importance of relationships with legislators. I found the workshop very valuable, and left with a list of things to do to help enhance those relationships.

Shorewood Development: I have been actively working with Shorewood on the Bison Park easement agreement. The developer will be updating, resurfacing, and maintaining the shared drive that leads into our parking lot at Bison Park. That agreement will be coming to the Board for approval.

Operations & Personnel

IT: I have spent a great deal of time working on our IT issues this past month. I have met with VBG, InterDev (VBG's provider), Vermont Systems (RecTrac), and Version2 (our provider). Ultimately, what I have found is that the registration crashes we experienced were a result of our RecTrac server not having the capacity to handle the large volume of registrants we receive on the opening day of registration (around 1000 registrants). Because of this, we have chosen to move to a hosted version of RecTrac where Vermont Systems would manage and host the software and process. We transitioned to the hosted version this week in anticipation of our spring registration opening day on January 30.

In addition, we have met with Version2 on evolving our IT systems to better support the growth of the district and vulnerabilities that are all too common in today's world. I will also be working with InterDev on a penetration test where they test our system for those vulnerabilities to see where we are at today. All in all, things are moving in the right direction.

Parks: With the recent snow storm, I have been discussing plowing management with Dani and Tim. Since both Dani and I are new to this, we would like to know that we are following best practices and not just status quo. Currently, we are working on rates for off hours and how to best manage the unpredictability of snow.

We are also putting together a playground list that contains the replacement date, maintenance needs, and placer data on usage. We anticipate that it will help us make replacement decisions moving forward as we will be able to weigh the replacement need with the actual usage (and therefore wear and tear).

Recreation: We have been discussing facilitation of play and part-time staff participation in games, activities, and off-site at field trips. The concern is that staff participation can lead to injuries. We have already made a decision that staff are not allowed to participate at field trip locations that require high risk waivers, and will be further discussing expectations while onsite at our programs.

Registration: In anticipation of our next registration day, I have been engaging the front office and admin team on getting communication out to the community on the changes we have made. One being our move to a hosted version of RecTrac, and the other that there will now be a virtual waiting room when they go to register. The virtual waiting room is similar to what you would see if you were buying tickets through Ticketmaster, as it guides people into a cue so that the server is not overloaded. We have put information into the spring brochure, website, social media, our Park Post, and hung signage up at Alcott. We are hopeful that these measures will ensure a smooth registration day. Regardless, with conference upon us, there is a small team of staff that have been tasked with seeking out other registration software to see if there is a better option for us in the future.

Strategic Plan: I have secured the dates for strategic planning. It will start with the project team, which consists of the admin team (John, Joe, Tim H., Mike T., Beth, and Laurie) as well as Scott Spitz. They will be the leads for this endeavor and be the conduit between 110% and our staff. We will be having our kick-off meeting February 12, followed by a board planning session and an all-staff planning session. This strategic plan will be an internal document that help guides our team over the next couple years. I plan to then follow-up with facility assessments and eventually a community survey in the coming year.

Planning & Projects

Mike Rylko Amphitheater: Laurie and I met with Upland to discuss the planning and progress for this project and phase 2 (Spray 'N Play expansion). We have been less than satisfied with some of the service we have been getting, specifically with delays in the timeline. The meeting was with Michele, Heath, and Maria (owners and principal at Upland), and overall we all left on the same page.

Parkchester Park: We are currently out to bid with this project. It was split into two separate projects, one for the park and one for the turn lane, as those two projects would require different skill sets of the contractor. In addition, we are working with the Village to get the next DIA drafted and executed for this project.

Miscellaneous

IPRA Board: I will have my final IPRA Board meeting as secretary this month at the IPRA Annual Business Meeting being held Friday night at conference. Additionally, at that same meeting, I will be sworn in as Chair-Elect. There will be a press release coming out with that announcement following the conference.

IPRA Conference: At this time, everyone is ready to go for conference. I will have schedules for the board at the next meeting.

Meetings & Events Attended:

Rylko Park Visit (Parking lot + Driveway) – Village Engineer & Gewalt – November 20

FOP Meeting – November 21

Buddy Baseball Meeting – VBG & NWSRA – November 29

Breakfast with Arlen Gould (D21 Trustee) – November 30

IAPD New Director Forum – December 1

Village Board Meeting (Parkchester & Golf Dome) – December 4

SLSF Board Meeting – December 5

Wheeling Park District Visit – Jan Buchs – December 7

IPRA Board Meeting – December 7

IT Discussion – VBG – December 8

Chicagoland Directors Luncheon – December 8

FOP Meeting – December 12

NWSRA Board Meeting – December 13

SLSF Annual Holiday Luncheon – December 13

NWSRA Superintendent Holiday Meeting – December 13

Wheeling High School (Green Space Presentations) – December 14

District 102 Meeting – December 14

Printer Meeting & Greet Visit – Mike T. – December 15

Rotary Holiday Party – December 15

Village of Buffalo Grove – Dane Bragg – December 20

Parks Department Outing – December 20

InterDev Discussion & Introduction – December 22

Version2 Meeting – January 5

FOP Meeting – January 16

Strategic Planning Preliminary Meeting – Jamie Sabbach – January 17

BGRA & NWSRA Meeting – January 17



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: JANUARY OPERATIONS REPORT
DATE: JANUARY 16, 2024

DIRECTOR'S REPORT

Budget Fiscal Year 2024-25: I have completed the financial reports for December; this allows the staff to update the anticipated cash flows for the remaining months in our current fiscal year ending April 30. The FY 2024-25 budget is well underway and is scheduled to be completed by February 23.

W-2's and 1099's: Janet and I will complete the processing of W-2's by January 19th. The IRS has announced that 2023 tax processing will not begin until January 29th. Janet will complete the 1099's for our vendors by January 26.

IAPD/IPRA 2024 Conference: I will be moderating four sessions at the IAPD/IPRA Conference next week.

IT

Greg is working with Jerry on the Fire Marshal's report regarding a display issue in the boy's locker room at the Fitness Center when calling the front desk. Greg worked on a phone audit to verify and update the facility. It turned out to be a rather large project and Greg called in TIG and worked with Tech to update and correct.

Greg completed Risk Management training by attending two sessions hosted by PDRMA since he was unable to attend RMI this year.

Greg and Jenn worked with KnowBe4 and Jenn will now be using it to help facilitate trainings.

Greg met with Debbie F. and Marina to discuss budgeting items needed for next year. The next meeting scheduled is with the Fitness Center staff.

Greg is overseeing the migration of RecTrac to Vermont Hosting taking place later this month.

HUMAN RESOURCES

We have filled the open recreation supervisor position. Ann Marie Shipstad-Schwartz is starting on Monday, January 22. The parks specialist position has been posted and we hope to have someone in place by February.

Summer hiring has officially started. The 2024 new-hire and re-hire packets have been created and are being sent out to re-hires to fill out. Interviews have also begun for camp counselor positions. The summer hiring job fair will take place at the Community Arts Center on Wednesday, March 6th.

The largest project that Scott has been working on is almost complete – benefits. Updates have been made with our benefit vendors and payroll. All that is left to do is to confirm the updates have been processed and billed correctly.

RISK MANAGEMENT

Scott is working on the OSHA 300 report. We have been informed by PDRMA that we need to be breaking down the report by location, not just overall Park District data.

A large discussion we are having as an Admin team is regarding facilitation of play with our employees that work with children. We need to determine what the appropriate amount of employee “play” is that balances both safety and an enjoyable atmosphere for participants in our programs.

SAFETY

Jenn kicked off the 2024 Safety Committee on January 18 with three new members. The meeting covered goals and objectives to complete in 2024 as well as a brief training on quality facility inspections.

TRAINING

Safety Manual training was held on December 6, 2023 and covered general workplace safety, ergonomics, vehicle safety, and included a visit from Grady, the Buffalo Grove Police Department’s therapy dog. Thank you to the 2023 Safety Committee for their hard work putting the training together.



On January 11, Jenn did a walkthrough in the preschool wing with the police and Keri which focused on how to effectively conduct an active threat drill. The next step prior to conducting a drill is to meet with the preschool teachers and the police to educate them on how to handle an active threat and provide resources to keep themselves and their classrooms safe.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: JANUARY 11, 2024

RECREATION DIRECTOR'S REPORT

BG Days: Planning for BG Days 2024 has officially begun. I met with the Village on Thursday, January 11, to begin preliminary discussions on the layout of BG Days now that the amphitheater is being constructed. Some significant changes will need to be made, but I feel we will find creative ways to ensure that the event continues to be a huge success.

I am also scheduling the first In-House Committee meeting in February. There is little turnover in the committee, which is a positive and will help keep the standards of the event high. Mike Terson, who is responsible for securing entertainment, has already booked several bands. We are off to a great start for 2024.

Rec Department Updates: I am excited to announce that an offer was made and accepted for the CAC's open Recreation Supervisor Position. Ann Marie Shipstad-Schwartz will officially join the Park District on Monday, January 22. She brings a wealth of knowledge to the role, and we are extremely excited for her to start. Amongst other responsibilities, Ann Marie will be tasked with producing new shows, running our Uniquely Us Committee, and handling the CAC Art Gallery.

On Wednesday, January 10, I met with Erika, Tim, and Dani to see if Putterman Field at East Ryko Park was a viable location for the Pride Picnic. After walking the area, it was determined that we can and will hold the Pride Parade there this year while Ryko Park is down due to the amphitheater construction. I am very happy that we will still be able to run this event, and the Uniquely Us committee will begin to plan this event as soon as Ann Marie starts.

RECREATION FACILITIES

Alcott Center

Rentals: Elizabeth has continued working with potential renters for Alcott. During December and the beginning of January, there were eight rentals.

Community Arts Center

Rentals: Rentals for the early months of 2024 have continued to come in. Elizabeth has been working with renters to finalize their bookings. Elizabeth and Brian have also met to discuss the availability of the theater in the summer months. Our summer months will be busy with our internal summer camps, so we are working on the availability of any outside rentals.

Fitness Center

Administration: Thank you to the facilities team for coming up with a solution for the front entrance vestibule. They completed the project overnight so it would not interfere with members. The vestibule is no longer a possible tripping hazard and is quiet when members enter the facility.

Chris and the facility team should have an update on installing the new chiller pumps in the next few weeks. McDonough Mechanical Services will complete this project.

The Fitness Center staff is doing a great job keeping up with all the new member registrations during the winter promotion, facility tours, larger classes, and personal training. It has been a great team effort.

Group Exercise: In December, the Fitness Center offered 78 classes: 60 live classes, six hybrid classes, and 12 virtual classes. During the holiday break from December 24 through December 31, the Fitness Center offered 59 classes: 51 live classes and eight virtual classes.

Participants	December 2023	November 2023
Total #	4,958	5,065
Live #	4,257	4,247
Virtual #	701	818

Member and Guest Services: December was a busy month with the holidays, students home from college, and the winter promotion. Members brought a lot of guests during this month, which kept staff very busy. A record number of student passes were sold during December, topping off at 800.

The winter promotion is doing very well, with 176 new memberships sold in December. The Fitness Center is on track to surpass that number for January.

Personal Training: Debra had \$6,156 in training sales in December, compared to \$4,211 in December 2022. Debra's team performed 453 personal training sessions and 83 reformer trainings in December. In 2023, Debra and her team performed 5,126 training sessions compared to 3,845 in 2022. 4,092 were personal training, and 1,034 were reformer training. Training sales for 2023 were \$154,440.

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

Membership Type	December 2023	November 2023
Adult	812	742
Add-On	726	701
Senior	774	748
All Corporate	290	287
Veterans/HMHB	8	7
Annual Add-On	14	13
Annual Senior	27	24
Annual Adult	14	13
Student Passes	800	419

Total Memberships at the Fitness Center: (Last two months)

	December 2023	November 2023
Total Memberships <i>(Includes Freezes)</i>	2,948	2,785

December 2023 Summation:

- Active Members: 2,948
- Membership Visits: 28,513
- Personal Training Sessions: 453
- Reformer Sessions: 83
- Group Fitness Attendance: 4,958
- Student Passes: 800
- New Memberships: 176
- Cancellations: 49
 - Financial: 2
 - Other Club: 3
 - Medical: 6
 - Infrequent Use: 18
 - Relocation: 7
 - Other: 13

December 2022 Summation:

- Active Members: 2,312
- Membership Visits: 23,045
- Personal Training Sessions: 313
- Reformer Sessions: 105
- Group Fitness Attendance: 4,032
- Cancellations: 46
 - Relocation: 5
 - Financial: 1
 - Different Club: 8
 - Medical: 7
 - Infrequent Use: 15
 - Home Gym: 3
 - Other: 7

Golf Dome

Passes and Admissions: Jimmy is happy with the numbers this season at the Golf Dome. While December's weather was unusually warm, with local courses staying open, the Dome still sold plenty of 5-hour passes and saw 1,947 paying guests take advantage of the facility.

2023 Season	5 Hour Pass	Season Pass	General Tee Admission	Senior Tee Admission
November	347	70	\$8,919	\$1,479.50
December	169	6	\$26,205.50	\$6,468
Total Passes	516	76	-	-
Revenue	\$50,700	\$53,200	\$35,124.50	\$7,947.50

2022 Season	5 Hour Pass	Season Pass	General Tee Admission	Senior Tee Admission
November	382	58	\$9,589	\$1,390
December	182	6	\$26,964.50	\$6,055
Total	564	64	-	-
Revenue	\$55,280	\$44,800	\$36,553.50	\$7,445

Raupp Museum, Educational Gardens, and Nature Classroom

American Farmer Exhibit: The American Farmer photography exhibit opened on November 12; it is beautiful and popular with visitors. Museum staff have planned weekend activities to encourage more visitors in February. The exhibit will remain up through the first week of March.



Free Family Event: The Museum had 113 visitors take advantage of the first three days of free walk-in activities during Winter Break. Several of these were first-time visitors who mentioned learning about the Museum through the new resident materials.

Museum Attendance: Total museum attendance for December was 397 people. Museum attendance from June to December of 2023 was 118% compared to a year earlier.

Museum Donations: The Museum received three donations in November and December. These donations include a set of four golf clubs circa 1940, a 1920 Edison Phonograph (pictured below) with records, and some documents related to Twin Grove Baptist Church from the 1970s-1990s. The Edison Phonograph is now on display.



Museum Exhibits: Marina worked with Mike Terson to publish a new online exhibit page linked to the Museum's Park District page. The exhibit page had 209 visitors in the last two months. New online exhibits will be uploaded periodically. In addition, Marina published a new online collections database, allowing the public to search over 2,200 objects in the Museum's collection. One user on Facebook commented: "Thank you for posting this. I found a picture of my great-aunt Bess and great-uncle Albie! My mom confirmed it. Sadly, a barn fire destroyed most of the Stanke family heirlooms, so this is very special." This database will continue to grow as new objects are acquired and cataloged.

New Mobile Wall System: The Museum received a new mobile wall system in November. One person can change the floor plan for the lower gallery in minutes to suit the needs of any exhibit with these new walls. They are easy to move and highly stable. The museum staff is extremely grateful for the sponsorship money to purchase the walls. They have already made a big difference in the efficient use of the space.

School Programs: The Museum served 486 students in November and December. Students from Ivy Hall, Lincoln School, Kildeer School, Tripp School, and St. Francis School had programs on pioneers, adaptations, Potawatomi life, and Buffalo Grove history. Schools have continued to book programs for 2024, and Debbie and Marina feel encouraged by the way field trip numbers are trending.

Sing-Along Concert: The Museum partnered with St. Mary Parish to host a free sing-along Christmas Carol Concert in the historic part of the church. The concert featured the recently restored historic 100-year-old organ. The Museum created a small exhibit for concert attendees to look at the church's history in the community.



Revenue Add-ons

Birthday Parties: Carol Verzani continues to book and host birthday parties. For the year 2023, the Revenue from parties is \$55,899. Compared to the previous year, our birthday parties have increased 75%.

	2023	2022
Total Parties	168	103
Basic	83	54
Specialty	85	49
Average Cost	\$333	\$310
Revenue	\$55,899.00	\$31,944.50
Increase from prev. year	\$23,954.50 (75%)	\$20,277.50 (63%)

Dog Park: Dog Park Passes have generated \$7,906 in revenue for 2023-2024, with 255 annual passes and 32 late-season passes sold through the end of December. At the end of December 2022, we had sold 236 annual passes and 11 late-season passes with revenue of \$6,655.

Outdoor Rentals: Jimmy took over outdoor rentals last summer from Chuck. The revenue is down from the previous summer, but Jimmy learned a lot about our outdoor parks and will update the website to include pictures of our shelters and amenities online. Website updates will allow renters to see the shelters and get an idea if a party would work at the locations.

2022-2023 Rental Season	2023-2024 Rental Season
\$22,529.25	\$14,955.50

RECREATION PROGRAMMING

Adult Programming

Drawing & Painting: A new session of Drawing and Painting began on January 9 and 10. All five classes are full, with a few people on the waiting list. Megan is speaking with Enid about possibly adding a 6th section of this class.

Seniors: The New Year's Eve party scheduled for January 3 was postponed until January 10, allowing additional people to sign up. Panda Express was served for lunch and is a favorite of the usual group of seniors.

Aquatics

Swim Lessons: Sean met with Chuck, Chris, Jenay, and Carol on December 13 to discuss adding private swim lessons at the Fitness Center on Sunday mornings. The pop-up session of group and private swim lessons ended the week of December 17. Swim lessons will start again the week of January 21. Sean met with the swim lesson coordinators to prepare for registration to open for the winter season.

Swim Team: The Hurricanes and Cyclones swimmers participated in two meets during December. The swim team hosted the McHenry Marlins on December 2 and finished the day victoriously. On December 16, the team visited the Des Plaines Warriors and performed very well but came up just short of a win.

Camps

Broadway Bound and Star Makers: Enrollment for Broadway Bound and Star Makers is progressing well. Broadway Bound has only two spots remaining for the first and second camp sessions; the "full session" has 30 spots. Star Makers has 15 spots remaining for the first session and 10 spots remaining for the second session.

Brian sent a return-to-work survey to last year's summer staff. Interviews will begin in February and will be conducted by the Park District's new staff member, Ann Marie Shipstad-Schwartz. Brian looks forward to working alongside Ann Marie during the camp planning and hiring process.

Dance Camp: Camp re-hire information went out to the 2023 camp staff. New applicants are coming in, and interviews will start in February. Dance Camp grades 1 - 3 is over half full, and for grades 4 -8, registration is climbing slowly but surely.

General Day Camps: Camp registration is open to all who want to join. There are currently 954 registrations and 12 CITs between the two sessions. Adventure Camps Grades 1-2 and 3-4 at Willow Grove and Adventure Grades 1-2 at Kildeer, Grove Grades 5-6 are currently full with a waitlist. We are asking the school districts to give us more space to accommodate the high demand for camp. Elizabeth contacted Summer Camp staff from 2023 about returning for this upcoming summer. Interviews for new staff are also underway as we prepare to increase staffing due to higher camp enrollment numbers.

Preschool Camp: Keri sent a Google survey to ten camp counselors who worked in Fireflies and Cricket Camp in 2023. Six counselors responded to the form, indicating they intend to return to work this summer.

Currently, Preschool 2's Camp is 15 percent full. Since it is a new camp, Keri has been promoting Preschool Camp verbally, with a flyer on the Parent Board, and through Constant Contact emails. Preschool 3's Camp is 69 percent full after one month of registration. Our 4/5's Camp is 57 percent full after one month of registration. Due to the children's ages in these camps, they historically have gained more enrollment when spring weather arrives.

Safety Stars Camp: Keri sent a Google survey to two camp counselors who worked in Safety Stars Camp in 2023. One counselor responded to the form. The counselor indicated that she would like to return to work for next summer. Safety Stars extended their roster to 21 spots because of the high demand. The roster is already full with a waitlist.

Sports Camp: Megan has begun interviewing and hiring new staff for the upcoming summer. She will send re-hire packets to all returning staff by the end of January. Camp weekly schedules and field trips are starting to be planned and booked.

Camp Name	Session 1	Session 2
Sports Camp Grades 3-4	50	50
Sports Camp Grades 5-6	33	27
Cycle & Surf Grades 5-6	24	24
Cycle & Surf Grades 7-8	24	13
Xtreme Teens	42	35

Clubhouse

Administration: Amanda hired four new employees in December. Shannon McClure processed the fourth billing cycle on December 28, with 15 declines. Shannon is following up on these declined payments to resolve them as soon as possible.

Registration: Clubhouse currently has 717 participants enrolled, with no participants on the waitlist.

Schedules: Clubhouse hosted multiple field trips during Winter Break. Enrollment numbers, locations, and pictures are below. Clubhouse is hosting a field trip to Main Event Entertainment on January 15, 2024. Currently, 84 participants are registered, with registration closing on January 11.



Winter Break Field Trips – Week #1				
12/22	12/26	12/27	12/28	12/29
Chaser's Laser Tag	In-House (Animal Show)	Peggy Notebaert Nature Museum	Marriott Theater	Betrand Lanes
100 Participants	90 Participants	82 Participants	95 Participants	86 Participants
Winter Break Field Trips – Week #2				
1/2	1/3	1/4	1/5	1/8
In-House (Magician)	Dave & Buster's	X-Factor Trampoline Park	Safari Land	Scene 75
144 Participants	178 Participants	172 Participants	150 Participants	81 Participants

Dance

Dance Academy: Winter registration numbers saw 37 new early childhood and academy program registrations. For the adult program, the winter session has 46 registrations. The total number of registrations for creative movement, early childhood, academy, and adults is 309 participants, up 105% from last year.

Preparations are underway for the dance recital on Saturday, May 11, and Sunday, May 12. Costume orders are underway, and the recital handbook will be out at the beginning of February.

Dance Company: Dancers participated in a winter break challenge. All dancers who completed at least four days each week of the break received a "free dress code" pass. The high school upper-class dancers are planning their annual lock-in, which will take place on January 14 - 15. The lock-in is an excellent opportunity for older dancers to take on a leadership role.

The Dance Company was invited to perform at the Inside Dance Chicago Youth Summit for the Arts on Sunday, January 28. The event will be at Regina Dominican High School in Wilmette, featuring studios throughout the Chicagoland area.

The first competition for solos, duets, and trios will take place in Oswego February 16 - 18. The first entire company competition will be on March 15 - 17.

Winter Dance Performance: Nutcracker performances were on December 15 at 7:30 pm, December 16 at 3 pm and 7:30 pm, and December 17 at 3 pm. Dancers and audience members were extremely pleased with the outcome, and the changes and additions to the show made it new and exciting. This year, compared to past years, generated the highest ticket sales revenue and the third-highest number of tickets sold.

Show	Year	Ticket price	Tickets sold	Total sales
Nutcracker	2014	\$8/\$12	1054	\$8,232
Nutcracker	2015	\$10/\$15	921	\$9,195
Nutcracker	2016	\$10/\$12	772	\$7542
OFF	2017			
Nutcracker	2018	\$12/\$15	941	\$10,860
Alice in Wonderland	2019	\$12/\$15	551	\$6,525
OFF	2020			
Nutcracker	2021	\$12/\$15	748	\$8,856
Peter Pan	2022	\$15	729	\$10,759
Nutcracker	2023	\$15	931	\$13,830

Musical Arts

BG Singers: The BG Singers are now in their off-season until the group reconvenes for the 29 annual season in April. Director Linda Rosen will hold auditions for prospective choral members on Tuesday, January 16. An "intent to return" survey will go out to past choral members at the end of January to determine interest in the 2024 season.

Crescendo Show Choir: The Crescendo Show Choir held its winter showcase on Wednesday, December 6, at the Community Arts Center. A total of 83 tickets were sold for the workshop-style concert. Lindsay is now working on registration for the upcoming winter/spring session that will begin on Tuesday, January 30. The group will continue working on their "Steal the Show" production, featuring music from "jukebox musicals" in preparation for their end-of-season concert in June.

Encore!: Encore! recently wrapped up their very busy holiday season. The group had the opportunity to perform at various locations, such as libraries, community centers, and senior living facilities. The group will begin preparing for their spring performance season in late January.

Piano Lessons: Piano lessons continue to thrive at the CAC under the instruction of Nanci Karlin. Lessons are currently at maximum capacity, and a waitlist is active. A winter recital is planned for Tuesday, January 23, at the Community Arts Center.

Preschool

Administration: Keri has been welcoming new families to the program, fielding questions about camp, guiding parents inquiring about the 2024-25 school year, organizing Winter Afternoon Boost classes and managing their waitlists, updating the preschool page of the website, and composing newsletters for families and staff. Keri gave five tours during December. Four new students started in January, and four current students extended their schedules to attend additional programming.

Highlights: Preschool students completed age-level holiday projects for their families. The fall session of Afternoon Boost classes finished in mid-December. Teachers participated in holiday spirit activities during the last week of preschool programming before Winter Break. The activities ranged from dress-up days to potluck lunches and trivia games.

Registration: The Two-Year-Old Program has 40 students enrolled and is at 100 percent capacity. The Pre-Threes Program has 22 students enrolled and is 91 percent full. The Three-Year-Old Program has 61 Students enrolled, 87 percent full. The Four-Year-Old Program has 69 students enrolled at 99 percent capacity.

Productions

Summer Musical: Lindsay is continuing to research production titles for the Summer Musical. There has been a slight delay due to the availability of production titles. She expects to have a show secured and announced by the end of January.

2023 - 24 Children's Theater Season: Auditions for the 2024 Winter Teen Theater production of 'Grease' were held on Monday, December 4, and Tuesday, December 5, at the Community Arts Center. A total of 52 performers auditioned for the show, and the team is very excited to be working with a cast of 37 talented young performers. The cast is now rehearsing in preparation for performances in March. Tickets for the production will go on sale in early February.

Lindsay is working on pre-production for the upcoming spring children's production of The Music Man, Kids. Auditions will happen in early February, with performances at the end of April.

Special Events

Holiday Shop: The Holiday Shop took place on Tuesday, December 5, and Wednesday, December 6, at the Alcott Center. There were 50 children on the first night and 30 children on the second night. Seven volunteers helped the children shop for their family members.

Lunar New Year: The Lunar New Year Celebration is scheduled for Saturday, February 10, from 5 to 8 pm at the Community Arts Center. The year 2024 celebrates the Year of the Dragon. Amanda and Brian are working with community members to determine the performance schedule. The event will feature arts and crafts, food, and musical and dance performances.

Santa's Mailbox: The Park District received 52 letters to Santa Claus. Mike Pfeiffer would like to thank Megan Baird and Elizabeth Quinzio for their help responding to letters. As always, the letters were creative and funny and brought joy to staff members.

Superhero and Princess Party: The Superhero and Princess Party is scheduled for Friday, February 23, at the Community Arts Center. The event will feature a DJ, arts and crafts, games, and a magic performance from Gary Kantor.

Theater Programs

Acting Studio: Acting Studio classes (Showbiz Kids Club, Center Stage Stars, Music Theatre Magic, and Improvisation) started the week of January 8. A total of 97 participants are registered.

Broadway Buddies: The first class for the winter session was scheduled for Tuesday, January 9, but was canceled due to snow. The class will resume on Tuesday, January 16.

Youth Programs

All-Star Sports: All current basketball programs are running at maximum enrollment. Winter volleyball and basketball programs are closed to maximum enrollment. All Star Sports continues to see great enrollment numbers year after year.

Chess Club: Winter Chess has started back up after two weeks off for the holidays. The session began on December 4, and TJ has communicated with Frank Swindell weekly to update him with roster additions or changes. Winter Chess will end on February 26.

Computer Explorers: Computer Explorers programming will begin in February. TJ is excited that both classes are full for the winter session. Computer Explorer classes continue to perform well, with most classes maxing out on participants.

Flag Football: Spring flag football registration began on January 11. TJ will send email notifications to participants from last spring and fall. The season will start with practices in early April, pending weather and field conditions. Games will begin in mid-April.

Friendship Café: 166 students have enrolled in Friendship Café for the winter session. The program is 92 percent full.

Gymnastics: Gymnastics classes began on January 10. The numbers for gymnastics have been great, with all classes filling this winter. TJ has been delighted with the numbers on the program's return. TJ added two more spots for each class to accommodate the class's popularity.

Hands On Art: The December Friday Fun: 3D Building class had 20 children in attendance. Maximum class sizes for all Hands-On Art classes were increased to accommodate the growing number of children wanting to attend. The Power Hour class on Mondays has a full class of 18 children, with four on the waitlist. The Clay Creations class has a full class of 14 children, with one child on the waitlist. Their Art of Science class has 17 children enrolled out of 18 spots.

Hot Shot Sports: Winter session classes began on January 11, 12 and 13. Megan had to cancel one of the ten classes offered due to low enrollment. A total of 102 children are enrolled in the classes.

House League Basketball: 360 participants registered for House League Basketball. Practices started on Monday, January 8. Games will begin the weekend of January 13. Games will take place at Willow Grove Early Learning Center, Twin Groves Middle School, and Cooper Middle School.

Karate: Winter Karate programming began on January 6, and classes for the winter session run through the end of March. TJ is working with John DiPasquale to finalize the fall invoice.

Magic Class: The winter session will offer one magic class on January 16. TJ has been

communicating with Gary Kantor regarding rosters for the class. Numbers are slightly lower for this session, but that is not uncommon. Currently, 16 participants have signed up. However, TJ and Gary expect more registration before the class.

Rock 'N' Kids: Tot Rock and Kid Rock are fully enrolled, with 16 children in each section.

Soccer: Sean finished preparations for Spring Soccer registration that opened on January 3.

Twin Rinks: Registration for classes at Twin Rinks has been good this winter. Registration for winter classes is usually higher than in other seasons. TJ has been working with Twin Rinks staff to improve the communication lines and billing process. TJ worked out some changes with the contractor, and things are much more efficient lately.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

NAEYC Conference

Keri Isacovici: Keri attended the annual NAEYC Conference in mid-November and participated in ten sessions that ranged from administrative topics to practical classroom ideas.

One of the courses that resonated with Keri was "Joyful Leadership." This class provided ways to create caring connections, find joyful moments in the day, change their mindset to a grateful perspective, and encourage teachers to promote joy in their classrooms. One way Keri can incorporate this into her everyday schedule is to find moments of joy within the preschool day and communicate that joy with a classroom teacher, child, or family member.

Another impactful session was "How do children learn to think?" This class began with the idea that the brain is a living thing and needs exercise. Teachers should provide access to other adults other than teachers, create meaningful conversations between children, and build in times when children can teach other children. Preschool classrooms can invite community helpers or parents to come in and share information about their job. Classrooms can also provide an Invention station or a Tinker Table. During circle time, teachers can practice having children remember previous lessons. They should ask them to remember hard things. Children in the Four Year Old program can participate in one project-based learning opportunity.

The third class was titled "Time Out is Out: Developing Appropriate Alternative for Self-Control." The instructor described Time Out as a reactive technique, and children often don't understand what they did wrong; they feel disconnected and upset with the adult. Children are left without tools if the situation were to arise again. The instructor suggested using proactive strategies that met the needs of the child. One example was playing games that promoted self-control. Teachers can incorporate calm-down centers and enclosed spaces such as canopies, tents, bean bags, couches, and boxes. One can use puppets to model empathy and coping strategies. Teachers can use a positive journal to communicate with families and share details about a child's day and development. Lastly, teachers can support children with transitions by providing a visual schedule for the class.

Professional Development

BASSET Certification: Amanda completed her BASSET recertification on December 27, 2023.

IPRA FM Section: Sean attended the IPRA Facility Management Board & Aquatics Roundtable in Glenview on December 7. Attendees discussed the results of the 2023 season and plans for the 2024 summer season.

Future Events: The Social committee is hosting a staff outing to Medieval Times on February 24, 2024. Additionally, the committee is planning an activity for staff during the IAPD/IPRA conference in January.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: JANUARY OPERATIONAL REPORT
DATE: JANUARY 17, 2024

DIRECTOR OF PARK'S REPORT

General: A HUGE thank you to all the parks staff that worked this past week/weekend on clearing snow! It was messy and non-stop all day Friday and into the weekend. It is much appreciated and the buildings look amazing!

D102: I had a conversation with Evan at D102 in regards to our mowing contract. In speaking with him, he is paying a higher cost per acre than we are. We discussed potentially working together and combining mowing services once his contract is up. I will check in with Evan during the fall of this year to see if he is still interested moving forward.

SUPERINTENDENT OF PARKS' REPORT

Personnel: With the loss of Dan Anderson this fall, the Land Management Crew needed a new foreman. Interviews were conducted, and two promotions were awarded. Nick Cozzi was promoted to parks foreman and Karsten Ziemann was promoted to parks supervisor. Dani has also posted a position for a new Parks Specialist. She will be looking to fill the position later this month. With the changes, Dani has continued efforts in onboarding, both with Connor and now Nick. Additionally, a couple seasonal staff returned this month during their winter breaks to assist with winter work. This was very helpful especially while a few full-time staff were off for the holidays.

Continuing Education: Tim, Dani, and the Land Management Crew took a field trip this month to Chicago to visit a company called Omni Ecosystems. The company has a proprietary product to help plants thrive in urban and suburban settings through indoor environments and on rooftops. Land Management has had a strong focus on turning problem areas or underutilized parts of Buffalo Grove to natural areas that can benefit the environment. Omni Ecosystems showed the staff new ways to continue this mission.

Training: On November 17, the Grounds staff attended PDRMA's Risk Management Institute (RMI) in Tinley Park. Staff attended sessions on safety excellence, believing in safety, and mental health. On November 29, PDRMA hosted a training called, "A Supervisor's Role in Coaching Injury Prevention"

for all staff in the Parks Department who supervise or would like to be a supervisor one day. The training focused on what supervisors should be looking for when working with staff and how injuries happen. An emphasis on ergonomics helped the supervisors see how their staff can keep their body safe while performing maintenance type of work. The consultant discussed how injuries occur, best practices to prevent injuries, and demonstrated several things the staff can do to take care of themselves. On November 30, Dani sent some of the Department's newest staff, Connor McWard, Esteban Gomez, and Joe Jagiello, to a Snow Plow Simulation Training at NIPSTA in Glenview. The staff, new to snow plowing, were put in a simulator with various snow scenarios to give mock experience prior to operating a real plow in wintry conditions. Staff gained experience looking for obstructions in the road, seeing pedestrians, driving in slippery conditions, and finding their way with fresh snow covering the usual landmarks. Dani thinks this will set the tone nicely for hands-on training to continue this winter. On December 6, Dani, Nick, and Tony all ran stations in the Safety Committee's Safety Training. Dani and Tony led a station on vehicle safety and how to do a 360 walkthrough prior to operating any vehicle/equipment. They created several unsafe conditions to "catch and correct" prior to departure. The full-time staff did a fantastic job catching every concern!

Snow Removal: As we transition into the heart of winter, Dani has been focusing on updating facility schedules, communication efforts, and revamping the overall snow removal plan. Staff have done a fantastic job of prepping the equipment, equipping the facility managers with extra salt, keeping the walkways salted, training the new staff, and removing the snow.

ATHLETICS CREW

Park Maintenance: As the main outdoor season wrapped up, the Athletics Crew, Matt Raupp, Mark Bajno, Joe Jagiello, and Connor McWard, spent a lot of time resetting the parks for the next season. Mark completed the end-of-season field and court inspections, looking for safety concerns and repair needs. These inspections are performed three times a year, at the beginning of the spring, mid-season, and end of season. Joe completed end of season ball diamond inspections, and leaves were removed from a number of ball diamond fences and tennis courts. Leaf removal is something done throughout the fall that helps make the parks look great leading into winter.

As a part of a uniformity initiative, the Athletics Crew conducted an inventory on types of garbage cans in the parks and began a replacement process. They assembled ten new garbage can frames with wooden slat boards. These new cans were added to Martha Weiss, Wellington Commons, and Woodland Parks. Matt and Connor also relocated all of the orange barricades inside the Golf Dome fence to make room for snow removal, and Matt and Joe removed some graffiti from the concrete pitching wall at Rylko Park.

Administrative Work: Tim and Dani asked the Athletics Crew for a lot of data this month. Several reports were compiled to help make decisions for the upcoming seasons. Matt put together an ice rink report that included the number of days the rink was open over the last ten years and the amount of water and labor estimated to build and maintain the rink. Matt, Joe, and Connor also put together a ball diamond inventory list which includes all of the ball diamonds, the type of backstops at each field, if there is lighting and parking at each field, and general comments on the conditions of each field. Dani plans to share this with BGRA to help with scheduling.

This fall was the start to budget season and Matt played a huge role, obtaining quotes and submitting budget proposals. Mark also did a lot of work gathering information on a robotic line painter to automate the field painting process, which the Crew is excited to bring to the District this spring. Athletic Fields and Courts: Mark, Joe, and Connor laid out three turf blankets on the Emmerich East Football Field in November which will help keep the turf warm and allow growth during the winter and into the spring. Hours were submitted for BGRA and Bills Football ball diamond and field maintenance. Meetings will take place in the next month with both affiliate programs. The Athletics Crew also removed the canopy netting from the Emmerich North Ball Diamond, which is done to prevent snow from piling up on the netting and damaging the fence.

Projects: To save the District money with the park redevelopment at Parkchester Park this spring, Dani and Tim asked the Athletics Crew to take on some work in-house. They removed all the sideline fencing, including posts and footings from the baseball diamond and surrounding the tennis courts. The backstop will be removed this winter, and the ball diamond infield dirt will be removed and repurposed in the spring. This work, combined with the help of Land Management and Beautification on a few other items, will save the District around \$40,000 on the project, which allowed an expansion of the playground components.

Crew Specific Training: Joe and Connor attended a snow plow simulation training in Glenview, demonstrating the risks and hazards of snow removal. It allowed them to get a simulated hands-on take of the obstacles they need to avoid and how they can mitigate risks in hazardous conditions. Connor and Joe are also receiving training on various pieces of equipment they have not used yet to prepare for upcoming projects.

Snow Removal: After a mild end to 2023, winter finally arrived. Prior to the snow arriving this month, the Athletics Crew assisted in hooking up snow plows, lining up trucks, and getting all equipment prepped for the snow. Matt is the Snow Boss for the Blue Crew, making decisions on who goes where, with what equipment for snow removal that takes place during the business day as well as after hours when his crew is on-call. The Blue Crew (Matt Raupp, Joe Jagiello, Connor McWard, and Tony Vraniak) was instrumental on Friday, January 12, during the major snowstorm that closed all Park District buildings. They fought the weather to come in to work and were able to keep up with the snow, clearing all parking lots and walkways, allowing the facilities to open on time the next day.

BEAUTIFICATION AND TURF CREWS

ID Beds Project: This fall, the Beautification Crew, Jose Soto and Esteban Gomez, cut down the dead plants in all Park District ID beds. These native plants were just planted this year and should come back this spring. Other fall clean up included the removal of dead grasses, plants, and leaves from the Fitness Center, Golf Dome, and CAC, as well as Weidner and Veterans Parks. In preparation for new Park ID signs, Jose and Esteban also removed the old signs and posts from Cambridge, Tartan, and Prairie Parks.

Mowing: The Turf Crew, Rosendo Soto and Tom Hoffman, continued to mow, mulching leaves through end of November. Once the overnight freeze started to kick in, Rosendo and Tom cleaned the mowers and trailer and put them away for the season at Drazner Park.

Tree Work: Tree work is where the Beautification and Turf Crews spend the majority of their time during the winter. Jose and Esteban removed a tree at the Fitness Center for the Rylko Park renovation. They then chipped a large tree at Frenchmen's Cove that fell from storm damage. With the nice weather this fall, Jose and Esteban were able to stump grind over 50 stumps from various tree removals over the last two years. Dani connected with the Village staff who let the District borrow their stump grinder, making the process significantly faster and more efficient. After the stumps were removed, the Turf Crew regraded and seeded the soil, resetting each area. Both crews then started tree trimming.

Landscaping: The Turf Crew, with assistance by Beautification, top-dressed low areas that were identified at Alcott, the Museum, and Emmerich, as well as Willow Stream and Rylko Parks.

Snow Removal: Jose and Rosendo are co-Snow Bosses for the Morning "Blue Crew." Their job is to monitor the weather overnight and ensure snow has been removed and walkways are cleared so the facilities can open on time each day. With the snow these last few weeks, they have had to come in on a few occasions. Esteban and Tom were part of the "Orange Crew," who spent several long days and nights removing snow this month. Dani is so appreciative of all staff and their time spent in the elements, ensuring the Park District's programs and facilities are minimally affected by the weather.

LAND MANAGEMENT CREW

Playground Maintenance: The Land Management Crew, Nick Cozzi and Karsten Ziemann, completed routine clean up and high-frequency playground inspections at all of the playgrounds. Nick completed all of the monthly safety playground inspections and recorded them in MainTrac. Nick and Karsten completed playground work orders at Bicentennial, Ivy Hall, Willow Stream South, and Mirielle playgrounds and removed the shade awnings above Alcott's playground. To help with fall clean up, Nick and Karsten blew leaves off playground surfacing and used a ZTR mower to chop/mulch up the leaves at various playgrounds. Nick also reached out to NuToys playground representative about future rubber surfacing repair needs at Kilmer and Bicentennial playgrounds.

Events: Nick and Karsten worked a seed cleaning event at Rick Drazner Park on Saturday, December 3 with Jeff Weiss where all collected seeds from both Park District and Village of Buffalo Grove sites were cleaned and organized.

Natural Areas: Nick, Karsten, and part-time helper Ben, cut down the native ID sign beds at Rolling Hills North, Frenchmen's, and Bison Parks, the natural swales across the Willow Stream parking lots, the native beds outside of the Nature Classroom, and the native butterfly garden at Reiner Park. They spread the collected seed across many different natural areas. In response to a resident request, Nick, Karsten, and Ben cleared the Churchill outlook. Anything impeding the outlook was cut down with a brush blade or chainsaw, the cut stumps were herbicided, and then everything cut down was chipped. Nick and Karsten also began cutting down and treating buckthorn in high-visibility areas in the Rylko woods. Karsten then clear cut along the created nature trails within Rylko woods, expanding each side of the trails.

Projects: Tim, Dani, Nick, and Karsten have been working with Laurie on the Parkchester renovation. They have identified playground components to bring new trends to Buffalo Grove, selected tree species and native seed mixes, and received quotes for budgeting purposes. It has been an honor to participate in the planning of this project!

Amenities: Nick and Karsten lowered and raised flags in a timely fashion based off the national orders. They replaced flags and flag pole rope at Veterans and Alcott Parks and removed the shade awning from above the sensory garden at Reiner Park. They also assembled and installed a memorial bench at Drazner Park and upon request from Chris Eckert, and revamped two benches outside of the Fitness Center with fresh primer and paint.

Skate Park: Nick and Karsten completed inspections at Rylko and Kilmer skate parks. Nick and Karsten replaced screws as needed at Rylko Skate Park.

Misc.: Nick and Karsten installed construction banners at Rylko Park to aid the public during construction.

FLEET MANAGEMENT

Preventative Maintenance: This has been a busy couple of months for Tony Vraniak. Three trucks, the Toolcat, and the Loader all received new tires. Oil changes and wiper blade replacements were performed on multiple vehicles, and he had a safety beam installed on the mechanics bay garage door. Tony also spent a lot of time ensuring the winter equipment was ready to go, locating all miscellaneous tools and preparing the plows and snow equipment.

Repairs: Several repairs were needed over the last two months. Multiple plows were malfunctioning and needed attention, new batteries were installed on the Chipper Truck and the John Deere snow machine, and the broken back-up camera on the garbage truck was replaced. Tony also refabricated new rear screens for the Salsco ball diamond machines, repaired a blower motor, and fixed the L-side gate handle on truck #521. After concerns from Jimmy at the Golf Dome, Tony did some work on the ball picker cart, replacing all Front Range picker discs, repairing a broken steel rod, and installing all new wheels.

Tony has been doing a lot of work with the budget this quarter, especially with a discrepancy with a repair shop about repairs done to the 580 Machine (wide area mower). Dani and Tony reviewed the invoice, revealing unapproved work that was performed and four times the expected cost billed. After a month of back and forth, 19 hours of labor and another \$300 worth of parts were removed from the balance. What would have been a \$6,000+ bill is back within the expected costs thanks to their efforts.

FACILITIES

General: Andy McDowell went around with our vendor for our yearly fire extinguisher testing.

Alcott: Due to the snowstorm on Friday, January 12, we lost power to Emmerich. We were able to turn off the main power to the building since programming was cancelled. This assisted us in the potential of not losing any electrical equipment or LED lighting. Tim Howe will be meeting with ComEd Energy Efficiency rep at the IPRA conference to see if they can assist in any way. Back in 2022, we had Alcott converted to LED at no cost. However, we have had a rocky time since the LED being installed.

Emmerich: Facility staff ran a new electrical service for the new vehicle lift station that is being installed. This will help Tony be a little more efficient in his work, as well as, having a safer work site. The new lift station will be able to lift equipment in a much easier and safer way than the current lift.

Fitness Center: Facility staff and Laurie Hoffman met with Boller Construction on coordinating the upgraded fiber being installed as part of the larger Rylko project. It was determined that facility staff would be able to assist in doing some of the work to help with the cost of the project. Dave and Felix are working on a few projects for Chris Eckert.

Golf Dome: Kyle and Andy ran new electrical outlets in preparation of the Dome selling alcohol.

Community Arts Center: Andy and Kyle pulled some wire and installed control boxes for the new intercom and sound system that is being installed at the CAC. They also did some regular repairs of drywall and painting throughout the building. Due to the cold weather, we had an issue with RTU 4. Midwest Mechanical was able to troubleshoot the issue and also did some software updating to our BAS (Building Automation System).



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: LAURIE HOFFMAN, PLANNING AND DEVELOPMENT MANAGER
SUBJECT: JANUARY OPERATIONAL REPORT
DATE: JANUARY 16, 2024

PLANNING AND DEVELOPMENT

General: Planning for FY 24-25 continues. Laurie will be meeting with staff who submitted capital requests after the conference to review which requests were approved and which will need to be deferred. In place of having a call for capital in the fall, Laurie has asked staff to make their capital requests on a rolling basis throughout the year.

Laurie is working on a revision to the procurement procedures in the Business Manual to better align with the procurement requirements for grants issued by the Illinois Department of Commerce & Economic Opportunity (DCEO).

The Park District was notified of the receipt of \$250,000 of funding from Illinois Senate Democrats, Laurie plans to fill out the grant application for the funds to go towards reimbursement for the Room 1 Demolition at Alcott and the Splash Pad Expansion.

Laurie is working with Allegion Hardware, Andy, and Jerry to develop a standard hardware specification for all Park District facilities. The meeting originally scheduled for January 16 is being rescheduled due to inclement weather.

Alcott Center: Laurie has started to receive proposals to replace the casework in the printer room and extend the countertop space by the mail slots.

Following the IPRA Conference, Laurie will issue a Request for Qualifications (RFQ) to select a team of architecture and engineering professionals for a facility assessment and multi-phase / multi-year construction project to redevelop the Alcott Community Center. Phase 1 of the project will be to reconfigure the parking lot and construct a new gymnasium for recreational programming. Part of the requirements of the RFQ is that Phase 1 of the project is ready to submit for the 2024 PARC Grant in June.

Emmerich: Laurie, Dani, and Jerry met with ARCON Associates to discuss a proposal for a feasibility study and facility assessment to help plan for future construction projects.

Fitness Center: Laurie, Jerry, and Dave met with KGH Architects & Engineers, and Weber MEP to discuss a proposal for a facility assessment of the building exterior and the mechanical systems to help plan for future construction projects.

Raupp Museum: Laurie, Debbie F., and Marina met with NIA Architects to discuss a proposal for a feasibility study and facility assessment to help plan for future construction projects.

CAPITAL PROJECTS

Fitness Center Roof Replacement: The project has been completed.

Mike Rylko Park:

Amphitheater and Event Shelter: The Village granted the Park District the full building permit approval on January 8. Based on conditions discovered during construction, the scope of work for the new Fiber Optic cabling has been modified. New Fiber Optic cabling will be installed for the Slash Pad and the Golf Dome in addition to the new cabling for the Amphitheater.

In December, Laurie applied to the DCEO Tourism Attractions Grant Program for additional project funds.

Inline Rink and Nature Classroom: The project has been closed out. Punch list items that are still outstanding will be addressed in the spring.

Splash Pad: Negotiations are ongoing to finalize an Additional Work Authorization (AWA) with Upland and their sub-consultants. The intent is to have the AWA issued by the end of January, with Permit submittal in February, Issue for Bid in March, and Project Award in April.

Prairie Grove Park: Construction is currently paused due to the cold temperatures. Concrete work and the pour-in-place rubber safety surfacing can only be installed in specific temperature ranges. Laurie submitted the quarterly performance and financial reports required for the OSLAD funding on January 15.

Parkchester Park: The project was issued for bids on January 10. There will be a non-mandatory pre-bid meeting on January 17. The bid opening will be on January 31st. The village is currently working on the DIA. Village building permit application cannot be submitted until the DIA is completed. We received the final jurisdiction determination from the Army Corp of Engineers for the site. With the determination received, the consultants can move forward with the Lake County permit process.

Willow Stream Parking Lot: The project has been completed. Minor punch list items will be addressed in the spring.

PROFESSIONAL DEVELOPMENT / CONTINUING EDUCATION

On November 29, 2023, Laurie conducted her last meeting as President of the American Institute of Architects Northeast Illinois Chapter. In 2024, she will continue to serve on their Board of Directors, for a final year, in the role of Immediate Past President.

Laurie accompanied Tim Howe at Wheeling High School to be a reviewer for the AP Environmental Science class final projects.

On Friday, January 12, Laurie attended a webinar through IPRA hosted by Landscape Structures that discussed trends in playground design. She is looking forward to attending her first IPRA Conference at the end of the month.

Laurie will sit for the WELL AP Certification Exam on Saturday, February 3rd. WELL applies the science of how physical and social environments affect human health, well-being, and performance. Healthy buildings to encourage healthy lifestyles.



MEMO TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: January 16, 2024

Brochure: Production on the summer book is underway. We are scheduled to have a content proof to staff by January 29.

Fitness Center: Jennifer completed the first proof of the spring Fitness Center brochure, and it is currently with the managers for review. The final version of the brochure will be posted on the website next week.

The Meet the Trainer video series continued with personal trainer Felix. Video was captured, edited, and is currently being revised. Jennifer will upload the final video to the website, social media, and TV screen at the Fitness Center next week.

Jennifer worked with Nic to complete a video for social media on youth programs that features Youth Fitness, Youth Boxing, and Teen Self-Defense programs.

Jennifer updated the group exercise, aquatics classes, and gymnasium schedules for the holidays and posted them on the website and in the email blast to members. She also updated the group exercise schedule effective January 2, the gymnasium schedule effective January 8, and the aquatics class schedule effective January 21 and posted them on the website and in the email blast.

Jennifer created a flyer to promote the Sabre Fencing Camp that took place December 26 - 29.

Jennifer updated the personal and reformer training website pages with bios and photos for new fitness trainers Adrian, Alana, and Ark.

Jennifer created a new template for the front desk to announce the winner of the monthly membership raffle.

Jennifer created a flyer, TV screen, and social media posts announcing a flu shot clinic at the Fitness Center on December 14. The event was cancelled due to low enrollment.

Jennifer created flyers, posters, TV screens, and social media posts, for Reformer, Youth Self-Defense, Master Swim, Teen Boxing, Group Weight Lifting, Swim for Fitness, Warm Water Arthritis, Adult Boxing Fitness, TRX Core Training, Youth Fitness, Youth Boxing, Adult Balance and Flexibility, Holiday Meltdown, and Choose To Lose Weight Loss.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: December 15 and 29 - Holiday hours, training packages will expire December 31, winter programs begin Tuesday, January 2, the holiday group exercise schedule and links to the online reservation system, lap pool reservations, the aquatics classes schedule, the gymnasium schedule, the holiday gymnasium schedule, pickleball rules and reservations, and enjoy the convenience of the Fitness Center app. January 12 - Special notice regarding registration system scheduled maintenance on January 15 and January 16, the Fitness Center app allows you to check in digitally without your membership card, Sweatiquette featuring tips for working out when it's busier at the Fitness Center, winter brochure and register for specialty programs, links to the online reservation system, lap pool reservations, the aquatics classes schedule, the gymnasium schedule, pickleball rules and reservations.

Pictures: Wendy took pictures of the preschool gingerbread man hunt and the Parks Department plowing snow.

Video: Nic created another Meet the Trainer video (Felix), and a youth programs at the Fitness Center video.

Donations: Raffle prize donations were sent to Ivy Hall School, Riley School, Tarkington School, and Maine-Niles Association of Special Recreation for their fundraising events.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: December 15 - Alcott Center holiday hours, Nutcracker: Rhythm and Grace, registration for Summer Camp, winter program guide, Lunar New Year Celebration, and Fitness Center's winter promotion. January 5 - Our spring program guide is available online, camp registration is open, Lunar New Year Celebration (with new date), and Fitness Center's winter promotion. January 10 - Special Notice: Our registration system will be down for scheduled maintenance on January 15 and 16. There are currently 5,380 subscribers to the newsletter (-93 from November).

TV Screens: Wendy created graphics for the TV screens for the Summer Camp Guide, Alcott Center winter break hours, Museum school's out programs, Rules of the Road, Trivia Night, Nutcracker: Rhythm and Grace, Preschool Open House, Lunar New Year, and spring program guide.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted the Museum winter break activities, Lunar New Year, Preschool Open House, Trivia Night, Fitness Center winter promotion, and Super Hero and Princess Party.

Community Calendars: Wendy posted the Senior Expo, Earth Day Celebration, Kite Fly, Parks and Public Services Day, and Disc Golf Tournament to the Village, Daily Herald and Patch events calendars.

Design: I designed a concessions TV screen for the Nutcracker performances, an NRPA poster for the lobby bulletin board, an information poster regarding the online registration issues and new virtual waiting room for the lobby bulletin board, and a pick up/drop off sign for Clubhouse.

New Resident Welcome Packets: Wendy mailed 25 welcome packets to new residents that moved into Buffalo Grove in December.

Projects: I went through our website files and deleted over 300 old files that are no longer in use that were still living on the server. I also ordered business cards for our new employee starting next week, Ann Marie Shipstad-Schwartz.

Sponsorship: Wendy signed new sponsorship agreements with Toe the Line (\$1,000) and Guzman y Gomez (\$14,000). Wendy signed renewal agreements with Homewatch CareGivers (\$500), Belmont Village (\$1,850), Brookdale Senior Living (\$1,200), Dakota K (\$500), and Aetna Better Health Illinois (\$500). Wendy ended the fall quarter with \$24,850 in sales, an increase of 31% from fall 2022. Wendy's 2023 sponsorship year ended with \$110,700 in sales, a \$4,800 decrease from 2022. Total sponsorship for 2023 was \$120,700, a decrease of \$10,250 from 2022. Nineteen new sponsors joined the program in 2023, and 2 returned to the program after an absence.

BG Days Sponsorship: Wendy signed an agreement with Guzman y Gomez (\$14,000) of which \$500 represents BG Days sponsorship.

Fitness Center Digital Road Sign: I created a sign display for spring registration.

Website: Mike created new home page sliders for the employee spotlight, Preschool Open House, Lunar New Year Celebration, Trivia Night, online registration issues, and spring registration. Internal pages that were updated include BG Singers, Board of Commissioners, Board Packets, Camp, Community Arts Center, Construction Projects, Dance, Employee Spotlight, Environmental Action Team, Experience Diwali: A Festival of Lights, Fitness Center, Fitness Center Group Exercise, Lunar New Year, Movies Under the Stars, National Night Out, Online Registration Issues, Performing Arts, Preschool, Raupp Museum, Raupp Museum Exhibits, Registration, Seasonal Catalog, Soccer, Sponsorship, Staff, Summer Concert Series, and Superhero and Princess Party. New internal pages were created for Happy Hour Golf, Earth Day Celebration, Raupp Museum - Shopping in Buffalo Grove 100 Years Ago (page created by Marina Mayne), and Online Registration Issues.

	<u>December 2023</u>
Total visits:	26,623
Total Page Views	50,474
Different Users	15,139
Mobile/Phone	9,225
Desktop	5,533
Tablet	410
Average Engagement Time:	1:03
How did people get to our site?	
Search Engine	15,735
Direct (typed in address)	8,717
Social Media	752 (-48 from last month)
Link from other website	1,153

<u>Top 15 Most Visited Internal Pages</u>	<u>Page Views</u>	<u>Users</u>	<u>Views Per User</u>
1. Fitness Center Home Page	5,113	2,638	1.94
2. Registration	3,295	1,810	1.82
3. Golf Dome	3,034	1,940	1.56
4. Camps	2,707	1,211	2.24
5. Performing Arts	2,641	746	3.54
6. Seasonal Catalog	2,095	1,376	1.52
7. Fitness Center Promotion Advertising Landing Page	1,870	1,717	1.09
8. Fitness Center Group Exercise Reservations	1,730	457	3.79
9. Fitness Center Pickleball Reservations	1,585	338	4.69
10. Fitness Center Membership	1,255	852	1.47
11. Fitness Center Group Exercise	1,072	536	2.00

12. Fitness Center Reservations	907	292	3.11
13. Dance	876	586	1.49
14. Community Arts Center	669	431	1.55
15. Events	610	512	1.19

Social Media Data - January 2024

Date	Post	Facebook	Twitter	Instagram	Total Impressions
12/11/2023	Dog Obedience	746	50	242	1,038
12/12/2023	Safety Town Saturday	1,673	49	251	1,973
12/13/2023	Business of the Week - Everything Games	1,845	51	175	2,071
12/15/2023	12/18 Musical Monday	681			681
12/18/2023	Welcome Back Business - Toe the Line	819	44	260	1,123
12/20/2023	Business of the Week - Bear Family McDonald's	643	58	185	886
12/20/2023	Museum Winter Break activities	1,491		576	2,067
12/21/2023	4-year preschool gingerbread man hunt photo	1,412		445	1,857
12/21/2023	Alcott Center winter break hours	693	48	284	1,025
12/22/2023	New Business Welcome - Guzman y Gomez	884	34	251	1,169
12/27/2023	Business of the Week - Flex	617		169	786
12/28/2023	Rules of the Road class	593		386	979
1/1/2024	Happy New Year 2024	690		190	880
1/3/2024	Business of the Week - The Goddard School	667	61	200	928
1/5/2024	1/8 Musical Monday	576			576
1/5/2024	Trivia Night	972	211	212	1,395
1/8/2024	Spring program guide here	668	118	166	952
1/8/2024	Museum holiday winter programs	773	36	291	1,100
1/9/2024	Parks Department plowing snow photo	4,174		368	4,542
1/9/2024	Lifeguard Training Course	775	93	287	1,155
1/10/2024	Business of the Week - AMOA	212	17	51	280
		21,604	870	4989	27,463

Fitness Center Data - January 2024

Date	Post	Facebook	Instagram	Total Impressions
12/11/2023	Adult Boxing Fitness	111	26	137
12/12/2023	TRX Core Training	92	31	123
12/13/2023	Winter Youth Programs	123	40	163
12/19/2023	Holiday Meltdown	81	27	108
12/21/2023	Master Swim	216	38	254
12/28/2023	3 months for \$99 promotion	207	40	247
1/2/2024	Choose to Lose	141	26	167
1/3/2024	Master Swim - 2nd post	160	30	190
	Totals	1,131	258	1,389

Total Followers	PD Facebook	PD Twitter	PD Instagram	FC Facebook	FC Instagram
January	5,887	675	1,988	910	160



MEMO TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: JANUARY 2024
RE: SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

The last review of Executive Session Minutes was held on July 24, 2023. Executive Session Minutes are required to be reviewed twice per year.

Since the last review, the following Executive Sessions Minutes have been approved:

<u>Date</u>	<u>Topics</u>
July 10, 2023	Personnel
July 24, 2023	Six-Month Review of Executive Session Minutes & Imminent Litigation
August 28, 2023	Filling a Board Vacancy
September 18, 2023	Filling a Board Vacancy
September 19, 2023	Filling a Board Vacancy
September 26, 2023 - 1	Filling a Board Vacancy
September 26, 2023 - 2	Filling a Board Vacancy
October 18, 2023	Filling a Board Vacancy
October 23, 2023	Land Acquisition, Personnel & Filling A Board Vacancy
November 13, 2023	Land Acquisition
November 27, 2023	Land Acquisition

It is recommended that the following Executive Session Minutes be approved for content and released for public inspection because the need for confidentiality no longer exists as to all or part of the minutes:

None

It is recommended that the following Executive Session Minutes be approved for content and remain closed for public inspection because the need for confidentiality still exists as to all or part of the minutes:

<u>Date</u>	<u>Topics</u>
July 10, 2023	Personnel
July 24, 2023	Six-Month Review of Executive Session Minutes & Imminent Litigation
August 28, 2023	Filling a Board Vacancy
September 18, 2023	Filling a Board Vacancy
September 19, 2023	Filling a Board Vacancy
September 26, 2023 - 1	Filling a Board Vacancy
September 26, 2023 - 2	Filling a Board Vacancy
October 18, 2023	Filling a Board Vacancy
October 23, 2023	Land Acquisition, Personnel & Filling A Board Vacancy
November 13, 2023	Land Acquisition
November 27, 2023	Land Acquisition



Buffalo Grove Park District
Resolution 24-1-3
Providing for the Destruction of Particular
Verbatim Recordings of Closed Session Meetings

WHEREAS, the Buffalo Grove Park District Board of Commissioners has maintained verbatim recordings of all closed session meetings of the Park Board as required under the Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"); and

WHEREAS, the Act allows verbatim records of closed meetings or closed sessions of open meetings ("closed session meetings") to be destroyed by the Park District without notification to, or the approval of, a records commission under the Local Records Act, no less than 18 months after the completion of the meeting recorded, but only after:

1. The Park Board approves the destruction of a particular recording; and
2. The Park Board approves minutes of the closed session meeting that meet the written minutes requirements of subsection 2.06(a) of the Act; and

WHEREAS, the Park District wishes at this time to destroy particular verbatim recordings of closed session meetings as permitted under the Act.

NOW, THEREFORE, the Park District Board of Commissioners resolves that:

Section 1: The Park Board has previously approved minutes for the following closed session meetings that meet the requirements of Subsection 2.06(a) of the Act:

<u>Closed Meeting Session Date:</u>	<u>Closed Meeting Minutes Approval Date:</u>
May 9, 2022	June 20, 2022
May 23, 2022	June 20, 2022
June 8, 2022	July 25, 2022
June 20, 2022	July 25, 2022

Section 2: The Park Board hereby authorizes the immediate destruction of all verbatim records of each closed session meeting identified in Section 1 of this Resolution and hereby directs the Park Board Secretary to destroy said verbatim recordings as soon as practical.

Section 3: This Resolution shall take effect immediately upon its passage and approval by the Park Board. All prior resolutions, motions and order in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED AT BUFFALO GROVE, ILLINOIS THIS 22th DAY OF JANUARY, 2024.

Erika Strojinc, Secretary
Buffalo Grove Park District
Board of Commissioners

Scott Jacobson, President
Buffalo Grove Park District
Board of Commissioners