



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District Board of Commissioners
REGULAR BOARD MEETING MINUTES
Alcott Center – Room 24
February 27, 2023

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Superintendent of Planning Mike Maloney, Superintendent of Parks Randy Smith, Superintendent of Communications and Marketing Mike Terson, Risk Manager Dani Hoefle, and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 6:13 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF REGULAR BOARD MEETING AGENDA

Commissioner Reiner moved to approve the February 27, 2023 Regular Board Meeting Agenda, seconded by Commissioner Cummins and the motion passed with a voice vote.

APPROVAL OF MINUTES

Approval of the January 9, 2023 Workshop Minutes

Vice President Bragg moved to approve the January 9, 2023 Workshop Minutes, seconded by Commissioner Cummins and the motion passed with a voice vote.

Approval of the January 9, 2023 Executive Session Minutes

Vice President Bragg moved to approve the January 9, 2023 Executive Session Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of the January 23, 2023 Workshop Minutes

Vice President Bragg moved to approve the January 23, 2023 Workshop Minutes, seconded by Commissioner Reiner and the motion passed with a voice vote.

Approval of the January 23, 2023 Regular Board Meeting Minutes

Vice President Bragg moved to approve the January 23, 2023 Regular Board Meeting Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of January 23, 2023 Executive Session Minutes

Vice President Bragg moved to approve the January 23, 2023 Executive Session closed meeting minutes, seconded by Commissioner Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Executive Director Risinger said included in the Board packet was a thank you note from State Senator Adriane Johnson for the congratulatory flowers she received from us at conference for winning the election; a press release on Commissioner Cummins for earning Master Board Member status; a thank you note from Commissioner Wallace thanking the Board and staff for making her birthday special on a Board meeting night; a thank you note from former FOP Director Harry Shaw's daughter thanking the Park District for planting a tree in her father's memory; and last, an article that appeared in the Daily Herald announcing the planned Prairie Grove Park renovation. He said Stevenson High School is hosting a Campaign Fair on March 14 and invited commissioners who are running in the Consolidated Election in April to attend.

ATTORNEY'S REPORT

Attorney David Bloomberg said counsel worked on the Intergovernmental Agreements between the Park District and the Village of Buffalo Grove.

COMMITTEE ACTION ITEMS**Finance****Approval of the February Warrant 2023**

Commissioner Cummins moved to approve the February Warrant 2023 in the amount of \$1,547,605.91, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the January 2023 Financial Statement and the January 2023 Year to Date Statement

Commissioner Cummins moved to approve the January 2023 Financial Statement and the January 2023 Year to Date Statement, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of Resolution 23-2-1 Utilization of Developer Donation Funds

Commissioner Cummins moved to approve Resolution 23-2-1 Utilization of Developer Donation Funds in the amount of \$131,428.45, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the IGA Between the Village of Buffalo Grove and the Buffalo Grove Park District Regarding Village Contributions to Park District Capital Projects

Commissioner Reiner moved to approve the Intergovernmental Agreement between the Village of Buffalo Grove and the Buffalo Grove Park District Regarding Village Contributions to Park District Capital Projects, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Addendum A IGA Between the Village of Buffalo Grove and the Buffalo Grove Park District Regarding Improvements to Mike Rylko Park

Commissioner Reiner moved to approve the Addendum A Intergovernmental Agreement between the Village of Buffalo Grove and the Buffalo Grove Park District Regarding Improvements to Mike Rylko Park, seconded by Commissioner Cummins and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of Mowing Services Bid

Commissioner Reiner moved to approve the Base Bid and Alternates #1 and #2 for 2023 Mowing Services to Apex Landscaping, Inc., 24414 N Old McHenry Rd., Lake Zurich, IL 60047, totaling \$131,205, seconded by Commissioner Cummins and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Camp Bus Bid Extension

President Jacobson moved to approve the Camp Bus Bid Extension from Grand Prairie Transit, 1600 James Dr., Mt. Prospect, IL 60056, for the 2023 camp season for the same price as bus transportation services provided in 2022, seconded by Commissioner Cummins and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Consent Agenda

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

1. Quarter C Administrative Work Plan Update
2. Quarter C Departmental Goals and Objectives Update
3. Museum STEPS Program: Public Trust

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Report

Executive Director Risinger said he received an email from Jack Schmerer who works for Senator Johnson who said that there may be a one-day delay on the Governor's announcement on OSLAD grants. He said he has been working on a big project of overhauling District policy and procedure manuals and hopes to get this done before he leaves. He said it will be brought to the Board for their approval upon completion.

Business Services and Human Resources

Director Short said that he is approaching the finish line with the 2023/24 budget.

Public Relations and Marketing

Superintendent of Communications and Marketing Mike Terson said he is speaking at the Michigan State Conference in Lansing, Michigan next week.

Risk Management

Risk Manager Dani Hoefle said she and Director Howe have been working hard on OSHA compliance on fall protection. She thanked the Board for allowing her to attend conference.

Recreation Department

Deputy Director Strojinc said she inadvertently left out Recreation Supervisor Brian O'Malley's report on conference in her Op report. She said Keri Isacovici and Elizabeth Quinzio, two new recreation supervisors, have started working for the District. She also told the Board that Recreation Specialist Liz Sass is no longer working for the District. She said the production of Joseph and the Amazing Technicolor Dreamcoat is amazing and it will be running again next Friday and Saturday if anyone still wants to see it. She added that the Reformer Studio renovation at the Fitness Center should be finished this week. She said staff is holding their 2023 BG Days kick-off meeting with the Village tomorrow. Last, she said Recreation Supervisor Megan Baird delivered a baby girl today!

Parks Department

Superintendent of Parks Randy Smith said the parks department is taking applications and interviewing for a year-round part-time employee and seasonal staff for the summer. He thanked Jeff Spitz for scanning documents on the large scanner that we rented. He said parks staff has been attending various conferences related to their specialty and enjoying the opportunity to further their education. He said with the mild weather, staff has made significant progress on land management in the native areas of Willow Stream and Rylko Parks.

OLD BUSINESS

Budget Preparation Calendar

Executive Director Risinger said that the budget preparation calendar is in the packet as a reminder that the Board will start reviewing the 2023/24 budget at the next Board Workshop.

Committee Structure Discussion

President Jacobson said that the Board appoints commissioners to committees every year. He said they are not really committees and suggested the Board might want to come up with a new framework for them. He said there also liaison appointments to the Village Board, the FOP, etc. Executive Director Risinger said there is not a lot of activity from these committees with the exception of the Personnel Committee. President Jacobson said he thinks the Ethics position is important to keep should there ever be a need. Executive Director Risinger said he will work on this in the Board Policy Manual and asked for Commissioners to bring suggestions to him. Commissioner Cummins suggested those named to committees be renamed to Board Representatives. Commissioner Reiner said these committees were originally designed as ad hoc committees existing for a specific purpose and when that purpose is done, the committee disbands. He said we haven't had the need to use these ad hoc committees in years and this is not unusual. Commissioner Wallace said she would like a more clear definition of the responsibilities of these committees.

Alcott Room 1 Update

Executive Director Risinger said we have a demotion price from FH Paschen of \$125,000 and a shoring up quote of \$30,000. He said staff is getting three more bids and will make a recommendation to the Board in March. He suspects the recommendation will be to demo the room and rebuild it. President Jacobson said it could be a blessing in disguise so that the District can redesign the space and be able to address the parking lot safety concern where it narrows near the room.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

President Reiner moved to enter Executive Session at 6:53 pm for the purpose of Personnel, seconded by Commissioner Cummins and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

POSSIBLE ACTION TO BE TAKEN FROM EXECUTIVE SESSION

President Jacobson announced that the Regular Board meeting was reconvened at 7:21 pm and that there was no final action taken from Executive Session.

ADJOURNMENT

Vice President Bragg moved to adjourn the Regular Board Meeting at 7:21 pm, seconded by Commissioner Cummins and the motion passed with a voice vote.

Respectfully submitted,


Secretary