



BUFFALO  
GROVE  
PARK  
DISTRICT

Buffalo Grove Park District  
WORKSHOP MINUTES  
February 13, 2023  
Alcott Center – Room 24  
6 pm

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Museum Registrar and Public Educator Marina Mayne, and Executive Assistant Beth Wanland

CALL TO ORDER

**Roll Call**

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

PLEDGE OF ALLEGIANCE

The Board and staff stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF WORKSHOP AGENDA

Commissioner Reiner moved to approve the February 13, 2023 Workshop Agenda, seconded by Commissioner Cummings 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 there was no correspondence in the Board packet.

POLICY AND LEGISLATION

**Quarter C Administrative Work Plan Update**

Executive Director Risinger congratulated Deputy Director Strojinc on officially being a member of Rotary. He said he would be happy to answer any questions from the Board on his Quarter C Administrative Work Plan. There were none.

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

There were no questions from the Board on Quarter C Departmental Goals and Objectives update.

### **PARKS**

#### **Mowing Services Bid**

Director Howe said we have had Gilio Landscaping as our mowing contractor for the past four years. However, this year he said they were not the lowest bidder. Apex Landscaping was the lowest bidder and upon checking references they received glowing reviews. He said his department calculated the cost to mow in-house compared to having a contractor mow park sites. It was determined that Apex Landscaping is charging us \$27.74 per acre on the base bid. The cost of mowing our parks in-house was determined to be \$34.55 per acre. He explained that in-house staff will continue to mow main parks and facilities in the District but having a contract mower handle more acres will free up staff to landscape and beautify our sites for an extra one and one-half days per week. Director Howe concluded that staff recommends that the base bid, alternate #1, and alternate #2 of the bid from Apex Landscaping be approved in the amount of \$131,205.00.

### **RECREATION**

#### **Bus Bid Extension**

Deputy Director Strojinc said in the 2022 Camp Bus Bid, there was instruction provided to the bus bidders that the Park District could extend the bus bid for three additional one-year terms at the same price if the contractor agreed to extend or renew the agreement at the same price. Grand Prairie Transit agreed to this extension at the same price for the 2023 camp season. She said staff has been very pleased with their service and is requesting the Board approve the one-year extension of the agreement with the same base pricing as 2022.

#### **Museum STEPS Program Presentation: Public Trust**

Museum Registrar and Public Educator Marina Mayne said that she has enrolled the Raupp Museum in the Standards and Excellence Program for History Organizations (STEPS) through the American Association for State and Local History (AASLH). She said it is a self-guided assessment program. She said in support of making the Raupp Museum a regional resource for preserving and presenting the history of Northern Illinois, this certificate project will help the Raupp Museum achieve basic standards of excellence in museum practice by 2025. She explained there are six sections in the STEPS program and each section has performance indicators. These indicators necessitate an understanding of key museum concepts and practices by Board members.

#### **Topic #1: PUBLIC TRUST**

Marina said she will be presenting the first standard to the Board of Commissioners which is PUBLIC TRUST. She presented key concepts and checkpoints for public trust, as it relates to the Board of Commissioners of the Buffalo Grove Park District.

### **EXECUTIVE DIRECTOR'S REPORT**

#### **Administrative Staff Meetings Report**

Executive Director Risinger said the report highlights Administrative Staff Meeting discussions for the month of January. He welcomed questions from the Board. He also thanked Commissioners Reiner and Wallace for attending the Cook County Legislative Breakfast and said he is looking forward to attending the Lake County Legislative breakfast in Gurnee on March 3.

Director Short said he is working away on the 2023/24 budget.

Superintendent Terson said that the marketing department Social Media Policy will be revised. He said he learned at Conference that hate, vulgar, and obscene speech is protected speech. He said removing social media posts is unconstitutional and has been challenged in court. He said there will be suggested changes in the policy for Board review in March or April.

Deputy Director Strojinc said that camp registration is going well. She said staff just took 70 kids off the waitlist. She said the Adventure 1-2 camps were full and had 50 kids on the waitlist but we were able to find another site in District 96 to accommodate them. She said that 100 families came to the Preschool Open House. She said Keri Isacovici is our new Recreation Supervisor in charge of preschool replacing Diana Clayson who was promoted to Recreation Supervisor. She said staff has also hired Elizabeth Quinzio from the Des Plaines Park District as a Recreation Supervisor who will be handling rentals and camps. She said Fitness Center General Manager Joe Zimmermann will replace her in her role as Director of Recreation and Facilities when she assumes the Executive Director position in May. She said we are asking internal staff if they are interested in applying for the Fitness Center General Manager position. She said the Village IGA for the Rylko Park money is moving along. The District has asked to negotiate fees in exchange for the Village's request for in-district rates for some residents. The goal is to have it worked out and presented to the Village Board a week from tomorrow. Last, she said she has been asked to coordinate IAPD's Legislative Dinner for Lake County in Springfield on Tuesday, May 2. She said she and Executive Assistant Beth Wanland will do a great job organizing the dinner and have already started planning.

Commissioner Reiner noted that with the current influx of 2-year olds in the District we will have an increased need for space to accommodate programming in the future. Deputy Director Strojinc stressed the importance of staying on good terms with our school districts for future programming space needs.

Director Howe said they have not received the quote for the demolition of Room 1 at the Alcott Center. He said as soon as all quotes are in they will let the Board know staff recommendation for shoring up or demolition and rebuilding of the room. Commissioner Reiner said if a rebuild is imminent he would like to work with legislators to tap resources to help pay for the project.

#### **PRESIDENT AND COMMISSIONERS REPORTS**

President Jacobson said Conference was great and it was nice to see everyone there. He congratulated Commissioner Cummins on achieving Master Board Member status. President Jacobson read Executive Director Risinger's resignation letter to the Board. He said accepted his formal letter of resignation noting his last day is May 26, 2023 as long as there were no objections from the Board. No objections were voiced.

Commissioner Cummins said he appreciates staff coming together at Conference and the opportunity to share their comradery. He said he enjoyed the sessions he attended very much. He thanked the Park District for cooperating with the District 102 Referendum Committee in providing space for meeting and discussing their new referendum.

Commissioner Wallace said Joseph and the Amazing Technicolor Dreamcoat performances begin a week from Friday. She said she thoroughly enjoyed attending her first conference and said the

sessions were great. She left conference feeling energized. She said the bonding of the staff is apparent. In conclusion, she said she and Commissioner Reiner attended the Cook County Legislative Breakfast and provided the Board with a flyer highlighting the 2023/24 Legislative Platform.

Commissioner Reiner said the Legislative Platform includes a lot more than what is listed on the flyer. He said he is leaving for Springfield tomorrow morning to attend the Governor's State of the State Address and Budget Message on Wednesday.

#### OLD BUSINESS

##### **Approval of New Executive Director Employment Contract**

Commissioner Reiner moved to approve the new Executive Director Employment Contract, seconded by Commissioner Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSENT: Bragg

Commissioner Cummins said he would like to see the word "annual" added before the word "rate" under the Section 2 - Compensation portion of the Contract.

President Jacobson congratulated Deputy Director Strojinc and said he is looking forward to great things from her. He said the Board would not have taken this step without being confident in her being the right person for the job.

##### **Committee Structure Discussion**

President Jacobson asked Commissioners to look at the Committee Structure sheet and see if it makes sense. He said perhaps more liaisons are needed. He said he would like to discuss these appointments when Vice President Bragg is back in two weeks.

#### 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 7:04 pm, seconded by Commissioner Cummins and the motion passed with a voice vote.

The Board then enjoyed cake in celebration of Commissioner Wallace's birthday.

Respectfully submitted,

  
Secretary