



Buffalo Grove Park District Workshop  
Monday, April 10, 2023  
Alcott Center – Room 24  
6 pm

WORKSHOP AGENDA

- I. Call to Order
  - A. Roll Call
  
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Agenda
  
- V. Topics from the Floor
- VI. Discussion on topics from the audience will be limited to 10 minutes. Presentations before the Park Board should be scheduled through the Executive Director's office no later than 5 pm the Wednesday prior to the Park Board meeting.
  
- VII. Correspondence
  
- VIII. Policy and Legislation (LR)
  - A. Board Policy Manual Update
  - B. Fire Department Festival Variance Request
  
- IX. Finance (SC)
  - A. Budget and Appropriation Ordinance 23-4-1 for Fiscal Year 2023-24
  - B. Alcott Room 1 Recommendation
  - C. 2023/24 Proposed Organizational Chart
  - D. Budget Workshop, if Necessary
  
- X. Executive Director's Report
  - A. Administrative Staff Meetings Report
  
- XI. President and Commissioners' Reports
- XII. Old Business

- XIII. New Business
  - A. Park Board Officer Appointments Reminder
  
- XIV. Executive Session for the Purpose of:
  - A. Imminent Litigation
  - B. Personnel
  - C. Land Acquisition
  
- XV. Action Taken In Executive Session
- XVI. Adjournment

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

**Beth Wanland**

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**From:** Illinois Association of Park Districts <iapd@ilparks.ccsend.com> on behalf of Illinois Association of Park Districts <iapd@ilparks.org>  
**Sent:** Tuesday, April 4, 2023 7:01 AM  
**To:** Beth Wanland  
**Subject:** Boot Camp Dates Have Arrived!



**Dedicated to helping our members thrive through Advocacy, Education & Research**

**The Best Evening  
Commissioners (and  
Directors) Can Spend!**



Not only does IAPD's 2023 Boot Camp cover key issues, like boardmanship, finance, ethics, DEI, legislative advocacy, and board/executive director/staff relations, but it also **fulfills the required one-time Open Meetings Act training for newly elected or appointed officials!** Join us on one of the following dates:

**Monday, May 22, 2023  
Naperville Park District's Fort Hill Activity Center**

**Tuesday, May 23, 2023  
Gurnee Park District's Viking Park Community Center**

**Wednesday, May 31, 2023  
Hoffman Estates Park District's Bridges of Poplar Creek**

**Thursday, June 1, 2023  
New Lenox Community Park District's Administration**

**Thursday, June 8, 2023  
Peoria Park District's Boardroom**

**Tuesday, June 13, 2023  
Virtual Boot Camp (Via Zoom)**

**\*Boot Camps are scheduled from 6 p.m. - 9 p.m. for all dates.**

Learn more or register today by [clicking here!](#) Access the flyer to share with others [here](#).

**Register Now**

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## Memorandum

MEMO TO: PARK BOARD OF COMMISSIONERS  
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR  
SUBJECT: REVISIONS OF BOARD POLICY MANUAL  
DATE: APRIL 6, 2023

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### *Action Requested:*

Staff requests that the Board approve the edits in the attached Board Policy Manual.

### *History:*

Attached you will find the Board Policy Manual with edits (strikethroughs and added verbiage in red). Reviewing and updating the Board Policy Manual is part of the requirements for Distinguished Accredited Agency.

As you may recall from my reports, I am currently reviewing all of our department procedures and policies manuals. The goal of this is to make sure all policies and procedures reside in a manual somewhere. Over time, standalone policies and procedures are created and “do not have a home.” This causes issues when trying to locate them, and make sure they are reviewed. Including them with a part of a larger policies or procedures manual will remedy those issues. I am also making sure there is consistency across all the manuals moving forward.

Some changes are for consistency and staff title corrections. Some other changes involve adding or editing some procedures or policies.

Specific additions or edits include:

- Removal of *2.11 New Board Member Orientation*. This procedure was added to the Admin Manual. It is a responsibility of the Executive Director and the Admin team to follow through on Board Member Orientation, so it fits better in that manual.
- 2.11 was replaced with *Sponsored or Endorsed Workshops*. This is a Distinguished Agency suggestion to make sure this topic is addressed in the Board Policy Manual.
- Adding *Designation of Authority* to section 4.6. This is another Distinguished Agency suggestion. This essentially allows the Executive Director to approve procedure manuals. Any policies inherent within a procedure manual would need separate Board approval.

- Adding to section 5.4 on Hiring and annual appointment of Executive Director. After going through the recent process, I felt it was important to document that process within the Board Policy Manual for future.
- *7.1 Committees and Liaisons* - I know this is a subject that may require future attention, but until then I made small changes that I believe make sense.
- *8.2 Regular Meetings* – This information also resided in the Admin Manual and it does not need to be in both. I felt the language in the Admin manual was more detailed and I removed it from there and added it to the Board Policy Manual.



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DISTRICT

## Board Policy Manual

Revisions Approved by Board of Park Commissioners:  
Revisions Approved by Board of Park Commissioners:  
Revisions Approved by Board of Park Commissioners:

May 23, 2016  
June 25, 2018  
July 25, 2022

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## Statement of Intent

This Board Policy Manual is intended to describe existing policies/procedures as they apply to the Park Board of Commissioners.

All Board Policies and Procedures will be included in this manual. As part of the Park District's regular review of policies, the Administrative Staff will undertake a thorough review the Board Policy Manual at least every 5 years. During this review, the Administrative Staff will compile necessary changes to the manual for review by the Board. The Board will be responsible for reviewing and approving any necessary recommendations.

Following approval, each Board member will receive a complete Board Policy Manual. The Board Policy Manual will also be available to key Administrative Staff.

## Buffalo Grove Park District Mission, Vision & Values

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

The Mission Statement was adopted by the Board of Commissioners January 28, 2013.

*To lead our diverse community with innovative and exceptional experiences.*

The Vision Statement was last reviewed and adopted by the Board of Commissioners, September 2019.

We have a commitment to:

- Character:** Build respect, integrity and trust  
Foster teamwork through communication and collaboration  
Demonstrate professionalism
- Excellence:** Promote staff development  
Follow best practices  
Provide quality experience through guest-centered services  
Exceed expectations  
Assure safety through a comprehensive risk management program
- Stewardship:** Demand fiscal responsibility to assure transparency  
Build green infrastructure  
Ensure resource efficiency  
Create and maintain effective partnerships  
Celebrate history
- Community:** Embrace cultural diversity  
Encourage inclusion  
Celebrate contributions of residents, board, staff and volunteers
- Innovation:** Implement new technology  
Communicate a shared vision  
Recognize trends by being responsive and adaptive  
Inspire creativity

The Values Statements were adopted by the Board of Commissioners January 28, 2013.

## *Section 1 - Introduction*

### 1.1 Statutory Authority

A park district is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted to it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.

A park district is a municipal corporation created for the purpose of acquiring and maintaining parks, and is separate and distinct from the city, county, or any other body politic. It is an agency through which in part the people of the state carry on government. It is not purely local in function, for the courts have ruled that park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district.

The district is governed by numerous statutes of the State of Illinois. (Ill. Comp. Stats.) However, the principle statutory authority is the Park District Code (70 ILCS 1205/1-1, et seq.), which is codification of the general law relating to park districts in Illinois. References and excerpts from the Park District Code and other related laws are made in this manual.

### 1.2 Legal Authority of this Policy Manual

In particular, the legal authority of this policy manual is (70 ILCS 1205/8-1 (d)) of The Code, which reads as follows: "(d) To pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdictions, and to effect the objects for which such districts are formed."

The statutes of the State of Illinois or any final court decision that is in conflict with the provisions of the policy manual shall supersede the provisions of this policy manual.

### 1.3 Definitions

For the purpose of the policy manual, the following terms shall have the definitions given herein:

1. "District" is the Buffalo Grove Park District, Cook and Lake Counties, Illinois.
2. "Board" is the Board of Commissioners of the Buffalo Grove Park District.
3. "Code" is "The Park District Code," (70 ILCS 1205/1-1) approved July 8, 1947, as amended.

For the purpose of this manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa, and words in the present tense shall include the future tense.

### 1.4 Revisions

The Board may periodically review the policies contained in this manual and revise or amend them from time to time as they deem appropriate at a regular meeting of the Board by a majority of its members, except whereby law or the provisions of the manual itself, a vote greater than a simple majority is required.

### 1.5 Separability

If any policy or part thereof contained in the policy manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof.

## *Section 2 - Board and Administration*

### 2.1 Governance

The governance of the District is vested in the Board. The members of the Board constitute the corporate authority.

### 2.2 Number

The Board shall be comprised of five (5) commissioners.

### 2.3 Term of Office

Each term of office for a Commissioner shall be four (4) years. Terms are designated to expire on a staggered system. Commissioners shall serve until their successors are duly elected, qualified, and have taken the oath of office.

### 2.4 Inauguration

#### 1. Newly Elected or Re-elected Commissioners:

- a. Newly elected or re-elected Commissioners shall be inaugurated at the next regular scheduled Board meeting. At this time, the "old" Board shall meet, conduct any unfinished business, and then adjourn. The Secretary of the District shall then inaugurate the newly elected Commissioner(s) and the new Board shall then reconvene the meeting.

#### 2. Appointed Commissioners:

- a. Newly appointed Commissioners shall be inaugurated at the first regular Board meeting following their appointment.

### 2.5 Oath of Office

All elected and appointed Board members, before entering upon the duties of his office, shall take and subscribe to the Oath of Office.

### 2.6 Qualifications

Any person who is a United States citizen, qualified elector, and who has lived within the district for at least one year is qualified to be a candidate for the Office of Commissioner.

### 2.7 Nomination

1. A candidate for the Office of Commissioner must file a nominating petition with the appointed election official of the District, signed by qualified voters of the District equal in number to not less than 2% of the number who voted at the last preceding election for Commissioners in the District, but in no case by less than 25 registered voters.

2. The appointed election official of the District shall make available nominating petition forms and the required number of signatures to any prospective candidate for the office of Commissioner and shall publicize the first and last day for filing such nominating petitions well in advance of those dates.

### 2.8 Election

Commissioners shall be elected biennially to take the place of those whose terms expire. (Ill. Comp. Stat.) Such elections shall take place at the election provided for the general election law. (10 ILCS 5/1-1)

### 2.9 Vacancies in Office

Whenever any member of the governing board of the Park District dies, resigns, becomes under legal disability (such that said Commissioner becomes unable to fulfill his duties), ceases to be a legal voter in the District, is convicted of any infamous crime, refuses or neglects to take his or her oath of office, neglects to perform the duties of his or her office or attend meetings of the Board for the length of time as the Board has fixed by Ordinance 18-6-1, or for any other reason specified by law, that office may be declared vacant. Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his or her office until the next regular election for this office, at which time a member shall be elected to fill the vacancy for the unexpired term, subject to the following conditions:

1. If the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy shall hold his or her office until the expiration of the term for which he or she has been appointed, and no election to fill the vacancy shall be held.
2. If the vacancy occurs with more than 28 months left in the term, but less than 123 days before the next regularly scheduled elections for this office, the person appointed to fill the vacancy shall hold his or her office until the second regularly scheduled election for the office following the appointment, at which a member shall be elected to fill the vacancy for the unexpired term. (70 ILCS 1205/2-25) See **EXHIBIT ADDENDUM A**

### 2.10 Compensation

In accordance with statute, the Board serves without compensation. (70 ILCS 1205/4-1).

### 2.11 New Board Member Orientation (Covered in Administrative Manual)

~~The Executive Director shall provide a newly elected park board Commissioner with a copy of The Park District Code, the Illinois Park District Law Handbook, the Illinois Park District Financial Procedures, the Get on Board book, the Guide to the Open Meetings Act and FOIA, the Park District Board Policy Manual, minutes of the park board meetings for the past six months, and any other resource material deemed beneficial to onboarding the new Commissioner.~~

~~A meeting of the park district president, the executive director and the new members shall be arranged by the executive director for the purpose of answering questions and acquainting the new member with the park district. In addition to the executive director and other staff providing specific and factual information, other board members should orient the new members to board philosophy and practices. They should review, as a board, what members — including the new member — should expect of each~~

~~other.~~

~~New members will be encouraged to attend workshops conducted by the Illinois Association of Park Districts.~~

### 2.11 Sponsored or Endorsed Workshops

All Board members will be encouraged to attend workshops conducted by the Illinois Association of Park Districts.

The Buffalo Grove Park District Board believes that a knowledgeable board is essential to assuring excellence in parks, programs and facilities. The Board must be aware of the latest trends, issues and practices in order to provide leadership and direction. Therefore, the Board of Commissioners has established a policy in support of attendance at workshops sponsored or endorsed by the NRPA, IPRA, IAPD, and other similar organizations. Park District Administrative staff is directed to maintain records of Board Member participation in these workshops, conferences and seminars.

### 2.12 Travel and Expenses

Authorized travel or other expenses incurred by the Board and which are related to and pre-approved by the District shall be reimbursed upon documentation of such expenses in accordance with following policy:

1. In conjunction with the preparation of the Budget and Appropriation Ordinance of the District for each fiscal year, the Board will determine the aggregate amount of funds to be made available for Commissioner attendance at workshops and conferences.
2. Prior to each approved workshop/conference, the Board will designate those Commissioners who will attend.
3. The Board shall designate approved meetings which may include but are not limited to the following:
  - A. Workshops/conferences sponsored by the National Recreation and Park Association which include Commissioner educational sessions.
  - B. Workshops/conferences sponsored by the Illinois Association of Park Districts which include Commissioner educational sessions.
  - C. Workshops/conferences sponsored by the Illinois Park and Recreation Association which include Commissioner educational sessions.
  - D. Workshops/conferences sponsored by the Park District Risk Management Association that may include educational sessions for Commissioners.
4. The Park District staff shall make all reservations including travel, hotel and conference registration.
5. The Park District will issue per diem in accordance with IRS regulations on any trip which

involves at least one overnight accommodation. Per diem is to be used for:

- A. Meals not covered by conference registration.
  - B. All travel not covered.
  - C. Entertainment expenses "Directly Related To" Park District business.
6. If a delegate indicates his intention to attend an approved meeting and subsequently notifies the District of his intention not to attend such meeting, or fails to attend such meeting, for reasons other than illness or emergency, the delegate shall reimburse the District in full for all expenses incurred or monies advanced by the District on behalf of the delegate in connection with such meeting, within thirty (30) days after written request therefore is made by the District.
  7. No money for expenses shall be advanced to any delegate nor shall any delegate be reimbursed for any expenses incurred on behalf of any person other than such delegate, unless authorized in advance by the Board. No authorization shall be given for any such expense which is not related to the business and affairs of the District.
  8. Delegates shall report on educational sessions attended at approved meetings, which shall contain a brief description of subject matter and recommendations or ideas pertinent to the operations of the District, if any.
  9. Use of personal vehicles for District business shall be reimbursed at the current IRS standard mileage rate.

Note: The District approved Ordinance 16-12-2 Establishing a Policy to Regulate the Reimbursement of Travel, Meal and Lodging Expenses of Park District Commissioners and Employees on December 12, 2016. The expense reimbursement policy is attached.

See **EXHIBIT ADDENDUM B**

### 2.13 Community Relations Activities

The Board encourages its members to participate in a variety of community relations activities and shall reimburse any and all usual and customary expenses incurred by Board members who attend such activities as the official representatives of the District when so designated by the President of the Board.

### 2.14 Board Member Emeritus (Approved by the Board, Oct. 24, 2011)

The honorary title of Buffalo Grove Park District Board Member Emeritus is bestowed upon past commissioners due to their distinct leadership, vision and contributions while serving on the Park District Board of Commissioners for at least ten (10) years. This is an honorary position and does not include any voting privileges or Board related responsibilities. Commissioners who have served between ten (10) and twenty (20) years may be given benefits for the same amount of years that they have served. Commissioners who have served twenty (20) years or more may be given lifetime benefits from the Buffalo Grove Park District. Benefits are only available to the Board Member Emeritus plus one and children under the age of 26 who are living at home. These benefits include:

- Fitness Center Membership
- Pool Membership
- Golf Dome Driving Range



- Recreation programs on the same basis as available to full time staff

A Board Member Emeritus designation is not an automatic action brought to fruition by the retirement of a sitting board member. This is an honor bestowed upon a past commissioner in recognition of his/her contributions to the community and to the Park District. To receive this honor, this action must be voted affirmatively by a majority vote of the members of the Park District Board then holding office.

In addition, the past commissioner:

- Must have served on the Board with distinction and honor resulting in benefits to the community.
- Be willing to be called upon from time to time to serve and/or represent the Park District if necessary and appropriate.
- Be willing to have his/her name acknowledged in literature and marketing materials for the Park District when appropriate.

This honor and the associated privileges may be revoked by majority vote of the members of the Park District Board then holding office. Prior to such revocation, the Board Member Emeritus shall be given the right to appear before the board.

**2.15 Park, Facility, and Amenity Naming Policy** (Updated and Approved by Board Action: June 20, 2022) See **EXHIBIT ADDENDUM C**

### *Section 3 - Use of Park District Programs, Facilities and Equipment*

#### **3.1 Pool Passes and Programs**

Board members may, upon request, be given swimming passes at no charge. Swimming Pool passes issued to board members will be limited to the board member and his/her immediate family members (spouse, civil union partner and dependent children living at home). All eligible board members and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Board members and their immediate family members (spouse, civil union partner and dependent children living at home) are also eligible to register for Park District pool programs and events at no charge. This benefit excludes contractual programs, private swim instruction, and trips offered through the pool.

#### **3.2 Golf Dome**

Board members and their immediate family members (spouse, civil union partner and dependent children living at home) may, upon request, be granted a membership, providing use of the driving range at no charge. All eligible board members and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Board members and immediate family members (spouse, civil union partner and dependent children living at home) are also eligible to register for Park District Golf Center group instruction programs and

events at no charge. This benefit excludes contractual programs, contractual services, private lessons, and trips offered through the Golf Dome.

### **3.3 Golf Dome Discounts**

Board members will be allowed to purchase merchandise from the Golf Dome at a 10% discount plus tax.

### **3.4 Fitness Center Membership and Services**

Board members and immediate family members (spouse, civil union partner and dependent children living at home) may, upon request, be given a Fitness Center membership at no charge.

Fitness Center membership allows access to many programs at no charge to the member. However, Board members will be charged the "per diem" rate for any contractual or specialized Fitness Center program or service. In some cases the per service/program fee may be discounted for Board members. This includes and is not limited to:

1. Personal Training Services
2. Private Swim Lessons
3. Consulting Services (Diet, weight loss, smoking cessation, etc.)
4. Specialized instruction programs (Tai Chi, Pilates, other)

### **3.5 Recreation Programs/Group Lessons**

Board members and immediate family members (spouse, civil union partner and dependent children living at home) will be allowed to enroll in recreation programs or group lessons at a reduced rate or no charge subject to the following conditions:

1. Board members or immediate family members are not eligible to register for any resident lottery for recreation programs without complying with all requirements, regulations, rules and fees.
2. The Board member or immediate family member pays the Park District for any out-of-pocket expense in connection with attendance in the program or lesson including costumes, uniforms, props, personal equipment of any type, ticket prices or entry fees.
3. Board members will be charged the "per diem" rate for any specialized or contractual program or service. In some cases the per service/program fee may be discounted for Board members. This includes and is not limited to:
  - a. Personal Training Services
  - b. Private Swim Lessons
  - c. Consulting Services (Diet, weight loss, etc.)
  - d. Private or semi-private lessons for voice, piano, guitar, language, etc.

### **3.6 Fitness Center Pro Shop Discounts**

Board members will be allowed to purchase merchandise from the Fitness Center at a 10% discount plus tax.

### **3.7 Use of Park District Property & Equipment**

No elected official may use Park District property for personal use without proper authorization. No

park district property may be released for personal use without the prior written approval of the Executive Director. The Executive Director can only approve personal use of Park District vehicles.

For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the Park District. Because safety and liability is of chief concern, it is expected that Park District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some Park District property may require permits, waivers and releases. The Board member will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District that is damaged or lost while it is in the Board member's care and custody. Loss, damages or theft of Park District property should be reported at once.

Upon termination of the Board member's status as Commissioner, the Board member must return all Park District property, equipment, keys, computers, and documents in his/her possession or control.

### **3.8 Procedures**

Commissioners should contact the Executive Director regarding the use of Park District programs, facilities and equipment.

All complimentary passes and discounts given to a Board Member or immediate family in accordance with this section shall expire immediately upon termination of office with the Park District. All such complimentary passes and discounts cannot be transferred or given to persons other than the Board Member or member of immediate family as defined in this section.

### **3.9 Facility Rentals**

Board members will be allowed to rent specific Park District facilities at no charge beyond any direct cost (i.e. custodian/building attendant needing to be present). If a rental is desired, the Commissioner will contact the Executive Director with his or her request. Commissioners may only reserve a facility within 30 days prior to the rental date request. Paying customers must be given the opportunity to rent the facility before commissioners are eligible. Commissioners and/or their immediate family member (civil union partner, spouse, dependent children living at home) must be hosting and present at rentals. Commissioners may not rent a facility at no charge for extended family members, friends, or organizations they are a part of. Commissioners are allowed to rent a room at a facility at no charge once per calendar year at the following facilities: Spray 'N Play, Community Arts Center Theater, and Community Arts Center Multi-Purpose Room. Rental discounts are for personal rentals only and cannot be used for revenue generating events. All Park District rules must be followed.

### **3.10 Complimentary Tickets to Community Arts Center Performances**

Board members are entitled to four complimentary tickets to ~~one~~ all performance of a production at the Community Arts Center. Commissioners should contact either the Executive Director or the Executive Assistant to secure the tickets.

## *Section 4 - Ethics and Conduct*

### 4.1 Ethics Act

Commissioners must file a Statement of Economic Interest, pursuant to the Illinois Government Ethics Act, with the County Clerk of Lake or Cook County. (5 ILCS 420/1-101, et. seq.)

### 4.2 Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or act or speak for the Board unless specifically authorized to do so by official Board action.

### 4.3 Representation

Board members represent all of the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

### 4.4 Board Decisions

Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study and not upon personal interest or prejudice.

### 4.5 Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals and objectives.

### 4.6 Relationship to the Executive Director/~~Designation of Authority~~

Board members shall honor and respect the delegation of authority and responsibility to the Executive Director. Board members shall work directly with the Executive Director rather than staff. ~~and shall not involve themselves in any manner in the~~ Day to day operations ~~and management~~ of the District, including but not limited to, ~~the management of all personnel and approval of department and program procedures manuals are the responsibility of the Executive Director.~~ Any policy that may be included or referred to within a department or program procedures manual must be adopted and approved by the Board of Commissioners as described in Section 5.5 of this Board Policy Manual.

Requests for information concerning District operations, ~~procedures~~ and programs shall be directed to the Executive Director. Suggestions for new policies shall be referred to the Executive Director for study, appraisal and final recommendation. Complaints shall be turned over to the Executive Director for investigation and disposition for his recommendation as to disposition by the Board. Board members shall support approved actions of the administration.

### 4.7 Indemnification

Board members shall be indemnified against claims and actions and shall be insured against any liability asserted against them because of their position as members of the Board.

4.8 Non-Discrimination and Anti-Harassment Policy (Approved by the Board of Commissioners – June 2019). See ~~EXHIBIT ADDENDUM C D~~

## *Section 5 - Primary Functions of the Board*

Although the Board of Park District Commissioners is empowered to make all decisions affecting the operations of the District, it shall normally exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. In addition, the Board shall perform the following specific functions:

### 5.1 Tax Levy

Provide for the levy of taxes pursuant to the authority granted by State Statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the District's operation.

### 5.2 Use of Funds

Decide upon the use of funds generated by revenue-producing facilities after operational and maintenance costs are paid.

### 5.3 Make Adjustments

Enact periodic adjustments in the operational policies of said revenue facilities.

### 5.4 Hiring/Appointment and Annual Review of the Executive Director

It is the responsibility of the Board of Commissioners to hire and appoint a non-elected Executive Director as its Chief Administrative Officer.

The process for hiring a new Executive Director will be as follows:

1. After the current Executive Director has made it known of their departure date to the Board, the Board will review the job description, which includes a job summary, essential functions and job requirements.
2. The Board will then ask the current Executive Director if there are any current staff that both meet the job requirements and are interested in being considered for the position.
3. If there are current employees that meet the requirements and are interested, the Board will ask the current Executive Director if he/she would recommend any of those current employees.
4. The Board will then decide if they wish to interview any of the current employees that meet the requirements.
5. Should the Board decide to not interview any of the current employees, or if they interview current employees and feel they are not best for the position, the Board then may decide to do a public search to fill the position.
6. An Employment Contract will be negotiated, approved and signed by the Board and the new Executive Director.

The Board of Commissioners will annually appoint the Executive Director. This appointment will be done at the Annual Meeting or as soon thereafter as possible. This appointment should reflect the responsibility the Board has to assure the professional operation and stewardship of this valuable community resource. Evidence of this appointment will be shown in the Board Meeting Minutes.

It is the responsibility of the Board of Commissioners to annually review the performance of the

Executive Director. This review shall take place at the end of the fiscal year, prior to the start of the next fiscal year.

### 5.5 Policies

1. Adopt and periodically review a set of rules and regulations affecting all personnel in a document known as the Personnel Policy Manual of the Buffalo Grove Park District.
2. To study, develop and adopt policies that will satisfy the park and recreational needs of the community and to see that such policies are effectively administered.

### 5.6 Evaluation, Goals and Objectives

To appraise and evaluate the District's recreation programs, the physical conditions of the buildings and grounds, the efficiency of the personnel, and to establish goals and objectives for recreational programs, land development, capital expenditures, and operations.

### 5.7 Monitor Operations

Monitor the operational procedures of the District and make additions or alterations to improve procedures at regular Board meetings. The individual Board members shall keep themselves informed of the activities and functions of the district by observation, comments from its citizenry, continuing education, and reports presented by the staff of the District. The Board of Park District Commissioners shall act decisively in the best interest of the District as a whole.

### 5.8 Philosophy

Establish the operational philosophy of recreation programming for the district and set fees and charges to be approved at a regular Board meeting.

### 5.9 Development

Develop a well-rounded and broadly-based park system that recognizes the diverse needs and interests of the community it serves.

## *Section 6 - Officers of the Board*

The officers of the Board of Park District Commissioners shall be President, Vice President, Secretary, and Treasurer and other officers as may be chosen by the Board. (70 ILCS 1205/4-8)

1. The officers of the Board of Park District Commissioners shall be chosen at the May Annual Meeting by the Board or as soon thereafter as possible. Each officer shall hold office until the next annual meeting or until his successor is duly chosen and has qualified, or until his death, or until he shall resign as such officer (or in the case of the President, Vice President, and Treasurer as a member of the Board), or until he shall have been removed in the manner provided in the "Park District Code". Vacancies created in any office by the removal of an officer or the creation of a new office may be filled by the Board at any of its meetings. In the case of temporary absence or the temporary inability of an officer to act as such, the Board may fill the office temporarily.
2. Before entering upon their respective duties, all officers may be required to be bonded, and

with such conditions and security as may be determined by the Board.

### **6.1 President**

The President shall preside at all meetings of the Board, and shall call special meetings thereof on his own motion or on request of two or more of the members, and in the case of a special meeting shall cause notice to be given to all members as provided. He shall have the right to vote upon all questions coming before the Board and shall be a member thereof. The President shall be the executive officer of the Board. He shall sign all documents authorized by the Board in its name and on its behalf and shall see that all ordinances of the Board are enforced. He shall also perform such other duties of the office according to State Statutes and the direction and approval of the Board.

### **6.2 Vice President**

The Vice President, in the absence of the President, or in the event of his refusal or inability to act, shall be vested with the powers to perform the duties of the President.

### **6.3 Appointed Personnel**

The Board shall appoint a Secretary, Treasurer, Attorney, and an Executive Director, prescribe their duties and establish the term of appointment. The Secretary and Treasurer need not be Board members, in which case the Board may fix their compensation. (70 ILCS 1205/4-8)

1. The Board shall appoint annually an Executive Director, and an attorney in the manner provided for officers herein, and may further employ such other employees, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties and compensation. Such duties and compensation shall be reviewed by the Board prior to the annual meeting. The Board may also retain consultants and other independent contractors, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties, services and compensation.
2. Any officer or employee chosen or employed by the Board may be removed by the Board whenever in its judgment the best interests of the government of the District would be served thereby.
3. **Secretary**  
The Secretary shall have the custody of the Corporate Seal and of all books and records pertaining to the Secretary's Office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring filing and /or publication, to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep full and true record of its proceedings. The Secretary shall have the power to administer oaths and affirmations. The Secretary shall perform all duties pursuant to state law and accept all other duties prescribed by the Board. The Secretary need not be a member of the Board, and may be a paid employee, and shall act under the general supervision of the President and Board.
4. **Treasurer**  
The Treasurer shall be appointed by the Board President and shall review all financial statements and detailed information as prepared by the Executive Director and Director of

Business Services and Human Resources. The appointed Treasurer is a member of the Board of Park District Commissioners and is the legal signatory on bonds and other legal documents as approved by the Board of Commissioners. The Board may appoint the Director of Business Services and Human Resources as an Assistant Treasurer.

**5. Executive Director**

The Executive Director shall at all times be subject to and act in accordance with the policies and directions of the Board. He is the Chief Administrative Official of the District and shall be responsible for the administration of the District and its programs; the maintenance, construction and repair of the park system; and the employment of the Director of Recreation and Facilities, Director of Parks and Planning, Risk Manager, Director of Business Services and Human Resources; and such other employees as are required by same. The Executive Director shall recommend to the Board such rules, regulations, and operating policy for the District as is deemed necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations, and statements of operating policy are approved and adopted by the Board, then the Executive Director shall promulgate and enforce them. The Executive Director may delegate or issue permits and grant permission in accordance with applicable ordinances, policies, rules, and regulations of the District. He shall attend all meetings of the Board and report on his actions and the operation and activities of the District, since the previous Board meeting. The Executive Director shall be an unofficial member of all Park Board committees. The Executive Director should:

- a. Fully and constantly keep the Board members informed of the important aspects of the day-to day operation of the District in a straightforward manner.
- b. Prepare all information which is necessary for the Board to become fully informed. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and the financial impact of same, if necessary. This information should be accompanied by a recommendation. He/she should be prepared to justify the recommendation and discuss the rationale attendant to it.
- c. Respect the judgment and ideas of each Board member realizing that the Board and its Commissioners are the democratic representatives of the community.
- d. Enter into the day-to day operations of the District with the spirit that administrative decision-making must be exercised within the policies that have been agreed by the Board. The Board should recognize that countless situations will arise which are not explicitly covered by adopted policies and which, therefore, require an administrative decision.

**6. Attorney**

The attorney shall advise the Board concerning all legal matters and shall be responsible for the prosecution and defense of all litigation in which the District is interested. The attorney shall draft all ordinances, resolutions and other instruments as may be required by the Board.



#### 6.4 Additional Duties of Appointed Officers

In addition to the duties herein above specified, each officer shall perform other duties as may be required of him by the Board as authorized by law.

### *Section 7 - Park Board Committees*

At the meeting at which the president of the Board is selected, or the first regular meeting thereafter, the President, with Board approval, shall establish the standing committees of the Board and charge them with their assignments for the next fiscal year. The standing committees will sit until the next election of the Board President.

#### 7.1 Standing Committees and Liaison Positions

The Standing Committees of the Whole shall include but are not limited to:

1. Finance
2. Personnel
3. Policy and Legislation
4. Recreation
5. Public Relations
6. Park Development
7. Ethics Advisor
- ~~8. IAPD Key Contact~~

- a. Each standing committee shall consist of the committee of the whole Board with the chairperson being appointed by the Board President at the Annual Meeting. The established committee chairperson shall lead discussion of agenda items that fall under their specialty and advise the Board on matters of policy concerning their area of responsibility. From time to time additional duties may be assigned by the Board and/or President. Standing committee chairpersons shall not take independent action without Board approval.
- b. ~~Special~~ Ad Hoc committees may be established by the President at any time. The President shall appoint Commissioners, and/or other individuals to these committees and designate a chairperson. Such committees shall sit until the business of the committee is complete and its report accepted by the Board. ~~Once the task is completed, the committee disbands.~~

Liaisons To:

1. Village Board ~~and Planning & Zoning Commission~~
2. ~~Village Plan Commission~~
3. Friends of the Parks Foundation
4. Environmental Action Team (EAT)

5. BG Days ~~Liaison~~
6. IAPD

- a. Board Liaisons will be appointed by the Board President at the Annual Meeting. Board Liaisons are expected to attend occasional meetings of the groups they represent and report to the Board on matters of interest when appropriate.

## *Section 8 - Meetings*

### 8.1 Annual Meeting

The Annual Meeting of the Board shall be held the fourth Monday each May, if not a legal holiday. If the day of the Annual Meeting falls on a legal holiday, the meeting shall be held when designated by the Board. The Workshop Meeting will begin at 6 pm and the Board Meeting will begin immediately thereafter. This shall be the organizational meeting of the Board where new Commissioners are generally inaugurated. The President and Vice President shall be elected; the Secretary, Treasurer, Attorney and Executive Director shall be appointed; and the standing committees of the Board shall be established. Other business may be transacted at this meeting.

### 8.2 Regular Meetings

Regular meetings of the Board shall be held on the second and fourth Monday of each month at 6 p.m. Board Workshops are scheduled the second Monday of each month. These meetings begin at 6:00 pm and are held at the Alcott Center. On the fourth Monday of the Month, the Board holds a Workshop immediately followed by a Board Meeting. These meetings begins at 6:00 pm and are also held at the Alcott Center. The Board may decide to have only one meeting in a certain month. If the day of any meeting falls on a legal holiday, the meeting shall be held when designated by the Board. In December of each year, the Board shall establish a calendar of workshops and meetings for the coming year.

Agendas for these meetings are drafted by the Executive Director and are made available electronically to Board Members the Thursday before the meeting. Along with the Agendas are staff reports with recommendations, financial reports, and correspondence for consideration by the Board of Commissioners. Included in the Board Meeting Packet is a Summary of Board Actions Items, usually written in the format required for passage by the entire Board.

In addition, Board Agendas will be made available to the general public. Board Agendas will be posted in the Alcott Center, and will also be posted on the Buffalo Grove Park District Web Site and sent to the local newspapers.

### 8.3 Special Meetings

Special meetings of the Board may be called by the President whenever he shall deem it necessary or shall be called by the President at the request of any two Commissioners. Notice of any such special meetings shall be given as required by the Open Meetings Act.

(5 ILCS 120/1, et seq.)

### 8.4 Place of Meetings

The meetings of the Board shall be held at the Alcott Community Center, 530 Bernard Drive, Buffalo

Grove, Illinois, unless otherwise stipulated by the Board.

### **8.5 Open Meetings**

All regular, annual, special and committee meetings of the Board shall be held in accordance with the Open Meetings Act. (5 ILCS 120/1, et seq.)

### **8.6 Closed Meetings**

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons which include but are not limited to discussion of personnel, land acquisition, pending litigation, or for "collective negotiation" in the event a labor union is formed. Any such closed meeting shall be held in accordance with the Open Meetings Act. (5 ILCS 120/1, et seq.) No final action on any Board matter may be taken at a closed meeting.

### **8.7 Schedule and Notice**

The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act. (5 ILCS 120/1, et seq.)

### **8.8 Quorum**

A majority of the duly elected and qualified Commissioners shall constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time without further notice until a quorum is obtained.

### **8.9 Order of Business**

The order of business at all regular meetings of the Board shall include the following agenda items: Roll Call, Pledge of Allegiance, Approval of Agenda, Introduction of Guests, Topics from the Floor, Correspondence - written and oral, Committee Action Items, Director's Report and Operational Reports, Attorney's Report, Old Business, New Business, and Adjournment. Items presented under New Business shall not be formally acted upon.

### **8.10 Petitions Submitted By Residents**

All petitions which are directed toward the District's areas of responsibility shall be brought to the attention of the Board at the earliest opportunity.

The petition shall be placed on the agenda of a regular or special meeting and be discussed by the Board. The individuals(s) responsible for the petition shall be notified at the earliest possible date that the Board has received the petition, as well as any action which has been decided upon.

### **8.11 Discussion**

The President shall limit discussion to matters pending before the Board and may suggest time limitations on discussion.

### **8.12 Citizen Participation**

Citizens shall be invited to participate in Board meetings during the "Topics from the Floor" portion of the agenda and at other times during the meeting when recognized by the President of the Board.

### **8.13 Ordinances, Resolutions and Motions**

All ordinances, resolutions, and other proceedings of the Board shall be in writing and kept in a regular book of records, open to the public for inspection as prescribed by law. Illinois law provides that the Board shall have the power "to pass all necessary ordinances, rules and regulations for the proper management and control of the business of the Board and the District and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction and to effect the objects for which such districts are formed." (70 ILCS 1205/8-1 (d))

#### **8.14 Voting**

A roll call vote shall be taken for the passage of ordinances, resolutions and propositions that create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, and shall be entered upon the minutes of the proceedings. The act of a majority of Commissioners present at a meeting at which a quorum is present shall be the act of the Board, except as otherwise required by the ordinances of the District, by state law, or unless the act of a greater number of Commissioners is required by any section of this policy.

#### **8.15 Rules of Order**

The proceedings of the Board shall be governed by Robert's Rules of Order in all questions or procedure not otherwise provided for herein.

#### **8.16 Official Minutes**

The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (5 ILCS 120/1). All action taken by the Board at all regular and special meetings of the Board shall be done in open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances in an official minute book. All minutes will be considered "unofficial" until adopted by the Board at a subsequent meeting.

The official minutes book of the Buffalo Grove Park District shall be open for public inspection as specified by the Open Meetings Act (5 ILCS 120/1) and the Freedom of Information Act. (5 ILCS 140/1)

The Secretary of the Board is responsible for reviewing executive session minutes every six months. The Secretary will also request review of these minutes by the Park District Attorney for his opinion on which minutes should be made available for public inspection. The Board will then take action to release minutes for public viewing or for the minutes to remain closed for public viewing. The recording and disposal of closed session minutes shall be handled in accordance with the Open Meetings Act. (5 ILCS 120/1, et seq.)

#### **8.17 Remote Attendance Policy**

It is the policy of the Buffalo Grove Park District to allow members of the Board of Commissioners to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

No Commissioner may attend any portion of a meeting by remote means unless:

- A. A quorum of the Board is physically present at the meeting; and
- B. He or she provides email or written notice to the Secretary specifying the reason for requesting attendance by remote means at least three hours prior to the meeting at the District's principal office; and
- C. The remote means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the meeting.

No Commissioner may attend a meeting by remote means for any reason other than:

- A. Personal illness or disability
- B. Employment purposes or the business of the Park District
- C. A family or other emergency
- D. There is a state-issued disaster declaration related to public health concerns
- E. The President of the Board of Commissioners determines that an in-person meeting it is not practical or prudent because of public health concerns

However, no Park Commissioner may attend a Board meeting by remote means more than six times in any calendar year except in the case of a state-issued disaster declaration related to public health concerns.

When any Commissioner attends any portion of a meeting by remote means as permitted by this Policy:

- A. The minutes of the meeting shall so reflect that such Commissioner attended the meeting by remote means; and
- B. Every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.

A Commissioner attending a meeting by remote means shall:

- A. Be permitted to fully participate in the meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the meeting; and
- B. Advise the Secretary and Board if he or she leaves or returns from the meeting; and
- C. Advise the Secretary and Board of all other persons in the same room as such Commissioner attending by remote means and whether and to what extent such other persons are able to hear the discussions at the meeting.

If any provision of this Policy conflicts with any provision of the Open Meetings Act, the provisions of the Act shall prevail.

~~9.0 Exhibits~~  
ADDENDUMS

EXHIBIT ADDENDUM A

ORDINANCE NO. 18-6-1

AN ORDINANCE FIXING THE LENGTH  
OF TIME A PARK COMMISSIONER MAY FAIL TO ATTEND  
MEETINGS OF THE PARK BOARD IN ORDER FOR SUCH  
COMMISSIONER'S OFFICE TO BE DECLARED VACANT AND  
PROVIDING A PROCEDURE FOR DECLARING SUCH A VACANCY

WHEREAS, the Buffalo Grove Park District ("District") is an Illinois park district organized and operating under and pursuant to the provisions of the Park District Code (70 ILCS 1205/1-1 *et seq.*) ("Code") and all laws amendatory thereof and supplementary thereto; and

WHEREAS, the District under the Code is governed by five (5) individuals elected or appointed from time to time and comprising the Board of Park Commissioners ("Board") of the District; and

WHEREAS, the Board is empowered to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the Board and District and to manage and control the officers and property of the District; and

WHEREAS, except as otherwise specifically provided by law, the Board acts from time to time on behalf of the District through the majority vote of the Board members at public meetings where at least a quorum of said members is present; and

WHEREAS, the members of the Board are elected to serve and represent the public, and an integral part of such service is attendance at the regular monthly meetings of the Board and such special or other meetings of the Board as may be called to order from time to time; and

WHEREAS, the failure of a park commissioner to attend the meetings of the Board deprives the electorate of the District of its full representation; and

WHEREAS, Article 2-25 of the Code provides various reasons for a vacancy; such as, whenever any member of the Board (i) dies, (ii) resigns, (iii) becomes under legal disability, (iv) ceases to be a legal voter in the district, (v) is convicted of any infamous crime, (vi) refuses or neglects to take his or her oath of office, (vii) neglects to perform the duties of his or her office or attend meetings of the board for the length of time as the board fixes by ordinance, or (viii) for any other reason specified by law, that office may be declared vacant.

WHEREAS, the Board wants to adopt an ordinance which provides that whenever any member of the Board neglects to attend the meetings of the Board for a length of time such member's office may be declared vacant; and

WHEREAS, the Board of the District has not previously adopted any ordinance fixing the length of time a member of the Board may fail to attend meetings of the Board for that member's office to be declared vacant; and

WHEREAS, the Board wishes to (1) fix the length of time that a member thereof may fail to attend meetings in order for such member's office to be declared vacant and (2) to provide a procedure pursuant to which a declaration of vacancy as aforesaid may be rendered.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Park Commissioners of the Buffalo Grove Park District, Lake and Cook Counties, Illinois as follows:

SECTION 1. INCORPORATION OF PREAMBLE. The preamble to this Ordinance is hereby incorporated by reference in this Ordinance, as though set forth herein in full.

SECTION 2. REPEATED FAILURE TO ATTEND BOARD MEETINGS. The failure of any member of the Board to be present either: (i) in person or (ii) by telephone in accordance with Board policy, at four (4) or more consecutive duly called regular meetings of the Board, or at six (6) or more duly called regular meetings of the Board within any consecutive twelve (12) month or shorter period after the effective date of this Ordinance shall be cause for the President of the Board or the Board to convene a meeting closed to the public or a closed session of an open meeting for the purpose of conducting a hearing to consider whether the office of Park Commissioner of such member shall be declared vacant, pursuant to 70 ILCS 2-25 and 5 ILCS 120/2(c)(3). For purposes hereof a member of the Board shall be deemed to be present at a meeting of the Board only if such member is in attendance at such meeting in person or, if permitted by Board policy, by telephone conference, from the time such meeting is called to order until the final adjournment of the meeting.

SECTION 3. HEARING.

- (a) Prior to taking any final action on declaring a member's seat on the Board to be vacant, a procedural due process hearing ("Hearing") before the Board shall be held to determine whether the Park Commissioner failed to be present in person or, if and as permitted by Board policy, by telephone, at four (4) or more consecutive duly called regular meetings of the Board, or at six (6) or more duly called regular meetings of the Board in any consecutive twelve (12) month or shorter period. The Park Commissioner whose office is in question shall be given at least fourteen (14) days prior written notice of the Hearing ("Hearing Notice") by the President of the Board.
- (b) The Hearing Notice shall include notice of the possible declaration of vacancy of the member's seat on the Board, the date, time and location of the meeting and a listing of the dates of the meetings which the member has allegedly failed to attend.
- (c) The member whose seat may be declared vacant shall have the right to be present at and to participate in the Hearing. The member shall also have the right to be represented by counsel prior to, during, and after the Hearing.
- (d) During the Hearing the Board shall provide the member whose seat may be declared vacant, with certified copies of the minutes of the Board meetings which the member is

alleged to have missed, showing those members in attendance at such meetings and those absent and whether the members were physically present or present by means of telephone conference and such certified copies shall create a rebuttable presumption that the member failed to attend each meeting for which the minutes reflect his absence.

- (e) At the Hearing the member whose seat on the Board may be declared vacant may present oral and/or written evidence and/or present any witnesses to establish such member's presence at any meeting where the aforesaid minutes reflect such member's absence.
- (f) The President of the Board shall preside at the Hearing and may be assisted by legal counsel for the District.
- (g) No final action shall be taken at the Hearing.

**SECTION 4. DECLARATION OF VACANCY.** At any time after the adjournment of the Hearing, the Board shall, at a meeting open to the public, make a finding of fact regarding the number of meetings missed by the member and if such finding indicates that at least four (4) consecutive duly scheduled regular meetings of the Board were missed by such member, or that such member missed six (6) or more duly scheduled regular meetings during any twelve (12) month or shorter period, the Board may declare the office of Park Commissioner of said member vacant by the affirmative roll call vote of not less than three (3) members of the Board, whereupon said office shall be vacant and may be filled by the remaining members of the Board in accordance with the provisions of Section 2-25 of the Code (70 ILCS 1205/2-25).

**SECTION 5. INVALIDITY.** If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance, or any part thereof.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall be effective upon its passage.  
PASSED, this 25<sup>th</sup> Day of June, 2018.



## EXHIBIT ADDENDUM B

### EXPENSE REIMBURSEMENT POLICY

#### Section 1: Definitions

- "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- "Qualifying Travel Expenses" means ordinary and necessary expenses incurred by an employee or Board Member for travel, lodging, meal, and/or incidental expenses for travel away from home in connection with attendance at workshops, seminars and conferences, and participation in professional organizations.

#### Section 2: Maximum allowable reimbursement for travel expenses is limited to

- The standard IRS mileage allowance.
- Surface and air transportation are reimbursed or advanced at the face value of the ticket/receipt and are limited to the amount of the lowest airfare coach ticket available, plus the cost of one checked bag, if so charged by the airline.
- Transportation to and from the airport (including parking) will be reimbursed at no more than the cost of an equivalent taxi ride.
- Meals and incidentals will be reimbursed at their actual cost and must be accompanied by receipt or supporting documentation, but the maximum allowable reimbursement is limited to the current U.S. General Services Administration per diem rate for the location at the time of travel. Please refer to the GSA website: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for per diem rates according to the geographic areas involved in travel.
- In the event of an emergency or other extraordinary circumstances, expenses that exceed the maximum allowable travel, meal, or lodging expenses may be considered for approval by the Board of Commissioners.

#### Section 3: Requirements

- With the exception of mileage, the park district will not honor requests over \$25.00 per incident unless a receipt is presented.
- Costs for conference and meeting registration, lodging, meals, and transportation must be budgeted for and approved by the department head or director for staff travel, and by Board roll call vote for any Board Commissioner travel in advance.

## EXHIBIT ADDENDUM C

### PARK, FACILITY, AND AMENITY NAMING POLICY

The following sets forth the Board's policy in naming and renaming its parks, facilities, and amenities:

For purposes of this policy the following definitions will be used:

*Park:* An area of land, usually in a largely natural state, for the enjoyment of the public, having enhancements for rest and recreation. Examples: Rylko Park, Green Lake Park, Cherbourg Park

*Facility:* A structure or building designed, built, installed, etc., to serve a specific function. Examples: Community Arts Center, Alcott Center, Emmerich Building, Willow Stream Pool

*Amenity:* A feature, component, or enhancement added to a park or facility that provides comfort, convenience, or pleasure. Examples: playgrounds, benches, program rooms, studios, concession stand, ball fields, picnic shelters, unique features

#### I. Criteria for Naming Parks, Facilities, and Amenities

The following criteria will be considered when naming or renaming parks, facilities or amenities of parks or facilities:

- a. Names of former park commissioners, city officials, staff, or individuals who have contributed substantial services in the expansion or growth of the community or who were closely associated with a significant community event.
- b. Donations to the district wherein the donor's name or that of a third party is used.
- c. Presidents of the United States or significant historical events.
- d. Major street names surrounding the park.
- e. Names of areas, such as the neighborhood or subdivision where the park or facility is located, provided the area is not named for an individual, company or organization.
- f. Park features, such as topography, natural features, the purpose of the park or activities to be held in the park.

#### II. Special Conditions

It is the intent of the Board of Park District Commissioners to name parks, facilities and amenities in a manner that will reflect the best interests of the public at all times. To this end, the process of naming a park, facility, or amenity will be carefully thought out to bring honor to individuals or organizations for whom the park or facility is named, while at the same time be clearly identifiable for the community at large. We would also seek to name parks, facilities, and amenities in a manner that will stand the test of time and be

meaningful for future generations of people residing in the Buffalo Grove Park District.

III. Naming of New Parks, Facilities and Amenities

The following special conditions shall prevail in the naming of a new park, facility, or amenity:

- a. The selected name for a new park, facility, or amenity will require a majority vote of the Board of Park District Commissioners.
- b. A new park, facility, or amenity shall not be named for a park commissioner, staff member, or city official unless the person has been retired from office, or is still employed or serving and has met at least 25 years of service. Careful consideration shall be given with regard to the naming of a park, facility, or amenity in honor or memory of a Commissioner or staff member and shall reflect the longevity of the service, as well as their contributions to the Park District, and distinction of their public service to the community.

IV. Renaming of Parks, Facilities, or Amenities

The following special conditions shall prevail in the renaming of a park facility, or amenity:

- a. No park, facility, or amenity with a "generic" name shall be renamed unless the Board of Park District Commissioners casts a majority vote of the Board of Park District Commissioners.
- b. If a park, facility, or amenity is named after a civic organization or person, and the Board of Park District Commissioners deems it necessary to rename said park, facility or amenity, then the Board of Park District Commissioners may rename said park, facility, or amenity upon a unanimous vote of the Board of Park District Commissioners.
- c. A park, facility, or amenity shall not be renamed for a park commissioner, staff member, or city official until he/she has retired from office.

A park, facility, or amenity may be renamed for a park board commissioner that is still in office if they have met at least 25 years of service.

Careful consideration shall be given with regard to the renaming of a park, facility, or amenity in honor or memory of a park board commissioner or staff member and shall reflect the longevity of the service, as well as their contributions to the Park District, and distinction of their public service to the community.

Special Note Applicable to Sections III and IV:

When naming or renaming a park, facility, or amenity for a commissioner, the Board of Park District Commissioners will follow the general rule that a park or facility would require at least 20 years of service. Naming or renaming an amenity would require at least 12 years of service.

When naming or renaming a park, facility, or amenity for a staff member, the Board of Park District Commissioners will follow the general rule that said staff member will have served at least 25 years at the Buffalo Grove Park District. Whether a park, facility, or amenity is renamed would be at the discretion of the Board of Park District Commissioners with recommendation from current staff.

In unique circumstances, the Board of Park District Commissioners reserves the right to not follow the general rules on years of service.

V. Philanthropic Naming or Renaming of a Park, Facility, or Amenity

Parks, facilities, or amenities may be named after individuals or groups who have made substantial philanthropic donations of park property or who have made substantial contribution toward the development of the park, facility, or amenity. The threshold for considering the naming of a park, facility, or amenity will include one or more of the following:

- a. Land for the majority of the park was deeded to the Park District.
- b. Contribution of a recommended 50% of the capital construction cost associated with developing the park, facility, or amenity. The Board of Park District Commissioners reserves the right to review all offers and make decisions to grant naming rights for donations of less than 50%.
- c. Contributions are designed to result in a significant and necessary direct benefit to the Park District. In some situations when an amenity such as a park bench is added to an already existing park, it is not viewed as a necessity. Therefore contribution will require 100% cost coverage, including labor and memorial plaque.
- d. Provision of a minimum 20-year endowment for the continued maintenance and/or programming of the park, facility, or amenity.

Naming rights terms shall be mutually agreed upon by the prospective donor and approved by a majority vote of the Board of Park District Commissioners, and shall not be longer than the useful life of the park, facility, or amenity.

The location of an added amenity will be discussed with the donor, but final decision is determined by the Executive Director of the Park District.

In the event of vandalism, theft, or weather damage, the Park District will not be responsible for replacement or repair of added amenities that fall under item (c) above. However, all attempts will be made to access funding through the Park District's insurance and other resources to restore the amenity and its signage to its original condition.

The Buffalo Grove Park District and the Friends of the Parks Foundation shall work cooperatively to establish policy and practices in compliance with 501 (c) (3) Federal requirements for not-for-profit tax-deductible donations and assures donors of the integrity of their donation.

The Board of Park District Commissioners reserves the right to recognize unique circumstances and take appropriate actions that may supersede the above stated policy, by a vote of the majority of Board of Park District Commissioners.

## EXHIBIT ADDENDUM D

### NON - DISCRIMINATION AND ANTI - HARASSMENT POLICY

#### *Introduction*

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, elected officials, and others. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of gender, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

#### **Definitions of Harassment**

1. *Sexual harassment* may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
  - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
  - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee/intern; or
  - c. The harassment has the purpose or effect of interfering with the employee/intern's work performance creating an environment that is intimidating, hostile, or offensive to the employee/intern.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may

include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and/or text messages); and other physical, verbal or visual conduct of a sexual nature.

2. *Harassment on the basis of any other protected characteristic* is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and/or text messages).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

<i>Note</i>	Any employee/intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind shall be subject to disciplinary action, up to and including discharge.
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### **Retaliation Is Prohibited**

The Park District prohibits retaliation against any individual who reports discrimination, harassment, or retaliation, who participates in an investigation of such reports, and/or who files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

## Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, Human Resources Manager, Director of Business Services & Human Resources, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, tweets, social media postings, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, and if you feel comfortable doing so, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are not required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, Department Head, Human Resources Manager, Director of Business Services & Human Resources, or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park District Commissioners.

**Report to Executive Director/President of the Board of Park District Commissioners:** An employee/intern may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or



retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.

- If your complaint alleges harassment, discrimination, or retaliation by a Park Board Commissioner or if the Park Board Commissioner condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Executive Director.
- When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation. Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment.

### Harassment Allegations against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director (or his designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable efforts to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

<i>Important Notice To All Employees</i>	Employees/interns who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.
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### Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation of or by any employee/intern should immediately advise the Executive Director, and the Director (or his designee) will investigate the conduct promptly and take prompt remedial allegation if the allegations are substantiated.

All employees/interns are encouraged to report incidents of harassment, discrimination, and/or retaliation regardless of who the offender may be or whether or not you are the intended victim.

### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, and/or retaliation. You must cooperate in any investigation of

workplace wrongdoing or risk disciplinary action, up to and including termination.

### **Responsive Action**

After investigation, the Park District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as referral to the Ethics Officer, suspension of Board activities and benefits and/or possible removal from Board position, as the Park District believes appropriate under the circumstances.

### **False and Frivolous Complaints**

Given the possibility of serious consequences for an individual accused of sexual harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.



*David Zabilka*

*Buffalo Grove PFFPMA L3177*

*P.O. Box 5935*

*Buffalo Grove, IL 60089*

*3/28/2023*

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Buffalo Grove Park District Commissioners,

Your Buffalo Grove Professional Firefighters & Paramedics are thrilled to be bringing back our Fire Up! Food Truck Festival. Local 3177 prides itself on going above and beyond in our charitable efforts. Over the last 15 years we have raised over \$165,000 for our charitable partners.

Our 2019 festival, the first year it was held, was a rousing success by bringing the entire community together for a day of fun, food, and fellowship. This year's event proceeds will be donated to Project Fire Buddies, to which our Local has recently formed a chapter. This organization works with local schools, police departments, and community members to identify children with serious illnesses. The department and its firefighters make the child an honorary firefighter. The firefighters visit with their fire buddies at home, play games, read books, bring gifts for special occasions, and show the kids just how special they are.

We now have a dedicated Food Truck Festival Committee within the Local charged with putting on an event of this magnitude. To summarize what we've achieved so far: we have 20 food trucks booked ranging the entire spectrum of cuisine, a well-known cover band from Chicago called Soda that has a large following and great reputation, two local craft beverage vendors, and a host of activities geared for children so there is fun for the whole family. Some of those activities include balloon animals, face painting, cornhole bag sets, and representatives from the library with books to give away.

The purpose of this letter is to request a variance to the zero tolerance policy for the sale of alcohol on Buffalo Grove Park District Property. Our committee believes having a safe and secure beer garden for alcohol sales stands to raise significant contributions to be donated to charity. With the event being known by the community, and the significant growth in the festival size, our current projections show this could net up to \$25,000 in donations. This year the beer is being purchased at cost from our 2 different licensed vendors. Through sponsorship packages to offset the cost, this will allow us to contribute every dollar after to Project Fire Buddies. As Firefighter/Paramedics in the community, we see first hand the impact we have when we interact with children. This level of donation could help the most vulnerable kids in our community during their time of need.

Our plan is to provide a safe and fun beer garden area for the community to enjoy. We have done our due diligence to ensure the safety of everyone involved. We have designated the area under the main event tent for people to enjoy their beverage with their food of choice. Patrons wishing to get in will have to pass through a single entry/exit point. Upon entry, they will need to state their intent to consume alcohol. All members involved in the process will be BASSET certified. A brief explanation of the process we have planned- a patron's ID will be checked to confirm they are of legal age and then

given a wristband and tickets for the amount they purchased. As they move through the tent an additional layer of security to the beer service/garden area will verify they have a wristband on. Upon entry to the beer service/garden area they can exchange a ticket for a beer. BASSET certified staff will ensure no over-serving and at no point will alcohol be allowed outside of this fenced area. Local 3177 has procured event insurance including retail liquor insurance. Buffalo Grove PD has allocated 4 dedicated officers to the event for security. We will be filing for a liquor license with the Village upon the receipt of the BASSET certifications from L3177 members. The expected date of filing is April 10th. If approved by your Board, we will then submit for the state special event liquor license as required and submit all credentials to the Risk Manager.

Please take the time to carefully consider our request. We wholeheartedly believe that this beer garden will add tremendous value in the donation we can provide to Project Fire Buddies. The buzz and momentum felt around the community for this event is palpable, and we hope to continue this growing tradition year after year. Buffalo Grove Professional Firefighters will abide by any further suggestions or recommendations that the Board of Commissioners deem necessary to ensure the safety of the community. I have included additional documents in your packet for reference. Thank you for your time and for your continued support of our Fire Up! Food Truck Festival. We value the strong relationship we have with the Park District.

Respectfully,

David G. Zabilka

Secretary L3177

Secondary lot made up like they do for BG Days.

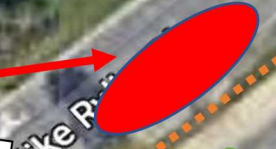
Secondary entrance

20x20 tent for band

Key:

- Orange dotted lines = Fencing
- Orange squares = food trucks
- Yellow solid line = row of port-o-potties
- White circles = garbage's
- Blue X's = outdoor picnic tables

Firetruck Lineup



Mike Rd

McHenry Rd

CERT

T-shirt sales

Area for kids games (Balloon tank, dunk, face painting)

Indian Trails Public

40'x120' tent with general seating and beer sales inside gated area.

Main Entrance

Spray 'n Play  
Park area with water sprayers & toys

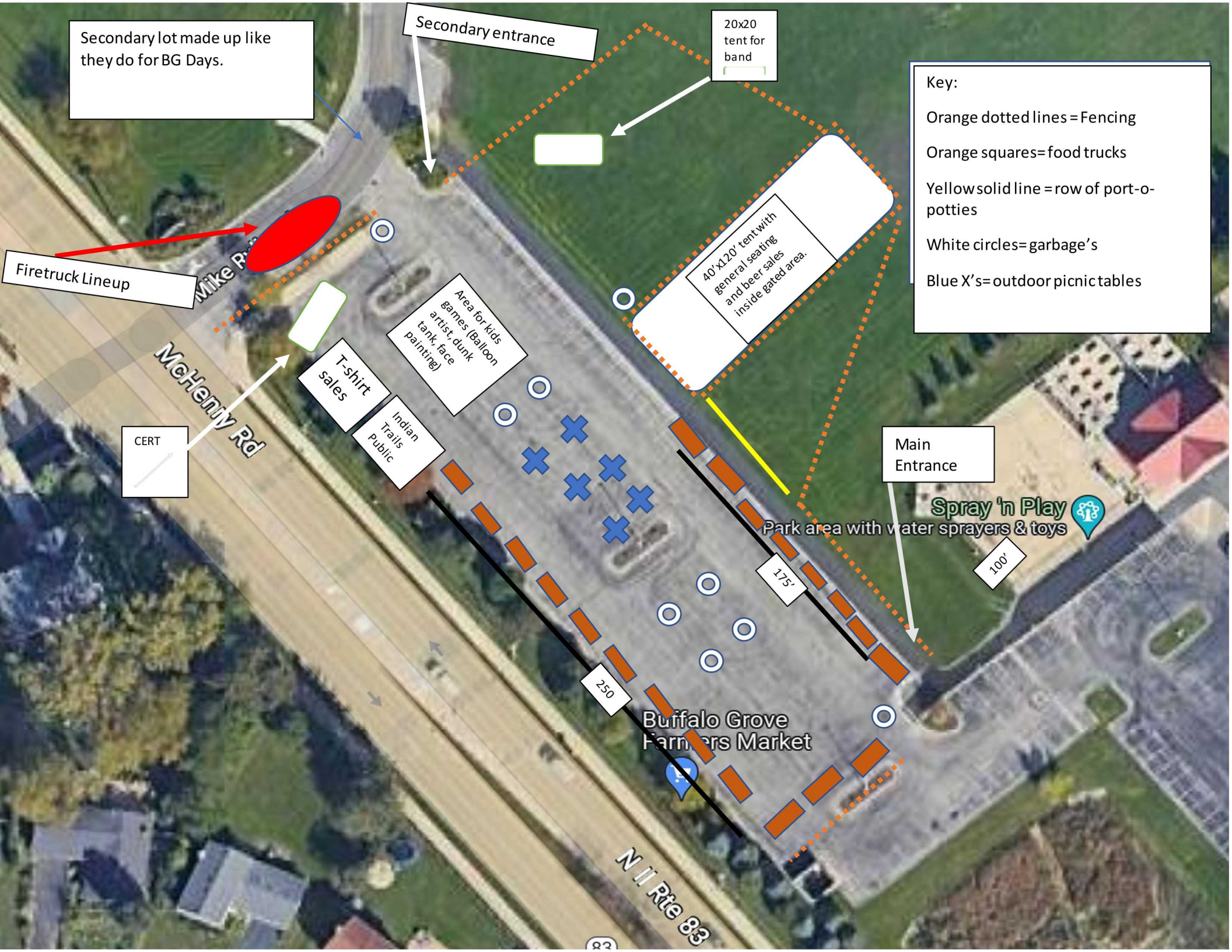
175'

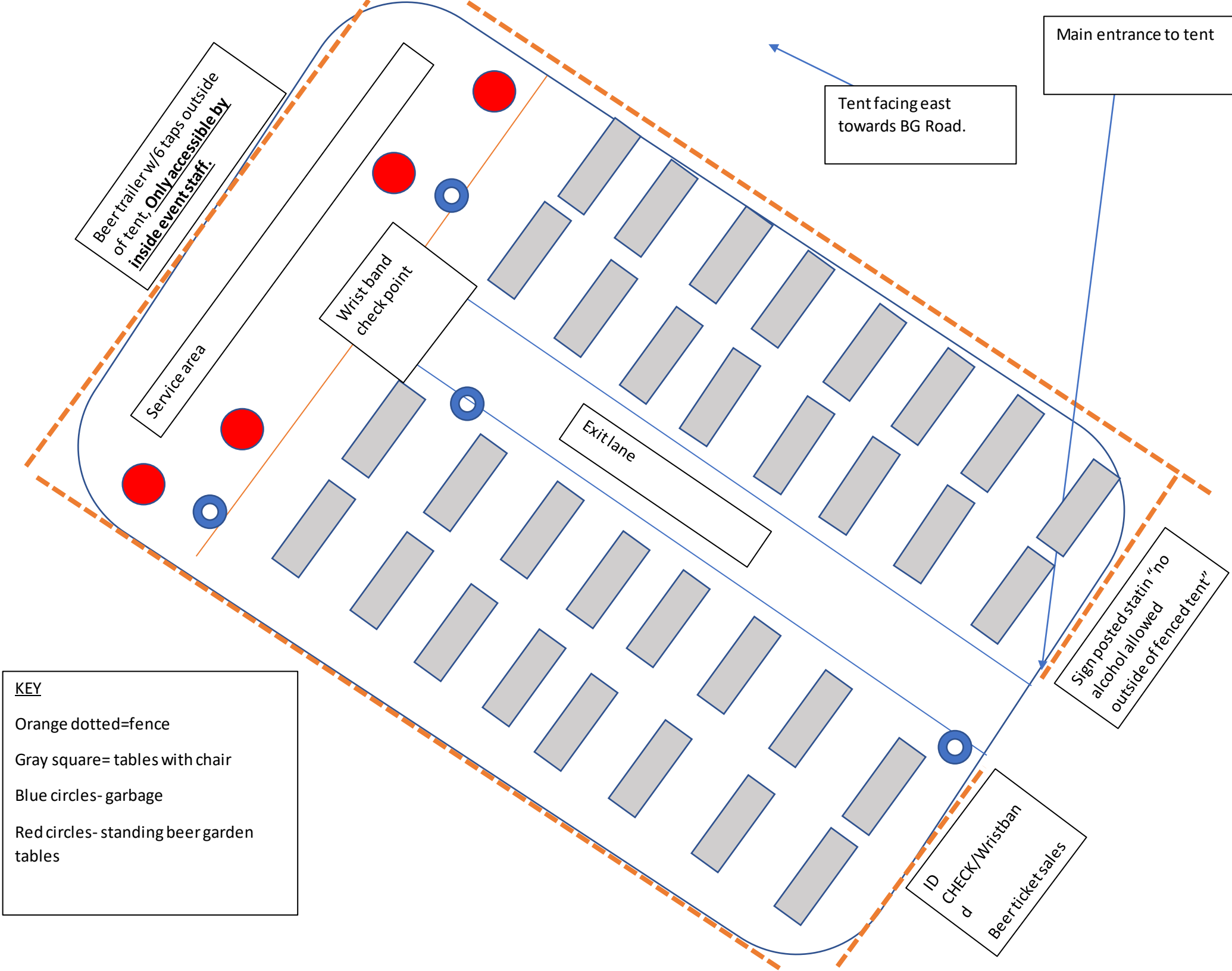
100'

250'

Buffalo Grove Farmers Market

N. II. Rte 83





Main entrance to tent

Tent facing east towards BG Road.

Beer trailer w/ 6 taps outside of tent, **Only accessible by inside event staff.**

Service area

Wrist band check point

Exit lane

Sign posted stating "no alcohol allowed outside of fenced tent"

ID CHECK/Wristband Beer ticket sales

**KEY**  
 Orange dotted=fence  
 Gray square= tables with chair  
 Blue circles- garbage  
 Red circles- standing beer garden tables



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	<b>CONTACT NAME:</b> Will Maddux <b>PHONE (A/C. No, Ext):</b> (530) 477-6521 <b>E-MAIL ADDRESS:</b> info@theeventhelper.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Buffalo Grove Local 3177 David Zabilka P.O. Box 5935 Buffalo Grove IL 60089	<b>INSURER A :</b> Lloyds Syndicate 2623	<b>NAIC #</b> AA-112862
	<b>INSURER B :</b> Lloyds Syndicate 623	AA-112662
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

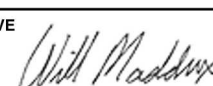
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR Host Liquor Liability <input checked="" type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	EH-771323-L3541183	05/12/2023 12:01 AM	05/15/2023 12:01 AM	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (other than fire) \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13.  
 Attendance: 3000, Event Type: Charity Benefits, Dances, Auctions, or Sales .

**CERTIFICATE HOLDER****CANCELLATION**

Buffalo Grove Park District 530 Bernard Dr. Buffalo Grove IL 60089	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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BUFFALO GROVE PARK DISTRICT ORDINANCE 23-4-1  
2023-2024 COMBINED BUDGET AND APPROPRIATIONS ORDINANCE

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATING SUCH SUMS OF MONEY FOR THE CORPORATE AND RECREATIONAL PROGRAM PURPOSES OF THE BUFFALO GROVE PARK DISTRICT, COUNTIES OF COOK & LAKE, STATE OF ILLINOIS FOR THE YEAR BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024.

BE IT ORDAINED by the Board of Park Commissioners of the Buffalo Grove Park District, in the Counties of Cook and Lake and the State of Illinois that the following sums or so much thereof as may be authorized by law be and the same are hereby appropriated for park purposes for the fiscal year beginning May 1, 2023 and ending April 30, 2024, that the sums of money hereinafter set forth and the objects and purposes of the same are deemed necessary to defray all necessary expenses and liabilities for said period for the several park purposes following:

SECTION I: The following is the estimated Annual Budget for the Buffalo Grove Park District for the fiscal year beginning May 1, 2023 and ending April 30, 2024.

	<u>Budget</u>	<u>Appropriation</u>
General Corporate Fund	3,338,215	3,572,308
Recreation Fund	6,988,973	7,059,585
Museum Fund	520,694	545,128
Audit Fund	18,000	19,800
Bond and Interest Fund	1,893,513	1,893,513
Insurance Fund	530,907	590,048
Paving and Lighting Fund	60,000	60,000
Social Security Fund	446,573	535,888
I.M.R.F. Fund	552,399	635,259
Special Recreation Fund	913,500	1,214,850
Capital Improvement and Equipment Replacement	7,882,658	10,682,658
Clubhouse Fund	1,422,746	1,783,009
Community Arts Center Debt Service	231,813	231,813
Fitness Center	2,343,807	2,874,866
Total	<u>27,143,799</u>	<u>31,698,724</u>

SECTION II: As part of the annual budget, it is stated:

ARTICLE A. That the estimated cash on hand at the beginning of the fiscal year is \$ 4,470,886.

ARTICLE B. That the estimated cash expected to be received during the fiscal year from all sources is \$ 27,510,145.

ARTICLE C. That the estimated expenditures contemplated for the fiscal year are \$ 27,143,799.

ARTICLE D. That the estimated cash expected to be on hand at the end of the fiscal year is \$ 4,836,234.

ARTICLE E. That the estimated amount of taxes to be received by Buffalo Grove Park District during the fiscal year is \$ 9,656,500.

SECTION III: That the following sums of money or so much thereof as may be authorized by law be and the same are hereby appropriated for the general purposes of the Buffalo Grove Park District for the fiscal year beginning May 1, 2023 and ending April 30, 2024:

GENERAL CORPORATE FUND

ARTICLE I.	CORPORATE ADMINISTRATIVE	<u>BUDGET</u>	<u>APPROPRIATION</u>
	Personnel Services		
	Dental Insurance	6,378	6,378
	Health Insurance	155,880	171,468
	Vision Insurance	892	892
	Salaries - Full Time	534,816	588,298
	Salaries - Part Time	12,375	12,375
	Travel Allowance	900	900
	Conference/Seminars	10,720	10,720
	Staff Development	10,150	10,150
	Dues & Subscriptions	16,305	16,305
	Employee Recognition	1,500	1,500
	Commodities		
	Accounting Supplies	1,000	1,000
	Commissioner Expense	19,335	19,335
	MIS Supplies	500	500
	General Administrative	2,790	2,790
	Office Supplies	2,403	2,403
	Paper	700	700
	Postage	1,500	1,500
	Special Administrative Program	4,000	4,000
	Bernard House Services	2,400	2,400
	Contractual Services		
	Legal Counsel	18,000	18,000
	Other Legal	6,725	6,725
	Service Agreements	11,700	11,700
	Computer Programming	1,595	1,595
	Strategic Planning Initiatives	31,500	31,500
	Consultants	138,000	138,000
	Utilities		
	Telephone	4,500	4,500
	<b>TOTAL CORPORATE ADMINISTRATIVE</b>	<u>996,564</u>	<u>1,065,634</u>

B. CORPORATE PARKS MAINTENANCE

Personnel Services		
Group Dental	16,960	16,960
Group Health	368,058	404,864
Vision Insurance	2,054	2,054
Salaries - Full Time	1,282,177	1,410,395
Salaries - Overtime	17,000	17,000
Salaries - Part time	128,550	128,550
Travel Expense	100	100
Conferences & Seminars	20,698	20,698
Staff Development	4,000	4,000
Dues & Subscriptions	5,390	5,390
Education/Tuition	1,000	1,000
Employee Recognition Program	3,550	3,550
Commodities		
General Administrative	3,450	3,450
Office Supplies	2,399	2,399
Gasoline	68,000	68,000
Large Equipment Maintenance	5,300	5,300
Major Equipment Repair	12,500	12,500
Water/Sewer Repairs	2,000	2,000
Oil and Grease	2,800	2,800
Park Equipment Maintenance & Repair	14,200	14,200
Signs	3,000	3,000
Riding Mower Maintenance	6,350	6,350
Shop Supplies	4,050	4,050
Welding Supplies	330	330
Small Equipment Maintenance	4,500	4,500
Tractor Maintenance	2,250	2,250
Vehicle Maintenance	11,000	11,000
HVAC/Plumbing Supplies	6,000	6,000
Uniform Allowance	6,000	6,000
Safety Equipment	750	750
Grounds Supplies		
Fertilizer	7,500	7,500
Herbicides	4,000	4,000
Ice Melt	11,000	11,000
Landscape Tools	1,750	1,750
Plantings	9,500	9,500
Seed & Mulch	11,500	11,500
Athletic Field Irrigation	3,250	3,250
Sod	400	400
Top Soil	1,375	1,375
Underlayment	6,400	6,400
Ball Diamonds		
Light Repairs	14,000	14,000
Ball Diamond Maintenance	6,250	6,250
Fence Repair	4,500	4,500

Building Maintenance and Repair		
Building - Exterior	11,000	11,000
Building - Interior	7,000	7,000
Custodial Supplies	800	800
Contractual Services		
Licenses and Registration	3,810	3,810
Service Agreements	1,250	1,250
Water/Sewer Contractual	5,000	5,000
Building Maintenance	7,000	7,000
Shop & Equipment Rental	1,300	1,300
Furnace/Heater Maintenance	6,000	6,000
Pest Control	575	575
Tree Maintenance	17,000	17,000
Landscaping Services	151,000	151,000
Refuse Disposal	3,350	3,350
Contract Weed Spraying	15,075	15,075
Utilities		
Electric	5,000	5,000
Gas	2,600	2,600
Telephone	11,800	11,800
Water	5,000	5,000
Capital Improvements		
Machine & Tools	1,250	1,250
<b>TOTAL PARK MAINTENANCE</b>	<b>2,341,651</b>	<b>2,506,675</b>
<b>TOTAL CORPORATE FUND</b>	<b><u>3,338,215</u></b>	<b><u>3,572,308</u></b>

ARTICLE II RECREATION FUND

Personnel Services		
Dental Insurance	24,804	24,804
Health Insurance	561,774	617,951
Vision Insurance	3,060	3,060
Salaries - Full Time	1,868,073	2,054,880
Overtime	2,000	2,000
Salaries - Part Time	91,820	91,820
Building Supervision	34,100	34,100
Recreation Part Time	23,920	23,920
Park Services	9,600	9,600
Concessions Staff	9,735	9,735
Travel Expense	5,250	5,250
Conference/Seminars	49,148	49,148
Staff Development	11,720	11,720
Education Tuition	8,000	8,000
Dues & Subscriptions	22,959	22,959
Employee Recognition Program	8,970	8,970

Commodities		
Accounting Supplies	1,000	1,000
Computer Supplies	800	800
General Administrative	4,920	4,920
Office Supplies	6,573	6,573
Paper	1,400	1,400
Postage	47,087	47,087
Vending Supplies	1,000	1,000
Concession Supplies	11,250	11,250
Alcohol Purchases	1,200	1,200
Sponsorship Expense	5,000	5,000
Vehicle Maintenance	595	595
HVAC/Plumbing Supplies	7,500	7,500
Uniforms	1,360	1,360
Building Repair - Exterior	3,750	3,750
Building Repair - Interior	13,250	13,250
Custodial Supplies	9,800	9,800
Willow Stream Shelter	1,750	1,750
Concession Stand Repairs	500	500
Public Information	5,825	5,825
Recreation Equipment	4,300	4,300
Photographic + A.V. Equipment	800	800
Contractual Services		
Employment Ads	1,730	1,730
Office Machine Repair	600	600
Display Advertising	5,816	5,816
Printing	141,700	141,700
Consultants	100,284	100,284
Service Agreements	32,753	32,753
Building Maintenance	11,000	11,000
Furnace/Heater Maintenance	9,000	9,000
Pest Control	3,296	3,296
Cleaning Service	31,000	31,000
Equipment Rental	7,800	7,800
BGRA Expenses	16,129	16,129
Bills Expenses	1,500	1,500
Program Charge Fees	96,000	96,000
Utilities		
Electric	63,100	63,100
Gas	36,100	36,100
Telephone	31,070	31,070
Water	22,050	22,050
Military Assistance Support	1,200	1,200
Fee Assistance	6,200	6,200
Sales Tax	4,800	4,800
Transfer to CAC Debt	231,813	231,813
<b>TOTAL RECREATION ADMINISTRATION</b>	<b>3,719,534</b>	<b>3,962,517</b>

B. RECREATION PROGRAMS \*\*\*

Program Expenses

Adult General	51,357	51,357
Adult Sports	41,331	41,331
Camps	670,653	670,653
Seniors	15,860	15,860
Youth General	45,066	45,066
Youth Sports	248,202	248,202
Special Events	126,488	126,488
EC & Tot	359,134	359,134
TOTAL PROGRAM EXPENSE	<u>1,558,091</u>	<u>1,558,091</u>

C. COMMUNITY ARTS CENTER SUMMARY

Program Expenses

Instructors	437,105	437,105
Contractual Services	63,750	63,750
Tickets/Admissions	68,471	68,471
Supplies	158,427	158,427
Rentals	8,325	8,325
Personnel Services		
Building Supervision	42,975	42,975
Salaries - Part Time	10,850	10,850
Rental Attendants	3,840	3,840
Contractual Services		
Dues & Subscriptions	1,490	1,490
Service Agreement	10,400	10,400
Contract Services	24,400	24,400
Rental Technical Services	31,500	31,500
Building Maintenance	6,500	6,500
Furnace Maintenance	10,000	10,000
Pest Control	708	708
Equipment Rental	2,048	2,048
Commodities		
MIS Supplies	1,892	1,892
Office Supplies	2,050	2,050
Paper	800	800
Postage	775	775
Concession Supplies	1,600	1,600
Rental Supplies	10,650	10,650
Building/Shop Supplies	2,400	2,400
Uniforms	500	500
Building Repair - Exterior	5,500	5,500
Building Repair - Interior	11,250	11,250
Custodial Supplies	13,750	13,750
Landscaping	1,000	1,000

Utilities		
Electric	36,000	36,000
Gas	11,400	11,400
Telephone	600	600
Water	3,000	3,000
<b>TOTAL PERFORMING ARTS EXPENSES</b>	<b>983,956</b>	<b>983,956</b>

D.

**AQUATICS**

Willow Stream Pool

Personnel Services		
Summer Public Swim Staff	47,735	47,735
Training	25,522	25,522
Employee Recognition	8,280	8,280
Contractual Services		
Dues & Subscriptions	375	375
Building Maintenance	12,500	12,500
Furnace Maintenance	3,400	3,400
Pest Control	624	624
Commodities		
Office Supplies	100	100
Uniforms	7,240	7,240
Building Repair - Exterior	4,700	4,700
Landscaping	1,000	1,000
Sanitation	8,000	8,000
First Aid Supplies	500	500
Rescue Equipment	1,467	1,467
Utilities		
Electric	3,600	3,600
Gas	5,100	5,100
Telephone	480	480
Water	3,000	3,000
<b>Total Willow Stream Pool Expenses</b>	<b>133,623</b>	<b>133,623</b>

Aquatics Programs & Operations

Program Expenses		
Instructors	246,833	246,833
Coordinators	400	
Supplies	16,149	16,149
Contractual Services	2,960	2,960
Staff Development - PT	3,825	3,825

Commodities		
Uniforms	950	950
First Aid Supplies	200	200
Contractual Services		
Dues & Subscriptions	4,590	4,590
Total Aquatics Programs & Operations	<u>275,907</u>	<u>275,507</u>
Spray N Play		
Personnel Services		
Managers - Summer	14,610	14,610
Contractual Services		
Dues & Subscriptions	375	375
Building Maintenance	3,250	3,250
Furnace Maintenance	500	500
Pest Control	200	200
Commodities		
Office Supplies	150	150
Building Repair - Exterior	1,875	1,875
Landscaping	1,000	1,000
Sanitation	2,500	2,500
First Aid Supplies	75	75
Utilities		
Electric	3,000	3,000
Telephone	600	600
Water	18,000	18,000
Total Spray N Play	<u>46,135</u>	<u>46,135</u>
TOTAL AQUATICS	<u><u>455,665</u></u>	<u><u>275,507</u></u>

E. GOLF LEARNING CENTER

Personnel Services		
Salaries - Full Time	61,981	68,179
Professional Instruction	15,880	17,468
Seasonal Maintenance	1,912	1,912
Golf Attendants	28,980	28,980
Golf Operations	46,800	46,800
Staff Development - Rec. Part Time	495	495



Commodities		
MIS Supplies	1,191	1,191
Office Supplies	3,250	3,250
Vending & Concessions Supplies	468	468
Tractor Maintenance	1,700	1,700
HVAC/Plumbing Supplies	2,000	2,000
Uniforms	2,200	2,200
Building Repair - Exterior	1,000	1,000
Building Repair - Interior	3,000	3,000
Custodial Supplies	1,350	1,350
Fairway Greens	27,578	27,578
Fabric Maintenance & Repair	1,000	1,000
Mechanical System Maintenance	5,000	5,000
Golf Instructional Materials	600	600
Pro Shop Supplies	8,000	8,000
Contractual Services		
Memberships & Subscriptions	1,030	1,030
Advertising	2,620	2,620
Printing	950	950
Service Agreement	1,056	1,056
Contract Services	2,500	2,500
Building Maintenance	5,000	5,000
Equipment Maintenance	500	500
Furnace/Heater Maintenance	3,000	3,000
Pest Control	728	728
Structure Handling	3,000	3,000
Utilities		
Electric	7,800	7,800
Gas	25,200	25,200
Telephone	3,300	3,300
Water	660	660
<b>TOTAL GOLF DOME OPERATIONS</b>	<b>271,728</b>	<b>279,514</b>

<b>TOTAL APPROPRIATION FOR RECREATION FUND</b>	<b>6,988,973</b>	<b>7,059,585</b>
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**ARTICLE III MUSEUM FUND**

Personnel Services		
Group Dental	888	888
Group Health	22,676	24,944
Vision Insurance	116	116
Salaries	221,676	243,844
Part Time Salary	2,250	2,250
Instructor	500	500
Travel	150	150
Staff Development	400	400
Conferences & Seminars	4,456	4,456
Employee Recognition	165	165

Commodities		
Computer Supplies	677	677
Office Supplies	231	231
Postage	830	830
HVAC/Plumbing Supplies	2,000	2,000
Building Repairs - Exterior	750	750
Building Repairs - Interior	2,050	2,050
Custodial Supplies	850	850
Program Supplies	2,394	2,394
Nature Classroom Program Supplies	2,195	2,195
Nature Classroom Exhibit Supplies	1,904	1,904
Conservation/Exhibit Supplies	4,220	4,220
Fundraising Expense	200	200
Contractual Services		
Dues & Subscriptions	2,805	2,805
Printing	775	775
Service Agreement	588	588
Furnace & Air Conditioning	2,500	2,500
Pest Control	728	728
Consultants	2,000	2,000
Utilities		
Electric	7,500	7,500
Gas	3,000	3,000
Telephone	3,600	3,600
Water	1,320	1,320
Capital Improvements		
Equipment	4,300	4,300
Grounds	220,000	220,000
TOTAL MUSEUM FUND	<u>520,694</u>	<u>545,128</u>

ARTICLE IV. INSURANCE FUND

Personnel Services		
Group Dental	1,406	1,406
Health Insurance	29,724	32,696
Vision Insurance	188	188
Salaries	86,940	95,634
Part-Time Staff	6,656	6,656
Travel	720	720
Preplacement Physicals/EAP	16,150	16,150
Staff Development	11,095	11,095
Dues & Subscriptions	7,210	7,210
Conferences & Seminars	4,281	4,281

Commodities		
MIS Supplies	300	300
Administrative Expense	600	600
Office Supplies	400	400
Uniform	100	100
Signs	2,000	2,000
Safety Equipment & Supplies	23,400	23,400
Contractual Services		
Appraisal	2,000	2,000
Aquatics Risk Management	7,447	7,447
Contract Services	11,000	11,000
Life Safety Services	53,000	53,000
Facility & Environmental Risk Mgmt.	17,500	17,500
Telephone	790	790
Capital Improvement - Equipment	4,500	4,500
Insurance Premiums		
P.D.R.M.A. and Dog Park	229,500	240,975
Deductibles	14,000	50,000
TOTAL INSURANCE FUND	<u>530,907</u>	<u>590,048</u>

ARTICLE V. CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT FUND

Capital Improvements		
Emmerich Building	102,340	102,340
Alcott Center	214,820	314,820
Maintenance Equipment	103,010	103,010
MIS System	150,000	150,000
Grounds	33,650	33,650
Vehicles	165,910	165,910
BGFC Fitness Equipment	115,530	115,530
ADA Projects	15,000	15,000
Contractual Services		
Bond Fees, Legal Fees and Consultants	50,000	50,000
Park Improvements		
Bicentennial Park	7,310	7,310
Rylko Park	2,554,547	4,554,547
Fitness Center	573,740	673,740
Golf Dome	79,991	79,991
Kilmer	14,620	14,620
Parkchester	100,000	200,000
Prairie Grove Park	1,145,910	1,645,910
Reservoir 7	191,587	191,587
Splash Pad	959,490	959,490
Rick Drazner Park	100,387	100,387
Willow Stream Park	891,146	891,146
Willow Stream Pool	5,320	5,320
Raupp Museum	47,818	47,818
Community Arts Center	60,532	60,532
Village/Park Projects	50,000	50,000

Transfer Out	150,000	150,000
	<hr/>	<hr/>
TOTAL CAPITAL IMPROVEMENT FUND	7,882,658	10,682,658
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ARTICLE VI. AUDIT FUND		
Audit Expense	18,000	19,800
ARTICLE VII. BOND AND INTEREST FUND		
Bond and Interest Payments	1,893,513	1,893,513
ARTICLE VIII. PAVING AND LIGHTING FUND		
Paving and Lighting Expense	60,000	60,000
ARTICLE IX. SOCIAL SECURITY FUND		
Social Security Expense	446,573	535,888
ARTICLE X. ILLINOIS MUNICIPAL RETIREMENT FUND		
I.M.R.F. Expense	552,399	635,259
ARTICLE XI. SPECIAL RECREATION FUND		
N.W.S.R.A. Assessment	310,800	310,800
Special Recreation Capital Projects	602,700	904,050
Total Special Recreation Fund	913,500	1,214,850
ARTICLE XII. CLUBHOUSE		
Personnel		
Group Dental	444	444
Group Health	53,084	83,084
Vision Insurance	60	60
Full Time Salaries	102,626	112,889
Part-Time Staff	18,720	18,720
FICA	60,000	70,000
IMRF	57,000	67,000
Conference/Seminars	3,947	3,947
Travel Expense	3,360	3,360
Staff Development - Part Time	8,400	8,400
Staff Development - Full Time	3,500	3,500
Tuition	4,000	4,000
Employee Recognition Program	1,000	1,000
Instructors	824,491	1,124,491
Contractual Services		
Dues	945	945
School Rentals	23,100	23,100
Bus Rentals	38,350	38,350
School Rentals - Field Trips	760	760
Program Charge Fees	23,500	23,500

	Commodities		
	Computer Supplies	1,400	1,400
	Office Supplies	2,000	2,000
	Paper	200	200
	Postage	200	200
	Participant T-Shirts	2,600	2,600
	First Aid	900	900
	Program Supplies	93,000	93,000
	Tickets	81,154	81,154
	Staff Shirts	3,925	3,925
	Telephone	8,580	8,580
	Equipment	1,500	1,500
	<b>TOTAL CLUBHOUSE OPERATIONS</b>	<b>1,422,746</b>	<b>1,783,009</b>
<b>ARTICLE XIII.</b>	<b>COMMUNITY ARTS CENTER DEBT SERVICE</b>		
	Bond and Interest Payments	231,813	231,813
<b>ARTICLE XIV.</b>	<b>FITNESS CENTER</b>		
	Personnel Services		
	Group Dental	4,406	4,406
	Group Health	162,660	192,660
	FICA	87,000	87,000
	IMRF	96,000	96,000
	Vision Insurance	594	594
	Travel	840	840
	Salaries - Full Time	497,338	547,072
	Overtime	2,500	2,500
	Member Services Staff	65,625	65,625
	Manager On Duty/Coordinators	39,183	39,183
	Guest Services Staff	109,806	109,806
	Group Exercise Instructors	158,184	188,184
	Fitness Specialists	88,436	88,436
	Staff Development	4,250	4,250
	Conferences & Seminars	16,560	16,560
	Employee Recognition	1,000	1,000
	Contractual Services		
	Payment Processing Fees	48,000	68,000
	Dues & Subscriptions	14,876	14,876
	Employment Ads	1,000	1,000
	Advertising	26,240	26,240
	License & Registration	500	500
	Printing	2,000	2,000
	Service Agreements	3,072	3,072
	Contract Services	15,360	15,360
	Building Maintenance	14,500	14,500
	Equipment Maintenance	10,000	10,000
	Pest Control	1,500	1,500
	Cleaning Service	266,932	266,932
	Equipment Svc. - Facility	12,000	12,000
	Equipment Svc. - Building	16,500	16,500
	Marketing - Special Events	5,250	5,250
	Sales Tax	120	120

Commodities		
MIS Supplies	12,759	12,759
General Administrative	480	480
Office Supplies	4,000	4,000
Postage	300	300
Minor Equipment	15,000	15,000
General Maintenance	10,000	10,000
Electrical	3,000	3,000
Plumbing, HVAC	8,500	8,500
Miscellaneous	3,200	3,200
Uniforms	2,800	2,800
Locker Room	16,000	16,000
Custodial Supplies	19,000	19,000
Laundry	15,000	15,000
Linen Replacement	10,000	10,000
Pool & Deck Maintenance	21,000	21,000
Utilities		
Electric	117,000	117,000
Gas	51,000	51,000
Telephone	14,400	14,400
Water	39,600	39,600
BGFC Program Expenses		
Salaries Part Time	88,200	88,200
Instructors	90,876	90,876
Contractual Services	29,460	29,460
<u>Other Expenses</u>		
Depreciation	0	385,575
Amortization	0	15,750
<b>TOTAL FITNESS CENTER OPERATIONS</b>	<b>2,343,807</b>	<b>2,874,866</b>

**SUMMARY**

	<u>BUDGET</u>	<u>APPROPRIATION</u>
General Corporate Fund	3,338,215	3,572,308
Recreation Fund	6,988,973	7,059,585
Museum Fund	520,694	545,128
Audit Fund	18,000	19,800
Bond and Interest Fund	1,893,513	1,893,513
Insurance Fund	530,907	590,048
Paving and Lighting Fund	60,000	60,000
Social Security Fund	446,573	535,888
I.M.R.F. Fund	552,399	635,259
Special Recreation Fund	913,500	1,214,850
Capital Improvement and Equipment Replacement	7,882,658	10,682,658
Clubhouse Fund	1,422,746	1,783,009
Community Arts Center Debt Service	231,813	231,813
Fitness Center	2,343,807	2,874,866
<b>TOTAL</b>	<u>27,143,799</u>	<u>31,698,724</u>

**SECTION IV.**

That all unexpended balances of any item or items of any general appropriation made in this ordinance be expended in making up an insufficiency in any item in the same general appropriation, and for the same general purpose of any like appropriation made for this ordinance.

**SECTION V.**

That all unexpended balances from the annual appropriations in previous years are hereby re-appropriated.

**SECTION VI.**

All ordinances, or parts of ordinances in conflict herewith or any section thereof are hereby modified or repealed.

**SECTION VII.**

This ordinance shall be in full force and effect from and after its passage and approval and publication according to law.

PASSED BY THE Board of Park Commissioners of the BUFFALO GROVE PARK DISTRICT, Lake and Cook Counties, Illinois on the 24th day of April 2023.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF THE BOARD OF PARK COMMISSIONERS  
OF THE BUFFALO GROVE PARK DISTRICT

\_\_\_\_\_  
SECRETARY TO THE BOARD OF PARK COMMISSIONERS  
OF THE BUFFALO GROVE PARK DISTRICT

## CERTIFICATE OF ESTIMATE OF REVENUES

I, Stephen Cummins, hereby certify that I am the duly qualified Treasurer and Chief Fiscal Officer of the Buffalo Grove Park District in the Counties of Cook and Lake and the State of Illinois and as such Chief Fiscal Officer, I hereby certify that the Estimate of Revenues by source to be received by the Buffalo Grove Park District for the fiscal year ending April 30, 2024 are as follows:

Recreation Programs	2,256,985
Swimming Pools	462,562
Rental Income	30,600
Concessions Sales	17,000
Interest on Investments	120,000
Reimbursements	22,922
Bond Proceeds	7,600,000
Clubhouse Program	1,613,710
Golf Learning Center	432,370
Community Arts Center	1,130,717
Fitness Center	2,400,216
Property Taxes	9,620,500
Replacement Tax	36,000
Miscellaneous	22,550
Sponsorships	6,200
Grants	726,000
Developer Donations	130,000
Transfers	<u>881,813</u>
Total	<u><u>27,510,145</u></u>

April 24, 2023  
Date

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Stephen Cummins  
Treasurer and Chief Fiscal Officer





BUFFALO  
GROVE  
PARK  
DISTRICT



## Memorandum

MEMO TO: BOARD OF PARK COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
ERIKA STROJINC, DEPUTY DIRECTOR

FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING  
MIKE MALONEY, SUPERINTENDENT OF PLANNING

SUBJECT: ROOM 1 DEMOLITION

DATE: APRIL 5, 2023

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### Action Requested:

Approve Bear Construction to complete the demolition of Room 1 at the Alcott Center at the cost of \$107,500.00.

### History:

Ryan Risinger, Erika Strojinc, John Short, Tim Howe, and Mike Maloney had numerous conversations about what would be the best course of action for Room 1. We have determined the best route would be to demolish Room 1 and plan for the renovation at a later date until we figure out what would be the best plan for that space moving forward. Staff also discussed what would be the best "option" in managing the project. We decided to contact two general contractors that we are able to utilize through a national co-op. Staff also explored the cost of serving as a general contractor and managing all the trades in-house. After receiving quotes, we determined it was easier and more cost-effective to have Bear Construction manage the demolition of Room 1.

Mike Maloney met with two general contractors and three demolition companies in determining the costs of demoing Room 1. FH Paschen and Bear Construction were the two general contractors that came out and reviewed the scope and gave estimates on the job. Both general contractors are part of NCPA (National Cooperative Purchasing Alliance), which we are members of and have used in the past in purchasing equipment and delivering construction projects.

We have worked with the recreation staff and determined the best schedule would be to start work near the end of May. The contractor estimates that it would take three days to do a majority of the demolition. The contractor asked if they would be able to start on Saturday, May 20. Staff likes the idea of starting on a Saturday as the amount of traffic and programming at Alcott would not be as extreme and would make the start of the project easier on the patrons and the contractor themselves.

Included in this memo is a breakdown of the costs to demo Room 1. We also have the proposals from FH Paschen and Bear Construction that we could share, if requested.

**ALCOTT ROOM 1 DEMOLITION**

	<b>TOTAL COSTS</b>						Status
	Contractor #1 <b>Bear Construction</b>	Contractor #2 FH Paschen	Demolition Contractor #1 Midwest Wrecking	Demolition Contractor #2 Alpine Demolition	Demolition Contractor #3 Rezzar Demoliton		
Structural Review (IMEG)	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	Complete
Environmental Testing (TEM)	\$ 1,118.00	\$ 1,118.00	\$ 1,118.00	\$ 1,118.00	\$ 1,118.00	\$ 1,118.00	Complete
Abatement (Not Required)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Mechanical Disconnect (McDonough)	\$ 8,438.00	\$ 8,438.00	\$ 8,438.00	\$ 8,438.00	\$ 8,438.00	\$ 8,438.00	Before demo
Electrical Disconnect (BGPD)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	Before demo
Door/Frame/Hardware (Laystrom)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	During demo
Soil/Seed/Landscape (BGPD)	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	After demo
Interior Paint/Floor/Ceiling as Req'd (BGPD)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	After demo
Village Permit Fees (Approx.)	\$ 515.63	\$ 668.75	\$ 607.14	\$ 642.50	\$ 716.88	\$ 716.88	Before demo
Site/Building Demolition/Building Restoration	\$ 107,500.00	\$ 125,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
<b>Total Cost</b>	\$ 135,771.63	\$ 153,424.75	\$ 146,322.14	\$ 150,398.50	\$ 152,972.88	\$ 152,972.88	
Budget	\$ 186,200.00	\$ 186,200.00	\$ 186,200.00	\$ 186,200.00	\$ 186,200.00	\$ 186,200.00	
Difference	\$ <b>(50,428.38)</b>	\$ (32,775.25)	\$ (39,877.86)	\$ (35,801.50)	\$ (33,227.12)	\$ (33,227.12)	



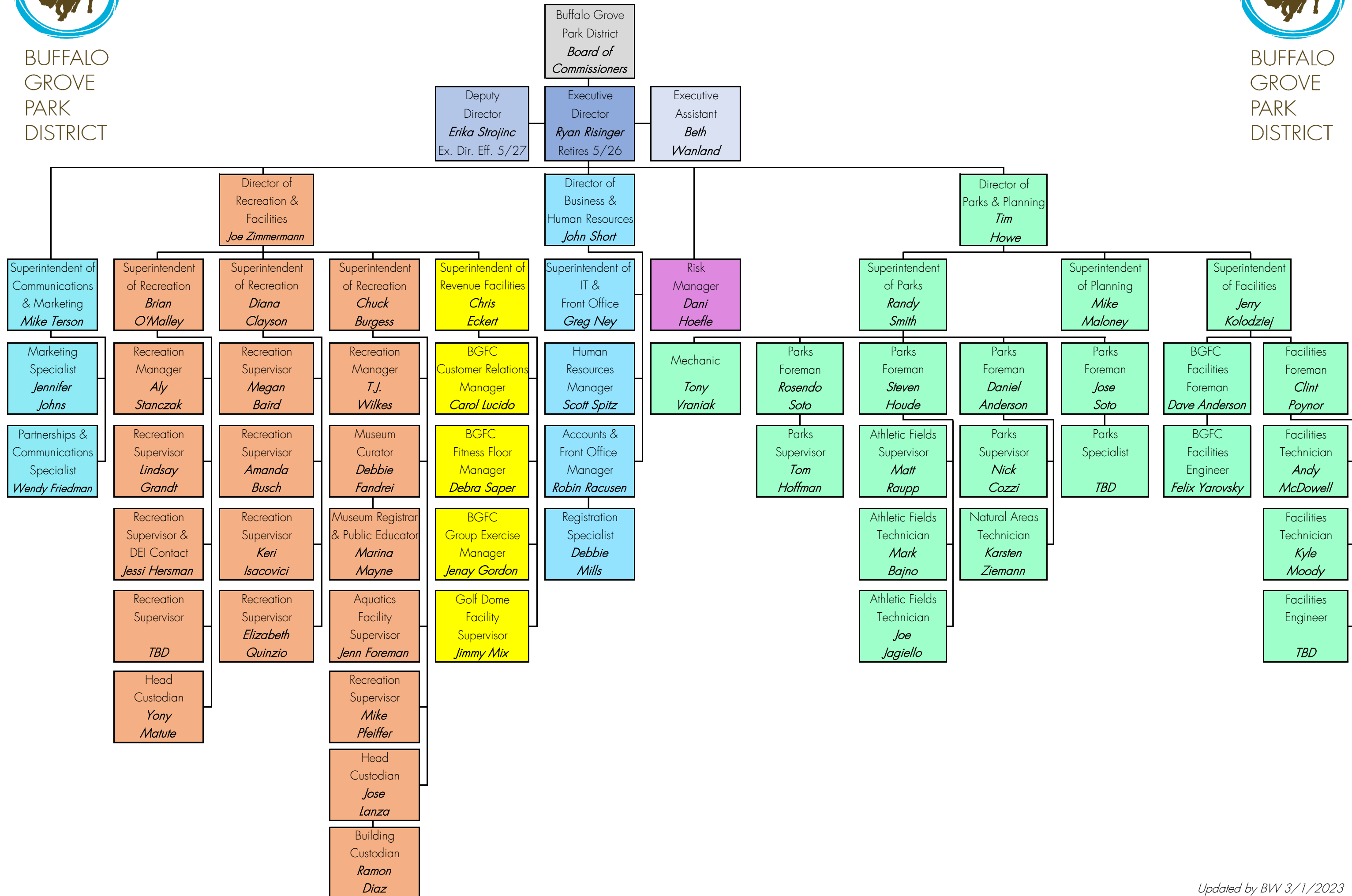
BUFFALO GROVE PARK DISTRICT

# BUFFALO GROVE PARK DISTRICT

Proposed Organizational Chart FY 2023-24



BUFFALO GROVE PARK DISTRICT



Updated by BW 3/1/2023



## ADMINISTRATIVE STAFF MEETINGS REPORT MARCH 2023

### MARCH 7, 2023

Erika:

- Followed through on service animal staff request at the Fitness Center.
- Snapchat staffing advertisement is up.
- FC promotion is closed. Geofencing is going very well.
- Reformer studio is coming along. Mirrors will be installed on Friday.
- Hurricanes swim team came in 2<sup>nd</sup> place at conference. Brought in \$1,600 in concessions. Our Colorado system is down. Luckily, we were able to use the BGHS system.
- Gary Kantor, magician, wants to run a special event at the CAC theater in the fall. Will be in the brochure.

John:

- Thanked staff for all their work on the budget. Revenue projection looks great this year.
- Will work on the budget and appropriations ordinance which will be posted March 24.
- GFOA training today on federal grants.

Beth:

- Booked rooms at the Crown Point Plaza in Springfield for the Legislative Conference.
- Continue to pull Plats of Survey for all of our parks from our files to be scanned on the large format scanner.

Mike:

- 18 new BG residents in February.
- SHS wants to send another student to shadow the marketing department in April.
- Updating the Living Tree tri-fold to be handed out at the Senior Expo. Also updating table display.
- Approached by an app company and Mike and Joe will listen to their sales pitch.
- Museum video is done. Debbie is reviewing.
- Nic and Wendy went to the conference swim meet to take video footage for a future aquatics promotional video.
- Will update the construction page on the website; Tim will send content.

Dani:

- bAlert demo with staff went well. Dani will start working with bAlert to set up zones.
- Continue to work on Fall Protection compliance; replacing some PPE per inspection.
- Making several revisions to the Crisis Communications & Emergency Operations Manual.

Tim:

- Great Lake Parks Training Institute Tim attended last week was awesome.
- Looking at demoing chippers for replacement next FY.
- Mike M. has a seminar with Brad Schneider's office on obtaining federal funding.
- Emailed VP of Farley Group regarding the Golf Dome and they will be coming out next week to repair the cables.
- BGHS Resource Officer called and said the Green Lake Little Free Library was vandalized and the kids posted it being vandalized on TikTok.

Ryan:

- Asked John about the Vendor Diversity Report email report. Janet is working on it. Erika will design the survey.
- John and Ryan will finalize the salary schedule review.
- Athletico Lease meeting went really well; they may want to add space.

### MARCH 14, 2023

John:

- Webinar with Illinois Emergency Management Agency today; last piece of COVID reimbursement.
- Attending NWSRA Member District Assessment Task Force meeting in Rolling Meadows tomorrow.

Tim:

- Meeting Friday with Jimmy and the fire department for a tent walk-through for the fire department fundraising event.
- Will fill Willow Stream Pool on May 15. Mike will contact the pool company to fix the seam and see if the pool is leaking anywhere else.
- Planning and Zoning meeting with the Village tomorrow.
- Started "Tool Box Talks" – 5-10 minute trainings on subjects pertinent to the parks department.

Dani:

- Had Risk Management Kick-Off Review meeting with PDRMA; Tim Linac is our PDRMA consultant.
- Had Pride Picnic meeting last week; staff is up and running with planning. Picnic is on Sunday, June 4.

Ryan:

- Asked about Alcott Room 1 estimates and timeline to make a recommendation to the Board.
- Statement of Economic Interest email went out yesterday. Please complete.
- Still working on policy and procedures manual organization; will meet with Dani next.

## MARCH 21, 2023

Erika:

- Continue to see student issues at the FC.
- Veterans Day is booked at the CAC on Saturday, November 11.
- Jessi hosted a lock-in with 39 kids over the weekend.
- Uniquely Us Parade will start at Drazner Park and head south on Buffalo Grove Road to Deerfield Road. Will turn right on Deerfield and end at Rylko Park.
- Lindsay booked her seasonal shows; Mean Girls Jr. and The Music Man.
- 59 BG Singers are returning to start their season.
- Flag football registration ended and we have 30 more registrants than last year.
- Senior Expo is almost full.
- Birthday parties are booming; 31 parties in January/February.
- Cleared waitlists for camps.

John:

- Have an IPRA meeting today to review conference 2023 and to start planning conference 2024.
- Budget and Appropriations Ordinance was posted on March 16.
- Working with FEMA on closing out COVID reimbursement.

Beth:

- Will monitor staff Statement of Economic Interest filings.
- Received menu choices from the Illini Country Club today for the Legislative Dinner. Erika and Beth will meet to finalize the RSVP survey.

Mike:

- Summer book is done; will upload the pdf after this meeting. Will go to printer this week.
- Working on press releases this week; Museum and Erika.
- Jennifer is working with Debra to complete a fitness equipment video series.

Tim:

- Had another roof leak at Alcott; manufacturer came out and fixed it.
- ComEd is replacing the Alcott transformers on March 30.
- Bridge painting on 83 won't be done next fiscal year; quote was way too expensive.
- Met with Mike P. about Parks & Public Services Day event with Village.
- Prairie Grove Park planning and zoning meeting with the Village went well. Kids around the World are interested in recycling Prairie Grove and Parkchester Park playgrounds.
- DCEO reached out and needs information to process our grant.
- Parks staff and Village Public Works staff quarterly meeting is on Friday.
- Village is putting in a crosswalk across Deerfield Rd. between Reiner Park and the FC.
- Dome anchor repairs were done; company was short 4 anchors and need to come back out.
- Met with Jimmy and fire fighters on their special event at Rylko Park on May 13. They want to use the Spray 'N Play, Golf Dome and softball field lots for parking. They have 20 food trucks booked.

Dani:

- Fall Protection will be presented to parks department staff at their training on April 6.
- PDRMA has a new policy on child abuse prevention. Meeting with Scott on Friday to come up with a plan to present to the District.

Ryan:

- Will be looking into the Local Government Efficiency Committee as required by the state.
- Beth and Ryan will meet to go over the Municipal Directory.

### MARCH 28, 2023

Tim:

- Room 18 dance flooring at the CAC will be finished today. Room 3 will be installed by the end of the week.
- The VBG will formally approve the Prairie Grove Park plan at their April 17 board meeting.
- President Jacobson signed the DCEO documents required for the grant processing; will be mailed today.

Dani:

- FT Staff Safety Training on April 13 at the CAC. 9:30am – 12:30 pm, lunch included.
- Ordered 4 new Zoll AED 3 machines for aquatics. Parts for existing AED's are backordered again.
- IMRF tier trainings are next week. April 3 – Tier 1 and April 5 – Tier 2; both at 10 am at the CAC. If you have individual PBR meetings, prepare for what you want to talk about.

Mike:

- Met with Jackie from Public Communications Incorporated regarding long-term plans for the marketing department.
- Updating the BG Days website.
- 1<sup>st</sup> quarter sponsorship is at \$37,600; up \$9,450 from 1<sup>st</sup> quarter last year. Great job Wendy!

Beth:

- The Prairie Grove Park bid notice will be published in the Daily Herald tomorrow.
- Erika and Beth got the Legislative Dinner invitation/survey out; 16 people attending so far.
- Engaged the Social Committee on the Reiner Park dedication; shelter is reserved ordered two portable microphones which will live at Alcott.
- Social Committee is considering a Feed My Starving Children community outreach event; 1-hour meal-packing event in Libertyville sometime this spring/summer.

John:

- Going to visit Palatine to look at how they do their after school billing to see if it will work in Rec Trac.
- PDRMA found a vendor to help with cyber coverage; Greg is working with them.

Erika:

- Staff member requiring a service animal at the FC asked to notify membership so there are no surprises. It will go out in the FC email newsletter. Member questions will be referred to Joe.
- Met to discuss kids at the FC. Removing 13 year olds. 14-15 year olds will need to go through an orientation at the FC with their parents moving forward. 16 year olds and older will need to go through orientation, but not with their parents.
- Had over 100 walk-in visitors in one day at the Raupp Museum.
- Hiring for the open recreation supervisor position.

Ryan:

- The 3-year capital improvements plan was approved by the board last night; will go out for bond issuance this fall. New administrative salary schedule and surplus ordinance were also approved.
- Spoke with Jason Anselment, legal counsel with IAPD, asking if staff who are BG residents can serve on the Efficiency Committee. He said it appears yes, however he would not recommend it.
- Working with Vernon Hills on Distinguished Agency.