



Buffalo Grove Park District  
PUBLIC HEARING/WORKSHOP/REGULAR BOARD MEETING  
Monday, April 24, 2023  
Alcott Center – Room 24

PUBLIC HEARING AGENDA

- I. Call Public Hearing to Order
  - A. Roll Call
- II. Introduction of Guests
- III. Approval of Public Hearing Agenda
- IV. Reading of Public Hearing Notice
- V. Combined Budget and Appropriation Ordinance 23-4-1 for Fiscal Year 2023/24
- VI. Comments and Questions
- VII. Adjournment

WORKSHOP AGENDA

(To Immediately Follow the Public Hearing)

- I. Call to Order
  - A. Roll Call
- II. Introduction of Guests
- III. Approval of the Workshop Agenda
- IV. Finance (SC)
  - A. April Warrant 2023
  - B. March Financial Statement
  - C. March Year to Date Statement
  - D. April Refunds
  - E. IMRF Rate Notice
  - F. 2023-24 Proposed Organizational Chart Update
- V. Policy and Legislation (LR)
  - A. Fiscal Year 2023-24 Board Meeting Calendar
- VI. President and Commissioners' Reports
- VII. Old Business
  - A. Board Policy Manual Updates
- VIII. New Business
- IX. Adjournment

**BOARD MEETING**  
(To Immediately Follow Workshop)

- I. Call to Order
  - A. Roll Call
  
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of the Board Meeting Agenda
  
- V. Approval of Minutes
  - A. Approval of March 13, 2023 Workshop Minutes
  - B. Approval of March 27, 2023 Workshop Minutes
  - C. Approval of March 27, 2023 Regular Board Meeting Minutes
  - D. Approval of March 27, 2023 Executive Session Minutes
  
- VI. Topics from the Floor
  
- VII. Correspondence
  - A. Written
  - B. Verbal
  
- VIII. Attorney's Report
  
- IX. Committee Action Items
  - A. Finance (SC)
    - 1. Approval of April 2023 Warrant
    - 2. Approval of the March 2023 Financial Statement and the March 2023 Year to Date Statement
    - 3. Approval of the Fiscal Year 2023-24 Combined Budget and Appropriation Ordinance 23-4-1
    - 4. Approval of Alcott Room 1 Demolition Recommendation
  - B. Policy and Legislation (LR)
    - 1. Board Policy Manual Update
    - 2. Fire Department Festival Variance Request
  
- X. Consent Agenda
  - A. All items on the Consent Agenda are considered routine by the Park Board and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or resident so requests. At that time, the item will be moved and placed on the agenda under new business.
    - 1. 2023-24 Proposed Organizational Chart
    - 2. FY 2023-24 Board Meeting Calendar
  
- XI. Executive Director's Report and Department Operational Reports

- XII. Old Business
- XIII. New Business
  
- XIV. Executive Session for the Purpose of:
  - A. Imminent Litigation
  - B. Personnel
  - C. Land Acquisition
  
- XV. Action Taken from Closed Meeting
- XVI. Adjournment

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

## PUBLIC NOTICE

Public Notice is hereby given that the Combined Budget and Appropriation Ordinance for fiscal year 2023-24 will be discussed at a Public Hearing of the Buffalo Grove Park District Board of Park Commissioners meeting on Monday, April 24, 2023 at 6 pm at the Alcott Center, 530 Bernard Drive, Buffalo Grove. A sample copy of the Ordinance has been displayed for public inspection at the office of the Buffalo Grove Park District, 530 Bernard Drive, Buffalo Grove, Illinois 60089.

RYAN RISINGER  
Secretary  
Buffalo Grove Park District  
Board of Commissioners

Published in the Daily Herald on Wednesday, April 12, 2023.



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	19,000	20,900
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>27,144,799</u>	<u>31,699,824</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 \$ 27,144,799.

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
TOTAL PARK MAINTENANCE	2,341,651	2,506,675
TOTAL CORPORATE FUND	<u>3,338,215</u>	<u>3,572,308</u>

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
TOTAL RECREATION ADMINISTRATION	<u>3,719,534</u>	<u>3,962,517</u>

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
<b>TOTAL PROGRAM EXPENSE</b>	<b>1,558,091</b>	<b>1,558,091</b>

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**

<b>Personnel Services</b>		
Summer Public Swim Staff	47,735	47,735
Training	25,522	25,522
Employee Recognition	8,280	8,280
<b>Contractual Services</b>		
Dues & Subscriptions	375	375
Building Maintenance	12,500	12,500
Furnace Maintenance	3,400	3,400
Pest Control	624	624
<b>Commodities</b>		
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
<b>Utilities</b>		
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**

<b>Program Expenses</b>		
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>455,665</u>	<u>275,507</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
TOTAL GOLF DOME OPERATIONS	<u>271,728</u>	<u>279,514</u>

TOTAL APPROPRIATION FOR RECREATION FUND	<u>6,988,973</u>	<u>7,059,585</u>
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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
TOTAL CAPITAL IMPROVEMENT FUND	<u>7,882,658</u>	<u>10,682,658</u>
ARTICLE VI. AUDIT FUND		
Audit Expense	19,000	20,900
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	<u>913,500</u>	<u>1,214,850</u>
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	19,000	20,900
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>27,144,799</u>	<u>31,699,824</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

---

Stephen Cummins  
Treasurer and Chief Fiscal Officer



BUFFALO  
GROVE  
PARK  
DISTRICT



## MEMORANDUM

**MEMO TO:** PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
**FROM:** JOHN SHORT, DIRECTOR OF BUSINESS SERVICES AND HUMAN RESOURCES  
**SUBJECT:** IMRF PRELIMINARY RATE NOTICE 2024  
**DATE:** APRIL 19, 2023

IMRF has provided us with the Preliminary Rate Notice for our Employer Contributions for 2024. The Actuarial Determined Contribution (ADC) increases slightly to 12.09%; this would be an increase of .17% from our current rate of 12.07%. The reasons for the rate increase are:

- IMRF had an investment loss of 12.8% in 2022
- There are fewer employees in Tier 1 of IMRF – there are now more active Tier 2 members than Tier 1 members

IMRF has an actuarial funded status of 98% funded as of 12/31/22.



**Preliminary Notice of Illinois Municipal Retirement Fund  
Contribution Rate for Calendar Year 2024**

Date April 2023

Employer name BUFFALO GROVE PARK DIST

Employer No. 04951

**The employer rate below is based on a 19 year amortization period for most employers. Overfunded employers will receive a letter outlining options available to accelerate the amortization of their overfunding (which reduces rate) if they so choose.**

Your IMRF contribution rates on all earnings paid to IMRF members and employer rate in the 2024 calendar year are as follows:

	<b>IMRF Contributions</b>
	<b>Regular</b>
<b>Member Contributions</b> (tax-deferred) .....	4.50%
<b>Employer Contributions</b>	
• <b>Retirement Rate</b>	
Normal Cost .....	5.20%
Funding Adjustment <over> under .....	6.04%
Net Retirement Rate .....	11.24%
• <b>Other Program Benefits</b>	
Death.....	0.15%
Disability.....	0.08%
Supplemental Benefit Payment.....	0.62%
Early Retirement Incentive .....	0.00%
• <b>TOTAL EMPLOYER RATE</b> .....	<b>12.09%</b>

The Final Notice of IMRF Contribution Rates for Calendar Year 2024 will be posted in November 2023. If you have any questions regarding this preliminary rate notice, please contact the IMRF Employer Account Analyst at 1-800-ASK-IMRF.

BUFFALO GROVE PARK DIST  
JOHN R. SHORT, BUSINESS MANAGER  
530 BERNARD DR  
BUFFALO GROVE IL 60089-3351



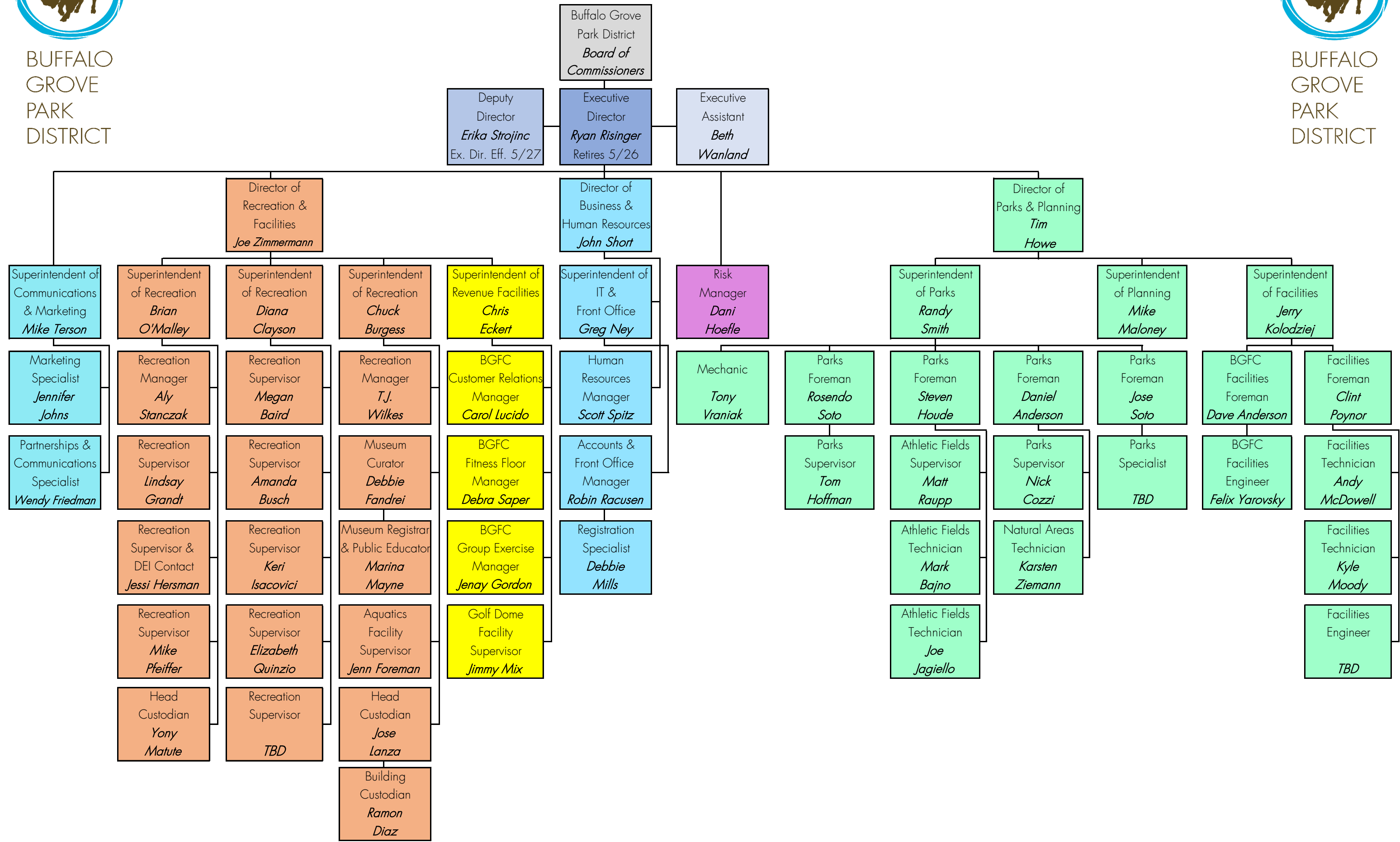
BUFFALO GROVE PARK DISTRICT

# BUFFALO GROVE PARK DISTRICT

Proposed Organizational Chart FY 2023-24



BUFFALO GROVE PARK DISTRICT





BUFFALO  
GROVE  
PARK  
DISTRICT

2023/24 Fiscal Year  
Calendar of Workshops and Board Meetings  
Alcott Center – Room 24  
530 Bernard Drive, Buffalo Grove  
6 pm

Meeting Month	Workshop 2 <sup>nd</sup> Monday of Month	Workshop/Regular Board Meeting 4 <sup>th</sup> Monday of Month
May	8	22
June	-	12**
July	10	24
August	14	28
September	11	26*
October	-	23**
November	13	27
December	-	11**
January	8	22
February	12	26
March	11	25
April	8	24***

- \* Tuesday meeting due to religious holiday
- \*\* Only one meeting this month
- \*\*\* Wednesday meeting due to religious holiday



## *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, at its discretion, may 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, and the current Executive Director is in good standing with the Board, the Board may ~~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 decides 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.~~ The Board will also decide if they want to run a public search, which can run concurrently with internal interviews.
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.

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 Liaison Positions and Ad Hoc Committees

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

##### *Liaisons*

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.

The established ~~liaison 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.

The Liaison positions 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
9. Village Board and Planning & Zoning Commission
10. ~~Village Plan Commission~~
11. Friends of the Parks Foundation
12. Environmental Action Team (EAT)
13. BG Days ~~Liaison~~

##### *Ad Hoc Committees*

~~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.

To avoid problems with OMA, all five Board members are recommended for any ad hoc committee so that two members can still talk without creating a "meeting" subject to OMA.

Since an Ad Hoc committee's purpose is to discuss a particular business item, all ad hoc committee meetings are subject to the Open Meetings Act.

~~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.~~

## *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.



BUFFALO  
GROVE  
PARK  
DISTRICT

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

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Buffalo Grove Fitness Center General Manager Joe Zimmermann, Superintendent of Planning Mike Maloney, Risk Manager Dani Hoefle and Executive Assistant Beth Wanland

CALL TO ORDER

**Roll Call**

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

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF WORKSHOP AGENDA

Commissioner Wallace moved to approve the March 13, 2023 Workshop Agenda, seconded by Commissioner Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no topics from the floor.

CORRESPONDENCE

Executive Director Risinger said included in the packet was an article that appeared in the Daily Herald that announcing that the governor announced \$60 million in grants for park districts across the state; an article that appeared in The Patch announcing the Park District received \$600,000 from the OSLAD grants; and last, there was a thank you note from the Stevenson High School Foundation for a contribution to their Online Raffle & Auction.

RECREATION

## Master Fee Report

There were no comments or questions on the Master Fee Report.

## POLICY AND LEGISLATION

### Social Media Policy Update

Executive Director Risinger said that Superintendent of Communications and Marketing Mike Terson told the Board at the last meeting that changes to our Social Media Policy were needed. He said Mr. Terson learned of the changes from a session he attended at conference, made the changes and ran it by corporate counsel. There were no further comments or questions on the Social Media Policy changes.

## FINANCE

### Administrative Salary Schedule

Director of Business Services and Human Resources John Short said the admin team worked with HR Source for several months and they did a thorough job of determining the salary schedule. Commissioner Cummins said it would be nice have last year's salary schedule to compare the changes. Executive Director Risinger said we moved to one grade from three. He said salary ranges are fairly comparable to where they fell on the old scales.

### Capital Improvement Plan

Executive Director Risinger said that staff has been working on this document for a long time. Superintendent of Development Mike Maloney gave an overview of projects that are being proposed. He said the Park District would need to go out for a bond issue to accomplish the projects in the plan. Executive Director Risinger said that the Rylko Park project alone is over \$6 million alone. He said there are some infrastructure projects like the Fitness Center parking lot and roof and Willow Stream parking lot that are in dire need of repairs. He said this is a huge step in addressing our needs moving forward. President Jacobson asked about the impact of rising interest rates. Director Short said we would go for these 15-year bonds in the fall and Commissioner Reiner pointed out that there would be an opportunity to refinance these bonds in the future should interest rates drop. Commissioner Cummins asked about the \$18 million estimated capital projects cost. Executive Director Risinger pointed out that the number is the total of the annual revenue sources over 3 years. Commissioner Wallace said we need to repair what we have and do it well because it is our revenue stream. Commissioner Cummins gave kudos to staff who put a tremendous amount of thought into this comprehensive document.

### Fiscal Year 2023/24 Budget Review

Executive Director Risinger said that he hopes commissioners read the budget message in the front of the budget book. He said it highlights what we have accomplished over the last year and we continue to see numbers climbing closer to our normal in all program areas, camps, clubhouse, rentals and the Fitness Center. He said this is a wonderful testament to our full-time staff dedication, flexibility and creativity.

Executive Risinger started with capital and said that it is based on getting the bonds as discussed in the 3-year capital improvement plan conversation. Each section of the budget contained highlights of notable changes in the budget as prepared by staff.

Questions were fielded by Executive Director Risinger, Deputy Director Strojinc, Director of Business Services and Human Resources John Short, and Director of Parks and Planning Tim Howe, and BGFC General Manager Joe Zimmermann for the proposed 2023-24 fiscal year budget.

Executive Director Risinger thanked staff and department heads for their work in putting this budget together. He said he very much appreciates the Board's support of the team effort.

#### EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger asked commissioners to let Executive Assistant Beth Wanland or him know exactly which days they plan to be in Springfield for the Legislative Conference so that she can finalize reservations.

Director Howe thanked Superintendent Maloney on all his work on the capital plan.

#### PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said that Statement of Economic Interest filings need to be done by May 1. He reminded commissioners that April 4 is Election Day. Last, he gave kudos to staff for their work on applying for and being awarded another OSLAD grant.

Commissioner Wallace said she attended the Lake County Legislative Breakfast in Gurnee and there was a great turn out. She said she met with Museum Curator Debbie Fandrei to discuss the Hindu religion for an upcoming exhibit at the Museum highlighting similarities of cultures in our community.

Commissioner Reiner said he would like information on who is saying that Museum grants are being canceled. He said after 35 years he is still impressed with the detail and thoroughness that staff puts into preparing the budget. He said it builds trust between the board and staff.

#### OLD BUSINESS

Commissioner Reiner is still working on the history of the commissioner committee structures. President Jacobson reminded Deputy Director Strojinc to submit a framework of goals and objectives for the board to have as a basis for her evaluation next year.

#### NEW BUSINESS

There was no new business discussed.

#### EXECUTIVE SESSION

The Board did not enter Executive Session.

#### ADJOURNMENT

Vice President Bragg moved to adjourn the Board Workshop at 8:07 pm, seconded by Commissioner Wallace and the motion was passed with a voice vote.

Respectfully submitted,

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Secretary



BUFFALO  
GROVE  
PARK  
DISTRICT

Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
March 27, 2023  
Alcott Center – Room 24  
6 pm

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Parks and Planning Tim Howe, Buffalo Grove Fitness Center General Manager Joe Zimmermann, Superintendent of Communications and Marketing Mike Terson, Superintendent of Recreation Diana Clayson and Executive Assistant Beth Wanland

Attorney Steven Bloomberg was present

CALL TO ORDER

**Roll Call**

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

INTRODUCTION OF GUESTS

Our Park District newest employees, Early Childhood Recreation Supervisor Keri Isacovici and Recreation Supervisor Elizabeth Quinzio introduced themselves.

APPROVAL OF WORKSHOP AGENDA

Commissioner Reiner moved to approve the March 27, 2023 Workshop Agenda, seconded by Commissioner Cummins and the motion passed with a voice vote.

FINANCE

**March 2023 Warrant**

There were no comments or questions on the March 2023 warrant.

**February 2023 Financial Statement**

Executive Director Risinger said that Director Short was unable to attend the meeting tonight but reported we should be getting the first installment of the Cook County taxes soon. He added that programming is going very well.

## February 2023 Year to Date Statement

Commissioner Cummins said that our cash position is in a more favorable position than it was last year at this time which is a plus.

## March Refunds

There were no comments on March refunds.

## Board Travel and Conference Expense

Executive Director Risinger said the Board Travel and Conference expense is in the board packet.

## Fiscal Year 2023/24 Budget Workshop

There were no further comments on the Fiscal Year 2023/24 Budget. Commissioner Cummins said staff did a great job fielding questions and the board got through the entire review last meeting.

## RECREATION

### Ordinance 23-3-1 Surplus of Property

Deputy Director Strojinc said staff cleaned out the Reformer Room at the Fitness Center and found two jump boards. They were purchased at some point for the Pilates machine but they were the wrong size. The boards are brand new and staff plans on selling them through a Facebook group or other means. She added that the Butterfield Park District bought the lifeguard chair from us for \$2,500.

### State of the Fitness Center – BGFC General Manager Joe Zimmermann

Fitness Center General Manager Joe Zimmermann gave a presentation to the Board on the State of the Fitness Center. He said next year membership at the Fitness Center is projected to be 80% of where it was pre-COVID. He said attendance is currently 95% of where it was pre-COVID. He said he thinks the improvement at the Fitness Center is due to geofencing which is a digital fence. When someone walks through the fence their phone is tagged with an ad from the Fitness Center. He said we are tagging certain age groups, certain zip codes, and certain facilities. He said we are geofencing for advertising and employment for camps, Clubhouse, aquatics and parks. He said we are also using a software called Keepme.ai. This is a retention software that provides automated responses to leads. He said the goal is to make certain members have a great experience every time they visit the Fitness Center. He said he tracks Key Performance Indicators (KPI's) on a monthly basis. This gives us a snapshot on how things are going. It helps identify trends and problems and set goals for the future. Commissioner Cummins mentioned that he loves that the Fitness Center is focusing on retention of members which is at an all-time high. Commissioner Reiner asked what the board can do to improve the Fitness Center. Deputy Director Strojinc said a separate conversation needs to take place to discuss future big capital needs to update the Fitness Center. She said a much needed pool renovation is going to be a huge expense.

## PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said that early voting is going on and we have three very qualified candidates running for commissioner. He mentioned people in his subdivision were getting robbed and the community decided to put up signs that say it is a community watch neighborhood. He thanked the parks department for providing the signs.

Commissioner Cummins thanked staff for all their work on the budget.



Commissioner Wallace said she and Commissioner Reiner attended the campaign fair at Stevenson High School and met with students which are future voters.

Commissioner Reiner said he also attended the fair at Stevenson High School and said Commissioner Wallace is a real star. He said she has a special way of communicating with students and people in general. He said it was a student assignment to attend the campaign fair and it was good all around. He passed out a list of new legislators and said this information is good to know if you are attending the Legislative Conference because they are the ones who can provide us money in the future.

#### OLD BUSINESS

#### **Administrative Salary Schedule Comparison**

Executive Director Risinger said that Commissioner Cummins mentioned at the last meeting that he would like to see last year's Administrative Salary Schedule for comparison purposes which was provided in the board packet. He had no further questions.

#### NEW BUSINESS

There was no New Business discussed.

#### ADJOURNMENT

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

Respectfully submitted,

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Secretary



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

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Parks and Planning Tim Howe, Buffalo Grove Fitness Center General Manager Joe Zimmerman, Superintendent of Communications and Marketing Mike Terson and Executive Assistant Beth Wanland

Attorney Steven Bloomberg was present

CALL TO ORDER

**Roll Call**

President Jacobson called the Regular Board Meeting to order at 7:15 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF REGULAR BOARD MEETING AGENDA

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

APPROVAL OF MINUTES

**Approval of the February 13, 2023 Workshop Minutes**

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

**Approval of the February 27, 2023 Workshop Minutes**

Commissioner Reiner moved to approve the February 27, 2023 Workshop Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

**Approval of the February 27, 2023 Regular Board Meeting Minutes**

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

**Approval of the February 27, 2023 Executive Session Minutes**

Commissioner Reiner moved to approve the February 27, 2023 Executive Session Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

**TOPICS FROM THE FLOOR**

There were no Topics from the Floor discussed.

**CORRESPONDENCE**

Executive Director Risinger said that included in the Board packet was a thank you note from NWSRA for the Golf Dome passes in support of the Liponi Foundation; an article in the Countryside announcing \$6.8M in park grants to be issued in Lake County; a Countryside article announcing the Village of Buffalo Grove agreeing to help the Park District pay for the amphitheater in Rylko Park; and last, a *What's Happening?* calendar of events for the spring.

**ATTORNEY'S REPORT**

Attorney Steven Bloomberg said that facility capital improvements is part of strengthening what you have in the community. He said this message is something the public should be made aware of.

**COMMITTEE ACTION ITEMS**

**Finance**

**Approval of the March 2023 Warrant**

Commissioner Cummins moved to approve the March 2023 Warrant in the amount of \$2,636,116.67, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Bragg

**Approval of the February 2023 Financial Statement and the February 2023 Year to Date Statement**

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

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Bragg

**Approval of the proposed FY 2023/24 Administrative Salary Schedule**

Commissioner Cummins moved to approve the proposed fiscal year 2023/24 Administrative Salary Schedule, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Bragg

### **Approval of the proposed 3-year Capital Improvements Plan**

Executive Director Risinger said that Director Short talked to Linda Byron with Raymond James and she said that the 15-year bond we go for in the fall to complete capital improvements will be callable.

Commissioner Cummins moved to approve the proposed 3-year Capital Improvements Plan, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Bragg

### **Approval of the Board Travel and Conference Expense**

Commissioner Cummins moved to approve the Board Travel and Conference expense in the amount of \$2,752.64, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Bragg

### **Recreation**

#### **Approval of Ordinance 23-3-1 Surplus of Property**

President Jacobson moved to approve Ordinance 23-3-1 regarding selling the surplus property at the Buffalo Grove Fitness Center, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Bragg

### **Consent Agenda**

Commissioner Wallace moved to approve the Consent Agenda as proposed:

1. Approval of the 2023/24 Master Fee Report
2. Approval of the Social Media Policy Updates

The motion was seconded by Commissioner Reiner and the motion passed with a voice vote.

## **EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS**

### **Executive Director**

Executive Director Risinger said that nothing further has come to our attention regarding a resident commenting on an Emmerich East sinkhole. He said the engineer from Gewalt Hamilton who inspected the sinkhole said this is a very common occurrence when the ground thaws.

### **Communications and Marketing**

Superintendent Terson said that the summer book is at the printer and the first quarter of this calendar year is going to be a record for sponsorship. He said sponsorship is up 25% from this quarter last year and it will be over \$35,000. He said Wendy is knocking it out of the park, is always going after new business, and is a great communicator.

## Recreation

Deputy Director Strojinc said Superintendent of Recreation Chris Eckert will be taking over the Fitness Center and Golf Dome as the new Superintendent of Revenue Facilities. She said Recreation Supervisor Brian O'Malley has been promoted to Superintendent of Recreation and will be managing the Community Arts Center and she added Recreation Supervisor Mike Pfeiffer has moved to Brian O'Malley's position. She said she hopes to fill Mike Pfeiffer's position by May 1. She said Superintendent Clayson has been able to get 125 kids off waitlists for camps. Last, she said the Museum has a new Buffalo Grove history exhibit which includes a picture of the Bill's Buffalo House which is now Lou Malnati's. She said the goal when rebuilding Room 1 will be to renovate the front desk and the front desk manager's office will be made into two offices.

## Parks

Director Howe said he included pictures in his Op Report of a prescribed burn at Willow Stream and it looks incredible.

## OLD BUSINESS

There was no Old Business discussed.

## NEW BUSINESS

There was no New Business discussed.

## EXECUTIVE SESSION

Commissioner Wallace moved to enter Executive Session for the purpose of Personnel at 7:37 pm, seconded by Commissioner Cummins, and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Bragg

## POSSIBLE ACTION TO BE TAKEN FROM EXECUTIVE SESSION

President Jacobson announced that the Regular Board Meeting was reconvened at 7:45 pm and that there was no final action taken in Executive Session. Executive Director Risinger joined the board and he was informed of his bonus. Discussion was held on whether it would exceed the 6% IMRF cap and it was determined it would not. He said that he bought most of the appliances in the Park District house he is living in and asked if he could take them. President Jacobson suggested the board could reimburse him. Discussion was held and the board agreed to keep the assets in the home and reimburse Executive Director Risinger for the appliances he purchased.

## ADJOURNMENT

Commissioner Cummins moved to adjourn the Regular Board Meeting at 7:52 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectively submitted,

---

Secretary

# Buffalo Grove Park District Names First Female Executive Director

Erika Strojinc will replace Ryan Risinger, who retires next month.

Eric DeGrechie,

Patch Staff

Verified Patch Staff Badge

Posted Tue, Apr 11, 2023 at 4:42 pm CT



BUFFALO GROVE, IL — Erika Strojinc is slated to become the next executive director of the Buffalo Grove Park District. She was selected by the board of commissioners for the position with Ryan Risinger, the current executive director, retiring May 26.

According to officials, Strojinc first joined the district as the clubhouse assistant director in December 2005, and was promoted to recreation supervisor in May 2008. She was promoted to superintendent of recreation six years later, director of recreation and facilities in December 2020, and deputy director in August of last year.

"I am delighted to have the opportunity to lead this organization. We have a fantastic team, a supportive Board, and a ton of opportunities (and challenges) ahead of us," Strojinc said. "This community means a great deal to me; and, I want the Park District to be a place that connects, inspires and celebrates the uniqueness of Buffalo Grove."

Strojinc holds bachelor's degrees in English and psychology from the University of Illinois at Chicago, and earned her master's degree in Public Administration with specialization in strategic public management and leadership from Northern Illinois University, where she graduated Phi Alpha Alpha. She will be the sixth executive director in the district's history, and the first woman to lead the organization.

"The Buffalo Grove Park District will be in excellent hands with Erika at the helm," Risinger said. "We have a history of solid leadership at this agency; and, Erika has been both a part of that culture, and part of that leadership team for many years."

Strojinc will start in her new role as executive director on May 27.



STATE CAPITOL  
HOUSE POST OFFICE  
SPRINGFIELD, ILLINOIS 62706

**MARY BETH CANTY**  
STATE REPRESENTATIVE  
54TH DISTRICT

STATE OF ILLINOIS  
**103RD GENERAL ASSEMBLY**  
HOUSE OF REPRESENTATIVES

April 4, 2023

Ryan Risinger  
Buffalo Grove Park District  
530 Bernard Drive  
Buffalo Grove, IL 60089

Dear Ryan,

I want to offer you and the Buffalo Grove Park District congratulations on receiving a grant through the Illinois Department of Natural Resources' Open Space Land Acquisition and Development (OSLAD) program. These funds will help our community provide accessible and safe recreational opportunities for the public, something all Illinois residents deserve.

Ensuring our community has better outdoor recreational opportunities will help our neighborhoods grow and thrive and help improve the health and wellbeing of residents. The award received by our community is part of the largest round of OSLAD funds Illinois has ever issued and I'm glad you helped our community be a part of it.

I couldn't be prouder of the work performed everyday by the staff and volunteers in our community who work to ensure recreational opportunities, and I know this grant will help further this mission.

If you ever have a question about state grants or need assistance with a state agency, please contact my office at 224-248-8187 or [info.repmbc@gmail.com](mailto:info.repmbc@gmail.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Beth Canty".

Mary Beth Canty  
State Representative, 54th District



# Buffalo Grove Park District receives grant to expand gardens

BY STEVE ZALUSKY  
szalusky@dailyherald.com

The Buffalo Grove Park District's Raupp Museum will welcome an additional infusion of state money to expand its educational gardens at The Nature Classroom at Mike Rylko Community Park, 1000 N. Buffalo Grove Road.

The gardens, located on the park's northeast end near the skate park and the new pickleball courts, opened last summer with funding from the Illinois Public Museum Capital Grants Program for its first phase of construction. The gardens attracted 417 walk-in visitors and made programs available for 130 third-graders. It will be expanding the summer hours and programming this year and will be open from 11 a.m. to 3 p.m. Tuesday through Thursday and from 10 a.m. to 12:30 p.m. Sunday.

Now, the district announced, it will receive \$226,500 for Phase 2 of the gardens' development. This phase will include more garden beds, a pollinator hotel, a water feature, a wind sculpture, more native plants and additional seating and picnic tables.

The new amenities will exist on the other side of the path from the current site of the gardens.

Construction is scheduled to begin this month (weather permitting) and end in July. The park district plans a grand opening from 1 to 2:30 p.m. July 29.

"The Raupp Museum is thrilled to receive this grant that helps us build on what we've already done. The educational gardens have been a huge hit with the community, so we are really happy that we're going to be able to make it even better. Having

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"The Raupp Museum is thrilled to receive this grant that helps us build on what we've already done. The educational gardens have been a huge hit with the community, so we are really happy that we're going to be able to make it even better."

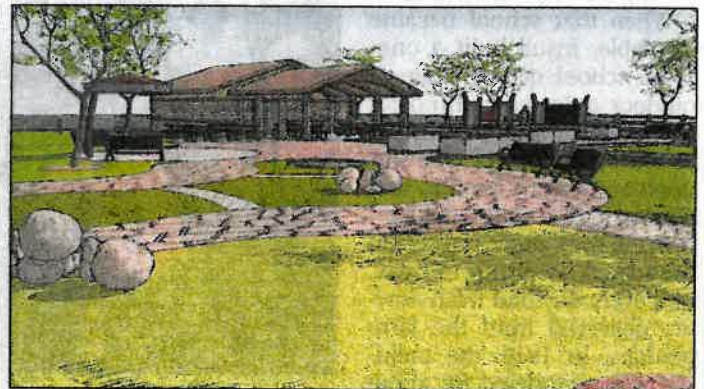
Debbie Fandrei, curator

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it all in Mike Rylko Community Park makes it available to all residents all the time," said Debbie Fandrei, curator of the Raupp Museum, 901 Dunham Lane, the repository of the village's social history.

The Raupp Museum was one of 36 Illinois museums to receive \$19.7 million through the Illinois Public Museum Capital Grants Program to improve their facilities and develop new exhibits. The program is funded through the Rebuild Illinois multiyear state capital program.

"Rebuilding Illinois means investing in all types of infrastructure that improve communities and the quality of life for local residents. That includes an investment in the museums that protect our cultural heritage, and offer unique programs and events for visitors to enjoy," Gov. J.B. Pritzker said in a news release. "I am pleased to see the array of improvements and exhibits that will happen as a result of our 2022 Public Museum Capital Grants, made possible through the Rebuild Illinois capital program."



COURTESY OF THE BUFFALO GROVE PARK DISTRICT

**This is a rendering of the Phase 2 development of the Raupp Museum's educational gardens at The Nature Classroom at Mike Rylko Community Park.**

## BUFFALO GROVE

# Firefighters' food truck festival returns in May

BY STEVE ZALUSKY

szalusky@dailyherald.com

Buffalo Grove's firefighter's union is inviting everyone to bring their appetite to Mike Rylko Community Park next month to help some special friends of the fire service.

The Buffalo Grove Professional Firefighters and Paramedics Local 3177 is hosting the Fire Up! Food Truck Festival 2023 from 11 a.m. to 3 p.m. Saturday, May 13. The event will benefit Project Fire Buddies, which teams first responders with children battling pediatric cancer and other serious illnesses. Fire Buddies firefighters make the children honorary firefighters, visit them at home, play games, read books and make them feel appreciated.

The food truck festival has the local fired up, so much so that it has a dedicated food truck festival committee, said Buffalo Grove Firefighter/Paramedic David Zabilka, who is also the local's secretary.

Already more than \$30,000 has been raised from food truck fees and 20 sponsors.

The 20 food trucks will offer a variety of cuisine, including lobster, grilled cheese, pizza,

tacos, cookies, popcorn and even a specialty pickle truck.

Soda, which bills itself as "Chicago's premier wedding and corporate band," will perform a mix of classic hits and today's chart toppers, and two local craft beer vendors, Black & Gray and Buffalo Creek, will be on site with some of their most popular offerings.

There also will be activities for children and a balloon animal artist.

The local has donated more than \$165,000 to its charitable partners over the last 20 years.

For years, firefighters could be found at the corner of Arlington Heights and Lake-Cook roads taking part in the Fill the Boot campaign to benefit the Muscular Dystrophy Association. That campaign was replaced by the department's first food truck festival in 2019 at Woodland Park, also benefiting MDA.

The COVID-19 pandemic put the festival on hiatus until this year's return.

"We're as excited as everybody to get back to normal post COVID-activities and begin our charitable efforts again," Zabilka said.

For more information, visit the local's Facebook page.



# What's Happening?

SPRING  
2023

Date	Name of Event	Description	Location	Time
Monday, March 27	Workshop/Regular Board Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Tuesday, April 4	Night Owl Egg Hunt	Children bring a flashlight & basket to hunt for eggs!	Mike Rylko Community Park <i>Registration Required</i>	7:40/7:55/8:10 pm
Thursday, April 6	You've Been Egged	Surprise at-home egg hunt!	At your home <i>Registration Required</i>	Arrival sometime between 10:30 am - 5 pm
Monday, April 10	Board Workshop	Monthly Meeting	Alcott Center Room 24	6 pm
Saturday, April 15	Trivia Night	FOP annual event benefitting the foundation's fee assistance program for active military families and families in need.	Community Arts Center \$40/person	Dinner at 6 pm Trivia at 7 pm
Tuesday, April 18	Senior Expo	Annual Senior Citizen Expo	Community Arts Center <i>Free to seniors and their families.</i>	10 am - 1 pm
Thursday, Friday Saturday, Sunday April 20 - 23	The Aristocats Kids	2023 Spring Children's Musical	Community Arts Center	April 20 & 21 - 7 pm April 22 & 23 - 3 pm
Sunday, April 23	Museum's Art Exhibit Party	Enid's Classes Showcase Their Art	Fitness Center	1 - 3 pm
Monday, April 24	Board Workshop/Regular Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Tuesday, May 2	Parks Day at the Capitol	Join Illinois park districts and forest preserves inside the Illinois State Capitol.	Illinois State Capitol Springfield	10 am - 2 pm
Tuesday, May 2	Legislative Reception and Dinner	Board members and professionals able to network & speak one-on-one with legislators in a casual atmosphere.	Illini Country Club Springfield <i>Registration Required</i>	Reception 6 pm Dinner 7:30 pm
Wednesday, May 3	Legislative Conference	Learn up-to-date information on IAPD's Legislative Advocacy Program & pending legislation affecting membership.	Crowne Plaza Springfield <i>Registration Required</i>	9 am - 1:15 pm
Friday, May 5	Reiner Park Dedication	Formal Green Lake Park Renaming in honor of Dr. Larry Reiner's 35 years of service on the Park Board.	Reiner Park <i>Formerly Green Lake Park</i>	5:30 pm
Friday, May 5	Kite Fly	Flying 4 Kids Statewide	Reiner Park	6 - 7:30 pm
Monday, May 8	Board Workshop	Monthly Meeting	Alcott Center Room 24	6 pm
Friday, May 19	The Wizard of Oz: A Review	Broadway Buddies Accessible Theatre Show	CAC	7 pm
Saturday, May 20	Parks & Public Services Day	Park District & Village partner on a national day of outdoor play!	Mike Rylko Community Park <i>Registration Required</i>	10 am - 12 pm and 12 - 2 pm
Monday, May 22	Board Workshop/Regular Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Thursday, May 25	Ryan Retirement Party	Finally...A Lifetime of Weekends!	Half Day Brewing Company 200 Village Green S, Lincolnshire	Open House 5 - 8 pm
Wednesday, May 31	Field Game Fun	Play your favorite field day games and sports inside the Golf Dome.	Golf Dome <i>Registration Required</i>	5:30 - 7:30 pm
Sunday, June 4	Pride Picnic <i>Immediately following the Buffalo Grove Pride Parade</i>	UniquelyUS Event Live entertainment, food & drinks for purchase, family entertainment.	Mike Rylko Community Park <i>Near the Spray 'N Play</i>	11:30 - 2:30 pm



Buffalo Grove Park District  
COMMITTEE ACTION ITEMS  
April 24, 2023

- I. Committee Action Items (Roll Call Votes)
  - A. Finance (SC)
    1. I move to approve the April 2023 Warrant in the amount of \$1,167,724.19.
    2. I move to approve the March 2023 Financial Statement and the March 2023 Year to Date Statement.
    3. I move to approve the Combined Budget and Appropriation Ordinance 23-4-1 for Fiscal Year 2023-24.
    4. I move to approve awarding Bear Construction Company, 1501 Rohlwing Rd., Rolling Meadows, IL 60008, the bid to complete the demolition of Room 1 at the Alcott Center at the cost of \$107,500.00.
  - B. Policy and Legislation (LR)
    1. I move to approve the Board Policy Manual Updates.
    2. I move to approve the Fire Department Festival Variance request.
- II. Consent Agenda (Voice Vote)
  - A. I move to approve the Consent Agenda as proposed:
    1. 2023-24 Proposed Organizational Chart
    2. Fiscal Year 2023-24 Board Meeting Calendar



TO: PARK BOARD OF COMMISSIONERS  
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR  
DATE: APRIL 19, 2023  
RE: DIRECTOR'S OPERATIONS REPORT

### *Rylko Park Project*

Unfortunately, we do not have any new information from DCEO. Last month we addressed a few questions they had and made some corrections on some forms. DCEO told us that we should be moving on to the next step soon.

### *Transition*

Ryan continues to work closely with Erika in preparation of her transition to Executive Director. Ryan will have Erika take the lead on more projects. Some items that are taking place include:

- John and Ryan have been working and including Erika on all PTELL, Levy, and Bond discussions.
- Ryan is including Erika on compensation strategies and annual salary increase management.
- Ryan is adding to the monthly checklist for Erika.
- Beth developed a monthly Board meeting checklist for Erika.
- Ryan has setup a BG Administrators lunch for Erika to meet Superintendents of all the schools.
- Erika will be attending the NWSRA Board meeting in May.
- Erika has joined the Rotary Golf Committee to replace Ryan.

Ryan continues to step back and allow more of the decision-making that impacts the future of the District to be made by Erika.

### *Miscellaneous*

Friends of the Parks: The FOP hosted their annual Trivia Night event on Saturday, April 15, 2023. The event drew about 130 people. It went very well. Senator Adriane Johnson and Lake County Treasurer, Holly Kim were among the guests. Brian O'Malley and Mike Pfeiffer did a great job in coordinating the event with the FOP.

Rotary Club: Ryan has notified the Rotary Club that he will be leaving the club officially at the end of May. Rotary has been fantastic and I really enjoyed my time with Rotary and all the great work we have done both locally and internationally.

IPRA/IAPD Distinguished Agency Committee: Ryan continues to mentor Vernon Hills as they prepare for their review this fall. Ryan has committed to stay involved with the committee and Vernon Hills through their review. Ryan will be attending the DA meeting at the end of April.

OSLAD Grant: As mentioned before, we have been awarded a \$600,000 OSLAD grant from IDNR for the Parkchester Park project. We are still awaiting official paperwork from IDNR. We have started the process of meeting with the Village to make sure plans are all approved. Erika has notified the residents that attended our public input meetings and plans to keep them up to date as we proceed with this project.

The Prairie Grove OSLAD project was unanimously approved by the Village's Planning and Zoning Committee for re-zoning and a variation to the parking lot code. It was also approved by the Village Board on April 17. We are out to bid now with the opening scheduled for April 27. We plan to bring a recommendation on a contractor to the Park Board in May and start the project in June. Completion is expected by November.

Budgets: The proposed FY 2023-24 budget was presented to the Board in early March. It seemed to go very well. The Board still has time to ask questions until approval at the end of April.

Local Government Efficiency Act (50 ILCS 70): Ryan will be making a recommendation to the Board at the May workshop on the formation of a committee to meet the requirements of the Act. IAPD just recently posted their guidance and documents for park districts on how to conform to this Act.

BG Administrators: Ryan has setup a meeting for the BG Administrators on May 11. We have not met in person for a lunch since before COVID. Erika will attend this one as well. It will be a good opportunity for her to meet all the superintendents.

Meetings and Events Attended:

- Regular Admin Meetings (weekly)
- Rotary Meetings (weekly)
- Board Meetings
- Meeting with Staff at Palatine PD
- Prairie Grove OSLAD project meeting
- FOP Board Meeting
- Recreation Staff Meeting
- Capital Planning Meeting
- FT Safety Training Meeting
- Distinguished Agency Meeting on Vernon Hills
- FOP Trivia Night Event



TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES  
RE: APRIL OPERATIONS REPORT  
DATE: APRIL 19, 2023

Budget and Appropriations Ordinance for Fiscal Year 2023-24: The Budget and Appropriations Ordinance for the FY 2023-24 budget has been on display since March 13, 2023. The ordinance is recommended for approval at the meeting on Monday.

Audit for FY 2022-23: John has communicated with Monika Adamski from Lauterbach and Amen (L&A) regarding the schedule for the upcoming FY 2022-23 audit. The preliminary work is scheduled for May 17<sup>th</sup>. John and Janet will be preparing the materials needed for the field work scheduled for the week of June 26-30.

Cyber Security Plan: Greg is continuing to work with our IT consultant from Version 2 on our Cyber Security Plan. PDRMA is requiring all members to have an updated cyber security plan in place prior to July 1.



TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: ERIKA STROJINC, DEPUTY DIRECTOR  
RE: OPERATIONS REPORT  
DATE: APRIL 17, 2023

## RECREATION DIRECTOR'S REPORT

Legislative Conference & Dinner: Erika continues to plan for IAPD's Legislative Conference and dinner. She created an introduction letter to State Senators and Representatives that discusses the District's capital needs (a call to action). This letter will accompany a capital "snapshot" of projects to come (designed by Mike Maloney). She will have copies to hand out while visiting with those individuals during the trip. She has also been working with Beth to finalize dinner reservations for Lake County members. The RSVP date is closing soon, and they will then work on seating charts and name cards.

Rec HR 101 Trainings: Erika, Scott Spitz, and Joe Zimmermann concluded their 3-part HR 101 training series with the Recreation Department. They held three trainings (March, April and May) that covered HR topics: documentation (and write-ups), performance evaluations, and interviewing (including cover letters, resumes, and conducting interviews). They felt it was important to do a "pick-up" of these topics as the organization starts to see a huge return to normal for programming, which brings an increase (and return) to large numbers of staffing. In addition, all department staff are also encouraged to attend PDRMA's HELP 1 and HELP 2, which are additional HR resource trainings.

Rotary Club (Buffalo Grove): Erika has been attending Rotary (along with Hetal) since November. With Ryan's retirement quickly approaching, she has also been "volunteered" to step into his role on the Rotary and SLSF annual golf outing. She attended her first golf meeting and has been tasked with securing sponsorship from outside businesses. The outing is scheduled for Wednesday, August 9 at the Arboretum.

Rec Department Updates: Erika is excited to announce that they are one step closer to finalizing all of the changes to the Rec Department. Mike Pfeiffer, who joined the Rec team in November, jumped at the opportunity to take Brain's current position as special events supervisor. With that selection, the department developed its final job opening (Recreation Supervisor) that will oversee almost entirely athletics. The job has been posted on the District's website as well as IPRA's job opportunities site. They have received upwards of 50 resumes and HR has been assisting in narrowing the candidate



pool to a total of five candidates. Interviews have begun and they hope to offer a position to someone by the end of this fiscal year.

Additionally, beginning on May 1, the “large” switch on the Rec admin team will begin. Joe will be moving to Alcott to start as Director, Chris will move to the Fitness Center as their superintendent, and Brian will move to the CAC as superintendent. Erika will work in “limbo” for the month as she onboards Joe and continues to absorb all that she can from Ryan.

## RECREATION FACILITIES

### *Alcott Center*

Rentals: Elizabeth and Chuck met to go over the rental process of the Alcott Center. Chuck showed her all the details including how to do room reservations in RecTrac and a credit card processing terminal was added to her computer to process rentals.

As of April 14, 2023, Alcott room rentals have brought in \$16,186. More revenue will be generated through April 30, 2023. Below is a chart for the past seven years for Alcott room rentals.

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023*
\$19,897	\$37,215	\$39,255	\$23,043	\$1,123	\$5,976	\$16,186

### *Aquatics*

Natatorium: The Natatorium will close for spring programming on May 4 and return for summer programming on June 18. Adventure 3-4 swim lessons will take place at the high school, with all other lessons taking place at Willow Stream Pool.

Spray ‘N Play: Spray ‘N Play is planned to open May 31.

Willow Stream Pool: Willow Stream Pool is planned to open June 6 for Hurricanes and June 12 for camp and public open swim.

### *Community Arts Center*

Rentals: Elizabeth Quinzio has been working with Chris as rentals come in. Two more parties have been booked on the weekends in May at the Community Arts Center (MPR). Elizabeth also has been giving tours to individuals interested in seeing the spaces over at the Community Arts Center for possible future rentals.

Month	Net Revenue
March 2023	\$12,406.25
2022-23 Fiscal Year Total	\$143,252.71

### *Fitness Center*

Administration: On May 1, Chris Eckert will officially start as the Superintendent of Revenue Facilities. His responsibilities will include overseeing the operations of both the Fitness Center and the Golf

Dome. The Fitness Center staff looks forward to working with Chris as they continue to grow their memberships and provide a great customer experience.

Attendance at the Fitness Center continues to climb to pre-COVID levels with March 2023 ending at over 90% of what attendance was during that same period before 2020. It has been great to see the facility busy and lively again.

Fitness Floor: Debra Saper, the Fitness Floor Manager, has been working with Direct Fitness Solutions to assemble a list of new equipment to purchase in the upcoming fiscal year. She is working directly with Mike Munson to determine the best layout that will help maximize the number of new machines, cardio equipment, and weights based on our current budget.

Fitness Center management is also working with a group of members to establish more pickleball court times, especially in the evening. This is an ongoing process, but the hope is that the Fitness Center can continue to accommodate the growing pickleball population.

Group Exercise: For March, the Fitness Center offered 78 classes: 60 live, 12 virtual, and six hybrids. Member participation in live and virtual classes increased significantly in March.

Member and Guest Services: Spring is here, and the Fitness Center front desk is anxiously awaiting the return of the college students. The front desk has been working with Aquatics checking in swim lesson participants. Evenings continue to be busy with high school students and members.

Risk management is working with the Customer Relations Manager, Carol Lucido, to create a separate student waiver that includes more specific information from the parents of the student.

Antonella Rogala has taken over the daily business since Liz Sass left in February, and she is doing a great job. Member Services is staffed comfortably for the first time in a while.

Personal Training: Debra held two demo days in the new reformer studio to promote the Fitness Center's new trainers, Michelle and Olha. Members have been very complimentary about the new reformer studio.

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

Membership Type	February 2023	March 2023
Adult	794	867
Add-On	628	672
Senior	706	724
All Corporate	228	241

Veterans/HMHB	61	61
Annual Add-On	10	12
Annual Senior	19	23
Annual Adult	6	6
Student Passes	260	410

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

	February 2023	March 2023
Total Memberships <i>(Includes Freezes)</i>	2,739	2,896

March 2023 Summation:

- Active Members: 2,814
- Membership Visits: 27,845
- Personal Training Sessions: 285
- Reformer Sessions: 77
- Group Fitness Attendance: 4,605
- New Memberships: 256
- Cancellations: 66
  - Relocation: 9
  - Financial: 2
  - Home Equipment: 3
  - Overcrowded: 1
  - Different Club: 9
  - Medical: 5
  - Infrequent Use: 14
  - Other: 18

March 2022 Summation:

- Active Members: 2,217
- Membership Visits: 18,525
- Personal Training Sessions: 308
- Reformer Sessions: 92
- Group Fitness Attendance: 3,420
- New Memberships: 87
- Cancellations: 59
  - Relocation: 4
  - Home Equipment: 3
  - Financial: 6
  - Different Club: 7
  - Medical: 6
  - Overcrowded: 2
  - COVID/Mask Policy: 10
  - Infrequent Use: 5
  - Other: 16

### *Golf Dome*

Attendance: The Golf Dome season came to a close on Saturday, April 8. Jimmy loved his first season at the Golf Dome and looks forward to next fall when the regular golfers will be back, working on their swings. Below, Jimmy has the total revenue numbers for the month of March and April. The weather was unusually warm for the start of April, which led to smaller attendance due to golf courses opening up.

	5 Hour Pass Revenue	General Tee Admission Revenue	Senior Tee Admission Revenue	Private Lessons Revenue	Total
March 2023	\$10,080	\$47,826.50	\$18,055	\$3,684	\$79,645.50
April 2022	\$420	\$8,319.50	\$2,800	\$1,034	\$12,573.50

### *Raupp Museum, Educational Gardens, and Nature Classroom*

Museum Attendance: Total museum attendance for March was 1,235 people. This was the highest monthly attendance the museum has had since May of 2018. Attendance numbers were especially high during spring break, when the museum set a weekly attendance record of 495 walk-in visitors. Debbie and Marina attribute the attendance to a combination of social media marketing, direct marketing to school classes earlier in the month, word of mouth from preschool (Keri), and weather.

Museum Exhibits: The Museum's online exhibit/collections database website had 122 visitors who looked at 522 pages in March. The average visitor spent about 1.5 minutes on the site and looked at 5 pages during that time. The amount of online visitors continues to remain consistently between 90 and 130 for the past 5 months.

School Programs: Staff provided educational programs for 605 students in March. This included visits from Half Day School, Pritchett School, Tripp School and Sanborn School (Palatine).

Scout Programs: The museum hosted programs for 17 scouts and parents in March.

Social Media/Electronic Media: For March, museum Facebook posts reached 6,713 people, and 1,089 people interacted with the posts by clicking, liking, or sharing them.

Special Events: The museum continued hosting an art exhibit by the clients of NWSRA's PURSUIT program. The participants from all of the PURSUIT sites worked on art which was included in the exhibit, and 36 clients from PURSUIT Buffalo Grove, Wheeling, and Hoffman Estates came on field trips to see their art in March. A PURSUIT client with her family and friends, who she brought back to see the art, is pictured below.

Statewide Participation: Debbie and Marina will both be presenting educational sessions at the Illinois Association of Museums state conference in April. As chair of the awards committee, Debbie will also be presenting the statewide museum awards.



***Revenue Add-ons***

Birthdays Parties: Carol Verzani hosted another 16 parties in March keeping on pace with the numbers from January and February.

Dog Park: As of April 14, Dog Park Passes generated \$9,788 in revenue with 326 annual passes, 43 semi-annual passes, and 3 daily passes sold. Semi-Annual passes began being sold on November 1, 2022. Passes for the upcoming 2023 – 2024 season are now being sold with about 20 passes processed so far.

Description	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Fall 2022
Dog Park - Annual Pass	290	266	243	300	326
Dog Park - Semi-Annual Pass	53	52	54	52	43*
Total Season Passes	344	318	297	352	369

Outdoor Concessions: Concessions opened on April 8 with the start of spring sports. The Willow Stream South concession stand began operations for opening day of soccer. It will be open on Saturday mornings for spring soccer and flag football.

**RECREATION PROGRAMMING**

***Adult Programs***

Seniors: Allison continues to support the senior programs. The numbers have still not bounced back from the pandemic, however, the individuals returning are greatly enjoying their time.

Softball: Mike has four teams signed up for Monday’s league and three signed up Tuesday’s league as of April 14.

***Aquatics***

Pool Passes: Summer Pool Passes are now available for purchase and will continue to be sold through the duration of the pool season.

Staff Training: In-service was held on April 12 and 23. Skills practice included recognition and response as well as several first aid scenarios. Returning summer staff will get recertified through a blended learning certification course. Summer trainings will take place in May and the first two weeks of June prior to Willow Stream Pool opening.

Swim Lessons: Spring lessons will conclude on Sunday, April 30. There will be no lessons in May. The transition to the summer season will allow for Jenn to train new and returning staff for new summer programs that will begin on June 12.

Swim Team: Swim team is preparing for their summer season. They are currently holding clinics, and are up to 101 swimmers for this summer.

### *Camps*

Camp Connection: Camp Connection registration is still on its way. Currently, there are 97 children registered. Last year, we had 180 children at the start of the program. Mike is still hiring staff for the summer.

Counselor in Training Camp: Keri Isacovici is allowing all waitlist families to enroll in the CIT Program this summer. Currently, 32 participants are enrolled. Keri is planning to provide a structured program with daily challenges or tasks to complete. The mission of the program will be to develop young teen's confidence, leadership, compassion, innovation, and teamwork skills and ultimately prepare them for the transition from participant to employee in future years.

Early Childhood Camps: There are 170 campers enrolled for the Early Childhood Camps. Fireflies Camp is completely full with a waitlist. Cricket Camp only has a few spots open in the Tuesday/Thursday section. Safety Stars is also full with a waitlist. All Early Childhood Camps have already expanded to accept additional children and are currently staffed for those numbers.

General Day Camps: Families are continuing to reach out to Elizabeth about getting their children registered for camps. There is a total of 1,096 total campers enrolled for first session. Kinder Kamp and Adventure grades 1-2 are full with a few more children waitlisted. Travelin' Teens camp will not be running this summer due to low enrollment, so those campers will be combined with Grove grades 5-6 making it Grove Camp grades 5-8. Those families were notified and given the option to switch over to Grove or receive a full refund all of whom have responded wanting to stay enrolled in our camps. Elizabeth has continued to conduct interviews looking for counselors, leaving ten counselor positions available.

Performing Arts Camps: As more staff is hired, performing arts camps are able to accommodate more campers on the waitlist. Current numbers are as follows: Dance Camp 1 – 3 (111); Dance Camp 4 – 8 (68); Broadway Bound (210); and Star Makers (87).

Interviews for staff will continue this month with one remaining position due to a secured staff member changing plans. Liza Shapin, Jaclyn Rosenberg and Jessi are working on the schedule for the camps. A major change for this year is that all performances will take place at the Community Arts Center. Staff are working together to navigate how best to use the theater and still allow for tech rehearsals for

the 5 Broadway Bound casts, 2 Dance recitals and 2 Star Makers shows.

Sports Camps: Amanda and Jimmy Mix are finalizing staffing for Sports Camp and Cycle & Surf. Amanda is also assisting the camp supervisors with supply orders, t-shirt orders and field trip bookings.

### *Clubhouse*

Registration: Clubhouse currently has 624 participants enrolled. Registration for the 23-24 school year opens on May 1, 2023 and closes on July 7, 2023. Clubhouse staff will be attending the incoming kindergartener orientations at each of the school districts, to capture new participants for the 23-24 school year.

Schedules: Clubhouse hosted six field trips during Spring Break. The program supported 723 participants over that week. Additionally, Clubhouse hosted a field trip on April 4 to Funtopia, with 105 participants enrolled. The field trip on April 7 was to AMC theater and had 117 participants enrolled. Clubhouse also hosted a field trip on April 10 (District 21 only) to Morkes Chocolate, with 23 participants enrolled.

### *Dance*

Dance Academy: Recital costumes have started to be handed out to the dancers. T-shirts are ordered and will be in for dress rehearsal. Recital pictures will take place April 30. The first round of recital tickets went on sale April 12. Each family can purchase up to 4 tickets in this first round. All remaining seats will become available on April 19.

Dance Company: Dancers had a fun and successful second competition March 17 - 19 with Inferno Dance. At this competition, the highest award a routine could receive was a titanium, which is only 3 points shy of a perfect score. Next was an elite platinum, platinum, high gold and gold.

Inferno Results.

1 routine	Gold
7 routines	High Gold
20 routines	Platinum
10 routines	Elite Platinum
1 routine	Titanium

Overall placements

18 routines	Top 10
12 routines	Top 5
4 routines	First overall

The studio also received the sportsmanship award, which was awarded to the one studio, out of all attending studios, that displayed a significantly fair, generous and/or positive attitude during the competition.

Full results can be found [here](#).

25 dancers attended an optional dance convention on April 1 - 2. The weekend was jam packed with dancers rotating between 11 - 14 different classes. One of the dancers, Molly Fitzsimmons, received a full scholarship to attend the event next year.

The final competition will be taking place April 14 - 16 in Melrose Park through Precision Arts Challenge.

Winter Dance Performance: The initial production staff meeting was successful and dates have been moved to December 15 - 17 so auditions could be moved a week later. The hope is to attract more dancers by moving auditions after classes start in the fall.

### *Early Childhood*

Early Childhood Programs: Spring session enrichment classes are bursting at the seams. Lunch & Learn has a total of 128 families enrolled in the spring session compared to 113 families in the winter session, providing a 12.5% increase in enrollment. Afternoon Enrichment classes have 139 participants compared to 122 participants in the winter session, providing a 13% increase in registration. One of the Saturday contractors, Rock 'N' Kids, will be offering an additional class option this fall to accommodate the increasing number of waitlist families. Their spring session class is also experiencing a 14% increase in registrations.

### *Musical Arts*

BG Singers: Lindsay and the BG Singers production team continue working on preparations for the 2023 season. Registration for the upcoming season is now being collected, and Lindsay anticipates a total of 65 choral members for the 2023 season. Auditions for new members were held on April 11 at the Community Arts Center, and the production team was pleased to invite 5 new singers to join the chorus. Rehearsals for the upcoming season will begin on Tuesday, April 25.

Crescendo Show Choir: The Crescendo Show Choir continues to work on choral music and choreography to prepare for their upcoming spring performances in June. The talented group of 18 performers in grades 5 - 10 rehearse every Tuesday night (and occasional Sunday afternoons) at the Community Arts Center. The group is looking forward to the first-ever "show choir Lock-In" at the Community Arts Center on April 29.

Encore!: The BG Singers Encore! ensemble held their first rehearsal on April 4, in preparation for their return to live performances in May of 2023. The team and performers are very excited to return! Encore! Coordinator, Bruce Bohrer, continues to work on solidifying gigs for the 2023 season. The group also plans to bring back their annual holiday show, "Holiday Harmonies", at the Community Arts Center on December 9.

Private Instruction: Piano lessons continue to thrive at the CAC under the instruction of Nanci Karlin. Lessons are currently at capacity, and a waitlist is active. A spring recital will be held at the Community Arts Center in June.



## *Preschool*

Administration: Keri coordinated two staff meetings on Thursday, March 16. Teachers engaged in team building activities, they were provided with information regarding Week of the Young Child, and then they discussed NAEYC articles and concrete examples of how to support children with disabilities in preschool programming as well as how to promote positive reinforcement as entire classrooms.



Highlights: Keri created an interactive question of the day for families as they entered the preschool during mid-March. Shamrocks were cut out and placed on the wall for children and families to count. Every two days the amount of shamrocks changed. Additionally, music has been played as parents and children walk in. This added an element of joy, excitement, and fun to start the day here at Preschool. Keri then transformed the entry way of the preschool into a 3D replica of the Chicka, Chicka, Boom, Boom tree. During the week of April 3 to April 6, families were encouraged to find all 26 letters of the alphabet. This interactive activity was an example of the early childhood philosophy that children learn best through play.

An event called "Mini Shamrock Shuffle" was developed as an initiative to have a unified preschool experience and as a way to promote healthy living. The event occurred on Thursday, March 16 and Friday, March 17 with one hundred and fifty children as well as twenty staff members taking part in the race over the course of the two days.



Keri partnered with Katie Burke from Indian Trails Public Library District to set up dates in March for Katie to come in. During each twenty minute session, Katie introduced herself, showed pictures of the Indian Trails Public Library, sang finger plays and songs, and read to children in the three year old and four year old preschool classrooms.



Registration: Three out of four sections of the Two Year Old Preschool for next year are either full or one spot from being full. Both sections of the Pre-Threes Preschool for next year are full along with 17 families on the combined waitlists. Keri and Diana met to problem solve how to accommodate those on the waiting list. Two out of four sections of the Three Year Old Preschool for next year are either full or almost full. One out of four sections of the Four Year Old Preschool for next year are full. Overall, 153 children are signed up for the 2023-24 year currently. In comparison, there were 129 children signed up for the upcoming year at this time last year, which is a 15% increase in registrations.

### *Productions*

2023-24 Production Season: Lindsay has obtained performance licenses for multiple children's theater production titles for the 2023-24 children's theater season. The fall 2023 production of "Mean Girls, Jr." has been officially announced via the fall brochure. Initial feedback on this show selection has been overwhelmingly positive. She looks forward to continued collaboration with Jessi Hersman and plans to post a final season announcement by the end of May.

Fall Non-Musical: The show will be performed October 21 – 29. Jessi has adjusted the choice for the Fall Non Musical and is moving forward with Little Women. This script will allow for more actors, a wider age range and has a more well-known title.

Spring Children's Musical: The production team and cast of Disney's The Aristocats continue to rehearse several times per week, and are now entering "tech week" in preparation for their mainstage show. Tickets for the production are now on sale, and at present, a total of 522 tickets have been sold for the production. Performances will be held on April 20 - 23 at the Community Arts Center.

Summer Musical: Auditions for the 2023 Summer Musical production of "Rodgers + Hammerstein's Cinderella" will be held on May 15 and 16. Lindsay is delighted to be working with a stellar production team, including: Karen Shuman (Director), Aaron Kaplan (Music Director/Orchestra Conductor), Bryan Wlas (Choreographer), and Matanel Roitman (Stage Manager). The online signup for audition appointments will go live on April 14. Lindsay and the entire team are very excited to

bring this beloved, classic, family-friendly show; featuring actors of ALL ages to the CAC stage this summer.

Theatre for Thought Production: The show selected is Number the Stars based on the book by Lois Lowry and will be performed February 15 – 18, 2024. The production team and actors will visit the holocaust museum and participate in a talk back with the audience after each performance. Jessi has reached out to local temples about an opportunity for group sales and participation in the talk back.

### *Special Events*

Night Owl Egg Hunt: The Night Owl Egg Hunt took place on Tuesday, April 4. The event reached the maximum capacity of 60 participants. Due to questionable weather, Brian moved the event indoors to the Alcott Center. Brian spread eggs throughout the preschool wing. Several parents mentioned they loved having the event inside and preferred it to an outdoor setting. The kids enjoyed running around the preschool wing and entering different classrooms to find the eggs.

Senior Expo: Chuck prepared for the Senior Expo that was held at the Community Arts Center on April 18. There were 54 vendors and sponsors secured for this year's event. Diana sent emails to past and present participants of our senior programs. Mike wrote a press release. Vernon Area Public Library sent out event information to over 8,000 subscribers. The event was well attended.

Trivia Night: Brian finalized plans for the Friends of the Park Foundation's spring event, Trivia Night, which took place on Saturday, April 15 from 6 – 9:30 pm at the Community Arts Center. The event featured trivia, a 50/50 raffle, and food catered by Bontà Pizzeria & Restaurant. There were 140 participants registered for the event.

You've Been Egged: You've Been Egged took place on Thursday, April 6. There was a total of 62 households signed up. Full-time staff volunteered to help out at the event and egg participant's houses. Staff were paired up into teams of two, and each team was responsible for ten homes. Participants loved having staff spread eggs throughout their yard and look forward to the event next year.

### *Theatre Programs*

Acting Studio Classes: Jessi is in the process of finalizing fall classes. Due to popular demand, we will be adding classes on Wednesdays during the day and in the evening.

Advanced Theatre Company: Last month was the Advanced Theatre Company Lock-In where students had time to build ensemble connections and learn about meditation and mindfulness. The company enjoyed competing in a cookie decorating contest, participating in a Dare to Share showcase that highlights trying something new, a scavenger hunt, creating time capsules and playing games. In class, students were evaluated on their understanding of Laban Effort Actions, Becker work, and objective work. They will be placed into groups based on their growth for the upcoming fall season.



Broadway Buddies: The new parent/guardian group called “Buddies Bunch” is working hard preparing for the after party for the Broadway Buddies performance on May 19. The emerald themed celebration will follow the show and give an opportunity for the actors to sign autographs, take pictures and enjoy snacks.

### *Youth Programs*

All Star Sports: Basketball and volleyball programs have started for the spring season. Basketball programs have 117 participants and the volleyball programs have 79 participants.

Chess Club: Spring Chess Club classes began on March 13. Classes are going well and numbers are strong with 50 participants signed up between the 3 levels offered.

Computer Explorers: Numbers for Computer Explorer classes continue to be strong. Catapults and Bridges which began on March 23 filled up fast. Robotics Academy begins on April 27 and that class is also full. TJ is working with the instructor to possibly add a second Robotics Academy class to accommodate those on the waitlist.

Cricket: TJ is excited to announce that he has secured a contractor for cricket instruction and leagues starting this fall. Chicago Youth Cricket Association (CYCA) will be offering instructional classes twice

a week beginning late August. They will also be offering an after school cricket league that will try to work with local middle schools to run the league. All sessions and games will be held at the cricket pitch at Reiner Park.

Flag Football: TJ secured coaches to form 7 teams for the spring season. He was able to get all players onto those teams including players off the waitlist. Practices started the week of April 10 and games started up on April 15. TJ also was able to secure a new referee assignor and new referees for the spring season. TJ replaced Official Finders for referee services since they were not meeting Park District expectations. TJ is looking forward to the new referees as they are all experienced and are also IHSA certified referees.

Gymnastics: New gymnastics classes, taught by Chicago Loves Dance, are listed in the summer brochure and will start in mid-June. TJ is very excited to once again offer gymnastics and tumbling programming on Wednesday afternoons. He is also excited to add programming for Saturday mornings and working with this new contractor.

Hot Shots Sports: The spring session of Hot Shot Sports classes is scheduled to begin this week. Fourteen classes are running with 132 participants enrolled. Classes will take place at the Buffalo Grove Fitness Center.

Karate: Spring Karate classes began on March 29. TJ is pleased with registration this spring with 132 participants signed up for the program which has now surpassed 2022 spring numbers.

Lacrosse: TJ is excited to add Second City Lacrosse as a contractor to offer fall lacrosse clinics beginning in September. Second City Lacrosse will begin with fall clinics. If the fall season is successful, they will consider offering spring or summer clinics to build the sport up in the area.

Magic Class: The next magic class will take place on May 8. There are currently 23 participants signed up. TJ is keeping Gary Kantor updated on class numbers. Gary likes to promote his classes at his private events, like birthday parties. The class has a max of 35 participants and they fill up.

Spring Soccer: The first games for the spring soccer season started on Saturday, April 8. The weather was beautiful and participants had a great time. The league has 254 participants enrolled, a 34% increase in enrollment compared to last spring's enrollment of 190 participants.

## RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

### *BG Days*

Food Vendors: Amanda has sent out food vendor applications to over 20 interested vendors for multiple special events, including: Uniquely Us, Summer Concert Series, Movies Under the Stars, National Night Out and Buffalo Grove Days. Food vendor applications are due by May 15.

## *Illinois Parks & Recreation (IPRA)*

### *Park District Committees*

Diversity, Inclusion and Equity: Jessi will begin the journey of obtaining her certificate in Diversity, Equity and Inclusion through Cornell University online. The focus of the course work is on improving engagement, counteracting unconscious bias, best practice for and understanding DEI in the work place, and fostering an inclusive climate for your organization. There are also additional symposiums that she will have access to for a year.

The District will also be hosting the IPRA Diversity Workshop at the CAC on Friday, May 19.

Social Committee: The Social Committee hosted a March Madness event on Thursday, March 16. The Social Committee is currently working on the Reiner park dedication, scheduled for May 5 and Ryan's retirement party, scheduled for May 25.

### *Chicago Cultural Alliance (University of Illinois Chicago)*

Marina Mayne: Marina attended the Chicago Cultural Alliance "Activating Heritage" conference on March 6 at the University of Illinois Chicago. This conference brought together hundreds of individuals from small and medium sized cultural institutions and museums across the greater Chicago area to learn and make connections.

Marina attended a session titled *Low Cost Solutions for Collections*. This session provided practical tools and important considerations for caring for historic collections, including planning and building grant applications for collections' projects. This was important to Marina because she is working toward prioritizing grant funding for collections projects at the Raupp Museum, and now understands what has worked and what has not for other similar institutions. This included testing your projects before applying for grants, identifying smaller projects to complete first, and working closely with grantors on your application.

Marina also attended a session titled *Collaborating with Institutions on DEI Initiatives*. This session discussed why DEI initiatives are important for institutions of all sizes, and how your institution can collaborate with other partners on these initiatives and communicate the "why" of DEI work to stakeholders. Asking what the Museum can bring to a partnership and what the Museum staff are looking for is vital to building a strong foundation to DEI partnerships. This session was important to Marina because it is vital to include DEI in every aspect of her work including exhibits, programming, and building partnerships. The session encouraged Marina to consider how we create a sense of belonging at the Museum and consider the difference between a visitor feeling welcome and a visitor seeing their story reflected at the Museum.



## MEMORANDUM

TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING  
SUBJECT: OPERATIONAL REPORT  
DATE: April 19, 2023

### *General Parks Department*

We had our Parks Department Spring training on April 6<sup>th</sup>. A big thank you to Dani Hoefle, Jerry Kolodziej, Joe Jagiello, and Randy in helping out with the training!

The Parks Department would like to congratulate Village Engineer Darren Monico on his 10 years at the Village. He will be leaving at the beginning of May to work at a private engineering firm. He's been awesome to work with and we wish him the best!

Apex Landscaping will start mowing the week of April 24.

We experienced some storm damage at Willow Stream the week of the 10<sup>th</sup>. The Willow Stream south sign was damaged, as well as, three trees that were completely uprooted. We also had some damage on the roof of the storage shed at the pool and many branches and limbs that needed to be chipped up.

Kyle assisted with the installation of the Perry Weather system at Emmerich Park. This is a weather alert system. This system provides us access to a meteorologist, phone alerts, and an alarm system.

Mike Maloney and Tim Howe will meet with the Village's Community Development department on Friday, April 21.

We have been interviewing for our Parks Specialist position. We're hoping to make a decision in the next week.

## *Grants*

### Mike Rylko Park:

We will be pursuing the next round of OSLAD funding with a proposed project on the east side of the park. This project would include a renovated skate park, pump track, additional pickleball courts, renovated basketball court, relocated dog park, a sensory play area, improved walking paths, and additional parking. We met with the Village to discuss any potential restrictions to be aware of and will start the community engagement process in May.

### Parkchester Park:

We were awarded the OSLAD grant for the redevelopment of the park. Once the final grant paperwork has been signed, then we will get the project started with our consultants. Construction is scheduled to start in April 2024.

### Prairie Grove Park:

Mike Maloney and Tim Howe attended the Village board meeting for approval of this. We are out to bid for construction. The bid opening will be on April 27<sup>th</sup>. There has been a lot of interest from contractors for this project. We will bring a recommendation to the board on the May 8. We plan on starting construction in June. Site furnishings have been ordered through vendors participating in the National Cooperative Purchasing Alliance (NCPA), due to longer lead times.

## *Capital Improvements*

### Alcott Center:

We received three quotes from commercial demolition contractors to demolish Room 1. There is some scope of work that they will not be able to complete, so we have also requested pricing from a general contractor to complete the remainder of the project. We had a pre-demolition hazardous materials report completed and all materials came back negative.

### Golf Dome:

Farley Group is planning to come back out the week of April 24. They needed to finish replacing the anchors on the building. They have 4 more left to replace.

### 2022 Park Improvements Project

The color coat system at the Drazner Park pickleball courts and Safety Town will be installed in the beginning of May when temperatures are more consistent. The final Village inspection will be scheduled after the color coat system is completed.

### 2023 Rylko Park Improvements Project:

Construction started and the contractor has done an incredible job with the work. Substantial completion is scheduled for the middle of June, weather permitting. Included are some pictures of the project. This project includes the renovation of the in-line rink including; new dasher board, new Sport Court surfacing, and new pavement around the rink. Phase 2 of the Nature Classroom is also being completed with this project.







Rylko Park Amphitheater and SNP Project:

The Village Board provided final approval for the project and associated IGA. Construction documents are progressing well and we are on schedule to go out for permit in April and out to bid in June. Construction for the project would begin after BG Days 2023 with substantial completion at the end of July 2024.

*Athletics*

Baseball & Softball: BGRA season has started. Staff prep their fields daily for the season.

Soccer & Sports Turf: Mark Bajno started the spring seed and fertilizer program. He will focus on Willow Stream and the Reiner Park cricket pitch.

*Grounds*

Land Management: Staff worked on clearing out an area of Parkchester that was overgrown.

Dog Park: We are starting our yearly maintenance program at the park. We will close off a section of the park to help with growing of the turf. Seeding and fertilizer has taking place. Each section should be shut down for about 4 weeks before we switch sides.

## *Facilities*

Aquatics Facilities: During the week of May 15, our contractor will be onsite to install the new VFD's that were damaged. This was an insurance claim. Staff installed the bird barrier deterrent at the pool. This should hopefully help with the nesting birds that like to live there during the season. Staff also ordered a new shade canopy for the water slide. Clint, Kyle, and Andy built a wall in the guard room at Willow Stream. This will help with organization for the guards.

Fitness Center: Unfortunately, we had someone damage the light in the steam room again. Dave and Felix made the repair. Mike and Erika met with Alex, the set builder at the CAC. They talked through building some custom storage areas in the new reformer studio.

Alcott Center: The roofing contractor came out to repair the leaks. Staff plan on taking down the lights in Room 1 during the week of the 17<sup>th</sup>.

Community Arts Center: Kyle, Andy, and Clint have been replacing dance floors. They look great and have done an amazing job! The baseboards will be coming in the week of the 17<sup>th</sup> and will be installed once they come in. Jerry also ordered some carpet samples for the dance floors. If we like them, we will order them.



BUFFALO  
GROVE  
PARK  
DISTRICT



## Memorandum

MEMO TO: BOARD OF PARK COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING  
SUBJECT: OPERATIONAL REPORT  
DATE: APRIL 17, 2023

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Brochure: Production of the fall book is underway. We are scheduled to have a contentment proof to staff by May 1.

Fitness Center: Jennifer completed the summer Fitness Center brochure, and uploaded it to the website. She also updated the group exercise schedule for April, and uploaded it to the website and Constant Contact.

Jennifer created posters promoting new trainers Michelle Bronstein and Olha Levchuk, and their classes.

Jennifer completed flyers, posters, social media, website and TV screen graphics for Jump Start Fitness Equipment Orientation, and the 6-Pack Summer Sale and Starter Pack promotions.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: April 12 - Introducing Chris Eckert as the superintendent of revenue facilities and Fitness Center hours. April 4 - Holiday hours for Easter Sunday, group exercise schedule for Easter Sunday, reservations required for group exercise classes, April group exercise class schedule, Fitness Challenge through May 8, and Fitness Center hours. March 24 - A reminder about reservations for group exercise classes, staff service animal begins April 3, Starter Packs for personal training and reformer training, personal training stretch sessions, classes are forming now for spring specialty programs, April group exercise schedules, link to the online reservation system, links to lap pool reservations, the aquatics class schedule, gymnasium schedule, enjoy the convenience of the Fitness Center app, and the Athletico ad. There are currently 7,287 subscribers to the Fitness Center's News and Updates e-newsletter.

Village Newsletter: Mike designed and sent to the Village the Park District pages of the May/June Village Newsletter. The spread includes the Pride Picnic, Flag Day, Summer Concert Series, Movies Under the Stars, and Bow Wow Dog Expo.

Pictures: Mike took pictures of the seniors' Spring Fling party. Wendy took pictures of the Preschool and seniors spring activity.

Press Releases: The local media were notified about Erika being named the next executive director, the upcoming project to expand the Educational Gardens at Mike Rylko Community Park, and the Senior Expo.

Video: Nic created videos for the Welcome Home Buffalo Grove exhibit at the Raupp Museum, and one telling the community about the controlled burn at Mike Rylko Community Park. He is currently working on a video that talks about the things we do to keep the community safe, as well as one that will show the Preschool fire drills. Nic is also going out into the parks on a regular basis to get extra footage that he'll use in videos throughout the year.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: March 24 - Spring break activities at the Raupp Museum, Disney's The Aristocats Kids tickets on sale now, Trivia Night, Senior Expo, spring fitness classes now forming at the Fitness Center, the spring program guide, and the summer camp guide. There are currently 4,951 subscribers to the newsletter (-15 from previous month).

TV Screens: Mike created graphics for the TV screens for the upcoming Disney's The Aristocats Kids performances and concessions prices, and one for the Trivia Night concessions prices. Wendy created graphics for the TV screens for the Kite Fly, Field Game Fun, Reiner Park Dedication, Parks and Public Service Day, and the summer program guide.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted the Kite Fly, Reiner Park Dedication, and Parks and Public Service Day.

Community Calendars: Wendy posted the Pride Picnic, Bow Wow Dog Expo, Flag Day Celebration, Camping Under the Stars, Adventure Challenge, and Willow Stream Birthday Party to the Village, Daily Herald and Patch events calendars.

Projects: Mike is working on project to evaluate how the marketing department should be staffed to meet the needs of the District. He has had 2 meetings with representatives from a company called Public Communications, Inc. regarding the possibility of them coming in to evaluate our current staffing and procedures, and then make recommendations. Mike and Joe also met with a company called Link Technology Solutions regarding the possibility of developing a Park District app. After meeting with the company, as well as hearing that RecTrac might be coming out with an app that will integrate with our registration system, Mike and Joe decided to table this project until we have more information from RecTrac. They were considering the possibility of combining the Fitness Center app and a Park District one into one app; but, they decided to not go that route. Mike is also working with our contract designer on creating stacked versions of our facility logos that might work better for embroidery or printing on other giveaway items. Jennifer updated the Friends of the Parks Foundation table display for the Senior Expo.

Design: Mike designed an entrance poster at the Community Arts Center for the Disney's The Aristocats Kids performances, and an informational flyer that explains the Uniquely Us series of events.

Fitness Center Digital Road Sign: Mike designed slides to promote Trivia Night and the Senior Expo.

Donations: Raffle prize donations were sent to Field School and Glenview Park District for their fundraising events.

New Resident Welcome Packets: Wendy mailed 38 welcome packets to new residents that moved into Buffalo Grove in March.

Sponsorship: Wendy signed renewal sponsorship agreements with Sunrise Assisted Living (\$2,000) and Abcor Home Health (\$7,000). Wendy signed an addendum agreement with Belmont Village (\$750). Wendy finished the first quarter of 2023 with \$37,600 in sales, an increase of \$9,450 (25%) from 2022.

BG Days Sponsorship: Wendy signed an agreement with Abcor Home Health (\$7,000) of which \$3,000 represents BG Days sponsorship.

Website: Mike created new home page sliders for summer registration and the Senior Expo. Internal pages that were updated include Board of Commissioners, Board Packets, Bow Wow Dog Expo, Calendar of Events, Camping Under the Stars, Cardboard Boat Regatta, Community Arts Center, Construction Projects, Dance, Employee Spotlight, Field Game Fun, Fitness Center, Fitness and Wellness, Flag Day Celebration, Home Page, Kite Fly, Movies Under the Stars, National Night Out, Performing Arts, Permits, Preschool, Pride Picnic, Raupp Museum, Raupp Museum Nature Classroom and Educational Gardens, Seasonal Catalog, Senior Expo, Sponsorship, Spray 'N Play, Staff, Summer Concert Series, Tots in the Park, Transparency, and Willow Stream Pool. New pages were created for the Adventure Challenge and Willow Stream Pool Birthday Party. Mike also started updating the BG Days website with information for 2023.

Here are some website statistics for the month of March:

	<u>March 2023</u>	<u>March 2022</u>
Total visits:	28,306	24,694
Total Page Views	55,268	56,554
Different Users	19,588	16,213
New Visits	18,047	14,554
Returning Visits	10,259	10,140
Mobile/Phone	14,768	13,707
Desktop	13,084	10,423
Tablet	454	564
Pages per Visit:	1.95	2.29
Duration of Average Visit:	1:31	2:05
How did people get to our site?		
Search Engine	9,464	9,117
Direct (typed in address)	7,749	5,105
Social Media	1,582 (+751 from last month)	972
Link from other website	1,243	1,225
Email	2	0

Top 10 Most Visited Internal Pages

1.	Fitness Center Home Page	4,681
2.	Summer Camp Jobs Landing Page (Geofencing Campaign)	3,634
3.	Golf Dome	3,171
4.	Registration	2,529
5.	Seasonal Catalog	2,073
6.	Camp	1,790
7.	Fitness Center Group Exercise Reservations	1,743
8.	Performing Arts	1,630
9.	Fitness Center Pool Reservations	1,183
10.	Fitness Center Membership	1,002



TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: DANI HOEFLE, RISK MANAGER  
SUBJECT: APRIL OPERATIONS REPORT  
DATE: APRIL 13, 2023

#### TRAINING & COMPLIANCE:

On Thursday, April 6, Dani held a full-day Parks Department training. The morning was led by START Group's Mike Kelly and was a full presentation on fall protection. Staff reviewed the appropriate gear and equipment for certain tasks, learned about how to reduce risk by eliminating the fall hazard, and the OSHA standards for all protection. The afternoon followed with a general safety training on various topics. Staff participated in a test drive (DMV style) to demonstrate competency in the rules of the road and drove a set course in a one-ton vehicle to practice maneuvering in a large vehicle with multiple blind spots. They also learned about hand tools and how to prevent injuries, received a refresher on using trailers and securing the load, and learned how to inspect their PPE for replacement. Dani wants to give a big shout out and thank you to Joe Jagiello and Jerry Kolodziej for their help in planning the afternoon training.

#### PROJECTS:

Dani and Amanda Busch did a complete assessment of all of the two-way radios at the Park District. Several needed to be regrouped and relabeled, and some needed to be replaced. Dani finds this assessment to be incredibly valuable as these radios are a fast lifeline in the event of an emergency. A new set of radios was ordered to ensure all facilities and programs like Clubhouse, dance, and summer camps have a working means of fast communication.

Perry Weather is up and running! Staff now have access to the website and mobile app and can start receiving alerts when lightning has been detected within 10 miles of a specific park or facility. An Outdoor Warning System (OWS) will also be installed at Emmerich Park on April 19. The OWS is a siren that will reach up to 1200 ft. alerting users of the park that there is a weather concern. Dani has created a letter which will go to the neighbors of Emmerich Park so they are properly informed.

It is the end of the fiscal year, so Dani has been focusing on her budget and making sure all necessary trainings have been completed. All staff are required to attend a minimum of two hours in elective safety trainings. Dani has also been maintaining certification records for all staff at the request of Ryan. This has been a long but smooth process, and after this week, we should have nearly 100% of staff certifications recorded in one place.

As mentioned previously, Dani will need to begin replacing our end of life (span) AEDs. The first batch came in this week and will begin with the Aquatics staff and facilities to train and test out for the District.

As part of Ryan's manual/policy reorganization and Dani and Tim's efforts on OSHA Compliance, Dani is reviewing the Safety Policy Manual. Dani is looking forward to bringing it to the Board next month.