



**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,


Secretary