



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 alltime 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,



Secretary