



Buffalo Grove Park District Board Workshop  
Monday, May 8, 2023  
Alcott Center – Room 24  
6 pm

## WORKSHOP AGENDA

- I. Call to Order
  - A. Roll Call
  
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Workshop Agenda
- V. Topics from the Floor
- VI. Correspondence
  
- VII. Recreation (SJ)
  - A. Museum STEPS Program Presentation: Code of Ethics
  
- VIII. Parks (LR)
  - A. Prairie Grove Park Bid Recommendation
  - B. Fitness Center Roof Replacement Recommendation
  
- IX. Policy and Legislation (LR)
  - A. Review of 2022/23 Quarter D Administrative Work Plan Report
  - B. Review of 2022/23 Quarter D Department Goals and Objectives
  - C. IAPD Local Efficiency Committee
  - D. Official Canvass of April 4, 2023 Consolidated General Election
  
- X. Park Board Officers and Liaisons for Fiscal Year 2023/24
  - A. Elected Officers
    1. President
    2. Vice President
  
  - B. Annual Appointments
    1. Treasurer
    2. Legal Counsel

- C. Liaison Positions
  - 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. Friends of the Parks Foundation
  - 11. Environmental Action Team (EAT)
  - 12. BG Days
  
- D. Staff Positions
  - 1. Executive Director – Ryan Risinger through May 26/Erika Strojinc effective May 27
  - 2. Park Board Secretary – Erika Strojinc
  - 3. NWSRA Board Member and Alternate –Erika Strojinc/Joe Zimmermann
  - 4. PDRMA Representative and Alternate – Dani Hoefle/Scott Spitz
  - 5. ADA Compliance Officers –Mike Maloney/Jessi Hersman
  - 6. FOIA Officers – Erika Strojinc/John Short/Joe Zimmermann/Beth Wanland
  - 7. OMA Officers – Erika Strojinc/John Short/Joe Zimmermann/Tim Howe/Mike Terson/Dani Hoefle/Beth Wanland
  - 8. Assistant Treasurer – John Short
  - 9. Finance Compliance Officer – John Short
  - 10. Friends of the Parks Foundation Board Member – Erika Strojinc
  
- XI. Executive Director’s Report
  - A. Administrative Staff Meetings Report
  
- XII. President and Commissioner’s Report
- XIII. Old Business
- XIV. New Business
  
- XV. Executive Session for the Purpose of:
  - A. Imminent Litigation
  - B. Personnel
  - C. Land Acquisition
  
- XVI. Action Taken In Executive Session
- XVII. Adjournment of Board Workshop

# STATE OF ILLINOIS

## HOUSE OF REPRESENTATIVES

### 103RD GENERAL ASSEMBLY

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#### HOUSE RESOLUTION NO. 201

OFFERED BY REPRESENTATIVES DANIEL DIDECH-JONATHAN CARROLL

**WHEREAS**, The members of the Illinois House of Representatives wish to congratulate Ryan Risinger on the occasion of his retirement from the Buffalo Grove Park District on May 26, 2023; and

**WHEREAS**, Ryan Risinger was first employed by the Buffalo Grove Park District as an intern in May of 1992 after earning his bachelor's degree in parks and recreation from Illinois State University; he was hired full-time as recreation supervisor in November of that same year; he was then promoted to division manager in 1996, superintendent of recreation in 2001, director of recreation and facilities in 2010, and deputy director in 2013; he was named executive director on November 29, 2014; and

**WHEREAS**, Ryan Risinger continued his education while working full-time for the Buffalo Grove Park District; he attended Indiana University's Executive Development Program, North Carolina State's School of Sports Management at Oglebay, and Disney Institute's Keys to Success and Customer Loyalty Programs; he is a certified Park and Recreation Executive and earned his master's degree in public administration from Villanova in 2015; and

**WHEREAS**, Ryan Risinger became active in the Illinois Parks and Recreation Association (IPRA) through the recreation section and eventually the administration and finance section; he served on the Mentoring Committee and was recognized by the IPRA for his efforts and contributions as Mentoring Committee Chairman in 2003 and 2004; he has spoken on various educational topics, including The Ups & Downs of Skate Parks and It Takes a Village: Controlling the Crisis, which focused on the importance of community crisis training with local law enforcement; he also co-authored a partnership article titled A Wireless Solution that was featured in the Illinois Park and Recreation magazine; and

**WHEREAS**, Ryan Risinger's advocacy efforts for parks and recreation on a national level led the Buffalo Grove Park District to be named National Recreation and Park Association's Park Champion of the Year in 2015; and

**WHEREAS**, Ryan Risinger, as executive director, was actively involved in the Illinois Association of Park Districts (IAPD) and IPRA's Distinguished Accreditation program committee; he served as co-chair in 2017 and chair in 2018; he remained on the committee in 2019 and 2020 and was co-chair in 2022; the Buffalo Grove Park District was accredited five times over his 30-year career; and

**WHEREAS**, Ryan Risinger was an advocate for professional development and ensured that his district's staff had the opportunity to attend state conferences as well as national/regional professional development programs; he has been a respected and dedicated leader who promoted a positive work culture where people not only wanted to work but wanted to stay throughout their career; and

**WHEREAS**, Ryan Risinger fostered positive relationships with governmental agencies, including the Village of Buffalo Grove, school districts, the Indian Trails Public Library District, sports affiliate groups, and sponsors; he was an active member of the Rotary Club of Buffalo Grove, where he served as president in 2017-18; he served on the Northwest Special Recreation Association Board of Directors from 2015 to 2022, including as chairman in 2020; he was a member of the Special Leisure Services Foundation Board of Trustees in 2021 and 2022 and was a long-standing liaison to the Buffalo Grove Chamber of Commerce; and

**WHEREAS**, Ryan Risinger oversaw the renovation of the Buffalo Grove Park District's Community Arts Center; partially funded with a PARC grant, the 41,000 SF LEED-certified facility was developed with the arts in mind; it has a state-of-the-art, 360 tiered-seat theater with an ADA accessible sound booth, concessions, box office, multipurpose areas, and an art gallery; the center offers over a 100 different classes with more than 852 performers yearly, as well performing arts camps that serve more than 400 campers; it operates as a rental hub year-round for local groups including churches, synagogues, arangetrams, quinceaneras, community outreach groups, non-profits, and other local government agencies; the district was honored to receive the distinction of Outstanding Facility Award: Division II for this facility by the Illinois Parks and Recreation Association in January of 2020; and

**WHEREAS**, Ryan Risinger's leadership enabled the district to complete many park developments, including the renovation of the district's park gem, Willow Stream Park, which received upgraded pathways, additional trails, a new playground, pool upgrades and slide, permeable paving, and a pavilion; that project was followed by a large renovation of Reiner Park (formerly Green Lake Park) with the addition of a cricket pitch, outdoor exercise equipment, a fishing pier, and a butterfly garden; he also oversaw the development of the Educational Gardens and Classroom at Mike Rylko Community Park, which encourages the community to be curious about the natural world with a focus on food sustainability and native plants; and

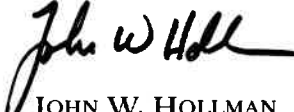
**WHEREAS**, Ryan Risinger also oversaw the Alcott Center pre-school wing renovation, the construction of the Golf Dome, and the proposed Prairie Grove and Parkchester Park renovations, as well as the Spray 'N Play expansion and Amphitheater construction at Mike Rylko Community Park; and

**WHEREAS**, Ryan Risinger's legacy of service will leave a lasting impact on the State of Illinois parks and recreation field and on the community of Buffalo Grove; therefore, be it


**RESOLVED, BY THE HOUSE OF REPRESENTATIVES OF THE ONE HUNDRED THIRD GENERAL ASSEMBLY OF THE STATE OF ILLINOIS**, that we congratulate Ryan Risinger on his retirement from the Buffalo Grove Park District, and we wish him well in all his future endeavors; and be it further

**RESOLVED**, That a suitable copy of this resolution be presented to Ryan Risinger as a symbol of our respect and esteem.

Adopted by the House of Representatives on April 19, 2023.

  
JOHN W. HOLLMAN  
CLERK OF THE HOUSE



  
EMANUEL "CHRIS" WELCH  
SPEAKER OF THE HOUSE

400 LAKE COOK RD #100B  
DEERFIELD, IL 60015  
(847) 945-5200

311 STATE HOUSE  
SPRINGFIELD, IL 62706  
(217) 782-3650



**COMMITTEES:**

HEALTH & HUMAN SERVICES, CHAIR  
VETERANS AFFAIRS, CHAIR  
EARLY CHILDHOOD EDUCATION  
ENVIRONMENT & CONSERVATION

ILLINOIS STATE SENATE

**JULIE A. MORRISON**

STATE SENATOR • 29<sup>TH</sup> DISTRICT  
MAJORITY CAUCUS WHIP

April 20, 2023

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

Dear Ryan,

I understand that the Buffalo Grove Park District was awarded an Open Space Land Acquisition and Development (OSLAD) program grant for \$600,000. Congratulations!

I look forward to learning more about the project and visiting when it is completed. I am sure it will be a great addition to the Buffalo Grove Park District.

Sincerely,

A handwritten signature in cursive script that reads "Julie Morrison".

Julie Morrison  
State Senator, 29<sup>th</sup> District

**From:** enidartist@ <[enidartist@aol.com](mailto:enidartist@aol.com)>  
**Sent:** Sunday, April 30, 2023 6:44 PM  
**To:** Scott Spitz <[SSpitz@bgparks.org](mailto:SSpitz@bgparks.org)>  
**Subject:** Fw: 25 Year Park District Employment Anniversary

Dear Scott,

Please forward this email to The Buffalo Grove Park District Board of Commissioners Scott Jacobson, Tracy Bragg, Stephen Cummins, Dr. Larry Reiner and Hetal Wallace,

Dear Commissioners,

I am most sincerely grateful and overjoyed for this acknowledgement of my twenty-five years as the adult Painting and Drawing Class instructor. It has been a total joy to work for the Buffalo Grove Park District and to share my passion for art with my students.

The Board of Commissioners have been very supportive in making the program successful. Over the years my students have enjoyed exhibiting their paintings at The Hyman and Miriam Reiner Art Gallery. Currently they are showing their work at the gallery in the Buffalo Grove Fitness Center.

I would like the magnolia tree with the large white with pink blossoms planted at the Willow Stream Park at 651 Old Checker Road if possible.

My appreciation and thanks for this honor,  
Enid Silverman

Enid Silverman  
724 Picardy Circle  
Northbrook, IL 60062  
847-291-0508  
[enidartist@aol.com](mailto:enidartist@aol.com)

Dear Enid,

The Buffalo Grove Park District is extremely proud of the contributions our part-time staff has made to fulfill our mission of enriching life through premier parks, programs, and facilities.

To celebrate the commitment you have made to our community, we would like to plant a tree in your honor with an accompanied plaque to commemorate your 25 year anniversary of employment with the Buffalo Grove Park District in 2023.

Please contact Scott Spitz, Human Resources Manager at (847) 850-2143 within 30 days of receipt of this letter to arrange for the type of tree you would like planted and the park you would like the tree planted at. Thank you again for your dedication and service.

Sincerely,

The Buffalo Grove Park District Board of Commissioners

Daily Herald

EMPLOYEE-OWNED

News 4

Classifieds 5

daillyherald.com

# Neighbor & Classifieds

**May 3-11** THIS MONTH IN LAKE COUNTY AND THE NORTHWEST SUBURBS

## Mark your calendar



**Movie — “A Man Called Otto”:** 1 p.m. Fridays, May 5 and 12, and 19, at Prospect Heights Public Library, 12 N. Elm St., Prospect Heights. Otto (Tom Hanks) is a grump who’s given up on life following the loss of his wife and wants to end it all. When a young family moves in nearby, he meets his match in a quick-witted Marisol, leading to a friendship that will turn his world around. Register: (847) 259-3500 or [www.phpl.info](http://www.phpl.info).

**Reiner Park Dedication:** 5:30 p.m. Friday, May 5, at Reiner Park, 1101 N. Green Knolls Drive, Buffalo Grove. In honor of Dr. Larry Reiner’s 35 years on the park board of commissioners, the board has renamed Green Lake Park to now be called Reiner Park. Dedication ceremony will include light refreshments. Free. (847) 850-2146 or [www.bgparks.org](http://www.bgparks.org).

**Kite Fly:** 6 p.m. Friday, May 5, at Reiner Park (formerly Green Lake Park), 1101 N. Green Knolls Drive, Buffalo Grove. Join immediately following the Reiner Park dedication at the Kite Fly that promotes park districts, recreation agencies and the park district license plate. Bring your kites and enjoy an evening out in the park. (847) 850-2146 or [www.bgparks.org](http://www.bgparks.org).

**Club at Prairie State, 3000 Seelye Drive:** All day, including group exercises classes. Also, 7 a.m. Saturday and Sunday, May 6 at Triphahn Center and Ice Arena, 1685 V Higgins Road. (847) 885-7500 or [www.heparks.org](http://www.heparks.org).

**Palatine Farmers Market:** 7 a.m. to 1 p.m. Saturdays, May 6 through Oct. 28, at Palatine Train Station Parking Lot, 137 W. Wau St., Palatine. At the Palatine Farmers Market, farmers themselves bring their fresh picked produce, meats and eggs from nearby farms. (847) 894-0007 or [www.palatinestercities.org/farmers-market/](http://www.palatinestercities.org/farmers-market/).

**Healthy Kids Day 5K Walk/Run:** 8 a.m. Saturday, May 6, at North Suburban YMC 2705 Techny Road, Northbrook. Healthy Kids Day is the Y’s national initiative to improve the health and well-being of kids and families. The NSYMCA will be hosting a walk/run to celebrate and unite families and the community. \$25-\$35. Pets welcome with \$10 fee. (847) 272-7250 or [www.nsymca.org](http://www.nsymca.org).

**Community Garage Sale:** 9 a.m. Saturday, May 6, at Seascapes Family Aquatic Center Parking Lot, 1300 Moon Lake Blvd Hoffman Estates. Each vendor will receive



BUFFALO  
GROVE  
PARK  
DISTRICT



## MEMORANDUM

TO: PARK DISTRICT BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR

FROM: MARINA MAYNE, MUSEUM REGISTRAR & PUBLIC EDUCATOR

RE: MUSEUM STEPS PROGRAM: CODE OF ETHICS

DATE: MAY 1, 2023

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### OVERVIEW OF PROJECT:

Marina has enrolled the Raupp Museum in the Standards and Excellence Program for History Organizations (STEPS) through the American Association for State and Local History (AASLH). This is a self-guided assessment program. In support of making the Raupp Museum a regional resource for preserving and presenting the history of Northern Illinois, this certificate project will help the Raupp Museum achieve basic standards of excellence in museum practice by 2025.

This program requires the Museum adopt a Museum Code of Ethics, approved by the Board of Commissioners. The Code of Ethics is below for review by the Commissioners. This Code of Ethics was written by Marina Mayne, in consultation with the Museum focus group (Debbie Fandrei, Erika Strojinc, Chuck Burgess, Diana Clayson, and Mike Maloney).





**RAUPP MUSEUM**  
at the Buffalo Grove Park District

**CODE OF ETHICS**  
**Raupp Museum**  
Created 2023

Approved: \_\_\_\_\_ Date: \_\_\_\_\_



# CODE OF ETHICS

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- [American Association for State and Local History \(AASLH\) Code of Ethics](#)
- [American Alliance of Museums \(AAM\) Code of Ethics](#)
- [Association of Registrars and Collections Specialist \(ARCS\) Code of Ethics](#)

## Introduction

The Code of Ethics for the Raupp Museum identifies specific principles that Museum staff, Park District staff, and the Board of Commissioners follow to guide choices that benefit the collection, the public, and their community. The collections held by the Raupp Museum are held in public trust for the people of Buffalo Grove, Illinois. As steward of this rich cultural history of Buffalo Grove, the Museum is committed to making these collections accessible to the public through exhibits, education, programs, and research.

This code of ethics outlines ethical standards that exist in addition to already established legal standards governing museums, and Buffalo Grove Park District procedures and policies, including the Buffalo Grove Park District “Ordinance Adopting State Ethics Regulations”, adopted on May 10, 2004 by the Buffalo Grove Park District Board of Commissioners. This Code of Ethics applies to all members of the Raupp Museum community, including the Park District Board of Commissioners, Park District and Museum staff, and volunteers.

In addition to this written Code of Ethics, the Raupp Museum recognizes and follows ethics set forth in the American Association for State and Local History (AASLH) and American Alliance of Museums (AAM) code of ethics, when applicable. Portions of this Code of Ethics were adapted from these organizations. See the appendix for a copy of these documents.

These documents can also be accessed online at:

- American Association for State and Local History Code of Ethics: <http://download.aaslh.org/AASLH+Statement+of+Standards+and+Ethics+-+Revised+2018.pdf>
- American Alliance of Museums Code of Ethics: <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/>

## Museum Mission Statement

The Raupp Museum preserves Buffalo Grove’s heritage and provides the broadest possible public access to community history.

## Governance

The Board of Commissioners of the Buffalo Grove Park District is responsible for the governance, policy, stability, and legal accountability of the Raupp Museum within the Buffalo Grove Park District.

The Commissioners ensure that:

- Everyone who works on behalf of the Museum supports its mission and public trust responsibilities.

- The Museum's finances are managed appropriately in accordance with the Museum and Park District's missions and financial decisions are open and shared with the public.
- Museum assets, including finances, collections, facilities, donors, and staff are safeguarded.
- Professional standards guide museum practices and decision making.

## Conflict of Interest Statement

It is crucial to the Raupp Museum that the Board of Commissioners, staff of the Buffalo Grove Park District, and Museum volunteers avoid any perceived or actual conflicts of interest. This includes:

- Using their status as Board members, Park District staff, or Museum volunteers for personal or financial gain, or for the benefit of other organizations.
- Collections of the Raupp Museum will not be made available for Board members, Park District staff, or Museum volunteers for personal use, or for other purposes contrary to the Collections Management Policy.
  - Board members, Administrative staff, and Museum staff cannot purchase a deaccessioned piece of property from the collection.
  - Board members, Park District staff, and Museum volunteers cannot give appraisals of any kind while representing the Raupp Museum.
- Board members, Administrative and Museum staff, and Museum volunteers should make public, prior to joining the organization, of any potential personal collecting interests that conflict with the Museum collection.

## Collections

The Raupp Museum collects a variety of objects, archives, photographs, and books related to the history and heritage of Buffalo Grove and surrounding areas. The Raupp Museum collections are held in the public trust for the community in and around Buffalo Grove, and the Museum acts as steward of these collections.

The Museum and its staff ensure that:

- Its collections support its mission and public trust responsibilities.
- Collections are cared for in accordance with best practices in collections care as set forth by professional organizations such as AASLH, AAM, and ARCS.
- Access to the collection is open to the public and regulated.
  - The Raupp Museum promotes equitable access to the collection through multiple mediums, such as exhibits, online access, programming, media, and research.
  - The Raupp Museum strives to include the public in local history and Museum collections through volunteer and internship opportunities.
- Collections are not considered financial assets of the Buffalo Grove Park District.

- Collections and archives are managed in accordance with a Collections Management Policy that is approved by the Board of Commissioners and reviewed every 5 years.
- Collections related activities (exhibition, programs, etc.) promote public good rather than individual financial gain.
- Acquisitions are accepted or not accepted in consideration with the Museum's mission and ability to care for the items.
- Decisions to deaccession an item in the collection are only made under circumstances outlined in the Collections Management Policy, and require approval from the Board of Commissioners.
  - Any financial proceeds from deaccessions go towards direct care of the collection.
- The Museum staff do not provide appraisals of objects or potential donations at any time.
- Donor information should be handled with utmost care and confidentiality.
- Donations are accessioned and cataloged in accordance with best practices, and each item is assigned a unique number.
- Using collections for revenue generation should be done without harming the integrity of the Museum or the value of the object.
- Access to the collection's storage area is limited to Park District employees, and visitors are always accompanied by a Museum or Park District staff member.

## Interpretation and Programming

The Raupp Museum focuses its interpretation and programming on the history of Buffalo Grove and the surrounding areas that had an impact on the people and events in Buffalo Grove. As a result, interpretation (exhibits, blogs, and publications) and programming (events, tours, and school programs) are developed in accordance with the Museum's mission.

The Museum and its staff ensure that:

- Interpretation and programming is produced for the public good.
- Interpretation and programs are inclusive and the Museum strives to make programming accessible to the widest audience possible.
- The Museum represents the history of Buffalo Grove and the people that have lived there accurately, using a variety of resources and research methods, including reference to community-based knowledge.
- Interpretation and programs demonstrate respect for all peoples and cultures.
- Revenue-producing programming is compatible with the Museum's mission and supports the Museum, either in providing additional programming, exhibitions, collections care, or facility management.

## Human Resources, Volunteers, and Interns

The Raupp Museum follows staff and volunteer policy set by the Buffalo Grove Park District and adopted by its Board of Commissioners. Please see these applicable documents for additional information.

- Full-time staff manual
- Part-time staff manual
- Volunteer Handbook

The Museum ensures that the volunteer handbook and its policies and procedures are followed and additionally ensures that:

- Volunteers are not to be used in place of a parttime or full-time employee.
- Internships provide a well-rounded educational experience, and Museum staff follow and work to accommodate student projects.
- Volunteers and interns have the opportunity to work on their own research projects and Museum staff are to be supportive of its volunteers and interns.

## Conclusion

In accordance with museum best practices, this Code of Ethics will be made publically available on the Museum's website and shared when requested. The Code of Ethics should be reviewed every 5 years by the Museum staff and Board of Commissioners, to update and reflect on any significant changes in the museum and park district fields.

## Appendix

- [American Association for State and Local History \(AASLH\) Code of Ethics](#)
- [American Alliance of Museums \(AAM\) Code of Ethics](#)
- [Association of Registrars and Collections Specialist \(ARCS\) Code of Ethics](#)



## MEMORANDUM

TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: MICHAEL MALONEY, SUPERINTENDENT OF PLANNING  
DATE: MAY 3, 2023  
RE: CONTRACT FOR PRAIRIE GROVE PARK OSLAD DEVELOPMENT PROJECT

### *Action Requested:*

Staff asks that the Board award the contract for the Prairie Grove Park OSLAD Development project to Hacienda Landscaping, Inc. out of Minooka, Illinois.

### *History:*

On April 27, 2023 at 10am, bids were received for the Prairie Grove Park OSLAD Development project. The project is located at Prairie Grove Park, 2020 Olive Hill, near the intersection of Easthaven Drive and Olive Hill Drive. This project is partially funded through the Illinois Department of Natural Resources Open Space Lands Acquisition and Development (OSLAD) Grants Program, OSLAD Grant No. OS 22-2166. The project consists of site preparation, underdrainage, asphalt paving, sport court color coating, concrete paving and curbs, poured-in-place rubber surfacing, fencing/gates, basketball/pickleball/tennis court accessories, delivery receipt and installation of playground equipment, delivery receipt and installation of a picnic shelter, delivery receipt and installation of site furnishings, and landscaping. The project also includes the following Alternates:

- Alternate #1 to provide a new fabric shade structure at the playground, in lieu of a new tree and planting bed.
- Alternate #2 to provide an additional 1.5 years to the maintenance contract for the prairie establishment.
- Alternate #3 to provide geotextile fabric within the asphalt construction of the courts to extend the useful life of the surface course.

During the bidding period, which began on April 4, 2023, a total of (9) contractors became Bidders of Record and (3) contractors submitted a sealed bid through BHFX's plan room. The bid opening was conducted via Zoom by Michael Maloney and witnessed by Tim Howe. Maria Blood from Upland Design, Ltd. and one of the three bidding contractors logged in to view the bid opening via Zoom. The Bid Opening was recorded on Zoom and a Bid Tabulation has been sent out to all Bidders of Record, as well as posted on the Park District website. Please refer to the attached Bid Tabulation.

On April 28, 2023, we performed a scope review and reviewed the qualifications and references of the low bidder, Hacienda Landscaping, Inc. We have found no evidence, which would disqualify this contractor and have included a copy of the signed scope review minutes for reference. Upland Design, Ltd. has had a long history of working with Hacienda Landscaping, Inc. on similar scope projects and we have attached their formal letter of recommendation. Hacienda Landscaping, Inc. is a WBE-certified company, that successfully completed our Reiner Park renovation project, and is performing well on our Rylko Park inline rink and educational garden project that is currently under construction.

We therefore recommend awarding the Prairie Grove Park OSLAD Development project contract to, Hacienda Landscaping, Inc, for their base bid proposal of \$769,569.00. We also recommend awarding Alternate #1 in the amount of \$3,840.00 and Alternate #3 in the amount of \$3,555.00, for a total contract amount of \$776,964.00. We are recommending that we decline Alternate #2 and will address the prairie maintenance in-house with our parks staff.

A breakdown of the total Prairie Grove Park OSLAD Development project cost is provided below:

23/24 Capital Budget	\$1,145,910.00 (\$400,000.00 from IDNR)
Base Bid – Hacienda Landscaping, Inc.	(\$769,569.00)
Alternate #1 – Hacienda Landscaping, Inc.	(\$3,840.00)
Alternate #3 – Hacienda Landscaping, Inc.	(\$3,555.00)
Consultant Fees (incl. plat of consolidation)	(\$92,593.00)
Playground Equipment (install by contractor)	(\$124,591.40)
Picnic Shelter (install by contractor)	(\$64,505.00)
<u>Site Furnishings (install by contractor)</u>	<u>(\$44,158.48)</u>
Balance	\$43,098.12 available for permits/construction





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# Bid Tabulation

PROJECT TITLE  
DATE / TIME:

Prairie Grove Park OSLAD Development  
April 27, 2023, 10am

BIDDER	ATTEND PRE-BID	ADD #01	BID FORMS										CERTIFICATIONS								REMARKS
			BASE BID	ALTERNATE #1: Fabric Shade	ALTERNATE #2: Maintenance Agreement	ALTERNATE #3: Geotextile Fabric	BID BOND	WARRANTY	UNIT COST WORKSHEET	AGREEMENT	SUBST. DATE	Anti-Collusion Affidavit	Harassment Policy Form	Drug Free Work Place	Bid Rigging Form	Equaki Employment	Law Compliance	INSURANCE	REFERENCES		
A Jules Construction Inc.	N/A	N/A	NO BID SUBMITTED																		
Abbey Paving & Sealcoating	N/A	N/A	NO BID SUBMITTED																		
Berger Excavating Contractors Inc.	N/A	N/A	NO BID SUBMITTED																		
Clauss Brothers Inc.	N/A	Y	\$898,190.20	\$12,158.25	\$9,652.50	\$3,732.75	Y	12	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
D&J Landscape Inc.	N/A	N/A	NO BID SUBMITTED																		
Evans & Son Blacktop Inc.	N/A	N/A	NO BID SUBMITTED																		
Great Lakes Landscape Company	N/A	N/A	NO BID SUBMITTED																		
Hacienda Landscaping Inc	N/A	Y	\$769,569.00	\$3,840.00	\$21,000.00	\$3,555.00	Y	12	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Apparent Low Bidder
Innovation Landscape Inc.	N/A	Y	\$835,314.19	\$12,192.40	\$12,750.00	\$6,517.50	Y	12	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	



BUFFALO  
GROVE  
PARK  
DISTRICT



# Project Scope Review Meeting

Project: Prairie Grove Park OSLAD Development  
 Location: via Zoom  
 Date: April 27, 2023  
 Time: 1:30pm

- |  |   |  |
|--|---|--|
| 1. Attendees:  | Luis Cuevas<br>Maria Blood<br>Michael Maloney | Hacienda Landscaping Inc.<br>Upland Design Ltd.<br>Buffalo Grove Park District |
| 2. General Contractor Name:  |   | Hacienda Landscaping Inc.  |
| 3. Base Bid Amount:  |   | \$769,569.00, (\$763,569.00)   |
| 4. Alternate #1 Amount:  |   | \$3,840.00   |
| 5. Alternate #2 Amount:  |   | \$21,000.00, (\$14,000.00)   |
| 6. Alternate #3 Amount:  |   | \$3,555.00   |
| 7. Allowance included in Base Bid:   |   | N/A, no allowance required.  |
| 8. Addenda 1 identified?   |   | YES  |
| 9. Did Contractor attend non-mandatory Pre-Bid Meeting?  |   | N/A, no pre-bid meeting.   |
| 10. Contractor performed a site visit before the Bid Closing. It is the Contractor's responsibility to become familiar with existing conditions prior to submitting a bid. Failure to do so places the Contractor solely at risk. NO |   |  |
| 11. The bid form and unit cost worksheet were completely and properly filled out. YES, math errors   |   |  |
| 12. The bid includes all work identified in the Project Specifications, Drawings, and Addenda? YES   |   |  |
| 13. A Bid Bond in the amount of 10% of the Base Bid was included with the Bid. The Surety is licensed in the State of Illinois and maintains the Best's Insurance Guide rating specified. YES  |   |  |
| 14. Contractor prepared to provide a Performance Bond? YES   |   |  |
| 15. Project includes required insurance? YES   |   |  |

16. The Contractor's Bid has not been qualified or modified and contains no conditions, exclusions, or clarifications other than what may be indicated on the Proposed Substitutions. **NO**
17. All State of Illinois required certifications were completely and properly filled out and included with the Bid. **YES**
18. Contractor acknowledges contract requirements to comply with prevailing wage rates and provide certified payroll records. **YES**
19. Were there any Proposed Substitutions included with the bid form? **NO**
20. Contractor submitted Qualifications and References? **YES**
21. Taking into account the bid opening results, Contractor has reviewed their estimate for the Work and maintains the submitted bid is complete and encompasses the entire scope of Work acting as general contractor. **YES**
22. Contractor submitted a schedule with bid proposal? **NO, NOT REQUIRED FOR BID PROPOSAL.**
23. Planned start date (assuming Board Approval on May 22, 2023 and with approved COI)? **START JUNE 2023 ON COURTS, WEATHER PERMITTING. PLAYGROUND WORK WILL START LATER, MIGHT BE ABLE TO LEAVE EXISTING PLAYGROUND OPEN FOR COMMUNITY USE LONGER THAN JUNE..**
24. Contractor acknowledges the Date of Substantial Completion and will provide materials, equipment, and labor as required to achieve Substantial Completion by November 3, 2023. **YES**
25. Timeliness: The Contractor acknowledges they are solely responsible for the timely delivery on-site of the materials and equipment required to complete the Work. The Contractor intends to provide submittals and order materials and equipment in a timely manner so as to meet or exceed the schedule requirements. The proposal includes all overtime and/or shift time necessary to complete the job, meet the schedule, and coordinate with Park District operations and scheduling. **YES**
26. Coordination: The Contractor acknowledges that the timely and accurate coordination of the work is their sole responsibility. The Contractor and any Sub-Contractors will attend a Pre-Construction Meeting and regularly scheduled Construction Coordination and Progress Meetings and acknowledge failure to coordinate construction activities will place the Contractor at risk for additional cost. **YES**
27. Completeness of Submittals: Contractor agrees that all submissions will be complete and orderly to facilitate a proper review. Incomplete submittals will be returned and shall not be the basis for a delay

- claim. All product submittals and shop drawings are to be submitted electronically. Physical color samples should be submitted to Owner for review and approval. **YES**
28. Are there any known products, trade issues, access, conditions, scope, etc which may/will prevent the Contractor from completing the work by the Substantial Completion date? **NO**
29. Who will be the Project Manager and/or Superintendent for the project? **PM – LUIS AND JUAN**
30. Asbestos Containing Materials: Contractor acknowledges that asbestos containing materials may be present in the facilities where the Work is to be performed. Failure by the Contractor to notify the Owner of suspected asbestos containing materials prior to disturbing same will place the Contractor at risk for additional cost. **N/A**
31. Lead Based Paint: Contractor acknowledges that lead based may be present in the facilities where the Work is to be performed. Failure by the Contractor to lawfully remove and dispose of lead based paint will place the Contractor at risk for additional cost. **N/A**
32. Contractor acknowledges and understands the Site Logistics Plan including, but not limited to, on-site access and staging requirements. **YES, WILL BE DISCUSSED DURING THE PRE-CONSTRUCTION MEETING.**
33. Contractor acknowledges and understands the General Notes for the Work. **YES**
34. Contractor proposal includes all delivery, hoisting, lifts, etc to complete the work? **YES**
35. Contractor proposal recognizes any site restrictions, dumpster location, sidewalk access, and includes any required barricades, ~~temporary partitions, floor protection, and/or dust protection?~~ **YES**
36. Contractor proposal includes all utility locating, site investigation, layout work, and coring for assigned work? **YES**
37. Contractor proposal includes coordination of utility outages during off hours, as well as any required temporary power/lighting to the construction work area? **YES**
38. Protection of Work: Contractor understands that they are to make all Sub-Contractors aware of the potential for damage to their Work. Contractor shall not install any material(s) that can be damaged unless proper protection is provided and instructions are given to maintain the protection for the duration of the Work. Failure to protect the Work will place the Contractor at risk for additional cost. **YES**

39. Contractor proposal includes waste management/disposal, dumpsters, as well as cleaning during and after construction? **YES**
40. Close-Out Documents: Contractor has included all Attic Stock/As-builts/O&M Manuals/Owner Training required by the documents. A condition of final payment or any reduction in retention is dependent upon the submission and approval of all closeout material. Such requests will not even be considered until all closeout obligations are fulfilled **YES**
41. Additional Comments? **THE PROJECT IS TAX EXEMPT AND THE PARK DISTRICT WILL SEND OVER LETTER. HACIENDA IS WBE CERTIFIED. EVANS AND SON FOR ASPHALT, SELF-PERFORM CONCRETE WORK, PEERLESS FOR FENCING, US TENNIS COURT FOR COLOR COAT, PERFECT TURF FOR PIP. COORDINATE WITH KIDS AROUND THE WORLD FOR PLAYGROUND DEMO. CONSTRUCTION SET WILL BE ISSUED TO CONTRACTOR AFTER PERMIT REVIEW HAS BEEN COMPLETED.**

THIS MEMORANDUM IS A RECORD OF THOSE TOPICS DISCUSSED DURING THE PROJECT SCOPE REVIEW MEETING AND IS NOT INTENDED TO INDICATE AN AWARD OF CONTRACT OR CHANGE OF TERMS OF THE CONTRACT.

**Contractor:**

Printed Name     Maria Guzman     Date     05-02-2023    

Signature     *Maria Guzman*    

**Owner:**

Printed Name     Michael Maloney     Date     04/27/2023    

Signature     *[Handwritten Signature]*



May 2, 2023

Project # 1103

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

RE: Bid Summary Letter, Prairie Grove OSLAD Development

Dear Ryan,

On April 27, 2023, three bid proposals were opened for Prairie Grove OSLAD Development. A chart of bid prices that has been corrected for math errors is included below. A correction of the bidder's math errors did not change the low bidder The lowest bidder is Hacienda Landscaping Inc. with a total base bid including alternates #1 and #3 of \$776,964.00 which includes all the alternates.

<b>Bidder</b>	<b>Base Bid</b>	<b>Alternate 1 Fabric Shade</b>	<b>Alternate 2 Yearly Maintenance Contract</b>	<b>Alternate 3 Geotextile Fabric at Asphalt at Courts</b>	<b>Base Bid + Alternate 1 + Alternate 3</b>
Hacienda Landscaping	\$ 769,569.00	\$ 3,840.00	\$ 21,000.00	\$ 3,555.00	<b>\$ 776,964.00</b>
Innovation Landscape	\$ 835,314.19	\$ 12,192.40	\$ 12,750.00	\$ 6,517.50	<b>\$ 854,024.09</b>
Clauss Brothers	\$ 898,190.20	\$ 12,158.25	\$ 9,652.50	\$ 3,732.75	<b>\$ 914,081.20</b>

Hacienda Landscaping Inc. has performed similar work as specified in the plans and is capable of completing it.

Sincerely,

Maria Blood PLA, CPSI  
Principal Landscape Architect



## Memorandum

TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: MICHAEL MALONEY, SUPERINTENDENT OF PLANNING  
DATE: MAY 3, 2023  
RE: CONTRACT FOR 2023 FITNESS CENTER ROOFING REPLACEMENT PROJECT

### *Action Requested:*

Staff asks that the Board award the contract for the 2023 Fitness Center Roofing Replacement project to Bear Construction out of Rolling Meadows, Illinois.

### *History:*

Back in November 2018, a roof survey was completed by Legat Architects for the Fitness Center. The existing modified bitumen roof membrane systems were found to be in poor to fair condition and beyond their useful life. In 2020, we replaced the membrane system at roof area R13, which was the highest priority. As part of the 3-year Capital Improvement Plan, we are phasing the remaining Fitness Center roof replacement work over 2 years. Construction will take place in the fall of 2023 and 2024, after the summer school construction rush, in order to attract more competitive pricing. For 2023, we are looking to replace roof areas R1, R2, R3, and R4 at the north side of the Fitness Center. An overall roof plan of the Fitness Center has been attached for reference and these areas are highlighted in red. The preliminary quotes that we received to complete this work were well above the required bid threshold of \$30,000. In order to expedite the completion of these projects and avoid construction delays due to material availability, we reached out directly to general contractors approved through the National Cooperative Purchasing Alliance (NCPA), in lieu of publicly bidding the project.

The project consists of removing the existing modified bitumen roofing membrane, insulation, and flashings down to the structural metal deck. Installation of new coverboard and polyisocyanurate insulation to meet the energy code requirements of R-30. Installation of new 60 mil TPO membrane system, flashings, terminations, counter flashings, and walkway pads which will have a 20-year warranty.

In April 2023, we received proposals from both FH Paschen and Bear Construction to complete the project in the fall of 2023. Bear Construction was the apparent low bidder by approximately \$83,000 and we have attached their proposal for reference. We then performed a scope review, as well as reviewed the qualifications and references of the low bidder, Bear Construction. We have found no evidence, which would disqualify this contractor, and have had a successful history of working with the Bear Construction project team members, who had previously worked with FH Paschen.

We therefore recommend awarding the 2023 Fitness Center Roofing Replacement project contract to, Bear Construction, for their base bid proposal of \$476,548.56.

A breakdown of the total 2023 Fitness Center Roofing Replacement project cost is provided below:

23/24 Capital Budget R1/R2/R3/R4	\$526,245.00
Roofing – Bear Construction	(\$476,548.56)
<u>Tuckpointing – Rasco Mason Contractors (\$13,286.63) separate contract agreement</u>	
Balance	\$36,409.81 available for permits/construction





**Final Estimate**

Admin User

Bear Construction

23/016MR-05 - Choice Partners - Base Term - 2/24/2023 to 2/23/2024

Buffalo Grove Fitness Center Roof - CP-005

Admin User

**Estimator: Admin User**

**Buffalo Grove Fitness Center Roof**

**Division Summary (MF04)**

01 - General Requirements	\$10,451.55
02 - Existing Conditions	\$42,263.20
03 - Concrete	
04 - Masonry	
05 - Metals	
06 - Wood, Plastics, and Composites	
07 - Thermal and Moisture Protection	\$264,972.15
08 - Openings	
09 - Finishes	
10 - Specialties	
11 - Equipment	
12 - Furnishings	
13 - Special Construction	
14 - Conveying Equipment	
21 - Fire Suppression	
22 - Plumbing	\$756.00
23 - Heating, Ventilating, and Air-Conditioning (HVAC)	
25 - Integrated Automation	

26 - Electrical	
27 - Communications	
28 - Electronic Safety and Security	
31 - Earthwork	
32 - Exterior Improvements	
33 - Utilities	
34 - Transportation	
35 - Waterway and Marine Transportation	
41 - Material Processing and Handling Equipment	
44 - Pollution Control Equipment	
46 - Water and Wastewater Equipment	
48 - Electric Power Generation	
Alternate	\$129,012.13
Trades	
Assemblies	
FMR	
<b>MF04 Total (Without totalling components)</b>	<b>\$447,455.03</b>

**Totalling Components**

Priced Line Items	\$447,455.03
RSMean NORTH SUBURBAN, IL CCI 2023, 113.30%	\$59,511.52

Contractors Coefficient (-6.0000%)	\$(30,417.99)
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**Grand Total \$476,548.56**

# Final Estimate

Estimator: Admin User

Buffalo Grove Fitness Center Roof

Item	Description	UM	Quantity	Unit Cost	Total	Book
<b>01 - General Requirements</b>						
1	01-31-13-30-0250 Insurance, all-risk, maximum Provide project insurance	Job	476,500.0000	0.6200%	\$2,954.30	RSM23FAC O&P
2	01-54-33-40-2055-3 Rent per week for rent forklift, pnm tire, all terr, tele boom, 6600 lb, 29' reach, 42' lift Telescoping fork lift on site for material handling during roof replacement.	Ea.	3.0000	\$1,575.75	\$4,727.25	RSM23FAC E, O&P
3	01-54-36-50-1300 Mobilization or demobilization, delivery charge for equipment, hauled on 3-ton capacity towed trailer Mobilization and demobilization of roofing crews and small equipment	Ea.	2.0000	\$390.00	\$780.00	RSM23FAC L, E, O&P
4	01-54-36-50-1400 Mobilization or demobilization, delivery charge for equipment, hauled on 20-ton capacity towed trailer Mobilize and demobilize boom lift	Ea.	2.0000	\$995.00	\$1,990.00	RSM23FAC L, E, O&P
<b>01 - General Requirements Total</b>					<b>\$10,451.55</b>	
<b>02 - Existing Conditions</b>						
5	02-41-19-19-0725 Selective demolition, rubbish handling, dumpster, 20 C.Y., 5 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost Dumpster on site for general construction debris	Week	1.0000	\$625.00	\$625.00	RSM23FAC M, O&P
6	02-41-19-19-3000 Selective demolition, rubbish handling, loading & trucking, chute loaded, including 2 mile haul, cost to be added to demolition cost Load all demo debris into haul truck and haul off site to dump.	C.Y.	290.0000	\$76.00	\$22,040.00	RSM23FAC L, E, O&P
7	02-41-19-19-5000 Selective demolition, rubbish handling, up to 8 C.Y. truck, loading & trucking, haul, per mile, includes 2 mile haul, cost to be added to demolition cost Hauling miles over initial 2 miles included in previous line item 290*8	C.Y.	2,320.0000	\$1.36	\$3,155.20	RSM23FAC L, E, O&P
8	02-41-19-20-0100 Selective demolition, dump charges, typical urban city, building construction materials, includes tipping fees only Dump fees	Ton	203.0000	\$81.00	\$16,443.00	RSM23FAC M, O&P
<b>02 - Existing Conditions Total</b>					<b>\$42,263.20</b>	
<b>07 - Thermal and Moisture Protection</b>						
9	07-22-16-10-1735 Polyisocyanurate insulation, for roof decks, 2-1/2" thick, 2#/CF density, fastening excluded Provide and install two layers of new 2.6" polyiso roof insulation 28513*2	S.F.	57,026.0000	\$2.84	\$161,953.84	RSM23FAC Grn, M, L, O&P
10	07-54-23-10-0220 Thermoplastic-polyolefin roofing (TPO), 60 mils, heat welded seams, mechanically attached Provide and install new 60 mil TPO roofing at roof area 1 through 4. 7% added to account for all required membrane flashing 285.13*1.07	Sq.	305.0891	\$265.00	\$80,848.61	RSM23FAC M, L, E, O&P

# Final Estimate

**Estimator: Admin User**

**Buffalo Grove Fitness Center Roof**

**07 - Thermal and Moisture Protection**

Item	Description	UM	Quantity	Unit Cost	Total	Book
11 07-71-19-10-1350	Gravel stop, galvanized steel, plain, with continuous cleat, 4" leg, 4" face height, 24 gauge Provide and install new termination bars, gravel stops, and counter flashings as required.	L.F.	1,242.0000	\$17.85	\$22,169.70	RSM23FAC M, L, O&P

**07 - Thermal and Moisture Protection Total**

**\$264,972.15**

**22 - Plumbing**

12 22-13-16-80-4120	Vent flashing, lead, 4#, 8" skirt, 4" pipe New pipe boot flashing	Ea.	6.0000	\$126.00	\$756.00	RSM23FAC M, L, O&P
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**22 - Plumbing Total**

**\$756.00**

**Alternate**

13 01-31-13-90-0100	Performance Bond, for buildings, maximum Project performance and payment bond	Job	476,500.0000	1.2500%	\$5,956.25	CUSTOM O&P
14 04-72-10-10-0800	R&R - Aluminum coping, stock units, for 12" wall, excludes scaffolding Remove, salvage, and reinstall existing coping cap.	L.F.	670.0000	\$33.38	\$22,364.60	CUSTOM L, O&P
15 07-22-16-10-1650	Demo - Roof deck insulation, perlite, 1/2" thick, R1.32, fastening excluded Demo and remove existing 1/2" perlite roof board	S.F.	28,513.0000	\$0.52	\$14,826.76	CUSTOM Grn, L, O&P
16 07-22-16-10-1700	Demo - Polyisocyanurate insulation, for roof decks, 3/4" thick, 2#/CF density, fastening excluded Demo and remove 3/4" roof insulation at Roof Area 2	S.F.	320.0000	\$0.37	\$118.40	CUSTOM Grn, L, O&P
17 07-22-16-10-1735	Demo - Polyisocyanurate insulation, for roof decks, 2-1/2" thick, 2#/CF density, fastening excluded Demo and remove existing 2.5" roof insulation 28513-320	S.F.	28,193.0000	\$0.52	\$14,660.36	CUSTOM Grn, L, O&P
18 07-52-16-10-0650	Demo - SBS modified bituminous membrane, granule surface cap sheet, polyester reinforced, 120 to 149 mils, mopped Demo and remove existing modified roofing membrane. 7% added to account for all existing membrane flashing to be removed. 28513*1.07	S.F.	30,508.9100	\$2.33	\$71,085.76	CUSTOM L, O&P

**Alternate Total**

**\$129,012.13**

**Estimate Grand Total**

**476,548.56**



Effectively manage District's operation so that the Mission of the Park District can be achieved effectively and economically.				
Objectives	Quarter(s)	Source	Status	Comments
Work closely with Dept. Heads to monitor the financials of the Park District as we come out of the pandemic, and report on these at Board meetings with comparisons to previous fiscal years.	ABCD	Annual Evaluation	Completed	The District reached pre-COVID numbers in most all programming areas. Staff continue to provide financial statistics on the agency in operations reports and at weekly Admin meetings. The new budget has been approved. A new CIP was also approved.
Continue to monitor current intergovernmental cooperative agreements and look for new opportunities that benefit all parties involved.	ABCD	Annual Goal	Completed	Both Ryan and Erika have had several conversations with VBG regarding the BG Days and the Rylko Park Amphitheater project throughout the year, and IGAs were completed and approved.
Take advantage of opportunities to better my knowledge through professional development and continuing education opportunities.	ABCD	Annual Goal	Completed	Ryan attended NRPA conference in September. Ryan attended IAPD/IPRA annual confernece in January.
Work with staff to apply for Grants when appropriate in order to free up capital money.	ABCD	Annual Goal	Completed	Staff have applied for multiple grants including the newsest OSLAD grant for Parkchester, which we received a \$600k grant for. Ryan, Tim, Erika and Mike m. have discussed future Grants to assist with the the new Capital Improvement Plan.
Continue to develop staff and prepare a smooth transition into the next set of Park District leaders.	ABCD	Strategic Plan	Completed	Staff are encouraged to attend continuing education opportunities. Many staff attended NRPA. Several Admin staff attended the Legal Symposium , and most all Recreation and Admin staff attend the annual confernece. Ryan continues to work closely with Erika on her transition to Executive Director. There have been a few changes within the Rec department due to recent promotions and hires. This has allowed for some of our key staff to learn new leadership roles. As of May 1, staff have moved into those positions.
Work with I.T. to continue to look for ways to improve delivery and access through latest technology advancements. Keep Board informed of opportunities and advancements through monthly reporting,	ABCD	Annual Evaluation	Completed	The Fitness Center has implemented new technologies including KeepMe software, designed to interact with members and improve membership retaining. The Park District also has been using Geofencing marketing as a strategy to obtain new PT staff as well as attract new members to the Fitness Center. This has proven very successful. Risk Dept. has implemented PerryWeather alert system and is releasing bAlert soon also.
Work with Strategic Planning Leadership Team to re-evaluate our current plan, and seek a new consultant to implement a new strategic plan.	ABC	Strategic Plan	Not Complete	After reaching out to staff and several talks, we are looking at holding off on this until the spring. We are considering the benefits of a new Master Plan for the district. With Ryan's retirement, it seems that it would be a good time to consider this. Erika will head this up as part of her strategies as she takes over.
Dependent upon financial availability, implement a new Community interest suvey.	CD	Annual Evaluation	Not Complete	This would be part of a new Master Plan if we go in this direction as explained in the objective above.

Oversee capital projects in order to be on time and implemented effectively. Effectively plan for future capital projects.				
Objectives	Quarter(s)	Source	Status	
Work with Dept. Heads on the major Capital projects approved in the current fiscal year budget. Keep Board informed as we progress.	ABCD	Annual Goal	Complete	Several capitla projects were completed this past fiscal year, and a new CIP was approved for the next three fiscal years. A good plan is in place.
Work with Tim Howe and IDNR the current OSLAD grant project at Prairie Grove Park. Be prepared to move once the IDNR announces the Grant recipients	ABC	Annual Goal	Complete	We were approved and all paperwork is complete. We are "on the clock" with IDNR to complete this project. Prairie Grove project was approved by the Village Board and we will be approving the bid at May meeting to start the project in June.
Lead the Rylko Park capital improvement renovation project.	ABCD	Annual Goal	Complete	While we are still awaiting news on the final funding news from Springfield, staff continue to work with the consultants to meet requirements from the Village on this project. All the paperwork is completed and submitted. We heard back from DCEO and they have indicated that it will need to go through a few offices for approval before the Governor approves the release of funding. In the meantime, we solidified our funding strategy for the remainder of the project. This was presented to the Board as past of the CIP and was approved.
As we move out of the impact of the pandemic, prepare a updated 3 year Capital Improvement Plan.	D	Annual Evaluation	Complete	Completed and approved

<b>Promote and represent the Park District at local, state, regional, and national levels to provide a positive image of the District and its accomplishments.</b>				
<b>Objectives</b>	<b>Quarter(s)</b>	<b>Source</b>	<b>Status</b>	
Contact key legislators when decisions on issues that affect park districts are critical.	ABCD	Annual Goal	Complete	Ryan has talked with legislative contacts in regards to specific BGPLD needs. (Rylko Park, Alcott Room 1)
Attend events and programs that allow for interaction with key stakeholders of the Park District community.	ABCD	Annual Goal	Complete	Ryan attends the District's events that occasionally allows for some interaction with key stakeholders. Ryan and Erika attend Rotary on a regular basis which also allows for this interaction. Ryan and Erika attended the IAPD Best of the Best Gala. State confernece also allowed for some interaction. Ryan and Erika also went to lunch with Sen. Johnson. Erika and Joe attended Legislative Conference in Springfield.
Serve on the Board of the Friends of the Parks Foundation as Secretary.	ABCD	Annual Goal	Complete	
Look for opportunities for other staff to attend meetings with other governmental entities and legislators in order to continue strong relations and assure a smooth transition.	ABCD	Annual Evaluation	In Progress	Multiple attended BG Days Committee meetings which has allowed some good interaction with VBG staff and trustees. Erika has also attended multiple higher level meetings with Ryan and other Village staff and Trustees. Erika has taken the lead on some of the IGA talks with the Village. She is developing good relations.
Work with staff to identify and promote an NRPA Park Champion Event.	CD	Annual Evaluation	In Progress	Ryan and Erika have discussed the Kids to Parks/Public Works Day as our NRPA Park Champion event. Staff will work with NRPA as we get closer to the event.
Serve as the Park District's NWSRA Board representative and bring important inclusion related information back to the staff at the Park District.	ABCD	Annual Goal	In Progress	Ongoing
Serve as Co-chair on the IPRA/IAPD Distinguished Accreditation Committee.	ABC	Annual Goal	Complete	Ryan has completed his term as co-chair as of January 2023. Ryan will continue to stay involved and mentor Vernon Hills PD as they prepare for their re-accreditation in the fall of 2023.

Ensure effective communications with Board and respond to new initiatives as directed.				
Objectives	Quarter(s)	Source	Status	
Keep Board well informed of key issues facing the Park District via email, phone, and Board packet memos.	ABCD	Annual Goal	Complete	Ryan emailed the Board on any issues that he felt the Board should be made aware of between Board meetings. Ryan also had multiple conversations on a weekly basis with the Board president. Ryan also included highlights of weekly Admin Meeting minutes in the Board Workshop packets.
Implement staff presentations on program areas at Board meetings.	ABCD	Annual	Complete	This just started recently with the BGFC update conducted by Joe. Erika will continue these through the next fiscal year.
		Evaluation		
Send communications to Board Liason positions on EAT, FOP, Village Board, and Village Planning Commission when appropriate.	ABCD	Annual Goal	Complete	FOP agendas and minutes as well as EAT communications were sent to the appropriate Board liaisons.
Develop and implement a procedures and communications guideline for Board Committee Chair roles.	AB	Annual	Complete	Ryan recently updated the Board Policy Manual and included descriptions on the expectations on liaison roles of the Board. Committees were changed to only be created at the discretion of the Board President.
		Evaluation		
Develop an internal Board development program to help Board members better understand various District procedures, protocols and policies.	AB	Annual	Complete	We held a financial seminar on Bonds in which multiple Board and staff attended. Additional information on the tax levy was discussed at a recent Board workshop.
		Evaluation		



<b>Ensure effective communications with all staff.</b>				
<b>Objectives</b>	<b>Quarter(s)</b>	<b>Source</b>	<b>Status</b>	
Continue the "Lunch with the Boss" program; giving staff the ability to meet with the Executive Director outside the office in a one on one format.	ABCD	Annual	Complete	This program continued all year and was available for staff anytime.
		Evaluation		
Work with Department Heads to identify more ways we can improve communication.	ABCD	Annual Goal	Complete	This was a constant effort. A few ideas were implemented and discussions on these were held at annual reviews.
Develop a Procedures Manual that centralizes all procedures and also identifies all currently unwritten procedures.	D	New Initiative	Complete	Yes!! This was a big project and all of our policies and procedures now reside within one of our department manuals. This will prove beneficial for Erika and the Dept. Heads.

## Buffalo Grove Park District

## Recreation

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

**Excellence:** promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

**Innovation:** implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

## Core Values

### 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Jenn will host a 'Hiring Paperwork Day' to get all new and rehire paperwork turned in prior to summer trainings starting. This will help alleviate tracking staff's missing paperwork.	D	Jenn Foreman	Excellence	<b>Complete</b> Jenn sends the paperwork when the offer is made and requests scheduling a time to meet to review the paperwork. This has alleviated missed paperwork and ensures paperwork is filled out properly.
Marina will continue working on the Standards of Excellence program for the Museum, focusing on writing a code of ethics and editing the Collections Management Policy, which will be presented to the Board for approval.	D	Marina Mayne	Excellence	<b>In Progress</b> Marina has written a Code of Ethics and focused on editing the Museum Mission, Vision, and Origin story with the Museum Committee. The Ethics Code goes to the Board May 8.
Marina will implement a new collections management software to make collections more accessible and streamline the workflow for cataloging.	D	Marina Mayne	Innovation	<b>Complete</b> Marina worked with CatalogIt Company to migrate collections records to the new database.
Debbie will work with Megan to create a series of museum-based senior programs for the summer and fall season.	D	Debbie Fandrei Megan Baird	Innovation	<b>Not Complete</b> They were not able to complete this task right now due to Megan being out on maternity leave. It will be put back in future plans.
Chris will purchase new seat #'s for the extra theater seats that are placed out for productions and rentals.	D	Chris Eckert Yony Matute	Excellence	<b>Complete</b> New seat tags have been added to the two extra rows of seats. Tags are now on seats row A1-A20 and B1-B24.
Amanda and Megan will create a new Food Vendor application and permitting process with the VBG Health Inspector.	D	Amanda Busch Megan Baird	Community	<b>Complete</b> A new Food Vendor application was created and sent out to food vendors.
Jenn will speak at the Association of Aquatic Professionals conference with a session titled 'From New Hires to Lifeguards'.	D	Jenn Foreman	Excellence	<b>Complete</b> Jenn presented at Colorado Springs on February 14 to roughly 100 attendees about how to navigate the new generation of lifeguards.

## Buffalo Grove Park District

## Recreation

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## Core Values

### 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Brian will rebrand the Adventure Challenge by offering it for kids instead of adults. All challenges will take place at Willow Stream Park and will end at Willow Stream Pool with an hour of open swim.	D	Brian O'Malley	Innovation	<b>Complete</b>
		Jenn Foreman		Brian and Jenn met and finalized event details for the rebranded Adventure Challenge. The event will take place on Friday, July 7.
TJ will replace Official Finders with a new ref service to improve the quality of officiating and overall quality of the Flag Football Program.	D	T.J. Wilkes	Excellence	<b>Complete</b>
				TJ has a new referee service officiating spring flag football games.
TJ will locate a Cricket instructor to establish youth Cricket classes at Green Lake Park.	D	T.J. Wilkes	Community	<b>Complete</b>
				TJ has secured CYCA to run classes and a league beginning in the fall.
TJ will lead other rec staff and maintenance staff to clean out and rid Willow Stream Shelter from unused and unwanted items that were used by former staff.	D	T.J. Wilkes	Character	<b>In Progress</b>
				TJ sent out an email in September to staff regarding cleaning out Willow Stream. He has contacted people directly to remove items. He has also worked with Chuck to contact new staff about items.
TJ will establish a way to take credit card payments for concessions at Willow Stream South concession stand.	D	T.J. Wilkes	Innovation	<b>Complete</b>
				A new computer is being installed in Willow Stream South Concession stand that will allow use of RecTrac and will allow credit card payments.
Chuck will train Jimmy on outdoor rental procedures and use of HelloSign/DropBoxSign for accepting rental forms.	D	Chuck Burgess	Excellence	<b>Complete</b>
		Jimmy Mix		Chuck and Jimmy have met and Jimmy is proficient with rental procedures. Jimmy has created HelloSign forms and is now using them for rentals.
Jimmy will work with Mike and Chuck to update our outdoor rental section of our website to make it more informative and have pictures of our outdoor shelters.	D	Jimmy Mix	Excellence	<b>In Progress</b>
		Chuck Burgess		Jimmy has reached out to Mike about changes and the two of them will be meeting in May, to talk about the new design with pictures and more information to the renters.
		Mike Terson		

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### 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Erika will work with the camp team to develop a point of contact for bus billing, training, and camp deadlines. She will also meet with the bus company to troubleshoot billing issues experienced over 2022 summer.	D	Erika Strojinc	Excellence	Select One
Erika will work with Mike Skibbe and the Village of Buffalo Grove on a new agreement for BG Days 2023.	D	Erika Strojinc	Stewardship	Select One
Erika will work with Rec Staff and HR on the development of coaching incentives to help entice community members into coaching our youth leagues.	D	Erika Strojinc	Community	Select One
Erika will work with Ryan to evaluate and update IGA's with the school districts (D21, D96, and D102) prior to his retirement.	D	Erika Strojinc	Stewardship	Select One
Lindsay will work with our technical production staff partners to develop a Tech Apprenticeship program at the CAC for teens and middle schoolers.	D	Lindsay Grandt	Innovation	In Progress This program has been delayed due to scheduling concerns with technical designers. Lindsay plans to implement in fall of 2023.
Lindsay will update the job descriptions for musical theater production staff positions to accurately reflect current practices and expectations.	D	Lindsay Grandt	Excellence	Complete PT staff job descriptions were reviewed and updated in April of 2023.
Aly will register and attend CPRE Virtual exam preparation program.	D	Aly Stanczak	Excellence	Complete Aly completed the CPRE exam ppreparation class in March.

Do not add any additional Rows or Columns

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Aly will begin to research and prepare for a dance company performance trip for the summer of 2024.	D	Aly Stanczak	Excellence	Select One
Diana and Megan will host (bring back) an intergenerational event with Seniors and Preschoolers with games like Bingo and arts and crafts to build relationships within the community and bring joy to the participants.	D	Diana Clayson Megan Baird	Community	Complete The first event on valendines day went so well that they planned 2 more. The seniors and the preschoolers both enjoyed their time together playing games and making crafts.
Diana will develop a new online program satisfaction survey to give to families at the end of the preschool year to gain insight on how to better meet program users needs.	D	Diana Clayson	Excellence	Complete Diana updated a new Google Doc for a preschool end of year survey for parents so she and Keri can gain insight into how to move the program forward.
Mike will hire and train Camp Connection staff for summer 2023.	D	Mike Pfeiffer	Excellence	In Progress
Mike and Brian will work with Village Public Works to implement Parks and Public Services Day (formerly Kids to Parks Day). This event will be restructured to feature more live demonstrations from staff.	D	Mike Pfeiffer Brian O'Malley	Excellence	In Progress Brian and Mike have been attending meetings with VBG Public Works. Mike has touched base with Tim Howe to gain interest employees who would like to do demonstrations.
Debbie will work with Mike P. to create a weekly social media Nature Classroom/Environmental feature, to increase public interest in the parks as well as excitement for the upcoming summer season.	D	Debbie Fandrei Mike Pfeiffer	Community	Complete Social media feature began May 13 with announcement of Phase II of the Educational Gardens. This will continue for every Thursday in the summer, featuring garden updates as well as plants in the parks.
Debbie will work with NWSRA Pursuit to co-curate an exhibit at the museum. The museum will also sponsor an opening party for the clients and their families.	D	Debbie Fandrei Marina Mayne	Community	Complete This exhibit took place during February and March and was a great success. The opening was attended by 20 people and NWSRA had four field trips to see the art.

# Buffalo Grove Park District

# Recreation

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### 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Jessi will work with our part time employees to gage interest in helping with DEI goals	D	Jessica Hersman	Community	<b>In Progress</b> Jessi met with staff from Clubhouse, Performing Arts, Camps, and Aquatics to asses new DEI goals and best practice. She will continue this work through the year.
Jessi will create a showcase that celebrates the written word and be done in a cabaret style.	D	Jessica Hersman	Excellence	<b>Complete</b> Power of Words was created and offered in March 2023.
Jessi will update the Performing Arts Camp handbook.	D	Jessica Hersman	Community	<b>Complete</b> The summer 2023 training for performing arts has been created and updated.
Jessi will register and attend CPRP Virtual exam preparation program.	D	Jessica Hersman	Stewardship	<b>Not Complete</b> Jessi is currently working on her Diversity, Equity, and Inclusion certification from Cornell University and will then begin her CPRP preperation.
	D	Select One		<b>Select One</b>
	D			<b>Select One</b>
	D			<b>Select One</b>

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Work with Intern/Assistant to conduct Summer Job Fair. Hire & Train Intern/Assistant	D	Scott S.	Excellence	<b>Complete</b>
				Summer job fair was held in March. HR Assistant was hired and is helping with summer hiring
Attend continuing education seminars / webinars	D	Scott S.	Innovation	<b>Complete</b>
				Attended IPRA Conference
Plan Part-Time Staff Appreciation Lunch	D	Scott S.	Community	<b>Not Complete</b>
				This was not held because of budget. Will be bringing back in 2024
Create Budget and Appropriations Ordinance for FY 2023-24 and file with Cook and Lake Counties after approval by Board of Commissioners in April, 2023.	D	John S.	Stewardship	<b>Complete</b>
				The Board of Commissioners approved the ordinance on 4/24/23.
Create the budgeted cash flow worksheets for the new fiscal year using Incode and update the reporting for FY 2023-24.	D	John S.	Innovation	<b>Complete</b>
				The staff completed the budgeted cash flows as part of the budget preparation process.
Attend a minimum of one training workshop or conference per quarter.	D	John S.	Excellence	<b>Complete</b>
				Attended GFOA training for grants in March.

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Will partner with new domain provider (vs. 123Cheapdomain) that uses secure 2MFA to register our domains.	D	Greg Ney	Innovation	<b>In Progress</b>
				Working with Mike Roach with cost and comparisons. Bigger project than anticipated will take some planning to transition
Compare and upgrade our Email Marketing software from Constant Contact.	D	Greg Ney	Select One	<b>In Progress</b>
				Jennifer Johns was testing, sticking with Constant Contact. We (IT) will be updating servers in FY23-24 hopefully to solve image issue
	D	Select One	Select One	<b>Not Complete</b>



## Buffalo Grove Park District

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## 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Feasibility study for Energy Star portfolio manager for facilities, starting with Community Arts Center.	D	Mike Maloney	Stewardship	<b>Not Complete</b>
		Clint Poynor		This study will be conducted in the summer/fall of 2023, when we have more data from the newly replaced RTU's at the CAC.
		Jerry Kolodziej		
Provide 5 year update on ADA Transition Plan which was completed in April 2018. Develop plan to complete remaining compliance items by 2028.	D	Mike Maloney	Excellence	<b>In Progress</b>
				Mike is updating the plan and will present to the board in the coming months.
Complete quarterly tech training on interplay field tech software.	D	Andy McDowell	Excellence	<b>Complete</b>
		Dave Anderson		Kyle Moody & Jerry Kolodziej Staff have completed their training for the year.
		Felix Yarovsky Clint Poynor		
Develop plans to improve fall protection standards at Alcott & Emmerich.	D	Andy McDowell	Excellence	<b>In Progress</b>
		Clint Poynor		Working with the Risk Manager and outside vendor to create proper operating procedures.
		Jerry Kolodziej Kyle Moody		
Dave Anderson & Clint Poynor educate staff on Park District wide facilities operation.	D	Clint Poynor	Character	<b>In Progress</b>
		Dave Anderson		Dave and Clint continue to train staff on the procedures. Will continue to work with having cross-training of staff at the FC and other buildings.

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### 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Joe and Jimmy will collaborate on what improvements can be made at the Golf Dome to maximize revenue and keep the facility up-to-date on technology and customer experience.	D	Joe Zimmermann Jimmy Mix	Innovation	<b>In Progress</b> Joe and Jimmy have started to investigate adding new technology and providing alcohol at the Golf Dome to enhance the customer experience.
Joe will create a three year strategic plan for the Golf Dome and revise/update the Fitness Center's strategic plan.	D	Joe Zimmermann Jimmy Mix	Excellence	<b>Not Complete</b> Since the Park District will be creating a new strategic plan during the upcoming year, this project was put on hold to make sure the Golf Dome strategy aligned with the overall Park District strategy.
Reformer relaunch with new studio. Advertise studio, trainers with social media and promotions.	D	Debra Saper Jenay Gordon	Excellence	<b>In Progress</b> We are waiting till room is complete to take pictures for marketing and promotions. Room should be done by June.
Work with Marketing to complete the corporate brochure that we can send to companies to promote our corporate discount.	D	Carol Lucido	Innovation	<b>Select One</b>
Debra and Jenay will do a team building event with trainers and instructors.	D	Debra Saper Jenay Gordon	Community	<b>Not Complete</b> Moving goal to Summer. Will discuss with new GM.
Liz will become Fitness Center based and continue to learn and implement different processes with RecTrac specifically processing freezes and cancelations from beginning to end.	D	Liz Sass	Excellence	<b>Not Complete</b> Liz left the Park District in mid February.
Liz will learn the new KeepMe software and implement that software as directed once Liz has a complete understanding of the software.	D	Liz Sass	Innovation	<b>Not Complete</b> Liz left the Park District in mid February.

# Buffalo Grove Park District

# Marketing

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### 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Jennifer will coordinate with Carol L on a corporate marketing brochure.	D	Jennifer Johns Carol Lucido	Innovation	<b>In Progress</b> Carol and Jennifer discussed intent of brochure and reviewed samples. Carol to provide Jennifer with outline of content. This project will continue to Quarter A.
Work with Nic to create a general hiring video for summer.	D	Mike Terson Additional Staff	Community	<b>Complete</b> We interviewed different staff to talk about the jobs they are hiring for, and promoted the job fair on March 2.
Go through the photo server, and delete old photos to make room on the server.	D	Mike Terson Additional Staff	Stewardship	<b>Complete</b> I deleted a bunch of pictures.
Wendy will add new sponsorship exposures for Buffalo Grove Days to the list of offerings.	D	Wendy Friedman Mike Terson	Innovation	<b>Complete</b> We are going to try and sell sidewalk graphics again, which didn't take off last year, and look for new areas to incorporate signage.
Wendy will work with Nic to come up with new District video ideas to post to social media.	D	Wendy Friedman Additional Staff	Community	<b>Complete</b> Wendy worked with Nic to come up with videos on the job fair, safety and Water Safety Month. These videos are both in production. She will continue to work with Nic to brainstorm more video ideas.
	Select One	Select One Additional Staff	Select One	<b>Select One</b>

## Buffalo Grove Park District

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## 22-23 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Dani and Erika will create a sign storage room at Emmerich with slots and labels. The room will make it easy for staff to locate appropriate signs for their programs/events and prevent duplicate purchases.	D	Dani Hoefle	Stewardship	<b>In Progress</b> This project is in progress. The Parks staff are currently clearing out the storage space so Dani and Erika can turn it into a nice room for signs & special event storage.
		Erika Strojinc		
Dani will create a Security Master Plan on Excel for Alcott Center, with timelines and budgeted projects, based on the Security Assessment results.	D	Dani Hoefle	Excellence	<b>Not Complete</b> Moving to 23-24.
		Additonal Staff		
	Select One	Select One	Select One	<b>Select One</b>
		Additonal Staff		



RESOLUTION 23-5-1  
FORMING A COMMITTEE ON LOCAL GOVERNMENT  
EFFICIENCY

BUFFALO GROVE PARK DISTRICT,  
COOK and LAKE COUNTIES, ILLINOIS

**WHEREAS**, the Buffalo Grove Park District ("Park District") is required to form a Committee on Local Government Efficiency ("Efficiency Committee") pursuant to 50 ILCS 70/1 *et seq.* (the Act); and

**WHEREAS**, pursuant to the Act, the Efficiency Committee shall: (1) study the Park District's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of each county board of the county in which the governmental unit is located; and

**WHEREAS**, the Efficiency Committee shall consist of the elected or appointed members of the Board of Commissioners of the Park District, at least two residents from the district appointed by the President of the Board of Commissioners and approved by the Board of Commissioners, and the chief executive officer or other officer of the Park District, if any; and

**WHEREAS**, The President desires to appoint Mike Terson and Diana Clayson as the two resident members of the Efficiency Committee, with the advice and consent of the Board of Commissioners; and

**WHEREAS**, the Efficiency Committee shall meet at least three times and shall operate as a public body pursuant to the Open Meetings Act and Freedom of Information Act; and

**WHEREAS**, the Efficiency Committee shall provide a written report to the administrative office of the Cook and Lake County Boards no later than eighteen months after the day of the Efficiency Committee's formation; and

**WHEREAS**, the Efficiency Committee will be dissolved after it has made a written report to the Cook and Lake County Boards and all other statutory requirements have been satisfied.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE BUFFALO GROVE PARK DISTRICT, COOK AND LAKE COUNTIES, ILLINOIS as follows:

SECTION 1: That the Board of Commissioners hereby forms its Committee on Local Government Efficiency consisting of the following individuals:

- Scott Jacobson, Board President
- Tracy Bragg, Vice President
- Steve Cummins, Treasurer
- Larry Reiner, Commissioner
- Hetal Wallace, Commissioner
- Mike Terson, Resident
- Diana Clayson, Resident
- Erika Strojinc, Executive Director

SECTION 2: That Erika Strojinc shall serve as the chairperson of the Efficiency Committee; and

SECTION 3: That the Park District's Board Secretary, Open Meetings Act Officer, and Freedom of Information Act Officer shall serve the Efficiency Committee in those respective roles; and

SECTION 4: That the Efficiency Committee shall perform its duties in accordance with 50 ILCS 70/1 *et seq.*; and

SECTION 5: That the Board of Commissioners shall provide a written report to the Cook and Lake County Boards no later than **November 22, 2024**, which is eighteen months after the day of the Efficiency Committee's formation.

DATED this 22<sup>nd</sup> day of May, 2023.

BUFFALO GROVE PARK DISTRICT

By: \_\_\_\_\_

Scott Jacobson, President  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ryan Risinger, Secretary  
Board of Commissioners

[Seal]

### Overview

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1, *et seq.*, requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local government efficiencies and issue a report to the county board in which the unit of local government is situated. The Act does not apply to municipalities and counties.

IAPD worked with state legislators and other stakeholders to relieve the most costly and burdensome provisions of this legislation before it became law. Although still an unfunded mandate, the law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

As one resource to our members, IAPD has prepared this fact sheet to assist in meeting the requirements of this new law.

### Committee Formation

Units of local government are required to form a committee no later than June 10, 2023, which is one year after the effective date of the Act, and at least once every ten years thereafter.

### Committee Composition

Each committee must include:

- The elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the board president and approved by the board; and,
- The chief executive officer or other officer of the governmental unit, if any.

The board president or their designee shall chair the committee. The chair may appoint additional members to the committee as they believe appropriate. Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

The committee may, but is not required to, employ or use the services of specialists in public administration and governmental management, and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

The committee is considered a public body to which the Freedom of Information Act and the Open Meetings Act applies.

### Duties of the Committee

The duties of each committee include, but are not limited to, the following activities:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois.
- Collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency.
- Provide a written report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee.

## **Committee Meetings**

The committee is required to meet at least three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental units if:

1. Separate notice is given in conformance with the Open Meetings Act;
2. The committee meeting is listed as part of the board of the governmental unit's agenda; and,
3. At least a majority of the members of the committee are present at the committee's meeting.

However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee if it chooses to meet on the same day as a regularly scheduled meeting.

Each meeting of the committee must be public and held in accordance with the Open Meetings Act. The committee must provide an opportunity for any person to be heard at each meeting for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Although not the required method, a survey conducted by email to all residents who attended the meeting and provided a valid email address is one way to satisfy this survey requirement. Pursuant to the Open Meetings Act, all public bodies must keep written minutes for each meeting of the committee.

## **Committee Report**

Each committee must provide its report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee. If a governmental unit is located in multiple counties, it should provide the report to the administrative office of each county board in all counties in which the governmental unit is located. If the committee is formed on the last possible date (June 10, 2023), then the report would need to be provided no later than December 10, 2024. After the report is issued, the committee is dissolved until it is reestablished with newly appointed members in 10 years.

IAPD requests that member agencies provide a copy of the final report to IAPD so that we can utilize this information in future advocacy efforts.

## **Questions of Concerns**

As always, for more information, please feel welcome to contact IAPD by phone at (217) 523-4554, or by email at [janselment@ilparks.org](mailto:janselment@ilparks.org) or [mremmert@ilparks.org](mailto:mremmert@ilparks.org).





# Frequently Asked Questions (FAQs) Decennial Committees on Local Government Efficiency Act

## Background

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1, *et seq.*, requires units of local government that levy any tax to form a committee to study local government efficiencies and provide a report to the county board in which the unit of local government is located.

The Illinois Association of Park Districts (IAPD) worked with state legislators and other stakeholders to relieve the most costly and burdensome provisions of this legislation before it became law. Although still an unfunded mandate, the law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

As one resource to our members, IAPD has developed these FAQs to assist in meeting the requirements of this new law.

**Q: Who must form an efficiency committee?**

**A:** The Decennial Committees on Local Government Efficiency Act requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local efficiencies. Municipalities and counties are exempt from the Act.

**Q: When do I have to form a committee?**

**A:** Units of local government must form a committee within one year after the effective date. Because the Act took effect on June 10, 2022, each governmental unit must form its committee no later than June 10, 2023.

**Q: Who serves on the committee?**

**A:** Each committee must include: (1) the elected or appointed members of the governing board of the governmental unit, (2) at least two residents of the governmental unit appointed by the board president and approved by the board, and (3) the chief executive officer or other officer of the governmental unit. The chairperson may also appoint additional members to the committee as he or she believes appropriate. Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

**Q: Who chairs the committee?**

**A:** The committee will be chaired by the board president or their designee.

**Q: What are the duties of the committee?**

**A:** Each committee must: (1) study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of the county board of each county in which the governmental unit is located.

**Q: What is the deadline for completing the report?**

**A:** Each committee must provide a report to the administrative office of the county board of each county in which the governmental unit is located no later than eighteen months after the formation of the committee. If a committee is formed on the last possible date (June 10, 2023), then the report would need to be provided to the county board no later than December 10, 2024.

**Q: What other State laws apply to the committee?**

**A:** Each committee is considered a public body to which provisions of the Freedom of Information Act and the Open Meetings Act apply.

**Q: How often must the committee meet?**

**A:** The committee is required to meet at least three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental unit if the following conditions are met: (1) separate notice is given in conformance with the Open Meetings Act, (2) the committee meeting is listed as part of the board of the governmental unit's regular meeting agenda, and (3) at least a majority of the members of the committee are present at the committee's meeting.

However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee if it chooses to meet on the same day as a regularly scheduled meeting.

**Q: What are the requirements for each meeting of the committee?**

**A:** Each meeting of the committee must be public and held in accordance with the Open Meetings Act. The committee must provide an opportunity for any person to be heard at each meeting for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Although not a required method, a survey conducted by email to all residents who attended the meeting and provided a valid email address is one way to satisfy this survey requirement. Pursuant to the Open Meetings Act, all public bodies must keep written minutes of the meeting.

**Q: What resources can IAPD provide to assist with the Act?**

**A:** IAPD has prepared these FAQs to assist in meeting the requirements of this new Act, a fact sheet to provide an overview of the Act, a model resolution to create the committee, and a sample reporting form for agencies to use in complying with the Act. As always, for more information, please feel welcome to contact IAPD by phone at (217) 523-4554, or by email at [janselment@ilparks.org](mailto:janselment@ilparks.org) or [mremmert@ilparks.org](mailto:mremmert@ilparks.org).

The committee may, but is not required to, employ or use the services of specialists in public administration and governmental management, and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

**Q: What happens once the report is submitted?**

**A:** After the report is provided to the administrative office of the county board of each county in which the governmental unit is located, the committee will be dissolved until it is reestablished with newly appointed members in 10 years.

IAPD requests that member agencies provide a copy of their final report to IAPD so that we can utilize this information in future advocacy efforts.

# EFFICIENCY REPORT FOR THE

\_\_\_\_\_ [INSERT NAME] **PARK DISTRICT**

**APPROVED BY THE PARK DISTRICT'S  
COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY  
ON \_\_\_\_\_ [INSERT DATE]**

**[INSERT PARK DISTRICT LOGO]**

## I. Purpose

The \_\_\_\_\_ [INSERT NAME] Park District (“Park District”) formed its Committee on Local Government Efficiency on \_\_\_\_\_ [INSERT DATE COMMITTEE FORMED BY RESOLUTION], 2023, to study efficiencies and report recommendations regarding those efficiencies and increased accountability pursuant to 50 ILCS 70/1, *et seq.* (the “Committee”).

## II. Committee Membership

The Committee consisted of the following individuals:

\_\_\_\_\_ [NAME OF BOARD PRESIDENT/CHAIRPERSON]

\_\_\_\_\_ [NAME OF COMMISSIONER]

\_\_\_\_\_ [NAME OF COMMISSIONER]

\_\_\_\_\_ [NAME OF COMMISSIONER]

\_\_\_\_\_ [NAME OF COMMISSIONER]

\_\_\_\_\_ [NAME OF COMMISSIONER IF APPLICABLE]

\_\_\_\_\_ [NAME OF COMMISSIONER IF APPLICABLE]

\_\_\_\_\_ [NAME OF RESIDENT MEMBER]

\_\_\_\_\_ [NAME OF RESIDENT MEMBER]

\_\_\_\_\_ [NAME OF CHIEF EXECUTIVE OFFICER OR OTHER OFFICER IF APPLICABLE]

\_\_\_\_\_ [NAME OF OTHER MEMBER IF APPLICABLE]

\_\_\_\_\_ [NAME OF OTHER MEMBER IF APPLICABLE]

### III. Committee Meetings

The Committee met as follows:

Meeting Date	Meeting Time and Place
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Minutes of these meetings are available on the Park District's website or upon request at the Park District's administrative office.

## IV. General Overview of Governing Statutes, Ordinances, Rules, Procedures, Powers, Jurisdiction

The Park District was established by a referendum initiated and approved by the voters of the Park District in \_\_\_\_\_ [YEAR DISTRICT WAS FORMED]. All Illinois park districts, including the Park District, are governed by the Park District Code, 70 ILCS 1205/1 *et seq.*

Having a separate and distinct taxing body for parks, recreation, and conservation within the local community, which operates apart from general purpose governments, is extremely beneficial to the community for many reasons, as detailed further in this report.

- **Elected, non-partisan, non-compensated board.** The Park District is governed by a board of \_\_\_\_\_ [FIVE or SEVEN] commissioners. Commissioners must reside within the boundaries of the park district and are elected at the Consolidated Election in odd-numbered years. Pursuant to state law, commissioners are non-partisan and serve without compensation.
- **Accessible and focused representation.** Having a dedicated board to oversee these essential facilities, programs, and services provides the community with increased access to their elected representatives and allows those elected representatives to remain focused solely on those facilities, programs, and services. This is contrasted with general purpose governments where elected representatives are responsible for broad oversight on a wide range of issues. This special purpose benefit is particularly advantageous when it comes to budget and finance oversight.
- **Increased transparency.** Having a dedicated unit of local government to provide park and recreation services also improves the relationship between the park district and its residents because of the transparency and openness related to the board and park district operations. Having detailed agenda and action items allows taxpayers to be better informed about the inner workings of their local government. When individual units of government are responsible for providing specified services like park districts, transparency is increased because action items and budget procedures are more detailed. Additionally, these items and budgetary decisions are subject to more scrutiny by locally elected officials than is the case with larger, multi-purpose governments with a multitude of departments.
- **Protection of revenues.** Because the Park District is a separate unit of local government, the revenues it generates can only be used for park district purposes. This assurance is contrasted with general purpose governments like cities, villages, and counties that provide a multitude of services such as fire, police, public works, economic development, etc., where revenues that are generated specifically for parks and recreation can be expended on these other services with limited, if any, input from voters.

- **Protection of assets.** Public parks and other real property owned by the park district is held in trust for the residents of the park district, and, subject to very limited exceptions, can only be sold or transferred if residents approve of the sale or transfer by a referendum. This is contrasted with general purpose units of government, which have authority to sell or dispose of property by a vote of the governing board.
- **Providing the Community More with Less.** The Park District does more with much fewer funding options. Unlike other units of local government that receive direct state funding, and income, sales, use, hotel/motel, motor fuel and other numerous taxes, the Park District's only tax revenues come from a modest portion of a resident's overall property tax bill. In fact, despite its limited funding options, the Park District share is only \_\_\_\_\_ [INSERT PERCENTAGE] of the local tax bill.
- ***[Insert any additional examples of the way in which statutes/rules help your agency promote transparency, accountability, or efficiency compared to other governments.]***

As part of good governance and implementing best practices in the management of day-to-day operations, the Park District has also adopted the following ordinances, rules, policies, and procedures:

**[SUGGESTED EXAMPLES LISTED BELOW]**

- **[Operations Manual]**
- **[Board Policies and Procedures Manual]**
- **[Administrative Policies and Procedures Manual]**
- **[General Conduct Ordinances]**
- **[Personnel Policies/Employee Manual or Handbook]**
- **[Safety and Risk Management Policies]**
- **[Strategic Plan]**
- **[Comprehensive Master Plan]**
- **[Annual Report]**
- ***[Insert any additional examples of policies, procedures or rules that your agency may have adopted, which could be listed as examples of good governance.]***



## V. List of Shared Services and Partnerships

The Park District works diligently to provide the best possible programs, services, and facilities to our community at the least possible cost. One of the many ways the Park District achieves this goal is by partnering with neighboring park districts, school districts, other units of local government within or near the community, the State, non-profit organizations, and for-profit corporations. Below is a comprehensive list of the current partnerships, agreements, and other relationships that assist the Park District's mission of delivering the best possible services at the least possible cost to our community.

### 1. Membership in SRA if Any

The Park District is part of the \_\_\_\_\_ [INSERT NAME] Special Recreation Association ("SRA"). Special recreation associations are a form of intergovernmental cooperation among units of local government that are authorized under the Illinois Constitution, the Intergovernmental Cooperation Act, the Park District Code, and the Municipal Code. Their formation is rooted in a fundamental belief and recognition that "Recreation is for Everyone." They are shining examples of local government efficiency.

By partnering together, local communities are able to effectively and efficiently deliver more successful program opportunities to community members who have special needs. Furthermore, by participating in the SRA, the Park District networks with \_\_\_\_\_ [INSERT NUMBER] other local governments to provide many more program opportunities for our community members who have special needs and offers a choice between participating in the SRA's programs or in programs that are provided by the Park District.

The Park District and the SRA also achieve efficiency by utilizing existing facilities that are owned and operated by the SRA's members, including the Park District. Utilizing these existing facilities allows the SRA to deliver services to its member communities at a lower cost. Currently the Park District provides the SRA access to the following facilities for their program offerings:

- ***[List facilities.]***

The SRA also provides the support needed for participants with special needs who choose to register for the Park District programs or inclusive programming. The SRA collects information on the registered participant and determines what supports are needed for that participant to be successful in this inclusive setting or the Park District program. This could include additional training of the supervisory staff, additional support staff, the use of adaptive equipment, behavior management, and/or other measures that will assist in the successful participation of this individual in the Park District program. Although success may not look the same for everyone, the SRA works with the Park District's staff to ensure the best possible results for all the participants in

the program. The Park District's cost of providing these services would be much greater without its participation and partnership in the SRA.

In 2022, the SRA successfully served \_\_\_\_\_ [INSERT NUMBER] residents in \_\_\_\_\_ [INSERT NUMBER] programs. The SRA also supported \_\_\_\_\_ [INSERT NUMBER] participants in inclusive programs that were provided by the Park District.

The Park District is very proud of the ongoing collaboration with the SRA. By working cooperatively with other local governments, not only are we better able to collectively serve all citizens within our communities, including persons with disabilities, but we are able to do so in the most efficient and effective manner possible.

**2. Other intergovernmental agreements with other park districts, forest preserve districts, conservation districts, or municipal recreation agencies**

- *[List any examples of intergovernmental agreements such as joint programming, shared facility use, risk management, investments, etc., which demonstrate cost savings / efficiencies.]*

**3. Intergovernmental agreements with other units of local government**

- *[List any examples such as joint purchasing, shared facility use, stormwater management, police protection, etc., which demonstrate cost savings / efficiencies.]*

**4. Intergovernmental agreements with the State of Illinois**

- *[List any examples such as the CMS Joint Purchasing program and other agreements, if any.]*

**5. Partnerships or agreements with athletic or similar affiliate organizations that operate sports or other leagues**

- *[List any agreements such as those with organized leagues, which save valuable resources for the community. For example, most of these organizations would be unable to construct and maintain their own sports fields. Oftentimes, sports complexes are multipurpose, which is an efficient way to satisfy the demands for numerous different sports and recreational activities.]*

**6. Partnerships or other interrelationships with non-profits**

- *[Insert any agreements with organizations such as the YMCA and other not-for-profits.]*

**7. Partnerships with for profit organizations**

- *[List any agreements with banks, retailers, and other for-profit businesses.]*

**8. Informal cooperation with other units of local government which save taxpayer dollars by eliminating redundancy**

- *[Insert any additional examples of informal or verbal agreements that demonstrate intergovernmental or other cooperation that results in savings to taxpayers. For example, an agency may allow a township to store mowing equipment for areas far from a township storage facility, but there may not be a formal intergovernmental agreement as described in items 2-4 above.]*

## VI. Other Examples of Efficient Operations

**Use of volunteers.** One way in which the Park District reduces the burden on taxpayers is through the use of volunteers. Last year, \_\_\_\_\_ [INSERT NUMBER] individuals volunteered \_\_\_\_\_ [INSERT NUMBER] hours of service to the Park District.

**Youth employment.** The Park District is a major employer of youth in the community. Last year, the Park District employed \_\_\_\_\_ [INSERT NUMBER] youth. Not only is this an efficient way to deliver services, but youth employment serves as a valuable training tool for the future workforce.

**Joint purchasing** (if not listed above). The Park District participates in joint purchasing cooperatives pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/0.01 *et seq.*) thereby saving taxpayer dollars through economies of scale. These include:

- *[Insert any products and services purchased and, if possible, the savings that were generated.]*

\_\_\_\_\_ [INSERT NAME] **Foundation.** Last year, the Foundation raised \$\_\_\_\_\_ [INSERT DOLLAR AMOUNT] in private donations, which help alleviate the burden on taxpayers. The Foundation also supported the Park District by:

- *[Insert any other assistance provided to the Park District by the Foundation.]*

**Collaboration with other park districts on best practices.** Because park districts are not in competition with one another, they are more willing than the private sector to share best practices. These best practices help to avoid unnecessary costs and deliver services more effectively and efficiently.

**Reliance on Non-Tax Revenue.** Unlike most local governments that rely on a wide range of sales, use, and income taxes, the Park District is not permitted to assess these types of taxes. Additionally, although the Park District is an economic engine for the community and generates much revenue for the state and our community in the form of hotel/motel, sales, and motor fuel taxes, our Park District does not receive any of these revenues. Also, unlike Illinois cities, villages, counties, and school districts that received billions of dollars in direct financial assistance from the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan Act (ARPA), our Park District did not receive any such direct federal aid. Our Park District also does not receive state funding under the Local Government Distributive Fund (LGDF) or General State Aid (GSA) that these same cities, villages, counties, and school districts receive through the State budget.

Instead, the Park District provides all of the programs, facilities, and services to the community with a very modest amount of property taxes and from **non-tax sources** such as memberships, program registrations, and other user fees as well as private donations and grants.

## VII. Transparency to the Community

The following information about the Park District may be obtained by citizens in the location listed.

Document	Location(s) Available <small>(website, administrative offices, county clerk, state website, etc.)</small>
<ul style="list-style-type: none"> <li>• Annual tax levy</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Annual budget and appropriation ordinance</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Agenda and minutes</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Comptroller’s annual finance report (AFR)</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<p><b><u><a href="#">[Other Possible Examples:]</a></u></b></p>	
<ul style="list-style-type: none"> <li>• Annual audit</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Statement of Receipts and Disbursements</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Conduct Ordinances</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Long range plans</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Strategic plans</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• Capital improvement plan</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• ADA transition plan</li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li>• <b><i>[List any other documents deemed appropriate that demonstrate transparency]</i></b></li> </ul>	<hr style="border: 0; border-top: 1px solid black;"/>

The Park District offers residents many opportunities to provide feedback. These include:

- The board of commissioners meets \_\_\_\_\_ [INSERT FREQUENCY] each month. Residents may provide public comment at every meeting.
- The Park District’s annual Budget and Appropriation Ordinance is available in tentative form at least 30 days prior to its adoption at an open meeting of the Park District board. Additionally, at least one public hearing is held prior to final action, and notice of the hearing is published in the newspaper at least one week prior to the hearing.

- The Park District’s annual property tax levy is approved at an open meeting of the Park District board in accordance with the Open Meetings Act. The Park District follows all public notice and hearing requirements under the Truth in Taxation Law prior to the adoption of this annual tax levy. **[The Park District’s annual levy is also subject to the limitations of the Property Tax Extension Limitation Law.]**
- Residents may contact or request information from the Park District by phone at \_\_\_\_\_ [INSERT PHONE NUMBER] or email at \_\_\_\_\_ [INSERT EMAIL ADDRESS]
- ***[List any committees, boards, etc. that have community representation.]***
- ***[List any community surveys and other resident surveys in the past 5 years; include program surveys and any other surveys that sought community input no matter how complex or simple.]***
- ***[Identify any public hearings or similar meetings where community input was obtained in the past 5 years.]***

## VII. District Awards and Recognition

The District's achievements have been recognized in numerous ways.

### **[SUGGESTED EXAMPLES LISTED BELOW]**

- *Indicate if the park district is a Joint Distinguished Accredited Agency*
- *List IAPD or IPRA agency or individual awards*
- *Identify all Master Board Members*
- *You may wish to highlight all staff credentials*
- *You may wish to highlight staff and commissioner training*
- *[Insert any other noteworthy awards or recognition]*

## VIII. Benefits and Services

The Park District serves the entire community from the youngest child to the oldest adult and all ages in between. It does so in a variety of ways.

### 1. Facilities

The Park District offered the following facilities to the community last year:

- *[List all park sites, nature and multi-purpose trails, community centers, senior centers, recreation facilities, tennis courts, swimming facilities and beaches, golf courses, boating and fishing areas, campgrounds, community gardens, etc.]*
- *[List any specialized benefits and services such as zoos, museums, cemeteries, airports and restaurants, etc.]*

### 2. Programs

The Park District offered the following programs last year. Registration numbers are also provided.

- *[List all programs including before/after school, summer, recreational, fitness, cultural, arts, senior, etc., and include participation numbers if available.]*

### 3. Additional Services

The Park District provided the following additional services to the community.

- *[List any other services not listed above.]*

### 4. Other Benefits

While the Park District is a special purpose district, its impact to the community is multi-faceted and far reaching. For example, the Park District's parks, recreational programming, and other opportunities improve the community's overall physical and mental health and wellness, thereby reducing health care costs. Before and after school and summer programs offer safe, convenient, and affordable childcare options for working families during critical times when school is not in session. These opportunities also help reduce juvenile crime. The Park District's open space and trees help improve air and water quality and mitigate flooding.

- *[Identify any other benefits.]*



## IX. Recommendations for Increased Accountability and Efficiency

### 1. Intergovernmental Fees and Charges

One opportunity for efficiency would be the elimination of fees and charges assessed by other units of government. By way of example, below are amounts that other units of local government charge the Park District even though the Park District's taxpayers are also taxpayers of these other units of local government. Such fees and charges, and the bureaucracy that accompanies them, inhibit the park district's ability to deliver programs, facilities, and services at the least possible cost.

- *[List the total amount paid for each fee, charge, and assessment paid to other units of government, e.g., building permits, sewer taps, county food service, state and local liquor license, elevator license and inspection, business, restaurant, burglar alarm, vending, entertainment, construction permit, building inspection, stormwater management, impervious surface, water reclamation, ISP background checks, fire inspection, towing, health inspections, sprinkler inspections, pool permits, grass maintenance etc.]*
- *[If city, village, or county charge your agency for police protection in your parks, highlight the fact that the responsibility to provide police protection in areas within the boundaries of the city/village is already their responsibility and that the taxpayers are already paying for this service which should alleviate the need to charge the park district.]*

Other units of local government should recognize that intergovernmental fees often lead to inefficiency in the expenditure of taxpayer dollars through extra bureaucracy and administrative costs. In many cases, the unit of government assessing the fee ultimately benefits from the project or event, meaning it can recoup its costs through the extra sales tax or other revenue that will be generated. Where such fees are absolutely necessary, general purpose units of government should offset the fee by crediting the park district for all benefits they will receive from a project, event, or property. For example, open space that is protected and maintained by the Park District helps mitigate stormwater management costs, so assessing stormwater management fees on the Park District not only leads to inefficiency, but it is also shortsighted.

Governmental units should be discouraged or prohibited from charging more than their out-of-pocket costs associated with the activities covered by a fee that is assessed to another unit of local government with the same taxpayers. Put another way, one unit of local government should not profit by taxing another. Eliminating local permit fees is a way to reduce administrative costs without impacting overall public revenue. Local government best serves the people when it cooperates and works together. Some communities recognize this and do not charge fees to other units. All communities should be encouraged to follow that model to receive the best results for local taxpayers and to promote governmental efficiency.

## 2. Inefficiency of Other Governments

The Park District is also negatively impacted by the inefficiency of the state and other units of local government.

- *[If the park district has experienced delays in grant reimbursements or other payments from the state, you may wish to highlight the financial impact.]*
- *[If the park district has experienced delays in permit processing, grant agreements, or other paperwork that has had negative financial or other detrimental consequences, identify those and the costs or negative impact.]*

## 3. Unfunded Mandates

Unfunded state mandates are another cost driver. While the Park District recognizes that there are benefits to some of these mandates, modifications could help alleviate some of the burden to the park district.

**[DEPENDING UPON THE FINANCIAL IMPACT, YOUR AGENCY MAY WISH TO EXCLUDE THESE MANDATES OR MAY WISH TO LIST ANY OTHER EXAMPLES OF LAWS, RULES, OR MANDATES THAT INHIBIT EFFICIENCY, ALONG WITH THEIR ASSOCIATED COST.]**

**a) Non-resident FOIA Requests.** Last year, the park district spent \_\_\_\_\_ [INSERT DOLLAR AMOUNT] in staff time and legal fees to fulfill FOIA requests. Often the individuals/businesses submitting the FOIA requests are from outside of the park district boundaries, and they appear to be serving a specific agenda, rather than assuring better local government.

- **[Provide specific examples if the Park District has them.]**

Under current law, resident taxpayers end up footing the bill for these non-resident or commercial requests. In order to help alleviate the burden for these non-resident requests the law could be amended to: (1) add a requirement that non-residents identify/explain the purpose of the request for information; (2) add a time limit on how far back a non-resident can request information; (3) staff time and costs could be included in the amount that is reimbursable for non-resident and commercial requests; (4) move back the deadline for non-resident requests 10 business days so that the park district does not have to delay services to its residents in order to comply with a non-resident request.

Sunshine laws are supposed to protect taxpayers by allowing them to shed light on any issue that is not exempt from FOIA. However, local government can be burdened by having to drop everything to rearrange priorities to meet FOIA deadlines, particularly if it has limited resources. Since local residents ultimately

bear the expense of complying with FOIA, treating resident and non-resident requests differently would be justified.

**b) Criminal Background Checks.** All park districts are statutorily required to conduct criminal background checks on all employees pursuant to Section 8-23 of the Park District Code. The background checks must be done through the Illinois State Police (ISP). Last year, the park district spent \$\_\_\_\_\_ [INSERT DOLLAR AMOUNT] for criminal background checks. The Park District does not recommend eliminating this mandate because it is necessary to ensure the safety and well-being of children and other park district patrons. However, the State should explore ways in which it could improve the current system and make it less costly for park districts to comply with the law.

The mandate also raises the fundamental question as to why one layer of government is forced to charge its taxpayers to comply with a State mandate when the State made the determination to impose the mandate. Put another way, if the State has determined that criminal background checks are necessary for public safety, the State should assist with compliance.

The Park District recommends studying whether there can be a more efficient background check process implemented through the ISP to reduce the time and expense it takes for background checks. Another suggestion is for ISP to waive the fee for checks on minors or waive all fees for name checks. If there is a “hit” from a name check, the fee could be charged for the more costly fingerprint check. Since it is a state mandate, perhaps the fee structure for park districts should also be reviewed to determine whether the fee being charged exceeds the actual cost of doing the check and, if so, perhaps the ISP could consider reducing its cost to local governments.

**c) Prevailing Wage.** One way to reduce burden on local government staff is to limit the prevailing wage requirement to larger capital contracts. This would free up tracking of the paperwork on small repairs and projects. One reason for creating a threshold requirement is the cost of the administrative burden relative to the cost of the actual project. For example, eliminating prevailing wage on smaller projects, e.g., those less than \$50,000, will result in more local bids and decrease the overall cost for these smaller public works projects.

**d) Newspaper Publication.** The newspaper is no longer the most effective way to provide notice. Websites are cheaper and reach more people. Permitting the park district to post the information on its website in lieu of newspaper publications would reduce costs.

#### **4. Opportunities for Increased Transparency**

As illustrated above, the Park District is very transparent in its operations. The following are opportunities for increased transparency:

- *[Identify items that are not posted to website and other opportunities for community input]*

**5. Opportunities for Other Intergovernmental Agreements**

- *[If your agency does not take advantage of efficiencies identified in Section V above, you may consider listing some of those opportunities here]*

**6. Opportunities for Savings such as Energy Efficiency Projects, Joint Purchasing**

- *[If your agency does not take advantage of efficiencies identified in Section V above, you may consider listing some of those opportunities here]*

## X. OTHER

***[LIST ANY OTHER IDEAS OR SUGGESTIONS THAT DEMONSTRATE THAT A PARK DISTRICT IS THE MOST EFFICIENT AND TRANSPARENT FORM OF LOCAL GOVERNMENT TO PROVIDE PARK, RECREATION AND CONSERVATION SERVICES.]***

**Dated:** \_\_\_\_\_ [INSERT DATE FINAL REPORT APPROVED BY EFFICIENCY COMMITTEE]

**Signed:** \_\_\_\_\_ [CHAIR'S SIGNATURE]



**Suburban Cook County Election Results**  
 April 04, 2023 Consolidated Election

**Voter Turnout**

13.81%

Ballots Cast

228,962

Registered Voters

1,657,359

5/2/2023 2:50:48 PM

★ **Cmsnr., Buffalo Grove Park District, 4yr. - Vote For 3**

100% 11 of 11 Precincts Reported

Candidate Name	Votes	%
Stephen Cummins (Nonpartisan)	2,576	33.89%
Hetal Wallace (Nonpartisan)	2,433	32.00%
Larry Reiner (Nonpartisan)	2,593	34.11%

**Precinct Results**

Precinct	Registered Voters	Ballots Cast	Stephen Cummins	Hetal Wallace	Larry Reiner	Total Votes
Wheeling 4	1,664	9	6	6	8	20
Wheeling 6	689	81	66	64	65	195
Wheeling 38	1,373	104	84	81	85	250
Wheeling 51	1,283	105	93	88	89	270
Wheeling 52	1,546	127	114	107	113	334
Wheeling 63	1,089	37	27	25	27	79
Wheeling 64	1,554	34	26	27	31	84
Wheeling 66	1,264	120	101	102	102	305
Wheeling 70	1,322	122	106	102	107	315
Wheeling 72	1,039	91	77	74	77	228
Wheeling 91	1,138	97	83	83	84	250
Wheeling Township Results	13,961	927	783	759	788	2,330

## Precinct Results

Precinct	Registered Voters	Ballots Cast	Stephen Cummins	Hetal Wallace	Larry Reiner	Total Votes
Vernon (Lake) 256	1,229	153	15	15	15	45
Vernon (Lake) 271	1,155	150	77	81	77	235
Vernon (Lake) 272	1,114	154	1	2	1	4
Vernon (Lake) 276	1,087	139	100	102	104	306
Vernon (Lake) 277	1,117	166	108	105	105	318
Vernon (Lake) 278	992	124	79	65	72	216
Vernon (Lake) 281	1,263	166	0	0	0	0
Vernon (Lake) 282	928	213	0	0	0	0
Vernon (Lake) 283	1,002	142	110	107	115	332
Vernon (Lake) 284	1,173	204	138	132	150	420
Vernon (Lake) 285	894	126	79	78	85	242
Vernon (Lake) 286	1,000	195	122	106	126	354
Vernon (Lake) 287	1,102	188	127	108	123	358
Vernon (Lake) 288	994	167	109	101	109	319
Vernon (Lake) 289	900	151	97	89	99	285
Vernon (Lake) 290	949	101	71	72	71	214
Vernon (Lake) 291	1,119	178	136	126	132	394
Vernon (Lake) 292	1,210	265	190	173	183	546
Vernon (Lake) 293	1,038	109	76	71	81	228
Vernon (Lake) 294	1,089	123	41	36	38	115
Vernon (Lake) 295	1,090	169	117	105	119	341
Vernon (Lake) Township Results	22,445	3,383	1,793	1,674	1,805	5,272

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# April 4, 2023 Consolidated Election

## Official Results

### RESULTS

Last updated

📅 Thursday, April 20, 2023, 4:33:29 PM (2 weeks ago)

★ (0)

### ☆ Park Districts

#### ★ Barrington Hills Park District Commissioner (Vote For 3)

<input type="checkbox"/> Jill Zubak	80
<input type="checkbox"/> Dennis M. Kelly	97
<input type="checkbox"/> Gigi Iacovelli	87
	264

#### ★ Barrington Park District Commissioner (Vote For 1)

RESULTS

MY FAVORITE RACES ★ (0)

PRECINCTS REPORTING

TURNOUT

998

#### ★ Buffalo Grove Park District Commissioner (Vote For 3)

<input type="checkbox"/> Stephen Cummins	1,793
<input type="checkbox"/> Hetal Wallace	1,674
<input type="checkbox"/> Larry Reiner	1,805
	5,272

#### ★ Deerfield Park District Commissioner (Vote For 2)

<input type="checkbox"/> Joseph Cohen	1,203
<input type="checkbox"/> Jan Caron	1,192
	2,395





## ADMINISTRATIVE STAFF MEETINGS REPORT APRIL 2023

### APRIL 4, 2023

Erika:

- Museum walk-ins totaled 456 last week during spring break; all-time record!
- Discussed demo date for Alcott Room 1; targeting the week of May 22.
- Had 256 new FC members in March; previous high was 42. There were 223 geofence visits.
- Geofencing PT job posting had 183,000 views of the Snapchat ad. 575 swiped to the website.

John:

- Going to Palatine tomorrow to look at their Clubhouse billing to determine if it will work with Rec Trac.
- Greg is attending a PDRMA cyber coverage webinar.
- Meeting with IPRA A&F colleagues regarding conference speakers for next year.

Beth:

- Legislative Dinner has 25 registered to date.
- Sent the Reiner Park dedication email invitation to VIP list and staff; Megan agreed to make kite cookies. Ryan will be the MC; Scott Jacobson will speak.

Mike:

- District 214 would like to have an unpaid marketing intern work here this summer.
- Austin Edwards band contract is complete for Friday country night at BG Days.
- Asked to speak on sponsorship at the Wisconsin Parks and Rec State Conference next January in La Crosse.

Dani:

- FT staff training on April 13 from 9:30 – 12:30, CAC, lunch included.
- Will schedule a 4-hour TIPs training in May; let Dani know if you are interested.
- Ordered Perry Weather equipment and added staff users of the app.

Tim:

- Would like to close the Dog Park in sections for turf restoration again this year.
- Out to bid today on Prairie Grove Park; bid opening is on April 27.
- Hacienda started work at the inline rink and Phase II of the Nature Gardens.

Ryan:

- Asked Erika to attend the NWSRA board meeting on May 17 at 10:30 am.
- Survey to contractors is out; 51 responses.

### APRIL 11, 2023

Mike:

- Working on a safety video. Will include footage of preschool fire and tornado drills.
- Jennifer is working on the display board for the Senior Expo and the FC summer promotion. She is also doing a FC e-newsletter on Chris getting promoted to superintendent of revenue facilities managing the FC.
- SHS student is shadowing the marketing department tomorrow.

Dani:

- UniquelyUS parade route is finalized; will close entry to the FC from 10 am until parade is done. Officer will be stationed near crosswalk to help pedestrians cross from parking lot to the event. Our plans will be added to the Village GIS interactive map. Can use help at the event checking IDs, selling tickets, and directing parking on Sunday, June 4.
- PDRMA said service animals are allowed in the water if a task needs to be performed in the water; Ryan asked Dani to see what IDPH says if a dog goes in a pool.

Tim:

- Parks guys are working on CAC grass work, fencing and grading at the back entrance.
- Will be working on dog park turf restoration; signage is done.
- Dance floors are installed in two rooms at the CAC.
- Mike and Tim will meet with Village staff regarding future planning and development.
- Farley Group will come out on April 24 to replace remaining anchors at the Golf Dome.
- Working on write-ups of landscape management for the Village website.

Erika:

- You've Been Egged went well; 60 homes participated.
- Preschool enrollment is up 20% from last year.
- Birthday parties are exploding; 15 per month. Considering raising party prices in the fall.
- Senior Expo vendor space is 100% full; will consider changing the date next year.

John:

- Audit with Lauterbach this spring is on the calendar; we need to keep track of leases.
- Will work with Mike to get the first round of the salary posting per FOIA on April 17.

Beth:

- Registered Tom Rychlik and Greg Petry for the Legislative Dinner; Legislative Dinner has 27 registered to date. Dan Didech replied to sit with us. Will send out an RSVP reminder to Lake County agencies and legislators to RSVP.
- Administrative Professionals Day is Wednesday, April 26; will schedule lunch on May 12.

Ryan:

- IAPD sent out email on Local Efficiency Committee resources.

- Ryan is getting really close to being finished with the manuals update. He will send anything outstanding to the appropriate person and ask for updates/edits. Volunteer policy and volunteer handbook needs to find a home. For now it is in the FT Personnel Policy Manual.

### APRIL 18, 2023

Erika:

- CAC rental revenue is at \$143,000 through March.
- 60 BG Singers signed up; 5 new members.
- Police department is looking to do their Trivia Night fundraiser at the CAC; they are scaling back the size of their event.
- Men's steam room is down at the FC; light fixture was broken again.
- Discussion held on expansion of Athletico space.

John:

- Asked that since COVID is over, are we going to re-visit working from home. Discussion was held and will continue.
- Preparing for first audit date with Lauterbach & Amen, LLP on Wednesday, May 17.

Beth:

- Legislative Dinner has 38 registered to date. Senators Mary Edly-Allen (Grayslake) and Ann Gillespie (Arlington Heights) and Representatives Dan Didech, Joyce Mason (Gurnee) and Nabeela Syed (Palatine) are sitting with Lake County.
- Ryan has 57 RSVPs to his retirement party.

Mike:

- Finished up the project with Erika on discussing the future of the marketing department.

Tim:

- The Village approved an ordinance for a cricket pitch near Vernon Township.
- Mike M. and Tim are meeting with Kelly and Nicole from Upland Design on Friday to discuss planning.
- Receiving a ComEd rebate for \$2,576 for RTU work at the CAC.
- Perry Weather is being installed at Emmerich tomorrow.
- Thanked Mike for the signs announcing restoration of turf at the dog park.

Ryan:

- Ryan sent the vendor diversity link to Jason Anselment at IAPD; we are now in compliance.
- Reviewed Local Efficiency requirements from the state. Should have committee formed at the May board meeting. Committee requirements encompass the Board, one staff member, and two residents.
- Representative Canty's office called and asked about hosting a summer scavenger hunt in a few of our parks.
- Ryan is setting up a BG Administrator's lunch to introduce Erika.

## APRIL 25, 2023

Erika:

- Kids on bikes pounded on door and window at Safety Town while a class was running Friday evening. 911 was called and when the police arrived the kids fled. The exit sign in the bathroom was vandalized.
- Senior Expo went well last week and had good attendance.
- Aristocats Kids production was great last weekend.
- NWSRA is hosting a picnic outside the FC on May 25.

John:

- Board approved the 2023-24 budget last night; thanked staff for their input. Funds are coming in better than budgeted.

Beth:

- Lake County Legislative Dinner has 64 registered; will prepare name tents for guests.
- Outdoor Janitorial Services Bid Notice was published in the Herald last Friday.
- Vehicle Bid Notice will be published on Thursday.
- Ryan has 66 RSVPs to his retirement party.

Mike:

- Construction updates are done; thanked Tim and Mike M.
- Getting close to finish line on new stacked versions of facility logos.
- Attending IPRA C&M Section Sponsorship Huddle in Naperville on Friday afternoon.
- Jennifer will be starting FC trainer videos in May.
- Jennifer is working on Membership Appreciation Week and summer programming for the FC.

Tim:

- Met with Kelly and Nicole with Upland Design on Friday to discuss timeline planning. Talked about them coming to parks quarterly meetings with the Village Public Works department.
- Working with Tom on doing Willow Stream parking lot in the fall after BG Days.

Ryan:

- Ryan will put together a committee per IAPD's Local Government Efficiency requirements.
- Discussion held about the Emmerich resident letter regarding Perry Weather activation. Decided a press release, social media post, and website posting will be done instead of a letter to residents living near the park.