



Buffalo Grove Park District  
Workshop/Annual Meeting  
Monday, May 22, 2023  
Alcott Center – Rooms 10/11  
6pm

- I. Call to Order
  - A. Roll Call
- II. Approval of Agenda
- III. Employee Recognition Resolution (SJ)
  - A. Resolution 23-5-2 Commending Ryan Risinger on his Retirement
- IV. Finance (SC)
  - A. May Warrant 2023
  - B. April Financial Statement
  - C. April Year to Date Statement
  - D. May Refunds
  - E. Resolution 23-5-3 Buffalo Grove Bank and Trust Signers
  - F. Resolution 23-5-4 BMO Designation of Authorized Officers
  - G. Resolution 23-5-5 Buffalo Grove Bank and Trust Designating Public Depository
  - H. Board Travel and Conference Expense
- VI. Old Business
- VII. New Business
- VIII. Adjournment of Workshop

**ANNUAL MEETING**  
(Immediately Following the Workshop)

- I. Call to Order
  - A. Roll Call
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Introduction of Guests
- V. Approval of Minutes
  - A. Approval of April 10, 2023 Workshop Minutes
  - B. Approval of April 10, 2023 Executive Session Minutes
  - B. Approval of April 24, 2023 Public Hearing Minutes
  - D. Approval of April 24, 2023 Workshop Minutes
  - E. Approval of April 24, 2023 Regular Board Meeting Minutes

- VI. Topics from the Floor
- VII. Correspondence
  - A. Written
  - B. Verbal
- VIII. Attorney's Report
- IX. Committee Action Items
  - A. Finance (SC/HW)
    - 1. Approval of May Warrant 2023
    - 2. Approval of the April 2023 Financial Statement and April 2023 Year to Date Statement
    - 3. Approval of the Prairie Grove Park Bid Recommendation
    - 4. Approval of the Fitness Center Roof Replacement Recommendation
    - 5. Approval of Resolution 23-5-3 Buffalo Grove Bank and Trust Signers
    - 6. Approval of Resolution 23-5-4 BMO Designation of Authorized Officers
    - 7. Approval of Resolution 23-5-5 Buffalo Grove Bank and Trust Designating Public Depository
    - 8. Approval of Board Travel and Conference Expense
  - B. Policy and Legislation (LR)
    - 1. Approval of Resolution 23-5-1 IAPD Local Government Efficiency Committee
  - C. Employee Recognition Resolution (SC/TB)
    - 1. Resolution 23-5-2 Commending Ryan Risinger on his Retirement
  - D. Consent Agenda
 

All items on the Consent Agenda are considered routine by the Park Board and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or resident so requests. At that time, the item will be moved and placed on the agenda under new business.

    - 1. 2022/23 Quarter D Administrative Work Plan Report
    - 2. 2022/23 Quarter D Departmental Goals and Objectives
    - 3. Museum STEPS Program: Code of Ethics
    - 4. Official Canvass of April 4, 2023 Consolidated General Election
- X. Executive Director's Report and Department Operational Reports
- XI. Oath of Office - Newly Elected Commissioners – Cummins, Reiner, Wallace
- XII. Election of Officers for Fiscal Year 2023/24
  - A. President
  - B. Vice President
- XIII. Annual Appointments for Fiscal Year 2023/24
  - A. Treasurer
  - B. Legal Counsel

- XIV. President's Liaison Appointments for Fiscal Year 2023/24
  - A. Finance
  - B. Personnel
  - C. Policy and Legislation
  - D. Recreation
  - E. Public Relations
  - F. Park Development
  - G. Ethics Advisor
  - H. IAPD Key Contact
  - I. Village Board and Planning & Zoning Commission
  - J. Friends of the Parks Foundation
  - K. Environmental Action Team (EAT)
  - L. BG Days
  
- XV. Staff Appointments for Fiscal Year 2023/24
  - A. Executive Director
  - B. Park Board Secretary
  - C. NWSRA Board Representative and Alternate
  - D. PDRMA Representative and Alternate
  - E. ADA Compliance Officers
  - F. FOIA Officers
  - G. OMA Officers
  - H. Assistant Treasurer
  - I. Finance Compliance Officer
  - J. Friends of the Parks Foundation Board Member
  
- XVI. Old Business
- XVII. New Business
  
- XVIII. Executive Session for the Purpose of:
  - A. Land Acquisition
  - B. Personnel
  - C. Imminent Litigation
  
- XIX. Action to be taken from Closed Meeting Session
- XX. Adjournment

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



**BUFFALO GROVE PARK DISTRICT  
RESOLUTION 23-5-3**

**RESOLUTION of the Buffalo Grove Park District, Cook and Lake Counties, Illinois, Designating a Depository and Authorizing Certain Officials to Sign Checks, Drafts, Orders and to Transfer Funds effective June 1, 2023**

**BE IT RESOLVED THAT BUFFALO GROVE BANK AND TRUST COMPANY, N.A., A BRANCH OF NORTHBROOK BANK & TRUST COMPANY, N.A. be and hereby is designated depository in which funds of this PARK DISTRICT may be deposited by its officers, agents and employees, shall be and each of them is hereby authorized to endorse for deposit or negotiation any and all checks, drafts, notes, bills of exchange, and orders for the payment of money, either belonging to or coming into possession of this Park District. Endorsements for deposits may be by the written or stamped endorsement of the park district, without designation of the person making the endorsement.**

**BE IT FURTHER RESOLVED that the designated administrators of this Park District are authorized to SIGN ANY AND ALL CHECKS, DRAFTS AND ORDERS, including orders, or directions, in informal or letter form, against any funds at any time standing to the credit of this Park District with said bank, and/or against any account of this Park District with said Bank, and that the said bank here by is authorized to honor any at all checks, drafts, and order, so signed, including those drawn to the individual order of any such administrator, and/or other person, signing the same without further inquiry, or regard to the authority of side, administrators, and/or other persons, or the use of said checks, drafts and order, or the proceeds thereof.**

**BE IT FURTHER RESOLVED that either the EXECUTIVE DIRECTOR or any of the COMMISSIONERS OF BUFFALO GROVE PARK DISTRICT are authorized to sign any and all checks, drafts and orders. Two signatures are required for all checks, drafts and orders.**

**BE IT FURTHER RESOLVED that the Executive Director and Director of Business Services and Human Resources are authorized to request a wire transfer of funds in accordance with the terms of agreement between this Park District and said Bank, dated May 22, 2023, and the wire transfer would require approval separate from the initiator of the wire transfer by one of the following officials, Executive Director, or the Director of Business Services and Human Resources.**

**BE IT FURTHER RESOLVED that each of the foregoing, the resolutions, directions and instructions shall continue in force, until expressed written notice of its revision or modification has been received by the Bank. It is agreed for the purpose of inducing said Bank to act hereunder that said Bank shall be saved harmless for any loss suffered or liability incurred by it and acting hereunder.**

**PASSED BY THE BOARD OF PARK COMMISSIONERS ON THE 22<sup>ND</sup> DAY OF MAY 2023 AND IN EFFECT ON THE 1<sup>ST</sup> DAY OF JUNE, 2023.**

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Ryan Risinger, Secretary  
Board of Commissioners  
Buffalo Grove Park District

-SEAL-

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Scott Jacobson, President  
Board of Commissioners  
Buffalo Grove Park District

RESOLUTION 23-5-4  
CERTIFIED RESOLUTIONS FOR LOCAL GOVERNMENT CUSTOMER

DATED AS OF 05/15/2023

I, \_\_\_\_\_, DO HEREBY CERTIFY  
to BMO Harris Bank N.A. ("BMO") that:

1. I am the duly elected or appointed and qualified clerk, secretary or other authorized official (the "Certifying Official") and keeper of the official books and records of  
BUFFALO GROVE PARK DISTRICT  
(the "Customer"), a PARK DISTRICT duly organized and existing under the laws of the State of ILLINOIS (the "State"); and that the following is a true and correct copy of the resolutions duly adopted by all of the governing board or body of the Customer at a duly called and held regular or special meeting on the 15 day of May, 2023 (the "Resolution Date"), and recorded in the official books and records of the Customer (the "Resolutions"), in accordance with applicable State law:

**I. BMO AS DEPOSITORY; DESIGNATION OF AUTHORIZED OFFICERS; AUTHORIZED ACTIVITIES**

BE IT AND IT IS HEREBY RESOLVED by the governing board or body of  
BUFFALO GROVE PARK DISTRICT  
(the "Customer"), a PARK DISTRICT duly organized and existing under the laws of the State of ILLINOIS (the "State"), that BMO Harris Bank N.A. ("BMO") is designated as an authorized depository of the Customer.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that each of the following officials or officers of the Customer is designated as an "Authorized Officer", with each such Authorized Officer empowered to act individually on behalf of the Customer to exercise such powers and authorities as are set forth in these resolutions (the "Resolutions"):

NAME	TITLE	SPECIMEN SIGNATURE
1. SCOTT JACOBSON		
2. LAWRENCE REINER		
3. STEPHEN CUMMINS		
4. HETAL WALLACE		
5. ERIKA STROJINC		
6.		
7.		

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that any Authorized Officer is authorized and empowered, in the name and on behalf of the Customer, to delegate to one or more of his or her deputies or authorized representatives (each, a "Deputy") any or all of the powers and authorities granted to the Authorized Officers herein, including, but not limited to, signatory powers and authorities, as any such Authorized Officer deems necessary, desirable or appropriate (excluding, however, the authority to appoint additional or revoke the authority of any

Deputy), or revoke such authority, such determination to be conclusively presumed by any such Authorized Officer informing BMO (in writing or by electronic (Internet, fax or e-mail) instruction) of such designation, delegation or revocation.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that any Authorized Officer is authorized and empowered, in the name and on behalf of the Customer, in accordance with applicable State law and in furtherance of the purposes of the Customer's ordinances, resolutions, charter provisions (if applicable) and adopted policies regarding the management of its financial and banking affairs (the "Enabling Laws"):

(a) to execute and deliver any and all signature cards, authorizations, set-up and other applications, forms, documentation, instructions, certificates and agreements, including without limitation any deposit account agreements, required or requested by BMO, or deemed necessary, appropriate or desirable by an Authorized Officer, in connection with the establishment, maintenance or administration of any checking, savings or other deposit accounts with BMO (the "Accounts") or in connection with any other banking services provided by BMO, to close any or all of the Accounts or to terminate such banking services and receive any proceeds therefrom, such determination to be conclusively evidenced by the execution and delivery of such signature card, authorization, set-up or other application, form, document, instruction, certificate or agreement by any such Authorized Officer;

(b) to make, execute, draw, accept and endorse (manually, via facsimile signature, stamp or otherwise) any and all checks, notes, drafts, items, bills of exchange, acceptances, undertakings or other orders for the payment of money, including without limitation orders or directions in informal or letter form (collectively, "Orders"), against any money or funds or Accounts at any time standing to the credit of the Customer with BMO, and BMO is authorized to honor any and all such Orders so made, executed, drawn, accepted or endorsed, including those drawn to the individual order of any such person signing the same, or authorized by an Authorized Officer to be endorsed by, or purporting to be endorsed by, facsimile signature or stamp of such person without further inquiry or regard to the authority of said person or persons or the use of the Orders or the proceeds thereof;

(c) to instruct BMO, in writing, electronically (including Internet, fax or e-mail) or otherwise, and take or cause to be taken all such other and further action, and to execute, acknowledge and deliver any and all certificates, agreements, documents and other instruments, that any such Authorized Officer deems necessary or desirable in relation to any Orders deposited into or drawn on an Account, including with respect to any stop payment instructions on such Orders, such determination to be conclusively evidenced by the taking of such action or the execution and delivery of such certificate, agreement, document or other instrument by any such Authorized Officer;

(d) to issue written, telephonic or electronic (including Internet, fax or e-mail) instructions with respect to the transfer of funds of the Customer on deposit with BMO (or at any other depository) by wire, automated clearing house or other electronic means of transfer, without any written Order being issued with respect to such transfer; and to enter into such agreements with BMO, in the name and on behalf of the Customer, with respect to such transfers authorizing or providing for automatic or repetitive transfers, including without limitation agreements protecting BMO against the consequences of relying on instructions from

persons purporting to be authorized to act in the name and on behalf of the Customer, that any such Authorized Officer may deem necessary, appropriate or desirable, such determination to be conclusively evidenced by the issuance of such instruction or the execution of such agreement by any such Authorized Officer, and to receive and administer user procedures, numbers, codes, passwords and other identification data and procedures assigned to the Customer and its users for the foregoing services;

(e) to conduct Internet banking transactions using the services offered by BMO over the Internet as permitted by the terms and conditions set forth in any agreement by and between BMO and the Customer and to designate his or her Deputies as agents of the Customer, and authorize each of his or her Deputies to conduct such banking transactions using the Internet, on behalf of the Customer.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that any Authorized Officer is authorized, empowered and directed, in the name and on behalf of the Customer, to take or cause to be taken any and all actions necessary to ensure that all information relating to the Customer, the Authorized Officers and the Deputies delivered to or otherwise in BMO's possession, including without limitation, the Customer's address for purposes of the delivery of account statements, account titles, notices, correspondence and contact information, is at all times true, correct and complete.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that in furtherance of the purposes of the Enabling Laws, any employee, officer or agent of the Customer is authorized and empowered to execute or endorse for deposit, transfer or otherwise any Order or other negotiable instrument, which executions or endorsements may be made in writing, by facsimile signature or by stamp and with designation of the person so endorsing; and that in the absence of any such execution or endorsement BMO be and it hereby is authorized and empowered to make such execution or endorsement for deposit in the name and on behalf of the Customer.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that any Authorized Officer is authorized and empowered, in the name and on behalf of the Customer, to take any and all actions, and to execute, acknowledge and deliver any and all certificates, applications, agreements, documents, instructions and other instruments, that any such Authorized Officer deems necessary, appropriate or desirable in order to close any or all of the Accounts and receive any proceeds therefrom in furtherance of the purposes of the Enabling Laws, such determination to be conclusively evidenced by the taking of such action or the execution and delivery of such certificate, application, agreement, document, instruction or other instrument by any such Authorized Officer.

## **II. AUTHORITY TO OBTAIN ADDITIONAL BANKING SERVICES**

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that any Authorized Officer is authorized and empowered, in the name and on behalf of the Customer to take any and all other actions, and to execute, acknowledge and deliver any agreements that any of the Authorized Officers deem necessary or desirable in order to obtain or procure any other additional banking services from BMO, including without limitation cash management services, including, but not limited to, wire transfer, ACH or other electronic funds transfer services, collection and deposit services, and/or any electronic banking services, that any Authorized Officer deems necessary, appropriate or desirable, including terms in such agreements that would have the Customer

indemnify (to the extent authorized by law and payable solely from funds, if any, that are then legally available to the Customer for such purpose) or limit BMO's liability, such determination to be conclusively evidenced by the execution, acknowledgement and delivery thereof by any such Authorized Officer; *provided, however*, that nothing in these Resolutions is intended or shall be construed to authorize any Authorized Officer to borrow money, obtain credit or otherwise incur any debt or liability of the Customer or mortgage, pledge or otherwise encumber any property of the Customer without, in each instance, further authorization from the governing board or body of the Customer.

### III. GENERAL

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that the Clerk or Secretary of the Customer (or any of his or her designated assistants or representative) is authorized and directed to deliver to BMO a certified copy of these Resolutions, which certified copy shall without more constitute the undertaking and agreement of the Customer as herein provided, and to certify that the provisions thereof are in conformity with the Enabling Laws and that these Resolutions and the authority hereby conferred shall remain in full force and effect until the Customer notifies BMO to the contrary in writing, but if any of the authorities and undertakings herein contained shall be terminated by operation of law without such notice, it is hereby resolved and agreed for the purpose of inducing BMO to act hereunder that BMO shall be indemnified (to the extent authorized by law and payable solely from funds, if any, that are then legally available to the Customer for such purpose) and held harmless by the Customer for any loss suffered or liability incurred by it after such termination without notice.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that the Clerk or Secretary of the Customer (or any of his or her designated assistants or representative) is authorized, empowered and directed to certify to BMO as to the incumbency and the genuineness of the signature of each Authorized Officer and any Deputy granted signatory power and authority pursuant to the terms hereof; and that to the extent such certification is not provided to BMO in a timely manner, BMO is authorized in its discretion to either rely on any signature that BMO in good faith believes is the genuine signature of such Authorized Officer any such Deputy or refuse to honor any signature for such person until it receives such certification and BMO shall be indemnified (to the extent authorized by law and payable solely from funds, if any, that are then legally available to the Customer for such purpose) and held harmless by the Customer for any loss suffered or liability incurred by it for such reliance upon any such signature or for refusing to honor the signatures of any person not so certified to BMO.

BE IT AND IT IS FURTHER RESOLVED by the governing board or body of the Customer that BMO may conclusively presume that these Resolutions remain in effect and that all Authorized Officers and any Deputies designated pursuant thereto retain all powers and authorities granted upon them pursuant to these Resolutions, and in the case of any Deputy, such conclusive presumption shall be irrespective of whether the Authorized Officer that delegated the powers and authorities to such Deputy pursuant to these Resolutions is no longer an Authorized Officer, unless and until the Customer delivers to BMO written notice to the contrary, and BMO shall be indemnified (to the extent authorized by law and payable solely from funds, if any, that are then legally available to the Customer for such purpose) and held harmless by the Customer for any loss suffered or liability incurred (including for reasonable attorneys' fees and legal expenses) by it in reliance upon any signature of an Authorized Officer or Deputy, the genuineness of which has been certified to BMO pursuant to these

Resolutions regardless of by whom or by what means the purported signatures may have been affixed to any instrument, if such signatures reasonably resemble the specimen signature so certified.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that any Authorized Officer is authorized and empowered, in the name and on behalf of the Customer, to take or cause to be taken all such other and further action, and to execute, acknowledge and deliver any and all certificates, applications, agreements, documents, instructions and other instruments, that any such Authorized Officer deems necessary, appropriate or desirable in order to carry out these Resolutions and to consummate or carry-out any of the transactions or matters contemplated hereby, such determination to be conclusively evidenced by the taking of such action or the execution and delivery of such certificate, application, agreement, document, instruction or other instrument by any such Authorized Officer.

BE IT AND IT IS FURTHER RESOLVED that the governing board or body of the Customer hereby approves and ratifies each and every action taken by its officials, officers and employees prior to the date hereof in furtherance of the purposes of these Resolutions.

BE IT AND IT IS HEREBY FURTHER RESOLVED by the governing board or body of the Customer that these Resolutions shall take effect immediately upon their approval and adoption.

2. The Resolutions have not been amended, altered, modified, rescinded or repealed and are in full force and effect as of the date hereof.

3. The Resolutions do not conflict with or contravene any applicable law including the Enabling Laws, or any agreement, law, regulation or order applicable to the Customer.

4. Each of the persons listed on the first page of the Resolutions has been designated by the governing board or body of the Customer in the Resolutions as an Authorized Officer and each such Authorized Officer has been duly elected or appointed to and currently holds the office(s) set forth opposite his or her name and each such Authorized Officer's specimen signature set forth in the Resolutions above is the genuine signature of such Authorized Officer.

5. On the Resolution Date the deliberations of the governing board or body of the Customer on the adoption of the Resolutions were conducted openly, that the vote on the adoption of the Resolutions was taken openly, that the meeting was called and held at a specified time and place convenient to the public and was otherwise called and held in accordance with applicable State law regarding the holding of open and public meetings and with all of the procedural rules of the Customer.

IN WITNESS WHEREOF, I have hereunto subscribed my name on behalf of the Customer as of the date first written above.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Products and services are provided by BMO Harris Bank N.A. Member FDIC

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF MUNICIPAL PUBLIC MONEYS**

<b>TO: (Name/Address of Financial Institution)</b> Buffalo Grove Bank & Trust a branch of Northbrook Bk & Trust, N.A. 200 N Buffalo Grove Rd Buffalo Grove, IL 60089 (847) 634-8400	<b>FROM: (Name/Address of Municipal Entity)</b> Buffalo Grove Park District  530 Bernard Dr Buffalo Grove, IL 60089-3351
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Words or phrases preceded by a  are applicable only if the  is marked.

**Under the Governing Municipality of:** Village of Buffalo Grove

**State of:** Illinois

**"IT IS RESOLVED THAT:**

Buffalo Grove Bank & Trust (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited;

The following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;

The person(s) and the number thereof designated by title designated account(s) is hereby authorized, for and on behalf of this Municipality, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality;

The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and

Any one of the persons holding the offices of this Municipality designated below is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution."

**THIS RESOLUTION APPLIES TO** (Select One):  All Accounts

Specific Account Number(s): 8100048495

**DATE OF RESOLUTION:**

NAME AND TITLE	SIGNATURE	NO. OF NECESSARY COUNTER SIGNATURES
Erika Janese Strojinc Executive Director	X	
Scott Jacobson Commissioner	X	
Lawrence Reiner Commissioner	X	
Stephen Cummins Treasurer	X	
Hetal G Wallace Commissioner	X	

Additional comments or instructions:

This Resolution includes all of the provisions on Page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of Municipality at an open legal meeting held on the \_\_\_\_\_ day of \_\_\_\_\_ and said resolutions are now in full force and effect.

Signed by

X \_\_\_\_\_  
Date

Clerk

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

X \_\_\_\_\_  
Date

Title:

**"IT IS FURTHER RESOLVED,** that the Financial Institution be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all orders or checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title for the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution, and the Financial Institution shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

**FURTHER RESOLVED,** that the Financial Institution be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Financial Institution, by which, in the Financial Institution's opinion, another person or entity claims an interest in any of these accounts and Financial Institution may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Financial Institution's satisfaction.

**FURTHER RESOLVED,** that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to give receipt therefor, and the Financial Institution is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Financial Institution is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) in accordance with state law, to accept such security, if applicable, and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

**FURTHER RESOLVED,** that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Financial Institution in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Financial Institution, for refusing to honor any signatures not provided to the Financial Institution, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Financial Institution against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Financial Institution resulting from or arising out of any such payment or other action.

Select if applicable:  **Further Resolved,** the Financial Institution is authorized to honor facsimile and other non-manual signatures and may honor and charge the Municipality for all negotiable instruments, checks, drafts, and other orders for payment of money drawn in the name of the Municipality, on its regular accounts, including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means the facsimile signature or other non-manual signature may have been affixed, or electronically communicated, if such facsimile signature resembles the specimen attached to this Resolution or filed with the Financial Institution, regardless of whether misuse of a specimen or non-manual signature is with or without the negligence of the Municipality. The Specimen Facsimile Signature Exhibit, if attached, is incorporated into and is an integral part of this Resolution. The Municipality indemnifies the Financial Institution for all claims, expenses, and losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified.

**FURTHER RESOLVED,** that the Secretary or Clerk of this Municipality be and hereby is authorized and directed to certify to the Financial Institution the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on this resolution and, if applicable, on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards, if any, and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Financial Institution to the contrary in writing; and the Financial Institution may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

**FURTHER RESOLVED,** that this resolution authorizes the Financial Institution to honor all orders or checks when bearing, or purporting to bear, the facsimile signature(s) provided below, if any, by any \_\_\_\_\_ of the named officers, or in an attached Exhibit when indicated."

\_\_\_\_\_  
Facsimile Signature

\_\_\_\_\_  
Facsimile Signature

The Specimen Facsimile Signature Exhibit attached is incorporated into and is an integral part of this Resolution.

By initialing, I acknowledge this is page 2 of 2 of the Resolution Designating  
Public Depository and Authorizing Withdrawal of Municipal Public Moneys

\_\_\_\_\_  
Initials      Initials      Initials      Initials      Initials

<b>NEW ACCOUNT INFORMATION</b> Revised 05/04/2023  DATE 12/27/2018 Check if applicable: <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> REPLACEMENT	<b>Financial Institution Name and Address</b> Buffalo Grove Bank & Trust a branch of Northbrook Bk & Trust, N.A. 200 N Buffalo Grove Rd Buffalo Grove, IL 60089 (847) 634-8400
<b>ACCOUNT INFORMATION</b> AMOUNT OF DEPOSIT \$ 1,646,277.18 TITLE OF ACCOUNT Buffalo Grove Park District  530 Bernard Dr Buffalo Grove IL 60089-3351 OWNERSHIP TYPE Public Depository  ACCOUNT NUMBER 08100048495 ACCOUNT T.I.N. 36-2697723  Words, numbers or phrases preceded by a <input type="checkbox"/> are applicable only when marked, i.e., <input checked="" type="checkbox"/> . Opened By Krystyna Prochenski	
<b>BUSINESS ENTITY INFORMATION</b> BUSINESS NAME AND ADDRESS Buffalo Grove Park District  530 Bernard Dr Buffalo Grove, IL 60089-3351 ASSUMED NAME IF D/B/A  CONTACT NAME CONTACT TITLE CONTACT PHONE OTHER  RESOLUTION DATE E-MAIL ADDRESS	
<b>SIGNER #1 INFORMATION</b> NAME AND ADDRESS Erika Janese Strojinc  3034 W Logan Blvd Chicago, IL 60647 TITLE /CAPACITY Executive Director PRIMARY PHONE 847-668-3941 SECONDARY PHONE	TAX ID NUMBER DATE OF BIRTH ID TYPE ID NUMBER ID ISSUED BY ID ISSUING LOCATION ID ISSUE DATE ID EXPIRATION E-MAIL ADDRESS
<b>SIGNER #2 INFORMATION</b> NAME AND ADDRESS Scott Jacobson  1903 Sheridan Buffalo Grove, IL 60089-8001 TITLE /CAPACITY Commissioner PRIMARY PHONE 847-821-7836 SECONDARY PHONE	TAX ID NUMBER DATE OF BIRTH ID TYPE ID NUMBER ID ISSUED BY ID ISSUING LOCATION ID ISSUE DATE ID EXPIRATION E-MAIL ADDRESS
<b>SIGNER #3 INFORMATION</b> NAME AND ADDRESS Lawrence Reiner  1207 Larroway Buffalo Grove, IL 60089-1164 TITLE /CAPACITY Commissioner PRIMARY PHONE 847-634-6600 SECONDARY PHONE	TAX ID NUMBER DATE OF BIRTH ID TYPE ID NUMBER ID ISSUED BY ID ISSUING LOCATION ID ISSUE DATE ID EXPIRATION E-MAIL ADDRESS
<b>SIGNER #4 INFORMATION</b> NAME AND ADDRESS Stephen Cummins  530 Highland Grove Dr Buffalo Grove, IL 60089-1763 TITLE /CAPACITY Treasurer PRIMARY PHONE 847-850-2100 SECONDARY PHONE	TAX ID NUMBER DATE OF BIRTH ID TYPE ID NUMBER ID ISSUED BY ID ISSUING LOCATION ID ISSUE DATE ID EXPIRATION E-MAIL ADDRESS

**VERIFICATION / FOLLOW-UP**

**ADDITIONAL INSTRUCTIONS OR COMMENTS**

Remove Ryan Risinger and Tracy Bragg add Erika Janese Strojinc

**TAXPAYER IDENTIFICATION NUMBER CERTIFICATION**

Under penalties of perjury, I certify that:

Exempt payee code, if any:

Exemption from FATCA reporting code, if any:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding (Notice: If you are subject to backup withholding, cross out this line), and
3. I am a U.S. citizen or other U.S. person (defined in the W-9 Instructions), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Taxpayer Identification Number: 36-2697723

SIGNATURE Erika Janese Strojinc DATE \_\_\_\_\_  
Executive Director

**ADDITIONAL TERMS**

Prohibition Against Unlawful Internet Gambling: The bank is required to enforce a prohibition in a federal law known as the Unlawful Internet Gambling Enforcement Act of 2006 (UIGEA), which prohibits commercial customers from receiving deposits or any credits into their accounts that are derived from illegal Internet gambling. By continuing to maintain an account with the bank, you agree not to engage in illegal Internet gambling, and to tell us if your account is ever used in connection with any form of Internet gambling, even if you believe that it is legal. If you don't notify us, we may deny further access to various payment methods, close your account or take other action which we believe to be necessary to comply with UIGEA.

As an officer or owner of the above named organization, ( I have been notified that the Bank is required by regulations implementing the Unlawful Internet Gambling Act of 2006 to ensure that its commercial customers' accounts do not receive deposits or other credits derived from illegal Internet gambling. By signing below, I hereby certify that the above-named organization does not engage in an Internet gambling business of any kind, either legal or illegal, and that I or a representative of the organization will notify the bank immediately if the organization engages in an Internet gambling business at any future time.

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

**ACKNOWLEDGMENT**

By signing this document, the undersigned acknowledge that they have opened the account number listed above, and have received, understand and agree to be bound by the terms of the Account Agreement for that account. The undersigned certify that all information provided to the institution is true and accurate. The undersigned acknowledge receipt of a copy of this institution's Privacy Policy, and where applicable, the Funds Availability Policy. All signers are acting on behalf of the business entity. All signers authorize this institution to make inquiries from any consumer reporting agency, including a check protection service, in connection with this account.

<input checked="" type="checkbox"/> Authorized Signer only. Title: Executive Director	<input checked="" type="checkbox"/> Authorized Signer only. Title: Commissioner
<input checked="" type="checkbox"/> _____ Erika Janese Strojinc Date	<input checked="" type="checkbox"/> _____ Scott Jacobson Date
<input checked="" type="checkbox"/> Authorized Signer only. Title: Commissioner	<input checked="" type="checkbox"/> Authorized Signer only. Title: Treasurer
<input checked="" type="checkbox"/> _____ Lawrence Reiner Date	<input checked="" type="checkbox"/> _____ Stephen Cummins Date

**FOR INSTITUTION USE**

**NEW ACCOUNT INFORMATION ADDENDUM**

**Financial Institution Name and Address**

Buffalo Grove Bank & Trust  
a branch of Northbrook Bk & Trust, N.A.  
200 N Buffalo Grove Rd  
Buffalo Grove, IL 60089  
(847) 634-8400

ACCOUNT NUMBER 08100048495  
DATE 12/27/2018

This form is a continuation of the New Account Information form completed for this account. This form is used to document the personal information for Owners/Signers #5 through #8 and to capture the appropriate signatures. This addendum provides signature lines for Owners/Signers #5 through #8 to acknowledge that information provided is correct and that they have received the applicable Account Agreement and Disclosures.

**OWNER/SIGNER #5 INFORMATION**

Hetal G Wallace  
  
53 Chestnut Ter  
Buffalo Grove, IL 60089-6620  
Title/Capacity: Commissioner  
EMPLOYER NAME AND ADDRESS

Tax ID Number: 708-341-1170  
Date of Birth:  
Primary Phone:  
Secondary Phone:

ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
Verification:  
Unique Identifier:  
E-Mail Address:  
OFAC  ChexSystems  ID Verification

**OWNER/SIGNER #6 INFORMATION**

Title/Capacity:  
EMPLOYER NAME AND ADDRESS

Tax ID Number:  
Date of Birth:  
Primary Phone:  
Secondary Phone:

ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
Verification:  
Unique Identifier:  
E-Mail Address:  
OFAC  ChexSystems  ID Verification

**OWNER/SIGNER #7 INFORMATION**

Title/Capacity:  
EMPLOYER NAME AND ADDRESS

Tax ID Number:  
Date of Birth:  
Primary Phone:  
Secondary Phone:

ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
Verification:  
Unique Identifier:  
E-Mail Address:  
OFAC  ChexSystems  ID Verification

**OWNER/SIGNER #8 INFORMATION**

Title/Capacity:  
EMPLOYER NAME AND ADDRESS

Tax ID Number:  
Date of Birth:  
Primary Phone:  
Secondary Phone:

ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
ID Type:  
ID Number:  
ID Issued By:  
ID Issuing Location:  
ID Issue Date:  
ID Expiration:  
Verification:  
Unique Identifier:  
E-Mail Address:  
OFAC  ChexSystems  ID Verification

VERIFICATION / FOLLOW-UP

**IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT.** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

**ACKNOWLEDGMENT.** By signing this document, the undersigned acknowledge that they have received, understand and agree to be bound by the terms of the Account Agreement for the type of account that they have opened. If this is a consumer account, the undersigned acknowledge receipt of the appropriate Account Agreement for the type of account opened and a copy of this institution's Privacy Policy, if one was not previously provided. The undersigned also acknowledge receipt, when applicable, of this institution's Truth In Savings, Funds Availability Policy, Electronic Fund Transfer, Overdraft Services Consent Form, and/or the Substitute Check Policy Disclosure. If this is a commercial account, the undersigned acknowledge receipt of the Funds Availability Policy and, when applicable, a copy of this institution's Privacy Policy and other account disclosures. If this account is opened in the name of a business entity, then all signers are acting on behalf of the business entity. The undersigned further acknowledge that the beneficiaries identified in the Beneficiary Designation section, if applicable, are complete and proper for this account. All signers authorize this institution to make inquiries from any consumer reporting agency, including a check protection service, in connection with this account.

Authorized Signer only.

Authorized Signer only.

5.  \_\_\_\_\_ Date  
Hetal G Wallace  
Commissioner

6. X \_\_\_\_\_ Date

Authorized Signer only.

Authorized Signer only.

7. X \_\_\_\_\_ Date

8. X \_\_\_\_\_ Date

Board Travel Conference Expenses 5-22-23 Meeting

<u>Date</u>	<u>Item</u>	<u>Name</u>	<u>Amount</u>
5/22/23	Legislative Conference & Reception Springfield, IL	S. Jacobson	\$234.00
5/22/23	Legislative Conference & Reception Springfield, IL	L. Reiner	\$422.00
	Total cost of travel, meals, and/or lodging:		<u><u>\$656.00</u></u>



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
April 10, 2023  
Alcott Center – Room 24

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

Commissioner Cummins arrived at 6:03 pm

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

CALL TO ORDER

**Roll Call**

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

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance

APPROVAL OF AGENDA

Commissioner Reiner moved to approve the Monday, April 10, 2023 Board Workshop Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Executive Director Risinger said that correspondence in the Board packet included a flyer from IAPD announcing Boot Camp dates for commissioners. A letter from a Prairie Grove resident was passed out. The letter thanked Ryan for keeping the neighborhood informed on the progress of building the park and wished him the best in his retirement.

## POLICY AND LEGISLATION

### **Board Policy Manual Update**

Commissioner Reiner said a very comprehensive update was made to the Board Policy Manual. Executive Director Risinger said this is the start of the process of the overhaul all of the District manuals. He said the board can give the Executive Director permission to approve changes in procedures, but not policy. This has been addressed in the update. President Jacobson said he would like the board to have discretion in asking the out-going Executive Director for advice on who to appointment as the next Executive Director. He also said he would like fellow board members to look at the committee liaison positions and to let him know their interested in serving in a certain capacity. He said committee chairs have the right to dig deeper into a subject if so desired. Commissioner Cummins asked if OMA applies to two members being on a standing committee. Executive Director Risinger said if it is an assigned committee with a task, it may fall under OMA rules. He said he will contact IAPD lead counsel, Jason Anselment, and ask him to clarify. He said based on what counsel says the board may want the positions to be called liaisons rather than committee chairpersons. Commissioner Cummins also said he would like the Board to be able to interview internally while looking outside the Park District concurrently to fill the Executive Director position, not in a prescribed order.

### **Fire Department Festival Variance Request**

Deputy Director Strojinc said in 2019 the fire department came to us to use Woodland Park for their fundraiser and asked for a variance on our liquor license which the board granted. This year they are holding their fundraiser at Rylko Park on May 13 and she told them they need to apply for the liquor license again this year. Commissioner Cummins asked where that policy is and she said it is an ordinance in our ordinance manual. Anyone interested in serving alcohol in our parks needs to follow the same procedure which requires board approval. Discussion continued and it was decided the ordinance may need to be revised for facilities like the CAC.

## FINANCE

### **Budget and Appropriation Ordinance 23-4-1 for Fiscal Year 2023/24**

Director Short said the Budget and Appropriation Ordinance will be up for board approval at the next board meeting.

### **Alcott Room 1 Recommendation**

Director Howe said demolition is the most cost effective solution for Alcott Room 1. He said Baer Construction had the lowest bid and the District has used them before. The bid came in under budget and the difference will be used for design fees for the rebuild. Commissioner Reiner said it is important to make the restoration look appealing to our patrons who use the facility. Director Howe assured the board there is money budgeted for landscaping. Executive Director Risinger added that Commissioner Reiner is meeting with some legislators in Springfield asking for money to help fund the project.

### **2023/24 Proposed Organizational Chart**

Executive Director Risinger said the Organizational Chart is always approved by the board separate from the budget. It is a Distinguished Agency requirement.

## EXECUTIVE DIRECTOR'S REPORT

### **Administrative Staff Meetings Report**

Executive Director Risinger said that he would gladly answer questions from the board on the Administrative Staff meeting highlights.

Superintendent of Communications and Marketing Mike Terson said that the summer book is out. He said there have been a few comments on the ink smell of the brochure. He has been assured the ink is soy based and is not toxic. He said he often prices the brochure specs out with printers and prices always come in \$8,000 to \$10,000 higher. He said he thought the Village newsletter was going away but it is continuing for the time being.

Director Short said he has his initial meeting with auditors soon.

Deputy Director Strojinc said things are going well with camps. She said the facilities staff has laid new Marley dance flooring in two rooms at the CAC. She said they are going to be able to reuse the old flooring.

Director Howe said Phase II of the Nature Classroom and Inline Rink construction has started. He said the outdoor bathrooms are open and the parks staff is busy preparing fields for spring sports.

Fitness Center General Manager Zimmermann said there have been a few incidents with the younger crowd at the Fitness Center that will be addressed.

Executive Director Risinger said Commissioners Reiner, Wallace, Bragg and Jacobson need to complete the KnowBe4 cyber security training. The training is required by PDRMA. He added that Commissioners Reiner and Wallace also need to complete their Statement of Economic Interest filing. He said if any board member would like to get TIPS trained in May to let us know. Last, he said he was contacted by an attorney from the labor union regarding one of our contractors, Hacienda Landscaping, asking the Park District to jump through hoops for them. He consulted our attorney and found we are not obligated to do anything.

#### PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said the Board will be briefly going into Executive Session following this meeting. He said Trivia Night is on Saturday night and it is a lot of fun. He asked Deputy Director Strojinc to continue with the Strategic Plan and work on her goals and objectives.

Commissioner Wallace congratulated her fellow board members, Commissioners Cummins and Reiner on winning the election. She also thanked Steve at the CAC who jumped her kids' car after they mistakenly left the lights on and the battery went dead.

#### OLD BUSINESS

There was no Old Business discussed.

#### NEW BUSINESS

##### **Park Board Officer Appointments Reminder**

Executive Director Risinger asked the board to reach out to President Jacobson with their interest in park board officer appointments.

#### EXECUTIVE SESSION

Commissioner Cummins moved to enter Executive Session for the purpose of Personnel at 6:56 pm, the motion was seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace  
NAYS: 0  
ABSENT: 0

POSSIBLE ACTION TO BE TAKEN FROM EXECUTIVE SESSION

President Jacobson announced that the Workshop was reconvened at 7:39 pm and that there was no final action taken in Executive Session.

ADJOURNMENT

Commissioner Cummins moved to adjourn the Regular Board Meeting at 7:40 pm, seconded by Vice President Bragg and the motion passed with a voice vote.

Respectively submitted,

---

Secretary



Buffalo Grove Park District Board of Commissioners  
PUBLIC HEARING  
April 24, 2023  
Alcott Center – Room 24

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Fitness Center General Manager Joe Zimmermann, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

**Roll Call**

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

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF PUBLIC HEARING AGENDA

Commissioner Reiner moved to approve the Public Hearing Agenda, seconded by Commissioner Cummins and the motion passed with a voice vote.

COMBINED BUDGET AND APPROPRIATION ORDINANCE 23-4-1  
FOR FISCAL YEAR 2023-24

Executive Director Risinger read the following public notice:

**PUBLIC NOTICE**

Public Notice is hereby given that the Combined Budget and Appropriation Ordinance for fiscal year 2023-24 will be discussed at a Public Hearing of the Buffalo Grove Park District Board of Park Commissioners meeting on Monday, April 24, 2023 at 6 pm at the Alcott Center, 530 Bernard

Drive, Buffalo Grove. A sample copy of the Ordinance has been displayed for public inspection at the office of the Buffalo Grove Park District, 530 Bernard Drive, Buffalo Grove, Illinois 60089.

RYAN RISINGER  
Secretary  
Buffalo Grove Park District  
Board of Commissioners

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

COMMENTS AND QUESTIONS

There were no questions on the revised Combined Budget and Appropriations Ordinance 23-4-1 for fiscal year 2023-24. President Jacobson mentioned a slight error was caught by Commissioner Cummins on the previously distributed Ordinance and it was corrected before the meeting. The corrected version of the Ordinance was provided to commissioners tonight.

ADJOURNMENT

Commissioner Reiner moved to close the public hearing at 6:02 pm, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace  
NAYS: 0  
ABSTAIN: 0

Respectfully submitted,

---

Secretary



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
April 24, 2023  
Alcott Center – Room 24

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Fitness Center General Manager Joe Zimmermann, Superintendent of Communications and Marketing Mike Terson and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

**Roll Call**

President Jacobson called the Workshop to order at 6:02 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Reiner and Wallace answered present.

INTRODUCTION OF GUESTS

State Representative Dan Didech from District 59 was in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Cummins moved to approve the Workshop Agenda, seconded by Vice President Bragg and the motion passed with a voice vote.

FINANCE

**April Warrant 2023**

There were no comments or questions on the April Warrant.

**March Financial Statement**

Director Short said that we have received about 98% of the Cook County money which puts us in good shape for the year.

**March Year to Date Statement**

There were no further comments or questions on the March Year to Date Statement.

## **April Refunds**

Director Short said there is nothing to add to April refunds.

## **IMRF Rate Notice**

Director Short said the IMRF Rate Notice had a slight increase from last year. He said 45% of our staff is in Tier 1 and 55% in Tier 2.

## **2023-24 Proposed Organizational Chart**

Executive Director Risinger said the proposed 2023-24 Organizational Chart has been updated since the budget book was published.

## **POLICY AND LEGISLATION**

State Representative Dan Didech presented Executive Director Risinger with a State of Illinois House of Representatives 103<sup>rd</sup> General Assembly Resolution congratulating him on his retirement. He read that Ryan'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. It resolved that a suitable copy of the resolution be presented to Ryan Risinger as a symbol of their respect and esteem. It was adopted by the House of Representatives on April 19, 2023.

## **Fiscal Year 2023-24 Board Meeting Calendar**

Commissioner Reiner said that the April Board meeting was moved to Wednesday due to a religious holiday and the commissioners saw no problem with changing that date.

## **PRESIDENT AND COMMISSIONERS' REPORTS**

President Jacobson said he went to Trivia Night two weeks ago and it was a lot of fun. He complimented the Friends of the Parks Foundation on a well-planned event.

Commissioner Cummins said his wife attended the Aristocats last weekend. He said the Environmental Action Team was out in the parks this weekend and he complimented the work they do in helping beautify our parks.

Vice President Bragg had no report.

Commissioner Wallace said she attended the Aristocats last weekend and it was great to see a nice crowd. She said she is looking forward to the upcoming dance recitals at the CAC.

Commissioner Reiner said he attended Trivia Night and it ran like clockwork and it was a lot of fun. He said he has been working with Executive Director Risinger and Deputy Director Strojinc on soliciting funds from legislators in Springfield for the demolition and rebuild of Room 1 of the Alcott Center.

## **OLD BUSINESS**

### **Board Policy Manual Updates**

Executive Director Risinger said based on feedback from the last meeting, he went back and edited the two areas the Board had comments on. He said he spoke with IAPD lead counsel Jason Anselment and is suggesting the committee positions be changed to liaison positions. Attorney

Bloomberg said that he will get information to the Board as to what constitutes an open meeting with regard to OMA. Executive Director Risinger said he will make one more change to the manual that Commissioner Reiner suggested which is changing meeting dates from "legal" holidays to "observed" holidays.

Commissioner Cummins asked that the wording "to avoid problems with OMA" (7.1) be struck and be changed to read "All five Board members are recommended for any ad hoc committee so that two members can still talk without creating a 'meeting' subject to OMA." He also asked that the language about the Executive Director being "in good standing" (5.4-3) with the board be struck because of the negative tone. Instead he suggested changing the wording to "The Board 'may' ask the Executive Director for recommendations."

#### NEW BUSINESS

There was no New Business discussed.

#### ADJOURNMENT

Commissioner Reiner moved to adjourn the Workshop at 6:30 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully Submitted,

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Secretary



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

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Fitness Center General Manager Joe Zimmermann, Superintendent of Communications and Marketing Mike Terson and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

**Roll Call**

President Jacobson called the Regular Board Meeting to order at 6:30 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF THE BOARD MEETING AGENDA

Commissioner Cummins moved to approve the Board Meeting Agenda, seconded by Vice President Bragg and the motion passed with a voice vote.

APPROVAL OF MINUTES

**Approval of March 13, 2023 Workshop Minutes**

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

**Approval of March 27, 2023 Workshop Minutes**

Commissioner Wallace moved to approve the March 27, 2023 Board Workshop Minutes, seconded by Commissioner Cummins and the motion passed with a voice vote. Vice President Bragg abstained.

**Approval of March 27, 2023 Regular Board Meeting Minutes**

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

**Approval of March 27, 2023 Executive Session Minutes**

Commissioner Cummins moved to approve the March 27, 2023 Executive Session Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote. Vice President Bragg abstained.

**TOPICS FROM THE FLOOR**

There were no Topics from the Floor.

**CORRESPONDENCE**

Executive Director Risinger noted that correspondence in the packet included a Patch article on the Buffalo Grove Park District naming Erika Strojinc as its first female executive director; a letter from State Representative Mary Beth Canty congratulating the Park District on receiving an OSLAD grant for Prairie Grove Park; a Daily Herald article on the Phase II development of the Raupp Museum’s education gardens; a Daily Herald article on the Firefighters’ Food Truck Festival at Mike Rylko Community Park; and last, an updated *What’s Happening?* Calendar of Events.

**ATTORNEY’S REPORT**

Attorney Bloomberg had no report.

**COMMITTEE ACTION ITEMS**

**Finance**

**Approval of April Warrant 2023**

Commissioner Cummins moved to approve the April 2023 Warrant in the amount of \$1,167,724.19, seconded by Vice President Bragg and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

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

Commissioner Cummins moved to approve the March 2023 Financial Statement and the March 2023 Year to Date Statement, seconded by Vice President Bragg and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

**Approval of the Combined Budget and Appropriations Ordinance 23-4-1 for Fiscal Year 2023-24**

Commissioner Cummins moved to approve the Combined Budget and Appropriations Ordinance 23-4-1 for Fiscal Year 2023-24 with the revision presented this evening, seconded by Vice President Bragg and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Commissioner Reiner complimented Director Short on the job he and his staff did preparing the budget and appropriations ordinance. He said it is no easy feat.

**Approval of the Alcott Room 1 Demolition Recommendation**

Commissioner Cummins moved to award Bear Construction Company, 1501 Rohlwing Rd., Rolling Meadows, IL 60008, the bid to complete the demolition of Room 1 at the Alcott Center at the cost of \$107,500.00, seconded by Vice President Bragg and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

**Policy and Legislation**

**Approval of Board Policy Manual Updates**

Commissioner Reiner moved to approve the Board Policy Manual updates as amended, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

**Fire Department Festival Variance Request**

Commissioner Reiner moved to approve the Fire Department Festival Variance request to allow alcohol sales on Park District property, seconded by Commissioner Wallace, and the motion passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

**CONSENT AGENDA**

Commissioner Wallace moved to approve the Consent Agenda as proposed:

1. 2023-24 Proposed Organizational Chart
2. Fiscal Year 2023-24 Board Meeting Calendar

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

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Risinger said staff is moving along with the transition and Deputy Director Strojinc will be ready to step into his position next month. He said the IAPD Local Government Efficiency Committee needs to be formed by June 10. He said he will make a suggestion for the committee and bring it to the Board in May.

Deputy Director Strojinc said the recreation department is fully staffed. The last position is in negotiation and will hopefully be filled tomorrow. She said there will be a lot of people moving offices next week which is the start of the new fiscal year.

Fitness Center General Manager Joe Zimmermann said he is enjoying his last week at the Fitness Center and excited about starting his new position as Director of Recreation and Facilities.

Director Howe said the parks department is out to bid on the OSLAD grant for Prairie Grove Park and he will bring a recommendation to the board next month. He said the mowing contractor starts next week. He said the District had some storm damage at Willow Stream and other parks from the recent storm. He said the Perry Weather early storm warning detection system has been installed at Emmerich. It is an actual storm warning system, not a predictor of severe weather.

Director Short called the Board's attention to a flyer on Lake County Equalized Assessed Value. He said it went up a little bit which will help when we go for our rollover bonds in the fall. He said the budget came in close and debt service and special recreation were under budget. He said the Fitness Center, Corporate Recreation and Clubhouse budgets are all looking good.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADJOURNMENT

Vice President Bragg moved to adjourn the Regular Board Meeting at 6:50 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

---

Secretary



May 8, 2023

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

Dear Ryan,

On behalf of the Board of Trustees and the entire membership of the Illinois Association of Park Districts, I extend my sincere congratulations on your retirement after an outstanding 31-year career with the Buffalo Grove Park District.

There aren't too many people who can say that they worked their way up from an intern to Executive Director with the same park district. What a remarkable testament to the heartfelt dedication that you have to the Buffalo Grove community!

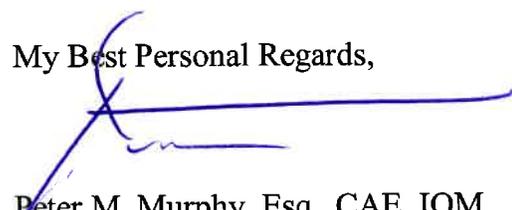
Your spirited leadership and steadfast guidance throughout your near decade of service as Executive Director have catapulted the Buffalo Grove Park District to tremendous heights of success, which is evidenced in your agency's status as an Illinois Distinguished Accredited Agency. You have played a key role in enhancing your agency's parks, programs, and services to meet the ever-changing needs of your residents. From leading the renovations at Willow Stream Park and Green Lake Park to overseeing the creation of the state-of-the-art Community Arts Center, you have worked hard to make sure that the Buffalo Grove Park District has something for everyone.

Steve Jobs said: "Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do."

Ryan, you should be extremely proud of a career that is a hallmark of 'great work.' It is a shining reflection of the tremendous love that you had for what you did.

It has been an honor and a privilege to watch you and your agency flourish as a member of IAPD's family of park districts, forest preserves, conservation, recreation, and special recreation agencies. The countless hours that you have contributed have left an indelible impression on this field, and I wish you an abundance of health and happiness in your well-deserved retirement.

My Best Personal Regards,



Peter M. Murphy, Esq., CAE, IOM  
President/CEO



STATE OF ILLINOIS, ) SS.  
COOK COUNTY

# CERTIFICATE OF ELECTION

I, **Karen A Yarbrough**, Clerk of the County of Cook, in the State of Illinois,  
Do hereby Certify, that, at the Consolidated Election, on April 4, 2023.

**Stephen Cummins**

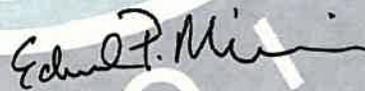
*Was Duly Elected*

**Commissioner, Buffalo Grove Park District, Four-Year Term**

In Witness Whereof, I have hereunto set my hand  
and affixed the Seal of said County, this 25<sup>th</sup> day of April, A.D. 2023



**Karen A. Yarbrough**  
Cook County Clerk



**Edmund Michalowski**  
Deputy Clerk of Elections



STATE OF ILLINOIS, ) SS.  
COOK COUNTY

# CERTIFICATE OF ELECTION

I, **Karen A Yarbrough**, Clerk of the County of Cook, in the State of Illinois,  
Do hereby Certify, that, at the Consolidated Election, on April 4, 2023.

**Larry Reiner**

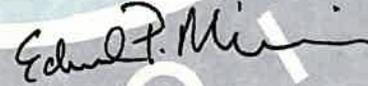
*Was Duly Elected*

**Commissioner, Buffalo Grove Park District, Four-Year Term**

In Witness Whereof, I have hereunto set my hand  
and affixed the Seal of said County, this 25<sup>th</sup> day of April, A.D. 2023



**Karen A. Yarbrough**  
Cook County Clerk



**Edmund Michalowski**  
Deputy Clerk of Elections



STATE OF ILLINOIS, } SS.  
COOK COUNTY

# CERTIFICATE OF ELECTION

I, **Karen A Yarbrough**, Clerk of the County of Cook, in the State of Illinois,  
Do hereby Certify, that, at the Consolidated Election, on April 4, 2023.

**Hetal Wallace**

*Was Duly Elected*

**Commissioner, Buffalo Grove Park District, Four-Year Term**

In Witness Whereof, I have hereunto set my hand  
and affixed the Seal of said County, this 25<sup>th</sup> day of April, A.D. 2023



**Karen A. Yarbrough**  
Cook County Clerk



**Edmund Michalowski**  
Deputy Clerk of Elections



# Enid Silverman

724 Picardy Circle Northbrook, IL 60062 847-291-0508 Enidartist@aol.com

May 10, 2023

Dear Board of Commissioners.

Thank you again for your support for the Adult Painting and Drawing classes. It is very appreciated!

My students and I would like to invite you to see their exhibit of 32 paintings currently at the Hyman & Marjorie Reiner Art Gallery at the Buffalo Grove Park District Fitness Center. The show continues through June 9.

Warmest thanks,

Enid Silverman  
Instructor - Painting & Drawing Classes

**Daily Herald**

EMPLOYEE-OWNED

Endraisers 3

Comics 4

[dailyherald.com](http://dailyherald.com)

# Neighbor & Classifieds

## Buffalo Grove implements new weather warning system

Submitted by Mike Terson, Buffalo Grove Park District

The Buffalo Grove Park District has implemented the Perry Weather platform, a weather safety system that warns when lightning and other potentially dangerous weather conditions are imminent. Unlike other systems that rely on weather predictions, Perry Weather uses

technology that collects real-time, site-specific conditions for more accurate monitoring and alerting.

"One of the benefits of the Perry Weather system is that we can tie into other users' hardware, such as Buffalo Grove High School, to expand our range of coverage," said Buffalo Grove Park District executive director,

Ryan Risinger. He added, "We partnered with BGRA (Buffalo Grove Recreation Association), who runs the Little League Baseball program in the community; and, they paid for the outdoor warning system that was installed at Emmerich Park, which is where the majority of baseball games are played."

Similar to a tornado warning siren, people in the area of Emmerich Park will hear audible tones, accompanied by a strobe light, indicating that lightning has been detected within a 10-mile radius. Five short tones will indicate that it is safe to resume activity outdoors.

Buffalo Grove Park District

risk manager, Dani Hoefle said, "Keeping the community safe is our number one priority. With so many outdoor programs and events that attract large numbers of people, we felt that this was a great way to help ensure that people are able to avoid dangerous weather conditions that often start suddenly, with no indication that they're

about to happen."

The Buffalo Grove Park District staff will also receive messages and notification alerts through the use of Perry Weather's mobile app, helping to ensure safe programming and facilities at all park district locations.

For more information on the Perry Weather system, visit [perryweather.com](http://perryweather.com).

**PAGE 2** SECTION 5 DAILY HERALD

NLC

### Mark your calendar

**Parks & Public Services Day:**

10 a.m. to noon or 11 a.m. to 1 p.m. Saturday, May 20, at Mike Ryko Community Park (near the Spray 'N Play), 951 McHenry Road, Buffalo Grove. Kids to Parks Day is combined with the village of Buffalo Grove's Public Works Open House. Watch live demos, explore nature, touch-a-trucks, free custard, and more fun activities. Free. (847) 850-2108 or [www.bgparks.org](http://www.bgparks.org).



Buffalo Grove Park District  
COMMITTEE ACTION ITEMS  
May 22, 2023

- I. Committee Action Items
  - A. Finance (SC)
    1. I move to approve the May Warrant 2023 in the amount of \$1,590,462.85.
    2. I move to approve the April 2023 Financial Statement and the April 2023 Year to Date Statement.
    3. I move to approve the Prairie Grove Park OS/AD Development project contract to Hacienda Landscaping, Inc., 17840 Grove Rd, Minooka, IL 60447 for the base bid proposal of \$769,569.00, and 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.
    4. I move to approve awarding the 2023 Fitness Center Roofing Replacement project contract to Bear Construction, 1501 Rohlwing Rd., Rolling Meadows, IL 60008 for the base bid proposal of \$476,548.56.
    5. I move to approve Resolution 23-5-3 Buffalo Grove Bank and Trust singers.
    6. I move to approve Resolution 23-5-4 BMO Designation of Authorized Officers.
    7. I move to approve Resolution 23-5-5 Buffalo Grove Bank and Trust Designating Public Depository.
    8. I move to approve the Board Travel and Conference Expense in the amount of \$656.00.
  - B. Policy and Legislation (LR)
    1. I move to approve Resolution 23-5-1 IAPD Local Government Efficiency Committee.
  - C. Employee Recognition Resolution (SC/TB)
    1. I move to approve Resolution 23-5-2 Commending Ryan Risinger on his retirement after 31 years of service to the Buffalo Grove Park District.
- II. Consent Agenda
  - A. I move to approve the Consent Agenda as proposed:
    1. 2022-23 Quarter D Administrative Work Plan Report
    2. 2022-23 Quarter D Department Goals and Objectives
    3. Museum STEPS Program: Code of Ethics
    4. Official Canvass of the April 4, 2023 Consolidated General Election



TO: PARK BOARD OF COMMISSIONERS  
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR  
DATE: MAY 17, 2023  
RE: DIRECTOR'S OPERATIONS REPORT

### *Rylko Park Project*

Staff continue to prepare the plans in preparation of going out to bid. As of today, we are expected to be at 90% complete on the planning documents. Bid documents and a bid schedule will follow after the planning documents are finalized.

### *Transition*

Erika is ready.

- Ryan reviewed the monthly checklist with Erika.
- Beth has delivered the monthly Board meeting checklist for Erika.
- Ryan and Erika attended a BG Administrators lunch for Erika to meet Superintendents of the schools.
- Erika will be attending the NWSRA Board meeting in May.
- Erika has joined the Rotary Golf Committee to replace Ryan.
- Erika attended an SLSF Board meeting.

Ryan has stepped back and allowed Erika the decision making. Erika has consulted with Ryan on some issues, but Erika is getting accustomed to being the key decision maker.

### *Miscellaneous*

IPRA/IAPD Distinguished Agency Committee: Ryan continues to mentor Vernon Hills as they prepare for their review this fall. Ryan has committed to stay involved with the committee and Vernon Hills through their review.

Last Report: I would like to thank the Board for their support. It has been an incredible career. I have been very fortunate to work for the Buffalo Grove Park District, with so many great people, and passionate, supportive Board members.

Thank you for the opportunity. Thank you for the guidance. Thank you for the trust. Finally, thank you for being passionate about your community and realizing the incredible impact Parks and Recreation have upon a community!



BUFFALO  
GROVE  
PARK  
DISTRICT



TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES  
RE: MAY OPERATIONS REPORT  
DATE: MAY 15, 2023

Audit for FY 2022-23: John will be working with Monika Adamski, the Audit Manager and her associate, Sydnee Marks, with Lauterbach and Amen, on May 17<sup>th</sup>, to prepare the preliminary field work on the audit. The final field work is scheduled for the week of June 26<sup>th</sup> to June 29<sup>th</sup>. John, Janet and Liza are preparing information needed by the auditors.

Bank Signer Updates: John has been working with the banks to update the accounts with changes in authorized signers. The documents will be ready for approval and signatures at the Board meeting.

Summer Staff Hiring: Scott Spitz and Emily Bernardo, the HR Assistant, have been busy completing the entry of the summer hires in both Incode and Time Pro. Our programs are continuing to grow and this is keeping Emily and Scott very busy.



TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES  
RE: OPERATIONS REPORT  
DATE: MAY 16, 2023

## RECREATION DIRECTOR'S REPORT

Legislative Conference & Dinner: Joe, Erika, and Mike T. attended the legislative conference from May 1 – May 3 in Springfield. It was a successful visit, with the team being able to connect with many legislators, hosting a successful dinner, and taking away new information from the conference.

Rec Department Update: Joe is excited to announce that the rec department has filled all of their staff needs. Sean Berry, who returned to the district this past winter to assist with the swim team part-time, was hired full-time as a recreation supervisor. He will continue to oversee the swim team, as well as athletics and camp connection.

Everyone on the rec admin team has started their new role within the Park District. It has been a busy few weeks, but everyone is doing a great job adjusting to their new responsibilities.

## RECREATION FACILITIES

### *Alcott Center*

Rentals: Alcott rentals exceeded anticipated revenue for 2022 – 2023. Chuck had planned to bring in \$6,240 in rental revenue; however, \$16,186 has come in through March 31, 2023. April numbers have not been entered as of May 12. Below is a chart for the past seven years for Alcott room rentals

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

### *Aquatics*

Natorium: The May lifeguard course will run at the high school from May 18 - 21.

Spray 'N Play: Spray 'N Play is being prepped and set to open on May 31. For the second year in a row, private rentals are popular. Party rentals have already generated \$8,160 in revenue for this summer.

Willow Stream Pool: Willow Stream Pool is being prepped and set to open for training on June 5 and on June 12 for summer operations. Camps will remain at Willow Stream for lessons, except for Adventure 3-4 lessons, which will be at the Natatorium. This is in part due to the high demand for summer camps.

### *Community Arts Center*

Rentals: Elizabeth has met future renters to discuss and tour the facility for any changes or add-ons to a rental they have booked. Communication with various renters happens daily, whether it is an inquiry or other additional information regarding the Community Arts Center. Elizabeth has booked two additional rentals for the MPR. Chris and Elizabeth have also reviewed the process of invoices for our sound and light technician.

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

### *Fitness Center*

Administration: Chris is settling into his new role at the Fitness Center. Chris is taking the time to meet Fitness Center staff and members while learning the day-to-day processes of the facility.

Fitness Floor: Debra provided all fitness center members with her spring app challenge called Squat into Spring, which had 47 members participate. Debra has also introduced a TRX small group training with Sheila Hamilton on Monday evenings in the Mind/Body Studio.

Evening pickleball will begin in the gymnasium on Thursday, June 1. Evening pickleball will run from 7 – 10 pm on Tuesdays and Thursdays.

Group Exercise: The Fitness Center in April offered 79 classes; 61 live classes, six hybrid classes, and 12 virtual classes. Virtual class participation increased in April, and live class participation slightly

decreased.

April 2023

Total # of participants: 5,217  
Live # of participants: 4,272  
Virtual # of participants: 945

Member and Guest Services: Carol hired a new Guest Services person to work the front desk. He has been a long-time member of the fitness center and is very excited to be working for the Park District. The hiring comes just in time when the Fitness Center will be busy with college and high school students returning for the summer.

Member Services is consistently signing up new members. This is a great sign considering the Fitness Center just came off a huge membership promotion.

Personal Training: As of May 13, Debra and her team sold \$12,543 worth of personal training sessions and reformer sessions during the Fitness Center's Six Pack for Summer Sale. Last year for the entire month of May, the Fitness Center sold only \$11,420 during the same sale.

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

Membership Type	April 2023	March 2023
Adult	831	867
Add-On	670	672
Senior	728	724
All Corporate	252	241
Veterans/HMHB	62	61
Annual Add-On	13	12
Annual Senior	21	23
Annual Adult	8	6
Student Passes	228	410

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

	April 2023	March 2023
Total Memberships <i>(Includes Freezes)</i>	2,876	2,896

April 2023 Summation:

- Active Members: 2,755

- Membership Visits: 23,524
- Personal Training Sessions: 316
- Reformer Sessions: 84
- Group Fitness Attendance: 5,217
- New Memberships: 71
- Cancellations: 86

- Active Members: 2,108
- Membership Visits: 17,338
- Personal Training Sessions: 226
- Reformer Sessions: 80
- Group Fitness Attendance: 3,578
- New Memberships: 61
- Cancellations: 62

April 2022 Summation:

*Golf Dome*

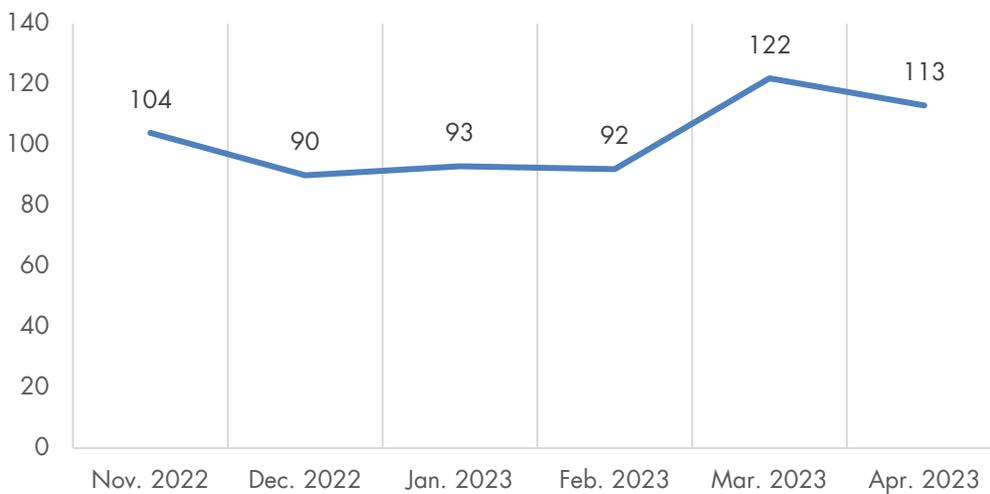
Lessons: Jimmy has golf classes starting on May 30, and as of May 12 there are 10 participants registered for the program. This summer, Jimmy’s instructor is offering a new chipping, pitching, and putting class.

*Raupp Museum, Educational Gardens, and Nature Classroom*

Museum Attendance: Total museum attendance for April was 860 people. The museum had a surge in field trip bookings from area schools. Six different school districts participated in museum programs.

Museum Exhibits: The Museum’s online exhibit/collections database site had 113 visitors who looked at 580 pages in April. The average visitor spent about 1.5 minutes on the site and looked at five pages. For the past six months, the number of online visitors continues to be consistently between 90 and 120.

**Museum Database Visitation Remains Consistent**



Nature Classroom: The Nature Classroom’s educational programming season has begun. Six classes of second-grade students from Tripp School will be attending programs in the classroom in Mike Rytko Park. More public programs will take place in the classroom after Memorial Day.

School Programs: Staff held educational programs for 720 students in March, including visits from schools in Palatine, Northbrook, Gurnee, Wheeling, and the first-ever visitors from Betsy Ross School in

Prospect Heights.

Scout Programs: The museum provided programming for 50 scouts and parents in April.

Social Media/Electronic Media: For March, Museum Facebook posts reached 3,701 people, and 713 people interacted with the posts by clicking, liking, or sharing them.

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

***Revenue Add-ons***

Birthday Parties: Keeping pace with the beginning of 2023 another 16 birthday parties were held, including one at Safety Town in April.

Dog Park: Dog Park passes generated \$9,788 in revenue for 2022 – 2023 with 326 annual passes, 43 semi-annual passes, and three daily passes sold. As of May 12, 2023, 63 passes have been sold for the 2023 – 2024 season with \$1,782 in revenue.

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

Outdoor Concessions: TJ Wilkes is working to finalize staffing for the upcoming summer. He is pleased that all his staff, except one person, has agreed to return. TJ had an excellent team last year and looks forward to another great season with them.

Outdoor Rentals: Jimmy has been working with the Buffalo Grove Fire Department, which is hosting a fundraiser on May 13 at Mike Rylko Community Park. The event is called Fire Up Food Truck Fest. All proceeds will go towards Project Fire Buddies, Inc.

**RECREATION PROGRAMMING**

***Adult Programs***

Pickleball: The Wednesday and Thursday night pickleball program was extended one week due to an unexpected school closure. Jimmy said all 48 participants were happy to make up the class.

Seniors: The new annual membership for Club 50 opened on May 1. There are currently 49 registrations after two weeks. Last year there were 102 in total. At the May birthday celebration, Club 50 members were asked to bring a picture from their childhood and guess who was who!

Softball: Sean Berry met with TJ Wilkes and Mike Pfeiffer to collect information on the softball league so he can assume responsibility. Softballs were ordered for the season that began in May. He also confirmed the field availability and maintenance needs with Matt Raupp. There are five teams signed up for Monday's league and five for Tuesday's league. The team captains of all 10 teams were contacted regarding league rules and expectations.

### *Aquatics*

Staff Training: Summer training will begin the week of May 22 and will continue through June 9 with Summer Kickoff. As part of this training, staff is getting recertified and practicing skills unique to the different facilities they will work at this summer. Swim lesson training will take place on June 6 at Willow Stream Pool. Various managers' trainings will take place to prepare the new and returning managers for the summer. Topics include customer service, RecTrac, and staff development. New hire training will take place on May 24 to cover policies and procedures more in-depth.

Swim Lessons: Registration for the summer began on May 1. Lessons filled quickly and have waitlists. Jenn will look at adding more participants based on instructor availability. Summer lessons start on June 12. Jenn registered for the World's Largest Swim Lesson on Thursday, June 22, which is a drowning prevention awareness event. Summer camp and public swim lessons will start Monday, June 12, at Willow Stream Pool.

Swim Team: Sean Berry met with Jenn Foreman and their superintendents to discuss the transfer of the swim team responsibilities.

Expectations of the program and facility needs were discussed as well. Sean led the parent information meeting for the summer session. Registrations continue to be submitted with the current team total of 110 participants.

A meeting was held with the Buffalo Grove High School athletic director to confirm facility availability for practices and meets. They will be hosting a swim conference officials training and a swim conference coaches training in the next few weeks.

### *Camps*

Camp Connection: Sean has been working with Mike Pfeiffer to learn about Camp Connection. There are 140 children registered to use the program, and staff are hired and ready for training.

Counselor in Training Camp: Keri Isacovici has 40 participants enrolled for this summer. Three additional waitlist families have been contacted and turned in registration.

Early Childhood Camps: Early Childhood camps are currently full, with some having a waitlist. Three more spots were given to campers to enroll in Fireflies Camp.

All staff for EC camps are set, and the Supervisors were given the contact information of their staff so they can reach out and start preparing. The Preschool Camp Coordinator has also placed the order for camp supplies.

General Day Camps: General Day Camps are fully enrolled except for the second session of Adventure Grades 3-4 at Ivy and Adventure Grades 3-4 at Willow Grove. Elizabeth has been conducting interviews weekly, with only one open camp counselor position left. She will continue to interview applicants in case there are staff members who leave before the start of camp. All staff has been informed about the pre-camp training in June, including the supervisors that need to be CPR certified. Amanda, Jimmy, and Elizabeth have been working on finalizing the bus schedule.

Performing Arts Camps: As more staff is hired, the performing arts camps can accommodate more campers on the waitlist.

- Dance Camp 1 – 3 (111)
- Dance Camp 4 – 8 (79)
- Broadway Bound (210)
- Star Makers (93)

45 camp staff were hired for performing arts camps, which allowed 106 additional performing arts spaces in the community.

Jessi and the camp coordinators are working on finalizing individual schedules. Camp training is in the process of being finalized. Jessi will present on the following DEI topics: an overview of NWSRA services and understanding sensory behavioral responses.

Jessi is preparing meaningful sensory boxes for each camp with a handout explaining how to incorporate each item productively. She will walk through these boxes with the appropriate camp supervisors and present other in-house options for redirecting unwanted behaviors.

Post-Camp Field Trips: Elizabeth has booked field trips for post-camp days.

Sports Camps: Amanda and Jimmy have finalized staffing for Sports Camp and Cycle & Surf. All field trip bookings, supply orders, and t-shirt orders are complete.

They are happy to report that there are 136 kids registered for session one and 122 kids registered for session two for Sports Camp.

There are currently 49 kids registered for session one and 44 kids registered for session two for Cycle and Surf camps.

Amanda is working with Jimmy and Elizabeth Quinzio on bus schedules for field trips and swimming and preparing camp training material. They are hosting an ice cream social for all new Sports Camp counselors on Tuesday, May 30, where staff can meet each other and enjoy a tasty treat.

### *Clubhouse*

Administration: Clubhouse has partnered with District 102 to introduce therapy dog visits to Clubhouse. District 102 certified 13 staff members as therapy dog teams through the national organization Alliance of Therapy Dogs. The goal for the dog teams is to bring joy to the school district

and community through dog visits. Clubhouse had their first visits during the week of May 1 at Meridian and Pritchett (photos included below). Both participants and parents were very excited about this new partnership, and we are hopeful to continue next school year.



Registration: Clubhouse registration for the 2023-24 school year opened on May 1, 2023. Currently, they have received 156 registration forms. Registration closes on July 7, 2023. Clubhouse is attending the District 21 Kindergarten preview night on May 16, 2023, to introduce the program to new families.

Schedules: Clubhouse is hosting seven pre-summer camp field trips on June 1 – 9.

***Dance***

Dance Academy: Dance recitals are taking place May 12 at 6:30 pm, May 13 at 10 am, 12:30 pm, and 3 pm. This is the culmination of nine months of hard work by the students and staff. This year, 303 students and 93 classes are participating in the recitals. To date, 1,226 tickets have been sold for the weekend. Aly was able to re-purpose the Marley flooring that was taken out of the dance studios and tape it down on the stage for the recitals. This leads to a safer and more professional option for our students.

Summer dance registration is going well. There are 40 out of a possible 70 spots registered for six classes in the early childhood program. There are 42 out of a possible 90 spots registered for the academy classes. There are 60 students signed up for the 12 different master classes. Aly anticipates numbers to continue to grow, as there is still a month until classes begin.

Dance Company: Dancers finished out their competition season at Precision Arts Competition. At this competition, the score breakdown started with silver being the lowest, then gold, platinum, and crystal.

Precision Arts Results

1 routines	Silver
23 routines	Gold
13 routines	Platinum
2 routines	Crystal

There were also multiple overall placements in the top 10, top 5, and 1st overall. Two soloists and one group routine received a PAC Attack callback, selected by judges for entertainment value and skill. The musical theater routine re-competed with other routines of all levels and won Best in Show (out of over 60 routines).

Aly will be hosting parent/dance meetings on May 18, 22, and 25 to meet one-on-one with the dancers and their parents to discuss how the season went and set goals for the upcoming season. Auditions for the 2023/2024 season will be on May 30, 31, and June 1. Three new minis have accepted their invitations, and eight new dancers registered for auditions. Aly anticipates the company growing by at least six dancers this coming season.

### *Musical Arts*

BG Singers: The BG Singers kicked off their 28th annual choral season at the Community Arts Center on April 25.

Lindsay and the BG Singers Director, Linda Rosen, were very happy to welcome 62 singers for this season. The group is now rehearsing their production of "Kaleidoscope," an eclectic combination of pop music, show tunes, and classic American standards. Performances for the show will be held at the Community Arts Center on September 28 - 30, 2023.

Crescendo Show Choir: The Crescendo Show Choir continues to work on preparations for its upcoming performances in June. The talented group of 18 performers in grades 5 – 10 rehearses every Tuesday night (and occasional Sunday afternoons) at the Community Arts Center. The group had a terrific time at their first-ever "show choir Lock-In" at the Community Arts Center on April 29. Performances of their spring concert, "Night & Day" will be held at the CAC on June 1 and 2.

Encore!: The BG Singers Encore! ensemble made the difficult decision to postpone their May gig at the Rolling Meadows Public Library due to singer conflicts. They look forward to presenting that show later in 2023. Encore! Coordinator, Bruce Bohrer, continues to work on solidifying fall/winter gigs for the 2023-24 season. The group also plans to bring back their annual holiday show, "Holiday Harmonies," at the Community Arts Center on December 9.

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

### *Preschool*

Administration: Keri held six team meetings in April. The meeting consisted of an interactive dice game where teachers could reflect upon their year, details for events happening at the end of the school year, and general reminders. Keri also held six staff meetings in May. The meeting included a team building activity, information regarding the end of the year, facts from the Academy of American Pediatrics regarding the effect of outdoor play on children, and provided open-ended nature-based activities for staff.

Highlights: Recycling Superhero Day occurred on Thursday, April 20, and Friday, April 21. Children brought in t-shirts to reuse as superhero capes. Classrooms offered students the opportunity to create their own superhero masks. Keri spread out trash inside a classroom on April 20 due to the weather and near the preschool playground on April 21 to help the children understand that cleaning up the garbage helps save the Earth. Keri also shared information about materials that are recyclable or not recyclable.



All Preschool classrooms practiced visiting their tornado emergency locations on Thursday, April 27, and Friday, April 28. Teachers discussed tornado safety with classrooms as well.

To highlight Dr. Reiner's park dedication and the Kite Fly event on May 5, each classroom decorated a kite. The kites were displayed for families in the preschool wing in late April and early May. A kite photo op was also provided for families by the preschool doors.

Children sang songs, played guitar, and received either kazoos or castanets, depending on their age, during their music time on May 1, 2, 8, and 9 with our music teacher, Dawn Karis.



Each classroom is creating a unique Mother's Day keepsake and children. Some examples include picture frames with pictures of the child at preschool inside them, handprint art with a poem, and planting seeds and decorating flower pots.

The Pre-Three's, Three's, and Four's classrooms were given ladybugs, praying mantises, or butterflies to promote scientific inquiry and provide STEM-related activities at preschool. Children discussed and learned about insects, observed their transformations and habitats, and released them back into nature.



Keri asked families to celebrate teachers from May 8 to May 12 in honor of Teacher Appreciation Week. Each day a theme was provided.

Registration: There are 160 children total registered for preschool for the fall. 34 Participants are enrolled in the Two's program this fall, with eight families on the waitlist. 24 Participants are enrolled in the Pre Three's Program, with 17 families on the waitlist. 55 Participants are enrolled in the Three's Program this fall, with one family on the waitlist. 47 Participants are enrolled in the Four's Program this fall, with four families on the waitlist.

### *Productions*

Broadway Buddies Accessible Theatre: Broadway Buddies Wizard of Oz performance is scheduled for Friday, May 19, at the Community Arts Center.

### *Special Events*

Kite Fly: Mike Pfeiffer had a great turnout for Kite Fly on Monday, May 5, at Reiner Park. Mike will continue to host Kite Fly at Reiner Park in the future.

Parks and Public Services Day: Parks and Public Services Day has 181 people preregistered for the event on Saturday, May 20, at Mike Rylko Community Park. Mike Pfeiffer has met with the Village of Buffalo Grove Public Works staff and is meeting with them again on Monday, May 15, to finalize event details.

Senior Expo: Chuck hosted the Senior Expo at the Community Arts Center on April 18. There were 53 vendors and sponsors present at this year's event. The event ran smoothly thanks to all the FT staff who helped before, during, and after. This was the last year for the expo to be an FOP-hosted event. This event will become a Park District event moving forward. After all expenses were paid out, the event generated just over \$5,000 in revenue for the FOP.

### *Theatre Programs*

Acting Studio Classes: This month, family members enjoyed seeing their Broadway stars on stage. There were a total of eight fantastic 20-30 minute performances. Improvisation students also had an opportunity to show off the skills they obtained this year. While improvisation students did not have the chance to perform as a showcase, they were still able to perform for a small audience of loved ones in their classroom. The end-of-year participation reflection will take place via Zoom on May 24. The reflection allows for interactive parent/guardian feedback on their child's experience.



Cathy Jacobson with her Imagination Improv Class



Tuesday's Musical Theatre Magic performance of Annie



Tuesday's Center Stage Stars performance of Frozen



Thursday cast of Annie



Becca as Annie with a big fan!

Advanced Theatre Company: ATC is wrapping up the curriculum this month in preparation for the last class on June 1.

Actors had a year full of field trips to see shows and the chance to work with professional industry members. Auditions for ATC and other advanced classes will be held in September.

### *Youth Programs*

All Star Sports: Basketball and volleyball for the spring season are almost over. The basketball programs have 98 children registered, and the volleyball programs have 42 children registered for the upcoming summer session.

Chess Club: Spring Chess Club classes began on March 13 and will run through June 5. Summer classes will begin on June 12. TJ has confirmed that Frank Swindell will be back in the fall to teach the classes after being away for a short time.

Computer Explorers: Numbers for Computer Explorer classes continue to be strong. Robotics Academy began on April 27, and the original class was full, with four people on a waitlist. The instructor wanted to add another class a week prior to the class starting. TJ sent an email to previous Computer Explorer class participants and worked with the marketing department to advertise the new class on social media. The last-second push worked, and a new class was created.

Cricket: TJ will be reaching out to local middle schools to announce the fall cricket league that will be offered. This is to notify the schools before the end of the year so that they can be prepared for the league to start quickly once school starts in August. The league and the instructional sessions opened for registration on May 1.

Flag Football: TJ has been pleased with the Spring Flag Football season thus far. The new refs have

been great. Parents and coaches have complimented the refs and have stated how much smoother games have run with qualified refs at the games. The final games of the season will be played on May 20. Registration for the fall season is open to all at this time and will run through July 8.

Gymnastics: New gymnastics classes, taught by Chicago Loves Dance, will start up in mid-June. TJ is excited to offer gymnastics and tumbling classes again after a one-year break. Three of the four classes have already been filled. The instructor has been discussing the possibility of increasing class size or offering more classes if demand continues to stay high.

Hot Shots Sports: Sean Berry is working with Hot Shot Sports on creating additional classes since the current ones are mostly full. Sean is working with Chris Eckert to find out if there is additional space to use for the program.

Karate: Spring Karate classes will run through the first week of June. Summer registration opened on May 1. TJ has been in contact with ISKC to ensure a smooth start to summer registration. Summer classes will start on June 9.

Lunch & Learn: 10 Participants have signed up for summer programming after one week of opening enrollment.

Magic Class: The last magic class took place on May 8. There were 28 participants signed up. TJ spoke to the instructor, Gary Kantor, and he was very pleased with the numbers for the class. Gary mentioned that many of the participants were repeat customers. The next magic class will take place on June 21.

Rock 'N' Kids: 25 Participants have signed up for summer programming after one week of opening enrollment.

Safe Sitter: The Safe Sitter class ran with 10 participants in April.

Safety Town: Safety Town Saturdays have been running with nine participants until June 3.

Spring Soccer: Sean has worked with Brian O'Malley and learned about the procedures so he can take over the soccer program. Trophies were ordered for the 265 participants.

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

### *BG Days*

Food Vendors: Amanda has received seven completed food vendor applications. The applications are due by May 15

### *Illinois Parks & Recreation (IPRA)*

Elizabeth Quinzio: Elizabeth joined the School Age and Day Camp Committee and attended the meeting on April 11 at the Mount Prospect Park District.

### *Park District Committees*

Diversity, Inclusion and Equity: Jessi is compiling and creating policies that were out of date to ensure best practices. By August, Jessi and the strategic planning committee hope to have a finalized flag policy, overall DEI policy, and a list of 2023-2024 recommendations. The Community Arts Center hosted the Diversity Education Institute Day presented by IPRA. Anita from NWSRA and Jessi continue to work on the newly implemented inclusion request process.

Social Committee: The Social Committee hosted the Reiner Park Dedication on May 5, 2023, and is finalizing details for Ryan's retirement party.



## MEMORANDUM

TO: BOARD OF PARK COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING  
SUBJECT: OPERATIONAL REPORT  
DATE: May 15, 2023

### *General Parks Department*

A huge thank you to Jose Soto, Rosendo Soto, Tom Hoffman, Nick Cozzi, Karsten Ziemann, and Esteban Gomez on cleaning up and making Reiner Park beautiful for the park dedication!

Tim Howe met with the Buffalo Grove Garden Club about this year's landscape maintenance. They're going to be beautifying the Weidner Park sign, Veterans, Emmerich, and Raupp Museum.

We have hired a total of 11 summer part-time staff! We have had five staff start working already!

Will be meeting in June with the Village's Public Works and Community Development for our Quarterly projects meeting.

We completed the scanning of our existing drawings and are in the process of creating an electronic database that staff will be able to easily access. This is an on-going process. We will also be scanning in plats of surveys, warranty deeds, and other documentation for our parks and facilities.

We are working on a project delivery checklist to clarify expectations at various stages of a Capital project. Will meet again at the end of the month regarding the construction document, bidding/permitting, and construction administration phases.

Mike Maloney is assisting with the planning and site layouts for the Pride Picnic, BG Days, and Diwali. An order has been placed for portable toilets/hand wash stations and we scheduled a drop-off date with the Village's Public Works for the hi-top tables for the Pride Picnic. We have also been meeting with staff and vendors for BG Days and Diwali.

We completed several Capital project diagrams for admin/board members to reference when talking to local legislators about potential funding opportunities.

## *Capital Improvements*

### Alcott Center:

The demolition project for Room 1 will begin on 5/20, with a majority of the demolition work being completed between 5/22 and 5/24. After the site is cleared, masonry restoration and roofing work will begin, followed by site restoration. We have met with staff to discuss options for the redevelopment of that area and admin have reached out to local legislatures about funding opportunities.

### Community Arts Center:

Facilities staff is working with the contractor on resolving some control issues that we are having with the rooftop units (RTU) that serve the theater and multi-purpose spaces. We received a ComEd rebate for the project in the amount of \$1,750.

### Fitness Center:

We have been working with staff regarding storage shelving options for the reformer studio equipment and accessories. This project will be completed in the next couple of weeks. We received pricing for the roof replacement at Roof Areas R1-R4 and have submitted a separate letter of recommendation to the Board to move forward with Bear Construction for this project in the fall. We have a tuck-pointer coming out next week to repair deteriorated mortar joints and seal the split-face CMU between the pool roof and the lower locker room roof. We assisted Athletico by meeting with a contractor to get a quote to expand the Athletico space into a portion of the Kids Club area. We are meeting with staff to discuss a final scope of work that we can include in a 2024 PARC Grant application. We are preliminarily looking at interior renovations at the front desk, pool deck, and fitness spaces. We might also include some roofing replacement and ADA/safety modifications to the front entry drive/drop-off area.

### Golf Dome:

Farley Group completed the cable anchor repairs. We will have another contractor remove the spoils and install new asphalt where the anchors were replaced. We are working with a couple of contractors to replace the front vestibule storefront system, doors, and hardware. We will also be adding access control to these new doors, similar to what we have done at our other facilities.

### Museum:

We have been working with Prate Roofing on a roof replacement over the Crossroads gallery space, which will begin on 8/7. We are assisting with the Mission, Vision, and Governance focus group for the Museum STEPS program that Marina is spearheading. We met with staff to discuss a final scope of work that we can include in a future IDNR Museum Grant application.

### Willow Stream Park/Pool:

RenoSys performed warranty work and installed a new membrane at the deep end of the pool due to some open seams that were found. We are working on bid documents for the Willow Stream South Parking Lot replacement project. We have submitted for the Watershed Development and Village permit and are planning to go out to bid in July. Construction will start in September with substantial completion in May 2024.

### 2022 Park Improvements Project:

The color coat system will be installed next week when temperatures are more consistent. The final Village inspection will be scheduled after the color coat system is completed.

### 2023 Rylko Park Improvements Project:

The project is moving along well. The concrete pathways and planting areas for the Educational Garden have been completed. Irrigation and landscaping will be installed over the next two weeks. Formwork for the inline rink curb is in progress and the new dasher board system will be installed towards the end of the month.

### Rylko Park Amphitheater and SNP Project:

Construction documents are 90% complete and we are on schedule to go out to bid in June. Construction for the project will begin after BG Days 2023 with substantial completion at the end of July 2024. The Village will be completing some water main work in the area south of the Fitness Center right after BG Days and we will coordinate this work with our project.

### 2024 OSLAD - Rylko Park East Improvements Project:

We met with staff to discuss a proposed scope of work that we can include in a 2024 OSLAD Grant application. We have American Ramp Company coming out on 5/16 to host a community engagement session for the redevelopment of the skate park and the possible addition of a pump track. Notice has been posted on the website and through social media. There is also a QR code that links to a survey, for those that can't attend next week. We will also be hosting additional community engagement sessions with Upland Design in June and July to discuss the overall park amenities.

### Parkchester Park:

We received the 2023 OSLAD Grant paperwork and 5/1 was the official start date. We will be working with Upland Design on Design Development and start the Village review process in June/July. We are planning to go out to bid in November, construction would start in April 2024, and substantial completion in the fall of 2024.

### Prairie Grove Park:

We received bids and have submitted a separate letter of recommendation to the Board to move forward with Hacienda Landscaping for this project in the summer. We have submitted for the Village permit and construction is scheduled to start in June with substantial completion in November. A final Plat of Consolidation was sent to the Village for signature. Kids Around the World will be removing the playground equipment in the fall, which will allow us to keep the existing playground open during the summer.

### ***Athletics***

Baseball & Softball: Matt Raupp is spraying weeds around all ball diamonds.

Soccer & Sports Turf: Mark Bajno has done spring fertilizer and over-seeding of athletic fields.

## *Grounds*

Land Management: Dan Anderson, Nick Cozzi and Karsten Ziemann are spraying invasive plants in the park district woodlands and prairies. They are planting native plants in the area around the Nature classroom sign. Karsten is also working with Jeff Weiss and village employee, Karl, to plant aquatic nursery.

Playgrounds: Dan and Nick continue doing the weekly and monthly inspections along with some repairs and clean-ups at all playground sites.

Landscaping: Jose Soto and part-timers will be planting decorative plants at the Fitness Center, Alcott, CAC and other locations.

Turf: Rosendo and Tom are mowing and trimming and will be helping Jose Soto two days a week with decorative landscaping.

Irrigation: Nick Cozzi and Andy McDowell are doing the startups on all of the irrigation systems and will be having the backflows tested and certified.

Fleet Management: Tony Vraniak is doing research for the replacement of the Chipper, Backhoe and new salt truck. He is completing scheduled maintenance on the vehicles and equipment as needed.

## *Facilities*

Aquatics Facilities: Facility staff is working on preparing Willow Stream pool and the Spray N Play for the season. They have cleaned the pool and have started filling it. Slide Renew came out and serviced the water slide. This hasn't been done since 2020. The electrician is scheduled to come out on May 17 to install the new VFD's.

Community Arts Center: Staff completed installation of the new dance floors in the studios. A new door was installed in the back hallway by the theatre.

Drazner: A new gas water heater was installed.

Emmerich: Staff installed two new anchor points for fall protection on the loading dock in the mezzanine in the garage.

Fitness Center: We experienced some issues with the chiller. McDonough and Carrier themselves were out diagnosing what the issue was with the system. It was determined that a new control board needed to be ordered. Once it comes in, we will install it.

Nature Classroom: Kyle and Andy installed conduit underground for the new water feature that is part of Phase 2 construction. Staff installed a new tank-less water heater for the classroom. This will help with staff not having to go up on a ladder and work on the old heater that was installed up in the ceiling.



BUFFALO  
GROVE  
PARK  
DISTRICT



## Memorandum

MEMO TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING  
SUBJECT: OPERATIONAL REPORT  
DATE: MAY 12, 2023

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Brochure: Production of the fall book is underway. The contentment proof was released to staff on April 30; and, the book is currently with the designer, who is working on the final layout. We are scheduled to have the final version of the book to proof on June 12.

Fitness Center: Jennifer updated the group exercise schedule for May, and uploaded it to the website and Constant Contact. She also created display posters to promote the Fitness Center at the Senior Expo, worked with our designer to update the branding ad for the fall Park District program guide, as well as the graphics for the Fitness Center's summer geofencing campaign that's running from June 1 - August 31.

Jennifer completed flyers, posters, and digital graphics for all summer programs, including Swim For Fitness, Master Swim, Warm Water Arthritis, TRX Challenge, Beach Body Ready, Adult Basic Weight Lifting, Adult Boxing Fitness, Reformer Basics, Youth Fitness, Youth Boxing Basics and Teen Boxing, and the Dancing with the Fitness Center Stars event.

Jennifer also created posters, flyers and email messages notifying members of the BG Fire Truck Food Fest taking place on Saturday, May 20, and how the parking lot entrances and exits are will be changed.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: May 11 - Parking lot alert for the BG Fire Truck Food Fest on May 13, and Fitness Center hours. May 5 - Parking lot alert for the BG Fire Truck Food Fest on May 13, evening pickleball starts June 1, changes to Teen Fitness Orientation coming soon, new fencing programs, 6-Pack Summer Sale, starter packs for personal training and reformer training, personal training stretch sessions, April group exercise schedules, link to the online reservation system, links to lap pool reservations, the aquatics class and gymnasium schedules, enjoy the convenience of the Fitness Center app, and the Athletico ad. April 21 - Dancing with the Fitness Center Stars event, 6-Pack Summer Sale, starter packs for personal training and reformer training, personal training stretch sessions, April group exercise schedules, link to the online reservation system, links to lap pool reservations, the aquatics class schedule and gymnasium schedules, enjoy the convenience of the Fitness Center app, and the Athletico ad. There are currently 7,224 subscribers to the Fitness Center's News and Updates e-newsletter (-63 from last month).

Pictures: Mike took pictures of the Senior Expo, Reiner Park Dedication and Kite Fly. Wendy took pictures of the Senior Expo, the Preschool ladybug release, the Reiner Park Dedication, and the Kite Fly.

Press Releases: The local media were notified about the new Perry Weather outdoor weather warning system.

Video: Nic created a video promoting the adult programs. He is currently working on a video that talks about the demolition of the multipurpose room at the Alcott Center.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: May 5 - Summer program guide and registration dates, Reiner Park dedication, Kite Fly, Parks and Public Services Day, Field Game Fun, and Spray 'N Play opens May 31. April 21 - New executive director, summer registration, Disney's The Aristocats Kids tickets on sale now, Reiner Park dedication, Kite Fly, and upcoming auditions for Cinderella. There are currently 4,916 subscribers to the newsletter (-35 from the previous month).

TV Screens: Wendy created graphics for the TV screens for Cinderella auditions, Pride Picnic vendors wanted, Skate Park public input meeting, Bow Wow Dog Expo, and Flag Day Celebration.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted Field Game Fun, Pride Picnic, and Bow Wow Dog Expo.

Community Calendars: Wendy posted Tots in the Park, Summer Concert Series, Movies Under the Stars, National Night Out, and the Cardboard Boat Regatta to the Village, Daily Herald and Patch events calendars.

Projects: Mike created a signature stamp for the finance department for signing checks, and he updated the routing for the fillable forms on the website to coincide with all of the staff changes. Mike also re-voiced the greeting on the phone system for the Golf Dome, and is working on a project to re-voice and reroute the entire phone system based on all of the new staff changes and reassignments.

Design: Mike designed 4 options for show logos for the upcoming BG Singers performances in fall, and designed a new cover for the budget books.

Meetings: Mike attended the IPRA Communications and Marketing Section's Sponsorship Huddle in Naperville on April 28, and the Communications and Marketing Section's Marketing Meetup to discuss special events on May 12.

New Resident Welcome Packets: Wendy mailed 41 welcome packets to new residents that moved into Buffalo Grove in April.

Sponsorship: Wendy signed renewal sponsorship agreements with Buffalo Grove Bank and Trust (\$1,500), Deerfields Bakery (\$750), and Original Bagel and Bialy (\$750). Wendy signed a new sponsorship agreement with Everything Games (\$2,500).

BG Days Sponsorship: Wendy signed a renewal agreement with Buffalo Grove Bank and Trust (\$1,500) of which \$500 represents BG Days sponsorship, and a new agreement with Everything Games (\$2,500) of which \$500 represents BG Days sponsorship. Wendy also signed renewal BG Days agreements with Rokbonki Japanese Steakhouse (\$500), Country Financial (\$2,500, an increase of \$2,000 from last year), and Arlington Nissan (\$1,000, an increase of \$500 from last year).

Website: Mike created new home page sliders for the public input meeting at the skate park, and the new employee spotlight. Internal pages that were updated include Alcott Center, Bid Results, Board of Commissioners, Board Packets, Clubhouse, Construction Projects, Dance, Dance Company, Employee Spotlight, Fitness Center, Happy Tails Dog Park, Kite Fly, Movies Under the Stars, Performing Arts, Permits,

Pride Picnic, Raupp Museum, Raupp Museum Exhibits, Seasonal Catalog, Soccer, Sponsorship, Staff, Transparency, Trick or Treat Trail, Willow Stream Pool, and You've Been Egged.

Here are some website statistics for the month of April:

	<u>April 2023</u>	<u>April 2022</u>
Total visits:	29,250	23,740
Total Page Views	55,868	51,382
Different Users	20,287	15,259
New Visits	18,340	13,876
Returning Visits	10,910	9,864
Mobile/Phone	15,251	13,563
Desktop	13,609	9,667
Tablet	390	510
Pages per Visit:	1.91	2.16
Duration of Average Visit:	1:35	1:49
How did people get to our site?		
Search Engine	9,521	8,813
Direct (typed in address)	8,568	4,651
Social Media	1,540 (-42 from last month)	835
Link from other website	735	1,417

Top 10 Most Visited Internal Pages

1.	Summer Camp Jobs Landing Page (Geofencing Campaign)	4,313
2.	Fitness Center Home Page	3,738
3.	Performing Arts	3,086
4.	Seasonal Catalog	2,647
5.	Registration	2,446
6.	Camp	2,184
7.	Fitness Center Group Exercise Reservations	1,846
8.	Golf Dome	1,363
9.	Fitness Center Pool Reservations	1,026
10.	Community Arts Center	891



TO: PARK BOARD OF COMMISSIONERS  
RYAN RISINGER, EXECUTIVE DIRECTOR  
FROM: DANI HOEFLE, RISK MANAGER  
SUBJECT: MAY OPERATIONS REPORT  
DATE: MAY 16, 2023

#### PROJECTS:

The Perry Weather Outdoor Warning System (OWS) was installed in April but had some technical issues. One speaker is currently operational and replacement parts have been received. Dani is hoping the unit will be fully functional by the week of May 22. In addition to the OWS, additional users have been added as "notification only." The Admin Team felt it was important to communicate sensitive information directly to certain staff rather than waiting for a supervisor to relay the information. Dani has also been working with the superintendents of recreation to determine additional parameters that can be set and features that can be utilized.

The preschool held fire drills on May 11-12. Dani invited Fire Marshal, Joe Welter, to the drills for his expertise and feedback. After the drills, Dani met with Joe, Keri, Diana, and Jose to discuss additional plans for continued safety. Several adjustments have already been made, and Dani is working on a more detailed fire response plan for Alcott.

#### COMMUNITY:

Dani was invited and attended a District 102 safety meeting on May 4 and had the opportunity to learn about the safety initiatives being enacted in some of the community's schools. It was a great chance to network with other leaders within Buffalo Grove, especially due to Park District programs housed in their facilities.

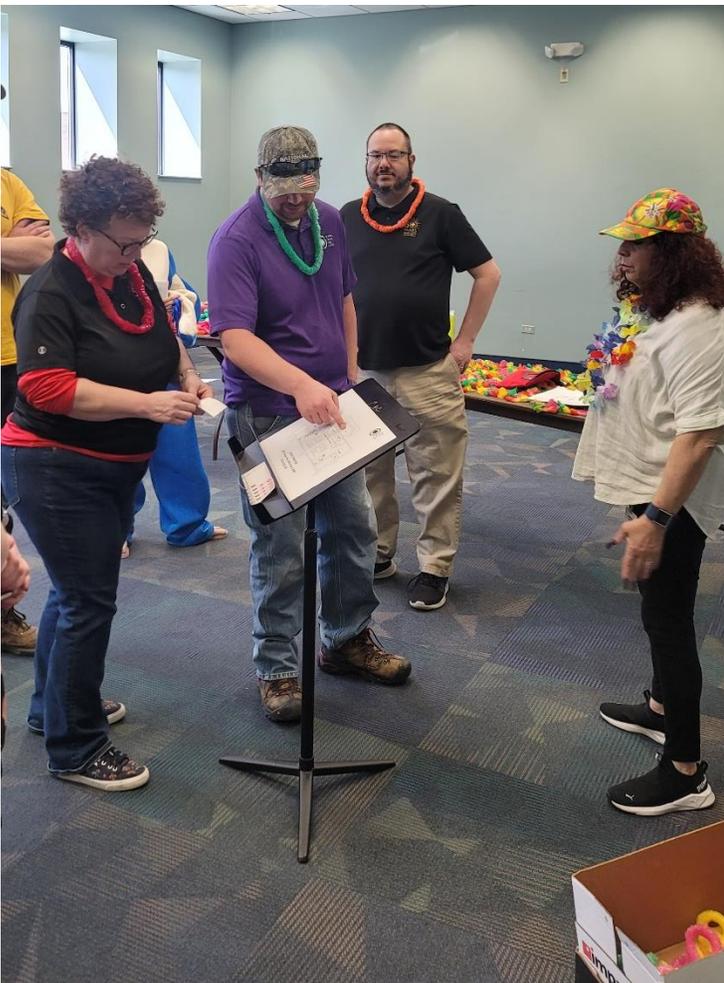
#### COMMITTEES:

Dani has been working hard to ensure the Pride Picnic event is ready to go on Sunday, June 4. All agreements have been finalized and the Uniquely Us team is tying up loose ends. MobileComm will be present again this year, the police department will have several officers on site, and CERT will be providing 4 volunteers to help with first aid. The band, Radio Gaga, will be performing, and bounce houses, face painting, food trucks, and beverages will all be available for event attendees.

#### TRAINING & COMPLIANCE:

On April 13, Dani and the Safety Committee brought a 2.5 hour training to the full-time staff on the Crisis Communications and Emergency Operations Manual. It was an escape room theme with each room covering a different section of the Manual. Staff were asked to identify

the locations of emergency equipment at various Park District facilities, respond to a mock bus accident, missing child, weather emergency, and bomb threat, locate the off-site locations for all facilities, and perform a family reunification. It was a hands-on, engaging training, and Dani really appreciates all the hard work and time that went into planning and leading the event!





BUFFALO GROVE PARK DISTRICT  
PARK COMMISSIONER  
OATH OF OFFICE

I, \_\_\_\_\_, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Park Commissioner of the Buffalo Grove Park District, according to the best of my ability.