



**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