



Buffalo Grove Park District
Workshop/Regular Board Meeting
June 12, 2023
Alcott Center – Room 24
6 pm

WORKSHOP AGENDA

- I. Call to Order
 - A. Roll Call
- II. Introduction of Guests
- III. Approval of June 12, 2023 Workshop Agenda
- IV. Presentation of Recognition Resolutions (SC)
 - A. Resolution 23-6-1 Commending Randy Smith on his Retirement
 - B. Resolution 23-6-2 2022 Positive Acts of Safety Award Winner – Shannon McClure
- V. Finance (SC)
 - A. June Warrant 2023
 - B. May Year to Date Statement
 - C. June Refunds
 - D. Board Travel and Conference Expense
- VI. Policy and Legislation (LR)
 - A. FY 2023/24 Quarters A&B Executive Director Work Plan
 - B. FY 2023/24 Quarters A&B Departmental Goals and Objectives
 - C. Risinger Park, Facility or Amenity Naming
- VII. Parks (LR)
 - A. Administrative Staff Vehicle Bid
 - B. Janitorial Services Bid
- VIII. President and Commissioners Reports
- IX. Old Business
- X. New Business
 - A. Board Vacancy Discussion
- XI. Adjournment

REGULAR BOARD MEETING AGENDA

(To Immediately Follow Workshop)

- I. Call to Order
 - A. Roll Call
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Regular Board Meeting Agenda
- V. Approval of Minutes
 - A. Approval of May 8, 2023 Workshop Minutes
 - B. Approval of May 22, 2023 Workshop Minutes
 - C. Approval of May 22, 2023 Annual Board Meeting Minutes
- VI. Topics from the Floor
- VII. Correspondence
 - A. Written
 - B. Verbal
- VIII. Attorney's Report
- IX. Committee Action Items
 - A. Approval of Employee Recognition Resolutions
 - 1. Resolution 23-6-1 Commending Randy Smith on his Retirement
 - 2. Resolution 23-6-2 2022 Positive Acts of Safety Award Winner – Shannon McClure
 - B. Finance
 - 1. Approval of the June Warrant 2023
 - 2. Approval of the May Year to Date Statement
 - 3. Approval of Administrative Staff Vehicle Bid
 - 4. Approval of Janitorial Services Bid
 - 5. Approval of Board Travel and Conference Expense
 - C. Consent Agenda (Voice vote)

All items on the Consent Agenda are considered routine by the Park Board and will be enacted in one motion. There will be no separate discussion on 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. FY 2023/24 Quarters A&B Executive Director Work Plan
 - 2. FY 2023/24 Quarters A&B Departmental Goals and Objectives
- X. Executive Director's Report
 - A. Administrative Staff Meetings Report

- XI. Department Operational Reports

- XII. Old Business
 - A. President's Annual Appointments for Fiscal Year 2023/24
 - 1. Treasurer – Commissioner Wallace
 - 2. Legal Counsel – Chuhak and Tecson, Lead Counsel Steven Bloomberg and David Bloomberg
 - 3. Executive Director – Erika Strojinc

 - B. President's Staff Appointments for Fiscal Year 2023/24
 - 1. Park Board Secretary – Erika Strojinc
 - 2. NWSRA Board Representative and Alternate – Erika Strojinc and Joe Zimmermann
 - 3. PDRMA Representative and Alternate - Dani Hoefle and Scott Spitz
 - 4. ADA Compliance Officers – Mike Maloney and Jessi Hersman
 - 5. FOIA Officers – Erika Strojinc, John Short, Joe Zimmermann and Beth Wanland
 - 6. OMA Officers – Erika Strojinc, John Short, Joe Zimmermann, Tim Howe, Mike Terson, and Beth Wanland
 - 7. Assistant Treasurer – John Short
 - 8. Finance Compliance Officer – John Short
 - 9. Friends of the Parks Foundation Board Member – Erika Strojinc

 - C. President's Liaison Appointments for Fiscal Year 2023/24
 - 1. Finance – Commissioner Wallace
 - 2. Personnel – Commissioner Cummins
 - 3. Policy and Legislation – Commissioner Reiner
 - 4. Recreation – Commissioner Wallace
 - 5. Public Relations – Commissioner Jacobson
 - 6. Park Development – Commissioner Reiner
 - 7. Ethics Advisor – Commissioner Reiner
 - 8. IAPD Key Contact – Commissioner Wallace
 - 9. Village Board and Planning & Zoning Commission – Commissioner Jacobson
 - 10. Friends of the Parks Foundation – Commissioner Wallace
 - 11. Environmental Action Team (EAT) – Commissioner Cummins
 - 12. BG Days – Commissioner Cummins

- XIII. New Business

- XIV. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Land Acquisition
 - C. Personnel

- XV. Action to be taken from Closed Meeting Session
- XVI. Adjournment

Mission Statement – Enriching life and community through premier parks, programs and facilities.



RESOLUTION 23-6-1
COMMENDING RANDALL SMITH ON HIS RETIREMENT
AFTER 28 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT

WHEREAS, Randall Smith has served 28 years with honor and distinction for the Buffalo Grove Park District since June 19, 1995, holding multiple positions and finishing as the Superintendent of Parks; and

WHEREAS, the Buffalo Grove Park District Board of Park Commissioners appreciates Randall's dedicated service that has allowed the District to continue to be recognized as an Illinois Distinguished Leisure Service Agency; and

WHEREAS, the Buffalo Grove Board of Commissioners and the residents of Buffalo Grove have appreciated his dedicated service that allowed the district to grow during his career with us; and

WHEREAS, Randall's commitment to and knowledge of the District has contributed to cost savings on projects due to his understanding of multiple areas of construction and maintenance including pools, buildings, athletic fields and park maintenance. He's overseen the renovation of northern portion Willow Stream Park, renovations to playgrounds at Mill Creek, Rolling Hills, and Veterans, construction of the pickleball courts at Rylko Park, oversaw the OSLAD renovation of Reiner Park, managed our contract mower, and dealt with numerous resident phone calls; and

WHEREAS, Randall's leadership in both facilities and parks is evident by his mentoring of younger staff and implementing procedures to help create efficiencies in maintenance of our buildings, garbage removal, snow removal, and handling of special event set-ups. Randall has been a stellar employee who is not afraid to take initiative to get the job done. He is a tremendous asset to the department and to the District; and

WHEREAS, the success of the Park District is dependent upon employees like Randall who take pride in the Buffalo Grove Park District and its accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Randall is commended on behalf of the citizens of Buffalo Grove for his distinguished 28-year career at the Buffalo Grove Park District.
2. That Randall fills his leisure time with family and friends for many years.
3. That this resolution be presented to Randall with best wishes on his retirement.

DATED AT BUFFALO GROVE, ILLINOIS THIS 12TH DAY OF JUNE, 2023.

Scott Jacobson, President
Buffalo Grove Park District
Board of Park Commissioners



**RESOLUTION 23-6-2
COMMENDING SHANNON MCCLURE
ON BEING NAMED THE 2022 POSITIVE ACTS OF SAFETY
AWARD WINNER**

WHEREAS, Shannon McClure is a permanent part-time employee who first started working at the Buffalo Grove Park District in August of 2004 as a Recreation Leader for the Clubhouse program. Throughout her time at the Park District, she has held various roles including: Clubhouse Assistant Site Director, Camp Supervisor, Clubhouse Site Director, Discovery Kids Assistant, Camp Coordinator, and Clubhouse Coordinator; and

WHEREAS, Shannon's commitment of time, energy and knowledge assisted in the continual growth of numerous Park District programs; and

WHEREAS, Shannon has earned the admiration and respect of her colleagues at both the part-time and full-time staff level for her dedication, professionalism, passion, and hard work; and

WHEREAS, the lives of hundreds of children and parents in the Buffalo Grove community have been enriched by the dedication and caring of Shannon; and

WHEREAS, Shannon has been a leader among her peers and shown great responsibility within the agency, including identifying a potential safety hazard at the Alcott Center during a Clubhouse field trip on November 23, 2022; and

WHEREAS, Shannon was working at Alcott when a domestic incident occurred publicly between two patrons; and

WHEREAS, Shannon notified the police, prevented the patron of concern from gaining access to the building, and kept the participants separated from the incident; and

WHEREAS, Shannon's swift actions provided staff and participant safety, ensuring Park District programming was unaffected and remained a safe place for all.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Shannon is commended on behalf of the citizens of Buffalo Grove for her dedication to safety while working at the Park District.
2. That Shannon is recognized and appreciated for her years of service and the lives of the children and parents she has affected.

DATED AT BUFFALO GROVE, ILLINOIS THIS 12th DAY OF JUNE, 2023.

Scott Jacobson, President
Board of Commissioners
Buffalo Grove Park District

Board Travel Conference Expenses 6-12-23 Meeting

<u>Date</u>	<u>Item</u>	<u>Name</u>	<u>Amount</u>
6/12/23	Legislative Conference & Reception Springfield, IL	S. Jacobson	\$121.06
6/12/23	Legislative Conference & Reception Springfield, IL	L. Reiner	\$121.07
	Total cost of travel, meals, and/or lodging:		<u><u>\$242.13</u></u>



BUFFALO
GROVE
PARK
DISTRICT

MEMORANDUM

DATE: JUNE 7, 2023
TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR WORK PLAN & DEPARTMENT G&O's

Every June, the Board is presented with the annual work plan (executive director) and annual goals and objectives (staff). With the transition of the new executive director, and some of the leadership team, we would like to submit these documents on a six month basis, presenting plans for Quarters A and B (May – October) in June and Quarters C and D (November – April) in November.

For the executive director work plan, I felt it was easier for me to plan appropriately if I had more time in the role. For this first half, I have built the attached work plan based upon categories from my job description, what I am currently working on, and what I know is on the immediate horizon. If the Board is okay with its presentation, I will do the same for the second half of the fiscal year. Additionally, since I have not yet received an annual review, I kept the source of the goals as annual. Once we get through my first year, we can adjust this process as necessary.

For the department's goals and objectives, during COVID we pivoted to accepting them twice per year as outlined in the first paragraph. This shift was well received by staff as they felt it is easier to adapt and stay on top of trends and issues by having the flexibility to create and adjust twice a year as opposed to annually. With that in mind, they have been done in that manner for this year.

Additionally, you will notice that there are two departments missing from the documents: Risk and Parks. Due to transitions, I have granted them one extra month to get them ready for presentation. The Board will receive those in July.

If there are no concerns with changing the process to semiannually, I am requesting that we move in that direction from now on. For the executive work plan, however, I am open to moving that back to an annual report if the Board wishes after this first year. Otherwise, I will follow the same process as the rest of the District.

Executive Director Work Plan 2023-24 (Quarters A & B)

Establish and maintain positive working relationships with the board.				
Objectives	Quarter(s)	Source	Status	Comments
Survey the board on their communication preferences. Use responses and discussion with President to institute a proactive approach to board communication.	A	Annual Goal		
Attend IAPD's Boot Camp to obtain more knowledge and understanding of board roles and relationships with staff.	A	Annual Goal		
Assist the board in their search to fill the current board vacancy. Establish a timeline, get information out to the public, schedule interviews, and ensure compliancy with OMA.	AB	Annual Goal		
Once board vacancy has been filled, onboard the new board member.	B	Annual Goal		
Leads and directs organizational operations, vision, and strategy.				
Objectives	Quarter(s)	Source	Status	Comments
Research and select facilitator to develop next strategic plan.	AB	Annual Goal		
Assess current comprehensive master plan and ADA Transition plan to determine when to schedule and budget for new ones that include a community survey.	B	Annual Goal		
Measure and review opportunities for the purchase of AI software that provides data tracking of attendance and parks and facility usage.	B	Annual Goal		
Initiate discussions with D214 on creating a new intergovernmental shared-use agreement for the Natatorium and plan for budget impacts due to maintenance costs.	AB	Annual Goal		
Stay on top of the two TIFF Districts that could possibly affect the District (Lake Cook corridor and potentially Dundee corridor). Gain insights on all possible impacts and be prepared to take action if necessary.	AB	Annual Goal		
Fully transition BG Days responsibilities to Director of Recreation including the management of the in-house committee and Village relations.	AB	Annual Goal		
Negotiate a lease amendment with Athletico for another 5 years.	AB	Annual Goal		
Stay on top of legal issues, mandates, and laws pertaining to the District and its operations.	AB	Annual Goal		
Determine next steps for the Bernard house once it is vacated.	AB	Annual Goal		

Oversee capital projects and effectively plan for future capital needs.				
Objectives	Quarter(s)	Source	Status	Comments
Seek and investigate how best to track and obtain legislative monies appropriated in various funds from Springfield for capital improvements. Create a checklist/timeline to help stay on task.	AB	Annual Goal		
Get the money promised from Springfield (DCEO and capital grants) and Village of Buffalo Grove for various capital projects.	AB	Annual Goal		
Work with Director of Business to prepare for the BINA hearing and ratings call in order to go out for bonds for capital projects (including Rylko Park).	AB	Annual Goal		
Work with Planning to develop a checklist for projects including individual and departmental tasks, as well as the methods for informing the public (before, during, and after).	AB	Annual Goal		
Lead the Rylko Park renovation project beginning fall 2023. Work closely with Planning to ensure the project gets off the ground and completed in a timely fashion.	AB	Annual Goal		
Create a Rylko Park (East) renovation plan in preparation for next round of OSLAD applications.	AB	Annual Goal		
Ensure current OSLAD projects get completed - Prairie Grove Park and Parkchester.	AB	Annual Goal		
Design a plan for Alcott (Room 1, front office, parking lot, and pathway improvements).	B	Annual Goal		
Gain understanding of Allen Force/HMHB and reset the internal management of the program including funding and training.	AB	Annual Goal		
Continue to develop long-term Capital Improvement Plan that considers beyond 3-5 years. Take into account all possible funding sources.	B	Annual Goal		

Lead and manage staff effectively.				
Objectives	Quarter(s)	Source	Status	Comments
Foster and support staff transitions. Meet regularly with department heads and ensure they are best supporting new leaders in their transitions.	AB	Annual Goal		
Work with Tim Howe on key position vacancies (Superintendent of Parks and Foreman). Fill roles quickly and promote cross-training.	AB	Annual Goal		
Explore opportunities for revamping Risk Manager position and work with HR to post and fill the position promptly.	AB	Annual Goal		
Open up 1:1's for full-time staff to have discussions on their needs, roles, and responsibilities to help foster future strategy for the organization.	AB	Annual Goal		
Develop a plan for committee rotations and staff involvement expectations. This includes BG Days, Uniquely Us, and ALICE.	AB	Annual Goal		
Advocate for the Park District on local, state, regional and national levels.				
Objectives	Quarter(s)	Source	Status	Comments
Establish relationships with key legislators. Communicate on issues that are critical, invite them to attend events and programs, and thank them for their support.	ABCD	Annual Goal		
Attend events and programs that allow for interaction with key stakeholders of the Park District community.	ABCD	Annual Goal		
Establish relationships with local leaders including the Village of Buffalo Grove, D96, D21, D102, and D214.	ABCD	Annual Goal		
Serve on the Board of the Friends of the Parks Foundation as Secretary.	ABCD	Annual Goal		
Serve as the Park District's NWSRA Board representative and bring important inclusion related information back to the staff at the Park District.	ABCD	Annual Goal		
Complete Ryan's final year of service on the SLSF Board.	ABC	Annual Goal		
Actively participate in the Rotary Club of Buffalo Grove.	ABCD	Annual Goal		
Serve as a Director on the PRA Board of Directors.	ABC	Annual Goal		

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

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

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

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

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

Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Install updated Fortinet Ethernet switches at WSPool and Museum	A	Greg Ney	Innovation	Select One
Create email notification banner to bring awareness to emails that are created outside our network to help prevent phishing attempts	A	Greg Ney	Innovation	Select One
Assist the A&F Section of IPRA with reviewing sessions for the conference in January, 2024.	A	John Short	Excellence	Select One
Update the fixed assets of the District using the Kroll software in conjunction with PDRMA.	A	John Short	Stewardship	Select One
Complete Summer hiring process, PT Manual Training, and Mandated Reporter Training for all seasonal hires	A	Scott Spitz	Excellence	Select One
Improve Applicant Tracking System functionality by allowing "Text to Apply" and text communications with applicants	A	Scott Spitz	Innovation	Select One
Revise Full-Time Employee Manual	A	Scott Spitz	Excellence	Select One

Do not add any additional Rows or Columns

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Improve the work flow by re-evaluating Adobe Acrobat Pro and e-signatures (new feature offered with pro plans) vs. current HelloSign plan	B	Greg Ney	Innovation	Select One
The audit will be completed and approved by the Board in September, 2023.	B	John Short	Stewardship	Select One
Explore additional health insurance options for the District.	B	John Short	Innovation	Select One
Manage process of completing mandated sexual harassment training	B	Scott Spitz	Excellence	Select One
Hold Benefit Fair for Full-Time & Key part-time Employees	B	Scott Spitz	Excellence	Select One
Revise Part-Time Employee Manual	B	Scott Spitz	Excellence	Select One
	Select One	Select One	Select One	Select One

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Buffalo Grove Park District

23-24 Goals and Objectives

Recreation

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Clean out the Fitness Center pool storage room and create a new storage system that will allow staff to best utilize the space.	A	Jenn Foreman	Stewardship	Select One
Implement teacher survey to reflect on the year, provide feedback for upcoming programming and school culture, and gather ideas to better supervise and support staff.	A	Keri Isacovici	Character	Select One
Develop CIT training for site directors during summer orientation to clarify expectations, explain supervision and communication, and outline tasks for participants.	A	Keri Isacovici	Excellence	Select One
Implement rolling drop off and pick up for preschool families during last week of programming.	A	Keri Isacovici	Excellence	Select One
Revise the CAC rental contract by requiring renters signatures next to important areas (damage deposit, alcohol & smoking, COI, etc.) to ensure compliance and safety for all rentals.	A	Brian O'Malley	Excellence	Select One
Create a TIPS/special event help calendar for full-time staff to sign up for events/productions throughout the 23/24 fiscal year.	A	Brian O'Malley	Character	Select One
Attend a site specific meeting at each Clubhouse site to stay informed on operations pertaining to each school.	A	Amanda Busch	Character	Select One

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Learn how to execute billing for Camp Connections and Clubhouse due to Eliza's retirement.	A	Amanda Busch	Innovation	Select One
		Diana Clayson		
		Sean Berry		
Offer and host 3 pop up events at Spray 'N Play during lower attended hours to boost attendance during those times.	A	Jenn Foreman	Excellence	Select One
Offer and host 2 pop up events at Willow Stream Pool outside of normal public swim hours to utilize unused pool time efficiently.	A	Jenn Foreman	Innovation	Select One
Collaborate with camp supervisors and staff to evaluate camp needs for the summer and potentially restructure any internal aspects of camp that could help the summer run smoother.	A	Elizabeth Quinzio	Character	Select One
Learn from Brian how to prepare for the District's special events in his new role.	A	Mike Pfeiffer	Excellence	Select One
		Brian O'Malley		
Go through all there special event bins and throw out or replace items as needed.	A	Mike Pfeiffer	Excellence	Select One
Contact three local college theatre programs to connect with potential new master carpenters.	A	Aly Stanczak	Community	Select One
		Jessica Hersman		
		Lindsay Grandt		

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Create a Broadway Buddies Accessible Theatre handbook that will define expectations and the process needs.	A	Jessica Hersman	Excellence	Select One
Enhance current communication for camp staff by adding two production meetings each session.	A	Jessica Hersman	Select One	Select One
Create a pricing structure, rules, and a rental packet for the Nature Classroom/Educational Gardens area.	A	Debbie Fandrei	Stewardship	Select One
Guide the Raupp Museum through the STEPS accreditation process. She will work on one module every six months.	A	Marina Mayne	Excellence	Select One
Create a volunteer training handbook for the new collections management software. Debbie will get trained on the software so that all museum staff can work the new system and answer volunteer questions.	A	Marina Mayne Debbie Fandrei	Stewardship	Select One
Reconfigure and improve the archaeology program boxes.	A	Marina Mayne Debbie Fandrei	Excellence	Select One
Lead a team of volunteers to expand community involvement in the creation of costumes, props and scenery for productions.	A	Lindsay Grandt	Community	Select One

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Buffalo Grove Park District

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Create a P.A. system checkout procedure/form to ensure the equipment is accounted for and returned after use for programs or events.	A	T.J. Wilkes	Excellence	Select One
Photograph the dance recital for Aly and use AI software to provide professional quality photos for a low-light, fast-action event. These photos will improve the participant experience by being made available for them to download.	A	T.J. Wilkes Aly Stanczak	Innovation	Select One
Create a volunteer coach Excel document for supervisors of youth sports programs to reference when accepting coach's applications, specifically coaches' behavior. This will be used to cross-reference coaches who coach multiple sports.	A	Chuck Burgess	Excellence	Select One
Create and recommend a personal equipment use policy for video and photography equipment used for projects requested and approved by the park district.	A	Chuck Burgess	Character	Select One
In an effort to save costs and increase sustainability, restructure recital costumes to use class uniform as a base and add accessories and other costume pieces that can be reused by the dancers.	A	Aly Stanczak	Stewardship	Select One
Work with dance staff and contractual tech staff to add lighting design to the company showcase in an effort to elevate the performance quality.	A	Aly Stanczak	Excellence	Select One
Contact park districts in the surrounding area that offer adult softball to propose a multi district league in order to grow the program and provide the competition requested of teams.	A	Sean Berry	Excellence	Select One

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Work with Greg to assess and update technology needs for programs at the Buffalo Grove High School Natatorium.	A	Sean Berry	Innovation	Select One
		Jenn Foreman		
Move the Hurricanes Swim Team to a USA Swim Club effective September 1.	A	Sean Berry	Innovation	Select One
		Jenn Foreman		
Research and implement a new location intelligent software that will allow the park district to have more insight into how events, parks, and facilities are performing through multiple data points.	A	Joe Zimmermann	Innovation	Select One
Meet with all rec staff to better understand their roles and responsibilities, and how he can assist them within the park district.	A	Joe Zimmermann	Character	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
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Develop a P.A. system FAQ sheet to help staff understand what speaker system will perform best for special events and programs. This will ensure sound quality is sufficient for each event or program.	B	T.J. Wilkes	Excellence	Select One
		Mike Terson		
Implement CIT participant and parent survey to gather feedback on the program structure, program activities, communication, and overall satisfaction at the end of the session.	B	Keri Isacovici	Excellence	Select One
Generate leads for new hires through Instagram posts, Indeed listing, and the park district website.	B	Keri Isacovici	Excellence	Select One
Add afternoon Park Playdate to foster inclusion and connect families in the preschool community in late August or early September.	B	Keri Isacovici	Community	Select One
Add bimonthly newsletter for families to showcase classroom activities across all age groups, drive attention to park district events, and provide avenues for involvement in preschool program.	B	Keri Isacovici	Community	Select One
Guide the Raupp Museum through the STEPS accreditation process. She will work on one module every six months.	B	Marina Mayne	Excellence	Select One
Attend year 2 of IPRA's Professional Development School.	B	Amanda Busch	Excellence	Select One

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Sean and Jenn will work together to clean out, replace, and update all Aquatics related storage located at the Buffalo Grove High School.	B	Sean Berry	Excellence	Select One
		Jenn Foreman		
Work with Carol Verzani to inventory birthday party costumes and transport them back to the Safety Town storage closet. From there, they will order new costumes and replace missing items.	B	Brian O'Malley	Character	Select One
Create a volunteer guide for classroom assistants to provide more clarity for teachers and volunteers.	B	Aly Stanczak	Excellence	Select One
		Jessica Hersman		
Begin classes online to earn her DEI certification through eCornell University.	B	Jessica Hersman	Community	Select One
Create opening/closing checklists for concession operations to provide written procedures to give clear direction on how to prepare for the season and how to close down for the off season.	B	T.J. Wilkes	Excellence	Select One
Create a "New Teacher Presentation" (both online and live) to introduce new teachers to museum program offerings. She will approach three school districts about giving the presentation during new staff orientation.	B	Debbie Fandrei	Community	Select One
Become cross-trained on all museum educational programs for K-5 students.	B	Marina Mayne	Excellence	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Recreation

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

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

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

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

Core Values

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

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Create mini bus tours of Buffalo Grove, to be tested as a senior program in Quarter 3 and 4.	B	Debbie Fandrei	Community	Select One
		Marina Mayne		
Work with technical staff to gain proficiency on the sound and lighting boards in hopes of running technical aspects of smaller scale productions and concerts.	B	Lindsay Grandt	Excellence	Select One
Coordinate a "Fall Kick-Off" merchandise sale for Big Deal Productions apparel.	B	Jessica Hersman	Community	Select One
		Lindsay Grandt		
Adjust the rental applications for the Community Arts Center and Alcott Center. Main concern would be having similar set up/take down times.	B	Elizabeth Quinzio	Excellence	Select One
Schedule a monthly walk-thru with EcoClean to evaluate their service at our outdoor bathrooms and satellite facilities. This will help ensure consistency and cleanliness at these sites.	B	Chuck Burgess	Excellence	Select One
Work with Donna Shapin, Dance Assistant, to re-organize and inventory the dance storage.	B	Aly Stanczak	Excellence	Select One
Offer choreography jump start to at least 8 of the competition routines for the 2023/2024 season. This will give dancers the ability to learn their competition choreography earlier, as well as allow more guest choreographers.	B	Aly Stanczak	Excellence	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Recreation

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

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

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

Core Values

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

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Establish KPIs with each superintendent as part of the goal to incorporate a more data-driven approach to the rec department.	B	Joe Zimmermann	Innovation	Select One
Meet with the admin, parks, and key part-time staff to better understand their roles and responsibilities within the park district.	B	Joe Zimmermann	Community	Select One
Host a "School Year Kick-Off" meeting between aquatics and front line fitness staff to establish expectations when aquatics programming is occurring at the Fitness Center. This will include running through various scenarios.	B	Jenn Foreman Carol Lucido	Character	Select One
Create a survey, open to the public and program users of Willow Stream Pool to determine what the needs and wants are from both parties to create a summer schedule that meets the needs and wants from both.	B	Jenn Foreman	Community	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

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

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

23-24 Goals and Objectives

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

Fitness Center and Golf Dome

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

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

Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Work with Marketing to complete the corporate brochure that we can send to companies to promote our corporate discount.	A	Carol Lucido	Select One	Select One
Create and offer free community Group Exercise events that help local charities.	A	Jenay Gordon	Community	Select One
Work with Marketing to promote new fitness equipment via social media, website, and email announcements. We will tag new items saying "Try Me I Am New".	A	Debra Saper Jennifer Johns	Innovation	Select One
Create a new floor plan to accommodate new equipment on the fitness floor.	A	Debra Saper Chris Eckert	Innovation	Select One
Become CPR/AED instructor certified for the district.	A	Jimmy Mix	Excellence	Select One
Put together a proposal to serve alcohol at the Golf Dome this coming season. Jimmy and Dani will work with the village on the proposal as they will be the ones who need to approve.	A	Jimmy Mix	Innovation	Select One
Create a new putting area where customers can practice putting on a flat surface. This will also allow additional programming to be created at the Golf Dome this winter.	A	Jimmy Mix	Innovation	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

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

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

23-24 Goals and Objectives

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

Core Values

Fitness Center and Golf Dome

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

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

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Collaborate with the parks dept. to design and landscape the outdoor fitness area to make it more inviting for members while working out.	A	Chris Eckert	Excellence	Select One
		Debra Saper		
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

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23-24 Goals and Objectives

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

Core Values

Fitness Center and Golf Dome

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

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

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Work with marketing to produce a geofencing campaign for potential corporate clients.	B	Carol Lucido	Innovation	Select One
Revise and restructure the Manager on Duty training at the FC.	B	Carol Lucido Chris Eckert Debra Saper	Select One	Select One
Host a team building activity with fitness center employees held after hours on a weekend.	B	Chris Eckert Debra Saper Carol Lucido Jenay Gordon	Community	Select One
Create a orientation membership program for ages 16-17 and review facility rules and etiquette form.	B	Debra Saper Chris Eckert Carol Lucido	Character	Select One
Work with Mike Terson, Chris Eckert and Chuck Burgees to redesign the outdoor rental portion of the website, to include more information as well as pictures of the shelters	B	Jimmy Mix Chris Eckert Chuck Burgess Mike Terson	Innovation	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Marketing

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

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

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

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

Core Values

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

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Design and implement a new Marketing Request Form to be used by the Rec Department.	A	Wendy Friedman	Character	Select One
Select, print, and update 5 more pictures in the Alcott Center hallway.	A	Mike Terson	Community	Select One
Work with Carol L. at the Fitness Center to complete a corporate brochure that we can send to companies to promote our corporate discount.	A	Jennifer Johns Carol Lucido	Community	Select One
Work with Debra S. to promote new fitness equipment via social media, website, and email announcements. We will tag new items saying "Try Me I Am New".	A	Jennifer Johns Debra Saper	Innovation	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Marketing

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

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Research camera options so we can budget appropriately for a new one next fiscal year.	B	Mike Terson	Innovation	Select One
Work with Carol L to produce a geofencing campaign to attract corporate accounts.	B	Jennifer Johns Carol Lucido	Innovation	Select One
Work with Debra S. to update the QR codes on the new fitness equipment with new "how to" videos .	B	Jennifer Johns Debra Saper	Innovation	Select One
Update the social media Business of the Week and New Business graphics for a fresh look.	B	Wendy Friedman	Innovation	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns



Memorandum

TO: BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
DATE: MAY 25, 2023
RE: ADMIN VEHICLE PURCHASE

Action Requested:

Staff is requesting the Board approve the purchase of a 2023 Volkswagen Tiguan 2.0T SE in the amount of \$32,750.26.

History:

Per the Capital Budget 2023-24, we had \$35,000 budgeted for an administration vehicle for the Director of Recreation and Facilities. Tim Howe called multiple dealers about submitting public bids for vehicles. One bid was submitted from Volkswagen of Palatine. The bid came back \$2,249.74 under budget. Back in 2020, we worked with the same dealership to purchase another administration vehicle and did not have any issues.

BID WORKSHEET

Type of Vehicle: VOLKSWAGEN TIGUAN FWD SE

Vehicle Bid Amount (figures):

\$ 32,750.26

VIN # 3VV3B7AX1PM092479

Guaranteed Delivery Date 5/25 - 5/27

Name of Company: VW of PALATINE

By: PATRICK STERN

Business Address: 1951 N RAND RD

PALATINE, IL 60074

Signed: Patrick W Stern

And sealed this 15th day of MAY, 2023



BUFFALO
GROVE
PARK
DISTRICT



Memorandum

MEMO TO: PARK BOARD OF COMMISSIONERS
RYAN RISINGER, EXECUTIVE DIRECTOR
ERIKA STROJINC, DEPUTY DIRECTOR
JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES

FROM: CHUCK BURGESS, SUPERINTENDENT OF RECREATION

SUBJECT: JANITORIAL SERVICES BID: OUTDOOR BATHROOMS AND SATELLITE FACILITIES

DATE: MAY 15, 2023

Action Requested:

Staff asks that the Board approve the 2023 Janitorial Services Contract to Eco Clean Maintenance, Inc. out of Elmhurst, IL for the 2023-2024 fiscal year in the amount of \$46,710.

History:

In the past, we had a janitorial cleaning service that took care of our off-site facilities, however, due to the pandemic, we dropped the service in order to save money. As a result, the custodial staff from Alcott and the Community Arts Center took care of the outdoor cleaning and satellite facilities for 2020, and from 2021 to present, the Alcott custodial staff have continued to clean these extra areas. Now that we have returned to operating at our pre-pandemic capacity, we would like to resume contracting out these custodial duties. Our in-house Alcott staff will continue to clean the Alcott Center, Nature Classroom, and Safety Town Classroom.

The District went out to bid in April of 2023 for the janitorial services for the outdoor bathrooms and satellite facilities (Emmerich, Golf Dome, and Raupp Museum). The bid was printed in the Daily Herald on April 21, 2023. We had 3 businesses pick up bid documents, and Chuck Burgess emailed the bid documents directly to another 14 businesses. Of the three janitorial companies that picked up, one submitted a bid. Of the 14 janitorial companies emailed, two submitted a bid. The bid opening was held on May 10. Below is a chart of the bids received:

	Monthly Outdoor Bathrooms (7 months)	Monthly Golf Dome (½ Apr – Oct)	Monthly Golf Dome (Nov – ½ Apr)	Monthly Emmerich Staff & Bathrooms	Monthly Emmerich Rec Areas	Monthly Museum	Total Annually
Image One	\$2,750	\$325	\$500	\$600	\$375	\$850	\$46,013
Eco Clean	\$3,176	\$249	\$349	\$555	\$395	\$795	\$46,710
Bravo Service	\$3,650	\$700	\$900	\$1,850	\$1,000	\$700	\$77,650

The references for Image One and Eco Clean were checked. All references gave good reviews and would recommend hiring each again. Eco Clean is the current service provider for the Buffalo Grove Fitness Center. We had a history of difficulty with the service at the Fitness Center, and since Eco Clean began with us in 2019, the service they have provided us has been satisfactory. Despite the lowest bid being Image One, Eco Clean came in only \$697 under and with our good working relationship, staff would like to award them the contract.

Corporate counsel was asked if we could go with Eco Clean as the second lowest bidder. Counsel replied; "yes, the Board has the authority to accept, not only the lowest bidder but also the right to determine, the most responsible bidder. Since you are aware of the industry variations as to cleaning quality, you could accept the bid from the next lowest bidder."



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
May 8, 2023
Alcott Center – Room 24

Commissioners Present: Tracy Bragg, Scott Jacobson, Larry Reiner and Hetal Wallace
Commissioner Steve Cummins arrived at 6:02

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, 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 THE WORKSHOP AGENDA

Commissioner Reiner moved to approve the May 8, 2023 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 discussed.

CORRESPONDENCE

Executive Director Risinger said that correspondence included in the board packet was a State of Illinois House of Representatives 103rd General Assembly Proclamation offered by Representatives Daniel Didech and Jonathan Carroll congratulating Executive Director Risinger on his retirement; a congratulatory letter from Senator Julie Morrison on the Buffalo Grove Park District being awarded an OSLAD grant for Prairie Grove Park; a thank you note from Enid Silverman on being honored with a magnolia tree planting in appreciation of her 25 years working for the Park District; and last there was a calendar of events from the Daily Herald announcing the Reiner Park Dedication and Kite Fly on Friday, May 5, 2023. He added that Executive Assistant Wanland put an article that appeared today in the Daily Herald featuring the Reiner Park Dedication at each commissioner's place.

Museum STEPS Program Presentation: Code of Ethics

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

This program requires the Museum adopt a Museum Code of Ethics, approved by the Board of Commissioners. The Code of Ethics was presented for review by the commissioners. This Code of Ethics was written by Marina Mayne, in consultation with the Museum focus group of Museum Curator Debbie Fandrei, Deputy Director Erika Strojinc, Superintendents of Recreation Chuck Burgess and Diana Clayson, and Superintendent of Planning Mike Maloney.

Commissioner Reiner asked if there should be a line added about also abiding by the Illinois Park and Recreation Association Code of Ethics in conjunction with the Museum Code.

PARKS

Prairie Grove Park Bid Recommendation

Director Howe said staff received three bids and recommends awarding the Prairie Grove Park OSRAD Development project contract to Hacienda Landscaping, Inc., for their base bid proposal of \$769,569.00. He said staff also recommends awarding Alternate #1 in the amount of \$3,840.00 and Alternate #3 in the amount of \$3,555.00, for a total contract amount of \$776,964.00. He said staff is recommending that the board decline Alternate #2 as the prairie maintenance will be addressed in-house with our parks staff. He said construction will start in June and be finished by November.

Fitness Center Roof Replacement Recommendation

Director Howe said that the Fitness Center roof replacement is part of our infrastructure plan and we will be working in phases. Staff asks that the board award the contract for the 2023 Fitness Center Roof Replacement project to Bear Construction out of Rolling Meadows, Illinois for their base bid proposal of \$476,548.56. He said the project consists of removing the existing modified bitumen roofing membrane, insulation, and flashings down to the structural metal deck. Installation of new cover board and polyisocyanurate insulation to meet the energy code requirements of R-30 are also included. Installation of new 60 mil TPO membrane system, flashings, terminations, counter flashings, and walkway pads which will have a 20-year warranty are all part of the project.

POLICY AND LEGISLATION

Review of 2022/23 Quarter D Administrative Work Plan Report

Executive Director Risinger said that these are his updated Goals and Objectives from fiscal year 2022-23 Quarter D.

Review of 2022/23 Quarter D Departmental Goals and Objectives

Executive Director Risinger said he is very proud of staff for the amount of work they accomplish each year. Deputy Director Strojinc told the board she was awarded her CPRE designation.

IAPD Local Efficiency Committee

Executive Director Risinger said it is a requirement to get the IAPD Local Efficiency Committee formed by June 10. He said two resident staff are now on the committee but this may change in the future. He said three committee meetings are required in the eighteen months following the formation of the committee.

Official Canvass of April 4, 2023 Consolidated General Election

Commissioner Reiner said the canvass of the most recent election is something the board will formally approve at the next Board meeting. At that time the newly elected commissioners will be sworn in.

PARK BOARD OFFICERS AND LIAISON FOR FISCAL YEAR 2022/23

The following officer and liaison positions were presented by President Jacobson and discussed but not finalized. He said he would prefer to keep the officers in place as-is for another year. Commissioner Reiner said he thinks it is a good idea to keep the board as-is for continuity as we transition the new executive director. President Jacobson said he has spoken with other park districts and each board does things differently. He said there is no right or wrong way to elect officers. Commissioner Wallace agreed that there are a lot of changes within the District presently and she supports keeping the officers the same. Commissioner Bragg had no comment. Commissioner Cummins said he supports keeping the officers the same for one more year and would like to revisit the subject again next year. Commissioner Cummins said it is important to know if a commissioner does not want to serve as president in the future. He suggested those interested in the position to let Executive Director Risinger and Executive Assistant Wanland know before the next board meeting. In addition, commissioners were asked to let President Jacobson know two liaison positions they are interested in serving on by the next board meeting.

- A. Elected Officers
 - 1. President – Scott Jacobson
 - 2. Vice President – Tracy Bragg

Commissioner Bragg stated that she is not interested in the Vice President position.

- B. Annual Appointments
 - 1. Treasurer – Steve Cummins
 - 2. Legal Counsel

- C. Committee Liaison Positions
 - 1. Finance
 - 2. Personnel
 - 3. Policy and Legislation
 - 4. Recreation
 - 5. Public Relations
 - 6. Park Development
 - 7. Ethics Advisor
 - 8. IAPD Key Contact
 - 9. Village Board and Planning & Zoning Commission
 - 10. Friends of the Parks Foundation
 - 11. Environmental Action Team (EAT)

12. BG Days

E. Staff Positions

1. Executive Director – Ryan Risinger through May 26/Erika Strojinc effective May 27
2. Park Board Secretary – Erika Strojinc
3. NWSRA Board Member and Alternate – Erika Strojinc/Joe Zimmermann
4. PDRMA Representative and Alternate – Dani Hoefle/Scott Spitz
5. ADA Compliance Officer – Mike Maloney/Jessi Hersman
6. FOIA Officers – Erika Strojinc/John Short/Joe Zimmermann/Beth Wanland
7. OMA Officers – Erika Strojinc/John Short/Joe Zimmermann/Tim Howe/Mike Terson/Dani Hoefle/Beth Wanland
8. Assistant Treasurer – John Short
9. Finance Compliance Officer – John Short
10. Friends of the Parks Foundation Board Member – Erika Strojinc

EXECUTIVE DIRECTOR'S REPORT

Administrative Staff Meetings Report

Executive Director Risinger said the Administrative Staff Meetings report lists highlights covered at meetings during the month of April. He congratulated Deputy Director Strojinc on passing her CPRE exam. He said the Village board is going to honor out-going President Beverly Sussman on Monday, May 15 and Executive Assistant Wanland added that Executive Director Risinger will also be recognized on his retirement at that meeting.

Director Howe said he is going to bring a recommendation for an administrative vehicle for Director of Recreation and Facilities Joe Zimmermann to the June board meeting.

Superintendent Terson said that the fall book is underway.

Director Short said that with the transition of executive directors he will be bringing bank signer documents to the next meeting.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said the Reiner Dedication was well done by staff. He said it was a big deal to have US State Representative Brad Schneider attend. He said it was a perfect night for flying kites in a beautiful park. He mentioned Parks and Public Services Day is at Rylko Park on Saturday, May 20 from 10 am – 2 pm.

Commissioner Reiner thanked everyone involved that planned the dedication on Friday in his honor. He thanked staff for their support and said the sincerity of Commissioners Cummins and Wallace and President Jacobson made them feel like family. He said he has been working on getting funding from legislators in Springfield and it looks like we may get \$1 million or more for the emergency, necessary demolition and rebuilding of Room 1 of the Alcott Center. He said the high water table surrounding the building has affected the stability of the octagon-shaped room. He said the legislators were very receptive to our situation and is hoping they come through for the District. He said the Legislative Dinner ran more smoothly than it has in years.

Commissioner Wallace said that the Reiner Park Dedication on Friday was a perfect representation of what Commissioner Reiner has done for this community. She said the weather was awesome and the backdrop of kites flying was beautiful. She said she is so proud of staff and of our community. She said that when you dedicate your life and your energy to something you get recognized.

Commissioner Cummins said Commissioner Reiner's legislative advocacy and passion to serve the community showed by attendance at the dedication.

Executive Director Risinger thanked Commissioner Wallace for volunteering to help at the SLSF Cinco de Mayo event at the Community Arts Center on Friday.

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 OF BOARD WORKSHOP

Commissioner Cummins motioned to adjourn the Board Workshop at 7:03 pm seconded by Commissioner Reiner and the motion passed with a voice vote.

Sincerely,

Secretary



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
May 22, 2023
Alcott Center – Rooms 10/11
6 pm

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Recreation Diana Clayson, Superintendent of Communications and Marketing Mike Terson, Risk Manager Dani Hoefle, Aquatics Facility Supervisor Jenn Foreman, Recreation Supervisor Amanda Busch and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

Roll Call

Secretary Risinger called the Workshop to order at 6 pm. The roll was called and Commissioners Cummins, Reiner and Wallace answered present.

Secretary Risinger said that in the absence of our President and Vice President he would like to nominate Commissioner Reiner to the position of President Pro Tempore through Agenda number XII - Election of Officers for Fiscal Year 2023/24, at which time the newly elected Vice President will take over as Temporary Presiding Officer for the remainder of the meeting. Commissioner Reiner seconded, and the motion was approved with a roll call vote.

AYES: Cummins, Reiner, Wallace

NAYS: 0

ABSENT: Bragg, Jacobson

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Cummins moved to approve the May 22, 2023 Workshop Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

EMPLOYEE RECOGNITION RESOLUTION

Resolution 23-5-2 Commending Ryan Risinger on his Retirement

President Pro Tempore Reiner read the following resolution:

**RESOLUTION 23-5-2
COMMENDING RYAN RISINGER ON HIS RETIREMENT AFTER
31 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT**

WHEREAS, Ryan Risinger has dedicated over 30 years of his life serving the Buffalo Grove Park District; and

WHEREAS, Ryan has received numerous accolades regarding his retirement from the Illinois Senate, Illinois House of Representatives, and the Village of Buffalo Grove; and

WHEREAS, as a result, Ryan has no more picture frames for all of these resolutions; and

WHEREAS, Ryan deserves to retire and finally give his couch and fishing poles the attention they deserve after all these years; and

WHEREAS, Ryan has been a beloved figure in the community, known for his friendly demeanor and his uncanny ability to make even the grumpiest of patrons smile; and

WHEREAS, Ryan has held numerous positions at the Park District, including Intern, Recreation Supervisor, Division Manager, Superintendent of Recreation, Director of Recreation and Facilities, Deputy Director, and most recently for the past eight years as Executive Director. In this position he was responsible for making sure that everything ran smoothly across the District. He led the Park District through many challenges during this time, most notably, a global pandemic and all of the issues that came with it. But maybe even more challenging, after years of practice, he successfully learned to pronounce the many acronyms used by the Park District like NWSRA, NSSRA, NRPA, and so on; and

WHEREAS, Ryan was instrumental in the development of several community programs, such as the Annual Easter Egg Hunt, which brought joy to generations of children; and he started the Adult Co-Rec Softball League, which brought joy to generations of adults who just needed an excuse to drink beer on a weeknight; and

WHEREAS, Ryan's leadership and dedication has helped the Park District grow and thrive, and his shoes will be hard to fill (although we've heard he has some old sneakers in the back of his closet that might do the trick); and

WHEREAS, we hope that Ryan knows that this Resolution from the Park Board of Commissioners is meant to bring a smile to his face; and

WHEREAS, we also hope that Ryan knows how much we will miss him.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Commissioners of the Buffalo Grove Park District Cook and Lake Counties, Illinois:

- 1) The Buffalo Grove Park District congratulates Ryan Risinger on his retirement and thanks him for his 31 years of service to the community.

- 2) That this resolution be presented to Ryan wishing him the best in his future endeavors which we hope involve more time on his couch and more time with his fishing poles.

DATED AT BUFFALO GROVE, ILLINOIS THIS 22ND DAY OF MAY 2023.

Executive Director Risinger thanked his staff and said he could not have done it without them. He thanked former Executive Director Dan Schimmel for giving him a chance. He also thanked his family and the support of the Board over the years.

Commissioner Reiner thanked all who came to honor Executive Director Risinger. He said there is not a more respected director in the state of Illinois. He thanked him for all he has done for all of us.

Commissioner Wallace said that the community knows Executive Director Risinger and is sad to see him go, but she said she is confident Erika will step up to the task ahead of her.

Commissioner Cummins said Executive Director Risinger is a well-respected person in the field of parks and recreation. He said he is people-centered and has served the Park District well with this approach.

FINANCE

President Pro Tempore Reiner asked Commissioner Cummins to walk the Board through the financial agenda items:

May Warrant 2023

There were no comments on the May Warrant 2023.

April Financial Statement

Director Short said things have rebounded nicely from a year ago and thanked the staff for their work in the recovery.

April Year to Date Statement

There were no comments on the April Year to Date Statement.

May Refunds

There were no comments on May Refunds.

Resolution 23-5-3 Buffalo Grove Bank and Trust Signers

Commissioner Cummins said the next three resolutions are signing documents required by Buffalo Grove Bank and Trust due to the Executive Director transition.

Resolution 23-5-4 BMO Designation of Authorized Officers

There were no further comments on Resolution 23-5-4 BMO Designation of Authorized Officers.

Resolution 23-5-5 Buffalo Grove Bank and Trust Designating Public Depository

There were no further comments on Resolution 23-5-5 Buffalo Grove Bank and Trust Designating Public Depository.

Board Travel and Conference Expense

There were no further comments on the Board Travel and Conference Expense.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Commissioner Cummins moved to adjourn the Board Workshop at 6:12 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully Submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
ANNUAL MEETING MINUTES
May 22, 2023
Alcott Center – Rooms 10/11

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

Staff Present: Executive Director Ryan Risinger, Deputy Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Recreation Diana Clayson, Superintendent of Communications and Marketing Mike Terson, Risk Manager Dani Hoefle, Aquatics Facility Supervisor Jenn Foreman, Recreation Supervisor Amanda Busch and Executive Assistant Beth Wanland

Attorney David Bloomberg was present

CALL TO ORDER

Roll Call

President Pro Tempore Reiner called the meeting to order at 6:13 pm. The roll was called and Commissioners Cummins, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Cummins moved to approve the Annual Meeting Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

INTRODUCTION OF GUESTS

Illinois State Senator Adriane Johnson, former Buffalo Grove Park District Executive Director Dan Schimmel, former Park District commissioners Karen Meadows, Jeff and Martha Weiss and Jack Schmerer, former Superintendent of Recreation Kim Cashmore and her wife, Karen Cencula, journalist Steve Zalusky, Pari Risinger, Ryan and Brittani Sotzen, and Courtney Risinger were in attendance.

ILLINOIS SENATE RESOLUTION COMMENDING RYAN RISINGER ON HIS RETIREMENT

President Pro Tempore Reiner gave the floor to Illinois State Senator Adriane Johnson. Senator Johnson read a certificate of recognition and resolution from the Illinois Senate's 103rd General Assembly

acknowledging Ryan Risinger's 31 years of service to the Buffalo Grove Park District and wishing him happiness, health and success in all of his future endeavors. She said his legacy of service will leave a lasting impact on the community of Buffalo Grove, the field of parks and recreation, and state of Illinois. The proclamation was signed by Senators Johnson, Morrison, Gillespie and Murphy.

APPROVAL OF MINUTES

Approval of April 10, 2023 Workshop Minutes

Commissioner Cummins moved to approve the April 10, 2023 Workshop Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of April 10, 2023 Executive Session Minutes

Commissioner Cummins moved to approve the April 10, 2023 Executive Session Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of April 24, 2023 Public Hearing Minutes

Commissioner Wallace moved to approve the April 24, 2023 Public Hearing Minutes, seconded by Commissioner Cummins and the motion passed with a voice vote.

Approval of April 24, 2023 Workshop Minutes

Commissioner Wallace moved to approve the April 24, 2023 Workshop Minutes, seconded by Commissioner Cummins and the motion passed with a voice vote.

Approval of April 24, 2023 Regular Board Meeting Minutes

Commissioner Wallace moved to approve the April 24, 2023 Regular Board Meeting Minutes, seconded by Commissioner Cummins and the motion passed with a roll call vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Executive Director Risinger said included in the packet was a congratulatory letter from IAPD President and CEO Peter Murphy on Ryan's retirement; Certificates of Election for Commissioner Cummins, Reiner and Wallace from Cook County Clerk Karan A. Yarbrough; a letter from art instructor Enid Silverman inviting the board to visit her student art exhibit on display at the Hyman and Miriam Reiner Art Gallery at the Buffalo Grove Fitness Center; and a Daily Herald article about the new Perry Weather severe weather warning system the Park District installed at Emmerich Park.

ATTORNEY'S REPORT

Attorney David Bloomberg said he had no report.

COMMITTEE ACTION ITEMS

Finance

Approval of May Warrant 2023

Commissioner Cummins moved to approve the May Warrant 2023 in the amount of \$1,590,462.85 seconded by Commissioner Reiner and the motion passed with a roll call vote.

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

Approval of the April 2023 Financial Statement and the April 2023 Year to Date Statement

Commissioner Cummins moved to approve the 2023 April Financial Statement and the 2023 April Year to Date Statement, seconded by Commissioner Wallace and the motion passed with a roll call vote.

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

Approval of Prairie Grove Park Bid Recommendation

Commissioner Cummins moved to approve the Prairie Grove Park OSAD Development project contract to Hacienda Landscaping, Inc., 17840 Grove Rd., Minooka, IL 60447 for the base price 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, seconded by Commissioner Wallace and the motion passed with a roll call vote.

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

Approval of the 2023 Fitness Center Roof Replacement Recommendation

Commissioner Cummins moved 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, seconded by Commissioner Wallace and the motion passed with a roll call vote.

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

Approval of Resolution 23-5-3 Buffalo Grove Bank and Trust Signers

Commissioner Cummins moved to approve Resolution 23-5-3 Buffalo Grove Bank and Trust signers, seconded by Commissioner Wallace and the motion passed with a roll call vote.

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

Approval of Resolution 23-5-4 BMO Designation of Authorized Officers

Commissioner Cummins moved to approve Resolution 23-5-4 BMO Designation of Authorized Officers, seconded by Commissioner Wallace and the motion passed with a roll call vote.

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

Approval of Resolution 23-5-5 Buffalo Grove Bank and Trust Designating Public Depository

Commissioner Cummins moved to approve Resolution 23-5-5 Buffalo Grove Bank and Trust Designating Public Depository, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Reiner and Wallace

NAYS: 0

ABSENT: Bragg, Jacobson

Approval of Board Travel and Conference Expense

Commissioner Cummins moved to approve the Board Travel and Conference Expense in the amount of \$656.00, seconded by Commissioner Wallace and the motion passed with a voice vote.

AYES: Cummins, Reiner and Wallace

NAYS: 0

ABSENT: Bragg, Jacobson

Policy and Legislation

Approval of Resolution 23-5-1 IAPD Local Government Efficiency Committee

Commissioner Reiner moved to approve Resolution 23-5-1 IAPD Local Government Efficiency Committee, seconded by Commissioner Cummins and the motion passed with a voice vote.

Employee Recognition Resolution

Approval of Resolution 23-5-2 Commending Ryan Risinger on his Retirement

Commissioner Cummins moved to approve Resolution 23-5-2 Commending Ryan Risinger on his Retirement, seconded by Commissioner Wallace and the motion passed with a voice vote.

Consent Agenda

Commissioner Cummins moved to approve the Consent Agenda as proposed, seconded by Commissioner Wallace and the motion passed with a voice vote.

- 2022-2023 Quarter D Administrative Work Plan Report
- 2022-2023 Quarter D Department Goals and Objectives
- Museum STEPS Program: Code of Ethics
- Official Canvass of April 4, 2023 Consolidated General Election

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Risinger thanked the board for their support over the years, for staff for allowing him to learn along the way, for those who showed him the way before him, and for his former board commissioners.

Director Zimmermann said the Fitness Center will be purchasing some much needed exercise equipment which was planned for in the capital plan. He said Parks and Public Services day had 200 plus registrants and said it was a fantastic collaboration between the parks department and the Village of Buffalo Grove. Last he said Broadway Buddies performed last weekend and it was a great show.

Risk Manager Hoefle said she is keeping busy with planning the upcoming Pride Picnic on Sunday, June 4, from 11:30 am to 3 pm at Rylko Community Park.

Deputy Director Strojinc said we are starting a retirement forest for full-time staff and commissioners. President Pro Tempore Reiner suggested considering adding former executive directors to the forest.

Director Howe said that demolition of Room 1 at the Alcott Center has started. President Pro Tempore Reiner said the demolition was not in the capital plan and thanked Senator Johnson for her help in getting funds from Springfield to help pay for this unexpected, necessary project.

OATH OF OFFICE

Newly elected commissioners Cummins, Reiner and Wallace stood and took the Oath of Office as follows:

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.

ELECTION OF OFFICERS FOR FISCAL YEAR 2022-2023

President

President Pro Tempore Reiner nominated Commissioner Jacobson to be Board President for fiscal year 2023-24, seconded by Commissioner Wallace and the motion passed with a voice vote.

Vice President

President Pro Tempore Reiner nominated Commissioner Cummins to be Board Vice President for fiscal year 2023-24, seconded by Commissioner Wallace and the motion passed with a voice vote.

Commissioner Reiner said newly elected Vice President Cummins will take over as Temporary Presiding Officer for the remainder of the board meeting.

ANNUAL APPOINTMENTS FOR FISCAL YEAR 2023-24

Vice President Cummins moved that the President's Annual Appointments of Treasurer, Legal Counsel, and Executive Director for Fiscal Year 2023/24 be tabled until the June 12, 2023 Board Meeting, seconded by Commissioner Reiner and the motion was approved with a voice vote.

Vice President Cummins moved that the President's Staff Appointments for Fiscal Year 2023/24 be tabled until the June 12, 2023 Board Meeting, seconded by Commissioner Wallace and the motion was approved with a voice vote.

Vice President Cummins moved that the President's Board Liaison Positions for Fiscal Year 2023/24 be tabled until the June 12, 2023 Board Meeting, seconded by Commissioner Reiner and the motion was approved with a voice vote.

Vice President Cummins reminded board members to express their interest in liaison positions to President Jacobson before the June 12, 2023 board meeting.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

Karen Meadows said that she has been around for all five executive directors and she said everyone in the audience has a huge vote of confidence for the new Executive Director, Erika Strojinc.

Executive Director Risinger's daughter, Brittani Sotzen, said her fondest memories are of growing up in this Park District. She said later in life she worked in parks and recreation for a brief period of time and was often asked if she was related to Ryan Risinger and it made her so proud. She congratulated her father and congratulated Deputy Director Strojinc on being named the first female executive director in the history of the Buffalo Grove Park District.

Executive Director Risinger's wife, Pari, thanked the people in attendance and said Ryan wouldn't have gotten to where he did without the people in the room. She thanked the board for all they have done for him and his family. She said Director Strojinc is going to do great in the executive director position.

Courtney Risinger said she works in Wheeling but she acts like she works in Buffalo Grove. She said she is so excited her father chose a woman to succeed him.

EXECUTIVE SESSION

The board did not enter Executive Session.

ADJOURNMENT

Commissioner Wallace moved to adjourn the Annual Board Meeting at 6:41 pm, seconded by Commissioner Reiner, and the motion passed with a voice vote.

Respectfully Submitted,

Ryan Risinger
Secretary

5/24/2023 9:37 AM

Buffalo Grove park board says goodbye to executive director



Former Buffalo Grove Park District Executive Director Ryan Risinger, right, shakes hands with park board Commissioner Stephen Cummins as Commissioner Larry Reiner applauds during Monday's park board meeting. Steve Zalusky | Staff Photographer

Buffalo Grove Park District leaders said farewell this week to Executive Director Ryan Risinger, who is retiring after more than three decades with the district.

Former commissioners, including State Sen. Adriane Johnson, were on hand, as was Risinger's predecessor, Dan Schimmel.

Park board Commissioner Larry Reiner read a resolution commending him for his 31 years of service to the district, including the past eight as executive director, and noting "his friendly demeanor and his uncanny ability to make even the grumpiest of patrons smile."

Risinger thanked staff and board members, saying, "A lot of the things that I've been able to accomplish, I couldn't do it alone."

Daily Herald
Tuesday, May 23, 2023

“Although it is very iconic in the shape, it’s also poorly designed in terms of the roof drainage. So a lot of the troubles that we’re running into were water infiltration.”

Mike Maloney, Buffalo Grove parks planner



STEVE ZALUSKY/szalusky@dailyherald.com

A section of the Buffalo Grove Park District's Alcott Center is being torn down due to safety concerns.

Buffalo Grove Park District razing part of headquarters

BY STEVE ZALUSKY
szalusky@dailyherald.com

Citing safety concerns, the Buffalo Grove Park District is tearing down a section of the Alcott Center, its longtime headquarters at 530 Bernard Drive.

The demolition, which will cost about \$135,772, will include the facility's multi-purpose room.

The architecturally quirky area is topped by what looks like a series of interlocking sloped roofs that overhang some of the windows.

"We recently found out that we have some structural issues" that pose a major safety concern, Mike Terson, the district's superintendent of communications and marketing, said in the video announcing the work.

"Although it is very iconic in the shape, it's also poorly designed in terms of the roof drainage," parks planner Mike Maloney added. "So a lot of the troubles that we're running into were water infiltration."

Maloney said the building actually sits lower than the adjacent sidewalks.

"So any drainage, snow buildup, it all ends up getting in the building," he said.

There are no plans to replace that part of the



STEVE ZALUSKY/szalusky@dailyherald.com

A view of the demolition work that had been done by Monday at the Alcott Center in Buffalo Grove.

facility, Terson said.

The building opened in 1960 and originally served as the Alcott School, Buffalo Grove's first public school.

The Buffalo Grove Park District bought the property in 1981, according to the Raupp Museum.

Programs that would have been held in the multipurpose room are being moved to the Fitness Center, the

Community Arts Center and parts of the Alcott Center that remain untouched.

"At some point, it will be replaced with something more functional that meets the needs of the district as far as programs and rentals," Terson said.

Tim Howe, director of parks and planning, said the demolition will take several days, with the work taking place during business hours.

DAILY HERALD
MONDAY, JUNE 5, 2023

Buffalo Grove parade



RYAN RAYBURN FOR THE DAILY HERALD

The Buffalo Grove Pride Parade kicks off Sunday along Buffalo Grove Road. The parade route headed south down Buffalo Grove Road and ended with a picnic at Mike Rylko Community Park.

'The Magic of Pride'

Daily Herald report

Buffalo Grove was filled with "The Magic of Pride" on Sunday as hundreds of marchers and even more spectators celebrated the return of the Northwest suburbs' first and largest pride parade.

The annual Buffalo Grove Pride Parade marched down Buffalo Grove Road with more than 100 colorful entries showing love and support for the LGBTQ+ community. This year's theme was "The Magic of Pride."

"It's all about giving support and being an ally," Heather Gunderman of Oswego said as she took part in the march wearing a "Love" T-shirt and carrying an array of colorful balloons.

The parade finished near Mike Rylko Community Park, where the Buffalo Grove Park District sponsored a picnic featuring music, food and family-friendly activities.



RYAN RAYBURN FOR THE DAILY HERALD

Marci Fooden, left, of Buffalo Grove, and Jennifer Bruns, of Northbrook, take a selfie Sunday while participating in the Buffalo Grove Pride Parade.



What's Happening?

June/July 2023

Date	Name of Event	Description	Location	Time
Monday, June 12	Board Workshop/Regular Meeting	Monthly Meeting	Alcott - Room 24	6 pm
Tuesday, June 13	Summer Concert Series	Pino Farina Band <i>Alternative Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Wednesday, June 14	Flag Day	Celebrate our Flag	Veterans Park	4:45 pm - Free Ice Cream 5:30 pm - Ceremony
Saturday, June 17	Willow Stream Pool Birthday Party	Willow Stream Turns 50 Years Old <i>Music, Food & Games</i>	Willow Stream Pool	12 - 7 pm <i>\$.5 Admission; Pass Holders are Free</i>
Tuesday, June 20	Summer Concert Series	Members Only <i>80's</i>	Willow Stream Park	6:30 - 8:30 pm
Wednesday, June 21	International Day of Yoga	Yoga Outside <i>Weather Permitting</i>	Fitness Center	5:30 - 7 pm
Friday, June 23	Movies Under the Stars	Sonic the Hedgehog <i>Rain date: June 29</i>	Willow Stream Park	Dusk
Monday, June 26	Public Input Meeting	Thoughts on Ryko Park East	Nature Classroom	6 pm
Tuesday, June 27	Summer Concert Series	Triado <i>Classic Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Thursday, June 29	IAPD Golf Outing	Show off your skills!	Channahon Park District (Heritage Bluffs Public Golf Club)	12 pm
Friday, June 30	Tots in the Park	Scribble Monster	Alcott Center	10:30 - 11:15 am
Tuesday, July 4	HAPPY	INDEPENDENCE	DAY!!!	
Friday, July 7	Tots in the Park	Istvan and His Imaginary Band	Alcott Center	10:30 - 11:15 am
Monday, July 10	Board Workshop	Monthly Meeting	Alcott - Room 24	6 pm
Tuesday, July 11	Summer Concert Series	Yankee Cowboy <i>Country</i>	Willow Stream Park	6:30 - 8:30 pm
Friday, July 14	Movies Under the Stars	DC League of Super-Pets <i>Rain date: July 20</i>	Willow Stream Park	Dusk
Friday, July 14 - Saturday, July 15	Camping Under the Stars	Overnight Campout with Friends & Neighbors	Willow Stream Park <i>Registration Required</i>	Friday 6 pm through 9 am Saturday
Saturday, July 15	Summer Weddings Exhibit	Exhibit Partner Party	Raupp Museum	1 - 3 pm
Tuesday, July 18	Summer Concert Series	Classical Blast <i>Rock Classical Style</i>	Willow Stream Park	6:30 - 8:30 pm
Wednesday, July 19	Public Input Meeting	Thoughts on Ryko Park East	Nature Classroom	6 pm
Friday, July 21	Tots in the Park	Ben Tatar	Alcott Center	10:30 - 11:15 am
Friday, July 21	Movies Under the Stars	Puss In Boots: The Last Wish <i>Rain date: July 27</i>	Willow Stream Park	Dusk
Friday/Saturday/Sunday July 21 - 23 & July 28 - 30	2023 Big Deal Summer Musical	Cinderella	CAC <i>Tickets Required</i>	July 21, 22, 28 & 29 at 7:30 pm July 23 & 30 at 3 pm
Monday, July 24	IAPD Golf Outing	Show off your skills!	Wheeling Park District (Chevy Chase)	12 pm
Monday, July 24	Board Workshop/Regular Meeting	Monthly Meeting	Alcott - Room 24	6 pm
Tuesday, July 25	Summer Concert Series	Industrial Drive <i>Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Saturday, July 29	Opening of Phase II of Educational Gardens	Enjoy the natural world	Ryko Park Educational Gardens	1 - 2:30 pm
Tuesday, August 1	National Night Out	Music by: Serendipity <i>Pop/Rock</i>	Willow Stream Park	5:30 - 8:30 pm



BUFFALO GROVE PARK DISTRICT
COMMITTEE ACTION ITEMS
June 12, 2023

I. Committee Action Items

A. Employee Recognition Resolutions (SC)

1. I move to approve Resolution 23-6-1 Commending Randy Smith on his Retirement.
2. I move to approve Resolution 23-6-2 2022 Positive Acts of Safety Award Winner – Shannon McClure.

B. Finance (SC/HW)

1. I move to approve the June Warrant 2023 in the amount of \$1,191,772.61.
2. I move to approve the May Year to Date Statement.
3. I move to approve the purchase of a 2023 Volkswagen Tiguan 2.0T SE from Volkswagen of Palatine, 1951 N. Rand Rd., Palatine, IL 60074 in the amount of \$32,750.26
4. I move to approve the 2023 janitorial services contract for outdoor bathrooms and satellite facilities to Eco Clean Maintenance, Inc., 515 W. Wrightwood Ave., Elmhurst, IL 60126, in the amount of \$46,710.
5. I move to approve the Board Travel and Conference Expense in the amount of \$242.13.

II. Consent Agenda

A. I move to approve the Consent Agenda as proposed:

1. 2023/24 Quarters A&B Executive Director Work Plan
2. 2023 - 24 Quarters A&B Departmental Goals and Objectives



TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: JUNE 5, 2023
RE: DIRECTOR'S OPERATIONS REPORT

Board Relations

Communications: Erika has begun to develop her work plan. At this time, she has created a six month plan (Quarters A and B) for the board. She plans to use these first six months as information gathering in order to develop the second half of the work plan.

Community & Public Relations

Allen Force/Healthy Minds, Healthy Bodies: Erika, Joe, the FC team, and NWSRA will be meeting with Donna from Allen Force to discuss the program so that everyone has a better understanding of its impacts and needs.

BG Days: Erika and a core team from IHC (In-House Committee) attended a joint meeting with the Village staff to discuss BG Days layout. They also covered the schedule. The parade, at this time, is moving forward as long as they receive at least 50 float submissions (the route is still TBD).

Friends of the Parks: Friends of the Park met on May 10. They recapped their Trivia Night and finalized their fall event (new this year). Monthly meetings will be moving to Tuesdays moving forward, with the next one scheduled for June 20.

Northwest Special Recreation Association/SLSF: Erika attended the SLSF meeting on May 16. She was officially sworn in as a board member. She is fulfilling Ryan's term which will expire in December. Ryan attended his final NWSRA meeting on May 24, and Erika will take over in July.

Rotary Club: Erika has taken over Ryan's role on the Rotary/SLSF Golf Committee. She has secured giveaways for them and has reached out to corporate contacts to gain sponsorship support. The annual Duck Race is back and Erika received her stack to start selling for the Club.

Village of Buffalo Grove: Erika attended the Village's Steering Committee Meeting on June 1. The Committee is a "pick-up" from 2019 and is a part of their Comprehensive Master Plan work. It was a small, select group of individuals including Village staff, trustee, planning and zoning members, residents, and commercial contacts. The meeting covered re-engaging their comp plan, project overview and timeline, and discussion on new findings and trends.

Finance

Levy: Erika is working with John on Cook County's 2022 Levy edit report (due Friday, June 9). Lake County's was received and completed. They are also working on the portal changes (transitioning it to Erika).

Government & Public Affairs

Athletico: Erika is working with Athletico on their lease extension (current lease extension expires in October 2023). Both parties have come to an agreement on the terms, and there will be a slight decrease in the rate. The lease amendment will be completed next.

IAPD: Erika attended IAPD's Board Member Boot Camp in Hoffman Estates on May 31. She enjoyed the program and gained some valuable tips and insight from both IAPD and fellow ED's perspectives.

Operations & Personnel

Parks: Randy Smith will be retiring at the end of June, and Steve Houde will be retiring at the end of September. Erika and Tim are excited to announce that Dani Hoefle will be replacing Randy as the next Superintendent of Parks. She will begin to transition this month so that she can learn all she can before Randy leaves. The filling of Steve's position will be handled over the next couple months. Additionally, Esteban Gomez, who has worked part-time for the District for many years, has been promoted to Parks Specialist. He will begin full-time this month.

Recreation: The team is starting to settle into their new roles. Erika continues to meet with Joe and the Rec Admin team on various items. Aquatics, camps, and summer special events are all kicking off this month.

Risk: With Dani transitioning to Parks, Erika is working with HR on transitioning risk responsibilities. Dani is currently working on a high and low level list of her job responsibilities. Erika plans to assess what the next risk role looks like, including a possible move into a department.

Planning & Projects

Prairie Grove Park: With the approval of the Prairie Grove Park bid last month, Erika has asked Mike to develop an estimated timeline for the construction. The timeline will be shared with the residents once it's ready so they are aware of the impacts it will have on their access to the park.

Mike Rylko Park (East): In preparation for the next OSLAD, the team has begun to discuss potential opportunities to develop the east side of Rylko Park. They have also set up two community input meetings with the intention of gathering public comment. Those are currently scheduled for 6 pm on Monday, June 26 and Wednesday, June 19 at the Nature Classroom.

Miscellaneous

IPRA Board: Erika is in her fourth year serving on the IPRA Board of Directors. She is also the current Secretary. The last board meeting was on May 25 and it included a strategic planning workshop. She is also the current chair of the Membership Council. The Council will be disbanded this year and replaced with a new leadership council. Erika is in the final stretch of that rollout with one last meeting scheduled next month.

Meetings & Events Attended:

IPRA's Membership Council (May 8)

FOP (May 10)

BG Administrator Lunch (May 11)

Alcott Room 1 Pre-Construction Meeting (May 12)

Administrative Professionals Day Lunch (May 12)

SLSF Board Meeting (May 16)

PARC Grant Scope Meeting (May 18)

Rotary (May 18)

BG Days Meeting (with Village) (May 23)

Ryan's Retirement Party (May 25)

Pride Picnic Safety Meeting (May 30)

IAPD Boot Camp (May 31)

Village Comprehensive Plan Steering Committee Meeting (June 1)

Pride Picnic (June 4)

Allen Force/HMHB (June 7)

FH Paschen Lunch (June 7)

Summer Camp Training (June 8)

Summer Camp ALICE Training (June 9)



ADMINISTRATIVE STAFF MEETINGS REPORT MAY 2023

MAY 2, 2023

Tim:

- New tankless water heater installed at Nature Classroom.
- New water heater installed at Drazner Park.
- New roof leak at Alcott in Room E; Jerry contacted company to get repaired.
- Apex contract mowing started last week.
- May 12th pre-construction meeting for Alcott Room 1 demolition.
- Anchors have been repaired at the Golf Dome.
- Working on getting a quote for new front vestibule entrance at the Golf Dome.
- Prate Roofing plan on coming out to Museum to replace portion of roof on August 7.
- RenoSys will be out tomorrow to replace membrane at WS pool.
- Met with American Ramp Company about public input meeting on the skate park renovation; plan is to have it at the end of May. Bringing a professional skate boarder to demonstrate.
- Prairie Grove OSLAD bid was opened. Memo will be going to board on May 8 for recommendation.
- Perry Weather equipment is installed at Emmerich, but not active; onboarding process needed.
- Dan, Nick and Karsten are taking land management pictures for the village website; will link it to our website.

Dani:

- Sign damage at Emmerich Park over the weekend from a car accident.
- Thanked the safety committee for their hard work on the crisis training last month.
- Meeting with BGRA to discuss Perry Weather and how it works.
- First aid cabinet has been re-stocked.
- bAlert has changed companies and there is a new app staff will have to re-sign into.
- Working on special event liquor licenses; will have for Board meeting on Monday.
- Met with the police department today on their Food Truck event traffic flow plan at the Fitness Center on May 13.

John:

- Continues working on audit prep; preliminary field work is on May 17.
- Assisting NWSRA on hiring a finance person on Friday; there will be another interview next week.

Beth:

- Vehicle Bid Notice was published in the Daily Herald last Thursday.

Ryan:

- Greg has created a file on the I: drive for admin called policies and procedures manuals. The PDFs will be placed on the "Common" drive for staff access to view and share.
- Representative Canty reached out to host a summer scavenger hunt in Emmerich, Alcott and Kilmer Parks; her district is Cook County.
- Has been invited to the May 15 Village Board meeting where they will recognize his retirement.

MAY 9, 2023

Erika:

- NRPA registration is open; will send email to staff with instructions.

John:

- Asked Dani if she spoke with PDRMA about insurance covering Room 1; she did and they said it is unlikely it will be covered but told us to submit a claim.
- Working with banks on contact information updates.
- Audit preliminary field work is on May 17; main work will be the last week in June.

Beth:

- Will send current committee appointments to Board per their request last night.
- Assisted in gathering information for Ryan for the Municipal Directory.
- Made a donation in Marlene Bartelson's memory.
- Ryan's retirement is being recognized at the Village Board meeting on Monday, May 15 at 7:30 pm for those who would like to attend.

Joe:

- Doing pre-bid walk-throughs with potential cleaning crews; bid opening is tomorrow.
- Dance dress rehearsals are this week and the shows are this weekend at the CAC.
- Buddies Show is May 19 at 7 pm.
- Summer musical auditions are next week.
- PT custodian started this week.
- Kite Fly went well; great comments on social media.
- Current art display ended at the CAC; Arlington Camera Club next; followed by a science exhibit Hetal's husband is spearheading; followed by a ukulele art exhibit in September.
- Chiller went down on Sunday at the FC; got it back up on Monday.
- Camp Connection is fully staffed.
- Staffing for camps is complete; bus schedule is almost complete.

Mike:

- Press release on the Perry Weather system went out
- Re-routed website forms based on job changes.
- Village contacted Mike to send information for a joint press release on Parks & Public Services Day.
- Next big project is the phone tree navigation; re-voicing the greetings and sending TIG what goes where.

Dani:

- Preschool fire drills on Thursday and Friday; Fire Marshal Joe will be on site.
- BAlert is now called CampusShield; has a meeting with them on Friday.
- Safety training for the Pride Picnic is May 30 at 1:45 pm; still need volunteers.

Tim:

- Letters sent out to residents regarding Alcott Room 1 demolition.
- Working with BGRA on their Memorial Day tournament; portable toilets are ordered. All fields will be up and running.
- Met with the Garden Club last week; chose park signs to landscape and also doing beautification at the Museum.
- Parks has 8 summer part-time staff.
- Facilities staff will start working 4 days a week for 10 hours a day the week of May 29.
- Facilities staff ran conduit at the Nature Classroom for the water feature.
- Put up a canopy and painted the railings of the slide at the pool.
- Contractor pouring bike pad at Veterans Park today.
- Contractor would like to color coat at Drazner Park next week; will put signage up this week.
- Preconstruction meeting on Room 1 demo on May 12.
- Anchors were repaired at the Golf Dome.
- Prate Roof is coming out on August 7 to replace a portion of the roof at the Museum.
- Membrane at the pool is being fixed this week.
- Prairie Grove Park OSLAD bids have been opened.
- May 16 is community engagement for the Skate Park; there will be two professional skaters demonstrating.

Ryan:

- Will discuss TIPs trained FT exempt staff event requirements at the Full-Time Staff meeting.

MAY 16, 2023

John:

- Auditors will be here tomorrow for one day of preliminary work.
- Reminder that the preliminary April 2023 financials are on the F: drive in the usual spot.
- Beth and John are working on the Fund Bank Signer documents/resolutions.
- Have permission for a records disposal on June 1; will send out list of what has been approved.

Beth:

- Sent out Flag Day invitation to VIP list.

Joe:

- Thanked Chuck and Jose for cleaning out Room 1 storage.
- Using Fitness Center pool for swim lessons in the fall; also using BGHS for lessons.
- Debra got three quotes on exercise equipment for the fitness floor; Jenay is getting group ex equipment bids.
- FC member hit and dragged a flower pot into the parking lot.
- International Day of Yoga is set for June 21 outside the FC.

- Recitals had a great turnout last weekend; well-organized and the digital program that Aly put together was great. Big shout-out to Aly for covering for Jessi, helping Brian, and her quick response to the fire.
- Summer musical auditions started yesterday; 90 performers.
- Intern is starting this week.
- Curtain caught fire from a light at the CAC on Friday night.

Dani:

- Submitted a claim to PDRMA for the curtain fire.
- Received \$500 check from PDRMA for completing the first part of our review by the deadline.
- PDRMA is visiting on May 24 to observe parks department and continue job site assessments.
- Shadowed facilities crew yesterday doing a confined space at Willow Stream Pool.

Tim:

- Working with the mowing contractor and getting a schedule from them.
- Starting contract weed spraying; will notify residents on our website.
- Working on Room 1 storage cleanup.
- Village is asking if America in Bloom can tour our parks to view our natural areas.
- Reached out to contractor about Rylko ball fields.
- Wellington Park will be turned into the retirement forest.
- VFD's are going in at Willow Stream tomorrow; filling the pool now.
- Tuck-pointing on the roof at the FC now.

Ryan:

- Waiting to receive bike rack to be installed on the concrete pad for D102.

MAY 30, 2023

Mike M.: (For Tim H.)

- Thanked the parks athletic crew for their work on the successful BGRA Memorial Day tournament.
- Thanked parks staff for the work they've done starting to set up for the Pride Picnic
- Ordered tree plaques for Randy and Ryan for the Retiree Forest.
- Tim was selected to receive a scholarship through NRPA for the Green Infrastructure Certification Program.
- Tim has reached out to three ballfield maintenance companies for quotes on removing the hill-topper infield ball mix. Waiting to receive all quotes.
- Meeting with the Village Public Works department on June 27 and July 7 for scheduled quarterly meetings.
- Diwali date has been set for Saturday, November 4 from 5-8 pm.
- Alcott demolition continues. Removing debris and then will start restoration work. Process will take several weeks.
- New replacement stage curtains will be purchased through claim. The remaining stage curtains will be budgeted in 2024-25.
- Installed two anchor points for fall protection at Emmerich on the loading dock.
- Working on PARC grant submittal for the Fitness Center.
- Working on pricing for the store front replacement at the Golf Dome. FSS will provide a revised quote for access control.

- Museum roof replacement will start August 7.
- Willow Stream Pool is ready for the season.
- Out to bid for the Willow Stream Park South parking lot project.
- Spray 'N Play is ready to open tomorrow.
- Drazner Park color coating is complete.
- Mill Creek Park memorial bench will be installed this week.
- Rylko Park Amphitheater project will go out to bid on June 6.
- Canvus Site Furnishings will post their page on June 1 for donations to make furniture from repurposed wind turbines.
- Sport Court will be out this week to fill cracks at the inline rink. Dasher boards will be installed next week; asphalt to follow.
- Nature Classroom Phase II is close to being finished.
- 2024 OSLAD community engagement meetings set for June 26 and July 19. Met with Upland Design about two layouts with various options. Survey is live and QR code is active.

Dani:

- Emmerich East park sign was damaged from a car accident and it included damaging the posts. Claim is submitted to PDRMA.
- Perry Weather speakers are fully operational; added heat index level warnings.

Mike T.:

- Witnessed a person who had a picnic shelter rental permit driving on the path and through the shelter to the parking lot; discussed adding language about driving cars on paths to the rental agreement.
- D214 has two students from BGHS that want to do micro internships this summer.
- Added Karen Meadows to the FOP page on the website and added Erika as secretary of the Foundation.
- Two SHS students are shadowing Jenn and Wendy today.

Beth:

- Willow Stream parking lot bid was published in the Daily Herald on Saturday.
- Notified the county clerks and IAPD of our commissioner vacancy.
- Made a donation to the Wounded Warriors Project in memory of Scott's mom.
- Discussed Randy Smith's retirement party.

John:

- Janet is training on payroll processing with Liza. Liza is also training on Camp Connection billing.
- Scott and Emily are inputting 100 new hires.
- Cook County levy estimate should be out this week; will add Erika to the portal.

Joe:

- Broadway Buddies went great; thanked Aly for her assistance with the show.
- Parks and Public Services Day was a hit; there was a lot of great feedback.
- Cast 46 people for Cinderella.
- Fitness Center has brought in \$23,000 for the six pack summer sale to date.
- 6,200 visits at the FC last week; 100% pre-COVID visits. 75% pre-COVID membership.

Erika:

- Attending a Village Steering Committee meeting on Thursday. If staff is contacted to participate, please do your best to attend.
- Attending an IAPD Boot Camp tomorrow.



BUFFALO
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DISTRICT



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: JUNE OPERATIONS REPORT
DATE: JUNE 5, 2023

Audit for FY 2022-23: John is continuing to prepare for the final field work scheduled for the week of June 26th to June 29th. Janet Ventrella is also working with John to collect the various items requested by the auditors.

Kroll Fixed Asset Software: John is working with Kroll to update the fixed assets of the District. PDRMA began to use Kroll for all the assets of the District in 2022. PDRMA is hosting a webinar on June 20th to update the users of the software.

Department Personnel Update: Liza Hollis has been our part-time Payroll Specialist since late 2020 when she returned after retiring as a full-time employee. Liza has decided that she will be retiring a 2nd time – her last day with us will be June 19th. We wish her well and thank her for her 16 years of service.

PDRMA Cyber Coverage: Greg has been working with our IT consultant at Version 2 on the requirements for updating our Cyber Coverage with PDRMA. PDRMA will be providing an additional consultant to assist with the process.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: JUNE 6, 2023

RECREATION DIRECTOR'S REPORT

BG Days: The Park District met with the Village of Buffalo Grove on Tuesday, May 23, to discuss the site layout and ensure everything is on schedule. There were discussions about moving the carnival into the Golf Dome lot to provide increased space for more food trucks. This will better accommodate BG Day eventgoers since many food trucks sold out early last year. The Village has sent out a survey regarding community interest in a parade, with results pending.

Additionally, the annual softball tournament involving the Village, Park District, and the Chamber will not be held this year. There will be a discussion on whether to bring it back in the future.

Event Attendance Software: Joe is currently researching a new software that will assist recreation and parks staff to better understand how many participants and community members are using our parks and attending our free events, including BG Days.

Rec Department Updates: Joe has begun meeting with rec staff individually to better understand their role and responsibilities within the park district. He is looking forward to the feedback that staff will provide during these meetings and how it can be used to continue to grow and develop the department.

RECREATION FACILITIES

Alcott Center

Rentals: Alcott rentals exceeded anticipated revenue for 2022 – 2023 by \$12,096. Below is a chart for the past seven years for Alcott room rentals. Elizabeth Quinzio took over Alcott rentals at the end of April. Elizabeth booked four rentals during May and has been in communication with additional potential renters about the space.

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	\$18,336

Aquatics

Natorium: The Natatorium hosts lifeguard classes, private swim lessons, swim team prep, and the swim teams year-round. The summer season is already underway with one lifeguard class being completed in late May.

Spray 'N Play: Spray 'N Play opened for the season on May 31, bringing in \$614. The facility will close for the season on August 27.

Willow Stream Pool: Willow Stream Pool will open on June 12 for programming, camps, and public swimming. The pool will close for the season on August 26. A celebration for Willow Stream Pool turning 50 takes place on June 17, starting at noon.

Community Arts Center

Rentals: Elizabeth has been meeting weekly with upcoming renters to ensure they are set for their upcoming events. June renters have also been contacted so they can pay any remaining amounts owed. Communication with renters is daily, whether about inquiries or additional information regarding the Community Arts Center.

Month	Gross Revenue	Net Revenue
April 2023	\$34,522.63	\$24,102.90
2022-23 Fiscal Year Total	\$203,657.26	\$167,355.61

Prior to the end of the fiscal year, Chris and Yony made some additional table and chair purchases for the CAC rentals, which included lightweight 6' and 8' tables, round tables, and approximately 100 chairs.

Fitness Center

Administration: Chris continues to settle into his new role. Chris continues to meet with fitness center staff for updates and to get a better understanding of job duties. Chris is taking the time to meet fitness center part-time staff and members while learning the day-to-day processes of the facility. Chris, Debra, and Dave continue to meet weekly to walk through the facility to make sure punch list items are complete along with adding to the punch list. Chris met with ECO Clean to discuss the cleaning services provided on a daily basis.

Group Exercise: The Fitness Center offered 79 classes; 60 live classes, 7 hybrid classes, and 12 virtual classes in May with increased participation in both the live and virtual.

Participants	May 2023	April 2023
Total #	5,393	5,217
Live #	4,392	4,272
Virtual #	1,001	945

Member and Guest Services: The guest services staff were busy selling student passes in May, with students returning home from college and high schools slowly letting out. Carol and her team anticipate student passes will continue to increase through June.

The new Guest Services Associate, Jonathan Saro, is doing great. The hope is he will be trained and ready to work on his own by mid-June.

There were a higher number of cancellations due to the end of the promotion and people stopping their membership for the summer to take advantage of the outdoors.

Beginning June 1, the Fitness Center will require a parent to be present for all Teen Fitness Orientations (TFOs).

Personal Training: Debra offered her Summer Six Pack training sale the full month of May rather than just one week in May, like in past years. This year's current sales are \$23.8k+, and last year's sales ended at \$14,984. Debra and her team performed over 338 personal training sessions and over 85 Pilates reformer training sessions.

Debra, Jennifer Johns, and Nic Baggetto started the process of promoting personal trainers on social media. The first personal trainer promotional video was of Matt Seigler. Nic and Matt did an outstanding job with the first promotional video. There is also a link to the video on the fitness center webpage.

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

Membership Type	May 2023	April 2023
Adult	767	831
Add-On	641	670
Senior	721	728
All Corporate	248	247
Veterans/HMHB	61	62
Annual Add-On	14	13
Annual Senior	21	21
Annual Adult	10	8
Student Passes	745	228

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

	May 2023	April 2023
Total Memberships <i>(Includes Freezes)</i>	2,852	2,876

May 2023 Summation:

- Active Members: 2,639
- Membership Visits: 26,430
- Personal Training Sessions: 338
- Reformer Sessions: 85
- Group Fitness Attendance: 5,393
- New Memberships: 58
- Cancellations: 92

May 2022 Summation:

- Active Members: 2,049
- Membership Visits: 18,858
- Personal Training Sessions: 204
- Reformer Sessions: 60
- Group Fitness Attendance: 3,587
- Cancellations: 73

Raupp Museum, Educational Gardens, and Nature Classroom

Gardening Programs: The museum successfully hosted its first gardening program in May. Additional summer programs are planned for the Nature Classroom, including two taught by BGPD staff member Mike Pfeiffer in his role as an arborist. Mike’s programs already have 12 people registered.

Museum Attendance: Total museum attendance for May was 807 people. The surge in school field trip bookings continued throughout May. This was the first time ever that the museum staff had to turn down schools because the staff was completely booked for the last weeks of May.

Museum Exhibits: Museum staff worked with partners from the Korean Cultural Center of Chicago and the National Indo-American Museum to create and install the new exhibit, Summer Weddings. The exhibit features wedding dresses from different cultures and time periods. It even includes dresses and artifacts from BGPD staff members Jessi Hersman and Robin Racusen. The exhibit opens to the public on June 5. The official partner party will be on Saturday, July 15.



Nature Classroom: The Nature Classroom’s educational programming season has begun. Four classes of second-grade students from Tripp School participated in programs in the classroom and in Mike Rylko Park. Debbie has also worked out a volunteer schedule with NWSRA Pursuit Buffalo Grove, which will allow Pursuit clients to volunteer at the Educational Gardens two times per month.

Mike has five registered for the Tree Planting 101 class at the Nature Classroom on June 11. This is the first year Mike has offered this class.

School Programs: Staff hosted educational programs for 670 students in May. This included programs for students from Pritchett, Tripp, Isaac Fox, Sanborn, and Kilmer Schools.

Social Media/Electronic Media: Museum Facebook posts reached 6,532 people in May, and 1,642 people interacted with the posts by clicking, liking, or sharing them.

Revenue Add-ons

Dog Park: Dog Park Passes have already generated \$4,389 in revenue for 2023 – 2024 with 152 annual passes sold. That total represents 46% of the budgeted revenue already received in the first month of sales.

Outdoor Concessions: TJ is gearing up for the summer concessions season and has met with his two lead concessions employees. Spray ‘N Play was stocked and is ready to go for opening day on May 31. TJ will be training staff in June and will be ready to open at the pool on June 12. TJ is looking forward to another successful season.

Outdoor Rentals: Jimmy currently has 23 outdoor rentals scheduled for June.

April Revenue 2021-2022	April Revenue 2022-2023	Difference
\$2,510	\$6,790	+\$4,280

RECREATION PROGRAMMING

Adult Programs

Co-Rec Volleyball: Jimmy has 19 registered for the volleyball program for the session that begins on Monday, June 5.

Men’s Basketball: Jimmy has 6 participants registered for his Sunday basketball open gym that starts on Sunday, June 4. While that number is lower than usual, Jimmy has 8-10 regular players who show up on Sunday to pay the daily fee to play.

Pickleball 1, 2, 3: Jimmy is happy to report that he has 32 participants registered for this Intro to Pickleball program. Jimmy brought on a new instructor this summer and he is eager to get started with the class. This class starts on June 13.

Seniors: Senior membership is up to 58 registrations. Allison Oberst has been communicating with a group of about 20 people that were interested in joining Club 50 to play Canasta since the temple where they typically play is closing.

Softball: Softball is progressing through the season. Sean Berry secured a staff to be a backup field supervisor. He has also discussed with Chuck Burgess the possibility of including a new field storage container in next year's budget.

Aquatics

Camps: For the second year, prior to the first day of camp, the pool will be open for campers to come swim test for their wristband color, and, if in lessons, their lesson level. New this year to attract more campers, the swim testing is in conjunction with the camp meet and greet. Camp swim lessons will take place at Willow Stream, with Adventure 3-4 camp lessons being taught at the Natatorium.

Staff Training: Pre-summer training was held the week of June 5 and covered lifeguard recertification, facility-specific emergency action plans, swim instructor training, and a camp and aquatics training, including the fire department. Staff training will be weekly on Fridays, 8 - 8:30 am for managers and 8:45 - 10:15 am for all staff. The first in-service is Friday, June 16.

Swim Lessons: There was 50 staff that went through the Starfish Swim Curriculum training on June 6. Swim lessons start on June 12 for camp lessons and lessons advertised in the brochure. Swim lesson directors have created evaluations to help instructors improve their teaching. New this year, Jenn is offering four 2-week sessions of lessons that will run from 8 - 9:50 am. There are three timeslots offered with up to 24 participants per slot.

Swim Team: Sean conducted a coaches meeting on May 31 to assign practice day and time assignments. Coaches were also educated on attendance tracking procedures, and additional discussions took place on how to improve as a team (competitively, knowledge, and confidence).

Camps

Camp Connection: Sean secured all staff and their paperwork, completed the bus schedule, and is receiving/processing registrations daily. He also held staff training and orientation on June 1 to prepare for the first day of camps.

Counselor in Training Camp: Keri sent out a Google Form to registrants for campsite requests. Keri is working with Hayley Brenner to decide on CIT placements, compile a list of expectations, and create preliminary materials for the first week of programming. There are 20 participants for Session 1 and 22 participants for Session 2, which will be the most ever.

Early Childhood Camps: EC Camp Staff are planning days to prep classrooms and go over the summer. Cricket and Firefly Camps and Safety Stars will be hosting their camp Meet and Greets on June 9.

General Day Camps: All camp counselor positions are full! Elizabeth is currently in the process of getting any remaining paperwork that is needed by staff. Elizabeth is also in communication with the camp supervisors, informing them about field trips, bussing, and groupings. The camp calendars and handbook have been posted on the website for participants. Camp training days are set for the week of June 5. Topics will include the Camp Staff Handbook, CPR, ALICE training, and Park District policies.

Performing Arts Camps: Performing arts camp enrollment numbers are higher/on track with 2019 for the first time post-COVID.

Camp	2019 enrollment	2023 enrollment
Dance 1 – 3	100	109
Dance 4 – 8	84	79
Star Makers	60	95
Broadway Bound	211	264

Artistic staff began to meet and plan for Broadway Bound’s Willy Wonka productions. Bob Siltan will be back this year and will be designing the different set needs for camps (as well as the summer musical). All performing arts camp productions will take place at the Community Arts Center to strengthen the overall production value. Dance professionals are being secured for dance campers to learn from throughout the summer, two times a week.

Post-Camp Field Trips: Elizabeth is currently working with Shannon to secure the field trips for post-camp field trips.

Sports Camps: Amanda and Jimmy Mix are finalizing details for Sports Camp and Cycle & Surf. Amanda and Jimmy hosted an ice cream social for camp staff on May 30 to meet each other prior to camp training next week. Amanda and Jimmy will present a portion of the staff handbook at camp training on August 8 and host an ALICE training for Sports Camp and Cycle & Surf on August 9.

Camp training begins Wednesday, June 7. Jimmy and Amanda will lead the supervisor training and attend the camp meet and greet on June 7. Summer camp starts on Monday, June 12, and Jimmy and Amanda will be at Kildeer Elementary, helping the new camp supervisors learn their roles and offer support.

Clubhouse

Administration: Amanda is working on closing out the 2022-23 school year. District 21’s last day of school was on May 31. District 96 and 102’s last day of school was on June 1. She is completing staff evaluations and getting year-end paperwork completed. Amanda sent out a parent satisfaction survey for the school year, and overall the responses have been very positive. Amanda will use this survey to implement changes for the 2023-24 school year.

A couple Clubhouse sites got a visit from D102’s therapy dog program. The group has also expressed interest in attending some District events.



Registration: Clubhouse registration for the 2023-24 school year opened on May 1, 2023. Currently, they have received 310 registration forms. Registration closes on July 7, 2023. Clubhouse representatives attended the District 21 Kindergarten preview night on May 16 to introduce the program to new families.

Schedules: Clubhouse is hosting 7 pre-summer camp field trips on June 1 – 9.

Dance

Dance Academy: Dance recitals took place May 12 at 6:30 pm, May 13 at 10 am, 12:30 pm, and 3 pm. Final ticket sales were 1226 sold for the weekend. The use of the Marley floor was well received by the dancers and staff.

Summer dance registration continues to go well, with classes starting the week of June 12. Registration for the one-day master classes generally increase the week prior as those are single, one-day classes. At this time last year, there were only 43 registrations for the summer master classes, and last year ended the summer at 128. However, total registrations are already way up from the same time last summer.

Dance Company: Aly wrapped up parent and dancer meetings, and 46 out of 50 returning dancers and parents attended.

Auditions for the 2023-2024 season were held on May 30, 31, and June 1. Four new minis have accepted their invitations to the company. Thirteen new dancers attended the auditions, along with 50 returning members. Casting decisions will be made by the second week of June, and Aly anticipates the new season roster to be between 62 - 64 dancers. That would bring the total up 116% from the 2022-2023 season.

Musical Arts

BG Singers: The BG Singers are now rehearsing 2-3 days per week for their 28th annual choral presentation. The group is preparing 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 held its annual spring concert at the Community Arts Center on June 1 and 2. The talented group of 18 performers in grades 5 – 10 had been rehearsing weekly and are very excited to present their show. They also performed at the Pride Picnic.

Preschool

Administration: Keri Isacovici conducted 22 staff reviews and provided a Google Form to parents to gain feedback.

Highlights: The Buffalo Grove Police Department visited the preschool on Monday, May 15, and Tuesday, May 16. The officers conducted group discussions on ways children can be safe and allowed students to climb through the back of a squad car. On Thursday, May 18, and Friday, May 19, the Buffalo Grove Fire Department came to preschool. They provided a group discussion about fire safety, led a demonstration on how a firefighter gets suited up for a fire, brought a fire truck, and explained what tools are on board.



Preschool implemented rolling drop off and pick up due to the construction for the last week of programming. Parents were invited to celebrate the last day of school with their child on Thursday, May 25, and Friday, May 26. Teachers were stationed at games, crafts, and food areas for the “SAIL-abration” event.

Registration: There are 38 participants signed up for Two-Year-Old Preschool in the fall, and eight families on the waitlist. There are 24 participants signed up for Pre-Threes Preschool in the fall and 17 families on the waitlist. There are 45 participants signed up for Three-Year-Old Preschool in the fall and five families on the waitlist. There are 48 participants signed up for Four-Year-Old Preschool in the fall, and five families on the waitlist. Though there are waiting lists, in most age groups there are still spaces in other sections, just not on the preferred days.

Productions

Broadway Buddies Accessible Theatre: Broadway Buddies performed their show on Friday, May 19. Actors, staff, and audience members all enjoyed a *Wizard of Oz* themed party following the performance. Next year, the program will do a review of *Bye Bye Birdie*. Jessi is working on creating a handbook for this program to help achieve excellence and use best practices.



Non-Musicals: Jessi received the rights for *Little Women* for the show in October and *Number the Stars* for the show in February. This month, the production team will be finalized, audition dates will be posted, and Jessi will reach out to local schools to see if any schools would like to set up group sales. Jessi will work with marketing to promote *Pages to Stages*, the theme for non-musical productions this year.

Summer Musical: Auditions for the 2023 Summer Musical production of "Rodgers + Hammerstein's *Cinderella*" were held on May 15 and 16. A total of 69 performers auditioned for the production. Lindsay and the team are excited to be working with a truly stellar cast of 43 performers this summer. The cast is now rehearsing four days per week in anticipation of their performances over the weekends of July 21 - 23 and 28 - 30. Tickets will go on sale to the public on June 8.

Special Events

Parks and Public Services Day: Parks and Public Services Day was held on May 20. The event had a great turnout this year. The event had close to an estimated 400 people stop by. The event featured touch-a-trucks, photo opportunities, and live demonstrations.

Theatre Programs

Acting Studio Classes: This month staff are submitting their availability for the fall. From there, Jessi will begin hiring new teaching artists. Evaluations of teachers will happen this month. A Zoom call regarding participant feedback was held on June 1 and 10 parents attended. Jessi will implement the feedback when examining the curriculum for 2023-2024 and beyond. Teacher carts will be re-evaluated and repurchased to better support the program. Bob Siltan and Jessi met to confirm 2023-2024 theatre dates and schedules.

Advanced Theatre Company: Jessi will build the 2023-2024 curriculum this month. Jessi and Highland Park High School's recently retired educator, Scott Shallenbarger, will work together to retrain the 6 – 12 graders in playback theatre. The goal is to establish a traveling troupe in the spring of 2024 similar to the two offered prior to 2020. This group will visit schools, retirement communities, Rebecca's Dream, and other organizations to provide meaningful and powerful workshops in storytelling and Playback.

Youth Programs

All Star Sports: Basketball and volleyball for the spring season is over. Basketball programs have 110 children registered, and the volleyball programs have 56 children registered for the upcoming summer session.

Chess Club: Spring Chess Club classes ended on June 5. TJ has spoken to Frank Swindell regarding his return from Florida, and he will be taking over class instruction for the summer. Summer classes will begin on June 12.

Computer Explorers: The next Computer Explorers class Reading with Robots starts on June 5. TJ has been communicating with the instructor about class numbers, and hopefully, a few more people sign up.

Flag Football: Spring Flag Football ended on May 20. TJ received many compliments regarding the new referees. The new referees have given some feedback on rules to help improve the program. Registration for the fall season is open now and will run through July 8. Practices for the fall will begin in August, and games will begin on September 9.

Fun with Letters: The last day of the spring session was May 15. There are five participants enrolled for the summer session, and Keri will be sending out a reminder to sign up for Fun with Letters to families next week.

Gymnastics: TJ is very excited for gymnastics and tumbling classes to start up again. Program numbers are great, with 37 of 40 spots filled for the four classes this summer.

Hands-on Art: The last day of the spring session was May 15, 17 and 19. There are 10 participants enrolled for the summer session. Keri will be sending out a reminder to sign up for Hands on Art: Clay Creations to families next week. There are 16 participants enrolled for the summer session of Friday Fun on June 30, so there are only two spots left. There are 11 participants enrolled for the summer session of Friday Fun on July 21.

Hot Shots Sports: With the approval of Hot Shot Sports staff, 25 additional spaces opened up for the waitlists. Registration is still ongoing and growing due to the extra spots available.

Karate: Spring Karate classes ended the first week of June. TJ has been sending summer rosters to ISKC to keep them updated. Summer classes will start on June 9 and have 45 participants registered.

Lunch & Learn: The last day of the session was May 19. There are 14 participants enrolled for the summer session. This lunch class is a great opportunity for families with one child in Firefly Camp and one in Cricket Camp to be able to pick up both children at 1:15 pm.

Magic Class: The next magic class will take place on June 21. TJ has been in contact with Gary to let him know that 26 people are signed up for the class. Gary has been pleased with the number of participants this year.

Math & Motor: The last day of the spring session was May 16 and 19. There are nine participants signed up for the mini-session that is being held on May 30 and 31.

Rock 'N' Kids: The last day of the spring session was May 20. The class was moved to the Community Arts Center to accommodate the large number of participants. There are 42 total participants signed up for the summer session. Three out of the four sections are full, and one out of the four sections only has two spots left.

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

Safety Town: Diana and Elizabeth went to Rick Drazner Park so Diana could show Elizabeth how to do a facility inspection. They also spent time there cleaning and organizing materials in the classroom to prepare for Safety Stars Camp.

Spring Soccer: Soccer ended May 25. Sean sent the coaches thank you gifts and surveys. The Bornstein Award survey will also be sent, and the recipient will be notified by June 9.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

BG Days

Food Vendors: Amanda has received 17 completed food vendor applications and is working with the health inspector to ensure all required documentation is submitted. Currently, there is a waitlist with eight food vendors wishing to attend BG Days. Once we receive confirmation from the Village that we can have more space in the designated parking lot, Amanda will reach out to the waitlisted vendors.



MEMORANDUM

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: OPERATIONAL REPORT
DATE: June 6, 2023

General Parks Department

With Randy Smith retiring at the end of June, Dani Hoefle will be filling the position of Superintendent of Parks. Congratulations to Dani on the new role and she will be working with Tim and Randy on the transition before Randy's last day on June 23.

Esteban Gomez, who has been a part-time employee in our department for 14 years, is now a full-time staff member of the maintenance department. Congratulations to Esteban!

Thanks to the Parks and Facilities staff for all their work setting up/breakdown for the Pride Picnic and for those that helped during the event.

We will be meeting on June 27 with the Village's Public Works team and meeting on July 7 with the Community Development team 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.

We are finalizing a project delivery checklist to clarify expectations at various stages of a Capital Project. Will meet again in June regarding the construction document, bidding/permitting, and construction administration phases.

We are assisting with the planning and site layout for BG Days, as well as the planning for our Diwali event on November 4.

The Village is working on an IGA for the completion of the cleaning, preparation, and painting of the bridge that spans over 83/McHenry Road. The Village and Park District have previously split the maintenance costs 50/50. The cost of materials has been very high for this project, but the Village has negotiated with a contractor to get an acceptable price of \$167,000. In lieu of a 50/50 split, the Village is requesting that the Park District contribute \$75,000 to the project and the Village will absorb the remaining balance. After the draft IGA is sent over, we will review it internally and with legal counsel.

Capital Improvements

Alcott Center:

The demolition of Room 1 has been completed and passed the Village demolition and rough-in inspections. During demolition, it was discovered that there was no foundation wall at the corridor slab edge. A new concrete foundation wall will need to be installed at the existing slab edge and we are getting quotes for that work. Masonry restoration and roofing work will begin after the foundation wall is poured. We will be meeting with staff to discuss the site restoration portion of the project, which will include a new sidewalk.



Community Arts Center:

Facilities staff continue to work with Midwest Mechanical on resolving some controller issues that we are having with the VAV boxes in the multi-purpose spaces. The facilities staff worked with a roofing contractor to complete some minor roof repairs and replaced the door/hardware for Room 22.

Emmerich:

The parks staff is working on repairing surface cracks at the tennis courts, so that they can reopen for public usage. The park ID signage was severely damaged by a vehicle and will be replaced as part of a claim with PDRMA.

Fitness Center:

The storage shelving options for the reformer studio equipment and accessories will be installed later this month. We have contracted with Bear Construction regarding the roof replacement at Roof Areas

R1-R4 and construction will begin on September 11, weather permitting, with potential substantial completion in mid-November. We had a mason complete tuckpointing at the deteriorated mortar joints and seal the split-face CMU between the pool roof and the lower locker room roof. They also completed work at the CMU above the pool lifeguard office. We are working on a 2024 PARC Grant application for interior renovations at the front desk, pool deck, and fitness spaces, as well as some roofing replacement and ADA/safety modifications to the front entry drive/drop-off area. The facilities staff continue to work with McDonough Mechanical on resolving some control issues with the chiller.



Golf Dome:

We have contracted with Hacienda Landscaping to remove the spoils and install new asphalt where the golf dome anchors were replaced in the spring. We are working with several contractors to replace the front vestibule storefront system, doors, hardware, and ADA operators. We will also be adding access control to these new doors, similar to what we have done at our other facilities. The total project cost came in at \$41,082, which is slightly under the 23/24 Project Budget of \$42,030.

Storefront System/Door Replacement (Dekalb Glazing) = \$14,170
Hardware (Laystrom) = \$4,060
ADA Operators (Teejay) = \$7,267
Access Control (FSS) = \$15,585
Total = \$41,082

Museum:

We have contracted with Prate Roofing regarding the roof replacement over the Crossroads gallery space and construction will begin on August 7, weather permitting. We continue to assist with the Mission, Vision, and Governance focus group for the Museum STEPS program that Marina is spearheading.

Willow Stream Park/Pool:

The Willow Stream South Parking Lot replacement project is currently out to bid. We are waiting on comments regarding the Watershed Development and Village permits. The bid opening will take place on June 22. Bid results and recommendations will be presented at the Board Workshop on July

10 with the intent for Board approval at the July 24 meeting. Construction will begin on September 11, weather permitting, with potential substantial completion in mid-November.

2022 Park Improvements Project

The color coat system has been installed at the Drazner pickleball courts. The final Village inspection will take place later this month to close out the permit.



2023 Rylko Park Improvements Project:

Landscaping at the Educational Gardens and site drainage around the Inline Rink has been completed. Sport Court completed repairs to the existing asphalt and Becker Arena Products are completing the dasher board system installation. Asphalt will be installed, along with some final landscaping and site furnishing elements. Debbie and Marina will be assisting with updating the existing interpretive signage and creating a new sign for the pollinator hotel, which Dan, Nick, and Karsten built.



Rylko Park Amphitheater and SNP Project:

The project is currently out to bid. We are waiting on comments regarding the IDPH and Village permits. The bid opening will take place on June 29. Bid results and recommendations will be presented at the Board Workshop on July 10 with the intent for Board approval at the July 24 meeting. Construction will begin on September 11, weather permitting, with substantial completion at the end of

July 2024. We have coordinated with the Village some water main work that they plan on completing within our project area.

2024 OSLAD - Rylko Park East Improvements Project:

We followed up with American Ramp about the survey results and preliminary design that developed from our skatepark community engagement meeting held on May 16. We continue to work with staff and Upland Design regarding potential site plan options and amenities. Two additional community engagement sessions have been scheduled for June 26 and July 19 and signage will be posted at the facilities and parks to encourage public attendance. We will review our proposed site plan with the Village on July 7 for any setback/variance concerns, with the intent for Board approval of the proposed site plan at the July 24 meeting. The grant application is due on August 31.

Parkchester Park:

We are waiting on the final signed 2023 OSLAD Grant paperwork before starting Design Development with Upland Design. We will start the Village review process in July and are planning to go out to bid in November. Construction will begin in April 2024, weather permitting, with potential substantial completion in the Fall of 2024.

Prairie Grove Park:

We have contracted with Hacienda Landscaping and construction will begin later this month. We are waiting on comments regarding the Village permit. A final Plat of Consolidation was presented to Lake County, but they are requesting a few revisions by the Village before it is formally approved. 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, Joe, and Mark completed the cleanup of all of the baseball dugouts and completed some fence and bleacher repairs. They also dragged all of the ball diamonds and lined the foul ball lines for the Memorial Day weekend tournaments. Matt continues to spray weeds around all of the ball diamonds.

Soccer & Sports Turf: Mark completed the weekly restriping of the soccer and flag football fields, as well as completing some minor turf repairs.

Grounds

Land Management: Dan, Nick, and Karsten continue spraying invasive plants in the woodlands and prairies.

Playgrounds: Dan and Nick continue to perform the weekly and monthly inspections along with performing some repairs and cleanup at all of the playground sites. They will be installing a new memorial bench at Mill Creek Park later this month.

Forestry: Jose and his part-time staff are completing the removal of dead bushes and trimming trees.

Landscaping: Jose and his part-time staff are cleaning up all of the planter beds around the buildings and planting new plants and flowers. They also started replanting all of the park sign beds in the District.

Turf: Rosendo and Tom continue mowing and trimming and will be helping with planting later this month.

Irrigation: Nick has been starting up the irrigation systems and performed a few minor repairs identified during the startup.

Fleet Management: Tony has been completing the scheduled maintenance on the vehicles and equipment.

Facilities

The facilities staff has transitioned into their summer schedule consisting of 4 days per week, 10 hours per day.

Aquatics Facilities: Thanks to Jerry and the facilities staff, Clint/Kyle/Andy, for getting SNP opened for the season on 5/31. The staff installed the shade canopies, serviced the pumps, installed spray nozzles on all the water features, refilled the chemical tanks, and calibrated the chemical feed pumps.

Thanks to Jerry and the Facilities Staff, Clint/Kyle/Andy, for getting the Willow Stream Pool ready for the season. They worked with a contractor to get the VFD's replaced and Clint installed a new plexiglass splash guard to protect the new VFD's from any future potential water damage. Staff serviced the pool pumps, installed a new sunshade for the top of the waterslide, pressure washed the pool deck and wading pool, refilled the chemical tanks, calibrated the chemical feed pumps, and assembled two new lifeguard chairs.

Miscellaneous Facilities: Facilities staff has been performing regular building maintenance and changed out air filters in all of the RTU's throughout the District. They were a huge help with the Alcott Room 1 demo project and disconnected all the plumbing and electric pipes, removed all of the radiators off the walls and recycled them, and moved all the shelving out of the storage closet and reinstalled it over at Emmerich. Dave and Felix repaired and painted several damaged walls at the Fitness Center. The facilities staff installed a new tankless water heater at the Nature Classroom and also installed new underground electric for the water feature in the Educational Garden.



BUFFALO
GROVE
PARK
DISTRICT



Memorandum

MEMO TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: JUNE 5, 2023

Brochure: The fall book is almost finished. We are scheduled to have the final version of the book to proof on June 12, with the book being delivered to the printer on June 19.

Fitness Center: Jennifer updated the group exercise schedule for June - August, and the aquatics classes and gymnasium schedules, and uploaded each to the website and Constant Contact.

Jennifer scheduled social media posts for 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.

Jennifer created posters, flyers and email messages notifying members of the Pride Parade and Pride Picnic taking place on Sunday, June 4 next to the Fitness Center, highlighting the parking lot changes to the entrances and exits during the events.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: June 2 - Dick's Sporting Good 20% off coupon for June 2 - 5, parking lot alert to Fitness Center members for Sunday, June 4, evening pickleball hours begin June 1, changes to Teen Fitness Orientation start June 1, join our June Fitness Challenge, personal training stretch sessions, links to the June - August group exercise schedules, online reservation system, lap pool reservations, the new aquatics classes and gymnasium schedules, enjoy the convenience of the Fitness Center app, and the Athletico ad. June 1 - Parking lot alert to Fitness Center members for Sunday, June 4 and Fitness Center hours. May 19 - Fencing Saber Camp, Fitness Center hours and group exercise holiday schedule for Memorial Day, evening pickleball hours begin June 1, changes to Teen Fitness Orientation start June 1, join our June Fitness Challenge, parking lot alert during Pride events on Sunday, June 4, 6-Pack Summer Sale on personal and reformer training packages, Meet The Trainer video highlighting Matt Seigler, personal training stretch sessions, links to the group exercise schedules, online reservation system, lap pool reservations, the aquatics classes and gymnasium schedules, enjoy the convenience of the Fitness Center app, and the Athletico ad. May 26 - 6-Pack Summer Sale on personal and reformer training packages, Fitness Center hours and group exercise holiday schedule for Memorial Day, Join our June Fitness Challenge, parking lot alert for Pride events on Sunday, June 4, links to the June - August group exercise schedules, online reservation system, lap pool reservations, the aquatics classes and gymnasium schedules, enjoy the convenience

of the Fitness Center app, and the Athletico ad. There are currently 7,184 subscribers to the Fitness Center's News and Updates e-newsletter (-40 from last month).

Pictures: Mike took pictures of the Crescendo Show Choir, Pride Picnic, and Adult Basketball. Wendy took pictures of the Preschool praying mantis release, the Preschool Police and Fire Department visits, Parks and Public Services Day, the Preschool end-of-year celebration, and the Museum Summer Weddings exhibit.

Video: Nic created videos explaining the demolition of the multipurpose room at the Alcott Center, pool safety, and a Meet The Trainer video that highlighted Matt Seigler. Jennifer met with Amanda and Nic to review what's needed for the Clubhouse hiring campaign on Snapchat that will run from July 1 - September 30.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: May 19 - Alcott Center multi-purpose room demolition begins Monday, May 22, Rick Drazner Park pickleball courts closed Monday, May 22 during color coat installation, Parks and Public Service Day, Field Game Fun, Spray 'N Play opens May 31, Pride Picnic, Bow Wow Dog Expo, and Buffalo Grove Golf Classic to support NWSRA. June 2 - Dick's Sporting Goods 20% off coupon June 2 - 5, Pride Picnic, Bow Wow Dog Expo, Willow Stream Pool opening June 7, Summer Concert Series featuring Pino Farina Band, Flag Day, Willow Stream Pool's 50th Birthday Party, and Buffalo Grove Golf Classic to support NWSRA. There are currently 4,912 subscribers to the newsletter (-4 from previous month).

TV Screens: Wendy created graphics for the TV screens for Cinderella auditions, Pride Picnic vendors wanted, skate park/inline rink input session, Bow Wow Dog Expo, Flag Day Celebration, Raupp Museum Try-It Tuesdays, Willow Stream Pool's 50th Birthday Party, Movies Under the Stars, Summer Concert Series, and Raupp Museum Walk-In Nature Crafts.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted Field Game Fun, Flag Day, the Willow Stream Pool Party, Tots in the Park, and Summer Concert Series.

Donations: Prize donations were sent to OMNI for their fundraising event.

Students: The marketing department hosted 2 students from Stevenson High School on May 30, who were interested in doing a job shadow. Mike is also working with staff from District 214 that want to place 2 students from Buffalo Grove High School that are interested in summer internships (30 hours each).

Projects: Mike is working with the staff at the Community Arts Center to redesign the Performing Arts website page. Mike is also working on redesigning the Preschool website page.

Design: Mike created flyers for the upcoming summer adult programs for the bulletin board in the senior wing.

Meetings: Mike attended the BG Days meeting with the Village staff on May 23, and the PR Council of Lake County meeting on June 2.

New Resident Welcome Packets: Wendy mailed 65 welcome packets to new residents that moved into Buffalo Grove in May.

Sponsorship: Wendy signed renewal sponsorship agreements with Ozinga (\$1,500) and Dick's Sporting Goods (\$1,500, an increase of \$500).

BG Days Sponsorship: Wendy signed an agreement with Ozinga (\$1,500) of which \$500 represents BG Days sponsorship, and an agreement with Dick's Sporting Goods (\$1,500) of which \$500 represents BG Days sponsorship. Wendy signed a renewal BG Days agreement with the Friends of the Parks Foundation (\$1,000). Wendy signed new BG Days agreements with F.H. Paschen (\$500) and Bear Construction (\$500). Wendy secured 50 cases (\$500 value) of Polar Beverage seltzer water to be sold at the beverage tent.

Website: Mike created new home page sliders for the new employee spotlight, and a paid advertisement for Dick's Sporting Goods. Internal pages that were updated include Adventure Challenge, Basketball, Board of Commissioners, Board Packets, Buffalo Grove Days, Camp, Clubhouse, Construction Projects, Employee Spotlight, Enchanted Night at the Museum, Fitness Center, Flag Football, Friends of the Parks Foundation, Holiday Shop For Kids, Huck Finn Fishing Derby, Miscellaneous Information, National Night Out, Performing Arts, Pride Picnic, Profile, Raupp Museum, Sponsorship, Staff, Summer Concert Series, Superhero and Princess Party, Transparency, and Trick or Treat Trail.

Here are some website statistics for the month of May:

	<u>May 2023</u>	<u>May 2022</u>
Total visits:	38,978	29,504
Total Page Views	74,840	63,637
Different Users	26,240	18,940
New Visits	24,426	17,204
Returning Visits	14,552	12,300
Mobile/Phone	19,981	18,034
Desktop	18,537	10,995
Tablet	460	475
Pages per Visit:	1.92	2.16
Duration of Average Visit:	1:51	2:06
How did people get to our site?		
Search Engine	11,970	10,819
Direct (typed in address)	12,771	5,390
Social Media	1,418 (-122 from last month)	1,926
Link from other website	731	1,302

Top 10 Most Visited Internal Pages

1.	Summer Camp Jobs Landing Page (Geofencing Campaign)	5,474
2.	Performing Arts	4,912
3.	Fitness Center Home Page	4,659
4.	Registration	4,453
5.	Camp	3,795
6.	Seasonal Catalog	2,794
7.	Spray 'N Play	1,835
8.	Fitness Center Group Exercise Reservations	1,730
9.	Job Opportunities	1,200
10.	Fitness Center Pool Reservations	1,191



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: DANI HOEFLE, RISK MANAGER
SUBJECT: JUNE OPERATIONS REPORT
DATE: JUNE 6, 2023

PARKS DEPARTMENT:

Dani has accepted the position of Superintendent of Parks, taking over for Randy Smith when he retires later this month. She has already started the position, shadowing Randy and learning as much as she can before his last day. Dani is excited to join the Parks Department as the first full-time female employee in the department! The transition from Risk Management is still being worked out, so Dani is maintaining much of her current responsibilities at this time.

Dani had the honor of offering Esteban Gomez, a 14-year part-time employee on the Turf Crew, a full-time position as her first official action as the new Superintendent of Parks. Dani is excited to bring Esteban on full-time and knows he will continue to be a huge asset to the Parks Department.

PROJECTS:

The Perry Weather Outdoor Warning System (OWS) installed mid-April has been serviced and is fully functional. Dani also met with the superintendents of recreation and has since added protocols for various levels of heat index. Each "policy" breach has a message/directive that the staff will receive regarding next steps in the given scenario. Dani is looking forward to seeing this used this summer with day camps, aquatics, the Parks Department and other outdoor programming.

COMMITTEES:

Dani and Lindsay Grandt led the Pride Picnic event this past weekend on Sunday, June 4. The event was a huge success with beautiful weather, a large turnout, and great entertainment, food trucks, and activities. Dani would like to thank the partnership with the Village of Buffalo Grove as the Police Department, Fire Department, MobileCom, and CERT played a huge role in helping the event run smoothly.

CLAIMS:

Dani has been busy with claims this month. Two completely separate and serious (non-Park District related) vehicle accidents took place on Lake Cook Road in the last month, and unfortunately, the Park District suffered some property damage. Other claims include the smoke damage to the CAC curtains, a new workers compensation claim, Room 1, and the

sign at Willow Stream Pool. Dani has met with an adjuster for several claims and is awaiting a response on coverage.

TRAINING:

Dani has also been busy with trainings/annual orientations this month. She held risk management new-hire orientation for several new full-time staff, then led a portion of the camp staff orientation on risk management and ALICE Training, and ended with a joint training with Jenn Foreman on aquatics risk management for both the Aquatics staff and Day Camp staff.

PDRMA:

Tim Lenac, the Park District's interim Risk Management Consultant, visited the parks on May 24. He conducted job site assessments for the Parks Department to identify concerns which could lead to injuries. The staff received great feedback including how to conduct reverse posture stretches, reminders to lift with their legs, clarified an area where additional PPE is needed, and suggested an alternative way to refuel machinery. The feedback was extremely valuable and was well received by both the full-time and brand new part-time staff he was observing. Dani is working with Tim to have Athletico come out in the next month or two to train the staff on best practices with ergonomics.