



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 OSAD 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 OSLAD 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. NVWSRA 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 outgoing 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