



Buffalo Grove Park District
WORKSHOP/REGULAR BOARD MEETING
July 24, 2023
Alcott – Room 24
7 pm

As a courtesy to all in attendance at this meeting, please turn off your cell phone or put it on vibrate. Thank you.

Workshop Agenda

- I. Call to Order
 - A. Roll Call
- II. Approval of Workshop Agenda
- III. Introduction of Guests
- IV. Finance (HW)
 - A. July Warrant 2023
 - B. June Financial Statement
 - C. June Year to Date Statement
 - D. July Refunds
 - E. Capital Project Financing 2023-25
 - F. Board Travel and Conference Expense
- V. Parks (LR)
 - A. Resolution 23-7-3 Rylko Park East OSLAD
- VI. President and Commissioners Reports
- VII. Old Business
 - A. Alcohol, Drugs and Narcotics Ordinance Update
 - B. Fires Ordinance Update
- VIII. New Business
- IX. Adjournment

Regular Board Meeting Agenda
(To Immediately Follow Workshop)

- I. Call to Order
 - A. Roll Call

- II. Pledge of Allegiance
- III. Approval of Regular Board Meeting Agenda
- IV. Introduction of Guests

- V. Approval of Minutes
 - A. Approval of June 12, 2023 Workshop Minutes
 - B. Approval of June 12, 2023 Regular Meeting Minutes

- VI. Topics from the Floor

- VII. Correspondence
 - A. Written
 - B. Verbal

- VIII. Attorney's Report

- IX. Committee Action Items
 - A. Finance (HW)
 - 1. Approval of July Warrant 2022
 - 2. Approval of June Financial Statement and June Year to Date Statement
 - 3. Board Travel and Conference Expense

 - B. Policy and Legislation (LR)
 - 1. Approval of Village and Park District Route 83 Overpass IGA
 - 2. Approval of Alcohol, Drugs and Narcotics Ordinance Update
 - 3. Approval of Fire Ordinance Update

 - C. Parks (LR)
 - 1. Approval of Willow Stream South Parking Lot Bid
 - 2. Resolution 23-7-3 Rylko Park East OSLAD Authorization

 - D. Recreation (HW)
 - 1. Approval of Clubhouse Field Trip Bus Bid

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.

- 2023/24 Parks Department Quarters AB Goals and Objectives
- Recreation Program Enrollment Statistics

X. Executive Director's Report and Department Operational Reports

XI. Old Business

XII. New Business

XIII. Executive Session for the Purpose of:

A. Imminent Litigation

B. Personnel

C. Semi-Annual Review of Executive Session Minutes

XIV. Possible Action to be taken from Closed Meeting Session

A. Resolution 23-7-4 Providing for the Destruction of Particular Verbatim Recordings of Closed Session Meetings

XV. Adjournment

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

Board Travel Conference Expenses 7-24-23 Meeting

<u>Date</u>	<u>Item</u>	<u>Name</u>	<u>Amount</u>
7/24/23	NRPA Conference Registration Dallas, TX	S. Jacobson	\$645.00
7/24/23	NRPA Conference Registration Dallas, TX	S. Cummins	\$645.00
7/24/23	NRPA Conference Registration Dallas, TX	L. Reiner	\$645.00
7/24/23	NRPA Conference Registration Dallas, TX	H. Wallace	\$645.00
	Total cost of travel, meals, conference and/or lodging:		<u><u>\$2,580.00</u></u>



BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING

RE: MIKE RYLKO PARK EAST OSLAD PROJECT

DATE: JULY 19, 2023

Action Requested:

Approve and sign the resolution and application certification for the 2023 OSLAD project for the renovation of Mike Rylko Park on the east side located at 1000 N. Buffalo Grove Rd.

Background Information:

We have been working with Upland Design on the development of the east side of Mike Rylko Park. We held our first public input meeting on June 26 at 6 pm. There were two residents that showed up to the first meeting. However, we had over 50 responses from our on-line survey. Our second public input meeting will be held on Wednesday, July 19. Once we receive comments from the second meeting, we will work with Upland and make any necessary revisions. Staff will then update the board at the next board meeting. This project is part of the three-year capital improvement plan that was presented to the board. IDNR requires the signature of the resolution and application.

Enclosed: OSLAD Resolution
OSLAD Application Certification
Mike Rylko Park East Rendering

RESOLUTION 23-7-3

Buffalo Grove Park District
Rylko Park

Resolution of Authorization

Resolution

The Buffalo Grove Park District hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending OSLAD project, Rylko Park, within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The Sponsor further acknowledges and certifies that it will comply with all terms, conditions and regulations of

- 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025);
- 2) the Illinois Grant Funds Recovery Act (30 ILCS 705);
- 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable;
- 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.);
- 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352);
- 6) the Age Discrimination Act of 1975 (P.L. 94-135);
- 7) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and
- 8) the Americans with Disabilities Act of 1990 (PL 101-336);

and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property acquired with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the Sponsor certifies to the best of its knowledge that the information provided within the attached application is true and correct.

Resolution Adoption Date: * July 24, 2023

Attested by (Name): * Scott Jacobson

Attested by (Title): * President, Board of Commissioners

Attestation Date: * July 24, 2023

OSLAD24 - Applicant Resources

By checking the box below, I acknowledge that I have read the instructions and understand the required steps to complete the Budget Template and Performance Plan Template. *

I understand

Applicant Certification

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(*The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.

Applicant Certification *

I agree

OSLAD24 - Environmental Assessment Statement & CERP Form

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001)

(*The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity. If a NOFO was not required for the award, the state agency will specify required assurances and certifications as an addendum to the application.

I agree

Acquisition Certification

For the Project Site(s) planned for development:

- Enter parcel #,
- Month and year title was transferred to local agency
- the method of acquisition for each project parcel
 - For parcels acquired within the last two years - attach a separate sheet describing the method of purchase. Give a history of negotiations and any applicable relocation assistance provided.
 - For parcels acquired more than two (2) years ago - see instructions below regarding "Acquisition Certification" portion of the form.

Parcel Acquisition History

Parcel Number	Date Acquired	Purchase Price	Acquisition Method (Negotiated Price, Condemnation, Donation)
15-29-400-019			
15-32-213-001			
15-29-400-017			

Does this development project involve land acquired more than 2 years prior to the application submittal BUT after January 2, 1971?

YES

**Buffalo Grove Park District
Rylko Park**

NO

For parcels acquired more than two (2) years ago, the local agency must certify one of the following items below:

- 1) The acquisition proceeded in accordance with the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (P.L. 91-646)
- 2) The acquisition occurred prior to January 2, 1971
- 3) At the time of acquisition or last known displacement there was no intention or plans on the part of the local agency to apply for OSLAD development grant assistance

Chief Elected Official - Name * Scott Jacobson

Chief Elected Official - Title * President, Park Board of Commissioners

Date * _____

Sign: _____

By: _____

Title: _____

Date: _____

Project Area

Bike Fix-it Station



- Multi Purpose Loop Trail - 0.25 mile**
- Connection to Park and Community Wide Trail System
 - Internal 10' Wide Loop Trail Accessible to All Park Amenities
 - Pedestrian Path Lighting



- Tennis Courts**
- 2 Full Sized Courts
 - 10' Perimeter Fencing

- Native Restoration Area**
- No Mow Native Landscape
 - Stormwater Management Area

- Picnic Area**
- 6 Picnic Tables
 - Additional 6 ADA Picnic Tables

- Skate Park Renovation and NEW Pump Track**
- May 16, 2023: 1st Community Input Meeting
 - June 26, 2023: 2nd Community Input Meeting
 - July 19, 2023: 3rd Community Input Meeting



Canvas Site Furnishing



- Dog Park**
- Small Dog Area - 0.25 acres
 - Big Dog Area - 0.70 acres
 - Care Taker Shelter and Seating Area
 - Drinking Fountain



- Parking Lot Expansion**
- Additional 67 Parking Spaces + 3 ADA
 - Parking Lot Lighting

- Pickleball Court Expansion**
- 4 Additional Courts, 8 Existing
 - Waiting Area Shelter and Seating
 - Bleachers
 - Lighting
 - Glow in the Dark Striping



- Pickleball Court Plaza
- 4 Fabric Shades
- 8 Benches

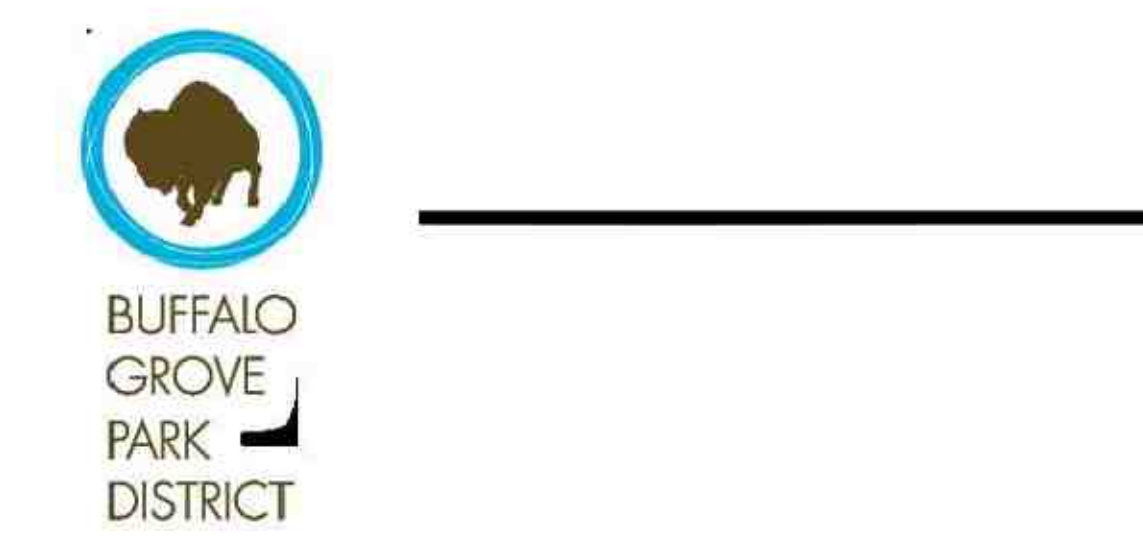
- Feature Wall**
- Basketball Court Renovation**
- 2 Full Courts



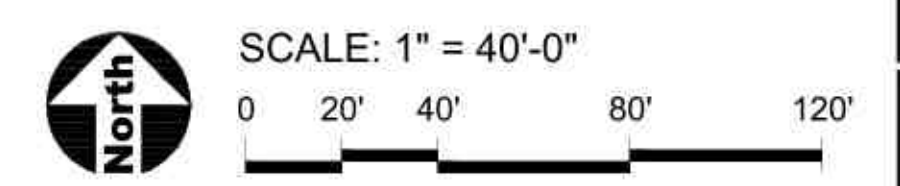
Sensory Garden And Educational Area



Turtle Boardwalk with Interpretive Signage



MASTER PLAN



uplandDesign

July 19, 2023
Copyright 2023
Upland Design Ltd
Project #1160

1.04 ALCOHOL, DRUGS AND NARCOTICS

CURRENT ORDINANCE:

1.04 ALCOHOL, DRUGS AND NARCOTICS

No person shall use or possess drugs or narcotics as defined in the Illinois Revised Statutes on Park District properties.

No person shall bring within, sell or give away, or drink alcoholic beverages at any time in the park system, unless written permission by the Board of Commissioners has been granted (except in connection with Park District sponsored activities, programs, and/or events). Notice must be given, to the Board of Commissioners, at least thirty (30) days prior to the scheduled event, and then only if proper forms, accompanied with a Village of Buffalo Grove liquor license and proof of dram shop insurance coverage, are exhibited. At no time shall beer, wine or alcoholic liquor be served to anyone below the age of 21 years, and the service shall at all times be in compliance with the laws of the State of Illinois and the ordinance of the Village of Buffalo Grove, Illinois.

No person shall be under the influence of intoxicating liquor, drugs or narcotics while in any park.

PROPOSED CHANGES:

1.04 ALCOHOL, DRUGS AND NARCOTICS

No person shall use or possess illegal drugs or narcotics ~~as defined in the Illinois Revised Statutes~~ on Park District properties.

No person shall bring within, sell, ~~or give away~~, or drink alcoholic beverages at any time in the park system, unless written permission by the Board of Commissioners has been granted. ~~(except in connection with Park District sponsored activities, programs, and/or events).~~ Notice must be given, to the Board of Commissioners, at least thirty (30) days prior to the scheduled event, and then only if proper forms, accompanied with a Village of Buffalo Grove liquor license and proof of insurance including dram shop ~~insurance~~ coverage, are exhibited.

The Park District, with applicable licensing, reserves the right to sell alcoholic beverages on Park District property during Park District sponsored activities, programs, and/or events.

Renters at the Community Arts Center who wish to have alcoholic beverage consumption during their private rental may apply do so by completing the Park District's alcohol rental request forms. In addition, they will be required to obtain a Village of Buffalo Grove and/or State of Illinois liquor license and provide proof of insurance including dram shop coverage.

At no time shall beer, wine or alcoholic liquor be served to anyone below the age of 21 years, and the service shall at all times be in compliance with the laws of the State of Illinois and the ordinance of the Village of Buffalo Grove, Illinois.

No person shall be intoxicated on Park District property. ~~under the influence of intoxicating liquor, drugs or narcotics while in any park.~~

DRAFT COPY:

1.04 ALCOHOL, DRUGS AND NARCOTICS

No person shall use or possess illegal drugs or narcotics on Park District properties.

No person shall bring within, sell, giveaway, or drink alcoholic beverages at any time in the park system, unless written permission by the Board of Commissioners has been granted. Notice must be given, to the Board of Commissioners, at least thirty (30) days prior to the scheduled event, and then only if proper forms, accompanied with a Village of Buffalo Grove liquor license and proof of insurance including dram shop coverage, are exhibited.

~~The Park District, with applicable licensing, reserves the right to sell alcoholic beverages on Park District property during Park District sponsored activities, programs, and/or events.~~

The only exception to the above is made for renters at the Community Arts Center (CAC). Renters at the Community Arts Center CAC who wish to have alcoholic beverage consumption during their private rental may apply to do so by completing the Park District's alcohol rental request forms, which do not require Board approval. In addition, they will be required to obtain a Village of Buffalo Grove and/or State of Illinois liquor license and provide proof of insurance including dram shop coverage.

~~The Park District, with applicable licensing, reserves the right to sell alcoholic beverages on Park District property during Park District sponsored activities, programs, and/or events.~~

At no time shall beer, wine or alcoholic liquor be served to anyone below the age of 21 years, and the service shall at all times be in compliance with the laws of the State of Illinois and the ordinance of the Village of Buffalo Grove, Illinois.

No person shall be intoxicated on Park District property.

CLEAN COPY:

1.04 ALCOHOL, DRUGS AND NARCOTICS

No person shall use or possess illegal drugs or narcotics on Park District properties.

No person shall bring within, sell, giveaway, or drink alcoholic beverages at any time in the park system, unless written permission by the Board of Commissioners has been granted. Notice must be given, to the Board of Commissioners, at least thirty (30) days prior to the scheduled event, and then only if proper forms, accompanied with a Village of Buffalo Grove liquor license and proof of insurance including dram shop coverage, are exhibited.

The only exception to the above is made for renters at the Community Arts Center (CAC). Renters at the CAC who wish to have alcoholic beverage consumption during their private rental may apply to do so by completing the Park District's alcohol rental request forms, which do not require Board approval. In addition, they will be required to obtain a Village of Buffalo Grove and/or State of Illinois liquor license and provide proof of insurance including dram shop coverage.

The Park District, with applicable licensing, reserves the right to sell alcoholic beverages on Park District property during Park District sponsored activities, programs, and/or events.

At no time shall beer, wine or alcoholic liquor be served to anyone below the age of 21 years, and the service shall at all times be in compliance with the laws of the State of Illinois and the ordinance of the Village of Buffalo Grove, Illinois.

No person shall be intoxicated on Park District property.

1.16 FIRES

CURRENT ORDINANCE:

1.16 FIRES

No person shall light or make use of any fire on Park District property, except such portions thereof as may be designated for such purpose, such as in a grill, and then only under such regulations as are prescribed by the Park District. No fire shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until the time it is completely extinguished. All fires must be properly and completely extinguished prior to any person leaving the site of the fire. No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of, District property or park resources, or creates a safety hazard.

PROPOSED CHANGES:

1.16 FIRES

No person shall light or make use of any fire on Park District property, ~~except such portions thereof as may be designated for such purpose, such as in a grill, and then only under such regulations as are prescribed by the Park District.~~ Bonfires or open flames of any kind are prohibited. The use of a grill is permitted in some designated areas, and then only under such regulations as are prescribed by the Park District. When use of a grill is permitted, the grill may never ~~No fire shall ever~~ be left unattended, ~~and Every fire~~ shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until the time it is completely extinguished. Grill embers ~~All fires~~ must be properly and completely extinguished prior to any person leaving the grill ~~site of the fire~~. ~~No~~ person shall throw away or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of, District property ~~or~~ park resources, or creates a safety hazard.

DRAFT COPY:

1.16 FIRES

No person shall light or make use of any fire on Park District property. Bonfires or open flame fires of any kind are prohibited. No person shall throw away or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of District property or park resources, or creates a safety hazard.

The Park District provides permanent grills in some of its parks. Individuals are permitted to use those grills. The use of a grill is permitted in some designated areas, and then only under such as long as they abide by the regulations as ~~are~~ prescribed by the Park District in this ordinance. When use of a grill is permitted, the grill may never be left unattended, and shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until the time it is completely extinguished. Grill embers must be properly and completely extinguished prior to any

person leaving the grill site. ~~No person shall throw away or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of District property or park resources, or creates a safety hazard.~~

CLEAN COPY:

1.16 FIRES

No person shall light or make use of any fire on Park District property. Bonfires or open flame fires of any kind are prohibited. No person shall throw away or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of District property or park resources, or creates a safety hazard.

The Park District provides permanent grills in some of its parks. Individuals are permitted to use those grills as long as they abide by the regulations as prescribed by the Park District in this ordinance. When use of a grill is permitted, the grill may never be left unattended, and shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until the time it is completely extinguished. Grill embers must be properly and completely extinguished prior to any person leaving the grill site.



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
Alcott Center – Room 24
June 12, 2023
6 pm

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

Staff Present: Executive 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, Superintendent of Parks Dani Hoefle, and Executive Assistant Beth Wanland.

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 6:01 pm. The roll was called and Commissioners Cummins, Jacobson Reiner and Wallace answered present.

INTRODUCTION OF GUESTS

Shannon McClure, Permanent Part-Time Clubhouse Coordinator, was in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Reiner moved to approve the Workshop Agenda, seconded by Commissioner Wallace and the motion passed with voice vote.

PRESENTATION OF RECOGNITION RESOLUTIONS

Resolution 23-6-1 Commending Randy Smith on his Retirement

President Jacobson congratulated Randy Smith on his retirement after 28 years of service to the Buffalo Grove Park District. He said Randy was unable to attend the board meeting tonight and said the following resolution will be presented to him at his retirement party:

**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.

Resolution 23-6-2 2022 Positive Acts of Safety Award Winner – Shannon McClure
President Jacobson read the following resolution:

**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.

President Jacobson said that it is amazing the Shannon is a part-time employee and takes such interest in the safety of our program participants.

FINANCE

June 2023 Warrant

There were no questions or comments on the June Warrant.

May Year to Date Statement

Director Short said two installments of the Lake County taxes have come in and we're hoping to get a third installment in about a week.

June Refunds

Director Short said the highest amounts of refunds were from people switching camps which is typical for this time of year.

Board Travel and Conference Expense

There were no questions on the Board Travel and Conference Expense.

2023/24 Quarters A&B Executive Director Work Plan

President Jacobson said he spoke with Executive Director Strojinc and suggested she tie her Work Plan into her Goals and Objectives.

Commissioner Reiner said he thought she had this in mind when she wrote her goals and objectives and said we'll see more in six months.

2022/23 Quarters A&B Department Goals and Objectives

Executive Director Strojinc said that departmental goals and objectives are for the new fiscal year Quarters A & B. She said because of the transition in the Risk Management and Parks Departments, they will be presenting their goals and objectives next month.

Park, Facility or Amenity Naming

Discussion was held on the possible naming of a park, facility or amenity. Ideas were proposed and there was board consensus to turn a plan over to staff and let them run with it. The plan will be ratified by the board at a later date.

PARKS

Administrative Staff Vehicle Bid

Director of Parks and Planning Tim Howe said they went out to public bid on a vehicle for our new Director of Recreation and Facilities. The cost for a 2023 Volkswagen Tiguan from Volkswagen of Palatine came in under budget. He said they worked with the same dealership in 2020 to purchase another administrative staff vehicle and did not have any issues.

Janitorial Services Bid

Director Zimmermann said they are recommending the board approve Eco Clean Janitorial Services, a company the Fitness Center has used in the past. The District knows and trusts the company and would like to move forward with them. He said they were not the lowest bidder and Attorney Bloomberg said he does not have a problem awarding the contract to the second lowest bidder given prior experience working with them and trust in the company.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson thanked staff for sending their love, support, and best wishes on the loss of his mother. He said he missed the last meeting but was able to have lunch with Ryan before he retired and thanked staff for sending Ryan off with a retirement party. He said he was sorry he had to miss it. He said he went to the Pride Picnic and said the parking lot was packed and it was a really well-run event. He said staff should be proud of pride.

Commissioner Reiner said he and Commissioner Wallace attended the Pride Picnic and said it was big and special. He said the whole community embraced the event, including three state senators and a state representative in attendance.

Commissioner Wallace said the Pride Picnic was the first event under Executive Director Strojinc's leadership. She said she feels like she is walking with family when she attends these events. She said

the queens at the event thanked her for providing a safe place for them to gather and perform. She said she instantly felt the gravity of that statement.

Vice President Cummins said the Pride Picnic has a regional draw. He said it showcased our District and he said staff should be commended for providing a safe and welcoming event.

OLD BUSINESS

Commissioner Reiner said he will gather the numbers that have been promised from our Springfield legislators and present to the board at the next meeting.

NEW BUSINESS

Board Vacancy Discussion

President Jacobson said the board does not have to publish the board vacancy position. He said sometimes staff or someone on the board has a referral. Attorney Bloomberg said the board only needs to name a commissioner and appoint them. Commissioner Cummins said he favors making an announcement to the community. He said he would like to take time for staff and the board to make recommendations. President Jacobson said that just because you interview four candidates, it doesn't mean you have to choose one of them. It was mentioned that Vice President Cummins received a packet about the Park District before he interviewed and the board agreed they would like to see the packet and the application form at the next board meeting.

Flag Day

President Jacobson said that next Wednesday, June 14 is Flag Day and asked commissioners to wear a red, white or blue polo to the event. Executive Director Strojinc said we will send an agenda of Flag Day to commissioners tomorrow.

ADJOURNMENT

Commissioner Cummins moved to adjourn the Board Workshop at 6:58 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully Submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
REGULAR BOARD MEETING MINUTES
Alcott Center – Room 24
June 12, 2023

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

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Director of Recreation and Facilities Joe Zimmermann, Superintendent of Communications and Marketing Mike Terson, Superintendent of Parks Dani Hoefle, and Executive Assistant Beth Wanland.

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 6:59 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF THE REGULAR BOARD MEETING AGENDA

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

APPROVAL OF MINUTES

Approval of May 8, 2023 Workshop Meeting Minutes

Commissioner Cummins moved to approve the May 8, 2023 Workshop Meeting Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of May 22, 2023 Workshop Meeting Minutes

Commissioner Wallace moved to approve the May 22, 2023 Workshop Meeting Minutes, seconded by Commissioner Cummins and the motion passed with a voice vote. President Jacobson abstained.

Approval of May 22, 2022 Annual Board Meeting Minutes

Commissioner Cummins moved to approve the May 22, 2023 Annual Board Meeting Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote. President Jacobson abstained.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Written and Verbal Correspondence

Executive Director Strojinc said that correspondence in the packet included an article from the Patch on Ryan Risinger's retirement from the Buffalo Grove Park District; an article from the Daily Herald on the demolition of Room 1 at the Alcott Center; an article in the Daily Herald on the Pride Picnic at Rylko Community Park following the Pride Parade on Sunday, June 4; and last there was a *What's Happening?* Calendar of events for the months of June and July.

ATTORNEY'S REPORT

Attorney David Bloomberg said that he planned to speak about the vacancy but it was discussed in the Board Workshop.

COMMITTEE ACTION ITEMS

Approval of Employee Recognition Resolutions

Resolution 23-6-1 Commending Randy Smith on his Retirement

Commissioner Cummins moved to approve Resolution 23-6-1 commending Randy Smith on his retirement, seconded by Commissioner Wallace and the motion passed with a voice vote. Commissioner Reiner asked that the resolution be added to the Workshop minutes.

Resolution 23-6-2 2022 Positive Acts of Safety Award Winner

Commissioner Cummins moved to approve Resolution 23-6-2 awarding Shannon McClure the 2022 Positive Acts of Safety Award, seconded by Commissioner Reiner and the motion passed with a voice vote.

Finance

Approval of June Warrant 2023

Commissioner Cummins moved to approve the June 2023 Warrant in the amount of \$1,191,772.61, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

Approval of the May 2023 Year-to-Date Statement

Commissioner Cummins moved to approve the May 2023 Year-to-Date Statement, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Administrative Staff Vehicle

Commissioner Cummins 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 seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Janitorial Services Bid

Commissioner Cummins moved to approve 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 \$46,710.00, seconded by Commissioner Wallace and the motion passed with a roll call vote.

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

Approval of the Board Travel and Conference Expense

Commissioner Cummins moved to approve the Board Travel and Conference Expense in the amount of \$242.13, seconded by Commissioner Reiner and the motion passed with a roll call vote.

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

Approval of the Consent Agenda

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

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director Strojinc gave kudos to the Uniquely Us team headed by Recreation Supervisor Lindsay Grandt and then Risk Manger Dani Hoefle who planned the Pride Picnic. She said she received a letter from concerned residents which she will address about how the event aligned with the Park District Mission, Vision and Values. She said next year Rylko Park will be under construction during the Pride event and we will need to determine where to hold that event and others. She said Dani will be taking over Randy Smith's position as Director of Parks. She said she has been spending a couple days a week at Emmerich shadowing Randy before he retires. She said they hired Part-Time employee Esteban Gomez as Park Specialist. She said they are considering moving the Risk Management position to the business office and HR Manager Scott Spitz has expressed interest in taking on the position in addition to his current position. She said we are surveying other districts on how they handle their Risk departments. She said the facility engineer position is still open. She said Parks Foreman Steve Houde is retiring at the end of September and we are working on filling his position. She said Part-Time Payroll Specialist Eliza Hollis is retiring and Janet Ventrella, who is handling accounts receivable, is taking over her payroll responsibilities.

She said we are applying for an OSLAD grant for East Rylko Park and are discussing what exactly staff and the community would like to see. She said we have set two community engagement meetings on Monday, June 26 and Wednesday, July 19, both at the Nature Classroom at 6 pm. She said discussions have been held about possibly expanding pickleball and the parking lot, and moving the dog park to this development. She said the current dog park location is problematic for us. She said there have been complaints about residents feeling an electrical current running through there and through their dogs. Commissioner Reiner asked if we would be terminating the ComEd lease at the dog park and Executive Director Strojinc said yes. Commissioner Reiner said he would like staff to evaluate other ways to use the land before we give it away.

Commissioner Cummins asked if Rylko Park East is part of the long-term parks plan or if other parks are being overlooked. He said community needs as a whole should be evaluated. Commissioner Wallace mentioned we need to keep the Cook county side of Buffalo Grove on our radar for park improvements, too.

She said Senator Morrison and Representatives Morgan and Carroll are hosting a meet-and-greet in Highland Park on June 22 and she will be attending. Commissioner Reiner suggested asking legislators for a small tax to be collected and allocated for police safety in our parks. Legislation has been passed in Springfield that allows for this cause. Executive Director Strojinc said she will be attending a webinar on the Local Government Efficiency Committee on June 27. She asked the board to email Executive Assistant Wanland if they are interested in Cinderella tickets. She asked commissioners their interest in summer golf outings. Commissioner Reiner encouraged to use these golf outings to build relationships with staff and members of the community.

DEPARTMENTAL OPERATIONAL REPORTS

Superintendent of Parks/Risk Management Dani Hoefle thanked the energy the commissioners brought to the Pride Picnic event. She thanked Director Howe for onboarding her in her new position.

Director Zimmermann said that he has been looking into a new software that measures attendance at free events in parks and facilities. He said it works on cell phone data. He learned that there were 50,000 visits to BG Days last year, Thursday through Monday. The data was broken down by day, by hour, and where visitors went after the event. The amount of data collected is limitless and can be used by the Park District when planning events in the future.

Director Howe said the demolition of Alcott is moving along well. He said we are out to bid for the Willow Stream South parking lot and the Rylko Park Amphitheater and Spray 'N Play expansion. He said he will bring these recommendations to the board next month.

OLD BUSINESS

Annual Appointments for Fiscal Year 2023/24

Treasurer

President Jacobson appointed Commissioner Wallace as Treasurer for fiscal year 2023/24.

Legal Counsel

President Jacobson appointed the law firm of Chuhak and Tecson with lead counsel of Steven Bloomberg and David Bloomberg for the fiscal year 2023/24.

Executive Director

President Jacobson appointed Erika Strojinc as Executive Director for fiscal year 2023/24.

Commissioner Reiner moved to approve the appointments made by President Jacobson for Treasurer, Legal Counsel and Executive Director of the Buffalo Grove Park District for fiscal year 2023/24, seconded by Commissioner Wallace and the motion was approved with a voice vote.

Staff Appointments for Fiscal Year 2023/24

President Jacobson made the following staff appointments for fiscal year 2023/24:

- Park Board Secretary – Erika Strojinc

- NWSRA Board Representative and Alternate –Erika Strojinc and Joe Zimmermann as the alternate
- PDRMA Representative and Alternate – Dani Hoefle and Scott Spitz as the alternate
- ADA Compliance Officer –Mike Maloney and Jessi Hersman
- FOIA Officers – Erika Strojinc, John Short, Joe Zimmermann, and Beth Wanland
- OMA Officers – Erika Strojinc, John Short, Joe Zimmermann, Tim Howe, Mike Terson, and Beth Wanland
- Assistant Treasurer - John Short
- Finance Compliance Officer – John Short
- Friends of the Parks Foundation Board Member – Erika Strojinc

Commissioner Reiner moved to approve President Jacobson’s Staff Appointments for fiscal year 2023/24, seconded by Commissioner Cummins and the motion passed with a voice vote.

President’s Liaison Appointments for Fiscal Year 2023/24

President Jacobson appointed the following liaison appointments for fiscal year 2023/24:

- Finance – Commissioner Wallace
- Personnel – Commissioner Cummins
- Policy and Legislation – Commissioner Reiner
- Recreation – Commissioner Wallace
- Public Relations – President Jacobson
- Park Development – Commissioner Reiner
- Ethics Advisor – Commissioner Reiner
- IAPD Key Contact – Commissioner Wallace
- Village Board and Planning & Zoning Commission – Commissioner Jacobson
- Friends of the Parks Foundation – Commissioner Wallace
- Environmental Action Team (EAT) – Commissioner Cummins
- BG Days – Commissioner Cummins

Commissioner Wallace moved to approve President Jacobson’s Liaison Appointments for fiscal year 2023/24, seconded by Commissioner Cummins and the motion passed with a voice vote.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADJOURNMENT

Commissioner Cummins moved to adjourn the Regular Board Meeting at 8 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



What's Happening?

July 21 -
October 1, 2023

Date	Name of Event	Description	Location	Time
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, July 21 - Saturday, July 22	Camping Under the Stars <i>Rescheduled From 7/14</i>	Overnight Campout with Friends & Neighbors	Willow Stream Park Registration Required	Friday 6 pm through Saturday 9 am
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	Outing 2	Traditions at Chevy Chase Wheeling Park District	11 am - 6 pm
Monday, July 24	Regular Board Meeting	Monthly Meeting	Alcott Center	7 pm
Tuesday, July 25	Summer Concert Series	Music by: 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 World of Nature	Rylko 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
Tuesday, August 8	Summer Concert Series	Music by: Pino Farina Band <i>Alternative Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Wednesday, August 9	SLSF/Rotary Golf Outing	Annual Golf Outing	The Arboretum Club	9:30 am - 5 pm
Monday, August 14	Joint Board & FOP Park Tour/ Regular Board Meeting	Tour Our Parks	Meet at Alcott <i>RSVP Requested</i>	4 -5:30 pm Park Tour 5:30 pm Pizza Dinner 6 pm Board Meeting
Tuesday, August 15	Summer Concert Series	Music by: Triadd <i>Classic Rock</i>	Willow Stream Park	6:30 - 8:30 pm
Saturday, August 26	Cardboard Boat Regatta	Race Your Cardboard Boat	Willow Stream Pool	12 - 2 pm <i>Registration Required</i>
Sunday, August 27	Green Fair	Visit bgeat.org for a list of collection items, exhibits and activities	Mike Rylko Community Park	8 am - 12:30 pm
Monday, August 28	IAPD Golf Outing	Outing 3	Wilmette Golf Club Wilmette Park District	12 - 7 pm
Monday, August 28	Regular Board Meeting	Monthly Meeting	Alcott Center	7 pm
August 31 - September 4	BG Days	Live Music, Carnival, Food Trucks	Mike Rylko Community Park	Visit bgdays.com for Daily Details
Saturday, September 2	Dog Show	Prizes and Raffles for BG Dogs	Mike Rylko Community Park <i>(Near the pickleball courts)</i>	10:45 am
Monday, September 11	Board Workshop	Monthly Meeting	Alcott Center	6 pm
Friday, September 15	IPRF Golf Outing	Annual Golf Outing	Hughes Creek Golf Course Elburn, IL	9:30 am - 4 pm
Friday, September 22	Huck Finn Fishing Derby	Catch Your Prize-Winning Fish!	Reiner Park	5 - 7 pm <i>Registration Required</i>
Saturday, September 23	Magic Show	Thrilling and Entertaining!	Community Arts Center	6 - 7 pm <i>Registration Required</i>
Tuesday, September 26	Regular Board Meeting	Monthly Meeting	Alcott Center	6 pm
September 29 - October 1	Kaleidoscope	BG Singers 28th Show	Community Arts Center	September 29 at 7:30 pm September 30 and October 1 at 3 pm



BUFFALO GROVE PARK DISTRICT
COMMITTEE ACTION ITEMS
July 24, 2023

I. Committee Action Items

A. Finance (HW)

1. I move to approve the July 2023 Warrant in the amount of \$4,806,891.17.
2. I move to approve the June 2023 Financial Statement and June 2023 Year to Date Statement.
3. I move to approve the Board Travel and Conference Expense in the amount of \$2,580.00.

B. Policy and Legislation (LR)

1. I move to approve the Intergovernmental Agreement between the Village of Buffalo Grove and the Park District for the Route 83 Overpass Bridge in the amount of \$75,000.00.
2. I move to approve the Alcohol, Drugs and Narcotics 1.04 Ordinance Update.
3. I move to approve the Fire 1.16 Ordinance Update.

C. Parks (LR)

1. I move to award the Willow Stream Park South Parking Lot reconstruction project to Abbey Paving and Sealcoating Company, 1949 County Line Road, Aurora, IL 60502 in the amount of \$860,787.90.
2. I move to approve Resolution 23-7-3 acknowledging and certifying sufficient Park District funds necessary to complete the pending OSLAD project within the established timeframe at Mike Rylko East Community Park.

D. Recreation (HW)

1. I move to award the 2023-24 Clubhouse Field Trip Bus Bid to Safeway Transportation, 1030 S. Milwaukee Ave., Wheeling, IL 60090 in the amount of \$399.52 per day per bus for a total of \$22,373.12.

II. Consent Agenda

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

1. 2023/24 Parks Department Quarters AB Goals and Objectives
2. Recreation Program Enrollment Statistics



BUFFALO
GROVE
PARK
DISTRICT

TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: July 19, 2023
RE: DIRECTOR'S OPERATIONS REPORT

Board Relations

Vacancy: The board vacancy has been announced and the application has opened. Currently, there are four applicants. The application process will stay open for one month. Upon closing, the board will be provided with the applications for discussion at the board meeting in August.

Community & Public Relations

BG Days: IHC (In-House Committee) had one final planning meeting this month, and all events for the festival have been finalized. In addition to booking the main stage bands, food procurement, and leading up the beverage tent, the District is also responsible for any other activities aside from the carnival. Staff have come up with some fun options and all contracts have been finalized. There will be kid's activities Saturday (12:30 – 3 pm) that includes a performer, Big Deal highlights, face painters, and an animal show. On Sunday (2:30 – 3:30 pm), there will be an adult bags tournament. Sponsorship is doing well at \$21,500 plus an additional \$3,000 out for signatures.

The Village's volunteer committee is still planning to run the parade. They have set a minimum amount of entries to run the parade, which has not yet been met. They have also decided on a parade route which will be BG Road (same as Pride Parade).

Churchill Park & Resident: Erika went out to visit the area of Churchill where there has been a lot of overgrowth. Due to a call from a resident, Tim's team was able to cut-down and bring the District's area of the property to a manageable level. The other players involved are the homeowners association and ComEd. Future planning for this site is being discussed including the removal of the District's pathway that has been shut down for years.

Friends of the Parks: Friends of the Park held their monthly meeting on Tuesday, June 18. They voted on their Best Friend Award submissions, and the awards will be presented to the winners at National Night Out. The bulk of the meeting was about their upcoming event (*A Broadway Love Story*), fee assistance support, and whether they wanted to spend down their reserves by supporting a couple projects at the Nature Classroom.

Rotary Club: Erika continues to attend Rotary when she can. At the last meeting, she presented her "Classification Talk" which was a brief presentation on her background and career. The presentation went well and was well-received by the club.

Village of Buffalo Grove: Erika attended the Joint Review Board meeting for the potential Dundee corridor TIF district. State law requires that municipalities annually convene a meeting of a Joint Review Board for the Village's Tax Increment Financing (TIF) Districts. This joint review board is made up of a representative from each of the overlapping governments that receive property taxes from a designated TIF District and one member from the public at large. The next step is to seek Village board approval as the findings of the study found enough to meet the requirements for a TIF (deterioration (83% of the buildings/land), storm water management is inadequate, and excessive vacancy (2x of the market)).

Erika has begun working with the Village on their DIA – Development Improvement Agreement and Title 16 ordinance. DIA has popped up for the first time with the Prairie Grove Park development, and has now caused a pause in the issuance of the permit (see *Planning & Projects* section for more details). At this time, Bloomberg has been consulted, and Erika hopes that she will be able to come an agreement with the Village on this issue. For future projects, DIA as a whole needs to be addressed and Erika is hoping to enter a separate agreement with the Village for future planning and development to streamline the process.

Finance

Bonds: Erika and John had a meeting with Linda Byron from Raymond James to discuss the upcoming issuance of Alternative Revenue Bonds. As a reminder, these bonds would help cover the 3-year capital projects that are planned. The timeline to get the bond offer out has begun and more information will be presented at the August workshop.

Government & Public Affairs

Efficiency Committee Webinar (IAPD): Erika attended the efficiency committee webinar presented by IAPD. IAPD has streamlined the process by providing a template and guidance on how to get through the efficiency requirement. Basics of the committee will be to meet at least 3 times, consolidate best practices into one document, and provide opportunities for future improvements. The work will be staff driven, and then the material presented will be discussed and approved by the committee. As discussed at the last board meeting, this committee will be scheduled the same day as board meetings at a 5 or 5:30 pm start time depending upon agenda. More to come on this in the future.

Legislative Meet & Greet: Erika attended a legislative meet and greet in Highland Park with Senator Morrison, Representative Carroll, and Representative Morgan. The discussion is held annually with Executive Directors from all the Park Districts and special districts within the legislature's jurisdiction. Discussions and concerns brought up at past meetings have led to bill proposals and final bills. Overall, it was a great discussion and there were some common themes shared among the group (safety, grants, and aging infrastructure).

Operations & Personnel

Parks: Dani has stepped in and hit the ground running in her new role as Superintendent of Parks. There has already been a noticeable change in the department, and Erika is excited to see where she and Tim take it from here.

Mike Maloney's last day will be July 27. Erika worked with HR to redevelop the job description and title to Planning and Development Manager. It has been posted to IPRA, traditional job sites, as well as a targeted location through the American Planning Association, Illinois chapter. Applications have started to come in, and she is hopeful to find the right candidate soon. As discussed, this new position will report directly to Erika.

Recreation: Erika continues to meet with Joe on various items. Programming is going well and camps only have a couple weeks left. Erika was able to introduce Joe to Linda Rosen and they had a nice meeting about BG Singers. The Summer Musical is upon us and Cinderella looks to be a great show.

Risk: As discussed, the risk role has been combined with HR. Scott Spitz will now be the HR and Risk Manager, and will hire a full-time supervisor to report directly to him and assist with both areas. Erika has established a weekly meeting with Scott to discuss HR and Risk issues. They will use this time as further onboarding the additional role Scott now has. There is one internal candidate for the Safety and Training Supervisor. The interview team has been created and an interview with an assignment is being designed. An interview will take place next month.

Planning & Projects

Alcott: Erika and Tim met with Matt Bickel from Wold Architects to discuss a master plan for the Alcott Center. With Room 1 being demolished, the (soon-to-be) vacant house, discussions of a gymnasium, roofing concerns, and Springfield money, Erika felt it was appropriate to get an outside group to come in and help facilitate the future direction of the facility. The meeting went very well, and since this has not been budgeted for, Matt is going to provide a proposal so a plan can be put into place. This group just completed a master plan of a facility for Deerfield Park District, and they have done work for the District at Drazner and Emmerich Parks.

Prairie Grove Park: The Prairie Grove Park project has hit a delay with the Village. They are now requesting that the District agree to a DIA. The language currently in the DIA is not something the District would agree to, nor would corporate council. Erika has had a couple meetings to discuss with the Village staff. At this time, they will not release the permit until an agreement is made on the DIA. First step is to have the District's council redline the document, send it back to the Village, and see if their council can agree to the changes. Once that can be completed, the permit will be issued. There is some history as to why DIA feels new to us, and Erika will provide further detail on that at the board meeting.

Mike Rylko Park (East): In preparation for the next OSLAD, the team hosted their second Community Input Meeting. Upland will then update (if necessary) the project proposal as paperwork for the next OSLAD is due at the end of August. In Mike's absence, Tim will make sure it gets done.

Miscellaneous

IPRA Board: Erika hosted her last meeting as Membership Council chair. The Council is being disbanded officially by the IPRA board this month, and Erika will finish out her year on the IPRA board.

NRPA Conference: NRPA Conference is right around the corner. Erika was able to secure housing finally. She was able to contract a room block with a hotel not connected to the conference. In addition, a VRBO house has been booked and a majority of the staff will be staying there. Same as last year, this saves the District money as the house is cheaper than hotel rooms.

Meetings & Events Attended:

Village Branding 1:1 with NorthStar (June 14)
Flag Day (June 14)
Rotary + SLSF Golf Classic Meeting (June 15)
Friends of the Park Meeting (June 20)
Joint Review Board Meeting - Dundee Corridor TIF (June 20)
Meet & Greet – Senator & Representatives (June 22)
Randy's Retirement Party (June 22)
Community Input Meeting (Rylko East) (June 26)
IAPD Efficiency Committee Webinar (June 27)
BG Days In-House Committee Meeting (July 6)
Churchill Onsite Meeting (July 7)
Felix's 65th Birthday Meet-up (July 12)
IPRA's Membership Council (July 12)
Full Time Staff Meeting (July 13)
BG Singers Meeting (July 14)
Friends of the Parks Foundation (July 18)
Raymond James Meeting (July 18)
DIA Discussion with Village (July 19)
Alcott Master Plan Meeting (July 19)
Community Input Meeting (Rylko East) (July 19)



BUFFALO
GROVE
PARK
DISTRICT

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: JULY OPERATIONS REPORT
DATE: JULY 19, 2023

Audit for FY 2022-23: The final field work for the audit has been completed. Thank you to Janet for gathering the information needed by the auditors. The fixed asset reporting provided by Kroll needs to be completed - John will finish this up by July 25th. Once the fixed assets are updated, the next steps are to complete the Letter of Transmittal as well as the Statistical section of the report. We plan to have the audit presented to the Board in September.

SHRM HR Conference: Scott attended the annual Society for Human Resources Professionals (SHRM) annual conference last month. Here are the highlights from his sessions:

Sex, Drugs and Videos – Random Thoughts on the Modern Office Environment

This session discussed office romances, drug use, and the use of surveillance cameras at work. The speaker pointed out that there is no law against relationships, or nepotism. It is up to the organization to decide policies. Just be consistent. For drugs, should we have narcan on site? For monitoring, cameras are not allowed in private offices. These are important topics that can come up. It's good for me to have a basis of knowledge in these areas. I did not know the specifics of where cameras can be placed. So that was good to learn.

Detecting Lies and Deception: Practical Skills for HR Professionals

This was the most interesting session I have ever been to at a conference. I have to do a lot of investigations in the course of my position at the Park District. This session was all about how to properly conduct an investigation, and, how to determine whom is the more truthful party when there are conflicting accounts. There were a lot of tips and tricks discussed. Too many to list in a brief overview. But the theme of the session was, "don't believe anything you see on TV." If someone is nervous, that doesn't mean they are lying. If someone won't maintain eye contact with you, that doesn't mean they are lying. I will use the information I learned during this session every time I have to have a difficult conversation with an employee during an investigation. This session was so popular, there was an hour wait, just to be able to be in the room!

Making Work Suck Less By Fixing Broken HR Systems

This session was an "HR Checkup" of sorts. An interesting statistic the presenters said was that 92% of

applicants that click on a job posting, do not finish applying. We have improved our system to help in that area. 60% of employers use "bossware" to spy on their employees IT usage.

"You'll find the future where people are having the most fun." Make your workplace fun, and infuse humanity. Treating employees as human beings is obviously important, and I think we do a pretty good job at that. I do think we could make strides in making the workplace more fun. I am going to start to focus on ways to do that.

IT Updates: Greg has been working on a number of items. They include:

- Greg created account access for Janet for Verizon and updated her billing access.
- The District recently completed a 30 day trial of Meraki Security Cameras and had one prior to this one with Verkada. There are a few more to consider.
- Vermont systems has work order module within RecTrac and Greg is building and testing with Chuck and TJ.



BUFFALO
GROVE
PARK
DISTRICT

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: JULY 13, 2023

RECREATION DIRECTOR'S REPORT

BG Days: The Park District had its third in-house BG Days Committee Meeting on July 6, and everything is right on track. Wendy has secured \$24,000 in sponsorship to date, while still promoting more sponsorship opportunities. The parade route has been established and now the Village is working towards getting at least 50 registrants for the parade. Amanda is working with the Village to secure a food truck for the BBQ challenge, so more festival goers can partake in the event. In addition to the live music Friday – Sunday, Mike is working to sign one to two more bands for Monday. Jimmy and Brian have created a great lineup of events and the overall schedule BG Days looks to be one of the best yet.

Event Attendance Software: The Park District has purchased a new software called Placer.ai that will assist recreation and parks staff better understand how many participants and community members are using our parks and attending our free events, including BG Days. Currently, the Park District is using it to measure our summer special events and visits in the parks.

RECREATION FACILITIES

Alcott Center

Rentals: Elizabeth continues to book rentals for the Alcott Center. There have been six bookings in the past month. She has shown rooms 10 and 11 to a few families interested in that space for birthday parties.

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

Natatorium: Camp swim lessons and the swim teams are the only programs utilizing the Natatorium. The indoor pool has been used as a backup location during the poor air quality days for camp open swim, and the swim meet.

Spray 'N Play: Spray 'N Play opened for the season on May 31. Of the 31 operational days, it was open 13 full days, 11 partial days, and closed five full days. The reasons behind the full closures included the Pride Picnic event on June 4 and low temperatures or rain. The partial closures were due to scattered storms and poor air quality. 3,310 people attended Spray 'N Play in June resulting in \$11,468 in revenue. Only June 11 parties were cancelled due to low temperatures and rain.

June Party Rentals

Ultimate Party	3
Splash Bash	3
Mini Splash Bash	1
Party Deck	8
Revenue Total	\$3,755

Willow Stream Pool: Willow Stream was scheduled to open for the season on June 12; however, due to low temperatures and rain, the pool officially opened to the public on June 17, just in time for Willow Stream's 50th birthday party, which 118 people attended. Of the 17 operational days, Willow was open for nine full days, two partial days, and closed for six full days. The closures, both full and partial, were due to low temperatures, thunderstorms, and poor air quality. A total of 1,274 people attended Willow in June resulting in \$6,675 in revenue.

Community Arts Center

Rentals: For the month of May, \$16,672.63 in revenue was brought in through rentals. Elizabeth has been working with the current renters to make sure they are all set for their upcoming rental dates.

Communication with renters for 2024 has also started, and families are very interested in the summer months. Elizabeth is currently in communication with four different renters for that time.

Fitness Center

Administration: The Fitness Center continues to be very busy this summer. June attendance was the second highest since June 2017 and only eight visits less than June 2018.

Dave and Felix continue to keep up with the building maintenance and are preparing for the pool closing in mid-August and the delivery of new exercise equipment in late August.

Chris, Dave, Jerry, Dani, and Tim are getting ideas from various companies on the front entrance carpet runners, and vestibule grate.

Group Exercise:

There was a total of 79 classes offered in the month of June; 60 live classes, 7 hybrid classes and 12 virtual classes.

Participants	June 2023	May 2023
Total #	5,766	5,393
Live #	4,860	4,392
Virtual #	906	1,001

The Fitness Center held its first Member Appreciation Evening from 4 -10 pm on June 21 , and was well received by members.

International Day of Yoga was also on June 21 . Jenay offered a variety of meditation and yoga practices (live and virtual), along with a food drive at the event.

Member and Guest Services: Guest Services staff continue to be busy with student passes and enrollments in June. Student pass revenue in June was \$24,380.

As of June 1 , parents are required to be present for all Teen Fitness Orientations (TFO's) for ages 14 – 15. Due to this recent change, 13-year-olds are no longer able to purchase student membership passes. However, 13-year-olds who were members prior to June 1 will be grandfathered in and may continue to purchase student passes.

Billing was completed June 6. There were 73 declines (some were due to expired credit cards). Revenue increased \$5,027.44 from May to June.

Personal Training: Debra and her team had \$10,107 in training sales in June.

Personal training purchased before November 2021 did not have an expiration date included in the sale. We are informing members through the newsletter that any personal training purchased before November 2021 will expire on December 31, 2023. This will allow members six months to use their purchased personal training. Tylor Schlenz and Nic Baggetto shot Tylor's personal training video on June 30.

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

Membership Type	June 2023	May 2023
Adult	751	767
Add-On	644	641
Senior	731	721
All Corporate	245	248
Veterans/HMHB	61	61
Annual Add-On	13	14
Annual Senior	20	21
Annual Adult	10	10
Student Passes	521	745

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

	June 2023	May 2023
Total Memberships <i>(Includes Freezes)</i>	2,795	2,783

June 2023 Summation:

- Active Members: 2,634
- Membership Visits: 27,242
- Personal Training Sessions: 423
- Reformer Sessions: 99
- Group Fitness Attendance: 5,766
- New Memberships: 71
- Cancellations: 167
 - Relocation: 3
 - Financial: 1
 - Different Club: 1
 - Medical: 3
 - Infrequent Use: 5
 - Other: 154 (majority canceled due to end of promotion)

June 2022 Summation:

- Active Members: 1,996
- Membership Visits: 21,175
- Personal Training Sessions: 168
- Reformer Sessions: 37
- Group Fitness Attendance: 3,481
- New Members: 79
- Cancellations: 132
 - Relocation: 17
 - Financial: 1
 - Different Club: 4
 - Home Equipment: 2
 - Medical: 8
 - Infrequent Use: 12
 - End of Promo: 63
 - Other: 25

Golf Dome

Adult Golf Lessons: Jimmy has 11 participants registered in his Adult Level 1 and Adult Level 2 classes. Those classes start on Tuesday July 11. Jimmy has also given Dani a proposal for the Village of Buffalo Grove to begin serving alcohol at the Dome.

Raupp Museum, Educational Gardens, and Nature Classroom

Museum Attendance: Total Museum attendance for June was 364 people. Walk-in attendance has continued to be consistently higher than in previous years, and this June was 27% higher than last June, well above pre-pandemic numbers. Museum staff attributes this, in part, to better SEO development since new visitors consistently mention finding out about the museum via the internet.

Museum Donations: The Museum has received a loan of early 20th-century ledgers and paperwork from a Buffalo Grove farming family. These items are being scanned into the Museum's online digital archive, which will allow the public to view them. The Museum also received a donation of two Buffalo Grove Stampede yearbooks from 2007 and 2009.

Museum Exhibits: The Museum's online exhibit/collections database site had 112 visitors who looked at 758 pages in June. The average visitor spent about 1.5 minutes on the site and looked at seven pages during that time. The number of online visitors continues to remain consistently between 90 and 130 over the past eight months.

Nature Classroom: Staff has hosted three gardening classes and a nature walk in Mike Rylko Park. Interest and knowledge of the programs and facility are growing, with an average of approximately 10 visitors/day, depending on the weather.

Phase II Educational Garden Opening: The Educational Gardens will host a Phase II Opening Party on July 29 from 1 - 3 pm. There will be a hands-on art station and a place for visitors to learn all about herbs in the garden.

School Programs: Staff hosted educational programs for 106 students in June. This included programs for students from Buffalo Grove Montessori School and Waukegan Public Schools Summer Stars.

Waukegan Students, archaeology program



Revenue Add-ons

Birthday Parties: Birthday parties have continued to be busy. Aside from Carol’s normally scheduled parties, she has accommodated several more who had to change plans when the weather did not cooperate with their scheduled party at Spray ‘N Play.

Dog Park: Dog Park Passes have generated \$5,678 in revenue for 2023– 2024, with 197 annual passes sold through the end of June. At the end of June 2022, the Park District sold 151 annual passes with revenue of \$4,083.

Outdoor Concessions: Concessions have been a roller coaster this summer. Weather and air quality have caused the pool to close more than expected; however, sales have been great when the pool is open. TJ was pleased that concession sales were over \$6,000 in only 13 days in June. His staff has done a great job this summer. One staff member worked the Willow Stream South concession stand on July 4 and rang up over \$1,200 in sales in less than three hours.

Outdoor Rentals: Jimmy currently has 30 shelter rentals and three pickleball court rentals scheduled for July.

April Revenue 2021-2022	April Revenue 2022-2023	Difference
\$1,827.50	\$915	-\$912.50

RECREATION PROGRAMMING

Adult Programs

Drawing & Painting: The first summer session will end on Wednesday, July 26. There was a total of 67 participants in the five classes that were offered. The second summer session begins on Tuesday, August 1 with 63 people registered for the five classes being offered. Three of the five classes are full and on a waitlist. Enid has switched out the paintings hanging at Alcott with new student pieces of work.

Pickleball 1, 2, 3: Originally scheduled to conclude on Tuesday June 27 but due to three weeks of rainouts, the class will finish mid-July. Jimmy has been working with his instructor weekly to schedule makeup classes and all participants have been very understanding.

Seniors: The 4th of July Party was held on July 5. There were 22 people in attendance, and they enjoyed Lou Malnati’s pizza and salad for lunch which was accompanied by a musician. The party also marked Allison Oberst’s final work day after assisting for several months while Megan was on maternity leave.

Softball: Summer softball is nearing the end of the season. Due to a few inclement weather and poor air quality days, Sean extended the season one week with the championships scheduled for July 24 and 25. Fall registration is open, and information is being distributed to interested teams.

Aquatics

Camps: All swim lessons were moved indoors to the high school to accommodate the needs of the

camps. Swim testing for new campers and retesting for returning campers occurred on the first day each camp site arrived at the pool for the second session, which began the week of July 10.

Staff Training: Summer staff in-services continue to be weekly on Fridays, 8:15 - 9:45 am for staff. The police and fire department attended the in-service on June 16 to cover the importance of the training the lifeguards go through, as well as the fire department's role in scenarios.

Staff have been audited twice this summer. The June and July audits were both overall 5-Stars, with all staff observed receiving 5-Star scanning observations. The two audit teams are shown below. A 5-Star is the highest rating given.

June Audit Team



July Audit Team



Swim Lessons: Session 3 of group lessons began on July 10. There is one more session that will start on July 24. The July session of private lessons began on July 9.

Swim Team: The summer season is just over halfway done. The Hurricanes participated in a home meet against the Des Plaines Warriors on June 21 and swam well but came up short of the win. On June 28, the Hurricanes hosted the Norridge Marlins at Buffalo Grove High School (indoors due to poor air quality). Swimmers were able to achieve their first team win of the season there. The swim meet on July 5 against the McHenry Marlins was canceled due to severe weather conditions. There are two more regular season meets scheduled on July 12 and July 19, competing against the Lincolnwood Lightning and the Arlington Heights Muskies, respectively. The end-of-season Conference Meet is scheduled for July 26 in Lincolnwood.

The Cyclones have been practicing with Hurricanes swimmers this season and have had the opportunity to swim competitively at home meets. Several Cyclones swimmers were able to compete and post successful events and times. It is rewarding to see swimmers achieving new skill levels!

Registration for tryouts for the winter swim team opened on July 10 and will take place on August 28 and 29.

Camps

Camp Connection: Session 1 ended successfully and had about 190 participants. Session 2 began on July 10, and approximately 195 participants signed up. Interest in joining is still high, as daily requests are still coming in.

On June 30, staff came together to form a plan on how to best supervise and account for all campers across a large area. Ideas included better use of radios, specific staff-to-camper ratios in play areas, and posting staff at key areas, including egress doors and hallways.

Counselor in Training Camp: 20 participants attended session one, and 23 participated in session two of the CIT Program. At the CIT Training Day (led by Keri at the beginning of each session), the CITs discussed expectations, practiced leading songs and games, received a resource binder, and role-played how to handle various situations. CIT families receive a weekly newsletter with descriptions of daily challenges and pictures of the participants in action. CITs were also given a certificate of participation for the first session of the program.



Early Childhood Camps: Early Childhood camps continue through session 2. The staff have been doing an amazing job having the younger campers participate in many fun crafts and outside activities, including daily water play for the Cricket Camp. There are 105 campers between Fireflies, Cricket, and Safety Stars for the second half of the summer.

General Day Camps: There are currently 503 children enrolled in the second session of general day camps. Elizabeth worked hard with current staff to make sure they were all set for the start of the second session on July 10. Weather continues to be a challenge this summer with many days being either cold, rainy, or having poor air quality, which affected field trips and bus schedules. The second session is underway, with many campers returning and some new campers joining. Some of the field trips that campers have gone on include Painted Penguin, Barefoot Bay, and Safari Land. Camp Family Fun night was held on July 11, and the turnout was fantastic, with participants from all BGD camps! The staff showed a lot of enthusiasm, and campers had a great time participating in the games that each site had set up.

Performing Arts Camps: The first session shows were a great success. Dance recitals, Willy Wonka Kids, Willy Wonka Jr., and Aladdin showcase took place July 5 – 7. Approximately 800 community members were able to attend to watch the campers shine. Please see below for enrollment numbers for the second session of performing arts camps.

Camp	Second Session Enrollment
Dance 1 – 3	47
Dance 4 – 8	40
Star Makers	46
Broadway Bound	120





Post-Summer Camp Field Trips: Elizabeth is working on the post-camp staffing schedule and will have that sent out to staff within the week. With that schedule, it will also be determined if we can accommodate more children from the waitlist. Field trips for post-camp will be going to Bowlero, Painted Penguin, Congo River, Enchanted Castle, and Action Territory.

Sports Camps: The first session of Sports Camp and Cycle & Surf went well. Session 2 is off to a good start with many returning campers and some new faces. Campers are enjoying the field trips. Megan was on maternity leave during pre-camp training, so she held an additional training with her staff at the beginning of session 2 to go over some details and get to know the staff better.

Clubhouse

Administration: Amanda is working on planning Clubhouse staff training, tentatively scheduled for August 9 – 11. Amanda has secured a speaker, Michael Brandwein, to present a training on August 11. Amanda has seen Michael present at many professional development sessions, and he comes highly recommended in the field. The preschool teachers will also be attending this training, and Amanda and Keri have come up with many topics for Michael to touch on. Prior to school starting, site directors will attend “meet the teacher” events in the school districts, so participants can see a familiar friendly face on their first day of Clubhouse. Amanda is also working on conducting interviews for the 2023-24 school year.

Registration: Clubhouse registration for the 2023-24 school year closed on July 7, 2023. Currently, they have 630 participants registered. Registrations will be placed on a waitlist and removed pending staffing availability.

Schedules: District 96 begins the new school year on August 17, with District 102 starting on August 22 and District 21 beginning on August 23.

Dance

Dance Academy: Summer classes are winding down and are ending on July 20. The summer master class series will continue until July 26. The fall schedule was emailed to all past participants, and Aly has received many phone calls and emails regarding returning and new student placements.

Dance Company: The final event for the 2022 - 2023 season was the BG Pride Parade. Our company dancers had a great time dancing as part of that event.



Aly accepted 64 dancers onto the company for the 2023 - 2024 season, which is an increase of 119% from last year's roster. Registration began online on July 12. Aly will, once again, bring in three guest choreographers to set 8 company routines. In addition, some of the larger groups will be setting choreography during the two weeks prior to regular classes beginning.

Winter Dance Performance: Aly is holding the first production meeting for Nutcracker to discuss the set design and concept with the director/choreographer and set designer.

Musical Arts

BG Singers: The BG Singers are now rehearsing 2-3 days per week for their 28th annual choral concert. The group is preparing their production of *Kaleidoscope*, an eclectic combination of pop

music, show tunes, and classic American standards. Lindsay and the director, Linda Rosen, have recently finished hiring instrumentalists for the show, featuring a live, six-person band. Performances for the show will be held at the Community Arts Center on September 28 - 30, 2023.

Piano Lessons: Piano lessons continue to thrive at the CAC under the instruction of Nanci Karlin. Lessons are currently at capacity, and a waitlist is active. A spring recital was held at the Community Arts Center at the end of June. Registration for the fall session will go out the last week of July.

Preschool

Administration: Keri has interviewed five applicants for the upcoming school year and is very excited to offer two applicants a position with the preschool this fall. Keri will introduce Yogiland Kids Yoga and Noggin' Builders as new contractors for preschool enrichment classes for fall and winter programming. Keri gave three tours of the facility to prospective families over the past month.

Registration: 40 participants have signed up for the Two-Year-Old Program this fall out of 40 possible spots. 24 participants have signed up for the Pre-Threes Program out of 24 possible spots. For the Three-Year-Old Program, 61 participants have signed up out of 70 possible spots. For the Four-Year-Old Program, 65 participants have signed up out of 90 possible spots. Preschool registration is 13 percent higher than this time last year. To increase enrollment in the Tuesday/Thursday program, it was determined that they will once again offer three and four-year-old registrants both Tuesday/Thursday and the Monday/Wednesday/Friday program, so that the children attend all five mornings of the week.

Productions

Broadway Buddies Accessible Theatre: Broadway Buddies staff from NWSRA and BGPD are meeting to discuss the needs and build a new intergovernmental agreement. Jessi has met with Elise Hackl and Annie Snow, the previous coordinators, to discuss the past successes and challenges to help prepare for the meeting.

Non-Musicals:

Fall Adult Non-musical 2023

Jessi is currently securing the staff for the team working on admissions. The show will take place in the black box format. Auditions are on August 12 and 13. Scott Shallenbarger will direct this piece, and there are ten people signed up to audition. Social media will be used to further gain interest this month.

Theatre for Thought 2023

Number the Stars will be performed in February, and Jessi is making offers to staff this month. The show choice features adults and children and will have a process that includes experts from the Holocaust Museum in Skokie.

Summer Musical: The cast of Rodgers & Hammerstein's Cinderella is now rehearsing four days per week in anticipation of their performances over the weekends of July 21 - 23 and 28 - 30. Tickets went on sale to the public on June 8, and at this point, 455 tickets have been sold.

2023 - 24 Children's Theater Season: Online audition sign-ups for the fall 2023 Children's Theater production of *Mean Girls, Jr.* will go live during the first week of August, with auditions scheduled for August 28 and 29. Lindsay and Jessi are in the process of hiring production staff for the upcoming season.

Special Events

Adventure Challenge: The Adventure Challenge was held on Friday, July 7, at Willow Stream Park. 23 kids registered for the event. The event started at Willow Stream Park and ended at the pool with swimming. The event included a scavenger hunt, a water balloon toss, and a mini golf course. At the pool, the last challenge consisted of kids attempting to get a hole-in-one on a floating golf green in the wading pool. Each participant received a medal upon completion.

Bow Wow Dog Expo: The Bow Wow Dog expo was held on Thursday, June 8, from 5:30 – 7 pm at the Happy Tail Dog Park. The event had a great turnout and had a total of ten vendors. The event had many different vendors, including hand-crafted leather dog collars and leashes, handmade dog pillows, and dog treats.

Craft Fair: The new application is live on the website. This year, vendors can fill out their applications online and then will receive directions for paying using our online registration system. Aly has already secured 14 vendors, and there are still three months until the event.

Flag Day: Flag Day Celebration was held on Wednesday, June 14, at Veterans Park. The event featured guest speakers, LTC Reuben Joseph and Priscilla Van Zanten. The Buffalo Grove Police Department was also in attendance with their Honor Guard. The event also included free custard from Culvers. Approximately 50 people attend the event.

Summer Concert Series: Due to weather, the concerts on June 13 and June 27 were cancelled and rescheduled for August 8 and August 15. According to the Placer data, there were around 500 people at the concert on June 27. The next concert will be held on Tuesday, July 18.

Tots in the Park: Both Tots in the Park ran on June 30 and July 7 from 10:30 – 11:15 am. The concert on June 30 featured a performance by *The Scribble Monster*, and the concert on July 7 featured a performance by *Istvan and His Imaginary Band*. The Tots in the Park averaged an attendance of 50 people at both concerts. The last Tots in the Park concert of the summer will be held on Friday, July 21, featuring *Ben Tatar*.

Theatre Programs

Acting Studio: This month, teaching assignments will be finalized, and Jessi will begin to craft the curriculum goals and select shows for showcases and material used in class.

Advanced Classes: Free summer boot camps will be offered next month to help prepare our current BG families for auditions.

Youth Programs

All Star Sports: Basketball and volleyball for the summer season is almost over. The basketball

programs had 98 children registered, and the volleyball programs had 62 children registered. Fall registration opens on July 31.

Chess Club: Summer classes began on June 12 and are running smoothly. Numbers are down slightly for summer; however, expectations are for numbers to rise again in the fall.

Computer Explorers: Animation Workshop began on July 10 and is running at maximum capacity.

Flag Football: Fall flag football registration closed on July 8 with 185 participants. Everyone who signs up after July 8 will be placed on the waitlist and added to the program if the number of coaches allows it. Practice will begin in August, and games will start on September 9.

Gymnastics: Gymnastics began on June 14. Registration for this program is strong, with three of four classes at maximum capacity, and the fourth class nearly full. This program has 38 participants.

Hands on Art: Twenty participants have signed up for Clay Creations, which exceeded the expected 18 possible spots. Friday Fun has two sections on June 30 and July 21 with both having 13 participants registered out of a possible 18 spots.

Hot Shot Sports: Hot Shot Sports is running weekly. Interest is still coming in about joining for the second session, and registrations have been made based on the size of the space used for class. Sean is working on securing a fall and winter location now that the previously used gym at Alcott is not an option. The ideal location is Cooper Middle School and discussions are being held with District 21 to arrange that.

Karate: Summer karate started on June 9. TJ spoke with Illinois Shotokan Karate Club, and all classes are running smoothly.

Lunch & Learn: 34 participants are attending Lunch & Learn this summer out of 50 possible spots. There are several families that have one child in each of the Fireflies and Cricket Camp programs that use this class to bridge the time so that they can pick up both children at the same time.

Magic Class: The latest magic class took place on June 21 and had 30 participants. Gary Kantor was happy with the class size. The next class will start on August 21.

Rock 'N' Kids: There are 55 participants registered for Rock 'N' Kids out of 60 possible spots.

Spring Soccer: Preparations for fall season have begun. The season will run from August 28 to October 28. There are nearly 200 participants registered so far. Sean is reaching out to participant guardians to secure volunteer coaches. He will also work with the parks team to reserve practice and game fields starting the week of July 17.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

BG Days

Food Vendors: Amanda has received 17 completed food vendor applications. Space was found to secure three additional food vendors, which will bring our total up to 20. Unfortunately, there is still a waitlist of seven vendors who are unable to be offered space. Amanda is also assisting the village staff with securing a food vendor for the BBQ challenge.

Professional Development

Continuing Education: Jenn attended StarGuard Elite's All-Client meeting on July 10, which covered important reminders to implement into training based on trends from the season thus far. As a chair of IPRA's Aquatics Committee, Jenn volunteered at the 28th Lifeguard Games hosted in Deerfield on July 14. One team from Buffalo Grove went to compete.



BUFFALO
GROVE
PARK
DISTRICT

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
RE: OPERATIONAL REPORT
DATE: July 18, 2023

General Parks Department

Randy Smith retired on June 23 after 28 years of service. The Grounds Crew wishes him the best of luck in his retirement and in his next chapter of life. Dani Hoeffle was shadowing Randy most of June to see the day-to-day responsibilities of the job, meet some key contractors, and LEARN! Dani is very appreciative of the time spent with Randy and is excited to make an impact on the Parks Department. She has now officially stepped in as the new Superintendent of Parks. Her first main responsibility was to meet with the foremen to develop FY 2023-2024 goals and objectives. The meetings were fantastic, and Dani is excited to bring to the Board a strong set of goals for Quarters A & B.

Dani has also been focused on onboarding Esteban Gomez to full-time status after having worked part-time for the Park District for 14 years. Dani is utilizing the onboarding document Tim Howe and Dani worked on together last year to ensure he has a strong welcome to full-time employment. Esteban is currently meeting with other full-time staff for department orientations and will begin technology/software training in July.

Dani is excited to report that the department has 13 part-time staff, including one intern. The part-time staff underwent new-hire orientation, safety training, and part-time manual training on Monday, June 19. The staff heard from Dani in regards to Risk Management, Randy and Tim in regards to general Parks Department expectations, and Tony Vraniak on Brush Chipper Safety. The foremen are also training on a daily basis, ensuring that each part-time member learns the daily job responsibilities and equipment. This training includes PPE, operations, safety concerns/solutions, and proper care for each job task or piece of equipment.

Dani is also scheduling one-on-one meetings with each member of the Grounds Crew. Dani wants to ensure that each member of the team has a chance to voice their concerns, opinions, and suggest changes. The team has been very welcoming so far, and Dani is ready to jump in with both feet.

Tim Howe assisted the Village with their America in Bloom grant. On Thursday, July 13, Tim and Tom Milas, Village Forester, took two judges through Willow Stream Park, Farrington Ditch, Mike Ryko Park, and Reiner Park. Both judges were extremely impressed by the Nature Classroom. One judge mentioned that he has done over 100 tours of different towns and has seen nothing like this! He took a ton of pictures of the facility. On Friday, July 14, Tim hosted the two judges and took them to the Raupp Museum and the Community Arts Center. The same judge was blown away by the Museum. We were scheduled for 30 minutes at the Museum and ended up spending over an hour there. He loved the wedding exhibit that was downstairs. Both judges mentioned that they loved to hear the relationship the public works and the parks department had. They said that this isn't always the case and said to continue the relationship because it will only better the community.

We had our quarterly meetings with the Village's Public Works team and Community Development team for our Quarterly projects meeting.

We are finalizing the project delivery checklist to clarify expectations at various stages of a Capital Project.

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 IGA for the completion of the cleaning, preparation, and painting of the bridge that spans over 83/McHenry Road has been included in the board packet. 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.

Capital Improvements

Alcott Center:

The face brick installation has been completed at the new exterior wall for the Clubhouse storage room. A new exit door has been installed where the entrance to Room 1 had been previously located. A new concrete curb has been poured and new asphalt has been installed to widen the drive. The remaining roofing work is in progress and a new sidewalk will be installed by the end of the month. After the sidewalk is completed, then site restoration will begin.



Community Arts Center:

Midwest Mechanical has been working on and resolving staff concerns regarding the operation of the RTU's and VAV boxes. We have placed orders for some new LED theater lighting, AV upgrades for the multi-purpose rooms, and speaker upgrades to provide call paging throughout the facility. This work will be completed at the end of December/beginning of January.

Fitness Center:

The storage shelving options for the reformer studio equipment and accessories are being refinished and will be reinstalled in the next couple of weeks. 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. Facilities staff continue to work with McDonough Mechanical on resolving some control issues with the chiller.

Golf Dome:

We worked with a contractor 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 in October.

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 are working with a contractor to install an acoustic spray system at the ceiling of the lower level gallery in September and will also be replacing the track lighting system.

Willow Stream Park/Pool:

We have received the Watershed Development and Village permits for the Willow Stream South Parking Lot reconstruction project. The bid opening took place on June 22 and we are looking for the Board to approve the contract for Abbey Paving. Construction will begin on September 11, weather permitting, with potential substantial completion in mid-November.

2023 Rylko Park Improvements Project:

The goals for the Inline Rink are to be delivered this week and the construction fencing will be removed. We are meeting with Sport Court this week to review punch list items for the rink surface and a potential maintenance agreement. At the Educational Garden, the concrete sealing is in progress and punch list items will begin to be addressed. There is a small concert scheduled on July 27 and the grand opening will be held on July 29. We will also be installing some new benches and interpretive signage within the garden area.



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 was pushed back to address contractor questions and will now take place on July 25. Bid results and recommendations will be presented at the Board Workshop on August 14 with the intent for Board approval at the August 28 meeting. Construction will begin on September 11, weather permitting, with substantial completion at the end of July 2024.

2024 OSRAD - Rylko Park East Improvements Project:

We held our first community engagement session back on June 26. We reviewed our proposed site plan with the Village on July 7 for any setback/variance concerns. We are using the information gathered from those meetings, along with a community survey, to update the potential site plan and amenities. We held the second community engagement session on July 19. The grant application is due on August 31.

Parkchester Park:

We have received the final signed 2023 OSRAD Grant paperwork and will be starting Design Development with Upland Design. We will start the Village review process in August and are planning to go out to bid in November/December. 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, but we are waiting on the Village permit. A final Plat of Consolidation has been submitted to the Village and to Lake County. 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 Crew

Athletic Fields and Courts:

The Athletics Crew, Steve Houde, Matt Raupp, Mark Bajno, and Joe Jagiello are in their busiest season with spring and summer sports. They moved all the soccer goals and garbage cans off the fields at Willow Stream Park as the spring soccer season ended. They have replaced and/or re-tied soccer nets at various sites where the District has goals, and they painted the Cricket pitch lines at Reiner Park to brighten them up.

The Athletics Crew has been maintaining ball fields, including daily dragging of the fields, as well as foul line painting, dugout and pathway clean ups, and minor turf work in the outfields. 19 sports fields, ball diamonds, and other parking lot and curb cracks have been routinely weed sprayed, and minor fence repairs at the Emmerich ball diamonds have been completed as well. BGRA had a very successful Memorial Day tournament and All-Star Weekend at Emmerich this past weekend because of their efforts!

Several tennis courts are starting to show a good amount of wear and tear. Dani will be working with the crew to conduct an agency-wide evaluation of the tennis and basketball courts to determine a long-term solution. The crew was able to do some crack filling at Veterans and Emmerich Park tennis courts this month to keep the surfacing safe but will need a big-picture solution soon. They have also replaced nets at various parks including volleyball nets at Cherbourg and Kilmer Parks and tennis and basketball nets when needed. Volleyball courts are also being maintained by periodically weed spraying where needed and raking the sand to make them smooth and playable.

Event Preparation:

The Athletics Crew was also instrumental in the Pride Picnic event, performing almost all of the set-up and take-down at Rylko Park, including paint striping the grass parking lot, laying out 90 barricades, delivering a ton of equipment, and filling water barriers to ensure traffic could not access the field where the event was being held. Shortly thereafter, they loaded up the trailers and delivered the camp totes to seven different sites all over Buffalo Grove.

In addition to Pride Picnic, the Athletics Crew has assisted in other event prep as well including swim meets at the pool, the Bow Wow event at the dog park, and moving chairs and tables to Alcott.

Park Amenities:

The Athletics Crew has also been working hard to revitalize the bocce ball courts at Drazner Park. They have replaced a few broken/rotted boards, and Steve has been working to sift the debris and moss from the court surface.

In addition, the Athletics Crew was able to power wash the shelters at Emmerich, Willow Stream, Reiner, Apple Hill, and Woodland Parks for summer use.

Land Management Crew:

Playground Maintenance:

This month, the Land Management Crew, Dan Anderson, Nick Cozzi, and Karsten Ziemann have been conducting their high-frequency playground inspections including the Skate Park, spraying weeds in woodchips playgrounds, and performing maintenance on the surfacing. Rubber repairs have been completed at Willow Stream South, Drazner, Children's, Bicentennial, Emmerich North, Kilmer, Martha Weiss, and Woodland Parks.

Natural Areas:

One of the Land Management Crew's main goals is to turn wet turfed, problem areas into more natural areas. This month they've been spot-treating invasive plants at the Parkchester Pond, the Rick Drazner detention, various areas at Rylko Park, Mill Creek, and the Willow Stream Detention. The new project this summer is installing native plant material at Wellington Park and behind the guard house at the Willow Stream Pool. The Land Management Crew also has an intern this summer, Ben, who has an interest in ecological studies. He has been working closely with Karsten, the Natural Area Technician, to gain incredible hands-on experience and knowledge for his future career.

Amenities:

The Land Management Crew also prepared and installed a memorial bench at Mill Creek Park for a family who lives nearby and had spent many days enjoying the park with their son.

Irrigation:

Unfortunately, the Land Management Crew has been facing some difficulties with the irrigation installed at various parks and facilities. They have been conducting maintenance at all locations and are having to run the irrigation manually at times. Dani will be working with the Crew to find long-term solutions.

Event Preparation:

Dan Anderson and his team were a big help during setup for the Pride Picnic by putting together all of the high-top picnic tables for the event. They then made sure Flag Day was a success by fixing all the flag poles, ensured Veterans Park was clean and presentable, and assisted Mike Pfeiffer with the overall event.

Nature Classroom:

The Land Management Crew has put in many hours to help with the recent projects at the Nature Classroom and the Educational Gardens. They have created interpretive trails, edged garden beds, weeded and mulched garden beds, and assisted Debbie and Marina with problem-solving. They have done a fantastic job with this new highlight for the Park District.

Beautification Crew:

New Employee:

The Beautification Crew, previously just Jose Soto, welcomed a new employee this month, Esteban Gomez! Esteban had been working with Rosendo Soto and Tom Hoffman in the Turf Crew where he spent several days a week doing landscaping work and learning valuable skills that will now serve him well. Jose has been onboarding Esteban with Dani's help, ensuring he is set up for success.

ID Bed Project:

One major project the Beautification Crew has embarked upon is creating uniformity in the planter beds surrounding the park identification signs (ID beds). Jose has put many hours into ensuring these high-visibility signs look really nice and welcoming. So far, he has completed the sign beds at Cambridge, Windsor Ridge, Mill Creek, Lions, Longfellow, Willow Stream South, Commons, and Cherbourg Parks. He had to halt this project late this month due to the lack of rain in order to preserve the new plants.

Landscaping:

Jose and Esteban have been trimming and mulching tree and planter beds at many different parks and facilities, including Alcott Center and Veterans Memorial. With this drought, it has been essential to get out and water every day, and the Beautification Crew is doing a great job keeping the plants hydrated.

Jose, Esteban, and their part-time staff have also been conducting shrub maintenance at Parkchester, the Dog Park, Emmerich, Willow Stream, Raupp Museum, Weidner, and Rylko. They have also removed some very dead bushes at Old Farm and top dressed and seeded the area for future use. Many residents walked by and complimented the removal!

And finally, with this dry heat, weeds are popping up everywhere. The Beautification Crew has spent a fair amount of time removing and spraying weeds from various planter beds.

Tree Work:

Unfortunately, the agency experienced some storm damage at Children's Park. A large tree branch had fallen and landed on the nearby playground. Jose and Esteban removed the branch and raised the tree to ensure safety. Thankfully, no damage was done to the playground.

Turf Crew:

Mowing:

The Turf Crew, Rosendo Soto and Tom Hoffman, have been following a three-day a week mowing schedule, followed by two-days a week in landscaping. Staff has six main fields to care for at Alcott, Emmerich, Raupp, the Dog Park, Rylko, and Willow Stream. Rosendo and Tom have been mowing, weed whacking, sidewalk edging, sidewalk blowing, debris picking, and removing dead tree branches.

Landscaping:

With the drought, staff has not had to mow as much and have been able to help Beautification with more landscaping. Rosendo and Tom removed some dead shrubs that had become an eyesore at Rylko Park near the pickleball courts and trimmed other areas that were overgrown. They did a fantastic job and the area looks fresh again. They also assisted with other areas that needed shrub maintenance and helped Jose and the Beautification Crew remove the dead shrubs at Old Farm Park. These shrubs had collected a ton of garbage and buckets full of baseballs over the years. Turf and Beautification left the area looking spotless and prepared it for grass growth.

Rosendo and Tom also conducted a safety training on the Zero-Turn Radius (ZTR) mowers for their part-time staff. These pieces of equipment have serious safety concerns if used incorrectly, so a strong training is required.

Fleet Management:

Preventative Maintenance:

With the summer season, Tony Vraniak, has been very busy with maintenance of equipment. He spends a lot of time on preventative maintenance to ensure regular and consistent availability, effectiveness, and safety of Park District machines and vehicles. He sharpened the blades of the 580 mower and performed an inspection of all zero turn radius mowers (ZTRs); he performed a monthly check-up and service on the golf carts at the Dome checking the water level and topping it off; and he installed a battery on the Wacker roller machine.

Training:

An important part of vehicle maintenance is proper communication and training. Tony does a fantastic job with this and was instrumental in the Parks part-time staff training. Tony taught the staff the essential operations of the brush chipper, warned of the serious hazards, and reviewed the importance of operating slowly and carefully. Tony also took the initiative to hold a meeting with the part-time staff and discussed items such as the importance of checking engine oil on all machines.

Repairs:

When a problem with the water truck arose, he was able to return the vehicle back to service within minutes. He also replaced the tires on the Smithco ball field groomer, added a new grader bar to the Smithco, and repaired a damaged tire on the loader.

Contractors:

Tony brought in a Caterpillar stump grinder for the staff to test out and consider for purchase. He also brought in a representative from eXmark and Arlington Power to assess and address a problem with the 144 zero turn wide mower.

Facilities

Aquatics Facilities:

Staff has been busy maintaining the Willow Stream Pool and Spray 'N Play. This has been a weird season dealing with the air quality and weather. Jerry Kolodziej met with a fencing contractor regarding adding another emergency exit gate at Willow Stream. This will be added to next year's fiscal budget.

Alcott Center:

Staff has been busy working by the Room 1 construction. They painted the wall, replaced carpet tiles, installed a new exit light and fixed some ceiling tiles.

Community Arts Center:

Kyle Moody and Andy McDowell finished installing new carpet tiles and baseboard in all of the dance studios. Jerry and Clint Poyner met with Midwest Mechanical regarding the RTU's. The new technician that Midwest has been amazing to work with. He was able to address all of the issues that have been happening since the new units were installed. Staff is really excited about the progress he has made!

Fitness Center:

Andy took two shelving units from the reformer studio back to Emmerich and he is refinishing them. Dave Anderson ordered sample carpet runners for the front vestibule and inside the building by the front counter. Dave Anderson has been working with Carrier regarding the chiller units.



BUFFALO
GROVE
PARK
DISTRICT

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
RE: JULY OPERATIONS REPORT
DATE: JULY 17, 2023

Brochure: The fall book has been printed and delivered to homes. Production of the winter book is underway, with the first content proof scheduled to be released to staff by August 7.

Fitness Center: Jennifer completed the fall Fitness Center brochure, and uploaded it to the website.

Jennifer updated the group exercise schedule for the 4th of July holiday and posted it on the website and social media, and in a Constant Contact email blast to members.

Jennifer completed updates to pool rules, and printed and laminated posters.

Jennifer created directional posters for the entrance of the Fitness Center to direct Hot Shots program participants where to enter.

Jennifer updated the graphics, while Nic captured and edited video for the Clubhouse Snapchat hiring campaign. The campaign launched July 1, and will run through September 30.

Jennifer created and scheduled social media posts for International Day of Yoga, Pickleball reservations, and the 4th of July holiday group exercise schedule and holiday hours.

Jennifer coordinated 3 video shoots with Debra and Nic of personal trainers Matt, Tylor and Ivan. All videos are complete and will be shared on social media, the website, and via Constant Contact.

Jennifer completed the new design of the Friday To Black Friday promotion campaign, scheduled to launch in mid-October. The promotion will run November 3 - 24.

Jennifer has started new promotional materials for the Mixed Up Turkey Triathlon event scheduled for November 20, and the Fall Into Fitness Sale that will launch in mid-August, and run September 1 - 29.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: June 16 - International Day of Yoga, training packages are set to expire, pickleball reservation reminders, personal training stretch sessions, links to the group exercise online reservation system, new group exercise schedule, lap pool reservations, new aquatics class schedule, new gymnasium schedule, enjoy the convenience of the Fitness Center app, and the Athletico ad. June 30 - Holiday group exercise schedule and holiday hours, training packages are set to expire, pickleball reservation reminder, links to group exercise online reservation system, group exercise schedule, lap pool reservations, aquatics class schedule, gymnasium schedule, enjoy the convenience of the Fitness Center app, and the Athletico ad. July 14 - Pool area will be closed for annual maintenance in August, training packages are set to expire, pickleball reservation reminders, Meet The Trainer featuring Tylor, links to group exercise online reservation system, group exercise schedule, lap pool reservations, aquatics class schedule, gymnasium schedule, pickleball rules, enjoy the convenience of the Fitness Center app, and the Athletico ad. There are currently 7,142 subscribers to the Fitness Center's News and Updates e-newsletter (-42 from last month).

Pictures: Mike took pictures of the Flag Day Celebration, Camp, Camp Family Fun Night, the Bow Wow Dog Expo, Concerts in the Park, and Adventure Challenge. Wendy took pictures of the Pride Picnic, Flag Day, Willow Stream Pool Birthday Party, Musical Monday, Summer Concert Series, Movies Under the Stars, and Tots in the Park.

Video: Nic finished the Clubhouse video for Snapchat, and created a Summer Concert Series video, and a second Meet the Trainer video. He has been very busy this summer gathering footage of Camp and all of the summer events.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: June 15 - Willow Stream Pool's 50th Birthday Party, Summer Concert Series featuring Members Only, International Day of Yoga, Movies Under The Stars featuring Sonic The Hedgehog, Tots In The Park featuring Scribble Monster, Adventure Challenge, and BG Days sponsorship opportunities. June 30 - Tots In The Park featuring Istvan and his Imaginary Band, Summer Concert Series featuring Yankee Cowboy, Movies Under The Stars featuring DC League of Super-Pets, Preschool registration, BG Days sponsorship opportunities, and sign up for alerts from Rainout Line. July 14 - Summer Concert Series featuring Classical Blast and Industrial Drive, Tots In The Park featuring Ben Tatar, Movies Under The Stars featuring Puss In Boots: The Last Wish, Cinderella, Cardboard Boat Regatta, Preschool registration, BG Days sponsorship opportunities, and sign up for alerts from Rainout Line. A correction was sent regarding the Cinderella July 29 show time that was erroneously listed as 3 pm when it should have been listed as 7:30 pm. There are currently 4,883 subscribers to the newsletter (-29 from last month).

TV Screens: Wendy created graphics for the TV screens for Cinderella tickets, the Museum's Summer Weddings exhibit, Adventure Challenge, Camping Under the Stars, RainOut Line, Unplugged Concert at the Educational Gardens, National Night Out, and Buffalo Grove Days.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted Movies Under the Stars, Adventure Challenge, Camping Under the Stars, National Night Out, and Cardboard Boat Regatta.

Digital Road Sign: Mike created displays for the digital sign at the Route 83 entrance of the Fitness Center to promote the Summer Concert Series, Movies Under the Stars, Willow Stream Pool Birthday Party, National Night Out, and the Village's Farmer's Market.

Donations: Prize donations were sent to Bills Football, Salt Creek Park District, IPRF, River Trails Park District, and Waukegan Park District for their fundraising events.

Students: The marketing department has been hosting 2 students from Buffalo Grove High School that are completing summer internships (30 hours each).

Training: Mike presented at the camp staff training on how to handle potential public relations issues.

Meetings: Wendy attended the Government Social Media Zoom meeting on Mastering Graphic Design for Government Agencies on June 8.

Design: Mike updated the Willow Stream Pool hours poster, and the BG Days schedule-at-a-glance flyer. He also created a flyer for Preschool, a t-shirt design for the Adventure Challenge event, a public meeting sign, a playgrounds closed for maintenance sign, and an entrance poster for Cinderella.

Projects: Mike has finished the redesign of the Preschool website page, and has re-voiced the automated greetings on our phone system, as well as have our phone provider reroute the system based on all of the staffing changes. The phone system is now current, with calls getting routed to the right people. Mike also worked with Joe and Erika on making changes to the letter that goes with our new resident welcome packets. The letter also has a QR code on it that directs people to the seasonal program guide on the website. Mike also updated the website's calendar of events to include everything for the fall season, and he installed the Perry Weather widget on the Willow Stream Pool and Spray 'N Play pages that give real-time weather information. He also installed the RainOut Line widget on various program pages, as well as the Cancellations and Closings page, which automatically show what programs and facilities have been closed or canceled for any reason.

New Resident Welcome Packets: Wendy mailed 91 welcome packets to new residents that moved into Buffalo Grove in June.

Sponsorship: Wendy signed renewal sponsorship agreements with Woodman's (\$1,500), Graber and Gyllenhaal Orthodontics (\$3,000), InVia Fertility (\$1,000), and NorthShore University HealthSystem (\$4,000). Wendy signed a new sponsorship agreement with Davey Tree Expert Company (\$750). Wendy ended the spring quarter with \$26,500 in sponsorship sales. Mike signed a renewal agreement with Nino's (\$4,000).

BG Days Sponsorship: Of Mike's signed agreement with Nino's, \$2,000 represents BG Days sponsorship. Wendy signed renewal BG Days agreements with Civiltech Engineering (\$2,500), Upland Design (\$500), and AMSCO Engineering (\$1,000). Wendy signed new BG Days agreements with Bear Family McDonald's (\$500), and Okay/West Town Bakery (\$3,000). To date, \$21,500 in sponsorship has been sold for Buffalo Grove Days.

Website: Mike created new home page sliders for the new employee spotlight, Summer Concert Series, Movies Under the Stars, Tots in the Park, National Night Out, Summer Pool Party, fall registration, Cinderella, and the public input meeting on July 19. New internal pages were created for the Clubhouse hiring campaign (landing page for external ads), Magic Show, and Mike Rylko Community Park. Internal pages that were updated include Adventure Challenge, Baseball and Softball, Basketball, BG Singers, Bid Results, Board of Commissioners, Board Meeting Calendar, Board Packets, Buffalo Grove Days, Camp, Camping Under the Stars, Cancellations, Cardboard Boat Regatta, Clubhouse, Community Arts Center, Construction Projects, Dance Instructors, Employee Spotlight, Enchanted Night at the Museum, Environmental Action Team, Fitness Center, Fitness Center Trainers, Flag Football, Green Fair, Karate, Kite Fly, Lacrosse, Movies Under the Stars, Performing Arts, Preschool, Pride Picnic, Profile, Raupp Museum, Raupp Museum Exhibits, Raupp Museum Nature Classroom and Educational Gardens, Seasonal Catalog, Soccer, Sponsorship, Spray 'N play, Staff, Summer Concert Series, Trick or Treat Trail, Willow Stream Pool, and Youth Sports.

Here are some website statistics for the month of June:

	<u>June 2023</u>	<u>June 2022</u>
Total visits:	34,207	36,549
Total Page Views	65,943	71,865
Different Users	20,679	22,895
New Visits	18,375	20,938
Returning Visits	15,832	15,611
Mobile/Phone	23,667	
15,465		9,985
6,967		
Desktop		
Tablet	555	483
Pages per Visit:	1.93	1.97
Duration of Average Visit:	1:45	1:44
How did people get to our site?		
Search Engine	12,320	13,115
Direct (typed in address)	6,467	6,697
Social Media	1,113 (-305 from last month)	2,039
Link from other website	1,123	1,787

Top 10 Most Visited Internal Pages

1.	Camp	5,079
2.	Fitness Center Home Page	4,355
3.	Spray 'N Play	3,489
4.	Willow Stream Pool	2,727
5.	Summer Concert Series	2,371
6.	Registration	2,307
7.	Seasonal Catalog	1,896
8.	Fitness Center Group Exercise Reservations	1,686
9.	Pride Picnic	1,456
10.	Fitness Center Membership	1,204



MEMO TO: PARK BOARD OF COMMISSIONERS
FROM: RYAN RISINGER, EXECUTIVE DIRECTOR
DATE: JULY 2023
RE: SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

The last review of Executive Session Minutes was held on January 23, 2023. Executive Session Minutes are required to be reviewed twice per year.

Since the last review, the following Executive Sessions Minutes have been approved:

<u>Date</u>	<u>Topics</u>
January 9, 2023	Personnel
January 23, 2023	Six-Month Review of Executive Session Minutes & Personnel
February 27, 2023	Personnel
March 27, 2023	Personnel
April 10, 2023	Personnel

It is recommended that the following Executive Session Minutes be approved for content and released for public inspection because the need for confidentiality no longer exists as to all or part of the minutes:

None

It is recommended that the following Executive Session Minutes be approved for content and remain closed for public inspection because the need for confidentiality still exists as to all or part of the minutes:

<u>Date</u>	<u>Topics</u>
January 9, 2023	Personnel
January 23, 2023	Six-Month Review of Executive Session Minutes & Personnel
February 27, 2023	Personnel
March 27, 2023	Personnel
April 10, 2023	Personnel



Buffalo Grove Park District
Resolution 23-7-4
Providing for the Destruction of Particular
Verbatim Recordings of Closed Session Meetings

WHEREAS, the Buffalo Grove Park District Board of Commissioners has maintained verbatim recordings of all closed session meetings of the Park Board as required under the Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"); and

WHEREAS, the Act allows verbatim records of closed meetings or closed sessions of open meetings ("closed session meetings") to be destroyed by the Park District without notification to, or the approval of, a records commission under the Local Records Act, no less than 18 months after the completion of the meeting recorded, but only after:

1. The Park Board approves the destruction of a particular recording; and
2. The Park Board approves minutes of the closed session meeting that meet the written minutes requirements of subsection 2.06(a) of the Act; and

WHEREAS, the Park District wishes at this time to destroy particular verbatim recordings of closed session meetings as permitted under the Act.

NOW, THEREFORE, the Park District Board of Commissioners resolves that:

Section 1: The Park Board has previously approved minutes for the following closed session meetings that meet the requirements of Subsection 2.06(a) of the Act:

Closed Meeting Session Date:

July 26, 2021

January 24, 2022

Closed Meeting Minutes Approval Date:

August 23, 2021

February 28, 2022

Section 2: The Park Board hereby authorizes the immediate destruction of all verbatim records of each closed session meeting identified in Section 1 of this Resolution and hereby directs the Park Board Secretary to destroy said verbatim recordings as soon as practical.

Section 3: This Resolution shall take effect immediately upon its passage and approval by the Park Board. All prior resolutions, motions and order in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED AT BUFFALO GROVE, ILLINOIS THIS 24th DAY OF JULY, 2023.

Erika Strojinc, Secretary
Buffalo Grove Park District
Board of Commissioners

Scott Jacobson, President
Buffalo Grove Park District
Board of Commissioners