



Buffalo Grove Park District
WORKSHOP/REGULAR BOARD MEETING
Monday, August 28, 2023
Alcott Center – Room 24
7 pm

WORKSHOP

- I. Call to Order
 - A. Roll Call

- II. Approval of the Workshop Agenda
- III. Introduction of Guests

- IV. Finance (HW))
 - A. August Warrant 2023
 - B. July 2023 Financial Statement
 - C. July 2023 Year to Date Statement
 - D. August Refunds
 - E. ORDINANCE 23-8-1 authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Buffalo Grove Park District, Lake and Cook Counties, Illinois, in an aggregate principal amount not to exceed \$8,000,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the refunding of certain outstanding obligations of the District and for the payment of the expenses incident thereto.
 - F. Ordinance 23-8-2 Disposal of Surplus Property
 - G. Wintrust Bank Resolution 23-8-2 Legal Organization to Open Account
 - H. Board Travel and Conference Expense

- V. Parks
 - A. Rylko Park Amphitheater Development and Spray 'N Play Expansion Bid Recommendation

- VI. President and Commissioner Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

REGULAR BOARD MEETING

(To Immediately Follow Workshop)

- I. Call to Order
 - A. Roll Call
- II. Pledge of Allegiance
- III. Approval of the Regular Board Meeting Agenda
- IV. Introduction of Guests
- V. Approval of Minutes
 - A. Approval of July 10, 2023 Workshop Minutes
 - B. Approval of July 10, 2023 Executive Session Minutes
 - C. Approval of July 24, 2023 Workshop Minutes
 - D. Approval of July 24, 2023 Regular Board Meeting Minutes
 - E. Approval of July 24, 2023 Executive Session 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 the August Warrant 2023
 2. Approval of 2023 July Financial Statement and Year to Date Statement
 3. Approval of Ordinance 23-8-1 authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Buffalo Grove Park District, Lake and Cook Counties, Illinois, in an aggregate principal amount not to exceed \$8,000,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the refunding of certain outstanding obligations of the District and for the payment of the expenses incident thereto.
 4. Approval of Ordinance 23-8-2 Disposal of Surplus Property
 5. Approval of Resolution 23-8-1 NWSRA 2024 Funding Assessment
 6. Approval of Wintrust Resolution 23-8-2 Legal Organization to Open Account
 7. Approval of Board Travel and Conference Expense
 - B. Policy and Legislation (LR)
 1. Approval of Board Policy Manual 8.17 Remote Meeting Attendance Policy Update
 - C. Consent Agenda

All items on the Consent Agenda are considered routine by the Park Board and will be enacted by one motion. There will be no separate discussion of these items unless a

Commissioner or resident so requests. At that time, the item will be moved and placed on the agenda under New Business.

1. 2023-24 Quarter A Executive Director Work Plan Update
 2. 2023-24 Quarter A Departmental Goals and Objectives Update
 3. Rylko Park Amphitheater Development and Spray 'N Play Expansion Bid Recommendation
-
- 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. Land Acquisition
-
- XIV. Possible Action to be taken from Closed Meeting Session
 - XV. Adjournment

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



ORDINANCE NO. 23-8-1

AN ORDINANCE authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Buffalo Grove Park District, Lake and Cook Counties, Illinois, in an aggregate principal amount not to exceed \$8,000,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the refunding of certain outstanding obligations of the District and for the payment of the expenses incident thereto.

* * *

WHEREAS, the Buffalo Grove Park District, Lake and Cook Counties, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, as supplemented and amended (the "*Park Code*"); and

WHEREAS, the Board of Park Commissioners of the District (the "*Board*") has determined that it is advisable, necessary and in the best interests of the District to provide for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Project*"); and

WHEREAS, the Board has previously authorized and there remains outstanding its General Obligation Limited Tax Debt Certificates, Series 2012, dated October 11, 2012 (the "*Prior Obligations*"); and

WHEREAS, the Board has determined that it is advisable, necessary and in the best interests of the District to refund all or a portion of the Prior Obligations (the "*Refunding*") in order to restructure the debt burden of the District; and

WHEREAS, the cost of the Project will not exceed \$6,500,000 and the cost of the Refunding will not exceed \$1,500,000, including legal, financial, bond discount, printing and publication

costs, capitalized interest and other expenses, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, such costs are expected to be paid for from the proceeds of alternate bonds authorized to be issued at this time pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Act*"); and

WHEREAS, it is necessary and for the best interests of the District that the District proceed with the Project and the Refunding and in order to raise the funds required therefor it will be necessary for the District to borrow an amount not to exceed \$6,500,000 for the Project an amount not to exceed \$1,500,000 for the Refunding and in evidence thereof to issue alternate bonds in an aggregate principal amount not to exceed \$8,000,000, all in accordance with the Act; and

WHEREAS, the revenue sources that will be pledged to the payment of the principal of and interest on the alternate bonds will be (i) property taxes and other revenues collected by the District for Recreation Fund purposes and (ii) such other funds of the District as may be lawfully available and annually appropriated for such payment; and

WHEREAS, if such revenue sources are insufficient to pay such alternate bonds, ad valorem property taxes levied upon all taxable property in the District without limitation as to rate or amount, are authorized to be extended and collected to pay the principal of and interest on such alternate bonds:

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

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this ordinance are full, true and correct and does incorporate them into this ordinance by this reference.

Section 2. Determination to Issue Bonds. It is necessary and in the best interests of the District to proceed with the Project and the Refunding in accordance with the preliminary plans and estimate of cost as described, and that for such purpose alternate bonds of the District are hereby authorized to be issued and sold from time to time in an aggregate principal amount not to exceed \$8,000,000, known as "General Obligation Park Bonds (Alternate Revenue Source)" of the District and bearing such series designation or designations as may be appropriate (the "*Bonds*").

Section 3. Publication. This ordinance, together with a notice in the statutory form, shall be published in the *Daily Herald*, the same being a newspaper of general circulation in the District, and if no petition, signed by 2,086 electors, the same being equal to the greater of (i) 7.5% of the number of registered voters in the District or (ii) 200 of those registered voters or

1.5% of those registered voters, whichever is less, asking that the issuance of the Bonds be submitted to referendum, is filed with the Secretary of the Board within thirty (30) days after the date of the publication of this ordinance and said notice, then the Bonds shall be authorized to be issued.

Section 4. Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Board may adopt additional ordinances or proceedings supplementing or amending this ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this ordinance is not exceeded and there is no material change in the Project described herein. Such additional ordinances or proceedings shall in all instances become effective immediately without publication or posting or any further act or requirement. This ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Severability. If any section, paragraph, clause or provision of this ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this ordinance.

Section 6. Repealer. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this ordinance are to the extent of such conflict hereby repealed.

ADOPTED AUGUST 28, 2023.

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

Attest:

Erika Strojinc, Secretary
Buffalo Grove Park District
Board of Park Commissioners



BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: GREG NEY, SUPERINTENDENT OF IT & FRONT DESK

RE: DISPOSAL OF COPIER EQUIPMENT

DATE: 8/23/2023

Action Requested:

Staff recommends that the Board approve the disposal of Kyocera TASKalfa 6550ci.

Background Information:

The Kyocera TASKalfa 6550ci copier has reached its life expectancy. The copier has nearly reached three million copies. The District will be using Genesis Dome, an electronics recycling partner we have used in the past to dispose of the copier.

Enclosed:

Ordinance 23-8-2 Disposal of Surplus Property



**ORDINANCE NO. 23-8-2
AUTHORIZING THE DISPOSAL OF ITEMS OF PERSONAL
PROPERTY OWNED BY THE BUFFALO GROVE PARK DISTRICT**

WHEREAS, in the opinion of at least three-fifths of the corporate authorities of the Buffalo Grove Park District that it is no longer necessary or useful to or for the best interest of the Buffalo Grove Park District to retain the following described personal property:

Item 1: Kyocera TASKalfa 6550ci, MFP. Machine #N4J2200528

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE BUFFALO GROVE PARK DISTRICT, LAKE AND COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Pursuant to 70 ILCS 1205-8-22 of the Park District Code, the Buffalo Grove Park District finds that the following described personal property:

Item 1: Kyocera TASKalfa 6550ci, MFP. Machine #N4J2200528

is no longer necessary or useful to the Buffalo Grove Park District and the best interests of the Buffalo Grove Park District will be served by its disposal in whatever manner deemed appropriate.

SECTION 2: Pursuant to 70 ILCS 1205-8-22 of the Park District Code the President is hereby, authorized and directed to sell and or dispose of the following described personal property.

Item 1: Kyocera TASKalfa 6550ci, MFP. Machine #N4J2200528

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, by at least three-fifths of all the Park District Commissioners and approval in the manner provided by law.

PASSED AND APPROVED THIS: 28TH DAY OF AUGUST, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Erika Strojinc, Secretary
Buffalo Grove Park District
Board of Commissioners

Scott Jacobson, President
Buffalo Grove Park District
Board of Commissioners

RESOLUTION OF ASSOCIATION OR ORGANIZATION

For Wintrust Financial Corporation and its affiliates, including Barrington Bank & Trust Company, N.A.; Beverly Bank & Trust Company, N.A.; Crystal Lake Bank & Trust Company, N.A.; Hinsdale Bank & Trust Company, N.A.; Lake Forest Bank & Trust Company, N.A.; Libertyville Bank & Trust Company, N.A.; Northbrook Bank & Trust Company, N.A.; Old Plank Trail Community Bank, N.A.; St Charles Bank & Trust Company, N.A.; Schaumburg Bank & Trust Company, N.A.; State Bank of The Lakes, N.A.; Town Bank N.A.; Village Bank & Trust, N.A.; Wheaton Bank & Trust Company, N.A.; Wintrust Bank, N.A.

DATE: 08/18/2023

TO: NAME AND ADDRESS OF FINANCIAL INSTITUTION MAXSAFE™ The Chicago Trust Company, N.A. 1100 Waukegan Rd Northbrook, IL, 60062	FROM: NAME AND ADDRESS OF ORGANIZATION BUFFALO GROVE PARK DISTRICT 530 BERNARD DR BUFFALO GROVE, IL, 60089-3351
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Use this Resolution of Association or Organization to open account(s), to deposit and withdraw funds, and to open and have access to Safe Deposit Boxes, as well as sign Agreements on behalf of the Association or Organization for ATM or Debit Cards, Night Depository services, Lock Box services and Cash Management.

I certify that I am duly and legally elected/appointed, qualified representative and keeper of the records ("Designated representative") of/for the legal Organization ("Organization") named above, that the following is a true and complete copy of a Resolution duly adopted by the officers of said Organization at a meeting, at which a quorum was present, and that such Resolution is still in full force and effect and has not been amended or rescinded.

IT IS RESOLVED THAT:

Pursuant to authority contained in the By-Laws of the Organization, the said officers of the Organization have duly designated Financial Institution as a depository of the funds of the Organization. By virtue of said election, the By-Laws and the afore-said designation, the following described officers referred to below as "Authorized Signer(s)" and whose names and signatures appear below, are authorized for and on behalf of the Organization to have the following indicated powers as contained in this Resolution:






- Open and maintain accounts (s);
- Make deposits to the account(s);
- Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable or belonging to the Organization by writing, stamp, or other mean permitted by this Resolution without designation of the person endorsing;
- Make withdrawals from the account(s) in any manner permitted by the account(s);
- Transfer funds from the account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Organization.
- Approve, endorse, guarantee and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft or order for the payment of money whether drawn by the Organization or anyone else and guarantee the payment of any negotiable instrument, check, draft or order for the payment of money.
- Delegate to others the authority to approve, endorse, guarantee and identify the endorsement of any payee or endorser on any negotiable instrument, check, draft or order for the payment of money and to guarantee the payment of any such negotiable instrument, check, draft or order for payment of money.
- Lease a Safe Deposit Box(es) with Financial Institution, make inspections of, deposits to and removals from box(es) and exercise all rights and be subject to all responsibilities under the Agreement.
- Enter into Night Depository Agreement with Financial Institution and exercise all rights and be subject to all responsibilities under the Agreement.
- Apply for, receive and utilize debit cards, or other access devices to exercise those powers authorized by this Resolution or other Resolutions then in effect.
- All Signers can may enter into a Treasury Management Agreement with Financial Institution, and exercise all rights and be subject to all responsibilities under the Agreement.

RESOLUTION APPLIES TO (check all that apply):

ALL ACCOUNTS SPECIFIC ACCOUNTS:

SCHEDULE I ATTACHED

ADDITIONAL SIGNER ADDENDUM ATTACHED

NAME	SIGNATURE	SIGNATURE STAMP (if applicable)
1. LAWRENCE S REINER		
2. ERIKA JANESE STROJINC		
3. STEPHEN CUMMINS		
4. SCOTT JACOBSON		
5. HETAL G WALLACE		
6.		
7.		
8.		

SIGNATURE CERTIFICATION

I certify that the foregoing are names, titles and genuine signature of the current Authorized Signers of the Organization authorized by the above Resolution.

IN WITNESS WHEREOF, I have subscribed my name as Designated Representative of the Organization on the date shown below.



DESIGNATED REPRESENTATIVE
ERIKA JANESE STROJINC

DATE

IT IS FURTHER RESOLVED AS FOLLOWS, the Organization certifies to the Financial Institution that:

- The Organization shall certify to the Financial Institution the names of the persons who are at present authorized to act on behalf of this Organization under this Resolution and shall from time to time hereafter, as changes in the personnel of said officers are made, immediately certify such changes to the Financial Institution. The Financial Institution shall be fully protected in relying on such certifications of the authorized officer and shall be indemnified and held harmless from any claims, demands, expenses, loss or damage resulting from, or growing out of, honoring the signature of any officer so certified, or refusing to honor any signature not so certified;
- Each of the Authorized Signers whose signature appears above may sign without the other(s);
- All items deposited with prior endorsements are guaranteed by the Organization;
- All items not clearly endorsed by the Organization may be returned to the Organization by the Financial Institution or, alternatively, the Financial Institution is granted a power of attorney in relation to any such item to endorse any such item on behalf of the Organization in order facilitate collection;
- Financial Institution shall have no liability for any delay in presentment or return of any negotiable instrument or other order for the payment of money, that is not properly endorsed;
- Financial Institution is directed and authorized to act upon and honor any withdrawal or transfer instructions issued and to honor, pay and charge to any depository account or accounts of the Organization, all checks or orders for the payment of money so drawn when signed consistent with this Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the check or the order for the payment of the money involved, whether such checks or orders for the payment of money payable to the order of, or endorsed or negotiated by any one or more of the Authorized Signers signing them or such party in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation of any one or more Authorized Signers signing them or of any other such party or not;
- Financial Institution shall be indemnified for any claims, expenses or losses resulting in honoring of any signature certified or refusing to honor any signature not so certified; and
- Notwithstanding any modification or termination of the power of any Authorized Signer of the Organization, this Resolution shall remain in full force and bind the Organization and its legal representatives, successors, assignees, receivers, trustees or assigns until written notice to the contrary signed by, or on behalf of, the Organization shall have been received by the Financial Institution, and that receipt of such notice shall not affect any action taken by the Financial Institution prior to receipt of such notice in reliance on this Resolution.

Board Travel Conference Expenses 8-28-23 Meeting

<u>Date</u>	<u>Item</u>	<u>Name</u>	<u>Amount</u>
8/28/23	NRPA Conference Travel Dallas, TX	S. Jacobson	\$536.80
8/28/23	NRPA Conference Travel Dallas, TX	S. Cummins	\$627.80
8/28/23	NRPA Conference Hotel Deposit Dallas, TX	S. Jacobson S. Cummins L. Reiner H. Wallace	\$1,981.80
	Total cost of travel, meals, conference and/or lodging:		<u><u>\$3,146.40</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 RYKO AMPITHEATER PROJECT AND SPRAY 'N PLAY EXPANSION
DATE: AUGUST 23, 2023

Action Requested:

Staff is recommending that the Board reject all bids on the 2023 Rylko Park Amphitheater Project.

Background Information:

The Mike Rylko Amphitheater project started in 2021. In order for it to come into fruition, however, securing alternative funding sources was a goal. Thankfully, we were able to obtain a few significant ones through our state elected officials, Senator Adriane Johnson and Representative Daniel Didech, as well as the Village of Buffalo Grove. The remaining costs were going to be absorbed by the Park District through alternative revenue bonds, which were also earmarked to help the District jump start on future infrastructure projects as outlined in the three-year capital plan.

Once it became a reality, staff was tasked with creating a master plan for the site. They looked at the current amenities to determine the best options for this project. The current playground is past its life cycle and located in a problematic location since softball plays on the other side of the path. The Spray 'N Play is in high demand during the summer months and expansion has always been a topic to maximize profitability. These reasons, and the desire to have a permanent amphitheater and event shelter, led us to a final project which included an amphitheater, shelter, pathways, Spray 'N Play (SNP) expansion, a new (SNP) office and concessions stand, and new playground.

The District initially made bids available to the public on June 8, 2023. We hosted a pre-bid meeting on June 13 in which four general contractors attended. The bids were initially set to open on June 29, 2023, however, due to amount of requests for clarifications and questions that Upland Design and Legat Architects received, we needed to issue an Addenda 1 which pushed the bid opening to July 18. We ended up having three more addenda's issued that ultimately pushed the bid opening to the end of July.

The bid was opened electronically on July 25, 2023 around 10:01 am. Four general contractors submitted bids. Enclosed is the bid tabulation.

General Contractor	Base Bid Amount
Schaefges	\$7,305,013.33
Stuckey Construction	\$7,571,485.17
W.E. O'Neil	\$7,859,171.62
Construction Inc.	\$8,579,995.96

Budget Information & Recommendation:

The original scope of the overall project changed over the course of the past year. In May 2022, the estimated total cost was around \$5.2M, which is significantly lower than the return bid totals received in July 2023. The approved budget for this project was a part of the adopted 3-year capital plan presented to the Board with the budget this past April and was around \$6.1M.

Through discussions with Upland, reasons for this significant increase included increase costs in construction (material, labor, time) and components, finishes, and other items added to this project as the planning and design phases moved along without cost estimates being reconsidered. Due to this being well over budget and the fact that items were added without proper cost evaluations, staff is recommending that we reject all bids. This will give us the opportunity to go back to Upland Design and Legat Architects to work on cost savings approaches to not only help lower costs, but get us better aligned with the original intent of this project and our needs.

Enclosed: Bid Tabulation

BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
1	Site Preparation, Removals, Earthwork, Topsoil Stripping and Placement, Topsoil Respread, & Clay Excavation and Embankment	1	LS	\$ 3,124,757.00	\$ 3,124,757.00	\$ 568,000.00	\$ 568,000.00	\$ 823,386.85	\$ 823,386.85	\$ 600,000.00	\$ 600,000.00
2	Layout & As-Built Survey	1	L.S.	\$ 25,000.00	\$ 25,000.00	\$ 32,000.00	\$ 32,000.00	\$ 11,954.80	\$ 11,954.80	\$ 15,000.00	\$ 15,000.00
3	Allowance - General Project Allowance (to be Preapproved by Owner)	1	LS	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
4	Allowance - Cast-In-Place Concrete (to be Preapproved by Owner)	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5	Allowance - Structural Steel Framing (to be Preapproved by Owner)	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
6	Allowance - Door Hardware (to be Preapproved by Owner)	1	LS	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00	\$ 85,000.00
7	Allowance - Signage (to be Preapproved by Owner)	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
8	Allowance - Inspecting and Testing (to be Preapproved by Owner)	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
9	Allowance - Concrete Testing (to be Preapproved by Owner)	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
10	Allowance - HVAC Testing, Adjusting, and Balancing (to be Preapproved by Owner)	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
11	Allowance-Purchase & Delivery of Container items (Preapproved by Owner)	1	LS	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
12	Allowance - Removal and Haul off of Unsuitable Material, Supply and Install of Porous Granular Embankment (to be Preapproved by Owner)	150	CY	\$ 106.00	\$ 15,900.00	\$ 115.00	\$ 17,250.00	\$ 110.00	\$ 16,500.00	\$ 150.00	\$ 22,500.00
13	1' Depth Porous Soil Mix at Detention Basin	1	LS	\$ 23,500.00	\$ 23,500.00	\$ 25,000.00	\$ 25,000.00	\$ 28,737.50	\$ 28,737.50	\$ 25,000.00	\$ 25,000.00
14	Silt Fence	1550	LF	\$ 3.50	\$ 5,425.00	\$ 3.50	\$ 5,425.00	\$ 6.90	\$ 10,695.00	\$ 5.00	\$ 7,750.00
15	Inlet Protection	12	EA	\$ 200.00	\$ 2,400.00	\$ 209.00	\$ 2,508.00	\$ 344.85	\$ 4,138.20	\$ 200.00	\$ 2,400.00
16	Construction Entrance	1	EA	\$ 4,100.00	\$ 4,100.00	\$ 4,381.00	\$ 4,381.00	\$ 8,391.35	\$ 8,391.35	\$ 6,000.00	\$ 6,000.00
17	Concrete Washout	1	EA	\$ 650.00	\$ 650.00	\$ 2,700.00	\$ 2,700.00	\$ 3,448.50	\$ 3,448.50	\$ 3,000.00	\$ 3,000.00
18	Rip Rap	6	CY	\$ 400.00	\$ 2,400.00	\$ 417.00	\$ 2,502.00	\$ 4,310.63	\$ 25,863.78	\$ 400.00	\$ 2,400.00

BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
BUILDINGS					\$ -		\$ -		\$ -		\$ -
19	Amphitheater Building, complete	1	LS	\$ 1,000,000.00	\$ 1,000,000.00	\$ 3,200,000.00	\$ 3,200,000.00	\$ 2,869,868.14	\$ 2,869,868.14	\$ 3,260,700.00	\$ 3,260,700.00
20	Container Buildings, complete	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 260,000.00	\$ 260,000.00	\$ 300,596.55	\$ 300,596.55	\$ 1,022,900.00	\$ 1,022,900.00
21	Spray N Play Building Renovation, complete	1	LS	\$ 60,000.00	\$ 60,000.00	\$ 650,000.00	\$ 650,000.00	\$ 281,578.07	\$ 281,578.07	\$ 716,350.00	\$ 716,350.00
SHADE STRUCTURES							\$ -		\$ -		\$ -
22	3-Tier Metal Shelter	1	LS	\$ 260,000.00	\$ 260,000.00	\$ 285,000.00	\$ 285,000.00	\$ 262,844.67	\$ 262,844.67	\$ 325,000.00	\$ 325,000.00
23	Fabric Shade at Spray N' Play	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00	\$ 65,811.17	\$ 65,811.17	\$ 20,000.00	\$ 20,000.00
24	Relocate Existing Shade Structure including New Footings	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 21,000.00	\$ 21,000.00	\$ 11,397.29	\$ 11,397.29	\$ 25,000.00	\$ 25,000.00
SITE IMPROVEMENTS							\$ -		\$ -		\$ -
25	Asphalt Paving - Trail	1576	SY	\$ 35.00	\$ 55,160.00	\$ 43.50	\$ 68,556.00	\$ 41.96	\$ 66,128.96	\$ 38.00	\$ 59,888.00
26	Asphalt Paving - Vehicular	679	SY	\$ 40.00	\$ 27,173.33	\$ 44.00	\$ 29,890.67	\$ 55.18	\$ 37,485.61	\$ 48.00	\$ 32,608.00
27	Concrete Paving	26783	SF	\$ 9.00	\$ 241,047.00	\$ 11.50	\$ 308,004.50	\$ 17.96	\$ 481,022.68	\$ 13.00	\$ 348,179.00
28	Heavy Duty Concrete Paving	834	SF	\$ 12.00	\$ 10,008.00	\$ 16.00	\$ 13,344.00	\$ 33.34	\$ 27,805.56	\$ 23.00	\$ 19,182.00
29	Flush Concrete Curb at Parking	641	LF	\$ 50.00	\$ 32,050.00	\$ 45.00	\$ 28,845.00	\$ 100.01	\$ 64,106.41	\$ 65.00	\$ 41,665.00
30	Flush Concrete Curb	476	LF	\$ 48.00	\$ 22,848.00	\$ 36.00	\$ 17,136.00	\$ 82.76	\$ 39,393.76	\$ 40.00	\$ 19,040.00
31	Curb at Asphalt	58	LF	\$ 48.00	\$ 2,784.00	\$ 44.00	\$ 2,552.00	\$ 134.49	\$ 7,800.42	\$ 45.00	\$ 2,610.00
32	Permeable Pavers	927	SF	\$ 24.00	\$ 22,248.00	\$ 31.00	\$ 28,737.00	\$ 32.84	\$ 30,442.68	\$ 35.00	\$ 32,445.00
33	Grasspave2	6021	SF	\$ 8.00	\$ 48,168.00	\$ 10.00	\$ 60,210.00	\$ 8.45	\$ 50,877.45	\$ 20.76	\$ 124,995.96
34	Cast in Place Seatwall with Cap including Tapered Edge at Amphitheater	98	LF	\$ 700.00	\$ 68,600.00	\$ 499.00	\$ 48,902.00	\$ 504.63	\$ 49,453.74	\$ 300.00	\$ 29,400.00
35	Cast in Place Seatwall with Cap at Plaza	124	LF	\$ 700.00	\$ 86,800.00	\$ 499.00	\$ 61,876.00	\$ 504.63	\$ 62,574.12	\$ 340.00	\$ 42,160.00
36	Cast in Place Retaining Wall at Spray N' Play	474	LF	\$ 700.00	\$ 331,800.00	\$ 187.00	\$ 88,638.00	\$ 260.94	\$ 123,685.56	\$ 265.00	\$ 125,610.00
37	Concrete Stairs with Prefinished Handrails at Spray N' Play	1	LS	\$ 9,000.00	\$ 9,000.00	\$ 17,531.00	\$ 17,531.00	\$ 25,728.11	\$ 25,728.11	\$ 2,500.00	\$ 2,500.00
38	Concrete Stairs with Prefinished Handrails at Ampitheater	1	LS	\$ 9,000.00	\$ 9,000.00	\$ 18,382.00	\$ 18,382.00	\$ 24,277.44	\$ 24,277.44	\$ 2,000.00	\$ 2,000.00
39	Prefinished Handrails at Ramp	152	LF	\$ 40.00	\$ 6,080.00	\$ 400.00	\$ 60,800.00	\$ 400.94	\$ 60,942.88	\$ 225.00	\$ 34,200.00

BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
40	4' Ornamental Aluminum Fence including Fence Extension at Wall	87	LF	\$ 85.00	\$ 7,395.00	\$ 87.00	\$ 7,569.00	\$ 91.96	\$ 8,000.52	\$ 135.00	\$ 11,745.00
41	6' Ornamental Aluminum Fence	510	LF	\$ 105.00	\$ 53,550.00	\$ 109.00	\$ 55,590.00	\$ 116.10	\$ 59,211.00	\$ 155.00	\$ 79,050.00
42	6' Ornamental Aluminum Fence - Removeable Section	10	LF	\$ 130.00	\$ 1,300.00	\$ 134.00	\$ 1,340.00	\$ 142.54	\$ 1,425.40	\$ 565.00	\$ 5,650.00
43	Ornamental Single Swing Gate with Panic Bar	3	EA	\$ 4,000.00	\$ 12,000.00	\$ 4,266.00	\$ 12,798.00	\$ 4,540.53	\$ 13,621.59	\$ 5,000.00	\$ 15,000.00
44	Ornamental Double Swing Gate	4	EA	\$ 3,500.00	\$ 14,000.00	\$ 3,743.00	\$ 14,972.00	\$ 3,983.02	\$ 15,932.08	\$ 5,000.00	\$ 20,000.00
45	Ornamental Double Swing Gate with Panic Bar	1	EA	\$ 7,700.00	\$ 7,700.00	\$ 8,014.00	\$ 8,014.00	\$ 8,529.29	\$ 8,529.29	\$ 6,000.00	\$ 6,000.00
SITE ELECTRICAL					\$ -		\$ -		\$ -		\$ -
46	Light Fixtures and GFCIs at 3-Tier Metal Shelter including Electrical Connections and Wiring	1	LS	\$ 55,000.00	\$ 55,000.00	\$ 34,500.00	\$ 34,500.00	\$ 28,138.61	\$ 28,138.61	\$ 75,000.00	\$ 75,000.00
47	Light Fixtures at Seatwall including Electrical Connections and Wiring	1	LS	\$ 84,000.00	\$ 84,000.00	\$ 65,000.00	\$ 65,000.00	\$ 25,656.84	\$ 25,656.84	\$ 50,000.00	\$ 50,000.00
48	Pedestrian Light Poles including Electrical Connections and Wiring	13	EA	\$ 10,900.00	\$ 141,700.00	\$ 5,400.00	\$ 70,200.00	\$ 6,515.01	\$ 84,695.13	\$ 30,000.00	\$ 390,000.00
	Building Electrical Work	related Building Bid Item		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
	Splash Pad Electrical Work (Grounding and Control Wiring)	h Splash Pad Bid Item		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -
SITE UTILITIES									\$ -		\$ -
49	6" Sanitary Sewer PVC	20	LF	\$ 250.00	\$ 5,000.00	\$ 261.00	\$ 5,220.00	\$ 136.79	\$ 2,735.80	\$ 250.00	\$ 5,000.00
50	8" Sanitary Sewer PVC	282	LF	\$ 95.00	\$ 26,790.00	\$ 92.00	\$ 25,944.00	\$ 152.72	\$ 43,067.04	\$ 95.00	\$ 26,790.00
51	48" Diameter Manhole	2	EA	\$ 6,000.00	\$ 12,000.00	\$ 5,960.00	\$ 11,920.00	\$ 5,598.07	\$ 11,196.14	\$ 6,000.00	\$ 12,000.00
52	Core and Connect to Existing Sanitary Manhole	1	EA	\$ 7,000.00	\$ 7,000.00	\$ 6,879.00	\$ 6,879.00	\$ 15,334.33	\$ 15,334.33	\$ 7,000.00	\$ 7,000.00
53	Trench Backfill	1	LS	800	800	\$ 790.00	\$ 790.00	\$ 18,081.64	\$ 18,081.64	\$ 728.00	\$ 728.00
54	4" Underdrain Perforated HDPE	535	LF	30	\$16,050.00	\$ 28.00	\$ 14,980.00	\$ 45.98	\$ 24,599.30	\$ 30.00	\$ 16,050.00
55	8" Storm Sewer PVC, SDR 26	25	LF	\$ 90.00	\$ 2,250.00	\$ 90.00	\$ 2,250.00	\$ 137.94	\$ 3,448.50	\$ 90.00	\$ 2,250.00
56	10" Storm Sewer PVC	150	LF	\$ 65.00	\$ 9,750.00	\$ 64.00	\$ 9,600.00	\$ 151.73	\$ 22,759.50	\$ 65.00	\$ 9,750.00
57	12" Storm Sewer RCP	185	LF	\$ 55.00	\$ 10,175.00	\$ 53.00	\$ 9,805.00	\$ 110.35	\$ 20,414.75	\$ 55.00	\$ 10,175.00
58	12" Storm Sewer DIP	120	LF	\$ 115.00	\$ 13,800.00	\$ 117.00	\$ 14,040.00	\$ 210.60	\$ 25,272.00	\$ 120.00	\$ 14,400.00
59	21" Storm Sewer RCP	200	LF	\$ 85.00	\$ 17,000.00	\$ 85.00	\$ 17,000.00	\$ 142.54	\$ 28,508.00	\$ 85.00	\$ 17,000.00
60	24" Diameter Inlet	5	EA	\$ 2,500.00	\$ 12,500.00	\$ 2,314.00	\$ 11,570.00	\$ 4,151.99	\$ 20,759.95	\$ 2,500.00	\$ 12,500.00
61	48" Diameter Manhole, Type A	2	EA	\$ 6,000.00	\$ 12,000.00	\$ 6,317.00	\$ 12,634.00	\$ 12,500.81	\$ 25,001.62	\$ 6,000.00	\$ 12,000.00
62	12" Nyloplast Inlet	2	EA	\$ 1,500.00	\$ 3,000.00	\$ 1,100.00	\$ 2,200.00	\$ 2,666.84	\$ 5,333.68	\$ 2,000.00	\$ 4,000.00
63	12" Flared End Section with Grate	1	EA	\$ 2,400.00	\$ 2,400.00	\$ 2,343.00	\$ 2,343.00	\$ 2,839.27	\$ 2,839.27	\$ 25,000.00	\$ 25,000.00
64	Trench Backfill	1	LS	\$ 16,000.00	\$ 16,000.00	\$ 16,730.00	\$ 16,730.00	\$ 12,437.59	\$ 12,437.59	\$ 15,500.00	\$ 15,500.00
65	1.5" Type K Copper Service with B-Box and Corp.	340	LF	\$ 95.00	\$ 32,300.00	\$ 96.00	\$ 32,640.00	\$ 105.75	\$ 35,955.00	\$ 95.00	\$ 32,300.00

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Math Error that has been corrected

BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
66	Connection to Existing Water Stub	2	EA	\$ 3,500.00	\$ 7,000.00	\$ 3,387.00	\$ 6,774.00	\$ 4,161.19	\$ 8,322.38	\$ 4,000.00	\$ 8,000.00
67	Trench Backfill	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 6,414.00	\$ 6,414.00	\$ 9,943.18	\$ 9,943.18	\$ 6,000.00	\$ 6,000.00
	Building Utilities			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Splash Pad Site Utilities			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SPLASH PAD						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	Splash Pad Equipment - purchased by Owner, Contractor shall take delivery and fully install.	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 34,000.00	\$ 34,000.00	\$ 150,584.50	\$ 150,584.50	\$ 50,000.00	\$ 50,000.00
69	Drains, Pump Equipment, Piping, Chemical, Filter Equipment and Vault, Complete	1	LS	\$ 400,000.00	\$ 400,000.00	\$ 430,000.00	\$ 430,000.00	\$ 615,660.71	\$ 615,660.71	\$ 45,000.00	\$ 45,000.00
70	Paint Existing Spray n Play Equipment to Remain	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 2,052.00	\$ 2,052.00	\$ 4,712.95	\$ 4,712.95	\$ 20,000.00	\$ 20,000.00
SITE FURNITURE - purchased by Owner, Contractor shall take delivery and fully ins				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71	Picnic Table	12	EA	\$ 860.00	\$ 10,320.00	\$ 530.00	\$ 6,360.00	\$ 402.33	\$ 4,827.96	\$ 1,000.00	\$ 12,000.00
72	Bike Rack	2	EA	\$ 860.00	\$ 1,720.00	\$ 270.00	\$ 540.00	\$ 747.18	\$ 1,494.36	\$ 800.00	\$ 1,600.00
LANDSCAPE AND RESTORATION				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73	Shade Tree	30	EA	\$ 650.00	\$ 19,500.00	\$ 667.00	\$ 20,010.00	\$ 709.44	\$ 21,283.20	\$ 550.00	\$ 16,500.00
74	Evergreen Tree	5	EA	\$ 475.00	\$ 2,375.00	\$ 500.00	\$ 2,500.00	\$ 531.07	\$ 2,655.35	\$ 600.00	\$ 3,000.00
75	Ornamental Tree	15	EA	\$ 650.00	\$ 9,750.00	\$ 663.00	\$ 9,945.00	\$ 705.34	\$ 10,580.10	\$ 750.00	\$ 11,250.00
76	Shrub	8	EA	\$ 80.00	\$ 640.00	\$ 82.00	\$ 656.00	\$ 86.50	\$ 692.00	\$ 300.00	\$ 2,400.00
77	Perennial & Ornamental Grass	395	EA	\$ 30.00	\$ 11,850.00	\$ 30.00	\$ 11,850.00	\$ 31.62	\$ 12,489.90	\$ 25.00	\$ 9,875.00
78	Native Seeding Established	1	LS	\$ 18,000.00	\$ 18,000.00	\$ 9,938.00	\$ 9,938.00	\$ 20,204.76	\$ 20,204.76	\$ 10,000.00	\$ 10,000.00
79	Native Establishment Maintenance Contract	3	YEARS	\$ 6,000.00	\$ 18,000.00	\$ 14,116.00	\$ 42,348.00	\$ 6,514.22	\$ 19,542.66	\$ 9,000.00	\$ 27,000.00
80	Lawn restoration and establishment including core aeration, seeding, fertilizing, and erosion control blanket cover at all disturbed areas.	1	LS	\$ 60,000.00	\$ 60,000.00	\$ 60,400.00	\$ 60,400.00	\$ 64,285.79	\$ 64,285.79	\$ 40,000.00	\$ 40,000.00
Base Bid Total				\$7,305,013.33		\$7,571,485.17		\$7,859,171.62		\$ 8,579,995.96	

ADD ALTERNATE #1: Amphitheater Seatwalls				1		2		3		4	
Item #	Description	Quantity	Unit	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
				Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Add A1-1	Site Preparation, Removals & Earthwork, Complete	1	LS	\$ 66,710.00	\$ 66,710.00	\$ 44,285.00	\$ 44,285.00	\$ 85,206.69	\$ 85,206.69	\$ 15,000.00	\$ 15,000.00
Add A1-2	Stormwater Pollution Prevention and Erosion Control Measures	1	LS	\$ 11,000.00	\$ 11,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,448.50	\$ 3,448.50	\$ 1,000.00	\$ 1,000.00
SITE IMPROVEMENTS				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Math Error that has been corrected

BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
Add A1-3	Concrete Paving	1710	SF	\$ 9.00	\$ 15,390.00	\$ 11.50	\$ 19,665.00	\$ 17.63	\$ 30,147.30	\$ 20.00	\$ 34,200.00
Add A1-4	Cast in Place Seatwall with Cap including Taperd Edge	575		\$ 800.00	\$ 460,000.00	\$ 499.00	\$ 286,925.00	\$ 459.80	\$ 264,385.00	\$ 700.00	\$ 402,500.00
Add A1-5	Concrete Stairs at Amphitheater with Prefinished Handrails	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 36,000.00	\$ 36,000.00	\$ 71,208.08	\$ 71,208.08	\$ 4,500.00	\$ 4,500.00
SITE UTILITIES				\$ -		\$ -		\$ -		\$ -	
Add A1-6	4" Underdrain Perforated HDPE	460	LF	\$ 25.00	\$ 11,500.00	\$ 25.00	\$ 11,500.00	\$ 45.98	\$ 21,150.80	\$ 108.70	\$ 50,002.00
Add A1-7	Light Fixtures at Seatwall including Electrical Connections and Wiring	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 135,000.00	\$ 135,000.00	\$ 82,764.00	\$ 82,764.00	\$ 10,000.00	\$ 10,000.00
LANDSCAPE AND RESTORATION				\$ -		\$ -		\$ -		\$ -	
Add A1-8	Lawn restoration and establishment including core aeration, seeding, fertilizing, and erosion control blanket cover at all disturbed areas.	1	LS	\$ (1,000.00)	\$ (1,000.00)	\$ 4,000.00	\$ 4,000.00	\$ 28,737.50	\$ 28,737.50	\$ 132,800.00	\$ 132,800.00
Alternate #1 Bid Total				\$ 663,600.00		\$ 541,375.00		\$ 587,047.87		\$ 650,002.00	

ADD ALTERNATE #2: Playground				1		2		3		4	
Item #	Description	Quantity	Unit	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
				Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Add A2-1	Site Preparation, Removals & Earthwork, Complete	1	LS	\$ 129,335.80	\$ 129,335.80	\$ 103,215.00	\$ 103,215.00	\$ 90,815.00	\$ 90,815.00	\$ 100,000.00	\$ 100,000.00
Add A2-2	Stormwater Pollution Prevention and Erosion Control Measures	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,880.00	\$ 7,880.00	\$ 10,000.00	\$ 10,000.00
SITE IMPROVEMENTS				\$ -		\$ -		\$ -		\$ -	
Add A2-3	Concrete Paving	3669	SF	\$ 11.00	\$ 40,359.00	\$ 9.75	\$ 35,772.75	\$ 14.55	\$ 53,383.95	\$ 15.00	\$ 55,035.00
Add A2-4	Concrete Curb at Playground	169	LF	\$ 65.00	\$ 10,985.00	\$ 43.00	\$ 7,267.00	\$ 72.00	\$ 12,168.00	\$ 40.00	\$ 6,760.00
Add A2-5	Integral Curb at Walk	10	LF	\$ 35.00	\$ 350.00	\$ 33.00	\$ 330.00	\$ 92.50	\$ 925.00	\$ 39.00	\$ 390.00
Add A2-6	Raised Curb at Ramp	14	LF	\$ 100.00	\$ 1,400.00	\$ 65.00	\$ 910.00	\$ 435.00	\$ 6,090.00	\$ 150.00	\$ 2,100.00
Add A2-7	Poured-in-Place Surfacing on Gravel	4877	SF	\$ 23.80	\$ 116,072.60	\$ 26.00	\$ 126,802.00	\$ 23.49	\$ 114,560.73	\$ 25.00	\$ 121,925.00
Add A2-8	Poured-in-Place Surfacing on Concrete Mound	782	SF	\$ 23.80	\$ 18,611.60	\$ 42.00	\$ 32,844.00	\$ 23.49	\$ 18,369.18	\$ 40.00	\$ 31,280.00
Add A2-9	Integral Curb at Mound	104	LF	\$ 35.00	\$ 3,640.00	\$ 43.00	\$ 4,472.00	\$ 74.00	\$ 7,696.00	\$ 38.00	\$ 3,952.00
Add A2-10	Sand Surfacing	12	CY	\$ 160.00	\$ 1,920.00	\$ 121.00	\$ 1,452.00	\$ 157.91	\$ 1,894.92	\$ 666.67	\$ 8,000.04
Add A2-11	Split Rail Fence	456	LF	\$ 35.00	\$ 15,960.00	\$ 32.00	\$ 14,592.00	\$ 35.10	\$ 16,005.60	\$ 100.00	\$ 45,600.00



Math Error that has been corrected

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BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
Add A2-12	Prefinished Handrail at Ramp	166	LF	\$ 251.00	\$ 41,666.00	\$ 290.00	\$ 48,140.00	\$ 250.28	\$ 41,546.48	\$ 115.00	\$ 19,090.00
Add A2-13	Concrete Stairs with Prefinished Handrails	1	LS	\$ 8,500.00	\$ 8,500.00	\$ 14,100.00	\$ 14,100.00	\$ 15,750.00	\$ 15,750.00	\$ 15,000.00	\$ 15,000.00
Add A2-14	Landscape Granite Boulders	8	EA	\$ 1,300.00	\$ 10,400.00	\$ 1,300.00	\$ 10,400.00	\$ 1,276.40	\$ 10,211.20	\$ 2,250.00	\$ 18,000.00
Add A2-15	Landscape Bluestone Outcrop	115	LF	\$ 60.00	\$ 6,900.00	\$ 64.00	\$ 7,360.00	\$ 58.70	\$ 6,750.50	\$ 304.35	\$ 35,000.25
SITE UTILITIES				\$ -		\$ -		\$ -		\$ -	
Add A2-16	4" Perf HDPE Underdrain	250	LF	\$ 28.00	\$ 7,000.00	\$ 26.00	\$ 6,500.00	\$ 40.00	\$ 10,000.00	\$ 20.00	\$ 5,000.00
Add A2-17	Drain Cleanout	4	EA	\$ 100.00	\$ 400.00	\$ 98.00	\$ 392.00	\$ 591.99	\$ 2,367.96	\$ 500.00	\$ 2,000.00
PLAY EQUIPMENT - purchased by Owner, Contractor shall take delivery and fully install.				\$ -		\$ -		\$ -		\$ -	
Add A2-18	5-12 Component Play Structure	1	LS	\$ 2,700.00	\$ 2,700.00	\$ 50,000.00	\$ 50,000.00	\$ 66,000.00	\$ 66,000.00	\$ 125,000.00	\$ 125,000.00
Add A2-19	2-5 Play Structure	1	LS	\$ 2,700.00	\$ 2,700.00	\$ 13,500.00	\$ 13,500.00	\$ 14,000.00	\$ 14,000.00		
Add A2-20	Swings	1	LS	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 7,995.00	\$ 7,995.00		
Add A2-21	We Go Round	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 15,400.00	\$ 15,400.00	\$ 19,965.00	\$ 19,965.00		
Add A2-22	Flower Talk Tube	2	EA	\$ 2,700.00	\$ 5,400.00	\$ 650.00	\$ 1,300.00	\$ 500.00	\$ 1,000.00		
Add A2-23	Roller Slide	1	LS	\$ 2,700.00	\$ 2,700.00	\$ 5,725.00	\$ 5,725.00	\$ 4,000.00	\$ 4,000.00		
Add A2-24	Crawling Pyramid	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 2,200.00	\$ 2,200.00	\$ 16,064.00	\$ 16,064.00		
Add A2-25	Snail Springer	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 1,650.00	\$ 1,650.00	\$ 3,995.00	\$ 3,995.00		
Add A2-26	Mule Springer	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 875.00	\$ 875.00	\$ 3,044.00	\$ 3,044.00		
Add A2-27	Sand Desk	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 1,200.00	\$ 1,200.00	\$ 5,465.00	\$ 5,465.00		
Add A2-28	Hickory Hammock	1	EA	\$ 2,700.00	\$ 2,700.00	\$ 5,300.00	\$ 5,300.00	\$ 8,996.00	\$ 8,996.00		
Add A2-29	Catapillar Anise	1	LS	\$ 2,700.00	\$ 2,700.00	\$ 4,100.00	\$ 4,100.00	\$ 5,165.00	\$ 5,165.00		
SITE FURNITURE - purchased by Owner, Contractor shall take delivery and fully install.				\$ -		\$ -		\$ -		\$ -	
Add A2-30	Picnic Table	1	EA	\$ 3,800.00	\$ 3,800.00	\$ 756.00	\$ 756.00	\$ 402.33	\$ 402.33	\$ 30,000.00	\$ 30,000.00
Add A2-31	Bench - Surface Mount	3	EA	\$ 3,800.00	\$ 11,400.00	\$ 648.00	\$ 1,944.00	\$ 850.00	\$ 2,550.00		
Add A2-32	Bench - In-Ground Mount	1	EA	\$ 3,800.00	\$ 3,800.00	\$ 810.00	\$ 810.00	\$ 1,050.00	\$ 1,050.00		
Add A2-33	Fabric Shade Sail and Footing	2	EA	\$ 7,500.00	\$ 15,000.00	\$ 7,884.00	\$ 15,768.00	\$ 8,410.00	\$ 16,820.00		

Project 1055

Math Error that has been corrected

Bid Opening July 18, 2023

BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
LANDSCAPE AND RESTORATION				\$	-	\$	-	\$	-	\$	-
Add A2-34	Shade Tree	13	EA	\$ 700.00	\$ 9,100.00	\$ 705.00	\$ 9,165.00	\$ 653.11	\$ 8,490.43	\$ 550.00	\$ 7,150.00
Add A2-35	Ornamental Tree	5	EA	\$ 650.00	\$ 3,250.00	\$ 656.00	\$ 3,280.00	\$ 607.00	\$ 3,035.00	\$ 650.00	\$ 3,250.00
Add A2-36	Shrub	43	EA	\$ 100.00	\$ 4,300.00	\$ 76.00	\$ 3,268.00	\$ 70.68	\$ 3,039.24	\$ 350.00	\$ 15,050.00
Add A2-37	Perennial & Ornamental Grass	215	EA	\$ 50.00	\$ 10,750.00	\$ 40.00	\$ 8,600.00	\$ 37.06	\$ 7,967.90	\$ 25.00	\$ 5,375.00
Add A2-38	Lawn restoration and establishment including core aeration, seeding, fertilizing, and blanket cover at all disturbed areas.	1	LS	\$ 13,000.00	\$ 13,000.00	\$ 12,500.00	\$ 12,500.00	\$ 11,610.00	\$ 11,610.00	\$ 45,043.00	\$ 45,043.00

Alternate #2 Bid Total \$ 529,000.00 \$ 579,589.75 \$627,068.42 \$ 710,000.29

ADD ALTERNATE #3: Poured-in-Place Full Color				1		2		3		4	
Item #	Description	Quantity	Unit	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
				Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Deduct A3-1	Poured-in-Place Surfacing on Gravel	-4877	SF	\$ 23.80	\$ (116,072.60)	\$ 25.00	\$ (121,925.00)	\$ 22.32	\$ (108,854.64)	\$ -	\$ -
Deduct A3-2	Poured-in-Place Surfacing on Concrete - Mound	-782	SF	\$ 23.80	\$ (18,611.60)	\$ 25.00	\$ (19,550.00)	\$ 22.32	\$ (17,454.24)	\$ -	\$ -
Add A3-3	Poured-in-Place Surfacing - Full Color	4877	SF	\$ 26.30	\$ 128,265.10	\$ 28.00	\$ 136,556.00	\$ 29.47	\$ 143,725.19	\$ 41.01	\$ 200,005.77
Add A3-4	Poured-in-Place Surfacing - Mound - Full Color	782	SF	\$ 26.37	\$ 20,621.34	\$ 28.00	\$ 21,896.00	\$ 29.51	\$ 23,076.82	\$ -	\$ -

Alternate #3 Bid Total \$ 14,202.24 \$ 16,977.00 \$ 40,493.13 \$ 200,005.77

ADD ALTERNATE #4: Landscape Boulders and Unit Paver Accents				1		2		3		4	
Item #	Description	Quantity	Unit	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
				Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Bid Opening July 18, 2023

BID TABULATION				1		2		3		4	
NUMBER	ITEM	QTY	UNIT	Schaeffges		Stuckey Construction		W.E. O'Neil		Constuction Inc.	
Deduct A4-1	Concrete Paving	-593	SF	\$ 8.45	\$ (5,010.85)	\$ 8.00	\$ (4,744.00)	\$ 13.82	\$ (8,195.26)	\$ 57.31	\$ (33,984.83)
Add A4-2	Pavers on Concrete	593	SF	\$ 30.00	\$ 17,790.00	\$ 33.00	\$ 19,569.00	\$ 101.66	\$ 60,284.38	\$ 140.00	\$ 83,020.00
Add A4-3	Landscape Granite Boulder Grouping including Decorative Stone Chips and Metal Steel Edging	23	EA	\$ 1,600.00	\$ 36,800.00	\$ 1,650.00	\$ 37,950.00	\$ 1,749.27	\$ 40,233.21	\$ 1,000.00	\$ 23,000.00

Alternate #4 Bid Total \$ 49,579.15 \$ 52,775.00 \$ 92,322.33 \$ 72,035.17

ADD ALTERNATE #5: Stainless Steel Railings in Lieu of Prefinished Railings				1		2		3		4	
Item #	Description	Quantity	Unit	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Deduct A5-1	Prefinished Railings	-1	LS	\$ 132,362.00	\$ (132,362.00)		\$ -		\$ -	\$ -	\$ -
Add A5-2	Stainless Steel Railings	1	LS	\$ 284,862.00	\$ 284,862.00	\$ 80,000.00	\$ 80,000.00	\$ 91,303.64	\$ 91,303.64	\$ 130,000.00	\$ 130,000.00

Alternate #5 Bid Total \$ 152,500.00 \$ 80,000.00 \$ 91,303.64 \$ 130,000.00

ADD ALTERNATE #6: Tile Shower Stalls in Bath House in Lieu of Glazed CMU				1		2		3		4	
Item #	Description	Quantity	Unit	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Deduct A6-1	Glazed CMU at Shower Stalls	-1	LS	\$ -	\$ -	\$ 29,500.00	\$ (29,500.00)	\$ 12,350.00	\$ (12,350.00)		\$ -
Add A6-2	Tile at Shower Stalls	1	LS	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 46,037.48	\$ 46,037.48	\$ 50,000.00	\$ 50,000.00

Alternate #6 Bid Total No Bid Entered \$ (4,500.00) \$ 33,687.48 \$ 50,000.00

DEDUCT ALTERNATE #7: TPO Roof at Amphitheater in Lieu of Standing Seam Metal Roof System				1		2		3		4	
Item #	Description	Quantity	Unit	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Deduct A7-1	Standing Seam Metal Roof System	-1	LS		\$ -	\$ 44,000.00	\$ (44,000.00)	\$ 157,455.00	\$ (157,455.00)	\$ 10,000.00	\$ (10,000.00)
Add A7-2	TPO Roof System	1	LS		\$ -	\$ 18,500.00	\$ 18,500.00	\$ 149,297.20	\$ 149,297.20		\$ -

Alternate #7 Bid Total \$ (13,900.00) \$ (25,500.00) Alternate #7 Bid Total \$ (8,157.80) \$ (10,000.00)

Project 1055

Math Error that has been corrected

Bid Opening July 18, 2023

BID TABULATION				1	2	3	4
NUMBER	ITEM	QTY	UNIT	Schaeffges	Stuckey Construction	W.E. O'Neil	Constuction Inc.

DEDUCT ALTERNATE #8: TPO Roof at Container Buildings in Lieu of Standing Seam Metal				1	2	3	4				
Item #	Description	Quantity	Unit	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Deduct A8-1	Standing Seam Metal Roof System	-1	LS		\$ -	\$ 20,500.00	\$ (20,500.00)	\$ 36,945.00	\$ (36,945.00)	\$ 2,000.00	\$ (2,000.00)
Add A8-2	TPO Roof System	1	LS		\$ -	\$ 14,500.00	\$ 14,500.00	\$ 34,136.26	\$ 34,136.26	\$ -	\$ -
Alternate #8 Bid Total				\$	(3,800.00)	\$	(6,000.00)	\$	(2,808.74)	\$	(2,000.00)

ADD ALTERNATE #9: Irrigation				1	2	3	4				
Item #	Description	Quantity	Unit	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total	Installed Unit Price	Item Total
Add A9-1	All wiring, grounding, rotors, valves, pvc lines and misc. for a complete irrigation system at the Sports Fields including Site Preparation, Removals & Earthwork	1	LS	\$ 64,000.00	\$ 64,000.00	\$ 69,400.00	\$ 69,400.00	\$ 200,000.00	\$ 200,000.00	\$ 95,000.00	\$ 95,000.00
Alternate #9 Bid Total				\$	64,000.00	\$	69,400.00	\$	200,000.00	\$	95,000.00



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
July 10, 2023
Alcott Center – Rooms 24
6 pm

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

Staff Present: Executive Director Erika Strojinc, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland.

CALL TO ORDER

Roll Call

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

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Parks Supervisor Tom Hoffman, Parks Specialist Esteban Gomez, and Parks Intern Ben Lunaburg introduced themselves.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Reiner moved to approve the July 10, 2023 Workshop Agenda, seconded by Vice President Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no topics from the floor discussed.

CORRESPONDENCE

Executive Director Strojinc said that the Board packet included a press release announcing the Buffalo Grove Park District has been awarded the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting for FY

ending April 30, 2022; a Daily Herald photograph from the Flag Day celebration held on June 14 at Veterans Park; and an email from the venue Randy Smith's retirement party was held saying what an outstanding group of people the Park District had in attendance.

STAFF RECOGNITION RESOLUTION PRESENTATION

Resolution 23-7-1 Recognizing Tom Hoffman on 25 Years of Service

President Jacobson said all three of his sons worked under Tom and they all said it was great working for him. Vice President Cummins read the following resolution:

**RESOLUTION 23-7-1
COMMENDING TOM HOFFMAN ON 25 YEARS OF SERVICE
TO THE BUFFALO GROVE PARK DISTRICT**

WHEREAS, Tom Hoffman has been employed with the Buffalo Grove Park District since May 26, 1998 as a Crew Chief and later named Parks Supervisor in 2022; and

WHEREAS, Tom has completed twenty-five years of service as of May 26, 2023 to the Park District and its residents; and

WHEREAS, the Buffalo Grove Park District Board of Park Commissioners appreciates Tom's dedicated service, which has allowed the District to grow during his career with us; and

WHEREAS, Tom works in the turf management and beautification of over 200 acres of parks. Tom accomplishes his duties with the assistance of both full-time and part-time seasonal staff members. He has been instrumental in the care and maintenance of our key facilities including the Alcott Center, Mike Rylko Community Park, Willow Stream Pool and Park, the Community Arts Center, the Raupp Museum, and Happy Tails Dog Park; and

WHEREAS, Tom has been a key staff member in providing training to summer staff on the proper use of equipment and safety procedures. PDRMA has commented on numerous occasions how well summer staff are trained when they come out and complete site observations; and

WHEREAS, the success of the Park District is dependent upon employees like Tom, who take pride in their individual and departmental 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:

1. That Tom Hoffman is commended on behalf of the citizens of Buffalo Grove for his distinguished service to the Park District.
2. That this resolution be presented to Tom with best wishes in his career.

DATED AT BUFFALO GROVE PARK DISTRICT THIS 10th DAY OF JULY, 2023.

Tom said he has worked for the Park District for 25 years and he appreciates the residents, staff and board for the opportunity to work for this great District.

Commissioner Wallace moved to approve Resolution 23-7-1 Commending Tom Hoffman on 25 Years of Service to the Buffalo Grove Park District, the motion was seconded by Commissioner Reiner and passed with a voice vote.

Resolution 23-7-2 Recognizing Kyle Moody on 10 Years of Service

President Jacobson noted that Kyle was not in attendance.

Vice President Cummins moved to approve Resolution 23-7-2 Recognizing Kyle Moody on 10 Years of Service to the Buffalo Grove Park District, the motion was seconded by Commissioner Reiner and passed with a voice vote. Commissioner Reiner asked that the Resolution become part of the meeting minutes.

**RESOLUTION 23-7-2
COMMENDING KYLE MOODY ON 10 YEARS OF SERVICE
TO THE BUFFALO GROVE PARK DISTRICT**

WHEREAS, Kyle Moody has been employed full-time with the Buffalo Grove Park District since May 20, 2013. Kyle was hired as a Facility Specialist and promoted to a Facilities Technician in 2022; and

WHEREAS, Kyle has completed 10 years of full-time service as of May 20, 2023 to the Buffalo Grove Park District and its residents. Kyle has grown tremendously since starting as a part-time employee in 2010; and

WHEREAS, the Buffalo Grove Board of Commissioners and the residents of Buffalo Grove appreciate his dedicated service, which allowed the District to grow during his career with us; and

WHEREAS, Kyle's dedication and professional knowledge in numerous areas has been helpful to the District in maintaining District and Aquatics facilities. Kyle has excelled in electrical work and has been responsible for running cable and setting up locations of all of the District security cameras. Kyle's personality fits in great with the District as he likes to have fun, but also gets work done in a timely manner; and

WHEREAS, Kyle has been an major contributor to Park District projects including assisting with various LED projects, the renovation of the Golf Dome front lobby, the NWSRA renovation project at the Fitness Center, the Willow Stream Pool and Spray 'N Play aquatics operations, the Emmerich office/lunchroom renovations, the replacement of the District parking lot light poles, and the dance room floor additions at the Community Arts Center; and

WHEREAS, Kyle's knowledge and skills have saved the Park District considerable amounts of time, money and resources in repairs and operational expenses; and

WHEREAS, the success of the Park District is dependent upon employees like Kyle who have taken 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 Kyle is commended on behalf of the citizens of Buffalo Grove for his distinguished service to the Buffalo Grove Park District.
2. That this Resolution is presented to Kyle with best wishes in his career.

DATED, AT BUFFALO GROVE, ILLINOIS THIS 10th DAY OF JULY 2023.

POLICY AND LEGISLATION

Village and Park District Route 83 Overpass Intergovernmental Agreement

Director Howe said that staff is requesting approval of the Intergovernmental Agreement with the Village of Buffalo Grove in the amount of \$75,000 for the Park District's portion of the cost to paint the bridge over Route 83. He said the Park District and the Village agreed to a 50-50 split in cost to maintain the bridge when the bridge was built. The bid came in higher than the Village anticipated and they knew we budgeted \$75,000 so they agreed to pick up the additional cost.

Alcohol, Drugs and Narcotics Ordinance Update

Executive Director Strojinc stated that at the Board meeting in April, the need was noted to update the Alcohol, Drugs and Narcotics Ordinance 1.04 to reflect current practices. Commissioner Cummins asked if written permission from the Board is a universal rule. Director Strojinc said the Board does not have to approve alcohol sales at the Community Arts Center but the Board has to approve alcohol sales anywhere else in the parks system. Commissioners Reiner and Cummins suggested stating the CAC as the exception in the ordinance.

Fire Ordinance

Executive Director Strojinc said staff received an inquiry from a resident about having a bon fire in one of our parks. In citing our ordinance in the response, staff noticed the need to update the language to make it clear that fires (aside from the use of a grill) are prohibited. Commissioner Cummins suggested the language be revised to state "existing grills in parks".

PDRMA Annual Report

Executive Director Strojinc said the PDRMA 2022 Annual Report highlights a summary of PDRMA's previous year's updates and accomplishments. Also included in the packet was a summary of how the Buffalo Grove Park District utilized PDRMA's resources in 2022. She let the Board know that PDRMA is doing an across the Board increase based on what each district is actually insuring.

FY 2023/24 Parks Department Quarters AB Goals and Objectives

Director Howe said that due to staff transition in the parks department last month, they were unable to present departmental goals and objectives for Quarters AB for FY 2023/24 with the other departments. He said Superintendent of Parks Dani Hoefle made this a priority in her new position. Commissioner Cummins said a few of the goals and objectives could be refined to be measurable.

PARKS

Willow Stream South Parking Lot Bid

Director Howe said that staff is asking the Board to approve the contract for the Willow Stream Park South Parking Lot Reconstruction project to Abbey Paving and Sealcoating Co., Inc. out of Aurora, Illinois. He said we had six bidders for the project and Abbey came in \$30,000 under budget. He said the remaining funds will be used for consulting, printing, and permit fees. He said the plan is to start work on September 11 with completion by November. Commissioner Reiner suggested putting signage in the park letting the community know when this improvement will be done and where they can park instead.

RECREATION

Recreation Program Enrollment Statistics

Director Zimmermann said that the recreation department shares program enrollment numbers with the Board each year. Activities are broken down by respective seasons, and previous years are included to show fluctuations over time. He said he created a few charts to highlight how much the Park District has rebounded in youth programming, camps, and annual pass sales. He said the Park District is on a positive trajectory for FY 2023-24. He said attendance at the Fitness Center is 99.5% of what it was pre-COVID. He said it also appears the Clubhouse numbers are higher to date than anticipated. Director Strojinc said space is the biggest challenge for Clubhouse. Commissioner Reiner suggested staff focus on securing a PARC grant for a recreation center for gym space. He said this type of project is ideal for that type of grant.

Clubhouse Field Trip Bus Bid

Director Zimmermann said that the Clubhouse program has used First Student for transportation services for many years. He said this year we were required to go out to bid and we received three bids. Safeway Transportation was the lowest bidder at \$399.52/per day/per bus. References were checked and all were satisfied with Safeway's services. Staff is asking the Board to approve Safeway Transportation's 2023-24 Clubhouse Field Trip Bus bid.

EXECUTIVE DIRECTOR'S REPORT

Administrative Staff Meeting Report

Executive Director Strojinc said that the Administrative Staff Meetings Report is included in the packet each month and she would be happy to answer any questions on the highlights.

She asked the Board's preference about scheduling the Efficiency Committee meetings and they agreed to meet at 5:30 pm before a regularly scheduled board meeting. It was also discussed to move the start time of two upcoming board meetings to 7 pm on Monday, July 24 and Monday, August 28 due to IAPD golf outings.

She asked the Board about their feelings about selling former Executive Director Risinger's home at 574 Bernard Drive. She said she would like to sell the home and prefers to not be a landlord. Commissioner Reiner asked about using the land as a pathway to/from a future recreational area. He said he is always hesitant to give away land because no more is being made. He also said it might be a place where police could live once the legislation is passed for safety. Commissioner Cummins

asked staff to come up with options for using the building/land and put it on the agenda for a future meeting. Discussion was tabled for the time being.

Executive Director Strojinc said the Parkchester Park OSAD paperwork is starting. Submission for the grant is due August 31. She said the second public community input meeting for the Rylko Park East project is on Wednesday, July 19 at the Nature Classroom and invited the Board to attend. Commissioner Cummins suggested placing a community interest online survey on our website.

She reminded the Board that the Museum Partner Party on the Summer Weddings Exhibit is on Saturday, July 15 from 1 – 3 pm. She told the Board that a resident has concerns about a closed, overgrown pathway at Churchill Park. A parcel belongs to us and we have gone in and cleared out the brush. She said we have a long-term plan to turn it into a natural area that can maintain itself. The Village, the Park District, ComEd, and the Homeowner's Association all own a portion of the property which complicates the issue. Commissioner Cummins suggested adding this area to the Park Tour on August 14.

Director Howe said Superintendent of Parks Dani Hoefle has hit the ground running in her new position.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson said the Board will be going into Executive Session for Personnel after this meeting. He congratulated Director Short and his staff for being awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. He said the FOP is hosting a fundraiser called *A Broadway Love Story* at the CAC on Friday, November 3. He said this show has a true Buffalo Grove connection. Max Quinlan is one of the performers and he grew up here.

Commissioner Wallace said swim team is going well.

Vice President Cummins said he attended Randy Smith's retirement celebration at the Chatterbox. He said he attended the first public input meeting on Rylko Park East and the overall attendance was low. He said he appreciates staff putting the survey online.

Commissioner Reiner said he would like to bring the Code of Ethics to the Board periodically. There is a program called *Team Building for Ethical Management Practices*. The Board agreed this would be a good thing to do once the new commissioner is in place.

OLD BUSINESS

Legislator Funds Promised From Springfield

Executive Director Strojinc she put together a snapshot of what funds we are expecting from our legislators. She thanked Commissioner Reiner for the work he did in soliciting these funds in Springfield.

Board Candidate Packet and Application/Vacancy

Executive Director Strojinc said staff is requesting the Board review and approve the prospective board candidate packet in preparation of filling the board vacancy. She said binders will be prepared and

copies will be available for pick-up at the Alcott Center by prospective candidates. She said our legal counsel has approved the packet. Commissioner Reiner suggested adding language stating a potential candidate must be a United States citizen and living in Buffalo Grove for a minimum of one year on the application and the Board agreed. It was also agreed that Executive Director Strojinc will work on a timeline. The vacancy will publicized over a one month time period and the applications will be emailed to the Board so that they can review them before a Board meeting.

President Jacobson asked if hotel rooms have been booked for NRPA and Executive Director Strojinc explained to the Board the difficulty of booking a block of rooms for the conference.

Happy Tails Dog Park Lines of Jurisdiction

Executive Director Strojinc said included in the board packet is a map sent by Lieutenant Bobby Broussard from the Buffalo Grove Police Department showing areas covered by the Lake County Sheriff's Office which includes the Dog Park. He said that if Buffalo Grove Police respond to a call, it is to assist Lake County. He said it is unlikely the County spends much if any time patrolling the Dog Park area.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

Commissioner Reiner moved to enter Executive Session for the purpose of Personnel at 7:28 pm, the motion was seconded by Vice President Cummins and passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: 0

POSSIBLE ACTION TO BE TAKEN FROM EXECUTIVE SESSION

President Jacobson announced that the Workshop was reconvened at 7:56 pm and that there was no final action taken in Executive Session.

ADJOURNMENT

Commissioner Wallace moved to adjourn the Regular Board Meeting at 7:57 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

Respectively submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
July 24, 2023
Alcott Center – Room 24
7 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, and Executive Assistant Beth Wanland.

Attorney Steven Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 7 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

APPROVAL OF THE WORKSHOP AGENDA

Vice President Cummins moved to approve the July 24, 2023 Workshop Agenda, seconded by Commissioner Reiner and the motion passed with voice vote.

INTRODUCTION OF GUESTS

Dylan Kosh, our summer intern, and Recreation Supervisor Mike Pfeiffer were in attendance.

FINANCE

July Warrant 2023

There were no comments on the July Warrant 2023.

June Financial Statement

There were no comments on the June Financial Statement.

June Year-to-Date Statement

There were no comments on the June Year-to-Date Statement.

July Refunds

There were no comments on the July Refunds.

Capital Project Financing 2023-2025

Director Short said next month we will be asking the Board to approve an Ordinance to approve issuing alternate bonds and rollover bonds. He said Linda Byron, from Raymond James & Associates, will attend the August Workshop to walk the Board through the process. He said Chapman Cutler will be providing us counsel along the way.

Board Travel and Conference Expense

Director Short said the Board Travel and Conference expense is registration for commissioners to attend the October NRPA Conference in Dallas.

PARKS

Resolution 23-7-3 Rylko Park East OSLAD Grant

Commissioner Reiner said the OSLAD Board wants to know that the Board of Commissioners are aware that the Park District is applying for an OSLAD grant for Rylko Park East and that we are capable of matching the grant with our funds. He said that the feedback from the community input meetings was very informational and residents were complimentary of the plan. Executive Director Strojinc said that the pump track on the plan will be proposed as an alternate because it adds \$1 million dollars to the project. President Jacobson cautioned that the Dog Park may need to be shielded from the pickleball courts. Vice President Cummins suggested flipping the Dog Park on the rendering so that the larger dogs can have more area to run to tire them out. Commissioner Reiner said that we need to find another soccer field to designate as Larry Putterman Memorial Field since that field is going away. Director Howe said that the artist rendering is a proposal and staff will make adjustments per Board input.

PRESIDENT AND COMMISSIONER REPORTS

President Jacobson said he attended *Cinderella* and the performers did an excellent job. He said the CAC is a premier place to see a show and it is a great asset of the Park District. He said he loved to see the live orchestra on the back of the stage at the summer show. He said he understands it is a budget concern but says a live orchestra makes a huge difference in a performance. Executive Director Strojinc said the summer musical is our gem and we will always try to have a live orchestra. Commissioner Reiner said it is important to focus on excellence. President Jacobson said there are six applications for the board vacancy which is more interest than we have ever had. He said he attended the Village recycling event and said the lot was full and cars were lined up on Route 83 waiting to get in.

Commissioner Wallace said she is looking forward to attending *Cinderella* on Friday and said she is curious to see the orchestra on stage because she knows that an orchestra pit is magical. She said visually seeing the instrumentalists on stage can educate and motivate kids to pursue a career in music.

Vice President Cummins said he likes that there is a high interest for the Board vacancy. He said he attended the *Leading with Influence* webinar and thoroughly enjoyed it.

Commissioner Reiner said that the Ryko Park East community input meeting had great attendance and the comments from neighbors and those in attendance were valuable. He thanked staff for organizing it.

OLD BUSINESS

Alcohol, Drugs and Narcotics Ordinance Update

Executive Director Strojinc said that staff took the Board's feedback from the last meeting and updated the Alcohol, Drugs, and Narcotics and Fire Ordinances.

Fires Ordinance Update

Vice President Cummins suggested putting a small sign on the permanent grills in the few parks they exist telling users to extinguish coals but not to dispose of them. Director Howe said he will follow through on the signs.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Vice President Cummins moved to adjourn the Workshop at 7:40 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
July 24, 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 Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland

Attorney Steven Bloomberg was present

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 7:40 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.

APPROVAL OF THE BOARD MEETING AGENDA

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

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF MINUTES

Approval of June 12, 2023 Workshop Minutes

Commissioner Wallace moved to approve the June 12, 2023 Workshop Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

Approval of June 12, 2023 Regular Board Meeting Minutes

Commissioner Wallace moved to approve the June 12, 2023 Regular Board Meeting Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Written and Verbal Correspondence

Executive Director Strojinc said included in the packet was an updated *What's Happening?* Calendar of events.

Attorney Steven Bloomberg said he had no report.

COMMITTEE ACTION ITEMS

Finance

Approval of July Warrant 2023

Commissioner Wallace moved to approve the July 2023 Warrant in the amount of \$4,806,891.17, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the June 2023 Financial Statement and June 2023 Year-to-Date Statement

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

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Board Travel and Conference Expense

Commissioner Wallace moved to approve the Board Travel and Conference expense in the amount of \$2,580.00, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Policy and Legislation

Approval of Village and Park District Route 83 Overpass Intergovernmental Agreement

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

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Alcohol, Drugs and Narcotics 1.04 Ordinance Update

Commissioner Reiner moved to approve the Alcohol, Drugs and Narcotics 1.04 Ordinance Update, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Fire Ordinance Update

Commissioner Reiner moved to approve the Fire 1.16 Ordinance Update, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Parks

Approval of the Willow Stream South Parking Lot Bid

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

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Resolution 23-7-3 Rylko Park East OSLAD Authorization

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

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Recreation

Clubhouse Field Trip Bus Bid

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

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Consent Agenda

Commissioner Reiner moved to approve the consent agenda as proposed:

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

The motion was seconded by Vice President Cummins and the motion passed with a voice vote.

EXECUTIVE DIRECTOR’S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Director Strojinc said the capital plan and 6 million bond issue has been discussed and thanked Director Short. She said based on the discussion of the Bernard house, staff met with an outside planner to determine how to move forward with the Alcott Center property. She said it is not in the budget now but is something we need get on our radar for the future. It appears the house on the other side of our parking lot is boarded up and there may be an opportunity to purchase it. Director Howe said he will follow through on this. Executive Director Strojinc said staff has a promising interview for the Planning and Development Manager position and she will let the board know how it goes. She said the Village is coming up with an Intergovernmental Agreement to state that the DIA they were asking the Park District sign for Prairie Grove Park will not apply to the Park District. She said the Village has new leadership in the engineering and community development departments and

they are asking for the DIA whereas the previous leadership gave the Park District lenience in regard to DIA's. She said she will send the DIA to the commissioners when she receives it. She said she will be on vacation following this meeting until next Tuesday.

Superintendent Terson said the marketing department staff is doing well. President Jacobson asked how sponsorship is going in regards to BG Days. Mr. Terson said they are close to where we were last year at this time and Partnerships and Communications Specialist Wendy Friedman is doing a great job.

Director Short said he is working on the audit draft and we are on schedule to present it to the Board in September.

Director Zimmermann said he just had 40 parks verified in Placer.ai and he is excited to dive into the data and use it to improve our events and parks. He heard Camping Under the Stars was highly successful and he is excited to look at data from that event as well as our summer concerts. He said the Summer Weddings exhibit at the Museum had a great turnout and *Cinderella* had 700 tickets sold over the weekend.

Director Howe said last week he toured our parks and facilities with the Village and the America in Bloom organization and they loved the parks. They said it was nice to see the Village Public Works department and the Park District working well together. He said one judge loved the Museum and another thought the CAC was over-the-top.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

MOTION TO ENTER EXECUTIVE SESSION

Commissioner Reiner moved to enter into Executive Session at 8:11 pm for the purpose of Imminent Litigation and a Semi-Annual Review of Executive Session Minutes, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

MOTION TO RECONVENE THE REGULAR BOARD MEETING

Commissioner Cummins moved to reconvene the Regular Board Meeting at 8:31 pm, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

POSSIBLE ACTION TO BE TAKEN FROM
CLOSED MEETING SESSION

President Jacobson stated that the Board has reconvened the Regular Board Meeting and will take the following action from the Closed Meeting.

Semi-Annual Review of Executive Session Minutes

Commissioner Reiner moved 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

The motion was seconded by Vice President Cummins and passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of Resolution 23-7-4 Providing for the Destruction of Particular Verbatim Recordings

Commissioner Reiner moved to approve Resolution 23-7-4 providing for the Destruction of Particular Verbatim Recordings of Closed Session Meetings, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

President Jacobson stated that there is no final action being taken on the Imminent Litigation discussion held in Executive Session.

ADJOURNMENT

Vice President Cummins moved to adjourn the Regular Board Meeting at 8:33 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



BY DEBBIE FANDREI,
Museum Curator, Raupp Museum

USING HISTORY TO REFLECT DIVERSITY

IN THE BEGINNING

Early in 2021, after a meeting of the Buffalo Grove Park District's DEI committee, the staff of the Raupp Museum came to a humbling realization. Before we planned for the district as a whole, we needed to plan for ourselves. The museum's exhibits and collections did not represent the growing diversity of the community.



While this is not an uncommon problem in history museums, the solution involved both short term and long term action plans. Long term, the museum staff could commit to actively seeking out artifacts from underrepresented communities. However, this strategy takes time, and is greatly helped if the community also sees your institution as a place that represents them. The short term answer to creating exhibits that tell more of the diverse story of the community: partnership.

Specifically, partnership with a local culture-centered organization. However, while the museum staff had attended multiple conference sessions on partnerships, the actual number of partnerships we had created was effectively zero. The time to change this was now.

THE FIRST EMAIL IS THE HARDEST

Picking a potential partner was easy. The Korean Cultural Center of Chicago (located in Wheeling) was nearby, and Buffalo Grove has a growing Korean-American population. The KCCoC was a center for music, arts, and dance programming. They had their own museum galleries, dedicated to Korean art and history exhibits. They had also recently won an NEH grant to expand their facility, so museum staff hoped they would be interested in expanding their community outreach in other ways as well.

It took an entire morning to write the first email. Introducing your organization, listing some of your qualifications, and inquiring about possible partnership interest is a lot to squeeze into two paragraphs. Finally, staff clicked send and waited to see what would happen next. They got a response from the KCCoC director within the hour. The Korean Cultural Center of Chicago would be very interested in pursuing a partnership. A meeting was set up within the next two weeks.

STARTING SMALL

Before going to the first meeting, Raupp Museum staff knew they wanted to bring specific ideas to the table of what a partnership could look like. Using key lessons learned from webinars and conference sessions, they knew that having identifiable goals for both sides of the partnership was important. Furthermore, since both institutions had a small staff tasked with multiple duties, the goal was to keep the project small and set makeable goals on a makeable timeline. It was quickly apparent that a joint exhibit was the best way to achieve these goals, and the two organizations decided to create an exhibit comparing the harvest holidays of Thanksgiving and Chuseok.



This project hit everything both partners were looking for:

- There were many artifacts relating to this theme in the collections of both institutions.
- An October/November exhibit would give everyone sufficient time to prepare.
- People like food! People love holidays! Staff felt that this was a great way to start introducing one culture to another culture.

Planning began in April 2021, conducted both as in-person meetings and via email.

LEARNING TO SHARE

Although the exhibit design process went remarkably well, learning to share your ideas and your space always comes with challenges, especially if you don't usually work with a partner. In the case of this partnership, two of the main issues were:

Arranging the space: Since the exhibit was meant to feature both partners equally, it was important to integrate both the Korean and the Buffalo Grove artifacts throughout the exhibit, showing how certain key ideas were found in both cultures. Staff wanted to avoid making it look like the KCCoC was a visitor to the space. At the same time, each partner also needed to have at least one spectacular moment in the exhibit to shine, since the exhibit was about celebrating food, family, and culture. The solution was to outline the design so that it wasn't by culture, but by themes: such as food similarities (cabbage). In addition, two different table settings highlighted the traditions of each culture.

Dual language: This was also the museum's first leap into dual language signage. This caused more design issues than originally anticipated, since, again, the goal was to present the exhibit as partners, and not make it seem like one language was seen only as a translation of the main signage. The Museum and KCCoC worked closely on a design that highlighted both languages evenly – side by side.

SUCCESS!

The exhibit launched in October 2021 to great reviews from both the public and stakeholders from each institution. Residents who regularly visited the Raupp Museum were excited to learn about a different culture, while some Korean residents from the area visited the museum for the first time after hearing about the exhibit. Residents of all cultures made comparisons between Thanksgiving, Chuseok, and harvest holidays from their own culture. They even walked away with recipes from both food traditions, which were included as handouts within the exhibit. Museum staff also created a special scout program for the exhibit, and became a field trip venue for a group of food historians from Chicago.

MORE THAN ONE AND DONE

While the joint exhibit was a great success, it was only the beginning of the partnership. Since then, the KCCoC has worked with other parts of the park district as well as the museum. They provided volunteers to make Korean kites during the annual kite fly event and were instrumental in the BGPD's first ever Lunar New Year celebration in 2022.

On the technical side, the Raupp Museum has also worked on staff development with the KCCoC staff, providing museum collections advice and database training. Currently, both museums have joined forces with the National Indo-American Museum in Lombard to open a new joint exhibit for summer 2023.

LESSONS LEARNED

What has the Raupp Museum learned throughout the partnership?

- 1. You have more to offer than you think.** Museum staff originally only thought of exhibit space and program development as the value they could add as a partner. The thought that a fellow institution would value collections management experience as an asset was entirely surprising to us.
- 2. Communication is key.** In this case, we are referencing the fact that the staff in each organization is used to working a certain way, and making assumptions about how things will get done without actually ever speaking about it. Bringing new people to the table for a project means they probably don't do things the way you do, so it is important to be specific about the process and expectations.
- 3. One partnership leads to another.** The first partnership grew out of a desire to expand the Museum's reach to a diversifying community. The goal was always more than just reaching local Korean residents. The hope was that by showing more than one story, other Buffalo Grove residents from different backgrounds would realize that the museum was interested in telling all stories, and would be interested in many partnerships.

This has actually come to pass, as the Raupp Museum has a new community partner. For April-August of 2023, the Raupp Museum, the Korean Cultural Center of Chicago, and the National Indo-American Museum in Lombard worked together to create a "Summer Weddings" exhibit, featuring wedding dresses and traditions from the Korean, Indian, and Jewish communities, as well as historic German Catholic wedding dresses from the museum's collection. Museum staff continues to seek out new partnerships, and we can't wait to see what happens next.

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BUFFALO GROVE COUNTRYSIDE



Thursday, August 10, 2023

\$2.00

Community Crowd

Food, community, service combine for a good time at National Night Out. **Page 4**



Food vendors are lined up during Buffalo Grove Park District's National Night Out at Willow Stream Park in Buffalo Grove, Tuesday, August, 1.

MICHAEL SCHMIDT/PIONEER PRESS

BUFFALO GROVE

Business expo, food drive part of National Night Out lineup

Police, fire personnel interact with attendees

Pioneer Press staff

More than 2,000 people are estimated to have attended National Night Out in Buffalo Grove, with its offering of food trucks, family-friendly activities, a food drive and local emergency responder personnel showing their lighter side to residents.

"This is one of our most well attended events of the summer, and has always been a community favorite," Park District spokesman Mike Terson told Pioneer Press.

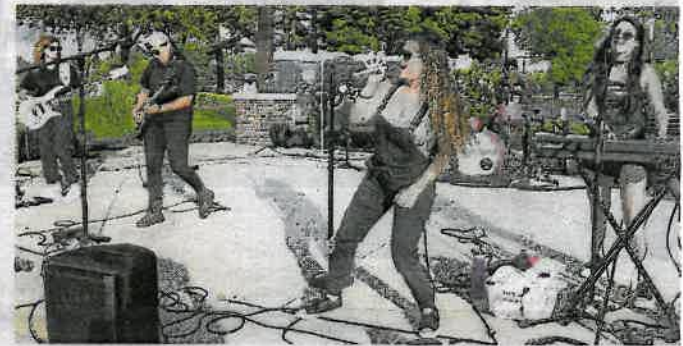
The Park District hosts the event in Buffalo Grove. It was held at Willow Stream Park and included a business expo, in addition to interactions with police and fire department personnel.

National Night Out is a nationwide event billed as an effort to better — or maintain already-positive — police/community relations. Buffalo Grove was among the towns across the country that hosted a local event Aug. 1.

"In addition to the great food, live music and fun attractions, National Night Out gives people in Buffalo Grove a chance to see their friends and neighbors, as well as interact with different businesses and community groups," said Terson.

He said turnout this year was "great."

Terson explained that the food drive was run by the Northwest Suburban Interfaith Council. Food collected



TOP: A crowd of about 2,100 is estimated to have turned out to Willow



Thank You

Board + Staff,

THANK YOU so much for everything you have done during this difficult time.

The flowers are beautiful & the support from the board & staff has been amazing. My brother was impressed with the showings of the BOPD! I told him this place is truly a family and we support each other!

♡
Tom

One of the great blessings that God has given us in our sadness has been the presence and care of good friends. You may not realize how much you did for all of us, but we will always remember that you took the time to be with us and let us know that you cared. May God bless you as richly as He has blessed us through you.

*The Family Of
William Arthur Howe*



Buffalo Grove Park District
COMMITTEE ACTION ITEMS
August 28, 2023

I. Committee Action Items (Roll Call Votes)

A. Finance (HW)

1. I move to approve the August Warrant 2023 in the amount of \$1,894,883.81.
2. I move to approve the July 2023 Financial Statement and Year to Date Statement.
3. I move to approve Ordinance 23-8-1 authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Buffalo Grove Park District, Lake and Cook Counties, Illinois, in an aggregate principal amount not to exceed \$8,000,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the refunding of certain outstanding obligations of the District and for the payment of the expenses incident thereto.
4. I move to approve Ordinance 23-8-2 authorizing the disposal of the Kyocera TASKalfa 6550ci copy machine.
5. I move to approve Resolution 23-8-1 NWSRA 2024 Funding Assessment in the amount of \$345,757.67.
6. I move to approve Resolution 23-8-2 to open Wintrust bank accounts and add signers.

7. I move to approve the Board Travel and Conference expense in the amount of \$3,146.40.

B. Policy and Legislation (LR)

1. I move to approve the Board Policy Manual 8.17 Remote Meeting Attendance Policy update.

II. **Consent Agenda (Voice Vote)**

I move to approve the Consent Agenda as proposed:

1. 2023-24 Quarter A Executive Director Work Plan Update
2. 2023-24 Quarter A Departmental Goals and Objectives Update
3. Rylko Park Amphitheater Development and Spray 'N Play Expansion Bid Recommendation



TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: AUGUST 23, 2023
RE: DIRECTOR'S OPERATIONS REPORT

Board Relations

Vacancy: The board application has been closed. The board has been sent all seven applicants' application along with any correspondence (if applicable). Erika has contacted all seven of them with a "next steps" email. She has only heard back from one individual that there would be an issue with the two previously selected interview dates, which she will discuss with the board on Monday.

Community & Public Relations

BG Days: BG Days is right around the corner, and the IHC (In-House Committee) has been busy finalizing needs for the weekend. They had one final meeting this month, and the executive team has met with the Village staff twice. The schedule is complete, the beverages have been ordered, the work order is almost done, and all planning for the kids hour and adult events have been finalized. Wendy did a great job with sponsorship, bringing in \$25,475.

The District will be participating in the parade, and the planning team (Tony V. and Dani) have come up with a very fun idea for this year's float – Play on Our Grass - and will include some parks staff pushing equipment in formations. Hurricanes Swim Team, BG Singers, and Studio 83 Dance Team will also be marching with us.

Erika is also working with Rotary on securing items for Bingo. The Park District has always helped them borrow the board and caller from D102, provided them with a sound system, and stored all of the supplies. At this point, all items have been secured, so last piece is to get them onsite next week.

Friends of the Parks: Friends of the Park had their last meeting on Tuesday, August 22. They were able to get a new group photo done so that all new members were in it. There was some discussion over fee assistance and how to fund support for military families that Erika wanted to discuss. They continue to plan for their upcoming fall event *Broadway – A Love Story*, and are looking forward to attending the joint board park tour next month.

NWSRA: Erika had a new board orientation meeting with NWSRA's Executive Director, Tracey Crawford on August 17. Erika has known Tracey through the years, however, she will be new to their

board of directors. They covered various aspects of board duties for NW including how to access and navigate their Director's website. It was very informational and Erika looks forward to being a part of their board.

Rotary Club: Erika continues to attend Rotary when she can. This past month she was able to attend a meeting at Kolbi Pipe Marker that was a joint lunch and tour with Buffalo Grove Pursuit. It was a nice event, and wonderful to see what Kolbi Pipe can do which may lead to future options for printing for the district.

Village of Buffalo Grove: Erika was able to get through the DIA process for Prairie Grove. She has spoken to Dane and received his assurances that we can come to an agreement for future projects. At this time, there is no further information as she awaits to receive information back from them.

Erika has also been working closely with Kyle Johnson (Deputy Public Works Director/Village Engineer) on the Rylko Amphitheater project. Kyle will be her direct contact for all parts of this project moving forward, and Erika has appreciated his help and persistence on getting this project through. Next steps are coordinating the changes as we hope to rebid the work, and then it will be on to getting permitting secured.

Finance

Bonds: As discussed at the last board meeting, the District is preparing their issuance of both alternative revenue and limited bonds this fall. Beth has been working on the compliance piece and creating the ordinance to present to the board at the next meeting.

Government & Public Affairs

New Laws: IAPD does a great job informing the industry whenever laws are being considered or passed. Most recently, a law was updated that affects how staff can administer epi-pens and inhalers at programs. The changes include adding a formal training by a nationally recognized training program as well as updating the liability and waiver sign-offs from the families. Typically PDRMA will follow-up with a FAQ, however, they still have yet to release anything. With school-year programs starting (most notably, Clubhouse and preschool), Erika and Scott worked out a plan on how to stay compliant with the new update and are moving forward.

Operations & Personnel

Planning: A new Planning and Development Manager has been hired! Laurie Hoffman, a registered Architect, with construction management and documentation experience will be coming to the District from a private architect and engineering firm. She is originally from Brooklyn, New York, but married a person from Buffalo Grove, and that brought her here. She has a vast amount of experience working with public clients, such as the Veterans Affairs, local schools, and universities. Erika is very excited to have Laurie join the team, her first day will be September 18.

Recreation: Erika has been working with Joe, HR, and the Rec Admin team to discuss possible options for the two open Recreation Supervisor positions: Performing Arts and Aquatics. They have been approaching the Aquatics position a little differently and will be moving all aquatics staff training to Jenn in her new role as Safety and Training Supervisor. This will open up more flexibility in the

position as it will change it to a programming position without having to worry about the extra training certifications.

Erika has also been working a lot with Joe on the BG Days transition. She has been looping him into all correspondence with the Village, Chamber, and internal team. He fully took over the staffing for this year (which was very helpful!) and everyone has their assignments.

Risk: Scott Spitz is our new HR and Risk Manager, and has hired Jenn Foreman to be the Safety and Training Supervisor. Erika has been meeting regularly with Scott to discuss HR and Risk issues. This will remove the need to discuss those items via John at admin meetings, and it has proven to be very helpful to keeping Erika in the loop on all things. Erika is excited to see Jenn transition over in her new role also. She has a passion for training and the addition of keeping aquatics training was very appealing to her.

Planning & Projects

Alcott: Erika received the Alcott Master Plan proposal from Matt Bickel at Wold Architects. There was nothing budgeted for this fiscal year, so Erika is waiting to see if the money provided in this year's state budget for Alcott capital starts to get released. If it does, she plans to first reimburse the District for costs accrued with the demo of Room 1. Then she hopes to use the money to get the master plan moving along.

Prairie Grove Park: Prairie Grove Park project has begun. Erika was able to secure the permit at the end of last month along with the agreed upon DIA agreement. She attended a Prairie Grove pre-construction meeting with Upland, Village of Buffalo Grove, and Hacienda, the park contractor. The construction fence is to go up this week, and next week demo of the site is to begin. Additionally, the original playground will be picked up by Kids around the World for repurposing and distributing to another country.

Mike Rylko Park Amphitheater: It has been a long couple weeks for Erika as she has navigated through all of the information surrounding this project. She has provided the board with an update and at this time is restructuring the way to bid this project into three separate bids. The first one would include only the Amphitheater, festival plaza, pathways, and shelter. The goal is to update the bid, go out to bid, and have it returned for recommendation to the board by September 25. The entire project is very dependent upon weather, and in order to get it completed by BG Days 2024, it needs to break ground this fall. Erika has been working side by side with Kyle from the Village on this process and he is helping move it along as quickly as possible. Erika would also like to thank John and Tim H. on assisting with this matter and helping forge a new plan.

Mike Rylko Park (East): As discussed at the last board meeting, the District will be holding off on applying for this year's OSLAD grants. The team is collecting respondents contact information (those that attended the community input meetings and those that submitted surveys), and will send them an update on the discussions.

Willow Stream Parking Lot: Erika attended a pre-construction meeting for Willow Stream parking lot project which is set to begin September 11. Led by Gewalt Hamilton Associates, the meeting covered

all aspects of the project including contractor expectations and timeline. The biggest thing to note is that the parking lot will be completely closed during construction and all program participants will have to find alternative parking either along Checker or parking lot off of Farrington. Erika is having the Admin team develop a few communication pieces so patrons know what to expect including a letter to the houses along the park property, posting on the website/social media, letter to program participants who will be impacted (soccer, flag football, and BGRA), and a map of alternative parking locations. Thankfully the project should be quick and complete this fall, however, there is an understanding it could extend into spring if there are any issues.

Miscellaneous

IPRA Board: Erika is considering putting her name in the hat for IPRA Board Chair. The deadline is this month, and if she does, the board will take an official vote on all the candidates next month.

NRPA Conference: NRPA Conference is approaching quick. Housing and travel has all been booked. Everyone is looking forward to the opportunity to continue their education and network with other professionals.

Meetings & Events Attended:

Leading with Influence (IAPD Webinar) – July 20

Rotary Club – July 20

Environmental Action Team 1:1 (Jeff & Martha Weiss) – July 20

Raymond & James Bond Meeting – August 2

Interview 1 (Planner) – August 3

Rotary Tour at Kolbi Pipe Marker – August 3

Rotary & SLSF Golf Outing – August 9

Interview 2 (Planner) – August 10

Tim's Dad's wake – August 10

Buffalo Grove Bank Meeting – August 11

Prairie Grove Pre-Construction Meeting – August 11

Intern's Good-bye Party – August 11

Willow Stream Parking Lot Pre-Construction Meeting – August 15

Jessi's Good-bye Send-off – August 15

Parks Department Meeting – August 16

BG Days Village Meeting – August 16

New Board Orientation with NWSRA – August 17

FOP Meeting – August 22

IPRA Board Executive Session Meeting – August 23

Bingo Meeting – August 23



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: AUGUST OPERATIONS REPORT
DATE: AUGUST 23, 2023

Audit for FY 2022-23: The audit is on schedule to be presented to the Board in September.

New Operating Accounts with Wintrust: John and Erika met with representatives from Wintrust earlier in August and discussed an opportunity to move our operating accounts to Wintrust to take advantage of the current interest rate environment. We recommend that we move ahead with this change – there will be additional new account paperwork to sign at the Board meeting.

New Position in Human Resources/Risk Management: We are excited to announce that Jenn Foreman has accepted the role as the new Safety & Training Supervisor. Jenn has a passion for training, and Scott is looking forward to that passion being spread across all departments at the Park District. Jenn will be supervised by Scott. She will begin her new role on August 28th.

IT Updates: Greg has been working on a number of items including:

- Working with Chris and Carol at the Fitness Center to use HelloSign or another platform to use as a kiosk for onboarding new members.
- Reducing the time-frame required for household information review in RecTrac household accounts from 365 days to 100 days.
- Reviewing and adjusting the WebTrac pre-registration checklist in the RecTrac software to prepare for next registration. Greg is also working with our IT consultant, Version 2, to identify the issues which caused the problems with our fall registration on July 31st.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: AUGUST 21, 2023

RECREATION DIRECTOR'S REPORT

BG Days: The Park District had its fourth in-house BG Days Committee Meeting on August 2, and everything is on track. Wendy has secured \$31,000 in sponsorship to date. The BG Days Committee has finalized all the children's activities (Kids 90) and will also introduce some adult activities this year. Those will include a bags tournament and a puzzle competition. The parade will take place this year, and the Park District will have a parks-themed float. The dance team, BG singers, and swim team will also walk in the parade. Amanda has secured a food truck for the BBQ challenge so more festival-goers can partake in the event. They have also met with the Village to finalize signage and site layout. Sign-up for staffing went out this week and will be finalized very soon. Staff will cover their events as well as the beverage tent, back-of-house, Kids 90, adult activities, and the dog show.

Erika, Joe, Dani, and Tim will be meeting with the Village on August 24 to go over logistics for BG Days one final time before the event begins. The Park District will have all participating staff attend an in-district BG Days meeting on Tuesday, August 29, to cover expectations while on-site and safety protocols.

National Night Out: The Park District hosted National Night Out on Tuesday, August 1. According to the Placer data, an estimated 2,200 people attended the event.

RECREATION FACILITIES

Alcott Center

Rentals: Elizabeth has been working with interested renters by giving tours of the rooms so they can get a feel for the facility and ask any questions. She recently worked with the Buffalo Grove Community Pageant, which provided a picture of the new Queens!



Aquatics

Natorium: A meeting was held with the new representative from the high school to discuss the pool schedule for the upcoming school year.

Spray 'N Play: Spray 'N Play was open 23 full days, four partial days, and closed four full days in July. Reasons behind the full closures included severe weather and a water main break. The partial closures were due to scattered storms. 3,857 people attended Spray 'N Play in July, resulting in \$12,129 in revenue. July 27 had the highest attendance (287) and most revenue (\$886) in one day.

July Party Rentals

Ultimate Party	4
Splash Bash	6
Mini Splash Bash	4
Party Deck	17
Revenue Total	\$5,880

Spray 'N Play Party Cancellations:

- On July 2, Ultimate Party was canceled due to rain.
- On July 29, Party Deck was canceled due to a water main break. The party moved to Willow Stream Pool and utilized the wading pool.
- On July 30, Ultimate Party was canceled due to a water main break and unable to find a space to accommodate their large party.

Willow Stream Pool: July was a much better month for operations at the pool. Of the 27 operational days, the pool was open 26 full days and closed one full day. The one full-day closure was due to

inclement weather. 2,777 people attended Willow Stream Pool in July, resulting in \$11,266 in revenue. July 9 was the highest attendance day (256). July 4 was the highest-grossing day with \$1,359.

Community Arts Center

Rentals: For June and July 2023, there was a total revenue of \$51,426.89. Elizabeth has continued working with renters to ensure they have what they need for their rental day. There has already been seven applications for summer 2024.

Fitness Center

Administration: The Fitness Center Pool closed on August 14 (for its yearly maintenance) and will reopen on August 28. Fitness Center members can access the pool at NCH Wellness Center in Arlington Heights until the pool reopens.

Debra Saper added new fitness equipment and redesigned the fitness floor on Tuesday, August 15 with the help of Dave Anderson, Matt Raupp, Mark Bajno, Joe Jagiello, Connor McWard, and Sam Chung.

Group Exercise: There were 79 classes offered in July; 60 live, 7 hybrid, and 12 virtual.

Participants	June 2023	July 2023
Total #	5,766	4,930
Live #	4,860	4,042
Virtual #	906	888

Member and Guest Services: Staff is busy scanning and linking all the newly signed Terms & Conditions Agreements for members who joined before June 1, 2023.

The Fall Into Fitness promotion began in mid-August. The promotion runs through September 30 and offers new member sign-ups their first month for \$39.

Carol is working with Greg to create a fillable waiver on iPads to make it easier for new members and staff rather than handwritten paperwork. This will make new member registration more legible for staff, ensure accurate information, and reduce paper consumption. Greg has prepared a demo for Carol's team.

Carol completed July's billing on July 6 with 53 declines. The billing revenue increased by \$1,739.96 from the June to July billing.

Personal Training: In July, Debra and her team had 331 personal training sessions and 79 reformer trainings. There are three personal training videos on the website, and Nic shot five additional videos on August 5, set for release soon. Debra has received great feedback from members on the videos.

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

Membership Type	June 2023	July 2023
Adult	751	743
Add-On	644	664
Senior	731	737
All Corporate	245	269
Veterans/HMHB	61	10
Annual Add-On	13	13
Annual Senior	20	21
Annual Adult	10	13
Student Passes	521	517

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

	June 2023	May 2023
Total Memberships <i>(Includes Freezes)</i>	2,795	2,814

July 2023 Summation:

- Active Members: 2,613
- Membership Visits: 28,257
- Personal Training Sessions: 331
- Reformer Sessions: 79
- Group Fitness Attendance: 4,930
- New Memberships: 95
- Cancellations: 60
 - Relocation: 11
 - Financial: 4
 - Home Equipment: 1
 - Overcrowded: 3
 - Different Club: 1
 - Medical: 8
 - Infrequent Use: 15
 - Other: 17

July 2022 Summation:

- Active Members: 2,064
- Membership Visits: 21,451
- Personal Training Sessions: 254
- Reformer Sessions: 82
- Group Fitness Attendance: 3,557
- Cancellations: 48
 - Relocation: 14
 - Financial: 2
 - Different Club: 2
 - Medical: 5
 - Infrequent Use: 15
 - End of Promo: 2
 - Other: 5

Golf Dome

Adult Golf Lessons: Jimmy has seven participants registered in his Adult Level 1 class that begins Tuesday, August 15.

Raupp Museum, Educational Gardens, and Nature Classroom

Museum Attendance: Total museum attendance for July was 296 people. Walk-in attendance has continued to be consistently higher than in previous years, and this July was 14% higher than last July, well above pre-pandemic numbers. Museum staff attributes this, in part, to the new resident packet. Several of the visitors have mentioned being new to the community.

Museum Donations: The Museum has received a donation of five historic certificates given to Aptakistic School from 1937 - 1946. These certificates include four certificates of recognition for superior elementary school and one certificate for personal service during World War II from the American Red Cross.

Museum Exhibits: The Museum's online exhibit/collections database site had 144 visitors who looked at 575 pages in July. The average visitor spent about one minute on the site and looked at five pages.

Museum Merchandise: The Museum will begin selling coffee mugs for \$7. They will feature historic images from the Museum's collections.

Museum Partner Party: The party to celebrate the *Summer Weddings* exhibit partnerships was held Saturday, July 15 (pictured below). Board members and staff from the National Indo-American Museum and the Korean Cultural Center of Chicago attended the event. The attendees networked and exchanged ideas and experiences while enjoying the exhibit.



Nature Classroom: The Nature Classroom had 91 walk-in visitors in July and 48 campers from Cricket Camp (pictured below). Cricket Camp had an excellent experience. They plan to visit the Nature Classroom next summer.

Three people attended the Tree Pruning 101 class on Sunday, August 13. The attendees were very attentive and asked a lot of questions.



School Programs: Staff is excited to announce that they are already scheduling field trips for the 2023-2024 school year. There are currently eleven classes booked for the Potawatomi Pathways program.

Upcoming Exhibit: The museum will feature a special traveling photography exhibit called *American Farmer* from November 10 to January 7. Staff is planning unique programs that coincide with this exhibit, including a presentation by local honeybee farmers and a talk on heirloom recipes from the Illinois State Fair.

Revenue Add-ons

Birthday Parties: During the month of July, there was a revenue of \$3,925. As parties continue to come in, Carol has booked over nine parties this month. Party themes ranging from Kid Rock, Princess Party, Magic, and more!

Dog Park: Dog Park Passes have generated \$6,159 in revenue for 2023– 2024, with 215 annual passes sold through the end of July. At the end of July 2022, we sold 185 annual passes with revenue of \$4,932.

Outdoor Concessions: Summer concessions will wrap up on August 27. July was a great month showing over \$12,000 in sales at the pool concession stand. TJ was very proud of his staff. They worked hard the entire season and were flexible with their schedules due to several weather-related changes throughout the summer.

Outdoor Rentals: Jimmy is working with Vicky Tello from Nicasa Behavioral Health Services on their Pickleball tournament on August 20 at Mike Rylko Community Park. The tournament will run from 7:30 am until 3 pm, and they will use all eight courts. Jimmy updated the website and posted information at the courts to keep the public informed.

Jimmy currently has 24 shelter rentals for August.

June Revenue 2022	June Revenue 2023	Difference
\$6,271.50	\$6,007	-\$264.50

RECREATION PROGRAMMING

Mah Jongg Tournament: The tournament was on Thursday, August 17, at the Alcott Center with 12 teams of four (48 people). The participants enjoyed beef broccoli or chicken chow mein with white rice and an egg roll for lunch. Participants received a goodie bag of candy in a Chinese take-out container and were entered into a raffle. Teams that finished first, second, or third won gift cards.

Softball: Fall softball registration ended on August 11, and the season will begin on August 21. There are ten teams registered for the Monday and Tuesday evening leagues combined. Sean met with Wheeling Park District and has received interest from Deerfield Park District about forming a multi-district softball league for summer 2024.

Aquatics

IPRA Lifeguard Games: One team from Buffalo Grove went to compete in the 28th annual IPRA Lifeguard Games on July 14. Of the 30+ teams competing, Buffalo Grove won the coveted Spirit Award. Staff demonstrated positive team spirit and supportive sportsmanship towards the other teams.



Staff Training: Summer staff in-services ended on August 4. *Staff of the Summer* awards were announced on August 4. The fire department came out for the third time this summer to cover scenarios with staff. A staff appreciation party was held on August 16 at Spray 'N Play to thank and reward staff for a stellar and *splasztastic* summer.

Managers of the Summer

Kenny Velu
Phoebe Guercio



Guards of the Summer

Sophia Mossman
Zachary Zehnder



Instructors of the Summer

Emily Headley
Maxim Kolbunov



Swim Lessons: Private lessons took place in two 1-week sessions from August 7 - 11 and August 14 - 18. A summer swim lesson survey was emailed to participants.

Swim Team: The summer season ended on August 2 with a party at Willow Stream Pool for all team participants. The preseason conditioning program currently running has 31 registered swimmers. The fall/winter team registration is open and will be available until September 15. Registrations for the team are coming in steadily, with 53 so far. There are also 84 participants registered for tryouts on August 28 & 29. Sean is meeting with the Buffalo Grove High School administration on August 21 to finalize the fall/winter practice schedule. The Hurricanes and Cyclones will again participate in the Northern Illinois Swim Conference this upcoming season. He and Diana will attend the Northern Illinois Swim Conference meeting on August 30 to determine a swim meet schedule and are also working on recruiting a new Head Coach. A parent information meeting will be held on September 13. Sean is completing the prerequisite requirements for Hurricanes swimmers to have the option to additionally join USA Swimming events.

Camps

Camp Connection: Session 2 ended successfully and had about 195 participants. Camp Connection was included in the camp survey that went out to participants. All camp supervisors met on August 15 to wrap up the camp season and discuss ideas and how to improve for summer 2024.

Counselor in Training Camp: CITs completed the second session. A survey was distributed to the parents of the participants in early August to determine how to proceed with this program.



Early Childhood Camps: Preschool summer camps ended, and the campers had a great summer! Cricket Camp spent a beautiful day at the Nature Classroom with the help of Debbie and Marina. The Crickets and the Safety Stars also spent a few days at the Spray 'N Play. There were over 280 campers between Cricket, Fireflies, and Safety Stars during both sessions.

General Day Camps: Summer Camp has come to an end. With both sessions, over 2,000 children attended the camp. Day Camps provided a wide range of activities that catered to various interests and abilities, ensuring that every child found something they loved. From arts and crafts, sports, swimming, going on field trips, and talent shows, there was always something new and exciting happening at day camp. The 70 camp staff created a supportive and inclusive atmosphere, encouraging campers to step out of their comfort zones, make new friends, and develop important life skills. Together, everyone's hard work made for a great summer!

Performing Arts Camps: The second session of camp shows was a huge success. Dance recitals, Willy Wonka Kids, Willy Wonka Jr., and Aladdin showcase took place August 2 - 4.

Post-Summer Camp Field Trips: Post-camp had 230 campers attend the week of August 7 - 11. Campers went to Bowlero, Painted Penguin, Action Territory, Congo River, and Enchanted Castle. The children and staff had a wonderful time.

Sports Camps: Session 2 of camp ended on Friday, August 4. For Sports Camp, Grades 3-4 had 43 children, Grades 5-6 had 43 children, and Grades 7-8 had 20 children. For Cycle & Surf, Grades 5-6 had 23 children enrolled, and Grades 7-8 had 22 children. A parent of a child in the Cycle & Surf camp treated every child and staff to a free scoop of custard at Culver's! The campers were big fans of this surprise! These trips give the children a sense of independence and will be added to the schedule next summer.

Clubhouse

Administration: Clubhouse training was held on August 9, 10, & 11. Training on August 11 featured a speaker, Michael Brandwein, who tailored training to fit Clubhouse and Preschool's needs. Topics covered included: how to handle negative behavior in young people while teaching positive choices, developing strong relationships, superb communication skills to build positive relationships, modeling how to express feelings, and facilitating problem-solving. Both Clubhouse employees and Preschool teachers expressed how much they learned during this session.



Registration: Clubhouse registration for the 2023-24 school year closed on July 7. Currently, there are 681 participants registered, with 33 on the waitlist. Amanda will be opening the waitlists at most schools in September.

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

Dance

Dance Academy: The studio will be hosting a *New to You* shoe and apparel sale that is open to the community on August 26 at the Community Arts Center.

Fall registration numbers are up from where they were this time last season, particularly in our academy program. Those are for dancers ages 6 - 18, and the Dance Academy has surpassed last

year's winter/spring numbers. With almost a month until classes begin, the Dance Academy anticipates the numbers for this year will continue to grow.

Early Childhood classes

Season	As of mid-August	As of start date	Final at end of year
Pre-COVID (average)	-	-	134
2020 - 2021			25
2021 - 2022	55	74	93
2022 - 2023	71	111	121
2023 - 2024	79		

Youth Academy classes

Season	As of mid-August	As of start date	Final at end of year
Pre-COVID (average)	-	-	108
2020 - 2021			25
2021 - 2022	59	80	108
2022 - 2023	76	108	117
2023 - 2024	122		

Adult classes

Season	As of mid-August	As of start date	Final at end of year
Pre-COVID(average)	-	-	18
2020 - 2021	-	-	6
2021 - 2022	13	22	25
2022 - 2023	11	25	34
2023 - 2024	27		

Dance Company: The parent/dancer meeting was held on August 19. Our high school company members are helping to plan team bonding activities for the dancers while the parents are in the meeting.

Dancers are rehearsing for their performance at the Schaumburg Boomers game on August 26. Guest choreographers are coming in to set a few routines for the last two weeks of August.

Season	Total dancers on company	Total registrations
Pre-COVID (average)	55	-
2020 - 2021	52	-
2021 - 2022	45	344
2022 - 2023	57	430
2023 - 2024	64	452

Winter Dance Performance: Auditions have been announced for our winter production of *Nutcracker*, and there are already 30 dancers signed up. This year's production will be directed and choreographed by Melissa Gocek.

Musical Arts

BG Singers: The BG Singers are very busy preparing for their upcoming production of "Kaleidoscope", an eclectic combination of pop music, show tunes and classic American standards. Tickets will go on sale to the public on August 30, and performances for the show will be held at the Community Arts Center on September 28 - 30, 2023. The choir is excited to return to the stage after a four year hiatus!

Crescendo Show Choir: Auditions for the Crescendo Show Choir will be on September 19. Lindsay and the Crescendo director, Kara Spector, are working on preparations for the upcoming season.

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.

Preschool

Administration: Keri is continuing to interview candidates for the Pre-Threes and Substitute positions. One candidate accepted the offer to join the Pre-Threes team. A welcome back email was sent to 305 recipients, and 83.5% of recipients opened the email within the first 24 hours.

Highlights: The Preschool teachers participated in two professional development opportunities on August 10 and 11. The training on August 10 featured Ruth Spiro, who offered ways for staff to use STEM in the classroom and to connect it to literature. Training on August 11 featured Michael Brandwein, who gave teachers tools to create an inclusive classroom and ways to respond to behaviors while providing clear boundaries.



Registration: Registration for the fall is still open. Program openings have been advertised on the Park District's social media account. Two-Year-Old Preschool has 40 participants enrolled. Pre-Threes has 23 participants. Three-Year-Old Preschool has 63 participants, and Four-Year-Old Preschool has 71. The total amount of participants is the same amount as this time last year.

Productions

Fall Adult Non-musical 2023: *Admissions* by Joshua Harmon, was canceled due to the producer stepping away from the production.

Summer Musical: The summer musical production of *Rodgers & Hammerstein's Cinderella* was held over the weekends of July 21 - 23 and 28 - 30 at the Community Arts Center. 1,492 tickets were sold for the production, totaling \$26,771.00 in ticket revenue. The production was projected to sell 1,200 tickets. The show was extremely well-received by the community. Lindsay Grandt received

positive feedback regarding the live, 19-person orchestra featured onstage during the production. Lindsay is now researching options for the 2024 summer production and hopes to have a license secured by the end of September.

2023 - 24 Children's Theater Season: Online audition sign-ups for the fall 2023 Children's Theater production of *Mean Girls, Jr.* went live on August 3 and were completely full within one day. Lindsay has subsequently added additional audition spots, and currently has 84 performers signed up to audition, and is working to accommodate the waitlist. An audition workshop will be on August 23, with auditions to follow on August 28 and 29. Lindsay is pleased to announce that the show will be directed by Hayley Brenner, with choreography by Cathy Jacobson and musical direction by Dede Ginsberg. Performances will be in November, and the team anticipates a wonderful production.

Lindsay is waiting on final confirmation to produce *Grease: School Edition* for the winter 2024 teen production. Due to the high demand for the show, the licensing process has taken longer than anticipated.

Special Events

Camping Under The Stars: The Camping Under The Stars event was rained out on its original date and was rescheduled for Friday, July 21. The movie that was shown was *Puss in Boots: The Last Wish*. Ninety participants attended the rain date. Bagel and Bialy provided sandwiches for dinner and bagels for breakfast. The event also included custard from Culvers.

Craft Fair: There has been a huge response to the event this year, and Aly has decided to expand to include the atrium and room 6 to allow more vendors. The event is maxed out with 62 vendors and still has a waitlist. The event will be on Saturday, October 21, from 10 am - 3 pm at the Community Arts Center.

National Night Out: National Night Out was on Tuesday, August 1. According to the Placer data, there were around 2,200 people in attendance. The event had a musical performance featuring the band Serendipity. The event also featured Gary Kantor, the magician, performing magic tricks for the kids, two face painters, and three bounce houses. The Police Department did a demo with one of their K-9 officers.

Summer Concert Series: The Summer Concert series held rain dates for performances canceled due to inclement weather on Tuesday, August 8 and 15. The Summer Concerts averaged around 500 attendees, not including National Night Out.

Tot in the Park: The final Tots In The Park of the summer ran on July 21 from 10:30 – 11:15 am. The concert featured a performance by Ben Tatar and the Tatar Tots. Ben Tatar is a local music teacher for Killdeer Countryside Elementary School. Around 75 people attended the performance.

Theatre Programs

Advanced Theatre Company: Advanced Theatre Company has been postponed until the winter while staff look for a new instructor.

Youth Programs

All Star Sports: Basketball and volleyball for the summer season is over. The basketball program has 206 children registered, and the volleyball program has 108 children registered for the fall session.

Chess Club: Summer chess club sessions will conclude on August 28. The instructor has registration forms to hand out so they sign up on time. The fall session will start on September 11.

Computer Explorers: Computer Explorers will offer three classes this fall; Beginning Fun-gineering, Coding - Basic Training, and Robot Engineers. Two of the three classes are already full. TJ is working with them to try and offer another Robot Engineers class. That class has ten people signed up and another ten on the waitlist.

Flag Football: The coach's meeting was held on August 16. Flag football practices started on August 21. There are 22 teams this season with over 200 players. Most leagues are at or near capacity. Games will begin on September 9.

Full STEM Ahead: Full STEM Ahead has 16 participants enrolled out of 16 possible spots.

Fun With Letters: The summer enrichment class ended at the beginning of August. Starting in the fall, the class will be called Alphabet Mystery Party. Alphabet Mystery Party has 16 participants enrolled for the fall semester out of 16 possible spots.

Gymnastics: Summer gymnastics classes ended on August 12. TJ will meet with Chicago Loves Dance to evaluate their experience as a new contractor with the Park District. Classes will resume this fall.

Hands on Art: There are 30 participants for the three enrichment classes out of 54 spots. Friday Fall Fun classes have 53 participants enrolled out of 72 spots.

Hot Shot Sports: Hot Shot Sports is running classes weekly. Registration for the second session is still coming in. Sean is working on securing a fall and winter location now that the gym at Alcott is not an option. The ideal location at this time is Cooper Middle School.

Karate: Summer Karate classes ended on August 25. Fall classes will begin on September 6.

Lunch & Learn: The summer lunch class ended August 4 and is now called Friendship Café. Friendship Café has 129 participants enrolled for the fall session out of 144 possible spots.

Magic Class: The latest Magic Class was on August 21. The class had 28 participants. Gary Kantor has been happy with the class numbers for the past six months.

Math & Motor: This summer enrichment class ended August 1 and is now called Number Ninjas. Number Ninjas has 16 total participants enrolled for the fall semester.

Nature Safari: This new enrichment class featuring plants and animals has 12 participants signed up for the fall semester out of 16 spots.

Ooey Gooey Sensory & Exploration: This class has 10 participants signed up for the fall semester out of a possible 16 spots.

Rock 'N' Kids: Second session classes finished at the beginning of August. There are 57 total participants out of a possible 72 spots registered for the fall. Two sections also have families on the waitlist.

Safety Town: Safety Town Mini Camp ran from August 7-11 with 16 campers. The week included a visit from the Fire Department when smoke was noticed entering the building. The smoke was part of the planned smoking of the sewers, so all were safe, and the children got to talk to the firefighters and received hats.

Soccer: Soccer registration ended with over 300 participants. A coaches meeting was held virtually on August 16 to ensure higher attendance. A coach's clinic will take place on August 19 at Willow Stream Park to help coaches learn how to plan and manage practices for youth players. Practices are scheduled to start on August 28, and games begin on September 9.

Stories Come Alive: This new enrichment class has eight participants signed up for the fall semester out of 16 spots.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

BG Days

Food Vendors: All food vendor applications and payments have been submitted. Amanda is working with the health inspector on permits.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: AUGUST OPERATIONAL REPORT
DATE: AUGUST 23, 2023

PARKS DIRECTOR'S REPORT

Personnel: This is the last week for our intern Ben! Ben worked mostly with land management and did a tremendous job for the District! We wish him the best of luck in his junior year of college.

Dani Hoefle has been working hard to learn the day-to-day of her new job. She completed twelve two-plus hour one-on-one meetings to get to know her staff. During these meetings, Dani learned about their personal life, their Park District history, thoughts and ideas they have for the future, and current concerns they are facing. The conversations were instrumental in helping Dani understand the people and the Department as it stands and where it could go. Dani is very appreciative of the staff time spent in these meetings and feels she is off to a great start with her team. Dani is also meeting regularly with Tim Howe, discussing budget, how to address resident concerns, contracted work, and how to assign tasks to the appropriate crew. Dani has a lot more to learn, but she is picking it up quickly!

Esteban Gomez, the newest Parks Department full-time employee, completed his initial onboarding, and it went well. Dani will continue to work with him on agency technology and ensure seasonal training takes place, especially with snow removal not too far off.

The summer seasonal staff have all left for college except three who plan to stay on year-round. The part-time staff were a huge help this summer and Dani has made contact with the staff in hopes of their return during school breaks and summer 2024.

Tim Howe finished his training for the scholarship he received through NRPA and the NGICP (National Green Infrastructure Certification Program). Once he receives confirmation that all the training has been logged, he will register to take the certification.

Tiny Robot Demo: The Athletics Crew reached out to a vendor about a tiny robot demo. This robot can stripe a full size soccer field in roughly 30 minutes. The cost has come down tremendously since they first came out a few years ago. Staff were impressed with the demo and asked some pretty good questions to the vendor.

CAPITAL

Prairie Grove Park: The construction fence will be put up the week of August 21. Kids Around the World will be removing the playground at no cost to District. Kids Around the World will then refurbish the equipment and install in a country less fortunate.

Willow Stream Parking Lot: We had our pre-construction meeting for the renovation of the parking lot. Work is scheduled to start the week of September 11. Substantial completion is scheduled for the end of November. Signs went up yesterday by the parking lot letting people know that construction is planned. We will also be sending letters to residents around Willow Stream that parking might be congested at certain times due to programming.

Vehicles: We found out that the joint purchasing organization we use to purchase vehicles now has Ford trucks for purchase. Dani Hoefle and Tony Vraniak will work on building two trucks that are in the capital budget.

Village/Park District Rte. 83 Bridge: Tim Howe and staff from the Village met with the contractor who is working on the bridge repainting. We determined it would be the best for the contractor to start after BG Days.

ATHLETICS CREW

Athletic Fields and Courts: The Athletics Crew, Steve Houde, Matt Raupp, Mark Bajno, and Joe Jagiello had a busy month between routine maintenance and many events. They maintained all 20 BGRA baseball diamonds throughout the month, including a lot of weed spraying. They also maintained the four non-game fields, the two in-house softball fields at Rylko Park, and raked and weed sprayed all of the volleyball courts. As the spring/summer season finished up at Rylko, they added clay to the batters' box areas on both fields to get them ready for the fall season. Then, when some of the in-house games winded down in July, they removed the temporary home run fence at the Emmerich East ball diamond and moved picnic tables from the Emmerich shelter area across to Emmerich East for the upcoming football season. They completed top-dressing (topsoil work) at Willow Stream, Ivy Hall, Children's, Veterans, and Windsor Ridge Parks for fall soccer. They have also been mowing the Athletic turf at Emmerich East football field and Emmerich North baseball field as they recently had World Series games for their Colt division.

Event Preparation: Several work orders were fulfilled this month to help the Recreation Department execute summer programming and events. The Athletics Crew was instrumental in the National Night Out event, which included the move, setup, and removal of many pop-up tents, tables, chairs, barricades, and more. Musical instruments were picked up from Stevenson High School for a production at the CAC, portable stages were moved back and forth between Alcott and the CAC, and Gators were moved to Willow Stream Park for the Camping Under the Stars event. They also picked up all camp supplies at all camp sites as summer camps have ended and moved soccer goals to Churchill and Veterans Parks in preparation for fall soccer. Several nets were added/replaced at various sites to help ensure a great soccer season. And finally, the crew has been periodically repainting the temporary parking lot lines in the grass at Rylko Park for the parking lot that is used for BG Days. This saves hours worth of work as the staff will not need to re-measure the parking lot spaces and start from scratch. The Village of Buffalo Grove Public Works staff has expressed their gratitude as this will save time during BG Days setup.

Park Amenities: With the new in-line rink opening up, the Athletics Crew moved the bleachers back in place as well as installed two new hockey goals and a garbage can. The crew has also focused on routinely power washing all picnic shelters, especially prior to any events or rentals. They have also been repairing/replacing any damaged tennis and basketball nets throughout the district and replaced two broken backboard arms on basketball backboards at Rylko and Woodland basketball courts.

BEAUTIFICATION CREW

ID Bed Project: The ID Bed Project is almost complete! Jose planted 11 more beds with native plants at Ivy, Mirielle, Aptakasic, Canterbury, Churchill, Rylko, Rolling Hills, Bicentennial, Old Farm, Children's, and Woodland Parks. Esteban has been working hard to ensure all of these new plant beds are getting water every day.

Landscaping: The Beautification Crew has been watering and maintaining weeds all month to combat the summer heat. It can take an entire day to water all areas within the Park District!

In response to a resident concern, Jose did some landscaping work at Lions Park this month. There were two overgrown sets of shrubs surrounding some park benches. The concern from the resident was that this closed off section could attract unwanted behavior. Dani and Jose did not want to remove the shrubs entirely as they make a nice attraction for the park. To ensure a more open area, Jose was able to remove one side of the shrubs and trim the other side. Jose also removed a bush in front of Alcott to allow a clear view of the parking lot from staff the offices. And a big project this month was to clean up the area that remained after the Alcott Room 1 demolition. Jose turned the area completely around by top dressing, seeding, and fertilizing the space. He also created a really nice entryway along the main path for visitors to enjoy as they walk in. The grass is already popping up and looking great! And lastly, the Beautification Crew has started a big mulching project to re-mulch all tree beds. This will help all parks look more refreshed.

Tree Work: This was a busy tree month for the summer season. Jose and Esteban planted three memorial trees, one at Rylko Park and two at Canterbury Park. They also took out large weed trees and buckthorn along Crossings Pond for a resident and chipped some storm damage at Crossing Pond, Woodland, Bicentennial, Willow Stream North, and Westchester Parks.

Event Preparation: National Night Out requires moving a lot of equipment, so Jose and Esteban stepped in to help the Athletics Crew with the work order. They also ensured Willow Stream presented well for the event.

LAND MANAGEMENT CREW

Playground Maintenance: The Land Management Crew, Dan Anderson, Nick Cozzi, and Karsten Ziemann have continued to perform daily safety inspections at all playgrounds, ensuring a safe, clean place to play for the residents of Buffalo Grove. Based on these inspections, they have performed rubber surfacing repairs at Rylko, Cambridge, and Drazner Parks. The Skate Park also showed some wear and tear on the surfacing, so several panels were replaced.

Natural Areas: The Land Management Crew has worked hard this month to maintain the native areas previously planted. They have been watering the flower beds every other day, spraying invasive weeds at the Willow Stream and Rylko natural areas, and trimming around paths and walkways. They also planted new flower beds with the Buffalo Grove Garden Club and the Beautification Crew at the Raupp Museum and Weidner Park. Dan was also able to secure free compost from the Metropolitan Water Reclamation District.

Amenities: There were a few projects this month at the various parks. The Land Management Crew bolted down a picnic table at the Kilmer Park shelter, built and installed new bike racks at Veterans Park, and installed benches, garbage cans, and the Pollinator Hotel for Phase 2 of the Nature Classroom.

Irrigation: Nick reached out to the contractor who installed the irrigation at the Educational Gardens to help troubleshoot the problem near the softball fields at Rylko Park. They were able to come out and cap the problem area in the planter beds. This allowed the irrigation in the fields to once again be functional. Nick also worked with Jerry and the manufacturer to fix a module issue at the Emmerich football fields, which will be a big help with football season this fall. Nick is still problem solving the issue at Weidner Park but is pleased with progress so far.

TURF CREW

Mowing: The Turf Crew, Rosendo Soto and Tom Hoffman, have continued their three-day a week mowing schedule this month, mowing, weed whacking, sidewalk edging, weed spraying, cleaning up sidewalks and performing debris checks at the six main fields.

Landscaping: The Turf Crew continued their two-day a week schedule helping the Beautification Crew. This month they started by hedge trimming at Willow Stream on the north side of park. They then planted native plants at Rylko Park by the pickleball courts where they removed the dead shrubs last month. And the Crew assisted in landscaping prep for the Nature Classroom/Education Gardens dedication ceremony. They helped clean up weeds, mowed, and weed-whacked the area. Tom also assisted Jose on the clean up and final landscaping in the area that remained after the Alcott Room 1 demolition, and Rosendo and Tom assisted in the set up and prep for National Night Out.

FLEET MANAGEMENT

Preventative Maintenance: Tony was once again instrumental in ensuring major equipment was functional and ready for regular use. He sharpened the blades on all ZTR mowers and checked the oil and lubrication. Tony has also been taking various trucks to the safety lane before stickers expire and performing oil changes, brake inspections, and tire rotations.

Training: Per Erika's idea, Tim purchased two garbage can lifts for the Alcott Center and Community Arts Center custodians. Tony assembled the units and performed a training with the custodial staff. He showed them how to safely operate the equipment and lock it out while not in service. A safety video was also taken during this training to help with future training.

Repairs: After an incident presented a decent amount of damage to one of the ZTRs, Tony was able to have it operational the next day while keeping costs of repairs to a minimum. He also replaced the oil head unit in the pole saws, welded a shovel, and performed multiple weed whip repairs. After the

580 mower started acting funny, Tony replaced a filter on the 580 mower and was able to get it functioning quickly. Tony then ordered and installed slow moving vehicle warning triangles on the shop's Gator and Tool Cat. Tony also noticed that the water truck side gate was touching the tires when down. He was able to weld stops on the bottom of the hinges to stop the contact. And finally, while conducting inspections on golf carts in Golf Dome, Tony noticed two landscape capstones by the putting green were loose. Tony reported it and the facilities staff was able to attend to it quickly. It was a busy month for repairs!

Projects: A request was made to create a striping equipment for the ZTR mower. Tony was able to use all in-house material at no additional cost to create an easily removable striping attachment for the mower. So far, over 10 hours have been spent with the attachment and no problems have been reported.

FACILITIES

General: Total Fire & Safety completed their yearly fire panel and sprinkler systems inspections for all District facilities. Staff ordered back up batteries for the fire panels. Staff will be replacing them internally to eliminate the cost of paying the vendor to replace. Clint Poyner has been marking all the underground utility lines at Mike Rylko Park in preparation for BG Days.

Alcott: The Village of Buffalo Grove fire inspector came to Alcott and did inspections. The only concern he had was adding a fire extinguisher to the new double doors to Room 1 and we had that addressed within 24-hours. Staff also painted the new exterior double door.

Community Arts Center: Staff has been doing some yearly maintenance of drywall and some painting touch-ups to the walls of the interior rooms. Staff has also installed new vinyl flooring in Room 7 and 11. We are working on completing room 13 by the end of the month. We are also installing new baseboard in those rooms.

Fitness Center: The pools have been shut down for their yearly maintenance. The pools will be opened back up on Monday, August 28. Felix Yarovsky and Kyle Moody pressure washed the pool deck as well as the interior of the pools. They also did some grout repairs and cleaned the pool drain gutters. Dave Anderson replaced the pool pumps and some valves that were over 20 years old! Staff also completed the repainting of the HVAC wall vents inside the pool. Jerry Kolodziej and Dave Anderson attended the pre-construction meeting for the first half of the pool replacement. It was confirmed that the work will commence the week of September 18.

Golf Dome: We rented an articulating boom lift to help with the yearly netting repairs. Staff will also replace flags that are used for targets for the patrons.

Raupp Museum: Prate Roofing came out and replaced the old roof. This was budgeted through Museum's capital budget. Prate did an excellent job matching the color of the shingles!



MEMO TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: AUGUST 23, 2023

Brochure: The first content proof was released to staff on August 7. We are currently working on layout and graphics, and will have the final layout of the book done September 18.

Fitness Center: Jennifer completed layouts for posters, TV screens, website slides, and social media posts announcing the fall Fitness Center brochure is online.

Jennifer created graphics, flyers, posters and TV screens announcing the pool area will be closed for annual cleaning and maintenance from August 14 – 27, and will reopen on August 28.

Jennifer updated the group exercise schedules for Labor Day, and for September - December 2023, and completed updates to the gymnasium schedule and uploaded it to the website, printed floor stand signs, and included it in the email blast to members. She also updated the aquatics schedule of classes for September to be uploaded to the website, and will include it in the next email blast.

Jennifer updated and printed posters to let people know about the parking lot alert during BG Days. The alert was also communicated via the email blast, flyers and TV screens.

Jennifer completed the graphics for the Fall Into Fitness promotion that will launch August 25, and run through September 30. Digital marketing includes geofencing, social media, websites, email and the digital road sign. The ad will also appear on the large screen at BG Days.

Jennifer created flyers, posters, TV screens and social media posts for Basic Weight Lifting, fall Pilates reformer classes, Swim For Fitness, Youth Fitness, Teen Boxing, Youth Boxing Basics, Master Swim, Warm Water Arthritis, Adult Boxing Fitness, Adult Balance and Flexibility, Pranayama Meditation, and Fit For Fall.

Jennifer worked with Carol to include the new membership agreement in the bi-weekly email blast to members, and created a poster, flyer, and a TV graphic to get members to sign the agreement and return it by September 1.

Jennifer coordinated with Debra and Nic to shoot 5 videos of personal trainers Henry, Andy, Christy, Felix and Wendy. All videos are currently in the editing phase with Nic, and will be shared on social media, the website,

and via Constant Contact in late August and September. Each video is also uploaded to the TV behind the fitness floor help desk, and will appear for a week.

Jennifer worked with Nic to capture video of the new fitness equipment that was delivered on August 15. Nic shot video of the delivery, assembly and installation of equipment and the final layout of the fitness floor. The video is currently in the editing phase. It will go up on the website, in the email blast and post to social media when it is complete.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: July 28 - Membership agreement update, fall Fitness Center brochure is online, Member Fitness Achievement, new "Sweatiquette" segment reminding members of proper gym decorum, the pool area will be closed for annual maintenance in August, training packages are set to expire, pickleball reservation reminders, Meet The Trainer featuring Ivan, links to group exercise online reservation system, group exercise schedules for July and August, lap pool reservations, aquatics class schedule, the gymnasium schedule, pickleball rules, enjoy the convenience of the Fitness Center app, and the Athletico ad. August 11 - The pool area will be closed for 2 weeks starting August 14, the fitness floor will be closed August 15 from 7:30 am - 2 pm for installation of new fitness machines, training packages are set to expire December 31, pickleball reservation reminders, member priority swim lessons are back, membership agreement update, Member Fitness Achievement, links to the group exercise online reservation system, group exercise schedules for July and August, lap pool reservations, aquatics class schedule, the new gymnasium schedule, pickleball rules, enjoy the convenience of the Fitness Center app, and the Athletico ad. August 14 - Reminder to members that the fitness floor will be closed August 15 from 7:30 am - 2 pm as new fitness equipment is installed. There are currently 7,462 subscribers to the Fitness Center's News & Updates e-newsletter (+320 from last month [many new members added]).

Pictures: Mike and Wendy took pictures of Concerts in the Park, Camp, Camping Under the Stars, National Night Out, and Tots in the Park. Mike took a new group picture of the Friends of the Park Foundation board members for the website and brochure.

Video: Nic created a third Meet the Trainer video, and is working on another 4 trainer videos. He also created a video for Cinderella, and a video promoting the extra summer concerts we rescheduled from rainouts we had earlier in the summer.

Press Releases: Mike notified the local media about the applications being accepted for the open Board of Commissioners seat, and the upcoming closing of the Willow Stream Park parking lot.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: July 27 - In-district registration opens Monday, July 31, Preschool registration is open for 2023-24 school year, Rodgers and Hammerstein's Cinderella tickets are on sale, National Night Out, Summer Concert Series featuring Serendipity and Pino Farina Band, Cardboard Boat Regatta, Village of Buffalo Grove's Moving BG Forward survey, Buffalo Grove Days sponsorship opportunities, and sign up for alerts from Rainout Line. August 11 - Preschool registration is open for 2023-24 school year, Summer Concert Series featuring Triadd, Green Fair, Buffalo Grove Days carnival wrist bands for sale, Dog Show, sign up for alerts from Rainout Line, and fall registration is open. August 18 - Special notice regarding the Park District's online registration system scheduled maintenance on August 22 and 25. There are currently 4,911 subscribers to the newsletter (+28 from last month).

BG Days: Mike designed a banner for the parade float, designed and ordered the beer cups and wristbands, designed the staff t-shirts (Amanda assisted with the order), and designed the slides for the video wall.

TV Screens: Wendy created graphics for the TV screens promoting the Green Fair, Social Media, Dog Show, Huck Finn Fishing Derby, and Magic Show. Mike uploaded the NWSRA fall catalog screen.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted Buffalo Grove Days, the Green Fair, Dog Show, Huck Finn Fishing Derby, and Magic Show.

Community Calendars: Wendy posted the Green Fair, Dog Show, Huck Finn Fishing Derby, Magic Show, Arts and Crafts Fair, Trick-or-Treat Trail, Enchanted Night at the Museum, Howl-O-Ween Pooch Parade, and Veterans Day Celebration to the Village, Daily Herald and Patch events calendars.

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, BG Days, Green Fair, and fall registration.

Donations: Prize donations were sent to St. Mary School, Kildeer Police Department, and Indian Trails Library Foundation for their fundraising events.

Training: Mike presented at the Clubhouse staff training on August 10 on how to handle potential public relations issues.

Meetings: Mike attended the PR Council of Lake County Zoom meeting on August 3, and the Charmm'd Foundation Marketing Group Zoom meeting on August 18. Mike and Nic attended the Parks Department meeting on July 19, and Nic attended their meeting on August 16. Wendy has completed all of the Recreation Department meetings to discuss fall program and events marketing.

Design: Mike updated the BG Days schedule-at-a-glance flyer. He also designed a grass seed growing sign, a concessions open sign, and an entrance poster, business card, postcard, and Journal and Topics newspaper ad for the BG Singers, a concessions TV screen for Cinderella, a Green Fair sandwich board sign, a 5-hour pass prize donation card, a tablecloth for the Fitness Center, and banners to inform people of the upcoming closing of the Willow Stream Park parking lot.

Projects: Mike updated the RainOut Line system so that out of date items are not included in the scroll, put buttons on the website that link to online registration on all of the program pages, and added the 4 buttons on the home screen (Program Registration, Seasonal Catalog, Calendar of Events, Parks and Facilities) to all of the internal screens. Mike also ordered business cards for all of the Clubhouse sites. Wendy coordinated the National Night Out Business Expo, which had 12 sponsors and 9 non-profit businesses.

Sponsorship: Wendy signed a renewal sponsorship agreement with First Student (\$1,500) and a new sponsorship agreement with Flex (\$5,000). Mike signed a renewal agreement with Dorfler's (\$2,500).

BG Days Sponsorship: Wendy signed an agreement with First Student (\$1,500) of which \$500 represents BG Days sponsorship, and Flex (\$5,000) of which \$500 represents BG Days sponsorship. Wendy signed renewal BG Days agreements with Connexion (\$500), Midwest Mechanical (\$500), Prate Roofing (\$500), Gewalt Hamilton Associates (\$2,500), FSS Technologies (\$500), ComEd (\$500), Cresco Labs (\$500), and Bowlero (\$1,500). Wendy signed new BG Days agreements with Mosquito Joe (\$500) and Sport Court Midwest (\$500). The agreement Mike signed with Dorfler's is all going towards BG Days (\$2,500). To date, \$31,000 in sponsorship has been generated for Buffalo Grove Days.

New Resident Welcome Packets: Wendy mailed 83 welcome packets to new residents that moved into Buffalo Grove in July.

Website: Mike created new home page sliders for the new employee spotlight, Board vacancy, registration opening, the Summer Concert Series, and a sponsorship ad for Nino's. Mike also created an internal landing page for the Board vacancy. Internal pages that were updated include Adult Sports, BG Singers, Board of Commissioners, Board Packets, Broadway Love Story, Buffalo Grove Days, Calendar of Events, Cardboard Boat Regatta, Clubhouse, Construction Projects, Dance, Employee Spotlight, Encore, Environmental Action Team, Fitness Center, Friends of the Parks Foundation, Green Fair, Movies Under the Stars, National Night Out, Performing Arts, Pride Picnic, Raupp Museum, Registration, Sponsorship, Staff, Summer Concert Series, Superhero and Princess Party, Willow Stream Pool, and You've Been Egged.

Here are some website statistics for the month of July:

Please note: Google changed their analytics system. We realized in the middle of the month that we had an issue migrating to their new platform, resulting in our website not collecting any analytics until July 13. Therefore, our data for July is only 19 days' worth. Also, some of the data being provided on the new platform is a little different; so, I have changed some of what we will be reporting on.

	<u>July 2023</u>	<u>July 2022</u>
Total visits:	24,728	31,610
Total Page Views	48,258	62,677
Different Users	14,687	19,755
Mobile/Phone	9,876	21,923
Desktop	4,491	9,092
Tablet	270	595
Average Engagement Time:	0:56	Not Available
How did people get to our site?		
Search Engine	8,580	12,113
Direct (typed in address)	4,888	6,027
Social Media	970 (-143 from last month)	1,129
Link from other website	659	998

<u>Top 15 Most Visited Internal Pages</u>	<u>Page Views</u>	<u>Users</u>	<u>Views Per User</u>
1. Registration	4,768	2,074	2.3
2. Performing Arts	3,035	1,628	1.86
3. Fitness Center Home Page	2,449	1,531	1.6
4. Seasonal Catalog	2,378	1,394	1.71
5. Spray 'N Play	2,245	1,496	1.5
6. Summer Concert Series	1,629	1,043	1.56
7. Willow Stream Pool	1,300	790	1.65
8. Camps	974	519	1.88
9. Fitness Center Group Exercise Reservations	951	233	4.08
10. Movies Under the Stars	828	516	1.6
11. Fitness Center Group Pool Reservations	817	167	4.89
12. National Night Out	724	524	1.38
13. Aquatics	655	407	1.61
14. Community Arts Center	654	426	1.54
15. Fitness Center Membership	626	442	1.42