



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 Rytko 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 10<sup>th</sup> 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 OSLAD 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 be 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

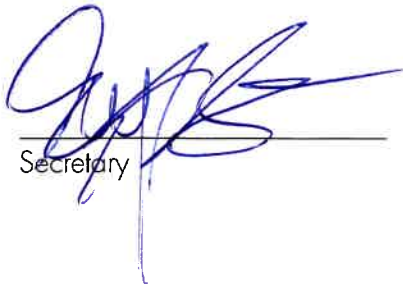
#### **POSSIBLE ACTION TO BE TAKEN FROM EXECUTIVE SESSION**

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