

Buffalo Grove Park District SPECIAL MEETING/PUBLIC HEARING/WORKSHOP/REGULAR BOARD MEETING Tuesday, September 26, 2023 Alcott Center – Room 24 5 PM

SPECIAL BOARD MEETING

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

- I. Call to Order
 A. Roll Call
- II. Pledge of Allegiance
- III. Approval of September 26, 2023 Special Meeting Agenda
- IV. Introduction of GuestsV. Topics From the Floor
- VI. Executive Session for the Purpose of:
 - A. Filling a Board Vacancy
- VII. Motion to Adjourn Executive Session and Return to the Special Board Meeting
- VIII. Action Taken From Closed Meeting Session
- IX. Adjournment

PUBLIC HEARING 6 PM

- I. Call to Order A. Roll Call
- II. Approval of September 26, 2023 Public Hearing Agenda
- III. Introduction of Guests
- IV. Open Public Hearing

V. <u>Public Hearing for 2023 General Obligation Park Bonds (Alternate Revenue Source) and General Obligation Limited Tax Park Bonds</u>

Conduct of Public Hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$8,000,000 General Obligation Park Bonds (Alternate Revenue Source) for park purposes, for the refunding of certain outstanding obligations of the District and for the payment of the expenses incident thereto and \$1,725,000 General Obligation Limited Tax Park Bonds for park purposes and for the payment of the expenses incident thereto.

- A. Reading of the Public Hearing Notice
- B. Public Written and Verbal Comments/Questions
- VI. Adjournment of Public Hearing

BOARD WORKSHOP AGENDA

(To Immediately Follow the Public Hearing)

- I. Call to Order
 A. Roll Call
- II. Approval of September 26, 2023 Workshop Agenda
- III. Introduction of Guests
- IV. Topics from the Floor
 - A. Discussion on topics from the audience will be limited to 10 minutes. Presentations before the Park Board should be scheduled through the Executive Director's office no later than 5 pm the Wednesday prior to the Park Board meeting.
- V. Staff Recognition Resolution (SC)
 - A. Resolution 23-9-1 Commending Steven Houde on his Retirement after 37 Years of Service
- VI. Finance (HW)
 - A. September 2023 Warrant
 - B. August 2023 Financial Statement
 - C. August 2023 Year to Date Statement
 - D. September Refunds
 - E. Board Travel and Conference Expense
- VII. Parks (LR)
 - A. Rylko Park Phase I Amphitheater and Shelter Bid Recommendation
- VIII. President and Commissioners' Reports
- IX. Old Business
- X. New Business
- XI. Adjournment

REGULAR BOARD MEETING AGENDA

(To Immediately Follow the Board Workshop)

- I. Call to Order
 A. Roll Call
- II. Approval of September 26, 2023 Regular Board Meeting Agenda
- III. Introduction of Guests
- IV. Approval of Minutes
 - A. Approval of the August 14, 2023 Workshop Minutes
 - B. Approval of the August 28, 2023 Workshop Minutes
 - C. Approval of the August 28, 2023 Regular Board Meeting Minutes
 - D. Approval of the August 28, 2023 Executive Session Minutes
- V. Correspondence
 - A. Written
 - B. Verbal
- VI. Attorney's Report
- VII. Committee Action Items
 - A. Finance (HW)
 - 1. Approval of the September 2023 Warrant
 - 2. Approval of the August 2023 Financial Statement and the August 2023 Year to Date Statement.
 - 3. Approval of the 2022-23 Fiscal Year End Audit
 - 4. Approval of the Rylko Park Phase I Amphitheater and Shelter Bid Recommendation
 - 5. Approval of the Board Travel and Conference Expense
 - B. Policy and Legislation
 - 1. Approval of the Full-Time Staff Personnel Policy Manual
 - C. Employee Recognition Resolution
 - 1. Approval of Resolution 23-9-1 Commending Steven Houde on his Retirement
- VIII. Executive Director's Report and Department Operational Reports
- IX. Old Business
- X. New Business
- XI. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Land Acquisition
 - C. Filling a Board Vacancy
- XII. Action to be taken from Closed Meeting Session
- XIII. Adjournment

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



NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS OF THE BUFFALO GROVE PARK DISTRICT, LAKE AND COOK COUNTIES, ILLINOIS TO SELL NOT TO EXCEED \$8,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE) AND \$1,725,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS

PUBLIC NOTICE IS HEREBY GIVEN that the Buffalo Grove Park District, Lake and Cook Counties, Illinois (the "District"), will hold a public hearing on the 26th day of September, 2023, at 6:00 o'clock P.M. The hearing will be held at the Alcott Center, 530 Bernard Drive, Buffalo Grove, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell general obligation alternate bonds of the District in an 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, and general obligation limited tax park bonds in the amount of \$1,725,000 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 and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Buffalo Grove Park District, Lake and Cook Counties, Illinois.

DATED the 28th day of August, 2023.

Erika Strojinc, Secretary Buffalo Grove Park District Board of Park Commissioners, Lake and Cook Counties, Illinois



RESOLUTION 23-9-1 COMMENDING STEVE HOUDE ON HIS RETIREMENT AFTER 37 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT

WHEREAS, Steve Houde has been employed with the Park District since April 28, 1986 (a time when a lot of current staff were not yet born). He was hired as a Park Laborer, promoted to Crew Chief in 1993, and then promoted to Park Foreman in 1998; and

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

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

WHEREAS, some of Steve's accomplishments over the years touched all of the District's parks and facilities. Steve was instrumental in creating a standard of how beautiful a park should look in Buffalo Grove. Steve and his crew spent time mowing, mulching, trimming and beautifying the north side of Buffalo Grove. He was in charge of beautifying all facilities. He redeveloped the landscaping at the Spray 'N Play which incorporated a mixture of rock, perennial, and annual landscaping. His leadership shined during winters when he and his crew were on call for snow removal. As most people were still sleeping, Steve was getting yelled at by Fitness Center members for getting in their way as he removed snow. He was the Park District liaison to the Buffalo Garden Club which volunteered to help plant flower beds every year. They loved Steve and what he did for them; and

WHEREAS, Steve was recognized by PDRMA for "Stretching with Steve," a program of morning stretching that he led in the parks department. Staff enjoyed his conversation and listening to Miley Cyrus' "Wrecking Ball" in the background. Another project Steve assisted in was the creation of the buildings in Safety Town. Steve built a police and fire station, as well as a working car that is still used to this day! Recently, Steve renovated and cleaned up the bocce ball court at Mike Rylko Park and conducted an assessment of all the athletic courts in the park system; and

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

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

- 1. That Steve is commended on behalf of the citizens of Buffalo Grove for his distinguished 37-year career at the Buffalo Grove Park District.
- 2. That Steve fills his leisure time with family and friends for many years.
- 3. That this resolution be presented to Steve with best wishes in his retirement.

DATED AT BUFFALO GROVE, ILLINOIS THIS 26th DAY OF SEPTEMBER, 2023.

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

Board Travel Conference Expenses 9-26-23 Meeting

Date	Item	Name	Amount
9/26/23	NRPA Conference Travel Dallas, TX	H. Wallace	\$291.96
9/26/23	NRPA Conference Per Diem Dallas, TX	S. Jacobson S. Cummins L. Reiner H. Wallace	\$310.50 \$310.50 \$310.50 \$310.50
	Total cost of travel, meals, conference and	d/or lodging:	\$1,223.46



Memo

TO: PARK BOARD OF COMMISSIONERS

FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR

LAURIE HOFFMAN, PLANNING & DEVELOPMENT MANAGER

RE: MIKE RYKO AMPITHEATER PROJECT

DATE: SEPTEMBER 22, 2023

Action Requested:

Staff is recommending that the Board accept the lowest bidder, Boller Construction, for the Rylko Park Amphitheater Project. Additionally, staff is recommending approval of the Village DIA for this project.

Background Information:

As the board is aware, the District rejected the original bid for the Mike Rylko amphitheater, shelter, pathways, Spray N' Play (SNP) expansion, a new (SNP) office and concessions stand, and new playground at the August board meeting. At that time, it was discussed that we would go out for rebid, but would do it in phases.

The first phase, Mike Rylko Community Park Amphitheater Development project, was rebid to include the amphitheater, shelter, and pathways. The bid was published in the Daily Herald on Thursday, September 7, and was open for online submissions on BHFX planroom. There was one addendum sent out to all bidders.

The bid was opened electronically on September 21, 2023 around 1:00 pm. Four general contractors submitted bids. Enclosed is the bid tabulation.

General Contractor	Base Bid Amount
Schaefges	\$ 4,475,000.00
Construction Inc.	\$ 4,989,660.00
Boller Construction	\$ 4,310,187.97
Reed Construction	\$ 5,398,000.75

The lowest bidder was Boller Construction out of Waukegan, IL. Three references were contacted and reported, collectively, that Boller is professional, performed quality work, stayed within budget, and were highly recommended. In addition, Legat, one of the architectural firms working with Upland on this project, was also familiar with Boller and said their prior experience with them was also satisfactory.

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 was significantly lower than the original return bid totals received in July 2023. Since July 2023, we were provided 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. Prior to bid opening, we anticipated the bid coming in around \$5.1M. With the return bid coming in around \$800K under that projection, we are comfortable moving forward with phase 1 of this Rylko Amphitheater project.

In addition to the bid, we also came to an agreement with the Village on the DIA for this project. Corporate counsel did review and approve it. It is attached for your reference.

Enclosed:

Bid Summary Letter (Upland) Bid Tabulation Scope Review (Boller Construction) Village DIA on Rylko Project Reference Checks (3)



September 21, 2023 Project #1055

Erika Strojinc, CPRE Executive Director Buffalo Grove Park District 530 Bernard Drive Buffalo Grove, IL 60089

RE: Bid Summary Letter, Mike Rylko Community Park Amphitheater Development

Dear Erika,

On September 21, 2023, four bid proposals were opened for the Mike Rylko Community Park Amphitheater Development project. A chart of bid prices that has been corrected for math errors is included below. A correction of the bidder's math errors did not change the low bidder. The lowest bidder is Boller Construction with a base bid of \$4,310,187.97

	C	Boller Construction	Schaefges Brothers Inc.	Со	nstruction Inc.	Ree	ed Construction Inc.
Base Bid	\$	4,310,187.97	\$ 4,475,000.00	\$	4,989,660.00	\$	5,398,000.75
ALTERNATE #1: Remove 50% of Amphitheater Walls	\$	(180,698.57)	\$ (187,716.00)	\$	(122,000.00)	\$	(52,697.00)
ALTERNATE #2: Remove 100% of Upper 3 Amphitheater Walls	\$	(272,891.64)	\$ (299,213.00)	\$	(200,000.00)	\$	(94,212.00)
ALTERNATE #3: Remove Grasspave2 Parking Lot Behind Amphitheater	\$	(65,674.80)	\$ (55,700.00)	\$	(60,000.00)	\$	(16,680.42)
ALTERNATE #4: TPO Roof at Amphitheater in Lieu of Standing Seam Metal Roof System	\$	(31,248.16)	\$ (8,010.00)	\$	(8,000.00)	\$	(3,520.00)

Boller Construction has performed similar work as specified in the plans. A scope review meeting was held after the bid opening to review the bid documents with the contractor, Park District staff and design team. Boller Construction confirmed a complete bid was submitted and they are committed to meet the construction completion timeline.

Sincerely,

Maria Blood-PLA, CPSI Principal Landscape Architect

Mike Rylko Community Park Amphitheater Development Buffalo Grove Park District

uplandDesign

Bid Opening: September 21, 2023 @ 1:00pm

UPLAND DESIGN LTD uplandDesign.com

Math Error that has been corrected

Project #1055

BID TABL	ILATION				1				2				3				4		
NUMBER	ITEM	QTY	UNIT		Boller Co	nstrı	uction		Schaefges E	Broti	hers Inc.		Construc	ction	ı Inc.		Reed Const	ruct	ion Inc.
1	Site Preparation, Removals, Earthwork, Topsoil Stripping and Placement, Topsoil Respread, & Clay Excavation and Embankment	1	LS	\$	459,565.43	\$	459,565.43	\$	430,201.00	\$	430,201.00	\$	375,000.00	\$	375,000.00	\$	369,588.00	\$	369,588.00
2	Layout & As-Built Survey	1	L.S.	\$	28,933.48	\$	28,933.48	\$	40,250.00	\$	40,250.00	\$	15,000.00	\$	15,000.00	\$	36,000.00	\$	36,000.00
3	Allowance - General Project Allowance (to be Preapproved by Owner)	1	LS	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	75,000.00	\$	75,000.00
4	Allowance - Cast-In-Place Concrete (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
5	Allowance - Structural Steel Framing (to be Preapproved by Owner)	1	LS	\$	4,000.00	\$	4,000.00	\$	4,000.00	\$	4,000.00	\$	4,000.00	\$	4,000.00	\$	4,000.00	\$	4,000.00
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 - 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
8	Allowance - Concrete 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 - 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
10	Allowance - Removal and Haul off of Unsuitable Material, Supply and Install of Porous Granular Embankment (to be Preapproved by Owner)	150	CY	\$	78.70	\$	11,805.00	\$	78.20	\$	11,730.00	\$	70.00	\$	10,500.00	\$	68.00	\$	10,200.00
11	1' Depth Porous Soil Mix at Detention Basin	1	LS	\$	27,169.69	\$	27,169.69	·	26,997.40	\$	26,997.40	\$	24,000.00	\$	24,000.00		23,476.00	\$	23,476.00
12	Silt Fence	1550	LF	\$	3.47	_	5,378.50	_	3.45	_	5,347.50	_	5.00	_	7,750.00	_		\$	4,650.00
13	Inlet Protection	12	EA	\$	232.63		2,791.56		231.15		2,773.80	\$	210.00		2,520.00	_	201.00	\$	2,412.00
14 15	Construction Entrance Concrete Washout	1	EA EA	\$	10,363.97 3,934.95	_	10,363.97 3,934.95	\$	10,298.25 450.00	_	10,298.25 450.00	\$	10,000.00 1,270.00	_	10,000.00 1,270.00	\$	8,955.00	\$	8,955.00
16	Rip Rap	6	CY	\$	955.96		5,735.76		949.90		5.699.40	\$	900.00		5.400.00	\$	826.00	\$	4,956.00
BUILDING			01	Ψ_	000.00	Ψ.	0,700.70	۳	0.10.00	Ψ	0,000.10	Ψ	000.00	Ψ_	0,100.00	Ψ.	020.00	Ψ	1,000.00
17	Amphitheater Building, complete	1	LS	\$	1,985,209.74	\$	1,985,209.74	\$	998,774.38	\$	998,774.38	\$	2,896,468.00	\$	2,896,468.00	\$	3,899,590.58	\$ 3	3,899,590.58
SHADE S	TRUCTURES																		
18	3-Tier Metal Shelter, complete	1	LS	\$	339,099.70	\$	339,099.70	\$	285,250.00	\$	285,250.00	\$	320,000.00	\$	320,000.00	\$	248,050.00	\$	248,050.00
SITE IMPI	ROVEMENTS																		
19	Asphalt Paving - Trail	1582	SY	\$	50.92	\$	80,555.44	\$	52.57	\$	83,165.74	\$	38.00	\$	60,116.00	\$	45.00	\$	71,190.00
20	Asphalt Paving - Vehicular	680	SY	\$	74.07	\$	50,367.60	\$	61.53	\$	41,840.40	\$	48.00	\$	32,640.00	\$	59.79	\$	40,657.20
21	Concrete Paving	13816	SF	\$	12.61	\$	174,219.76	_	11.50		158,884.00	\$	13.00	\$	179,608.00			\$	-
22	Heavy Duty Concrete Paving	834	SF	\$	22.86	\$	19,065.24	\$	14.50		12,093.00	\$	23.00	\$	19,182.00			\$	-
23	Flush Concrete Curb at Parking	671	LF	\$	52.08	\$	34,945.68	\$	50.00	\$	33,550.00	\$	65.00	\$	43,615.00			\$	-

24	Raised Curb at Asphalt	58	LF	\$	49.77	\$	2,886.66	¢	50.00	\$	2,900.00	\$	45.00	\$	2,610.00	1		\$	
	'			-			,	φ			,			_			F 70		
25	Grasspave2	6039	SF	\$	6.69	\$	40,400.91	\$	6.65	\$	40,159.35	\$	9.00	\$	54,351.00	\$	5.78	\$	34,905.42
26	Cast in Place Wall including Tapered Edge at Amphitheater	671	LF	\$	405.07	\$	271,801.97	\$	375.00	\$	251,625.00	\$	300.00	\$	201,300.00			\$	-
27	Cast in Place Retaining Wall	22	LF	\$	405.07	\$	8,911.54	\$	273.00	\$	6,006.00	\$	315.00	\$	6,930.00			\$	-
28	Concrete Stairs with Handrails	1	LS	\$	47,450.90	\$	47,450.90	\$	34,000.00	\$	34,000.00	\$	2,000.00	\$	2,000.00			\$	-
SITE ELE	CTRICAL					\$	-			\$	-			\$	-			\$	-
29	Light Fixtures and GFCIs at 3-Tier Metal Shelter including Electrical Connections and Wiring	1	LS	\$	28,933.48	\$	28,933.48	\$	28,750.00	\$	28,750.00	\$	31,500.00	\$	31,500.00	\$	31,500.00	\$	31,500.00
30	Pedestrian Light Poles including Electrical Connections and Wiring	13	EA	\$	8,367.56	\$	108,778.28	\$	108,100.00		1,405,300.00		8,000.00	\$	104,000.00	\$	8,000.00	\$	104,000.00
	Amphitheater Electrical Work								Include in A	mpł	nitheater Buildir	ng Ite	em #17						
SITE UTIL	ITIES																		
31	6" Sanitary Sewer PVC	184	LF	\$	106.48	\$	19,592.32	\$	105.80	\$	19,467.20	\$	100.00	\$	18,400.00	\$	92.00	\$	16,928.00
32	8" Sanitary Sewer PVC	122	LF	\$	99.53	\$	12,142.66	\$	98.90	\$	12,065.80	\$	90.00	\$	10,980.00	\$	86.00	\$	10,492.00
33	48" Diameter Manhole	2	EA	\$	7,433.59	\$	14,867.18	\$	7,386.45	\$	14,772.90	\$	6,500.00	\$	13,000.00	\$	6,423.00	\$	12,846.00
34	Core and Connect to Existing Sanitary Manhole	1	EA	\$	7,290.08	Ė	7,290.08	Ė	7,243.85		7,243.85	Ė	6,500.00	Ė	6,500.00	<u> </u>	6,299.00	\$	6,299.00
35	Trench Backfill	1	LS	\$	2,740.58	\$	2,740.58	\$	2,723.20	\$	2,723.20	\$	25,000.00	\$	25,000.00	\$	2,368.00	\$	2,368.00
35	4" Underdrain Perforated HDPE	960	LF	\$	42.82	\$	41,107.20	\$	42.55	\$	40,848.00	\$	40.00	\$	38,400.00	\$	37.00	\$	35,520.00
36	8" Storm Sewer PVC, SDR 26	25	LF	\$		\$	2,401.50	\$	95.45	\$	2,386.25	\$	83.00	\$	2.075.00	\$	83.00	\$	2.075.00
37	10" Storm Sewer PVC	150	LF	\$	64.81	\$	9,721.50	\$	64.40	_	9,660.00	\$	60.00	\$	9,000.00	\$	56.00	\$	8,400.00
38	12" Storm Sewer RCP	185	LF	\$	68.28	\$	12,631.80	\$	67.85	\$	12,552.25	\$	65.00	\$	12,025.00	\$	59.00	\$	10,915.00
39	12" Storm Sewer DIP	120	LF	\$	133.09	\$	15,970.80	\$	132.25	\$	15,870.00	\$	120.00	_	14,400.00	\$	115.00	\$	13,800.00
40	21" Storm Sewer RCP	265	LF	\$	97.22		25,763.30	\$	96.60		25,599.00	\$	90.00		23,850.00	\$	84.00	\$	22,260.00
41	24" Diameter Inlet	5	EA	\$	2,546.15	\$	12,730.75	\$	2,530.00	\$	12,650.00	\$	2,500.00	\$	12,500.00	\$	2,200.00	\$	11,000.00
42	48" Diameter Manhole, Type A	3	EA	\$	7,034.31	\$	21,102.93	\$	6,989.70	\$	20,969.10	\$	7,000.00	\$	21,000.00	\$	6,078.00	\$	18,234.00
43	12" Nyloplast Inlet	2	EA	\$	2,314.68	\$	4,629.36	\$	2,000.00	\$	4,000.00	\$	2,500.00	\$	5,000.00			\$	-
44	12" Flared End Section with Grate	1	EA	\$	2,532.26	\$	2,532.26	\$	2,516.20	\$	2,516.20	\$	19,000.00	\$	19,000.00	\$	2,188.00	\$	2,188.00
45	Trench Backfill	1	LS	\$	19,717.58	\$	19,717.58	\$	19,592.55	\$	19,592.55	\$	120.00	\$	120.00	\$	17,037.00	\$	17,037.00
46	1.5" Type K Copper Service with B-Box and Corp.	173	LF	\$	129.62	\$	22,424.26	\$	128.80	\$	22,282.40	\$	120.00	\$	20,760.00	\$	112.00	\$	19,376.00
47	Connection to Existing Water Stub	1	EA	\$	4,455.76	_	4,455.76		4,427.50		4,427.50		4,000.00	,	4,000.00		3,850.00	\$	3,850.00
48	Trench Backfill	1	LS	\$	2,532.26	\$	2,532.26	\$	2,516.20		2,516.20	\$	2,500.00	\$	2,500.00	\$	2,188.00	\$	2,188.00
LANDOCA	Building Utilities		1	1			1		included i	ın K	elated Building	RIG	item			n —			
	APE AND RESTORATION	20		Φ.	700.00	•	00.004.00	<u>_</u>	755.00		00.070.40	•	650.00	<u></u>	10 500 00	ф.	657.07	Φ.	10.704.40
49 50	Shade Tree	30	EA EA	\$	760.80		22,824.00	_	755.98 560.74		22,679.40 2,803.70	\$	650.00		19,500.00 2,375.00		657.37	\$	19,721.10
50	Evergreen Tree Ornamental Tree	5 15	EA	\$	564.32 472.04	\$	2,821.60 7,080.60	\$	469.05		7,035.75	\$	475.00 650.00		9,750.00	\$	487.60 407.87	\$	2,438.00 6.118.05
52	Shrub	4	EA	\$	125.86	_	503.44		125.07		500.28	\$	85.00	\$	340.00	\$	108.75	\$	435.00
53	Perennial & Ornamental Grass	155	EA	\$	16.99	_	2,633.45	\$	16.89		2,617.95	\$	35.00	4	5,425.00	\$	14.68	\$	2,275.40
54	Native Seeding Established	133	LS	\$	20,047.43		20,047.43		19,920.30		19,920.30	\$	20,000.00	_	20,000.00	_	17,322.00	\$	17,322.00
55	Native Establishment Maintenance Contract	3	YEARS	\$	7,351.42		22,054.26		7,305.00		21,915.00		6,000.00		18,000.00		6,352.00	\$	19,056.00
56	Lawn restoration and establishment including core aeration, seeding, fertilizing, and erosion control blanket cover at all disturbed areas.	1	LS	\$	35,563.87	\$	35,563.87	\$	35,340.00		35,340.00	\$	56,000.00	·	56,000.00	\$	30,729.00	\$	30,729.00
		Base	Bid Total			\$	4,310,187.97			\$	4,475,000.00			\$	4,989,660.00			\$ 5	5,398,000.75

Boller Construction Schaefges Brothers Inc. Construction Inc. Reed Construction Inc.

DEDUCT ALTERNATE #1: Remove 50% of Amphitheater Walls

NUMBER	ITEM	QTY	UNIT	Boller Co	nst	ruction		Schaefges E	3rot	hers Inc.	Constru	ction	ı Inc.	Reed Const	truct	on Inc.
Deduct A1-1	Concrete Paving	-904	SF	\$ 11.57	\$	(10,459.28)	\$	11.50	\$	(10,396.00)		\$	(20,000.00)		\$	(25,500.00)
	Cast in Place Wall including Tapered Edge	-403	LF	\$ 387.71	\$	(156,247.13)	\$	375.00	\$	(151,125.00)		\$	(90,000.00)		\$	(12,090.00)
Deduct A1-3	4" Underdrain Perforated HDPE	-403	LF	\$ 34.72	\$	(13,992.16)	\$	65.00	\$	(26,195.00)		\$	(12,000.00)		\$	(15,107.00)
	Alternate #1 Bid Total \$ (180.69									-\$187.716.00			-\$122,000,00		\$	(52,697.00)

DEDUCT ALTERNATE #2: Remove 100% of Upper 3 Amphitheater Walls

NUMBER	ITEM	QTY	UNIT	Boller Co	nstr	ruction	Schaefges E	Brot	hers Inc.	Construc	tio	n Inc.	Reed Const	ructi	on Inc.
Deduct A2-1	Concrete Paving	-1712	SF	\$ 11.57	\$	(19,807.84)	\$ 11.50	\$	(19,688.00)		\$	(40,000.00)		\$	-
	Cast in Place Wall including Tapered Edge	-575	LF	\$ 376.14	\$	(216,280.50)	\$ 375.00	\$	(215,625.00)		\$	(120,000.00)		\$	(56,000.00)
	Concrete Stairs at Amphitheater with Prefinished Handrails	-1	LS	\$ 20,832.10	\$	(20,832.10)	\$ 34,000.00	\$	(34,000.00)		\$	(25,000.00)		\$	(13,800.00)
Deduct A2-4	4" Underdrain Perforated HDPE	-460	LF	\$ 34.72	\$	(15,971.20)	\$ 65.00	\$	(29,900.00)		\$	(15,000.00)		\$	(24,412.00)
	Alte	ernate #2	Bid Total		\$	(272.891.64)			-\$299.213.00		\$	(200,000,00)		\$	(94,212.00)

DEDUCT ALTERNATE #3: Remove Grasspave2 Parking Lot Behind Amphitheater

NUMBER	ITEM	QTY	UNIT		Boller Co	nstru	ıction	Schaefges E	3roth	ners Inc.	Constru	ctior	ı Inc.	Reed Const	ructi	ion Inc.
Deduct A3-1	Grasspave2	-6039	SF	\$	6.69	\$	(40,400.91)	\$ 6.65	\$	(40,159.35)		\$	(35,000.00)	\$ 5.78	\$	(34,905.42)
Deduct A3-2	Flush Concrete Curb at Parking	-671	LF	\$	46.29	\$	(31,060.59)	\$ 50.00	\$	(33,550.00)		\$	(35,000.00)	\$ 25.00	\$	(16,775.00)
A3-3	Lawn restoration and establishment including core aeration, seeding, fertilizing, and erosion control blanket cover at all disturbed areas.	1	LS	\$	5,786.70	\$	5,786.70	\$ 18,009.35	\$	18,009.35		\$	10,000.00	\$ 35,000.00	\$	35,000.00
	Alternate #3 Bid Total \$ (65,6									-\$55,700.00			-\$60,000.00		\$	(16,680.42)

DEDUCT ALTERNATE #4: TPO Roof at Amphitheater in Lieu of Standing Seam Metal Roof System

NUMBER	ITEM	QTY	UNIT	Boller Co	nstrı	uction	Schaefges E	3roth	ers Inc.	Constru	ction	Inc.	Reed Const	ruction Inc.	
Deduct A4-1	Standing Seam Metal Roof System	-1	LS	\$ 50,922.92	\$	(50,922.92)	\$ 59,230.00	\$	(59,230.00)		\$	(8,000.00)	\$ 85,820.00	\$ (85,82	320.00)
Add A4-2	TPO Roof System	1	LS	\$ 19,674.76	\$	19,674.76	\$ 51,220.00	\$	51,220.00		\$\$	1	\$ 82,300.00	\$ 82,30	00.00
•	·		Alter	nate #4 Bid Tota	I \$	(31,248.16)		\$	(8,010.00)		\$	(8,000.00)		\$ (3,52	20.00)





<u>Project Scope Review Meeting</u>

Project: Ampitheater Development Phase 1 @ Mike Rylko Park

Location: via Microsoft Teams Date: September 21, 2023

DISTRICT Time: 2:00pm

1. Attendees: Maria Blood Upland Design

Laurie Hoffman Buffalo Grove Park District

Ted Haug
Legat Architects
Len Wynter
Legat Architects
Sami Zafar
Boller Construction
Jaimie Jackson
Boller Construction
Boller Construction

2. General Contractor Name: Boller Construction.

3. Base Bid Amount: \$4,310,187.97

4. Deduct Alternate #1 Amount: \$ 180,698.57

5. Deduct Alternate #2 Amount: \$ 272,891.64

6. Deduct Alternate #3 Amount \$ 65,674.80

7. Deduct Alternate #4 Amount \$31,248.16

- 8. Allowance included in Base Bid:
- 9. Did Contractor attend non-mandatory Pre-Bid Meeting? N/A, no pre-bid meeting.
- 10. Contractor performed a site visit before the Bid Closing. It is the Contractor's responsibility to become familiar with existing conditions prior to submitting a bid. Failure to do so places the Contractor solely at risk. **Yes**
- 11. The bid form and unit cost worksheet were completely and properly filled out. Yes
- 12. The bid includes all work identified in the Project Specifications, Drawings, and Addenda?

 Yes
- 13. A Bid Bond in the amount of 10% of the Base Bid was included with the Bid. The Surety is licensed in the State of Illinois and maintains the Best's Insurance Guide rating specified. **Yes**
- 14. Contractor prepared to provide a Performance Bond? Yes

Amphitheater Development Phase 1 at Mike Rylko Park **Bid Scope Review Meeting** September 21, 2023 Page 2 of 4

- 15. Project includes required insurance? Yes
- 16. The Contractor's Bid has not been qualified or modified and contains no conditions, exclusions, or clarifications other than what may be indicated on the Proposed Substitutions.
 Yes
- 17. All State of Illinois required certifications were completely and properly filled out and included with the Bid. **Yes**
- 18. Contractor acknowledges contract requirements to comply with prevailing wage rates and provide certified payroll records. **Yes**
- 19. Were there any Proposed Substitutions included with the bid form? **No**
- 20. Contractor submitted Qualifications and References? Yes
- 21. Taking into account the bid opening results, Contractor has reviewed their estimate for the Work and maintains the submitted bid is complete and encompasses the entire scope of Work acting as general contractor. **Yes**
- 22. Contractor submitted a schedule with bid proposal? No
- 23. Planned start date (assuming Board Approval on September 26th, 2023 and with approved COI)? **3**rd / **4**th week of October.
- **24.** Contractor acknowledges the Date of Substantial Completion and will provide materials, equipment, and labor as required to achieve **Substantial Completion July 26th**, **2024**. **Yes**
- 25. Timeliness: The Contractor acknowledges they are solely responsible for the timely delivery on-site of the materials and equipment required to complete the Work. The Contractor intends to provide submittals and order materials and equipment in a timely manner so as to meet or exceed the schedule requirements. The proposal includes all overtime and/or shift time necessary to complete the job, meet the schedule, and coordinate with Park District operations and scheduling. Yes, Items to keep on eye on: Glulam, Light Fixtures, and Specialty Electrical Equipment.
- 26. Coordination: The Contractor acknowledges that the timely and accurate coordination of the work is their sole responsibility. The Contractor and any Sub-Contractors-will attend a Pre-Construction Meeting and regularly scheduled Construction Coordination and Progress Meetings and acknowledge failure to coordinate construction activities will place the Contractor at risk for additional cost. Yes
- 27. Completeness of Submittals: Contractor agrees that all submissions will be complete and orderly to facilitate a proper review. Incomplete submittals will be returned and shall not be the basis for a delay claim. All product submittals and shop drawings are to be submitted

Amphitheater Development Phase 1 at Mike Rylko Park **Bid Scope Review Meeting**September 21, 2023 Page 3 of 4

- electronically. Physical color samples should be submitted to Owner for review and approval. **Yes, Procore**
- 28. Are there any known products, trade issues, access, conditions, scope, etc. which may/will prevent the Contractor from completing the work by the Substantial Completion date? **No**
- 29. Who will be the Project Manager and/or Foreman/Superintendent for the project? **Project Manager Sami Zafar, Superintendent pending availability**
- 30. Asbestos Containing Materials: Contractor acknowledges that asbestos containing materials may be present in the facilities where the Work is to be performed. Failure by the Contractor to notify the Owner of suspected asbestos containing materials prior to disturbing same will place the Contractor at risk for additional cost. **N/A**
- 31. Lead Based Paint: Contractor acknowledges that lead based may be present in the facilities where the Work is to be performed. Failure by the Contractor to lawfully remove and dispose of lead based paint will place the Contractor at risk for additional cost. **N/A**
- 32. Contractor acknowledges and understands the Site Logistics Plan including, but not limited to, on-site access and staging requirements. **Yes**
- 33. Contractor acknowledges and understands the General Notes for the Work. Yes
- 34. Contractor proposal includes all delivery, hoisting, lifts, etc to complete the work? Yes
- 35. Contractor proposal recognizes any site restrictions, dumpster location, sidewalk access, and includes any required barricades, temporary partitions, floor protection, and/or dust protection? **Yes**
- 36. Contractor proposal includes all utility locating, site investigation, layout work, and coring for assigned work? **Yes**
- 37. Contractor proposal includes coordination of utility outages during off hours, as well as any required temporary power/lighting to the construction work area? **Yes**
- 38. Protection of Work: Contractor understands that they are to make all Sub-Contractors aware of the potential for damage to their Work. Contractor shall not install any material(s) that can be damaged unless proper protection is provided and instructions are given to maintain the protection for the duration of the Work. Failure to protect the Work will place the Contractor at risk for additional cost. **Yes**
- 39. Contractor proposal includes waste management/disposal, dumpsters, as well as cleaning during and after construction? **Yes**

Amphitheater Development Phase 1 at Mike Rylko Park **Bid Scope Review Meeting** September 21, 2023 Page 4 of 4

40. Close-Out Documents: Contractor has included all Attic Stock/As-builts/O&M Manuals/Owner Training required by the documents. A condition of final payment or any reduction in retention is dependent upon the submission and approval of all closeout material. Such requests will not even be considered until all closeout obligations are full filled. **Yes**

41. Additional Comments?

- a. Colored Mortar to match color of block. Contractor to have internal scope review to finalize mason sub-contractor.
- Discrepancy at location for integral color concrete. Included in specifications, but location not clear on drawings. Exposed Form liner wall intended to be integral color concrete
- c. Architect requested start of submittals as soon as possible.
- d. Estimated Pre-Con meeting second week of October (Week of October 9th)

THIS MEMORANDUM IS A RECORD OF THOSE TOPICS DISCUSSED DURING THE PROJECT SCOPE REVIEW MEETING AND IS NOT INTENDED TO INDICATE AN AWARD OF CONTRACT OR CHANGE OF TERMS OF THE CONTRACT.

Contractor:	
Printed Name	Date
Signature	
Owner:	
Printed Name	Date
Signature	

Mike Rylko Park Community Park Improvements Development Name

DEVELOPMENT IMPROVEMENT AGREEMENT

THIS AGREEMENT ("Agreement"), made and entered into as of this 18th day of September 2023 by and between the VILLAGE OF BUFFALO GROVE, an Illinois Municipal Corporation, and having its office at Village Hall, 50 Raupp Boulevard, Buffalo Grove, Illinois (hereinafter called "Village"), and <u>Buffalo Grove Park District</u>, (hereinafter called "Developer").

WITNESSETH:

WHEREAS, Developer desires to improve the real property described in Exhibit "A" attached hereto and made a part hereof (the "Property"), and in compliance with the Village's Development Ordinance, Developer has submitted to the Village certain (i) plans prepared by <u>uplandDesign ltd</u>, who have hired and included plans from registered professional engineers (the "Site Plan"), which Preliminary Plans were approved by the Village pursuant to Ordinance No. 2023-11 and described in more detail in Exhibit "C" attached hereto and made a part hereof (the "Site Improvement Plans" and together with the Site Plan, the "Plans"); and,

WHEREAS, the Village is willing to approve said Plans, provided that this Agreement is executed to assure the Village as to the completion of certain site improvements, as a condition precedent to the issuance of building permits for any buildings to be constructed on the Property.

NOW, THEREFORE, it is mutually agreed as follows:

1. The Developer is a municipal entity in the Village authorized under the Park District Code to improve Parks under its jurisdiction. The Buffalo Grove Park District shall furnish, or cause to be furnished, at their own cost and expense, all the necessary material, labor, and equipment to complete the improvements listed on Exhibit "B" attached hereto, and all other site improvements not specifically set forth, which are required by applicable ordinances or agreements (collectively, the "Improvements"), all in a good and workmanlike manner and in accordance with all pertinent ordinances and regulations of the Village and in accordance with the Plans (including any subsequent revisions requested by the Developer and approved in writing by the Village pursuant to the Village's Development Ordinance). All utility lines

and services to be installed in the street shall be installed prior to paving.

- 2. Attached hereto as Exhibit "D" is a complete cost estimate for the construction of the improvement described in Exhibit "B" hereto.
- 3. All work shall be subject to inspection by and the approval of the Village Engineer. It is agreed that the contractors who are engaged to construct the Improvements are to be approved by the Village Engineer and that such approval will not be unreasonably withheld.
- 4. The Developer has paid or will pay the Village a Review and Inspection Fee, as required by Ordinance. It is understood that said fee is based on the amount of the contracts or cost estimate for those items in Exhibit "B".
- 5. Prior to the time the Developer or any of its contractors begin any of the work provided for herein, the Developer, and/or its contractors shall furnish the Village with evidence of insurance covering their employees in such amounts and coverage as is acceptable to the Village. Nothing herein shall waive any immunities the Village May assert in response to or defense of any such claim.

In addition, by its execution of this Agreement, the Developer agrees, to the extent authorized under the Park District Code, to protect, indemnify, save and hold harmless, and defend the Village and its employees, officials, and agents, against any and all claims, costs, causes, actions, and expenses, including but not limited to reasonable attorney's fees incurred by reason of a lawsuit or claim for damages or compensation arising in favor of any person, corporation or other entity, including the employees or officers or independent contractors or sub-contractors of the Developer or the Village, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly, from the performance of the work of the Developer, independent contractors or sub-contractors or their officers, agents, or employees. The Developer shall have no liability or damages for the costs incident thereto to the extent caused by the sole negligence or intentional misconduct of the Village, its independent contractors or sub-contractors or their officers, agents, or employees.

6. Subject to Force Majeure (as defined herein), Developer shall cause the Improvements to be completed within twenty-four (24) months following the date of this Agreement (except any Improvements for which specified time limits are noted on the Plans, which shall be completed within the specified time

limits shown on the Plans). "Force Majeure" as used herein shall mean a delay in Developer's performance hereunder caused by a strike or labor problem, energy shortage, governmental pre-emption or prescription, national emergency, or any other cause of any kind beyond the reasonable control of Developer.

- 7. The Developer, for a period of one year beyond formal acceptance by the Village of any Improvement, described in Exhibit "B" hereof, shall be responsible for maintenance, repairs and corrections to such Improvements which may be required due to failures or on account of faulty construction or due to the Developer's negligence and/or its contractors' negligence.
- 8. It is agreed that no occupancy permit shall be granted by any official for the construction of any structure until all required utility facilities set forth in the Plans (to include, but not by way of limitation, sanitary sewer, water and storm sewer systems) have been installed and made ready to service the Property; and that all parking lots or access drives (to include curbs) set forth in the Plans that provide access to the Property have been completely constructed, except for the designed surface course. It is understood and agreed that building permits may be granted for buildings on specific lots to which utility facilities have been installed and made ready for service and to which parking lots or access drives have been constructed as described above, notwithstanding the fact that all improvements within the Development may not be completed.
- 9. No occupancy permit shall be issued until all exterior lighting specified on Exhibit "C" is installed and operational.
- 10. The Developer acknowledges that he is responsible for the proper control of weeds, grass, refuse, and junk on all property which he owns within the Village in accordance with Chapter 8.32 of the Buffalo Grove Municipal Code. It is further agreed that the Developer shall continue to be responsible for the proper maintenance of any parcels of property for which the Developer transfers ownership to the Village until such time as the development's Improvements are accepted by the Village in writing in accordance with the provisions of this Agreement.

If the Developer fails to perform his maintenance responsibilities established in either this paragraph or Chapter 8.32, the Village may provide a written notice to the Developer of the improper maintenance condition. If proper maintenance is not completed within ten (10) days after the Developer is

provided this notice, the Village may perform the maintenance and deduct the costs of the maintenance from the Village's financial contribution to the Developer's project as described in Village Ordinance 2023
10.

- 11. The Developer agrees that no Improvements constructed in conjunction with this project are sized or located in such a way as to warrant any recapture payment to the Developer pursuant to any applicable previous agreements.
- 12. This Agreement shall automatically terminate and be of no further force and effect with respect to Developer or the Property upon the expiration of the one-year maintenance period, and upon such termination the parties hereto shall have no further obligations to the other. The period commencing on the date set forth in the preamble to this Agreement and expiring on the expiration of the one-year maintenance period is referred to herein as the "Term".
- 13. This Agreement and the obligations contained herein are in addition to, and not in limitation of, all other agreements between the Parties hereto including, without limitation, the <u>Preliminary Plan</u> dated <u>October 20, 2022 per Village Ordinance 2023-11</u>, and the obligations contained therein.
- 14. Neither party shall cause this Agreement (or any memorandum hereof) to be recorded against the Property.
- 15. Neither party shall assign this Agreement or any of its terms without the prior, express and written consent of the other party. Furthermore, no assignment of the Developer's obligations shall be effective unless and until the Village approves the language of any proposed assignment and substitute security in the amounts required by this Agreement.

IN WITNESS WHER	REOF, the Village has caused this Agreement to be executed, as has the Developer, all as
of the date first ab	pove written.
VILLAGE OF BUFF	ALO GROVE, an Illinois Municipal Corporation
By	
<u>Village Pr</u>	<u>esident</u>
DEVELOPER:	
Buffalo Grove Par 530 Bernard Drive Buffalo Grove, IL (
Ву:	
Name:	Erika Strojinc, CPRE
Title:	Executive Director

Mike Rylko Park Community Park Improvements (Development Name)

DEVELOPMENT IMPROVEMENT AGREEMENT

EXHIBIT A

LEGAL DESCRIPTION

N/A

KNOWN AS: 951 McHenry Road, BUFFALO GROVE, ILLINOIS

PERMANENT INDEX NUMBER: 15-29-400-019

AREA = 3,284,424 SQ. FT. OR <u>75.4</u> ACRES

Mike Rylko Park Community Park Improvements (Development Name)

DEVELOPMENT IMPROVEMENT AGREEMENT

EXHIBIT B

All improvements set forth and depicted in the Plans, both public and private, including (to the extent applicable) earthwork, grading, roads or streets, parking lots, areas and/or parking facilities, sidewalks, sanitary and storm sewers, water main, drainage and storm water detention facilities, site grading, street lighting, landscaping, survey monuments and benchmarks.

Mike Rylko Park Community Park Improvements (Development Name)

DEVELOPMENT IMPROVEMENT AGREEMENT

EXHIBIT C

Final Engineering and Landscaping Plans prepared by: uplandDesign ltd

Entitled: Mike Rylko Community Park Amphitheater Development

Consisting of: 77 sheet(s), last revised 09/07/2023

(see following pages)

Mike Rylko Park Community Park Improvements (Development Name)

DEVELOPMENT IMPROVEMENT AGREEMENT

EXHIBIT D

Engineers Opinion of Probable Costs

(see following pages)

Bid Worksheet for: Mike Rylko Community Park Amphitheater Development

Contractor:		



Buffalo Grove Park District Mike Rylko Community Park Amphitheater Development 530 Bernard Dr. Buffalo Grove, IL 60089

Project # 1055

Description of abbreviations:

 $\begin{array}{lll} \text{SF = Square Feet} & \text{CF = Cubic Feet} & \text{LF= Lineal Feet} \\ \text{SY = Square Yard} & \text{CY = Cubic Yard} & \text{LS = Lump Sum} \\ \end{array}$

FF = Finished Face EA = Each

BASE BID

Item #	Description	Quantity	Unit	Installed Unit Price	Item Total
1	Site Preparation, Removals, Earthwork, Topsoil Stripping and Placement, Topsoil Respread, & Clay Excavation and Embankment	1	LS	\$ 459,565.43	\$ 459,565.43
2	Layout & As-Built Survey	1	L.S.	\$28,933.48	\$ 28,933.48
3	Allowance - General Project Allowance (to be Preapproved by Owner)	1	LS	\$ 75,000.00	\$ 75,000.00
4	Allowance - Cast-In-Place Concrete (to be Preapproved by Owner)	1	LS	\$ 5,000.00	\$ 5,000.00
5	Allowance - Structural Steel Framing (to be Preapproved by Owner)	1	LS	\$ 4,000.00	\$ 4,000.00
6	Allowance - Door Hardware (to be Preapproved by Owner)	1	LS	\$ 85,000.00	\$ 85,000.00
7	Allowance - Inspecting and Testing (to be Preapproved by Owner)	1	LS	\$ 10,000.00	\$ 10,000.00
8	Allowance - Concrete Testing (to be Preapproved by Owner)	1	LS	\$ 10,000.00	\$ 10,000.00
9	Allowance - HVAC Testing, Adjusting, and Balancing (to be Preapproved by Owner)	1	LS	\$ 5,000.00	\$ 5,000.00
10	Allowance - Removal and Haul off of Unsuitable Material, Supply and Install of Porous Granular Embankment (to be Preapproved by Owner)	150	CY	\$ 78.70	\$ 11,805.00
11	1' Depth Porous Soil Mix at Detention Basin	1	LS	\$ 27,169.69	\$ 27,169.69
12	Silt Fence	1550	LF	\$ 3.47	\$ 5,378.50
13	Inlet Protection	12	EA	\$ 232.63	\$ 2,791.56
14	Construction Entrance	1	EA	\$ 10,363.97	\$ 10,363.97
15	Concrete Washout	1	EA	\$ 3,934.95	\$ 3,934.95
16	Rip Rap	6	CY	\$ 955.96	\$ 5,735.76
				Subtotal	\$ 749,678.34

Bid Worksheet for: Mike Rylko Community Park Amphitheater Development

BUILDIN	NGS						
17	Amphitheater Building, complete	1	LS	\$	1,985,209.74	\$	1,985,209.74
SHADE	STRUCTURE						
18	3-Tier Metal Shelter, complete	1	LS	\$	339,099.70	\$	339,099.70
SITE IM	PROVEMENTS						
19	Asphalt Paving - Trail	1582	SY	\$	50.92	\$	80,555.44
20	Asphalt Paving - Vehicular	680	SY	\$	74.07	\$	50,367.60
21	Concrete Paving	13816	SF	\$	12.61	\$	174,219.76
22	Heavy Duty Concrete Paving	834	SF	\$	22.86	\$	19,065.24
23	Flush Concrete Curb at Parking	671	LF	\$	52.08	\$	34,945.68
24	Raised Curb at Asphalt	58	LF	\$	49.77	\$	2,886.66
25	Grasspave2	6039	SF	\$	6.69	\$	40,400.91
26	Cast in Place Wall including Tapered Edge at Amphitheater	671	LF	\$	405.07	\$	271,801.97
27	Cast in Place Retaining Wall	22	LF	\$	405.07	\$	8,911.54
28	Concrete Stairs with Prefinished Handrails at Ampitheater	1	LS	\$	47,450.90	\$	47,450.90
				Su	btotal	\$	730,605.70
SITE EL	ECTRICAL						
29	Light Fixtures and GFCIs at 3-Tier Metal Shelter including Electrical Connections and Wiring	1	LS	\$	28,933.48	\$	28,933.48
30	Pedestrian Light Poles including Electrical Connections and Wiring	13	EA	\$	8,367.56	\$	108,778.28
	Amphitheater Electrical Work including Electrical Connections and Wiring		Include in	Am	phitheater Build	ling I	tem #17
	<u> </u>	Subtotal \$ 137,711.76				137,711.76	
SITE UT	TILITIES			_		_	
31	6" Sanitary Sewer PVC	184	LF	\$	106.48	\$	19,592.32
32	8" Sanitary Sewer PVC	122	LF	\$	99.53	\$	12,142.66
33	48" Diameter Manhole	2	EA	\$	7,433.59	\$	14,867.18
34	Core and Connect to Existing Sanitary Manhole	1	EA	\$	7,290.08	\$	7,290.08
35	Trench Backfill	1	LS	\$	2,740.58	\$	2,740.58
36	4" Underdrain Perforated HDPE	960	LF	\$	42.82	\$	41,107.20
37	8" Storm Sewer PVC, SDR 26	25	LF	\$	96.06	\$	2,401.50
38	10" Storm Sewer PVC	150	LF	\$	64.81	\$	9,721.50
39	12" Storm Sewer RCP	185	LF	\$	68.28	\$	12,631.80
40	12" Storm Sewer DIP	120	LF	\$	133.09	\$	15,970.80
41	21" Storm Sewer RCP	265	LF	\$	97.22	\$	25,763.30

Bid Worksheet for: Mike Rylko Community Park Amphitheater Development

Contractor:		
Contractor.		

42	24" Diameter Inlet	5	EA	\$	2,546.15	\$	12,730.75
43	48" Diameter Manhole, Type A	3	EA	\$	7,034.31	\$	21,102.93
44	12" Nyloplast Inlet	2	EA	\$	2,314.68	\$	4,629.36
45	12" Flared End Section with Grate	1	EA	\$	2,532.26	\$	2,532.26
46	Trench Backfill	1	LS	\$	19,717.58	\$	19,717.58
47	1.5" Type K Copper Service with B-Box and Corp.	173	LF	\$	129.62	\$	22,424.26
48	Connection to Existing Water Stub	1	EA	\$	4,455.76	\$	4,455.76
49	Trench Backfill	1	LS	\$	2,532.26	\$	2,532.26
	Building Utilities	Included in Related Building Bid Item					
			Subtotal		\$	254,354.08	
LANDS	CAPE AND RESTORATION						
50	Shade Tree	30	EA	\$	760.80	\$	22,824.00
51	Evergreen Tree	5	EA	\$	564.32	\$	2,821.60
52	Ornamental Tree	15	EA	\$	472.04	\$	7,080.60
53	Shrub	4	EA	\$	125.86	\$	503.44
54	Perennial & Ornamental Grass	155	EA	\$	16.99	\$	2,633.45
55	Native Seeding Established	1	LS	\$	20,047.43	\$	20,047.43
56	Native Establishment Maintenance Contract	3	YEARS		\$7,351.42	\$	22,054.26
57	Lawn restoration and establishment including core aeration, seeding, fertilizing, and erosion control blanket cover at all disturbed areas.	1	LS	\$	35,563.87	\$	35,563.87
				Subt	otal	\$	113,528.65

 Site Developments Total
 \$2,353,242.92

 Building Total
 \$1,956,945.05

 Base Bid Total
 \$4,310,187.97

Base Bid in Writing:

BID - P1 \$ 2,353,242.92 EOPC - P2 \$ 219,083.10 EOPC - P3 \$ 78,300.00 TOTAL \$ 2,650,626.02 10% contingency \$ 2,915,688.62 108% \$ 3,440,513.00

Engineering Review Fee \$ 26,507.00

Cash Deposit \$ 34,405.00 or \$5,000 Minimum \$ 5,000.00

1 LOC Amount \$ 3,406,108.00

2 LOC Amount \$ 3,435,513.00

Broken out by Phase

		5.	7	25,552.45
Final LOC	N/A	P2	\$	2,190.83
Final Cash Deposit	N/A	P3	\$	783.00
		TOTAL	\$	26,507.00



Mike Rylko Amphitheater Re-bid Reference Check

Lowest Bidder: Boller Construction
Reference Name: James Keim, Village Administrator, Village of Antioch, 847.395.1000

1. How long have you worked with the contractor?

Project was just awarded in May 2023; underway on a park project now

2. What types of projects have you worked on together?

Downtown (4 acres) acquired ownership and there was a creek underneath, the Village decided to daylight the creek channel (scenic overlook, bridge structure, café/restaurant building, splash pad, pavilion, inclusive playground, plantings, irrigation, lighting, surveillance)

3. Were the projects completed on time and within budget?

Ongoing; completion summer 2024 (one year)

4. Was the contractor's work quality satisfactory?

Resource the project well; support staff and onsite have been satisfactory

5. Was the contractor easy to work with and communicate with?

Managing a lot of subs; going very well; very organized

6. Did the contractor resolve any problems that arose during the project in a timely and professional manner?

Complex project and so far everything has been going well

7. Would you recommend this contractor to others?

So far, so good; definitely no hesitations with them



Mike Rylko Amphitheater Re-bid Reference Check

Lowest Bidder: Boller Construction

Reference Name: Paul Burris, Utility Operations, Manager, City of Elmhurst, 630.330.0895

1. How long have you worked with the contractor?

Very familiar; around a decade if not longer

2. What types of projects have you worked on together?

Storm water pumping station; fiber projects; building projects (pump stations); waste water systems; custom doors

3. Were the projects completed on time and within budget?

On budget yet; not always on time – we always find other projects while onsite, so have added special projects and extended projects while things come up onsite

4. Was the contractor's work quality satisfactory?

More than satisfactory; 3 year warranty on everything and have never had an issue to call them back; great work

5. Was the contractor easy to work with and communicate with?

Very easy; bi-weekly meetings on one of their projects; communicate resident engineer on a daily basis and post to website for residents

6. Did the contractor resolve any problems that arose during the project in a timely and professional manner?

Always have problems (usually call ComEd); very professional

7. Would you recommend this contractor to others?

Highly recommend



Mike Rylko Amphitheater Re-bid Reference Check

Lowest Bidder: Boller Construction Reference Name: Michael Hantel, Project Architect, Palatine High School Culinary Arts Classroom Renovation

1. How long have you worked with the contractor?

Just the (1) project in 2020 / 2021.

- 2. What types of projects have you worked on together?

 Interior renovation, included installation of specialty culinary equipment.
 - 3. Were the projects completed on time and within budget?

No budget issues, minor change orders. Timeline was affected by supply chain issues but they were conscientious about it.

4. Was the contractor's work quality satisfactory?

Yes

5. Was the contractor easy to work with and communicate with?

Yes, they were able to clearly communicate and coordinate the project.

6. Did the contractor resolve any problems that arose during the project in a timely and professional manner?

Handled supply chain issues as best as they could. Followed up and re-mobilized to install when items were delivered.

7. Would you recommend this contractor to others?

Yes, they are able to do the work and the finish product was as expected.



Buffalo Grove Park District Board of Commissioners WORKSHOP MINUTES August 14, 2023 Alcott Center – Room 24 6 pm

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

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, 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

Illinois State Senator and former board commissioner Adriane Johnson, Linda Byron from Raymond James & Associates, Inc., former Park District employee Kim Cashmore and her wife Karen Cencula, and Recreation Supervisor and DEI Contact Jessi Hersman and her husband Darrell were in attendance.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Reiner moved to approve the August 14, 2023 Workshop Agenda, seconded by Commissioner Cummins and the motion passed with a voice vote. It was noted the Park Tour planned immediately before this meeting was cancelled due to inclement weather.

TOPICS FROM THE FLOOR

Jessi Hersman thanked the Board, and leaders past and present. She said she knew she belonged to the Park District from a very young age when she signed up for a performing arts camp. She said she has loved working for the Park District as both a part-time and full-time employee for 22 years. She said her position at the Park District does not fit her personal life anymore but knows as she leaves that the board and incredible staff will continue to promote their love of the arts to the community of Buffalo

Grove. Kim Cashmore thanked Jessi for her time and talent and said she will be missed. She wished her the best on her next adventure. Senator Johnson said Jessi has helped make the Community Arts Center home for our community. She read a proclamation from the members of the Illinois Senate congratulating her on her service to the Buffalo Grove Park District. She also thanked her for championing diversity, equity and inclusion for the Park District. President Jacobson said he has known the Gangware family for a long time and Jessi wears her passion on her sleeve. Commissioner Reiner said Jessi is a quiet worker and has been our ambassador for people with disabilities. Commissioner Cummins said Jessica, as he knew her years ago, has made a career of belonging and wished her the best of luck in her new career. Commissioner Wallace said she is the guiding light for asking why and answering the why with thoughtfulness. Executive Director Strojinc said Jessi has a way of connecting with people that others don't. Director Zimmermann said she has laid a solid foundation at the CAC and he said staff will continue to grow what she nurtured.

POLICY AND LEGISLATION

Financing Plan – Linda Byron, Raymond James & Associates, Inc.

Linda Byron said she has been working with the Park District since 1989. She presented a financing update for the Buffalo Grove Park District outlining the outstanding debt the District currently has and summarized options for Alternate Revenue Bonds the District is looking get. The Park District will go for \$1.725 in General Obligation Limited Bonds for 2023. The District goal is to raise an additional \$6 million in General Obligation Bonds (Alternate Revenue Source) to complete long overdue capital projects around the District. Ms. Byron said Raymond James will go for \$6.5 million to make sure the District gets the amount they are looking for in order to complete the projects planned. She said the Board will conduct a BINA hearing at the September 26 Board meeting; the Board will adopt a Bond Parameters Ordinance on Monday, October 23; Raymond James will price the bonds on Wednesday, October 25; and the Bond Closing will be on Wednesday, November 15.

NWSRA 2024 Member District Annual Assessment

Commissioner Reiner said that NVVSRA has changed the way they assess member districts. The changes in the calculation now include Inclusion Services from the previous year for each district. In the past inclusion services were shared among all 17 districts, but now with the new MDAA format, inclusion services are based upon each individual agency's inclusion needs. Essentially, each agency pays for what they use. The new calculation resulted in a \$34,973 increase in our annual assessment for 2024

Board Policy Manual 8.17 Remote Attendance Policy

Executive Director Strojinc said that the Open Meetings Act has been amended to add unexpected childcare obligations to the current list of reasons that a public body member may attend a meeting remotely. The Governor signed this legislation and IAPD suggests updating the current policy to reflect this change.

Quarter A Executive Director Work Plan Update

Executive Director Strojinc said her Work Plan is updated and said she would answer any questions from the board. There were no questions asked.

Quarter A Departmental Goals and Objectives Update

There were no questions or comments on Quarter A Departmental Goals and Objectives.

PARKS

Rylko Park Amphitheater and Spray 'N Play Expansion Bid Update

Executive Director Strojinc said included in the original Rylko Park bid was the amphitheater, the Spray 'N Play expansion, the large shelter, the shipping containers for housing the Spray 'N Play offices and concessions, paving, electrical and utilities. Alternates included seat walls, playground, pour-and-play full color, decorative upgrades, and sport field irrigation. She said our budget which included the playground was \$6.1 million and the lowest bid came in at \$7.3 million, not including the playground. She said she and Director Short had a value engineering call with Upland and Legat Architects and re-aligned our priorities. She said she will have new numbers for the board at the end of September.

Rylko Park East

Executive Director Strojinc said due to the circumstances with the amphitheater and Spray 'N Play bid coming in over budget, she would like to table the Rylko Park East OSLAD grant until we get through the above-mentioned project. The board agreed with the strategy moving forward and applying for a grant one or two years from now.

CORRESPONDENCE

Executive Director Strojinc said included in the Board packet was a National Night Out announcement in the Daily Herald.

EXECUTIVE DIRECTOR REPORT

Executive Director Strojinc said a new Planning and Development Manager has been hired and her name is Laurie Hoffman. She is an architect, had a great interview, and amazing references. She has experience with the VA and school districts. She will be on-boarded and we will revise the three-year capital project work plan. Executive Strojinc said she was contacted by a grant manager from Representative Didech's office who said the money is triggered for release. She said we got through the DIA with the Village for Prairie Grove Park and attended the pre-construction meeting with Hacienda and Upland on Friday. Construction will begin on September 28 and Kids Around the World will be coming to remove the playground for recycling. She said the Village is coming up with a universal IGA for future projects which will trump the DIA for the Park District. She asked the board if they would like to attend the Best of the Best Awards Gala at Chevy Chase on Friday, October 20. She said she and Director Short met with Wintrust Bank to possibly move the Park District's banking. She said D102 reached out and asked about expanding their footprint at Veterans Park and she will discuss with Director Howe when he returns from bereavement leave. She told the board there are seven board vacancy applicants. The board agreed they will decide who to interview at the next board meeting and hold interviews Monday and Tuesday, September 18 and 19.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson said he attended the wake for Director Howe's father and sends his sincerest condolences to Tim and his family. He said he thinks it is important to be able to ask follow-up questions to the script when they interview potential board members.

Commissioner Wallace agreed with President Jacobson and said having a script to conduct board vacancy interviews allows you to expand asking questions.

Commissioner Reiner thanked Commissioner Wallace for attending the SLSF golf outing even though she is not a golfer. He asked staff to consider recognizing Recreation Supervisor Jessi Hersman in some way at the Community Arts Center. Executive Director Strojinc said staff is holding a send-off for her at Sal and Tony's at 4 pm tomorrow.

There was no Old Business discussed.	<u>OLD BUSINESS</u>
There was no New Business discussed.	NEW BUSINESS
Commissioner Cummins moved to adjourn the Workshop at 8:18 pm, seconded by Wallace and the motion passed with a voice vote.	ADJOURNMENT Commissioner
Respectfully Submitted,	
 Secretary	



Buffalo Grove Park District Board of Commissioners WORKSHOP MINUTES Alcott Center - Room 24 August 28, 2023 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 David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 7:01 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Reiner moved to approve the August 28, 2023 Workshop Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

INTRODUCTION OF GUESTS

Nathan Libbey, a potential board member candidate, was in attendance.

FINANCE

August Warrant 2023

There was no discussion on the August Warrant 2023.

July 2023 Financial Statement

There were no comments on the July Financial Statement.

July 2023 Year to Date Statement

President Jacobson said the Fitness Center is trending in the right direction. Vice President Cummins asked Director Short to replicate the Recreation department year to date statement the same way he prepares the overall year to date statement. It will compare where numbers are month to month and compared to the same month a year ago.

August Refunds

There were no comments on August Refunds.

FINANCE

Ordinance 23-8-1 Authorizing the Issuance of General Obligation Park Bonds

Vice President Cummins asked how much we are going for in alternate revenue bonds and how much we are going for in limited tax bonds. Director Short said the limited tax bonds are \$1.7 million and the alternate bonds will be \$6+ million.

Commissioner Reiner asked the revenue source for funding the bonds and Director Short said generally it will be the Recreation fund, but it can be from the Recreation, Clubhouse, and Fitness Center funds.

Ordinance 23-8-2 Disposal of Surplus Property

There was no discussion on Ordinance 23-8-2 Disposal of Surplus Property.

Wintrust Bank Resolution 23-8-2 Legal Organization to Open Account

The Board agreed Wintrust bank is good to work with and this is a good, strong move for the Park District.

Board Travel and Conference Expense

There was no further discussion on the Board Travel and Conference expense.

PARKS

Rylko Park Amphitheater Development and Spray 'N Play Expansion Bid Recommendation

Executive Director Strojinc said we are going back out to bid the project in three parts; the Amphitheater and Pavilion first, the Spray 'N Play second, and the third part will be the playground. She said the Village Engineer Kyle Johnson has been an amazing support with this project. Commissioner Wallace asked about the timeline for the project. Executive Director Strojinc said she hopes to have a complete recommendation at the September 26 Board meeting. Commissioner Reiner offered to present the playground portion of the project to Springfield legislators to look for alternate funding.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson said BG Days is starting later this week. He said that Aptakisic Road is under construction and it is not possible to park at Drazner Park for Buddie Baseball this year. Executive Director Strojinc said this is on the Village's list for planning and they are aware of the construction.

Commissioner Wallace thanked Recreation Supervisor Mike Pfeiffer and his team for their setup and breakdown of the Green Fair. She said an 11-year old member of the EAT, the youngest member and Miss Buffalo Grove, is advocating for kids to use the bike rack at Cherbourg Park. She said auditions for Mean Girls, Jr. is taking place and she hopes all attend the performances in November. She said she is looking forward to BG Days and will there every day working with Rotary.

Commissioner Cummins gave kudos to Commissioner Wallace for promoting Jr. High school kids to work service hours and contribute to the success of the Green Fair.

Commissioner Reiner said he has been involved with some fundraisers with State Senators Aquino and Simms, and State Representative Davis. He also attended a major fundraiser for Senator Johnson in Waukegan and said he has never seen a more impressive fundraising event. He said she is doing wonderful things for our community and it would be nice to recognize her for all she has done for us. Executive Director Strojinc suggested we could tie recognition for Senator Johnson to the Amphitheater project upon completion.

There was no Old Business discussed.	OLD BUSINESS
There was no New Business discussed.	NEW BUSINESS
Commissioner Cummins moved to adjourn the Workshop at 7:30 pm, seconded by Wallace and the motion passed with a voice vote.	ADJOURNMENT Commissioner
Respectfully Submitted,	
 Secretary	



Buffalo Grove Park District Board of Commissioners REGULAR BOARD MEETING MINUTES August 28, 2023 Alcott Center – Room 24 6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Larry Reiner, 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 David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 7:30 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 REGULAR BOARD MEETING AGENDA

Vice President Cummins moved to approve the August 28, 2023 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 July 10, 2023 Workshop Minutes

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

Approval of July 10, 2023 Executive Session Minutes

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

Approval of July 24, 2023 Workshop Minutes

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

Approval of July 24, 2023 Regular Board Meeting Minutes

Vice President Cummins moved to approve the July 24, 2023 Regular Board Meeting Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of July 24, 2023 Executive Session Minutes

Vice President Cummins moved to approve the July 24, 2023 Executive Session Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Written and Verbal Correspondence

Executive Director Strojinc said that included in the Board Packet was an article written by Museum Curator Debbie Fandrei that appeared in the Parks and Recreation magazine called "Using History to Reflect Diversity"; a Countryside article on National Night Out; and a thank you note from Director of Parks and Planning Tim Howe for the District's support on the loss of his father.

ATTORNEY'S REPORT

Attorney Bloomberg did not have a report.

COMMITTEE ACTION ITEMS

Finance

Approval of August 2023 Warrant

Commissioner Wallace moved to approve the August 2023 Warrant in the amount of \$1,894,883.81 seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0 ABSENT: 0

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

Commissioner Wallace moved to approve the July 2023 Financial Statement and July 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 ABSENT: 0

Approval of Ordinance 23-8-1 General Obligation Park Bonds

Commissioner Wallace moved 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 principle 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 and for the payment of the expenses incident thereto, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0 ABSENT: 0

Approval of Ordinance 23-8-2 Disposal of Surplus Property

Commissioner Wallace moved to approve Ordinance 23-8-2 authorizing the disposal of the Kyocera TASKalfa 6550ci copy machine, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0 ABSENT: 0

Approval of Resolution 23-8-1 NWSRA 2023 Funding Assessment

Commissioner Wallace moved to approve Resolution 23-8-1 Northwest Special Recreation Association Funding Assessment in the amount of \$345,757.67 for calendar year 2024, Fiscal Year 2024-25, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0 ABSENT: 0

Approval of Resolution 23-8-2 Wintrust Legal Organization to Open Account

Commissioner Wallace moved to approve Resolution 23-8-2 to open Wintrust bank accounts and add signers, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0 ABSENT: 0

Approval of Board Travel and Conference Expense

Commissioner Wallace moved to approve the Board Travel and Conference expense in the amount of \$3,146.40, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0 ABSENT: 0

POLICY AND LEGISLATION

Board Policy Manual Remote Meeting Attendance Policy Update

Commissioner Reiner moved to approve the Board Policy Manual 8.17 Remote Meeting Attendance Policy update, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0 ABSENT: 0

Approval of the Consent Agenda

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

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

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Strojinc said staff has hired a Planning and Development Manager, Laurie Hoffman. She said the Village will be doing water main work in the Rylko Park area after Buffalo Grove Days. She said the contractor is starting on the Route 83 bridge painting on September 11 and there will be sporadic traffic interruptions. The Willow Stream parking lot reconstruction is also starting on September 11 and we will be providing maps to recreation participants on alternate parking options. Adjacent residents will also be impacted and they will be notified of the construction. She said we are working on the Rylko Park rebid and will keep the Board informed. She also mentioned she would like to talk to Commissioner Reiner about ideas she has for the Rusty Reiner fund. She said staff will be at BG Days all weekend starting on Thursday through part of the day Monday. She said there will be kids activities on Saturday and on Sunday there will be an adult bags game and an adult puzzle contest. She said the Dog Show has been moved to the Nature Classroom and the parade is back this year. She asked commissioners to let her know if they would like to march with Park District staff in the parade.

Director Short asked the Board to please stay to sign bank documents before they leave tonight.

Superintendent of Communications and Marketing Terson said he will have an update on BG Days sponsorship next month. He said Google has changed their analytics and he will revise his operational report based on Google's changes.

Director of Recreation and Facilities Joe Zimmermann said that the Fitness Center's attendance for July was higher than any July in the last 10 years. He said August is on target to do the same. He said the new exercise equipment came in and was installed at the Fitness Center. He said Fitness Floor Manager Debra Saper did a great job with the layout and he gave the parks staff a shout out for their help in moving it in. He said he has heard lots of compliments on the new setup. Commissioner Reiner asked about how members can learn how to use the new equipment at the Fitness Center and Director Zimmermann said that QR codes are located on all the machines. Commissioner Reiner said that QR codes may be discriminatory against people with disabilities and asked that staff look into alternative ways to learn to use the equipment. Director Zimmermann said 2,200 people attended National Night Out - the most in the surrounding areas. He said the Aquatics staff won the Spirit Award at the IPRA Lifeguard Games on July 14. He said summer camps ended with over 2,000 participants and Clubhouse has 680 registered with 30 on the waitlist and the numbers are looking strong.

Director Howe said that Prairie Grove Park construction is also starting. He said his staff is heavily involved in BG Days setup.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

Commissioner Reiner moved to enter Executive Session for the purpose of Personnel at 7:58 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 8:22 pm and that the Board decided to interview six board applicants for the vacant position. Interviews will be conducted in September 18, 19 and 26. The goal is to name the new board member at an October 23 Special Board Meeting.

ADJOURNMENT

Commissioner Wallace moved to adjourn the Regular Board Meeting at 8:22 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

	 •	
Respectively submitted,		
Secretary		

BUFFALO GROVE COUNTRYSIDE



Thursday, September 14, 2023

\$2.00

Parade back after hiatus

Annual Buffalo Grove Days carnival at Mike Rylko Park brings town together. Page 6



Families flocked to the carnival rides at Buffalo Grove Days Sept. 2, 2023 at Mike Rylko Park in Buffalo Grove. Buffalo Grove Days ran Aug. 31 to Sept. 4 and attracted about 40,000 people. This year, the parade returned as part of the festivities. KARIE ANGELL LUC/PIONEER PRESS

Parade returns to end-of-summer event at Rylko Park

By Karie Angell Luc

Scores of people turned out to Buffalo Grove Days at Mike Rylko Park in Buffalo Grove over the extended Labor Day weekend, with a crowd also lining the parade route Sept. 3 as it returned to the event for the first time since the start of the pandemic.

An estimated 40,000 people, in total, attended Buffalo Grove Days, which ran Aug. 31 to Sept. 4 at the village's iconic park.

Village spokeswoman Molly Gillespie said the signature end-of-summer event started as "a small neighborhood party" over

six decades ago.

"It's grown with the community over the years," Gillespie said about Buffalo Grove Days. "It's truly a tradition that the community looks forward to every year to celebrate the end of summer and all things Buffalo Grove.

"This community event showcases what is possible with the collaboration of the community and its local partners, including the village, park district and chamber of commerce."

The usual fare and entertainment were available at this year's event, with a carnival, live music and a variety of food and beverages. But new for 2023 was the return of the parade, rolling for the first time in four years. It featured 70 participating groups and organizations, including elected officials' participation, as it moved down Buffalo Grove Road onto Deerfield Parkway.

New Village President Eric Smith walked the parade route Sept. 3 and recalled how Buffalo Grove Days "started out a long time ago as just a neighborhood block party to get everybody together and meet each other, know your neighbors.

"And it's grown over the years to a huge event, but the same intent, you know, for everybody to get and meet their neighbors and know who everybody is: the different



Flat 43 BMX performs during the Buffalo Grove Days parade on Sept. 3. After two years off due to the pandemic, the parade was set to return last year, but it was canceled after the mass shooting at Highland Park's Independence Day parade. JAMES C. SVEHLA/PIONEER PRESS PHOTOS

D-Highland Park, also appeared on the parade route with Lake County elected officials.

Schneider said being able to greet fellow Lake County neighbors is "a great opportunity any day but today, on Labor Day weekend, celebrating all those who work so hard to make our country strong and wonderful, it's great to come together as a community."

The carnival had rides for all ages, including the family-favorite Ferris wheel with its panoramic views. Community resource tables

everyone," said Erika Strojinc, new executive director of the Buffalo Grove Park District.

Siblings Audrey Lewit, 6, and Ava Lewit, 3, of Buffalo Grove, attended on Sept. 2 and had their faces painted in a family-friendly tent near the expansive stage.

"I hope we're just making memories ... maybe do a family tradition from BG Days," said the girls' mother, Deidra Lewit.

Mike Lee attended with his 2-year-old daughter, Layna, who had her face painted with a pink



023 | A Chicago Tribine Publicat

Residents of lawmaker's district enjoy scavenger hunt

By Kaitlin Mikrut For Pioneer Press

While there has been a national backlog and extended wait for U.S. residents to get real passports to travel internationally, closer to home in one area legislator's district, people could easily print a passport to explore "treasures" this summer in local park districts.

State Rep. Mary Beth Canty's inaugural "Summer Park Hunt" has wrapped for the season, but not without constituents getting prizes for venturing around their local parks and park district leaders praising the two-month event's community engagement.

From June 15 to Aug. 15, residents of Canty's 54th District — which includes all or parts of Arlington Heights, Buffalo Grove, Palatine, Mount Prospect, and other neighboring northwest suburbs — could print out a park passport, visit participating parks and answer questions about them.

Sixteen parks were part of the hunt, including ones part of the Arlington Heights, Buffalo Grove, Mount Prospect, Palatine, Prospect Heights, River Trails and Salt Creek park districts. Partnering with Canty, D-Arlington Heights, a freshman representative, park leaders helped coordinate the hunts and choose the best-suited green spaces for the occasion, according to officials.

The event was free, limited to constituents of the district, and consisted of participants printing out a park passport available on Canty's website, visit-



Alcott Center, part of the Buffalo Grove Park District, was one of several parks that participated in the "Summer Park Hunt" from June 15 to Aug. 15. The activity was hosted by state Rep. Mary Beth Canty's office. RHONDA GILLESPIE/PIONEER PRESS

a prize supplied by participating park districts, according to a news release earlier this summer announcing the community activity.

"We have a lot of parks in the 54th District. I truly didn't appreciate how many there were, and some of them have really interesting stories or really interesting things. I thought, 'how can I marry my love of exploring new things and scavenger hunt with our parks?' the freshman state legislator told Pioneer Press as the hunt came to an end.

Canty said Summer Park Hunt, described as fun and educational, was inspired by Trails Park District's director about the concept of geocaching — a worldwide treasure hunt that uses navigational devices.

"Through that discussion about geocaching, the park hunt was born," said Canty.

She said the summertime hunt allowed residents to explore, come to appreciate and learn new things about their communities.

"It was interesting the stories that you heard from people. You know, they were trying to play hide-and-go-seek among the trees, or doing picnics there. It was a chance to sort of explore parks that you did know and



State Rep. Mary Beth Canty, D-Arlington Heights, is in her first term. BRIAN O'MAHONEY/PIONEER PRESS

Terramere and Recreation Park as two of the 16 participating parks. Additionally, 10 community residents completed the Summer Park Hunt.

"In prior years, [Arlington Heights Park District] has had a passport encouraging residents to visit our five outdoor pools and one indoor pool to earn special prizes," said Executive Director Carrie Fullerton.

She said AHPD would participate again in Canty's event.

Though the Park District has not received feedback specifically regarding that event, "Arlington Heights



Buffalo Grove Park District COMMITTEE ACTION ITEMS September 26, 2023

I. Committee Action Items (Roll Call Votes)

A. Finance (HW)

- 1. I move to approve the September Warrant 2023 in the amount of \$1,170,185.71.
- 2. I move to approve the August 2023 Financial Statement and the August 2023 Year to Date Statement.
- 3. I move to approve the 2022-23 Fiscal Year End Audit.
- 4. I move to award the Rylko Park Phase I Amphitheater and Shelter bid to Boller Construction Co. Inc., 3045 Washington St., Waukegan, IL 60085 in the amount of \$4,310,187.97.
- 5. I move to approve the Board Travel and Conference Expense in the amount of \$1,223.46.

B. Policy and Legislation (LR)

1. I move to approve the Full-Time Staff Personnel Policy Manual revisions.

C. Personnel (SC)

1. I move to approve Resolution 23-9-1 Commending Steven Houde on his Retirement after 37 Years of Service.



TO: PARK BOARD OF COMMISSIONERS FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR

DATE: SEPTEMBER 20, 2023

RE: DIRECTOR'S OPERATIONS REPORT

Community & Public Relations

<u>Affiliates</u>: Our two current affiliates are BGRA and Bills. Based upon requests received and informal discussions I have had, I am going to be looking further into these agreements over the coming months. I want to ensure both parties are getting their needs met, and I would like to consider adding opportunities for indoor room space (when the weather is not cooperating), among other things.

<u>BG Days</u>: Overall, BG Days went very well. Numbers are still coming in, but it appears that we did as well, if not better, than last year. We will have something to present to the board at either the October meeting or first meeting in November.

<u>Friends of the Parks</u>: Friends of the Park had their last meeting on Tuesday, September 19. Due to the board interviews, Joe stepped in to lead the meeting for me. However, due to the low attendance, there was no quorum, so the remaining FOP members just held a discussion of their events. 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. Additionally, FOP teamed up with BG Singers this year on their UKE fundraiser. They were able to attract the Daily Herald into writing an article on their efforts, which has now led to a FOX news piece and a WGN one that has yet to air. The Reiner Art Gallery at the CAC is currently showcasing their decorated ukulele's, which will remain for this month.

FOP has also been asking about moving around the Berkowitz fund. Because of this, I will be looking closer at each fund, specifically, how it was created and what restrictions each has. I plan to work on this over the coming weeks so that I can layout everything for them.

<u>Rotary Club</u>: I continue to attend Rotary meetings when possible. I was able to assist them in securing the Bingo board for their BG Days event. I was also able to call a bingo game while onsite for the first time.

<u>SLSF Gala</u>: We regularly sponsor the SLSF Gala, so I went ahead and did that again this year. As discussed, it conflicts with the FOP fundraiser, so I submitted for a lower sponsorship level that included a ticket for Larry to attend on the District's behalf.

<u>Village of Buffalo Grove</u>: With Rylko Phase 1 out to bid, I started to work on the backend with the Village on the DIA and permitting. The DIA was accepted by them with edits from corporate counsel, and it was approved at this week's Village board meeting. Next steps are to continue to work through civil on-site improvements in order to get the site work moving as quickly as possible post bid.

I have also been coordinating with the Village on the water main work (Mike Rylko Park). We did have water shut down at SNP for a few hours with a boiler order for the next day. The next step will be coordinating the water shut down at the FC. Chris (VBG) is working directly with me on that so that we can best prepare our members. In the meantime, we contacted the health inspector to make sure shutting the water down at the FC would not require shutting down the facility, and the answer was no, we should be fine.

The Village has requested a temporary easement of our pathway near Alcott. The plot of land is approximately 500 square feet, and is a part of the reconstruction plan for Bernard Drive, which includes replacing portions of the sidewalk and driveway aprons. Because the size of the land requested is small, we did not feel that appraisal and compensation was necessary.

Finance

<u>Bonds</u>: We continue to prepare for the bond issuance. I have an S&P rating call scheduled for early next month, and a practice run through of the questions scheduled with Linda (Raymond James) next week. John has been assisting me with this process as this is my first time.

Government & Public Affairs

New Laws: PDRMA recently released two learn alerts. The first one was on parental notification of child injuries and illnesses. We collectively already require that of our front-line staff, but we will use the points provided to further emphasize the expectation of informing the families of any injuries (no matter how minor). Scott is also planning on adding it as a check-box to our risk forms. The other learn alert was for Faith's Law and employment history requirements. The law explains the need for due diligence to prevent child sex abuse, and closes the loop hole for perpetrators of sexual misconduct to resign before an investigation into allegations occurs in order to get hired at a new school. The team here has already started receiving requests from former employees for employment checks in the schools. PDRMA was putting the notice out there so that Districts can determine if they would need to follow the same procedures. After reading through the recommendations, and discussing with Scott Spitz (HR/Risk), we have no concerns over the new law because under our current agreements with the schools we are not considered a contractor of the school. If language in our intergovernmental agreements change in the future, we would need to reconsider our status with this law.

Operations & Personnel

<u>Athletico</u>: After quite a few months of back and forth, I have finally come to an agreement with Athletico on their lease extension (5 year) as well as their new marketing agreement. Both items were reviewed by corporate counsel. The new lease begins in October.

<u>ComEd</u>: I have been working on updates to our ComEd leases. There was some confusion over the parcels, but at this time, we have everything identified. My main concern at this point is that all ComEd leases are active except for the parking lot at Veteran's Park. I have been in contact with ComEd over the past few weeks to rectify it so that we can get back on a current lease with them.

<u>Parks</u>: Steve Houde, Parks Foreman, is retiring next week. His last day is September 29. Per his request, he did not want any recognition. Tim did write his final resolution, which will be approved by the board on Monday, however, he will not be in attendance to receive it.

<u>Planning</u>: Laurie Hoffman our new planner has officially begun. I took her on a District tour of the facilities, so that she could see past, current, and future projects. Jerry (facilities) was able to join us at some of the facilities and provide her with further context. She is going to jump into the FC roof project, which is underway, as well as the Rylko re-bid project. The rest of her onboarding will continue.

<u>Recreation</u>: The open Recreation Supervisor positions are still being considered. We hope to have a final decision within a few weeks.

I would also like to inform the board that Amanda Busch just completed her undergraduate degree. Amanda started full-time with the District in 2018, and at that time, it was under the agreement that she would complete this over time. I am very excited that she was able to get this accomplished.

<u>Risk</u>: I have been meeting weekly with Scott on all things HR/Risk. Thankfully things have been quiet for the most part.

<u>Strategic Plan</u>: I have begun to narrow down the strategic planning consultant list. I sent it out to staff for feedback. I plan on having a proposed list of tasks I would like to see accomplished in the next plan. We have budgeted \$30K for this year, so I am hoping we can achieve all of our wish list items within that.

Planning & Projects

Alcott Center: I met with Keri (Early Childhood) at the conclusion of preschool last school year. She had expressed some concerns around safety that were specific to the Alcott Center's playground area. The main issues were the open pathway that leads into the parking lot, and the lack of sight for the teachers when exiting out the preschool wing to the back. I worked with parks and facilities on solutions and (for now) the concerns have been addressed. We have installed a gate that can close at the start of the parking lot. I have requested signage from marketing to be posted on the gate that provides further instructions for patrons as they can open and close it as needed. For the sight issues, we installed two large mirrors that reflect the entire pathway so the teachers can see in both directions.

<u>Fitness Center</u>: The FC roofing project has begun. I took Laurie out there this week and have introduced her to the GC (Bear) who has connected her with the contractor (Prate). She has some follow-up to do to get up to speed, but so far, all is coming along except the weather. I have also been made aware of pump replacements needed at the FC. These were not part of capital, so I am currently working with staff to get an updated proposal and an idea of how we can pay for these out of this year's budget. The pumps in question are all 23 years old.

<u>Prairie Grove Park</u>: Prairie Grove Park project is underway. We have had a couple minor issues reported by residents that we have taken care of (internet connection and water usage). I plan to loop Laurie into the project early next week once she gets acquainted with Rylko re-bid and FC roof.

<u>Mike Rylko Park Amphitheater</u>: The bid opening for phase one (Amphitheater, festival plaza, pathways, and shelter) is today. From my correspondence with Upland, there are at least three bidders planning to submit. There was one addendum sent out as well this week. On the Village end, I have been working with Kyle to get engineering comments back so that we can get final engineering approval (and permit) to begin ground work by early October. I am also working with Kyle on getting an accurate cost for engineering and permitting fees, and whether I should have those expedited. We continue to move through the DCEO paperwork for this project. Because we have two (\$3M and \$250K), our grant manager has combined them, so we are hoping it moves quicker.

Miscellaneous

<u>IPRA Board</u>: Assuming the board will vote yes, I will be the incoming Chair of the board beginning this January. This will be a three year commitment (incoming Chair, Chair, past Chair).

<u>NRPA Conference</u>: Everything is ready to go with conference in two weeks. We will plan one staff pizza dinner at the rental, but aside from that, everyone will be free to attend the sessions and activities as they wish. Per-diem will be distributed the week before and I will coordinate with the board on getting it to them.

Meetings & Events Attended:

BG Days Final Pre-event Meeting - August 24

Rylko Re-bid Meeting (Upland, Legat) – August 25

All Staff BG Days Meeting - August 29

BG Days Float Build – August 30

IPRA Special Board Meeting – August 30

BG Days Set-up - August 31

Rotary Bingo (BG Days) - August 31

BG Days Tent Leader – September 2

BG Days Parade - September 3

BG Days Tent Leader – September 3

Rylko Review Meeting - September 5

Rotary - September 7

IPRA Special Board Meeting – September 7

Lunch with Marina (1 year anniversary) - September 12

FT Staff Meeting - September 14

IPRF Golf Outing – September 15
IPRA Executive Team Meeting – September 18
Board Interviews – September 18
Board Interviews – September 19
District Tour with Laurie – September 20
Rylko Bid Opening – September 21



TO: PARK BOARD OF COMMISSIONERS

ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES

RE: SEPTEMBER OPERATIONS REPORT

DATE: SEPTEMBER 20, 2023

<u>Audit for FY 2022-23</u>: The audit was presented by Monika Adamski from Lauterbach and Amen at the Board Workshop on September 11th. John is recommending approval by the Board.

<u>New Operating Accounts with Wintrust</u>: John and Janet will be attending training with Wintrust in the next few weeks to learn the new banking procedures.

<u>IT Updates</u>: Greg has been working on a number of items. They include:

- Quarter B Phishing Campaign sent actually hooked a few people.
- Coordinated the pickup of Kyocera (Alcott) for recycling.
- Sent direct email to all pending Summer Waiver participants to complete the process.
- Updating departing staff accounts, deactivating and transferring accounts to current staff (i.e. phone, mail, my glue, g-suite, outlook groups, etc.).
- Attended meeting with BG High School IT staff for discussion about Natatorium IT.
- Met with Genesis, our copier and printer service company, to obtain additional information for add-ons to the new copiers i.e. (fax, stapler).

HR and Risk Management Update: Scott has been addressing these items:

• Scott completed revising the Full-Time Personnel Policy Manual. He is starting on the revision of the part-time manual with the hope of getting it approved in November 2023.

- Scott completed the census for our insurance broker to prepare for open enrollment in November. Also, the salary survey was completed so that we can receive the IPRA Salary Survey in January.
- With the transition to the new Risk Management role, Scott is now becoming a contact for alarm calls. The alarm call list is being changed to reflect the various new roles in the agency.
- Scott is working on completing the insurance renewal for the Dog Park, as well as obtaining insurance for other properties that ComEd is leasing to the Park District.



TO: PARK BOARD OF COMMISSIONERS

ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES

RE: OPERATIONS REPORT DATE: SEPTEMBER 15, 2023

RECREATION DIRECTOR'S REPORT

<u>BG Days</u>: While we are still gathering all of the data from BG Days, it is safe to say that this year was again very successful. In the upcoming weeks, the in-house committee will meet to debrief and discuss how everyone thought the event went and find ways to improve upon this year. I will also be meeting with my counter-part at the Village, Molly Gillespie, to go over the Placer data and hopefully put together a schedule for the 2023-24 year.

Rec Department Updates: Currently, the recreation department has two recreation supervisor positions open. Since Jenn Foreman will continue to train aquatics staff in her new role as Safety and Training Supervisor, I have been working with my staff to assess what the job responsibilities and workloads will be for the two open positions. I should have those jobs finalized within the next few weeks and then I will begin the hiring process with my team.

RECREATION FACILITIES

Alcott Center

<u>Rentals (Elizabeth)</u>: I have continued to book rentals for the Alcott Center and have been working with groups such as the Garden Club of Buffalo Grove, Red Cross, and others to help finalize their bookings.

Aquatics

<u>Spray 'N Play</u>: Spray 'N Play closed for the season on August 27. Of the 27 operational days, Spray 'N Play was open 24 full days and closed two full days. Reasons for the full closures included rain and low temperatures. August Spray 'N Play attendance was 2,142, bringing in \$7,631 in revenue.

August Party Rentals

Ultimate Party	6
Splash Bash	4
Mini Splash Bash	1
Party Deck	11
Revenue Total	\$5,620

<u>Willow Stream Pool (Jenn)</u>: The last day of the pool season was August 26. Willow Stream Pool was open to the public for ten days in August. Of those ten days, we were open for nine full days and one partial day. The closure for the partial day was due to low attendance and weather. August Willow Stream Pool attendance was 914, bringing in \$3,469 in revenue.

	Spray 'N Play & Willow Stream 5-Year Revenues				
	2019	2020	2021	2022	2023
Rentals	\$13,655	\$2,720	\$4,265	\$18,478	\$15,255
SNP Public	\$34,912	\$16,767	\$40,873	\$31,256	\$30,614
Pool Passes	\$19,235	-	-	\$1 <i>5,7</i> 03	\$11 <i>,7</i> 49
WS Public	\$31,849	-	\$21,620	\$1 <i>7</i> ,245	\$21,410
Willow Revenue	\$51,084	-	\$21,620	\$32,948	\$33,159
SNP Revenue	\$48,567	\$19,487	\$45,138	\$49,734	\$45,869
Total Revenue	\$99,650.50	\$19,48 <i>7</i>	\$66, <i>75</i> 8	\$82,681.50	\$ <i>7</i> 9,027.50

Community Arts Center

<u>Rentals (Elizabeth)</u>: Rental requests have continued to come in daily. I have been giving tours to those interested in the facility and make sure to answer any questions. I have been working with our sound and light technician, Alec, to ensure readiness for upcoming 2024 rentals. I also have been working with previous renters to obtain feedback on what potential add-ons the Park District could offer to renters in the future.

Fitness Center

<u>Administration (Chris)</u>: The Fitness Center's roof construction project on the North side of the building started on Monday, September 18, and should take about one month to complete. We recently hired three new Fitness Floor staff, one Guest Services staff, and one Fitness Instructor. The new curtains that

separate the gym from the fitness floor were installed and look very nice.

<u>Group Exercise (Jenay)</u>: In July, I offered 78 classes, 59 live classes, 7 hybrid classes, and 12 virtual classes. I canceled 10 aqua classes during our two-week pool closure. The closure affected our live class attendance averages, which led to a slight decrease in overall member participation in Group Exercise in August.

Participants	August 2023	July 2023
Total #	4,676	4,930
Live #	3,872	4,042
Virtual #	804	888

<u>Member and Guest Services (Carol)</u>: There has been an uptick in qualified applicants since posting the Guest Services position on social media. I hope to have the positions filled by the end of September.

Cancellations were slightly higher in August than in July. Membership is signing people up for the *Fall Into Fitness* promotion, which runs through September 30. New members get their first month for \$39.

I am working with IT to create a fillable waiver on iPads to make it easier for new members and staff to get the information needed when someone joins, ensuring we have accurate information in RecTrac, and reduce paper consumption.

I completed billing on August 3, 2023. There were 54 declines, some of which were expired credit cards. The billing revenue increased by \$359.91 from July to August, which does not include the amount we received after billing for the declined payments.

<u>Personal Training (Debra)</u>: In August, we had \$17,325 in training sales and performed 332 personal training sessions and 87 reformer trainings. The majority of the feedback regarding the new fitness floor layout has been positive. I have responded to all comments and offered to help show members alternative pieces they can use. I was also able to make some changes to the trainer studio with equipment from the fitness floor that all the trainers like. I have also hired three fitness floor staff.

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

Membership Type	August 2023	July 2023
Adult	726	743
Add-On	666	664
Senior	735	737
All Corporate	275	269
Veterans/HMHB	9	10
Annual Add-On	13	13
Annual Senior	23	21
Annual Adult	13	13
Student Passes	413	517

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

	August 2023	July 2023
Total Memberships (Includes Freezes)	2,799	2,806

August 2023 Summation:

Active Members: 2,599Membership Visits: 24,107Personal Training Sessions: 332

• Reformer Sessions: 87

• Group Fitness Attendance: 4,676

New Memberships: 67Cancellations: 60

Relocation: 11Financial: 4

Home Equipment: 1

Overcrowded: 3Different Club: 1

o Medical: 8

o Infrequent Use: 15

o Other: 17

August 2022 Summation:

Active Members: 2,091Membership Visits: 19,397Personal Training Sessions: 208

• Reformer Sessions: 63

• Group Fitness Attendance: 3,426

New Memberships: 62

• Cancellations: 52

o Relocation: 17 o Financial: 2 o Different Club: 1

o Medical: 7

o COVID: 1

o Overcrowded: 1 o Infrequent Use: 19

o End of Promo: 2

o Other: 2

Golf Dome

<u>Administration (limmy)</u>: I rented a dumpster, and with the help of Chris, I was able to throw away miscellaneous items in and outside the Golf Dome, deep clean the airlock, and organize the south side (outside area). It was a lot of work for an entire day, but I am happy with how it looks.

I am currently interviewing cashiers and Dome attendants for the upcoming winter season. I have had four interviews and three more scheduled. I am also waiting to hear back from other interested candidates. I am finalizing my staff training for the end of October in preparation for the Dome opening on November 8.

<u>Adult Golf Lessons (limmy)</u>: My Junior Level 1 and Level 2 classes begin on September 25, with ten kids registered. Adult Level 1 and Level 2 classes begin on September 26, and I have 11 participants registered. These classes will run for five weeks.

Raupp Museum, Educational Gardens, and Nature Classroom

<u>Museum Attendance</u>: Total museum attendance for August was 148 people. July and August museum walk-in visitors came from nine different towns in Illinois and as far away as Ohio, Michigan, Minnesota, Florida, and Austria.

Museum Exhibits (Debbie): The Museum added three new exhibits to our Main Gallery in August. Marina worked with five summer volunteers to design an exhibit case highlighting things they learned while working with the Museum's historic receipt collection. She also created and built new exhibit cases in the 1950s Buffalo Grove kitchen, filled with historical kitchen artifacts. The Museum also opened a temporary exhibit, The Art of Kalamkari. This exhibit features the work of artist Piyas Bhattacharjee, who specializes in the historic Indian-painted textile art of Kalamkari. This exhibit will be open until September 29. The Museum's online exhibit/collections database site had 111 visitors who looked at 773 pages in August. The average visitor spent about 1.5 minutes on the site and looked at seven pages.

<u>Museum Volunteers (Marina)</u>: We had six volunteers over the summer from June through August. These volunteers included students from Buffalo Grove High School, Stevenson High School, and universities around the United States. Volunteers worked on digitizing historic receipts from the Buffalo Grove Firnbach and the Raupp General Store from 1919. The volunteers digitized 477 store receipts and assisted her with other collections projects. Collectively, they spent over 110 hours volunteering this summer. Volunteers also put together an exhibit case about what they learned. One volunteer will continue during the school year.

<u>Nature Classroom (Debbie)</u>: The Nature Classroom had 37 walk-in visitors in August. Public hours have ended during weekdays, but the Nature Classroom will be open on Sundays through September. In addition, we are scheduling educational programs at the Classroom through October. We will also add new plantings to some planters to add fall color that will last through November.

<u>School Programs (Debbie)</u>: We are excited to announce that teachers are scheduling field trips for the 2023-2024 school year. Teachers from four different school districts have booked 25 class visits, which is much higher than the same time last year.

Revenue Add-ons

<u>Birthday Parties</u>: Keeping up with the increase in parties over last year, Carol conducted 11 in August.

<u>Dog Park (Chuck)</u>: Dog Park Passes have generated \$6,735 in revenue for 2023-2024 with 233 annual passes sold through the end of August. At the end of August 2022, we had sold 292 annual passes with revenue of \$8,029.

Outdoor Rentals (Jimmy): For July, I brought in \$2,346 in revenue for shelters and parking lot rentals. I am currently working with an organization to see if we can host a Roller Ball Hockey Tournament at our inline rink this October, and they are looking at the weekend of October 27 – October 29.

July Revenue 2022	July Revenue 2023	Difference
\$2,314	\$2,346	\$32

RECREATION PROGRAMMING

Adult Programming

<u>Co-Ed Rec Volleyball</u>: The program began on September 11 with an enrollment of 28 registrants. The program is at capacity.

<u>Drawing & Painting</u>: The second summer session ended on September 13. There were a total of 64 participants in the five classes offered. The first fall session will begin on August 1. There are 69 people registered for the five classes offered. Four of the five classes are full and on a waitlist.

<u>Learn to Play Mah Jongg</u>: The first session of this new class began on Friday, September 8, and filled up quickly with 12 people registered. There are two additional classes offered later this fall.

<u>Men's Basketball</u>: Fall session started on Sunday, September 10, and there are 12 participants registered.

<u>Seniors</u>: On August 23, Megan hosted the Dog Day Afternoon party. There were 17 people in attendance. Edizon Dayao entertained everyone with his summer favorites. Lunch was from Portillo's, which included hot dogs and all the toppings! Each person also received a Chicago Dogs baseball hat as a giveaway.

<u>Softball</u>: The fall softball season started on August 21 and 22. Sean attended the first two days to support the field supervisors, answer questions, and assist players when needed.

Aquatics.

<u>Staff Training (lenn)</u>: It is required for each lifeguard to complete four hours of in-service training each month. We meet twice a month for two hours during the school year for in-service training. The first training was on September 6 at Alcott and covered school-year expectations and CPR practice. The

next in-service was on September 17 at Buffalo Grove High School and covered facility-specific scenarios and water skill practice.

<u>Swim Lessons (Jenn)</u>: Fall lessons started on September 17 at Buffalo Grove High School and Buffalo Grove Fitness Center. We were able to open several spots from the waitlist to accommodate the demand. For the first time since February 2020, we are offering Fitness Center Member Priority Private swim lessons. These lessons are on Wednesdays from 4:45 - 6:45 pm.

<u>Swim Team (Sean)</u>: Tryouts for the Hurricanes were on August 28 and 29. I attended to support the coaching staff while providing necessary information to parents of prospective swimmers. I also stayed to answer specific questions for parents individually. Invitations were extended to 59 swimmers to join the Hurricanes and Cyclones. There are 89 Hurricanes and 30 Cyclones registered for the upcoming season.

Diana (Superintendent), Kristen Craig (Hurricanes Coach), and I attended the Northern Illinois Swim Conference (NISC) meeting on August 30, where we discussed the summer season and areas of improvement moving forward. We also finalized the swim meet schedule for the entire winter season. The Hurricanes will host the Divisional Championship meet on March 2 at the Buffalo Grove High School.

On September 11, Diana and I interviewed two internal candidates for the Swim Team Head Coach vacancy. The position was offered to Kristen Craig, who eagerly accepted. A coaches meeting was held to discuss expectations for the upcoming season and gain valuable feedback from coaches regarding the summer season. On September 13, there is a parent meeting to provide information about the season, such as practice and meet schedules, swimmer expectations, and general team guidelines. This meeting is required for new parents and recommended for returning parents. Hurricanes practices will begin on September 26, with Cyclones starting the following week, on October 2.

Clubhouse

<u>Administration (Amanda)</u>: The first round of payments for Clubhouse will be processed on September 29. Shannon McClure will be handling credit card processing now that Eliza retired. I am also conducting interviews for the Clubhouse position so we can open the remaining waitlists as soon as possible.

<u>Registration (Amanda)</u>: Clubhouse has 701 participants enrolled, with 38 on the waitlist. I managed to open the waitlists of six schools in September, and I am optimistic that I can open the rest within the next couple of weeks.

<u>Schedules (Amanda)</u>: District 102 and District 96 are continuing their early release schedules from last year. District 102 has early releases every other Wednesday, while District 96 has an early release each month. All school districts have a field trip on September 25 and will be attending Enchanted Castle in Lombard. Registration closes on September 15, and we currently have 100 participants registered.

Dance

<u>Dance Academy (Aly)</u>: The *New to You* shoe and apparel sale brought in a little over \$1,000 in revenue. That money gets used for the dance company's fundraising budget. Fall registration numbers have now surpassed the fall of 2022. Although early childhood numbers are down, the academy and adult numbers are way up. I anticipate a few more registrations to come in the first few weeks of classes. We generally see a large increase in early childhood classes in January.

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	91	TBD

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	93	108
2022 - 2023	76	117	135
2023 - 2024	122	132	TBD

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	34	37
2023 - 2024	27	50	TBD

<u>Dance Company (Aly)</u>: On Saturday, August 26, 53 dancers and 178 friends and family attended the Schaumburg Boomers game. Attendance numbers represented the highest number of dancers and guests in the past six years. This season, staff set most of the large group choreography and had guest choreographers come in before classes began. A total of 12 dances were set during the two weeks prior to the start of classes.

Three dancers performed in the Big Deal/Studio 83 highlights show at BG Days, and 25 participated in the BG Days Parade. Our Studio won the "Best Youth Entry" from the parade! Judges chose our dancers because they felt they best represented the future of Buffalo Grove.

<u>Winter Dance Performance (Aly)</u>: Auditions for *Nutcracker* are taking place on Sunday, September 17. As of September 12, we have 46 dancers auditioning, just one dancer shy of our final numbers from last year. I expect a few more registrations before the auditions.

Musical Arts

<u>BG Singers (Lindsay)</u>: The BG Singers are now in the final phase of their 2023 choral season. The production will be held at the Community Arts Center on Friday, September 29 at 7:30 pm, Saturday, September 30, and Sunday, October 1 at 3 pm. I continue to work closely with the BG Singers Director, Linda Rosen, to finalize the many production details. Tickets went on sale on Monday, August 28, and at this point, 665 tickets have been purchased for the three performance run.

<u>Crescendo Show Choir (Lindsay)</u>: Auditions for the 2023-24 Crescendo Show Choir will be held on Tuesday, September 19, at the CAC. There are currently 15 performers signed up to audition, but I'm confident this number will increase as we focus our efforts on more targeted marketing. The fall session of Crescendo will conclude with a winter workshop concert in early December.

<u>Piano Lessons (Lindsay)</u>: Piano lessons continue to do very well under the expert instruction of Nanci Karlin. There are currently 17 students enrolled in the summer/fall session. Registration for the late-fall session will open on Thursday, September 14. A winter recital will take place in January.

Preschool

Administration (Keri): I hired two substitute teachers and one preschool teacher. Constant Contact is being used for parent and staff communication for the 2023-24 school year. Overall, 85% of the recipients are opening each email. There was a back to school training for all staff and a team meeting for each age group. Teachers completed training in First Aid, CPR, and ALICE. New hires were provided with a short orientation of the school and a welcome from Colleen and me. All preschool staff members were also asked to complete a mandatory EPI Pen training from the FARE website by September 8.

<u>Highlights (Keri)</u>: Colleen Torf and I represented the preschool with a table at Buffalo Grove Days, where we had about 100 families visit us. We also hosted a Park Playdate for families to ease into the preschool program. Approximately 150 families came to this event. Children played at the playground with peers, Colleen and I socialized with parents, answered any programming questions they had, and families introduced themselves to other families.

Parents and children were invited to meet their teachers, explore the school, and turn in paperwork on September 7 and 8. Children in our Pre-Threes, Threes, and Fours Programs attended their first day of preschool on September 11 and 12.





Registration (Keri): The Twos program has 40 children enrolled, making the program completely full. The Pre-Threes program has 24 children enrolled, which is also completely full. The Threes program has 61 children enrolled and is 92% full. The Fours program has 71 children enrolled and is 100% full

Productions

<u>Summer Musical (Lindsay)</u>: I recently applied for the rights to perform *Mamma Mia* for the 2024 Summer Musical through Music Theatre International. Unfortunately, due to a national tour of that production next spring, the rights to perform were not granted. I am researching alternate production titles and hope to have a show licensed and ready to announce by November.

<u>2023 - 24 Children's Theater Season (Lindsay)</u>: Auditions for the fall 2023 Children's Theatre production of *Mean Girls, Jr.* were held on August 28 and 29 at the Community Arts Center. The production team and I were thrilled to see over 85 talented performers come out to audition for the show. We were delighted to cast 47 exceptional young actors in the production, but were disappointed that so many enthusiastic performers were not cast. We are encouraging those performers to audition for the Crescendo Show Choir this fall. Additionally, we are looking into ways to expand performance opportunities for this age group (grades 3 - 12) for the spring and fall sessions of 2024.

Rehearsals for *Mean Girls, Jr.* began on September 6, and we are very excited to work with such a talented group. Due to the large number of actors who auditioned, we were able to implement another understudy system for this production. The understudy performance of the show will be held on Thursday, November 16 at 7:30 pm. The remaining principle performances will be held on November 17 at 7:30 pm, November 18 at 1 pm, and November 19 at 3 pm. Tickets will go on sale in early October.

After an extended licensing request period, I am excited to confirm that our winter 2024 Teen Theater production will be *Grease: School Edition*. Auditions for the show will be held in early December. I'm looking forward to finalizing production details and getting started!

Special Events

<u>Buffalo Grove Days Dog Show</u>: The Dog Show was held at a new location in Mike Rylko Park this year. It drew 15-20 dogs as both competitors and spectators. Participants had a great time and were pleased with the dog show bandanas showcasing a new logo. Each dog received a bandana.

<u>Cardboard Boat Regatta</u>: The third annual Cardboard Boat Regatta sailed on Saturday, August 26. This year's regatta featured boats by one of the sponsors (Flex), the aquatics staff, Jenn, and 17 teams. The creativity of the cardboard boats was a site to see.

<u>Fall Craft Fair (Aly)</u>: A few vendors dropped out, so I was able to accommodate some vendors off of the waitlist. There are currently 62 vendors, the most we have ever had at this event. The event will take place throughout the entire building on Saturday, October 22, from 10 am - 3 pm at the Community Arts Center.

<u>Green Fair (Mike P.)</u>: The Green Fair was held on Sunday, August 27, from 8 am to 12:30 pm at Mike Rylko Community Park. We had 28 vendors attend the event. We collected shoes, clothes, bicycles, holiday lights, and CDs to be recycled. We filled four large containers of shoes and clothes that will be donated to the Solid Waste Agency of Lake County. According to Placer data, we had around 500 people stop by during the four-hour event.

<u>Huck Finn Fishing Derby (Mike P.)</u>: The Huck Finn Fishing Derby will be held on Friday, September 22, from 5 – 7 pm at Reiner Park. We have over 70 children registered. Participants will receive goodie bags, and we will have trophies for the Largest Fish, Most Fish Caught, Most Unique, and Most Colorful. The Chicagoland Muskie Hunters are volunteering their time and bringing giveaways at the event.

Theatre Programs

<u>Advanced Studio</u>: Acting Studio classes (Showbiz Kids Club, Center Stage Stars, Music Theatre Magic, and Improvisation) started on Tuesday, September 12. Classes are offered Tuesday, Wednesday, and Thursday through the beginning of December. A total of 108 participants are registered.

<u>Broadway Buddies</u>: The Broadway Buddies program started on Tuesday, September 12. A total of 9 participants are currently signed up. Staff and participants enjoyed doing team-building exercises on the first day. The final production will be *Aladdin Jr.*, which will take place in May.

Youth Programs

<u>All Star Sports</u>: The fall session is in full swing. The basketball program has 218 children registered, and the volleyball program has 121 children registered.

<u>Chess Club</u>: Summer chess classes wrapped up on August 28. Fall classes began on September 11. Classes on September 11 had to be relocated from Alcott to the CAC due to a power outage at Alcott. Chuck, Brian, and Aly helped TJ relocate these classes and helped parents and participants find the classroom.

<u>Computer Explorers</u>: Computer Explorers' first fall class, Coding Basics, started on September 19 and is at capacity. We continue to have strong numbers for Computer Explorer classes, with most of them filling to capacity.

<u>Cricket</u>: The first cricket class we have ever offered started on August 28. The program is taught by CYCA (Chicago Youth Cricket Association). Mike Terson informed TJ that the newspaper was running a story on Cricket in the area and might be stopping by to take pictures of the program.

<u>Flag Football</u>: Buffalo Grove Park District hosted the opening day of flag football on Saturday, September 9. The coaches loved the new refs and said they made a huge difference compared to the company used last season. The Athletics crew did a great job getting the fields ready. TJ had parents and referees compliment how nice the football fields looked. There were no games on September 16 due to Rosh Hashanah. Games resumed on September 23.

<u>Friendship Café</u>: There are 133 children enrolled out of a possible 147 spots, making the program 90% full. Due to high demand and staff interest, the Park District will be opening spaces to the 20 children on the waitlist.

<u>Gymnastics</u>: The first session of fall gymnastics began on September 9. Two of the classes are at capacity. Two other classes are near capacity. The second session of fall gymnastics starts on November 1. All four of those classes are already at capacity.

<u>Hot Shot Sports</u>: Hot Shot Sports is running weekly with good enrollment. Outdoor classes have relocated to the east side of Rylko Park due to water main work that began the week of September 11.

<u>House League Basketball</u>: House League Basketball registration is open and accepting registrations through October 22. So far, 233 children are registered.

<u>Karate</u>: Fall Karate began on September 6. TJ has sent weekly roster updates to ISKC as more people have signed up.

<u>Magic Class</u>: The Park District are offering a Magic class on September 19. There are 11 participants signed up as of September 14. Gary will send out an email to his regular followers to try to boost numbers.

Nature Safari: This new enrichment class has 14 children enrolled out of 16 spaces.

<u>Rock 'N' Kids</u>: Rock 'N' Kids added a morning class for a multiage group. Between the three classes there are 37 children enrolled. Rock 'N' Kids added spaces in the class to accommodate a waitlist in two of the sections.

<u>Soccer</u>: There are 320 participants registered for fall soccer. Practices started the week of August 28, and games started on September 9. Sean attended the games to support the field supervisor, distribute jerseys as needed, and answer parent questions.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

BG Days

<u>Food Vendors (Amanda)</u>: Food vendors experienced a successful event overall, with Friday evening being the highest with 19 vendors in attendance. I am currently in the process of developing a survey to gather feedback from the food vendors. This survey aims to identify areas of improvement for next year's festival. Preparations for the 2024 festival will begin in February.



TO: PARK BOARD OF COMMISSIONERS

ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING

SUBJECT: SEPTEMBER OPERATIONAL REPORT

DATE: SEPTEMBER 20, 2023

HOUSE KEEPING

Tim Howe would like to thank the entire department on an amazing job at BG Days. From the set-up, through the event, from the awesome parade float, to clean up, everything ran smoothly! Tim is really proud with the relationship parks has with Village public works. Both departments helped each other out during the event and communication was awesome.

We received a grant through the Morton Arboretum for \$10,000 for the expansion of our arboretum. We are currently a Level 1 and this will get us two a level 2 arboretum. Tim has filled out the paperwork and is waiting to get the green light to move forward. Once he does, work will start this fall. Thank you to Jeff Weiss for assisting in the writing the grant proposal!

The parks department will be having an all-staff safety training on Wednesday, September 20. Athletico will be hosting this training and it will focus on ergonomics and the day-to-day job tasks that we do.

CAPITAL PROJECTS

<u>Funding</u>: Tim Howe has been in contact with the Department of Commerce and Economic Opportunity. Our grant administrator has been working with us on making sure all the paperwork has been properly filled out.

<u>Route 83 Bridge</u>: The painting has started. The Village and Park District have worked together to communicate that the bridge will be closed while being painted. Please be aware of the new traffic pattern during this time.

<u>Prairie Grove Park</u>: Construction has started. The contractor has completed excavating the new pathways and courts. A proof roll was completed on the new pathways and courts and passed. Stone will then be placed and then compacted. The playground was removed on Monday, September 18. Kids Around the World came out in full force and had the playground removed in a

few hours. Tim will follow up with Tim Clauson from KATW to get an update where some other playgrounds have been erected.

<u>Willow Stream Parking Lot</u>: The contractor has started removing the asphalt in the lot. Once this is completed, they will start on excavating and removing the old storm sewers. Weather permitting, this project should be substantially completed by the end of November.

<u>Nature Classroom</u>: There are a few remaining punch list items that Hacienda Landscaping needs to complete. Tim Howe has been in contact with them to make sure that these are completed so that we can close out this project.

SUPERINTENDENT OF PARK'S REPORT

<u>Personnel</u>: Dani Hoefle and Tim Howe have been visiting various parks across the District to train Dani on how to recognize what needs to be done at any given park. Dani is picking it up quickly and is working to create a plan to remedy the issues observed. Dani has started working with Tony Vraniak on a weekly basis to ensure he feels comfortable with his job responsibilities. Meetings thus far have been focused on the purchase of new equipment, budget, and administrative tasks. Dani also plans to provide Tony with technology support, training on various tools to help maintain proper records and communicate internally with other staff. Dani is now holding regular meetings with her staff. The Grounds staff will meet monthly on the first Wednesday of the month. The whole parks department is now meeting monthly as well on the third Wednesday of the month. This will strengthen communication within the Department as well as across other departments.

<u>BG Days</u>: Overall, BG Days was a huge success. Dani loved the opportunity to be one of the leads in the Beverage Tent, ensuring everything from the liquor license to signage to the banks were ready to go. She helped with setup Thursday afternoon, and was a beverage or sales lead Friday-Sunday evenings. But new for her this year was the view from the Grounds side. Dani built a great foundation with the Public Works staff and hopes to only build upon that relationship moving forward. Dani has initiated a debrief with the Public Works staff after the event to ensure a solid plan for next year.

<u>Risk Management</u>: Dani has been working to onboard Scott Spitz and Jenn Foreman to Risk Management. Topics covered so far have included the insurance budget, independent contractor agreements, claims, safety supplies, and alarms. Dani has scheduled weekly meetings for the next several months to ensure the new Risk Management Team is set up for success.

ATHLETICS CREW

Athletic Fields and Courts: The Athletics Crew, Steve Houde, Matt Raupp, Mark Bajno, and Joe Jagiello have been slammed this month with the start to fall sports. They added four totes of Hilltopper field conditioner at Rylko Park, dragged ball diamonds for BGRA's fall ball, filled in low spots/holes in the ground, and have been painting, painting, painting! For internal programs, foul lines were repainted for softball, seven soccer fields were striped at Willow Stream, Veterans, and Woodland Parks, and flag football fields were lined at Rylko and Wellington Parks. With the Bills' season starting up again this month, Mark and Joe strung and painted the football field at Emmerich and upon request

added in the Bills' logo in both end zones. This was a huge project and looks fantastic. Mark and Joe have continued to do weekly re-painting of the fields to ensure all programming is good to go. Dani also initiated a tennis and basketball court project to help identify which courts can be serviced in-house and which need outside help. Steve conducted an assessment of each court, identifying cracks, resurfacing needs, and the extent of any issues. Dani expects to have these court cracks take priority next month.

Event Preparation: The Athletics Crew was a huge part of the BG Days success. The Athletics part-time laborer, Connor McWard, assisted with set up every day for the two weeks of prep, even in the extreme heat. Matt loaded up the trailer with all of the items from the Park District work order, made a few trips to Sam's Club and Willow Stream Park to pick up the non-alcoholic beverages, and prepared the Dog Show work order for Debbie. Mark striped the grass parking lot and emergency paths for the stage, painted an area for Debbie's Dog Show, and also participated in the parade, driving the truck that pulled this year's float. And Joe helped with setup and worked back-to-back nights at the event. The Athletics Crew also performed some topsoil work near the beverage tent to prevent injuries, and Matt and Connor stayed to help set up the beverage tent on opening night. It was a LOT of work, and Dani wants to thank the Athletics Crew for going the extra mile!

<u>Park Amenities</u>: A few amenities needed attention this month. The Athletics Crew performed a few picnic table repairs, most notably at Drazner Park, and added some fence ties at the Kilmer tennis courts and Emmerich ball diamonds. The Athletics Crew has also been taking care of garbage at all Agency parks and has installed new nets on some basketball courts.

BEAUTIFCATION CREW

<u>ID Bed Project</u>: With the summer season coming to a close, the focus this month for Jose Soto and Esteban Gomez of the Beautification Crew was on maintenance of the ID beds. Esteban continues to water all planted areas, especially targeting the new ID beds. Jose has also been trimming and pulling weeds to ensure the park signs present well to the community.

<u>Mowing</u>: With the majority of part-time staff back in school, the Turf crew has requested assistance with mowing. Esteban and Jose have been instrumental in helping Rosendo and Tom stay on schedule, helping with mowing two days a week.

<u>Landscaping</u>: A new focus for the Beautification Crew is to begin adding mulch around all tree beds throughout the District. This has not been done for years and will assist with weeds, tree health, and provide an overall nicer appearance. Trees at Churchill and Prairie Grove were mulched this month. Jose and Esteban also planted mums and some very cool looking peppers in the new planter beds in the Fitness Center walkway. Jose noticed the new grass at Alcott had a low spot and had bare sections where the seed did not take. He top dressed and reseeded the areas and is pleased with the new growth.

<u>Tree Work</u>: In preparation for the parking lot renovation at Willow Stream Park, Jose was asked to remove six trees. The trees were removed and chipped with plenty of time for the project to begin. After a couple resident reports, Jose also removed a hornet nest near the ball diamond at Alcott and sprayed a birch tree at Lions Park for Japanese Beetles. Jose and Esteban also coordinated the

removal of a large fallen tree near the staff parking lot at Alcott after a storm left a large split down the middle.

<u>Event Preparation</u>: Jose and Esteban were a huge help this month as they helped Dani go door-to-door to the residents who live around Willow Stream Park, passing out flyers regarding the parking lot renovation. They also assisted the Public Works staff with setup and take down of BG Days, worked the "grounds" during the event, and helped Tony arrange some Mums on the "parks" themed float for the parade. Those mums are now planted at Alcott!

LAND MANAGEMENT CREW

<u>Playground Maintenance</u>: The Land Management Crew Dan Anderson, Nick Cozzi, and Karsten Ziemann completed High Frequency Playground Inspections and clean up at all of the playgrounds. Nick completed the August playground safety inspections at all of the playgrounds and logged them into MainTrac. After the inspection at the Willow Stream Nature Playground, Dan and Nick removed the balance beams and the rotting stumps that they were attached to. They also repaired the broken music chime play panel there. Dan and Nick also completed rubber surface repairs at Alcott Park Playground, Rick Drazner Park Playground, and Rylko Park Playground. The Land Management crew also repaired the concrete footing of a fence post at the Apple Hill Park Playground.

<u>Natural Areas</u>: Karsten sprayed over 82 gallons of herbicides in the past month with a backpack sprayer to eradicate invasive weeds at Rylko Park, Willow Stream Park, Parkchester Park, and Mill Creek Park natural areas. He also watered all new trees and flower beds in the parks every week. He has done a phenomenal job with the progress he has made with the natural areas. In addition to all of this, he also created an Excel file to log how much pesticide he has used at each park. Also, Dan and Nick trimmed back the plants that were crowding the walkway through the Butterfly Garden area at Reiner Park.

<u>Skate Park Repairs</u>: After inspections, Dan and Nick replaced broken surface boards at the Rylko Skate Park. Dan also filled in small holes in the concrete at the Kilmer Skate Park.

<u>Outdoor Nature Classroom</u>: The Land Management Crew planted leftover grasses, pulled weeds in the beds, and mulched the Educational Gardens to keep them looking fresh all summer long.

<u>Event Preparation</u>: The Land Management Crew assisted the Village of Buffalo Grove Public Works staff with the set-up of BG Days, helped the police department install signs, and moved equipment for Rotary's Bingo night.

Amenities: After multiple reports of members driving through a pedestrian walkway at the Fitness Center, Erika and Tim requested a large, semi-permanent barrier to mitigate the problem. With the use of the crane truck, Dan installed two very large and very heavy, square concrete flower pots in this area. The hope is these flower beds will be much more obvious to a driver attempting to take a shortcut. After a resident reported concerns about bikes being left in the pathway near the shelter at Cherbourg Park, Dan and Nick quickly installed a bike rack to offer a safer place to secure bicycles. The Land Management Crew also replaced the American Flag and the Park District Flag at the Community Arts Center, installed a second "Natural Area Restoration" info sign at the Mill Creek Natural Area, installed an informational banner at Willow Stream South parking lot about the

renovation construction timeframe, and restored and painted concrete benches to be installed at the Reiner Park butterfly garden. In addition, Dan installed a line of parking curbs inside Safety Town at Rick Drazner Park and Nick patched holes in the asphalt at Cambridge Park and Willow Stream Park North and South.

Internship: The Land Management Crew really enjoyed having an intern this summer. After receiving feedback from Ben and the staff, Dani encouraged the Land Management Crew to create a formalized internship curriculum. Karsten took the lead on the project and created a week by week plan for how to enact a program in the future. Dani hopes to connect with local universities and/or high schools who may have students who would be interested in this line of work for future opportunities.

TURF CREW

<u>Mowing</u>: The Turf Crew, Rosendo Soto and Tom Hoffman, have had to modify their three-day a week mowing schedule this month due to weather, BG Days setup, and being short staffed with the loss of summer help. But with the help from Jose and Esteban in Beautification, they have been able to stay on track.

<u>Landscaping</u>: When possible, the Turf Crew continued to assist the Beautification Crew with various projects. This month they were instrumental in helping with the removal of several trees to ensure the Willow Stream Parking Lot renovation could begin on time.

<u>Event Preparation</u>: The Turf Crew was also a big help with BG Days setup, take down, and the event itself. Tom operated a Zero-Turn Radius (ZTR) mower during the parade and helped make this year's float a unique and interactive one.

FLEET MANAGEMENT

<u>Preventative Maintenance</u>: As summer approaches a close and fall projects are starting to begin, Tony Vraniak has been viewing some potential equipment purchases and getting ready to service and prep snow equipment for this coming winter. To ensure a safe winter season, he is currently assessing and researching new tires for the fleet and trailers. He also scheduled Sauber Manufacturing to inspect and recertify the bucket lift truck. After receiving one needed adjustment that was spotted, it was quickly serviced and ready to be put back into service.

Event Preparation: BG Days came and went with a whirlwind of projects. Tony worked with the Village for a day, setting up barricades for the event grounds and assisting in other needs. He also designed and assembled the Park District's float. With many hands on deck from the recreation staff for a build day, it was a fast and smooth process. Their enthusiasm and talents led to a wonderfully decorated float. Tony also arrived early on parade day to help the Public Works staff prepare for the crowds and then led the District in a fun, interactive float.

<u>Repairs</u>: An incident this month led to the loss of the department garbage truck lift, an attachment on a dump truck that allows the staff an easier way to dispose of heavy bags. Diagnosis determined the hydraulic motor was irreparable and needed a complete replacement. Thankfully, Dani conducted a quick assessment, submitted a claim through PDRMA, and a new lift arrived quickly. Tony had the

garbage truck back in usable condition within a couple days. Unfortunately, the 580 wide area mower is still having running problems. Tony is continuing his diagnosis to remedy the problem.

<u>Replacement</u>: Two new trucks have been purchased with a delivery date of next spring. A Ford F250 and a Ford F350 will be joining the fleet. The F350 will provide a much needed replacement of the salt truck.

FACILITY MAINTENANCE

Alcott: There was a power outage on Monday 09/11, which affected our LED lights in the building. As a result of the power outage, we had to replace 66 LED drivers. Tim Howe is going to be reaching out to ComEd to see if there is anything that they can do to assist with this reoccurring issue.

<u>Aquatics</u>: Clint Poynor, Kyle Moody, and Andy McDowell drained the pools for the season. They will continue to winterize the two facilities this week. Jerry Kolodziej called Illinois Pump to get a quote for a new pool pump for Willow Stream for next season.

<u>Community Arts Center</u>: Clint Poynor, Andy McDowell and Kyle Moody completed installing new vinyl floor and baseboards in rooms 7, 11 and 13. They look great!

<u>Fitness Center</u>: Dave Anderson and Felix Yarvosky with the assistance of some grounds staff helped set up the new fitness equipment that came in. It was a pretty smooth operation and everything was moved without a hitch!

<u>Raupp Museum</u>: Facility staff have been busy prepping the lower portion of the Museum for work on starting on the 25th. The lower gallery will be receiving spray insulation to help with acoustics. We did this at the Fitness Center and it has worked out great. Once the spray insulation is completed, facility staff will install new track lighting.



MEMO TO: PARK BOARD OF COMMISSIONERS

ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING

SUBJECT: OPERATIONAL REPORT DATE: September 18, 2023

<u>Brochure</u>: The winter book is almost finished. Staff is reviewing the book, and submitting last minute changes this week; and, we will deliver it to the printer next Monday, September 25. Production of the Camp brochure will begin this week. Content for the spring book is due from staff on September 29.

<u>Fitness Center</u>: Jennifer updated the group exercise schedules for September – December, as well as the Labor Day holiday, and uploaded them to the website and social media.

Jennifer completed updates to the aquatics classes schedule, uploaded it to the website, and included it in the email blast to members.

Jennifer updated and printed posters conveying the parking lot alert during BG Days. The alert was also communicated via the email blast, flyers and TV screens. Jennifer also created posters for sandwich boards that the Fitness Center restrooms are closed to the public during BG Days.

Jennifer coordinated the Fall Into Fitness promotion that launched August 25, and runs through September 30. Digital marketing includes geofencing, social media, website, email, and the digital road sign. The ad also appeared on the large screen at BG Days.

Jennifer updated the Fitness Center's marketing request forms, and made them all fillable.

The Meet The Trainer series continued with personal trainer Henry. Henry's video was shared on social media, and uploaded to the Fitness Center's website and the fitness floor TV above the help desk.

Nic finished the Fitness Center new fitness equipment video, and Mike completed the audio voiceover. The video is being reviewed by Debra.

Jennifer created a REACH graphic, a poster layout, and printed posters for a reformer demo class with trainer Michelle Bronstein on Sunday, October 1.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: <u>August 18</u> - Special Notice: Our online registration site will be unavailable due to scheduled maintenance. <u>August 21</u> - BG Days parking lot alert. <u>August 25</u> - The pool area will be open Monday, parking lot alert during BG Days, we will be open on Labor Day, holiday group exercise class schedule

September 1 - 4, member priority swim lessons are back, membership agreement update, Sweatiquette: Proper shoes for workouts, Buffalo Grove Park District discount weekend at Dick's Sporting Goods, training packages set to expire, links to online reservation system, group exercise schedule through August 31, holiday group exercise class schedule for September 1 - 4, new gymnasium schedule, pickleball rules, fall Fitness Center program guide is online, enjoy the convenience of the Fitness Center app, and the Athletico ad. August 30 - BG Days parking lot alert for Fitness Center members, new group exercise schedule for September 5 - December 23, link to online reservations and Fitness Center holiday hours. September 1 - New group exercise schedule for September 5 - December 23, link to the online reservations system, the new aquatics classes schedule as of September 5, link to lap pool reservations, the fall Fitness Center program guide is online, enjoy the convenience of the Fitness Center app, and the Athletico ad. September 8 - Water main project at Mike Rylko Community Park and Roof replacement project at the Fitness Center, and Fitness Center hours of operation. September 15 - Roof replacement project at the Fitness Center, Water main project at Mike Rylko Community Park, raffle winners, Sweatiquette: Tips for proper equipment etiquette, training packages are set to expire, group exercise links to the online reservation system, the group exercise schedule through December 23, lap pool reservations, the new aquatics classes schedule, the gymnasium schedule, pickleball rules and reservations, the fall Fitness Center program guide is online, enjoy the convenience of the Fitness Center app, and the Athletico ad. There are currently 7,425 subscribers to the Fitness Center's News and Updates e-newsletter (-37 from last month).

<u>Pictures</u>: I took pictures of seniors playing cards, the Mah Jongg instruction class, the Club 50 knitting group, BG Days, and Preschool. Wendy took pictures of the Mah Jongg Tournament, Cardboard Boat Regatta, and BG Days.

<u>Video</u>: Nic created a fourth Meet the Trainer video (Andy), and is working on another 3 trainer videos. He also created a video showcasing the new equipment at the Fitness Center, one informing people about the Willow Stream Park parking lot project, and one that features the school programs at the Raupp Museum.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: August 24 - Dick's Sporting Good Discount Weekend, Green Fair, Buffalo Grove Days, Dog Show, RainOut Line sign up, and registration is open for fall programs. August 31 - BG Days Thursday, August 31 -Monday, September 4, Last day to save \$5 on the Megaband, Thursday, August 31 Highlights: Rotary Bingo; Friday, September 1 Highlights: Live music by Hi Infidelity from 6 - 8 pm, and Austin Edwards from 8:30 - 10:30 pm; Saturday, September 2 Highlights: Community Blood Drive, Dog Show, Meet Me On Main Street Business and Craft Fair, Kids Entertainment from 12:30 - 1 pm, Barbeque Challenge, Live music by 7th Heaven from 3:30 - 5 pm, Buddy Baseball Exhibition Game, Live music by The Chain from 6 - 8 pm, and Modern Day Romeos from 8:30 - 10:30 pm; Sunday, September 3 Highlights: Parade, Meet Me On Main Street, Bags Tournament, Puzzle Palooza, Live music by The Abby Kay Band from 3:30 - 5 pm, the Rotary Duck Race, Live music by Bucket Number 6 from 6 - 8 pm, and Kashmir from 8:30 - 10:30 pm; Monday, September 4 Highlights: Fun and Food, Live music by Jeff's Invention from 11 am - 12 pm, the Car Show, Meet Me on Main Street, and Live music by Project Nostalgia from 12:30 - 3 pm. September 8 -Improvement projects begin next week (Route 83 pedestrian bridge repainting and parking lot at Willow Stream Park closed for reconstruction, Huck Finn Fishing Derby, BG Singers show, RainOut Line sign up, and registration is open for fall programs. There are currently 5,523 subscribers to the newsletter (+640 from previous month). There were 772 contacts added to the distribution list after fall registration opened.

<u>BG Days</u>: I finished all of the band preparation work that included sending the bands their parking passes, getting all of the stage plots, and getting all of the check requests processed. I also created all of the slides for the video wall, and coordinated with ABC 7 Chicago on their coverage of the event.

<u>TV Screens</u>: Wendy created graphics for the TV screens for The Art of Kalakari Museum exhibit, Experience Diwali: A Festival of Lights, A Broadway Love Story, BG Singers show, Arts and Crafts Fair, and Trick or Treat Trail.

<u>Display Case</u>: Wendy created new displays for the Alcott Center lobby that promoted BG Singers show, Arts and Crafts Fair, Trick or Treat Trail, and Experience Diwali: A Festival of Lights

<u>Digital Road Sign</u>: I created displays for the digital sign at the Route 83 entrance of the Fitness Center to promote the fall promotion at the Fitness Center.

Meetings: Lattended the Charmm'd Foundation Marketing Group Zoom meeting on September 15.

<u>Design</u>: I designed a sign for the solar lights grant we received, a map indicating where people can park during the parking lot project at Willow Stream Park, an 11" x 17" poster for the BG Singers to distribute, a sign for the new gate near the playground at the Alcott Center, and created flyers for all of the fall adult programs.

<u>Projects</u>: I created and distributed the program guide production schedule for next year. I also created name badges for all of the new Preschool teachers, and voiced the narration on the new fitness equipment video. Wendy designed and did all the social media marketing for the Park District events at BG Days. She also worked with the Village in sharing their posts to make sure the festival was thoroughly covered on social media.

<u>Sponsorship</u>: Wendy signed a new sponsorship agreement with Asian McDonald's Operator Association (\$750).

<u>BG Days Sponsorship</u>: Wendy signed a new BG Days agreement with Hatch (\$500). The final sponsorship for the festival collected is \$33,500. While we were down \$3,000 in total revenue from last year, we were up in total sponsors from 31 last year to 34 this year. We also lost \$17,000 in revenue from sponsors that dropped from last year, and came very close to making that up.

<u>New Resident Welcome Packets</u>: Wendy mailed 83 welcome packets to new residents that moved into Buffalo Grove in August.

<u>Website</u>: Mike created new home page sliders for the new employee spotlight, BG Days, the Willow Stream Park parking lot project, the Route 83 pedestrian bridge project, and the BG Singers shows. Internal pages that were updated include BG Singers, Board of Commissioners, Board Packets, Buffalo Grove Days, Clubhouse, Construction Projects, DEI (Diversity, Equity and Inclusion), Employee Spotlight, Encore, Environmental Action Team, Experience Diwali: A Festival of Lights, Fitness Center, Fitness Center Membership, Performing Arts, Raupp Museum, Raupp Museum Nature Classroom and Educational Gardens, Registration, Sponsorship, Spray 'N Play, Staff, and Summer Concert Series.

Here are some website statistics for the month of August:

Total visits: Total Page Views Different Users Mobile/Phone Desktop Tablet Average Engagement Time: How did people get to our site? Search Engine Direct (typed in address) Social Media Link from other website	August 2023 32,604 63,833 19,197 12,491 6,320 432 1:03 19,156 10,987 1,465 (+495 from 1,339	last month	August 2022 30,084 63,003 20,082 18,158 11,231 695 Not Available 11,435 5,752 900 2,280
 Top 15 Most Visited Internal Pages Registration Performing Arts Fitness Center Home Page Seasonal Catalog Spray 'N Play Fitness Center Group Exercise Reservations Summer Concert Series Events Willow Stream Pool Fitness Center Membership National Night Out Green Fair Community Arts Center Clubhouse Parks Map 	Page Views 4,594 4,016 3,535 2,957 2,456 1,447 1,300 1,230 1,215 1,064 996 958 932 849 799	Users 2,578 1,112 2,185 1,822 1,533 326 841 970 743 711 617 600 589 494 589	Views Per User 1.78 3.61 1.62 1.62 1.60 4.44 1.55 1.27 1.64 1.50 1.61 1.60 1.58 1.72 1.36