



Buffalo Grove Park District  
SPECIAL BOARD MEETING/PUBLIC HEARING/  
WORKSHOP/REGULAR BOARD MEETING  
Monday, December 11, 2023  
Alcott Center – Room 24  
5 pm

SPECIAL BOARD MEETING

- I. Call to Order
  - A. Roll Call
- II. Approval of the December 11, 2023 Special Board Meeting Agenda
- III. Introduction of Guests
- IV. Off-site Tour of Open Space
- V. Adjournment

PUBLIC HEARING ON TRUTH IN TAXATION FOR 2023 TAX LEVY

6 pm

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

- I. Call to Order
  - A. Roll Call
- II. Introduction of Guests
- III. Approval of Public Hearing Agenda
- IV. Truth in Taxation Notice
- V. Public Comments and Questions
- VI. Adjourn Public Hearing

## WORKSHOP

*(To Immediately Follow Public Hearing)*

- I. Call to Order
  - A. Roll Call
- II. Introduction of Guests
- III. Approval of Workshop Agenda
- IV. Presentation of Staff Recognition Resolution (SC)
  - A. Presentation of Resolution 23-12-1 Commending Aly Stanczak on 20 Years of Service
- V. Finance (HW)
  - A. December 2023 Warrant
  - B. November Financial Statement
  - C. November Year to Date Statement
  - D. December Refunds
  - E. Tax Levy Ordinance 23-12-1
  - F. IMRF Rate Notice
  - G. Bond Issuance Post Compliance Report
  - H. Eco-Clean Janitorial Services Bid Extension – Fitness Center
- VI. Policy and Legislation (LR)
  - A. Resolution 23-12-2 Alcott Temporary Easement
  - B. Quarters CD Executive Director Work Plan
  - C. Quarters CD Departmental Goals and Objectives
- VII. Parks (LR)
  - A. ADA Transition Plan Update
- VIII. President and Commissioners' Reports
- IX. Old Business
  - A. Board Liaison Positions
- X. New Business
  - A. 2024 Board Meeting Dates
- XI. Adjournment

## REGULAR BOARD MEETING

*(To Immediately Follow Workshop)*

- I. Call to Order
  - A. Roll Call
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Regular Board Meeting Agenda
- V. Approval of Minutes
  - A. Approval of the November 13, 2023 Special Board Meeting Minutes
  - B. Approval of the November 13, 2023 Workshop Minutes
  - C. Approval of the November 13, 2023 Executive Session Minutes
  - D. Approval of the November 27, 2023 Workshop Minutes
  - E. Approval of the November 27, 2023 Regular Board Meeting Minutes
  - F. Approval of the November 27, 2023 Executive Session Minutes
- VI. Topics from the Floor

Discussion on topics from the audience will be limited to 10 minutes. Presentation 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.
- VII. Correspondence
  - A. Written
  - B. Verbal
- VIII. Attorney's Report
- IX. Committee Action Items
  - A. Staff Recognition Resolution
    1. Resolution 23-12-1 Commending Aly Stanczak on 20 Years of Service
  - B. Finance
    1. Approval of the December Warrant 2023
    2. Approval of the November Financial Statement and the November Year to Date Statement
    3. Approval of Tax Levy Ordinance 23-12-1
    4. Approval of the Fitness Center Eco-Clean Janitorial Services Bid Extension
  - C. Policy and Legislation
    1. Approval of Resolution 23-12-2 Alcott Temporary Easement
- X. Consent Agenda

All items on the Consent Agenda are considered routine by the Park Board and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or resident so requests. At that time, the item will be moved and placed on the agenda under new business.

1. Quarters CD Executive Director Work Plan
  2. Quarters CD Departmental Goals and Objectives
  3. ADA Transition Plan Update
  4. 2024 Board Meeting Dates
- 
- XI. Old Business
  - XII. New Business
- 
- XIII. Executive Session for the Purpose of:
    - A. Personnel
    - B. Imminent Litigation
    - C. Land Acquisition
- 
- XIV. Action to be Taken From Closed Meeting Session
  - XV. Adjournment

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

NOTICE FOR PROPOSED PROPERTY TAX INCREASE FOR  
BUFFALO GROVE PARK DISTRICT

- I. A public hearing to approve a proposed property tax levy increase for Buffalo Grove Park District for 2023 will be held on December 11, 2023 at 6:00 p.m. at 530 Bernard Drive, Buffalo Grove, Illinois.

Any person desiring to appear at the Public Hearing and present testimony to the taxing district may contact Erika Strojinc, Secretary, 530 Bernard Drive, Buffalo Grove, Illinois at (847) 850-2133.

- II. The corporate and special purpose property taxes extended or abated for 2022 were \$7,690,189.

The proposed Aggregate Levy (corporate and special purpose property taxes) to be levied for 2023 is \$8,401,031. This represents a 9.24% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2022 were \$1,934,984.

The estimated property taxes to be levied for debt service and public building commission leases for 2023 are \$1,986,383. This represents a 2.66% increase over the previous year.

- IV. The total property taxes extended or abated for 2022 were \$9,625,173.

The estimated total property taxes to be levied for 2023 are \$10,387,414. This represents a 7.92% increase over the previous year.

Erika Strojinc  
Secretary  
Buffalo Grove Park District  
Board of Commissioners



RESOLUTION 23-12-1  
COMMENDING ALYSON STANCZAK ON  
20 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT

**WHEREAS**, Alyson Stanczak was first employed by the Buffalo Grove Park District as a part-time camp counselor, then hired as a full-time Performing Arts Assistant in 2003, promoted to Recreation Supervisor in 2005, and promoted to Recreation Manager in 2014; and

**WHEREAS**, Aly's creativity was on full display during the COVID-19 pandemic. She taught online dance classes through Zoom, ensuring students had an outlet to continue dancing and connect with friends. She even offered an online musical, which was unheard of at the time; and

**WHEREAS**, Aly's true colors shined after the tragic events at Highland Park's 4th of July parade. Aly hosted the *Making Moves for Highland Park* dance benefit. The show featured performances from dance companies across Illinois and raised over \$3,000, with all proceeds donated to the Highland Park Community Foundation; and

**WHEREAS**, Aly's has built a community within the dance program. Aly's ability to connect with compassion and a caring nature is one of the many reasons the dance program has grown year after year. Aly's exceptional customer service with parents has fostered a great group of volunteers eager to help whenever needed; and

**WHEREAS**, Aly's innovation in fundraising led her to implement a yearly Arts & Craft Fair; the money raised provides production costumes for each company member and offsets the cost of company jackets; and

**WHEREAS**, the success of the Park District and Community Arts Center is dependent upon employees like Aly who have taken pride in the Buffalo Grove Park District and its accomplishments.

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

1. That Alyson Stanczak is commended on behalf of the citizens of Buffalo Grove for her distinguished career at the Buffalo Grove Park District.
2. That this resolution be presented to Alyson with best wishes in the future.

DATED AT BUFFALO GROVE, ILLINOIS this 11th day of December 2023.

---

Scott Jacobson, President  
Buffalo Grove Park District  
Board of Commissioners



BUFFALO  
GROVE  
PARK  
DISTRICT



## ORDINANCE 23-12-1

AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE BUFFALO GROVE PARK DISTRICT FOR THE FISCAL YEAR BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024.

Section 1: That the sum of ten million, three hundred eighty-seven thousand four hundred fourteen dollars (\$10,387,414) be and the same is hereby assessed and levied from and against all taxable property within the limits of said Buffalo Grove Park District, as the same is assessed and equalized for State and County purposes for the current year of 2023. Said taxes hereby levied being for the current fiscal year of said Park District commencing May 1, 2023 and ending April 30, 2024, and to be applied in liquidation of the appropriations of said Park District at a meeting thereof regularly convened and held on the 11th day of December, 2023 the various objects and purposes for which said specified amount hereby levied for each object and purpose is set forth under the column entitled "Levy," as follows:

<u>ARTICLE I</u>	<u>GENERAL CORPORATE FUND</u>	
A.	<u>CORPORATE ADMINISTRATIVE</u>	<u>LEVY</u>
	Personnel Services	\$660,000
	<u>Commodities</u>	
	Administrative Expense	\$20,000
	<u>Contractual Services</u>	
	Administrative Expense	\$185,000
	<u>Utilities</u>	\$3,000
B.	<u>CORPORATE PARK MAINTENANCE</u>	
	Personnel Services	\$1,550,000
	<u>Commodities</u>	
	Administrative Expense	\$3,500
	Equipment and Maintenance Supplies	\$121,500
	Grounds Supplies	\$225,000
	Ball Diamonds	\$45,000
	Building Maintenance and Repair	\$51,000
	<u>Contractual Services</u>	
	Administrative Expense	\$116,000
	Maintenance	\$135,000
	<u>Utilities</u>	\$35,000
	TOTAL GENERAL FUND	\$3,150,000
<u>ARTICLE II</u>	<u>RECREATION FUND</u>	
A.	<u>RECREATION ADMINISTRATIVE</u>	

	Personnel Services	\$1,495,000
	<u>Commodities</u>	
	Administrative Expense	\$133,000
	Building Maintenance and Repair	\$64,000
	<u>Contractual Services</u>	
	Administrative Expense	\$288,000
	Maintenance	\$137,000
	<u>Utilities</u>	\$333,000
	TOTAL RECREATION ADMINISTRATIVE	\$2,430,000
B.	<u>RECREATION PROGRAMS</u>	
	TOTAL PROGRAM EXPENSES	\$0
	TOTAL FOR RECREATION FUND PURPOSES	\$2,450,000
<u>ARTICLE III</u>	<u>MUSEUM FUND</u>	
	Personnel Services	\$260,000
	Commodities	\$41,000
	Contractual Services	\$54,000
	Utilities	\$14,000
	TOTAL MUSEUM FUND	\$369,000
<u>ARTICLE IV</u>	<u>AUDIT FUND</u>	
	Audit Expense	\$20,000
<u>ARTICLE V</u>	<u>INSURANCE FUND</u>	
	Personnel Services	\$135,000
	Commodities	\$20,000
	Contractual Services	\$115,000
	Liability Insurance Premiums	\$230,000
	TOTAL INSURANCE FUND	\$500,000
<u>ARTICLE VI</u>	<u>PAVING AND LIGHTING FUND</u>	
	Paving and Lighting Expenses	\$70,000
<u>ARTICLE VII</u>	<u>SOCIAL SECURITY FUND</u>	
	Social Security Expenses	\$500,000
<u>ARTICLE VIII</u>	<u>SPECIAL RECREATION FUND</u>	
	Special Recreation Association Assessment	\$346,000
	Section 5-8 Improvements	\$371,031
	TOTAL SPECIAL RECREATION FUND	\$717,031
<u>ARTICLE IX</u>	<u>I.M.R.F. FUND</u>	
	Illinois Municipal Retirement Fund Employer Expenses	\$625,000



SUMMARY

General Corporate Fund	\$3,150,000
Recreation Fund	\$2,450,000
Museum Fund	\$369,000
Audit	\$20,000
Liability Insurance	\$500,000
Paving and Lighting Fund	\$70,000
Social Security Fund	\$500,000
Special Recreation Fund	\$717,031
I.M.R.F. Fund	\$625,000
	<hr/>
SUB-TOTAL	\$8,401,031
Limited Bonds	\$1,986,383
TOTAL	<hr/> <hr/>

SECTION 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the Cook County Clerk and Lake County Clerk within the time specified by law.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED BY The Board of Park Commissioners of the Buffalo Grove Park District Cook and Lake Counties, Illinois on the 11th day of December 2023.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Erika Strajinc  
Secretary to the Board of Park Commissioners of the Buffalo Grove Park District

APPROVED by me this 11th day of December 2023.

\_\_\_\_\_  
Scott Jacobson  
President of the Board of Park Commissioners of the Buffalo Grove Park District



## Final Notice of Illinois Municipal Retirement Fund Contribution Rate for Calendar Year 2024

Date November 2023

Employer name BUFFALO GROVE PARK DIST

Employer No. 04951

The contribution rates on earnings paid by your participating governmental unit to IMRF members are shown below. The Illinois Pension Code provides that the employer is responsible for remitting both employer and member contributions to IMRF along with the related deposit report according to prescribed due dates.

IMRF contributions must be paid on the earnings of all employees working in participating positions. Your employer contribution rate on member earnings is based upon actuarial costs for retirement, supplemental retirement, death, and disability benefits. The actuarial formula is specified in the Illinois Pension Code. Member contributions are specified in the Illinois Pension Code and help to meet the cost of future retirement benefits.

Participating governmental units with taxing powers are authorized by the Illinois Pension Code to levy a special IMRF tax for payment of employer IMRF contributions. However, this levy may be used only for employer payments. It may not be used for payment of IMRF member contributions. These must be paid out of the same fund from which the employee IMRF earnings are paid. Interest charges are assessed on any late payments. Refer to Section 4 of the IMRF Manual for Authorized Agents for interest charge procedures. If you have any questions, please contact the IMRF Employer Account Analyst at 1-800-ASK-IMRF.

Brian Collins, Executive Director

### IMRF Contributions Regular

<b>Member Contributions (tax-deferred) .....</b>	<b>4.50%</b>
<b>Employer Contributions</b>	
<b>• Retirement Rate</b>	
Normal Cost .....	5.20%
Funding Adjustment <over> under .....	6.04%
Net Retirement Rate .....	11.24%
<b>• Other Program Benefits</b>	
Death.....	0.15%
Disability.....	0.08%
Supplemental Benefit Payment.....	0.62%
Early Retirement Incentive .....	0.00%
 <b>• TOTAL EMPLOYER RATE .....</b>	 <b>12.09%</b>

BUFFALO GROVE PARK DIST  
JOHN R. SHORT, BUSINESS MANAGER  
530 BERNARD DR  
BUFFALO GROVE IL 60089-3351



BUFFALO  
GROVE  
PARK  
DISTRICT



STATE OF ILLINOIS )  
 ) SS  
COUNTIES OF COOK AND LAKE)

## POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Park Commissioners of the Buffalo Grove Park District, Lake and Cook Counties, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by the Board of Park Commissioners (the "*Board*") of the Buffalo Grove Park District, Lake and Cook Counties, Illinois (the "*District*"), on the 28th day of March, 2011, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records*. I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability*. I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review*. I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the


Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the "IRS") has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 7th day of December, 2023.

By 

John Short  
Compliance Officer



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR  
RE: ALCOTT PATH EASEMENT FOR BERNARD DRIVE PROJECT  
DATE: DECEMBER 7, 2023

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*Action Requested:*

Staff is asking the Board to approve a resolution for a small temporary easement of the Alcott pathway that connects to Bernard Drive to the Village of Buffalo Grove.

*Background:*

The Village of Buffalo Grove is beginning work on Bernard Drive, which will be done as three separate projects. The middle project around Buffalo Creek has Federal funds tied to it, which means the Village has to follow Illinois Department of Transportation's authoritative process across the board. With that they must secure easements, temporary or permanent, for any work outside of the right-of-way (ROW) through an independent firm.

For this project, the Village needed a small temporary easement for the Alcott pathway in order to match the grades appropriately. As already discussed with the board, in order to make it easy, we previously agreed to donate the temporary easement to the Village (which is typically for 5 years and only for work tied to this project/scope). Due to the federal funds, the Village is asking that we take a formal next step by approving the attached documents, including a certified resolution.

*Enclosed:*

Certified Resolution 23-12-2 Alcott Temporary Easement  
Temporary Construction Easement  
Affidavit of Title  
Receipt of Donation

Owner The Board of Park  
Commissioners of the Buffalo  
Grove Park District  
Address 530 Bernard Drive,  
Buffalo Grove, Illinois  
Route Bernard Drive  
County Cook  
Job No. R-55-001-97  
Parcel No. 0004TE  
P.I.N. No. 03-05-215-033  
Section 20-00108-00-RS  
Station 44+90.14 to  
Station 45+40.15

RESOLUTION 23-12-2

**CERTIFIED RESOLUTION**  
**(Governmental Entity)**

I, Scott Jacobson (Name), President (Title)  
of The Board of Park Commissioners of the Buffalo Grove Park District, a governmental entity  
organized and existing under the laws of the State of Illinois, including without limitation, city,  
village, incorporated town, county, park district, or township, do hereby certify that:

1. The following is a true and correct copy of a resolution adopted by the Council or  
Board of said governmental entity, a quorum of its members, trustees, or commissioners being  
present at a meeting held of the 11th day of December, 2023, and

2. The resolution has not been amended or revoked and is in full force and effect.

Resolved that Scott Jacobson (Name), the President (Title)  
and Erika Strojinc (Name), the Secretary (Title) of the Council or  
Board of the above-referenced governmental entity are hereby authorized and directed to  
convey the governmental entity's interest in the following described real estate in Cook County,  
Illinois to the Village of Buffalo Grove, a municipal corporation for highway purposes for the  
consideration of the benefits resulting from the construction of the highway referred to herein:

See attached legal description.

Further resolved that they are authorized and directed to execute and deliver such  
instruments as may be necessary or convenient to consummate such sale.

Further resolved that the members, aldermen, trustees or commissioners of the Council  
or Board of the governmental entity or electors of the governmental entity, pursuant to 70 ILCS  
1205/10-7 voted for the adoption of this resolution as follows: AYE \_\_\_; NAY \_\_\_; ABSENT \_\_\_

Dated this 11th day of December, 2023.

\_\_\_\_\_  
Signature

Scott Jacobson, President  
Print Name and Title

State of Illinois            )  
  ) ss  
County of Cook            )

This instrument was acknowledged before me on December 11, 2023, by  
Scott Jacobson, as President  
of The Board of Park Commissioners of the Buffalo Grove Park District.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

ROUTE: Bernard Drive  
SECTION: 20-00108-00-RS  
COUNTY: Cook  
JOB NO.: R-55-001-97  
PARCEL NO.: 0004TE  
STATION: 44+90.14 to 45+40.15  
INDEX NO.: 03-05-215-033

That part of Lot B in Buffalo Grove Unit 6 Subdivision, being a subdivision in the East Half of Section 5, Township 42 North, Range 11 East of the Third Principal Meridian according to the plat thereof recorded July 5, 1961 as document no. 18206667 and certificate of correction recorded October 27, 1961 as document no. 18314570 in Cook County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995772073, being described as follows:

Beginning at the most southwesterly corner of said Lot B; thence North 44 degrees 33 minutes 14 seconds East, 10.00 feet along the northwesterly line of said Lot B, said northwesterly line also being the southeasterly line of Lot 332 in said Buffalo Grove Unit 6 Subdivision to a point on a line 10.00 feet northeasterly of and parallel with the southwesterly line of said Lot B; thence South 45 degrees 21 minutes 54 seconds East, 50.00 feet along said parallel line to a point on a southeasterly line of said Lot B, said southeasterly line also being the northwesterly line of Lot 331 in said Buffalo Grove Unit 6 Subdivision; thence South 44 degrees 33 minutes 14 seconds West, 10.00 feet along said southeasterly line to a point on said southwesterly line of Lot B, said southwesterly line also being the northeasterly right-of-way line of Bernard Drive; thence North 45 degrees 21 minutes 54 seconds West, 50.00 feet along said southwesterly line to the point of beginning.

Said temporary easement containing 0.011 acres or 500 square feet, more or less.



Owner The Board of Park  
Commissioners of the Buffalo  
Grove Park District  
Address 530 Bernard Drive,  
Buffalo Grove, Illinois  
Route Bernard Drive  
County Cook  
Job No. R-55-001-97  
Parcel No. 0004TE  
P.I.N. No. 03-05-215-033  
Section 20-00108-00-RS  
Station 44+90.14 to  
Station 45+40.15

**TEMPORARY CONSTRUCTION EASEMENT**  
**(Governmental Entity)**

The Board of Park Commissioners of the Buffalo Grove Park District, a governmental entity organized and existing under and by virtue of the laws of the State of Illinois and duly authorized to do business under the Statutes of the State of Illinois, (Grantor), for and in consideration of Ten and 00/100's Dollars (\$10.00) plus other good and valuable consideration, receipt of which is hereby acknowledged, and pursuant to the provisions of 70 ILCS 1205/10-7, hereby represents that Grantor owns the fee simple title to and grants and conveys to the Village of Buffalo Grove, a municipal corporation, (Grantee), a temporary construction easement for the purpose of construction and other highway purposes, on, over, and through the following described real estate:

See attached legal description

situated in the County of Cook, State of Illinois. The above-described real estate and improvements located thereon are herein referred to as the "premises."

The right, easement and privilege granted herein shall terminate five years from the execution of this document, or on the completion of the proposed project, whichever is the sooner.

Grantor shall have and retain all rights to use and occupy the premises and access to Grantor's remaining property, except as herein expressly granted; provided, however, that Grantor's use and occupation of the premises may not interfere with Grantee's use of the premises in the purposes herein described.

Grantor, without limiting the interest above granted and conveyed, acknowledges that upon payment of the agreed consideration, all claims arising out of the above acquisition have been settled, including without limitation, any diminution in value to any remaining property of the Grantor caused by the opening, improving and using the premises for highway purposes. This acknowledgment does not waive any claim for trespass or negligence against the Grantee or Grantee's agents which may cause damage to the Grantor's remaining property.

This grant shall constitute a covenant, which runs with the land, and shall be binding upon the legal representatives, successors and assigns of Grantor.

Dated this  11th  day of  December , 2023.

The Board of Park Commissioners of the   
 Buffalo Grove Park District   
 Name of Governmental Entity

Attest:

By: \_\_\_\_\_  
 Signature

By: \_\_\_\_\_  
 Signature

Erika Strojinc, Secretary   
 Print Name and Title

Scott Jacobson, President   
 Print Name and Title

State of Illinois                      )  
   ) ss  
 County of Cook                      )

This instrument was acknowledged before me on  December 11 , 2023, by  
 Scott Jacobson , as  President  and  
 Erika Strojinc , as  Secretary  of  
 The Board of Park Commissioners of the Buffalo Grove Park District.

(SEAL)

\_\_\_\_\_  
 Notary Public

My Commission Expires: \_\_\_\_\_

This instrument was prepared by:

Mark D. Mathewson  
 Mathewson Right of Way Company  
 2024 Hickory Road, Suite 300  
 Homewood, IL 60430

Grantee's Address:

Village of Buffalo Grove  
 51 Raupp Boulevard  
 Buffalo Grove, IL 60089

ROUTE: Bernard Drive  
SECTION: 20-00108-00-RS  
COUNTY: Cook  
JOB NO.: R-55-001-97  
PARCEL NO.: 0004TE  
STATION: 44+90.14 to 45+40.15  
INDEX NO.: 03-05-215-033

That part of Lot B in Buffalo Grove Unit 6 Subdivision, being a subdivision in the East Half of Section 5, Township 42 North, Range 11 East of the Third Principal Meridian according to the plat thereof recorded July 5, 1961 as document no. 18206667 and certificate of correction recorded October 27, 1961 as document no. 18314570 in Cook County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995772073, being described as follows:

Beginning at the most southwesterly corner of said Lot B; thence North 44 degrees 33 minutes 14 seconds East, 10.00 feet along the northwesterly line of said Lot B, said northwesterly line also being the southeasterly line of Lot 332 in said Buffalo Grove Unit 6 Subdivision to a point on a line 10.00 feet northeasterly of and parallel with the southwesterly line of said Lot B; thence South 45 degrees 21 minutes 54 seconds East, 50.00 feet along said parallel line to a point on a southeasterly line of said Lot B, said southeasterly line also being the northwesterly line of Lot 331 in said Buffalo Grove Unit 6 Subdivision; thence South 44 degrees 33 minutes 14 seconds West, 10.00 feet along said southeasterly line to a point on said southwesterly line of Lot B, said southwesterly line also being the northeasterly right-of-way line of Bernard Drive; thence North 45 degrees 21 minutes 54 seconds West, 50.00 feet along said southwesterly line to the point of beginning.

Said temporary easement containing 0.011 acres or 500 square feet, more or less.

**Affidavit of Title**

Owner	The Board of Park Commissioners of the Buffalo Grove Park District
Address	530 Bernard Drive, Buffalo Grove, Illinois
Route	Bernard Drive
Section	20-00108-00-RS
County	Cook
Job No.	R-55-001-97
Parcel No.	0004TE
P.I.N. No.	03-05-215-033
Station	44+90.14 to
Station	45+40.15

State of Illinois )  
) ss.  
County of Cook )

I, Scott Jacobson (Name), President (Title) of The Board of Park Commissioners of the Buffalo Grove Park District,

being first duly sworn upon oath states as follows:

1. Affiant has personal knowledge of the facts averred herein.
2.  There are **no parties** other than Grantor in possession of any portion of the premises described in attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record.  
 There are no parties other than Grantor **and the parties listed below** in possession of any portion of the premises described in attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record:

---

**SEE ATTACHED EXHIBIT "A"**

3. This affidavit is made to provide factual representation as a basis for the Village of Buffalo Grove, a municipal corporation to accept a document of conveyance for the premises described in said conveyance, the premises being a portion of or all of the above described premises, from the record owners thereof.
4. The affiant has no knowledge of any driveway agreements, encroachments, overlaps, or boundary line disputes involving the premises to be conveyed.
5. The said premises described in Exhibit "A" are: (Check One)
  - Vacant and unimproved  Agricultural and unimproved
  - Improved and
    - (A) There have been no improvements made or contracted for on the premises within six (6) months immediately preceding the date of the affidavit, out of which a claim for a mechanic's lien could accrue or has accrued; and
    - (B) To the best of my knowledge all improvements now on the premises comply with all local building and zoning ordinances.

- 6. There are no chattel mortgages, conditional sales contracts or financing statements existing on or in connection with the premises to be conveyed which are not shown by the public records.
- 7. There are no taxes or special assessments which are not shown as existing liens by the public records involving the premises described in Exhibit A.
- 8. Per 50 ILCS 105/3.1, the identities of all owners and beneficiaries having an interest in the premises to be conveyed are as follows (check applicable box(es) and complete information requested):

**Individual.** Individual **owner** of the property is: \_\_\_\_\_

**Nonprofit Organization.** There is no individual or other organization receiving distributable income from the organization.

**Public Organization, including units of local government.** There is no individual or other organization receiving distributable income from the organization

**Publicly-Traded Corporation.** There is no readily known shareholder entitled to receive more than 7-1/2% interest in the total distribution income of the corporation.

**Corporation, Partnership, Limited Liability Company.** Those entitled to receive more than 7-1/2% of the total distributable income of said entity are as follows:

	Name	Address
*1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

**Land Trust or Declaration of Trust.** The identity of each beneficiary of Grantor Trust is as follows:

	Name	Address	% of Interest
*1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

\* IF THE INITIAL DISCLOSURES SHOW INTERESTS HELD BY ANOTHER CORPORATION, PARTNERSHIP, LIMITED LIABILITY COMPANY, OR TRUST, THEN FURTHER DISCLOSURES SHOULD BE PROVIDED UNTIL THE NAMES OF INDIVIDUALS OWNING THE INTEREST IN THE ENTITY ARE DISCLOSED.

Dated this 11th day of December, 2023.

By: \_\_\_\_\_  
Signature

Scott Jacobson, President  
Print Name and Title if applicable

State of Illinois            )  
  ) ss  
County of Cook            )

This instrument was acknowledged before me on December 11, 2023, by  
Scott Jacobson .

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

NOTE: THIS AFFIDAVIT MAY BE EXECUTED AND ACKNOWLEDGED ON BEHALF OF THE RECORD OWNER(S) BY ANY **ONE** OF THE RECORD OWNERS, OFFICERS, MANAGERS, PARTNERS, OR TRUSTEES HAVING KNOWLEDGE OF THE FACTS IN THIS AFFIDAVIT.

## 50 ILCS 105/3.1

**Sec. 3.1.** Before any contract relating to the ownership or use of real property is entered into by and between the State or any local governmental unit or any agency of either the identity of every owner and beneficiary having any interest, real or personal, in such property, and every member, shareholder, limited partner, or general partner entitled to receive more than 7 1/2% of the total distributable income of any limited liability company, corporation, or limited partnership having any interest, real or personal, in such property must be disclosed. The disclosure shall be in writing and shall be subscribed by a member, owner, authorized trustee, corporate official, general partner, or managing agent, or his or her authorized attorney, under oath. However, if the interest, stock, or shares in a limited liability company, corporation, or general partnership is publicly traded and there is no readily known individual having greater than a 7 1/2% interest, then a statement to that effect, subscribed to under oath by a member, officer of the corporation, general partner, or managing agent, or his or her authorized attorney, shall fulfill the disclosure statement requirement of this Section. As a condition of contracts entered into on or after the effective date of this amendatory Act of 1995, the beneficiaries of a lease shall furnish the trustee of a trust subject to disclosure under this Section with a binding non-revocable letter of direction authorizing the trustee to provide the State with an up-to-date disclosure whenever requested by the State. The letter of direction shall be binding on beneficiaries' heirs, successors, and assigns during the term of the contract. This Section shall be liberally construed to accomplish the purpose of requiring the identification of the actual parties benefiting from any transaction with a governmental unit or agency involving the procurement of the ownership or use of real property thereby.

For any entity that is wholly or partially owned by another entity, the names of the owners of the wholly or partially owning entity shall be disclosed under this Section, as well as the names of the owners of the wholly or partially owned entity.

(Source: P.A. 91-361, eff. 7-29-99.)

## EXHIBIT A

THAT PART OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF SECTION 5, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT A POINT ON THE EAST LINE OF THE SOUTHWEST ¼ OF THE NORTHEAST ¼ OF AFORESAID SECTION 5, 825 FEET NORTH OF THE NORTH LINE OF BERNARD DRIVE AS LAID OUT IN BUFFALO GROVE UNIT NUMBER 5, BEING A SUBDIVISION IN THE WEST ½ OF SECTION 4, AND THE NORTHEAST ¼ OF SECTION 5, BOTH IN TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, AS MEASURED ALONG THE EAST LINE; THENCE SOUTH 825 FEET TO THE NORTH LINE OF BERNARD DRIVE; THENCE WEST ALONG THE AFORESAID NORTH LINE PRODUCED WEST (SAID LINE HAVING A BEARING OF NORTH 90 DEGREES WEST FOR THE PURPOSES OF THIS DESCRIPTION) 190 FEET; THENCE NORTH 0 DEGREES, 0 MINUTES, 00 SECONDS WEST 120 FEET; THENCE NORTH 90 DEGREES WEST 305 FEET; THENCE NORTH 75 DEGREES, 10 MINUTES, 45 SECONDS WEST 137.92 FEET; THENCE SOUTH 44 DEGREES, 08 MINUTES, 05 SECONDS WEST 120.0 FEET; THENCE NORTH 45 DEGREES, 51 MINUTES, 55 SECONDS WEST 50 FEET; THENCE NORTH 44 DEGREES, 08 MINUTES, 05 SECONDS EAST 965.0 FEET; THENCE NORTHWESTERLY 80.55 FEET TO THE PLACE OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

PERMANENT TAX NUMBER(S): 03-05-215-033



**Receipt for Donation**

Owner The Board of Park Commissioners of the  
Buffalo Grove Park District  
Job No. R-55-001-97  
Parcel No. 0004TE

The Village of Buffalo Grove, a municipal corporation ("Grantee") acknowledges receipt of Donation of Right of Way covering a five-year temporary easement over 0.011 acre dated \_\_\_\_\_ in Cook County, State of Illinois as right of way for Bernard Drive, Section 20-00108-00-RS, and executed by the undersigned Grantor for the parcel referenced above.

Grantor and Grantee agree as follows:

1. All improvements located, wholly or partially, on the parcel being conveyed shall become the property of the Village of Buffalo Grove, unless provided as follows:
2. Grantor and Grantee agree that possession and transfer of legal title to Grantee occurs when title has been reviewed and approved by Grantee. The Grantor also agrees to protect, preserve and maintain the property and improvements purchased by Grantee until delivery of possession to Grantee, and this shall be the sole responsibility of the Grantor until such time.
3. This Receipt and conveyance documents are the entire and exclusive agreement between the parties and supersede any written or oral understanding promise or agreement, directly or indirectly related to the donation of the parcel and improvements. The parties agree that any changes to this Receipt may only be made in writing and signed by the parties.

Date: December 11, 2023

Grantor: The Board of Park Commissioners of the Buffalo Grove Park District

By: \_\_\_\_\_  
Signature

Scott Jacobson, President  
Print Name (and Title, if applicable)

By: \_\_\_\_\_  
Signature

Erika Strojinc, Secretary  
(Print Name (and Title, if applicable))

Receipt of the donation executed by this Grantor is acknowledged.

\_\_\_\_\_  
Date

\_\_\_\_\_  
for the Village of Buffalo Grove

Executive Director Work Plan 2023-24 (Quarters A, B, C, D)				
Establish and maintain positive working relationships with the board.				
Objectives	Quarter(s)	Source	Status	Comments
Assist the board in their search to fill the current board vacancy. Establish a timeline, get information out to the public, schedule interviews, and ensure compliancy with OMA.	AB	Annual Goal	Progress	
Onboard the new board member.	C	Annual Goal	Not Started	
Work with the board on ordinance, policy, and procedure updates.	C	Annual Goal	Not Started	
Leads and directs organizational operations, vision, and strategy.				
Objectives	Quarter(s)	Source	Status	Comments
Initiate discussions with D214 on creating a new intergovernmental shared-use agreement for the Natatorium and plan for budget impacts due to maintenance costs.	ABC	Annual Goal	Progress	
Research and select facilitator to develop next strategic plan.	ABC	Annual Goal	Progress	
Complete annexation process for recently annexed land by the Village.	CD	Annual Goal	Progress	
Negotiate with D102 on land and facility use at Aptakasic Junior High, and get a new intergovernmental agreement for D102 facilities.	CD	Annual Goal	Progress	
Develop a intergovernmental agreement with D21 that includes not only Clubhouse, but camps, athletics, and general programming housed at their facilities.	CD	Annual Goal	Progress	
Work with consultant on next strategic plan including planning, organizing, and facilitating staff, board, and community input.	CD	Annual Goal	Not Started	
Assess current comprehensive master plan and ADA Transition plan to determine when to schedule and budget for new ones.	CD	Annual Goal	Not Started	
Utilize PlacerAi data when making future decisions regarding planning for district's facilities, parks, programs, and events.	CD	Annual Goal	Not Started	
Assist Director of Recreation in the close up of BG Days 2023 including final payment considerations with the Village. Additionally, guide in upcoming BG Days considerations and agreements, especially surrounding Rotary's ongoing participation.	CD	Annual Goal	Not Started	

Develop a future assessment plan of all facilities with the Planning & Development Manager.	CD	Annual Goal	Not Started	
Evaluate the current organizational chart and prepare updates for next FY including levels, refinement, and titles.	CD	Annual Goal	Not Started	
Work with Director of Finance to create financial goals/touch points in regards to FC debt payments and reserves.	CD	Annual Goal	Not Started	
Stay on top of legal issues, mandates, and laws pertaining to the District and its operations.	ABCD	Annual Goal	Progress	
<b>Oversee capital projects and effectively plan for future capital needs.</b>				
<b>Objectives</b>	<b>Quarter(s)</b>	<b>Source</b>	<b>Status</b>	<b>Comments</b>
Work with Director of Business to prepare for the BINA hearing and ratings call in order to go out for bonds for capital projects (including Ryko Park).	ABC	Annual Goal	Progress	
Get the money promised from Springfield (DCEO and capital grants) and Village of Buffalo Grove for various capital projects.	ABCD	Annual Goal	Progress	
Work with Planning to develop a checklist for projects including individual and departmental tasks, as well as the methods for informing the public (before, during, and after).	ABCD	Annual Goal	Progress	
Lead the Ryko Park renovation project beginning fall 2023. Work closely with Planning to ensure the project gets off the ground and completed in a timely fashion.	ABCD	Annual Goal	Progress	
Ensure current OSAD projects get completed - Prairie Grove Park and Parkchester.	ABCD	Annual Goal	Progress	
Design a plan for Alcott (Room 1, front office, parking lot, and pathway improvements).	BCD	Annual Goal	Progress	
Continue to develop long-term Capital Improvement Plan that considers beyond 3-5 years. Take into account all possible funding sources.	BCD	Annual Goal	Progress	

Lead and manage staff effectively.				
Objectives	Quarter(s)	Source	Status	Comments
Foster and support staff transitions. Meet regularly with department heads and ensure they are best supporting new leaders in their transitions.	ABCD	Annual Goal	Progress	
Work with Director of Parks on position vacancies. Fill roles quickly.	ABCD	Annual Goal	Progress	
Develop a plan for committee rotations and staff involvement expectations. This includes BG Days, Uniquely Us, and ALICE.	BC	Annual Goal	Progress	
Work with Director of Parks on cross-training facilities team as well as a succession plan for the Fitness Center's maintenance roles.	CD	Annual Goal	Not Started	
Establish a routine check-in with HR & Risk Manager in order to be kept abreast of organizational needs, changes, and concerns.	CD	Annual Goal	Not Started	
Open up 1:1's for full-time staff to have discussions on their needs, roles, and responsibilities to help foster future strategy for the organization.	CD	Annual Goal	Not Started	
Advocate for the Park District on local, state, regional and national levels.				
Objectives	Quarter(s)	Source	Status	Comments
Establish relationships with key legislators. Communicate on issues that are critical, invite them to attend events and programs, and thank them for their support.	ABCD	Annual Goal	Progress	
Attend events and programs that allow for interaction with key stakeholders of the Park District community.	ABCD	Annual Goal	Progress	
Establish relationships with local leaders including the Village of Buffalo Grove, D96, D21, D102, and D214.	ABCD	Annual Goal	Progress	
Serve on the Board of the Friends of the Parks Foundation as Secretary.	ABCD	Annual Goal	Progress	
Serve as the Park District's NWSRA Board representative and bring important inclusion related information back to the staff at the Park District.	ABCD	Annual Goal	Progress	
Complete Ryan's final year of service on the SLSF Board.	ABC	Annual Goal	Progress	
Actively participate in the Rotary Club of Buffalo Grove.	ABCD	Annual Goal	Progress	
Serve as Secretary (2023), In-Coming Chair (2024), Chair (2025), and outgoing Chair (2026) on the IPRA Board of Directors.	ABCD	Annual Goal	Progress	

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

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**Innovation:** implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

### Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Complete 2024 open enrollment.	C	Scott Spitz	Stewardship	Select One
Attend continuing education / webinars.	C	Scott Spitz	Excellence	Select One
Explore changing background check vendors.	C	Scott Spitz	Innovation	Select One
Using Apple Air Tags to track assets for Performing Arts.	C	Greg Ney Lindsay Grandt	Innovation	Select One
Cross train and utilize KnowBe4 for Safety trainings.	C	Greg Ney Jenn Foreman	Innovation	Select One
Assist the A&F Section of IPRA with finding moderators and hosts for sessions at the conference in January, 2024.	C	John Short	Excellence	Select One
The Finance department will assist the Executive Director and staff in preparation of the annual budget.	C	John Short	Stewardship	Select One

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### Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Host the Full Time Staff Safety Manual Training.	C	Jenn Foreman	Excellence	Select One
Research and demo softwares that can be a "one-stop-shop" for training and document tracking.	C	Jenn Foreman Greg Ney	Innovation	Select One
Formulate a clear and concise mission/purpose/vision statement for the safety committee, outlining the commitment to promoting safe work and program environments.	D	Jenn Foreman	Innovation	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

# Buffalo Grove Park District

# 23-24 Goals and Objectives

# Business, HR and IT

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## Core Values

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Hold an all FT staff training.	D	Scott Spitz	Excellence	Select One
Plan part-time staff appreciation event.	D	Scott Spitz	Community	Select One
Testing JotForm Software to create paperless membership application for Fitness Center.	D	Greg Ney Carol Lucido	Innovation	Select One
E-Waste recycling from Fitness Center basement.	D	Greg Ney	Stewardship	Select One
Create Budget and Appropriations Ordinance for FY 2024-25 and file with Cook and Lake Counties after approval by Board of Commissioners in April, 2024.	D	John Short	Stewardship	Select One
Attend a minimum of one training workshop or conference per quarter.	D	John Short	Excellence	Select One
Audit the process of receiving and reviewing contractor agreements to enhance the process to ensure compliance with agency policies and legal requirements.	D	Jenn Foreman Scott Spitz	Excellence	Select One

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### Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Collaborate with recreation supervisors to develop a comprehensive summer training plan for part time staff that improves skills and ensures safety.	D	Jenn Foreman	Excellence	Select One
Enhance the process of receiving and documenting COIs to ensure proper coverage and compliance with agency policies. Ensure that appropriate staff are aware of/able to view compliant and non-compliant COIs.	D	Jenn Foreman	Character	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One



## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Recreation

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## Core Values

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Create daily, weekly, and monthly custodial checklists to ensure high-quality standards for the Community Arts Center.	C	Brian O'Malley	Excellence	Select One
Marina will guide the Raupp Museum through the STEPS accreditation process. Marina will work on one module every six months.	C	Marina Mayne	Excellence	Select One
Utilize Constant Contact for bimonthly preschool newsletters, Health Notifications, Staffing Updates, and Music Program emails.	C	Keri Isacovici	Innovation	Select One
Develop New Hire Checklist and monthly check-in meeting agendas for new staff members.	C	Keri Isacovici	Excellence	Select One
Create new ideas for the Community Arts Center section on the website. Goal is to discuss the possibility of adding a virtual tour option for those renters that want a quick idea of the space. Can have it also show set up with tables.	C	Elizabeth Quinzio	Innovation	Select One
Amanda will on-board our new Recreation Specialist, Shannon McClure.	C	Amanda Busch	Character	Select One
Amanda Busch and Shannon McClure will re-configure the Camp Connection registration process, including updating the registration forms and payment agreement forms.	C	Amanda Busch Shannon McClure	Excellence	Select One

Do not add any additional Rows or Columns

## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Recreation

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Amanda will register for the CPRP online prep course.	C	Amanda Busch	Excellence	Select One
Chuck will update the BGRA and Bill's affiliate agreements for the 2024 seasons and will include room rental discount information.	C	Chuck Burgess	Stewardship	Select One
Chuck will pull enrollment stats for 2023-2024 from RecTrac and input for board review.	C	Chuck Burgess	Stewardship	Select One
Marina will design and implement a new online collections database and exhibit site.	C	Marina Mayne	Innovation	Select One
Brian will work alongside Kinesthetic, Inc. and the facilities team to oversee the CAC AV processor project.	C	Brian O'Malley	Innovation	Select One
Lindsay will work with CAC staff to establish a general equipment (music stands, blue tooth speakers, etc.) inventory and storage location system.	C	Lindsay Grandt	Excellence	Select One
Lindsay will establish a "Code of Conduct" for Big Deal Productions programs and productions that participants will be required to sign prior to participation.	C	Lindsay Grandt	Character	Select One

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## Buffalo Grove Park District

## 23-24 Goals and Objectives

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Debbie will work to create a rotation of community art schools and art organizations which will be used to create exhibit content on a rotating basis for the BGFC and CAC.	C	Debbie Fandrei	Community	Select One
Debbie will contact at least three local cultural organizations./museums to establish the museum's next exhibit partnership for 2024.	C	Debbie Fandrei	Excellence	Select One
Debbie will work with the Wellness Committee to organize and hold the Winter Wellness Olympics event for staff.	C	Debbie Fandrei	Character	Select One
Aly and Debra will work together to provide a nutrition training for the dance staff.	C	Aly Stanczak Debra Saper	Character	Select One
Aly will offer a service project opportunity for dance company members and their families.	C	Aly Stanczak	Character	Select One
Create a RecTrac checklist for staff that will assist with seasonal activity updates and improve accuracy and functionality.	C	Diana Clayson	Excellence	Select One
Diana will research and determine the feasibility of using the ePACT to increase availability and accuracy of children's emergency information.	C	Diana Clayson	Innovation	Select One

Do not add any additional Rows or Columns

## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Recreation

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Megan and the senior advisory committee will host a canned food drive to collect non-perishable items to donate to food pantries in the area.	C	Megan Baird	Community	Select One
Megan will create a monthly newsletter to print and mail to all members of Club 50 highlighting programs taking place in hopes of getting higher enrollment.	C	Megan Baird	Excellence	Select One
Joe will meet with Buffalo Grove High School to negotiate and finalize a pool use agreement beginning during the 2024-25 FY.	C	Joe Zimmermann	Stewardship	Select One
Joe and Mike Terson will present at the IAPD/IPRA Soaring to New Heights conference in January about bridging the gap between recreation and marketing.	C	Joe Zimmermann Mike Terson	Excellence	Select One
TJ will secure a new indoor vending provider for the Fitness Center and the Golf Dome to provide healthy options and increase customer satisfaction.	C	T.J. Wilkes	Excellence	Select One
Sean will explore new programming ideas and pop up events that can be brought to Willow Stream Pool to generate additional revenue and attendance at the pool.	C	Sean Berry	Community	Select One
Sean will explore and secure new soccer jerseys that are representative of the program and are cost friendly.	C	Sean Berry	Stewardship	Select One

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# Buffalo Grove Park District

# 23-24 Goals and Objectives

# Recreation

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Mike will register for the CPRP exam.	C	Mike Pfeiffer	Excellence	Select One
Amanda & Megan will collaborate with Clubhouse participants to create cards and decorations for the Veteran's Day event.	C	Megan Baird Amanda Busch	Community	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

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## Buffalo Grove Park District

## 23-24 Goals and Objectives

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Amanda Busch and Shannon McClure will plan and host a Clubhouse Family Fun night.	D	Amanda Busch	Community	Select One
		Shannon McClure		
Keri will plan field trips for Three Year Old and Four Year Old participants.	D	Keri Isacovici	Community	Select One
Keri will plan a service project for preschool participants in honor of valentine's day.	D	Keri Isacovici	Community	Select One
Chuck will contact Chicago Futakakai Japanese School about creating an agreement and setting up an annual fee for the school to use the Willow Stream Parking lot as a pick-up/drop-off location.	D	Chuck Burgess	Excellence	Select One
Marina will guide the Raupp Museum through the STEPS accreditation process. Marina will work on one module every six months.	D	Marina Mayne	Excellence	Select One
Lindsay will work with parent volunteers to coordinate a "Big Deal" end-of season fundraising party at the CAC.	D	Lindsay Grandt	Community	Select One
Lindsay will sit for the CPRP exam.	D	Lindsay Grandt	Excellence	Select One

Do not add any additional Rows or Columns

## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Recreation

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## Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Debbie will work with Keri and the preschool staff to create in-house preschool field trip opportunities for the summer camps.	D	Debbie Fandrei	Innovation	Select One
		Keri Isacovici		
Debbie will research local music schools to see if there is interest in using the Nature Classroom as an outdoor performance space for Summer 2024.	D	Debbie Fandrei	Innovation	Select One
Debbie will create an operating manual for the Nature Classroom, including timelines for planting and volunteer days for Summer 2024.	D	Debbie Fandrei	Stewardship	Select One
Aly & Megan will collaborate to offer the dance company to perform at a senior event.	D	Aly Stanczak	Character	Select One
		Megan Baird		
Aly & Megan will collaborate to offer a new dance class to seniors during the day at Alcott.	D	Aly Stanczak	Excellence	Select One
		Megan Baird		
Elizabeth will observe classes at Drazner to determine if there are any updates needed for the classes. Main goal is to observe Safe Sitter and see if there are things to adjust in order for us to be teaching the most up to date information.	D	Elizabeth Quinzio	Excellence	Select One
Joe and Diana will set up a meeting with D96 to meet as suggested in the IGA. Relationship building, school building usage and custodial requests will be discussed.	D	Joe Zimmermann	Stewardship	Select One
		Diana Clayson		

Do not add any additional Rows or Columns

## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Recreation

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

**Excellence:** promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

**Innovation:** implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

**Community:** embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

## Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Megan will create and host an additional training for camp staff to focus on field trip etiquette, staff expectations, etc. for all sports camp, cycle & surf and extreme teens.	D	Megan Baird	Innovation	Select One
Joe will work with staff to develop an innovation committee that will be charged with monitoring different trends, programs, and events that could benefit the Buffalo Grove community.	D	Joe Zimmermann	Innovation	Select One
Joe will work with Brian, Mike P, and the UU committee to develop more event ideas, and refine current ones, that continue to celebrate the diverse community of Buffalo Grove.	D	Joe Zimmermann Mike Pfeiffer Brian O'Malley	Community	Select One
Marina will develop 2-3 summer volunteer opportunities for local high school and college students at the Raupp Museum. She will advertise these opportunities in 2 different ways.	D	Marina Mayne	Community	Select One
TJ will work with neighboring towns on partnering for spring flag football to increase league size and participation. This will allow the league to close the age gaps of teams so that skill levels are closer together.	D	T.J. Wilkes	Excellence	Select One
TJ will secure Mini Melts as a premium ice cream vendor to replace Dippin Dots. This will help align our goals of minimizing off season inventory, increase profits, and provide a more user friendly product for our consumers.	D	T.J. Wilkes	Stewardship	Select One
Sean will register for the CPRP exam.	D	Sean Berry	Excellence	Select One

Do not add any additional Rows or Columns



## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Recreation

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## Core Values

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Sean will work with the HR Department to streamline and expedite the lifeguard hiring process to ensure all staff are properly onboarded.	D	Sean Berry	Character	Select One
Brian will create a CAC facility handbook which will include opening/closing procedures, production checklists, maintenance checklists, equipment lists and locations, and other pertinent information.	D	Brian O'Malley	Excellence	Select One
Mike will work with the Raupp Museum and the Land Management Crew in the Parks Department to create an Earth Day Event.	D	Mike Pfeiffer	Community	Select One
Joe will research the assessment tool Working Genius, to see if it is a viable option to implement at the Park District.	D	Joe Zimmermann	Innovation	Select One
Joe will work with Brian and Mike P. to reassess the Special Events evaluation process to see if improvements can be made to how the District is judging the success of those events.	D	Brian O'Malley Mike Pfeiffer Joe Zimmermann	Excellence	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

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## Parks, Planning and Facilities

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Dani and Tim will create a form for residents looking to purchase a memorial bench.	C	Tim Howe	Community	Select One
		Dani Hoefle		
Dani and the Grounds staff will reorganize the maintenance garage at Emmerich to ensure a safe, clean work environment.	C	Select One	Excellence	Select One
		Dani Hoefle		
The Turf Crew will work with the Beautification Crew to remove dead trees from various parks.	C	Rosendo Soto	Excellence	Select One
		Tom Hoffman		
		Jose Soto		
Tim will present to the board a presentation about parks and facility maintenance.	C	Tim Howe	Excellence	Select One
Nick and Karsten will create QR code identification signs for the Reiner Park arboretum.	C	Nick Cozzi	Stewardship	Select One
		Karsten Ziemann		
Nick and Karsten will apply for Class II Arboretum certification at Reiner Park.	C	Nick Cozzi	Stewardship	Select One
		Karsten Ziemann		
Nick and Karsten will mulch the new trees and native plant beds at Reiner Park to spruce them up a bit.	C	Nick Cozzi	Stewardship	Select One
		Karsten Ziemann		

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Land Management will restore the Churchill outlook to create a nice viewpoint for the residents.	C	Nick Cozzi	Community	Select One
		Karsten Ziemann		
Land Management will harvest seeds from fall collections to be used in future natural areas.	C	Karsten Ziemann	Stewardship	Select One
		Nick Cozzi		
Beautification will perform clean-up on plant and ID beds, removing annuals and raking the soil.	C	Jose Soto	Excellence	Select One
		Esteban Gomez		
Matt will train Connor on various equipment such as the John Deere Snow Machine, the Salt Truck, tractors, and lift truck.	C	Matt Raupp	Excellence	Select One
		Connor McWard		
Athletics will get trained on the forklift.	C	Matt Raupp	Excellence	Select One
		Mark Bajno		
		Connor McWard		
		Joe Jagiello		
Dani will take over the facility schedule for snow removals, updating the snow crews on facility closures.	C	Dani Hoefle	Character	Select One
	Select One	Select One	Select One	Select One

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
The Turf Crew will start mulching tree beds in the high visibility park sites.	D	Rosendo Soto	Excellence	Select One
		Tom Hoffman		
Dani and Tony will research fleet management solutions to track repairs, preventative maintenance, and inspections.	D	Tony Vraniak	Excellence	Select One
		Dani Hoefle		
Tony will inventory tools at both garages and make a plan for replacement and collaborative use.	D	Tony Vraniak	Excellence	Select One
Dani will work with Tony on various phone and computer skills such as Outlook, Microsoft Office, and others as needed.	D	Tony Vraniak	Excellence	Select One
		Dani Hoefle		
The Land Management Crew will start creating nature paths with interpretive info signs through the natural areas at Rylko Park as an extension of the Nature Classroom.	D	Karsten Ziemann	Community Stewardship	Select One
		Nick Cozzi		
The Beautification Crew will bed edge all the trees and assist the Turf Crew in mulching all tree beds in the high visibility park sites.	D	Jose Soto	Excellence	Select One
Land Management will find a new component to fill the empty space (from removal of rotting balance beams) at the Willow Stream nature playground.	D	Nick Cozzi	Community	Select One
		Karsten Ziemann		

Do not add any additional Rows or Columns

## Buffalo Grove Park District

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## Parks, Planning and Facilities

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Land Management will aerate and seed the new basins at the Fitness Center, Willow Stream, Rylko, and Dog Park.	D	Karsten Ziemann	Stewardship	Select One
		Nick Cozzi		
Nick will research possible trainings he can take for irrigation maintenance.	D	Nick Cozzi	Excellence	Select One
Esteban will enroll in several trainings: chainsaw, snow plow operation, and forklift trainings.	D	Esteban Gomez	Excellence	Select One
Athletics will remove the Parkchester ball diamond fencing for renovation, saving the District money on the project.	D	Matt Raupp	Stewardship	Select One
		Mark Bajno		
		Joe Jagiello		
		Connor McWard		
Athletics will add warning track limestone to the Rylko softball fields.	D	Matt Raupp	Excellence	Select One
		Mark Bajno		
		Joe Jagiello		
		Connor McWard		
Tony will create a formal plan for vehicle turnover in regards to cleaning, safety equipment, paperwork, and vehicle training.	D	Tony Vraniak	Character	Select One
The Athletics Crew will repaint basketball rims.	D	Matt Raupp	Excellence	Select One
		Mark Bajno		
		Joe Jagiello		
		Connor McWard		

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Rosendo and Tom will take and initiate various trainings for themselves and their part-time staff, including chipper safety and tree maintenance.	D	Rosendo Soto	Excellence	Select One
		Tom Hoffman		
Dani will work with each crew to create a timeline of work by season.	D	Select One	Excellence	Select One
		Dani Hoefle		
Dani is going to work with Athletics and the affiliate programs to create a relationship with strong communication, clear expectations, and up to date information.	D	Select One	Character	Select One
		Dani Hoefle		
		Matt Raupp		
Nick will research surfacing treatments for the pour-in-place playground surfacing to extend the life of the surfacing.	D	Nick Cozzi	Stewardship	Select One
Nick will research irrigation maintenance training options to be able to do in-house repairs.	D	Nick Cozzi	Excellence	Select One
Nick and Andy will create an irrigation plan for the agency, highlighting areas where irrigation exists and annual maintenance is needed to function properly.	D	Nick Cozzi	Excellence	Select One
		Andy McDowell		
	Select One	Select One	Select One	Select One

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Initiate process to become WELL AP Certified.	C	Laurie Hoffman	Innovation	<b>Select One</b> WELL applies the science of how physical and social environments affect human health, well-being and performance. Healthy Buildings to encourage Healthy Lifestyles.
Create Park District Standard Specifications for Hardware and Division 01.	C	Laurie Hoffman Andy McDowell	Excellence	<b>Select One</b>
Document Park District Facility Standards and create additional standards as necessary.	C	Laurie Hoffman Jerry Kolodziej	Character	<b>Select One</b> Starting point will be Fitness Center and CAC.
	Select One	Select One	Select One	<b>Select One</b>
	C	Select One	Select One	<b>Select One</b>
	C	Select One	Select One	<b>Select One</b>
	C	Select One	Select One	<b>Select One</b>

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## Core Values

## Parks, Planning and Facilities

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure; ensure resource efficiency; create and maintain effective partnerships; celebrate history

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Revise Bid Forms and Contract process to incorporate AIA Contract Documents	D	Laurie Hoffman	Stewardship	Select One
Document Park District Facility Standards and create additional standards as necessary.	D	Laurie Hoffman Jerry Kolodziej	Character	Select One Continuation from previous quarter. Next Facilities - Golf Dome, Alcott, Willow Stream Pool.
Become WELL AP Certified.	D	Laurie Hoffman	Innovation	Select One Test Scheduled for February 3rd, 2024.
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One
	D	Select One	Excellence	Select One

Do not add any additional Rows or Columns



## Buffalo Grove Park District

## 23-24 Goals and Objectives

## Marketing

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

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**Innovation:** implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

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## Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Research the new Threads social media platform and determine if it is a right fit for the District.	C	Wendy Friedman	Innovation	Select One
Purchase a new camera.	C	Mike Terson	Innovation	Select One
Develop a new, cohesive design with an outside graphic designer on the Fintess Center marketing assets, including the quarterly brochure, corporate brochure, fliers, and REACH TV screens.	C	Jennifer Johns	Excellence	In Progress Jennifer has received 2 quotes for consideration.
Coordinate with Debra Saper to finish Meet the Trainer video shoots of trainers for promotion on social media and website.	C	Jennifer Johns Debra Saper	Excellence	In Progress Four Meet the Trainer videos have been completed and promoted so far. There are six trainer videos to complete.
Take new photos of interior and exterior of Fitness Center.	C	Jennifer Johns	Excellence	Select One
Work with Joe Zimmermann to determine if a text communications platform is something we want to pursue.	C	Mike Terson Joe Zimmermann	Innovation	Select One
Work with Marina Mayne to build the online exhibits presence on our website that she is looking to create.	C	Mike Terson Marina Mayne	Innovation	Select One

Do not add any additional Rows or Columns

# Buffalo Grove Park District

# 23-24 Goals and Objectives

# Marketing

**Character:** build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Wendy will compile Placer.ai data for the most recent special events so it is easily available to use to sell sponsorships.	D	Wendy Friedman	Innovation	Select One
Once all the staffing changes are finished, design and order notepads for the entire staff.	D	Mike Terson	Excellence	Select One
Complete a corporate brochure for the Fitness Center that Carol Lucido can send to local companies to promote our corporate membership discount.	D	Jennifer Johns Carol Lucido	Excellence	In Progress Carol has submitted the content.
Update the QR codes on the new fitness equipment with new "how to" videos .	D	Jennifer Johns Debra Saper Additonal Staff	Innovation	Select One
Develop a geofencing campaign to promote the Fitness Center and the corporate membership discount to local companies.	D	Jennifer Johns Carol Lucido	Innovation	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

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## Core Values

## Fitness Center and Golf Dome

**Stewardship:** demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Create a fast and effective way of getting all members to sign off on our new waiver and facility rules and etiquette.	C	Carol Lucido	Excellence	<b>In Progress</b> This is almost complete. We have figured out a way to have members fill out the waiver on an iPad we just need to purchase the iPads to get started.
Debra will host a nutrition workshop with dance teachers. Dance teachers have asked for a training on nutrition from Aly.	C	Debra Saper Aly Stanczak	Excellence	<b>In Progress</b> Cross department training between CAC and fitness center. Held on October 29 Rescheduled.
Learn how to update the FC App which will help send important messages to members and update information.	C	Chris Eckert Joe Zimmermann	Innovation	<b>Select One</b>
Produce and revise (as needed) a training schedule specifically for Fitness Center PT staff with the Safety & Training Supervisor.	C	Chris Eckert Jenn Foreman	Excellence	<b>Select One</b>
Jimmy will register for the CPRP online prep course.	C	Jimmy Mix	Excellence	<b>Select One</b>
Jimmy and Chris will submit a proposal to Joe on adding Top Tracer technology at the Golf Dome. The proposal will include cost, maintenance, and staff onboarding.	C	Jimmy Mix Chris Eckert	Innovation	<b>Select One</b>
Jimmy will create closing procedures for new staff this winter which will outline step by step what needs to be completed in order to finish their shift and leave for the evening.	C	Jimmy Mix	Excellence	<b>Select One</b>

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## Fitness Center and Golf Dome

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Review and analyze fencing program revenue margins, room usage and equipment storage.	C	Jenay Gordon	Stewardship	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

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## Fitness Center and Golf Dome

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## Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Continue my KeepMe training and start using KeepMe Creator when responding to members or introducing new classes to members.	D	Chris Eckert	Innovation	Select One
		Carol Lucido		
Jimmy will create a customer appreciation one day event this winter. This event will include giveaways for guests and fun activities such as beat the pro, longest put, longest drive etc.	D	Jimmy Mix	Community	Select One
Jimmy will meet with Tim and Dani to go over outdoor rentals for the upcoming summer to determine what size outing would require additional garbage cans, portable toilets or other amenities.	D	Jimmy Mix	Character	Select One
Jimmy and Chris will attend the Chicago Golf Show conference to learn about new trends in the industry.	D	Jimmy Mix	Innovation	Select One
		Chris Eckert		
January try out office time for members to sign up for an appointment with me to discuss fitness floor and training.	D	Debra Saper	Community	Select One
Will host a fun and engaging staff appreciation activity to promote creativity, and team building.	D	Carol Lucido	Community	Select One
		Jenay Gordon		
		Debra Saper		
		Chris Eckert		
Will start planning Member Appreciation Week so that we can plan more special events and larger prizes.	D	Carol Lucido	Excellence	Select One

Do not add any additional Rows or Columns



BUFFALO  
GROVE  
PARK  
DISTRICT

# Memo

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR  
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING  
RE: ADA TRANSITION PLAN UPDATE  
DATE: DECEMBER 5, 2023

---

## *Action Requested:*

No action requested.

## *Background Information:*

In the fall 2017, the Buffalo Grove Park District hired *Accessibility Consultation and Training Services, Inc.* to develop an ADA Transition Plan for the District. Our consultant, Mark Trieglaff, assessed our facilities and park locations for compliance and documented what needs to be corrected. He also met with facility and park staff during his assessment to help educate the staff on what he was doing and why we need to correct an issue. Mark presented the Transition Plan in August of 2018 and the board formally approved the Plan in April of 2019.

The District has utilized this document in creating capital projects, preventative maintenance tasks, as well as updating some of our administrative processes. Giving the board an update every five (5) years is a requirement of the Illinois Association of Park District's Distinguished Accreditation program.

Tim Howe will present an update of the projects and tasks that have been completed since 2018.

## **Enclosed:**

2018 ADA Transition Plan Executive Summary



Buffalo Grove Park District

## Transition Plan Executive Summary

Prepared by:  
Accessibility Consultation and Training Services, Inc.

April 2018

## Table of Contents

Buffalo Grove Park District Accessibility Survey Executive Summary .....	3
Policies and Procedures Review for Buffalo Grove Park District .....	7
Priorities Explanation .....	11
Accommodations Language for Registration Forms, Brochures, Website .....	12
Buffalo Grove Park District Grievance Procedure Example.....	13
Other Power Driven Mobility Device Policy .....	14
Service Animal Policy .....	15
Appendices.....	16
Overview of Title II .....	16
Additional Federal Information	
Justice ADA State and Local Governments	
Justice ADA - Wheelchairs, Mobility Aids & Other Power Driven Mobility	
Justice ADA Requirements - Service Animals	
Justice ADA Requirements - Effective Communication	
Justice ADA Requirements - Accessible Pools Means of Entry and Exit	
ADA National Network Planning Guide for Temporary Events	
Justice ADA Accessibility of State and Local Government Websites	



## **Buffalo Grove Park District Executive Summary**

Buffalo Grove Park District comes under Title II of the Americans with Disabilities Act (ADA) for State and Local Governments. The Buffalo Grove Park District has the responsibility to provide equal and integrated access to its services, facilities, programs and activities for its residents and visitors with disabilities. To provide access the Buffalo Grove Park District must make reasonable modifications to policies and procedures as well as physical changes to the built environment.

In addition to the physical assessment, the development of policies and procedures for Service Animals, Other Power Driven Mobility Devices (OPDMD), Effective and Communication recommendations and example have been provided. Additional details and information on the Buffalo Grove Park District obligation under Title II can be found in the Appendices of this report. For the other policies and procedures noted see additional information on Service Animals, OPDMD, and Effective Communication in the Appendices as well.

The following comments are a summary of the Buffalo Grove Park District accessibility evaluation and Transition Plan development for over 50 parks and facilities. Each public facility used for programs was reviewed for their compliance with the 2010 Americans with Disabilities Act Accessibility Guidelines (ADAAG), the Illinois Accessibility Code (IAC) and the ADA's proposed Outdoor Developed Area Guidelines. In addition, all elements were evaluated using Equivalent Facilitation standards (ADAAG 103) and Dimensional Tolerances (ADAAG 104.1.1).

In addition, a review of the Districts policy and procedures was conducted. A formal policy and procedure manual has not been developed at this time. Comments for this review related to issues noted by the Americans with Disabilities Act (ADA), findings from the Department of Justice and review of previous clients policy and procedures. The Transition Plan and policy and procedure review are working documents that should be continually reviewed and updated as changes are made.

Under Title II of the ADA, the regulations prohibit public entities such as a Buffalo Grove Park District from discriminating against or excluding a person from programs, services or activities on the basis of disability. Buffalo Grove Park District is responsible to meet the obligations of Title II of the ADA and assign a person as the ADA Coordinator. This ADA Coordinator is responsible to receive, review, and respond to questions and concerns expressed by a person with a disability related to access of the parks and programs. In addition, this person would be responsible to implement removal of access barriers recognized in the Transition Plan.

It should be noted that in existing facilities you are permitted to reassign a program from an inaccessible location to an accessible location (28 C.F.R. §35.150(a)(1);(b)(1)). Any facility built during the time the ADA was enforced is obligated to follow new construction standards and should be accessible. Also, the ADA requires that at a minimum one accessible route be provided (ADAAG 206.2). However, each park, preserve, building, trail and facility has been reviewed for their accessibility including multiple entrances,

features, elements, facilities etc. This is so that as the various areas are updated and changes are made, the access issues that exist can be corrected at that time. Please note: trails were also reviewed but these standards are still in the proposed level and should be reviewed at the Access Board website for any possible changes or updates.

**Priority Parks and Facilities for Barrier Removal**

The Buffalo Grove Park District maintains over 50 parks and buildings encompassing over 420 acres. A variety of activities are available for residents and guests. Activities and facilities can vary from recreation centers, meeting centers, trails, skate park, special events, pool, fitness center, disc golf, fishing areas, etc. There are activities for a variety of ages and interests.

An overall review of the parks and facilities indicates the need for increased access of walkways especially in large parks and detention areas. Parking spaces at several locations have issues related to slopes, striping, location and lack of signage. This is considered by the ADA as the highest priority for removal of barriers and should be completed as soon as possible. The parking would then need to be tied into the accessible routes to the various park and facility elements.

Most park restrooms have various accessibility violations; even newer renovated areas had some barriers. These barriers make the restrooms inaccessible to many people who use mobility devices.

The parks listed below are recommended to have a higher priority for removal of accessibility barriers. These parks and facilities are recommended because of their unique features, facilities, programs and locations throughout the city. The intent of these recommendations is to assist the Park District in removing accessibility barriers that would have the highest impact for the most number of people. They include:

<b>Alcott Center and Park</b>	<b>Apple Hill Park</b>	<b>Canterbury Park</b>
<b>Cherbourg Park</b>	<b>Children's Park</b>	<b>Community Arts Center</b>
<b>Cooper Park</b>	<b>Emmerich Park</b>	<b>Happy Tails Dog Park</b>
<b>Ivy Hall Park</b>	<b>Kilmer Park</b>	<b>Longfellow Park</b>
<b>Martha Weiss Park</b>	<b>Mike Rylko Community Park</b>	<b>Golf and Sports Center</b>
<b>Fitness Center</b>	<b>Spray N Play</b>	<b>Mill Creek Park</b>
<b>Mirielle Park</b>	<b>Parkchester Park</b>	<b>Prairie Park</b>
<b>Raupp Memorial Museum and Park</b>	<b>Twin Creeks Park</b>	<b>Veterans Park</b>
<b>Willow Stream Pool and Park</b>	<b>Windsor Ridge Park</b>	<b>Woodland Park</b>

## Planning Categories for Accessibility Barrier Removal

The following three categories are intended as a helpful tool for the removal of accessibility barriers. The categories include ongoing maintenance, Transition Plan implementation and capital projects. The issues and elements noted under each category are not intended as a definitive list but are a means to assist in the planning for and removal of accessibility barriers in a cohesive and cost effective manner. All items and elements are subject to a shorter replacement schedule if a request or complaint is made by a person with a disability to increase access to programs, services and activities that are offered.

### **Annual Maintenance or Review of Accessibility Issues**

The following list is intended as items that are accessibility issues that are likely to occur each year. These accessibility issues could be removed and adjusted only once a year. In some cases consideration should be made to provide adjustments or removal more than once a year.

- Accessible route - removing debris or elements that have been placed in the accessible route and checking general surface conditions for replacement or re-coating including walkways, parking lots, curb ramps, gutters, etc.
- Branches protruding into walkways and sidewalks
- Clear floor space and accessible routes – Makes sure loose furniture or other loose items (trash cans, ash cans, etc.) do not interfere accessible routes and clear floor spaces at sinks, toilets, door maneuvering spaces, bench and bleacher clear floor space,
- Door opening force or timing for closing (both exterior and interior doors)
- Exercise equipment clear floor space
- Parking spaces paint especially the access aisles.
- Reach range of elements that may have been moved or remounted (brochure racks, soap dispensers, paper towel dispensers, comment boxes, dog disposal bags, etc.)
- Operable parts and replacements if broken (i.e. door and faucet hardware, switches, push buttons, door bells, play equipment handles, etc.)
- Playground engineered wood fiber maintenance

### **Removal of Accessibility Barriers or Required Upgrades**

The following list of elements could be items that are accessibility barriers noted in the Transition Plan. These are items that do not typically fall into annual maintenance or are a costly item that requires extensive planning or financial support to make the changes.

- Accessible routes that require modifications or replacement such as broken or uneven surfaces, filling gaps, grinding down abrupt transition, modifying slopes, etc.
- Assistive listening devices at assembly or meeting areas/rooms.
- Benches – In locker-rooms, dressing rooms, outdoor benches, etc.
- Clear floor space at benches, bleachers, drinking fountains, sinks, telephones, etc.
- Clear swing hinges for widening door clear opening
- Counter heights
- Curb ramps and gutters
- Detectable warnings
- Door hardware replacement – lever hardware, loop hardware, etc.
- Door and shower thresholds
- Drinking fountain adjustment or replacement.
- Edge protection at ramps
- Grab bars – height adjustment, locations, replace with proper sized grab bars, etc.
- Handrails – installation, extensions, replacement, gripping surface, spacing, etc.
- Lockers – lower or raise shelf, lower or raise coat hooks, accessible door hardware, etc.

- Parking spaces – sign locations and heights, parking slopes, proper size of spaces, built-up curb ramps in access aisles, etc.
- Picnic tables of accessible designs, locations, percentages, etc.
- Playground – access to surface, access to elevated elements (transfer platform and/or ramps), ground level play equipment numbers,
- Pool – Lifts, sloped entries, transfer systems and/or pool stairs
- Protruding objects or elements
- Reach range adjustments for various elements.
- Shower – seat, grab bars installed
- Signage – installed or remounting
- Sink – accessible design/faucets, mounting heights, protective pipe wrap or cover, mounting locations,
- Stairs – tread nosing adjustments, closing open risers, stair surface, etc.
- Toilet – heights, locations, lever location, etc.
- Toilet paper – heights and locations
- Toilet stall door – locations, hardware, self-closing, etc.
- Trail – slopes, surfacing, conditions, signage, etc. (Considered best practices at this point).
- Urinal – heights, clear floor space, flush control reach ranges, etc.

### **Capital Planning or Renovation Projects**

In some cases projects may require extensive planning or significant capital to remove the accessibility issues. Some parts of elements or accessibility barriers in these areas maybe removed or adjusted to increase access until the time of the major renovation. Other issue may require moving of walls, plumbing, openings, etc. to provide the access.

- Bleacher replacements
- Door automatic openers
- Door clear maneuvering or clear openings
- Elevator
- Playground replacement – This can include requirements to access elevated play components reflected in the Transition Plan.
- Ramp upgrades/replacement/installation
- Shower – upgrades or redesign.
- Stair upgrades/replacement
- Toilet rooms/stalls reconfiguration for spacing

## Policies and Procedures Review for Buffalo Grove Park District

The review of policy and procedures is being conducted in accordance with the Americans with Disabilities Act (ADA). The ADA requires all public entities to review their policies and procedures to determine if any discriminate against a person with a disability participating in their programming. Integration and inclusion of people with disabilities within a program is a fundamental principle of the ADA (28 C.F.R. §35.130(a)).

A public entity programs, services and activities cannot be offered if it is not equal to or not as effective as what is provided to others. In addition, no eligibility criteria for participation in a program can not be used to screen out people with disabilities either directly or indirectly unless the criteria is necessary for the program's activity. The intent is to provide equal access to all programs offered by the Buffalo Grove Park District (28 C.F.R. §35.130(b)(1)(i)-(iv),(vii)).

The Buffalo Grove Park District's programs, services and activities can make reasonable modifications to policies and procedures to avoid discrimination to a person with a disability. A modification is not required if it would fundamentally change the nature of the program or activity. In addition, it would not be required to be changed if it would cause a direct threat to that person or other participants. (28 C.F.R. §35.104, 28 C.F.R. §35.130(b)(7), 28 C.F.R. §35.150(a)(3)) and 28 C.F.R. §36.208).

No surcharges can be charged by the public entity to cover the cost of effective communication, program modifications or access features and they may not impose any additional requirements or burdens on people with disabilities that they do not require of all participants in the program (28 C.F.R. §35.130(f)).

All programs must be offered in as integrated setting as possible. Separate programs and activities are permitted only when this design ensures equal opportunity for a person with a disability. When a separate program is offered, qualified individuals with a disability cannot be excluded from participating in regular programs if they choose to do so (28 C.F.R. §35.130(b)(2);(d)).

When the public entity contracts with another organization to provide programs and services to the entity's constituents, the public entity must ensure that, the contractor provides services and activities in a nondiscriminatory manner that are consistent with the requirements of Title II of the ADA (28 C.F.R. §35.151(Preamble)).

In relationship to contractors, the public entity cannot discriminate against a company that employs a person with a disability. The acceptance or non-acceptance of a company must be determined by their qualifications only (28 C.F.R. §35.130(b)(5)).

The Buffalo Grove Park District must designate a person as the ADA Coordinator. This person is responsible to continue the barrier removal process by determining an approximate date for removal and recording when changes have been made. In addition, they are available to answer questions or concerns by the public related to accessibility

issues. Their contact information should be provided on the website and printed materials such as your brochure.

### Website Accessibility

Although the actual recommended guidelines for website accessibility are not yet law, the Justice Project Civic Access is citing web accessibility in its settlement agreements. Using these agreements as a guide we would recommend the following for web accessibility.

1. Designate an employee as the web accessibility coordinator who will be responsible for coordinating website compliance. The web accessibility coordinator should have experience with the requirements of Title II of the ADA, the Web Content Accessibility Guidelines (WCAG) version 2.0, and website accessibility generally. The unique environment of the world wide web mandates specific skill, language and protocols, so it is recommended to have a trained ADA Coordinator for this purpose.
2. Adopt, implement, and post online a policy that its web pages will comply with WCAG 2.0 AA, published by the World Wide Web Consortium (W3C), Web Accessibility Initiative (WAI), available at [www.w3.org/TR/WCAG](http://www.w3.org/TR/WCAG).
3. Distribute the policy to all employees and contractors who design, develop, maintain, or otherwise have responsibility for its websites, or provide website content, technical support, or customer service;
4. Provide training to website content personnel on how to conform all web content and services with, at minimum, WCAG 2.0 AA.
5. Assess all existing web content and online services for conformance with, at minimum, WCAG 2.0 AA, by:
  - a. performing automated accessibility tests of its website and all online services, using an automated tool approved by the United States, to identify any accessibility barriers.
  - b. enlisting individuals with different disabilities, including at a minimum individuals who are blind, deaf, and have physical disabilities (such as those limiting the ability to use a mouse), to test its pages for ease of use and accessibility barriers;
6. Provide a notice, prominently and directly linked from the homepage, instructing visitors to its websites on how to request accessible information. The link should provide several methods to request accessible information, including an accessible form to submit feedback, an email address, and a phone number (with TTY) to contact personnel knowledgeable about the accessibility of the website.
7. Provide a notice, prominently and directly linked from the homepage, soliciting feedback from visitors to its websites on how to improve website accessibility. The link should provide several methods to provide feedback, including an accessible form to submit feedback, an email address, and a phone number (with TTY) to contact personnel knowledgeable about the accessibility of the website.
8. Your entity may rely on third parties for some of their website infrastructure such as scheduling. You must ensure that your websites and all online services, including those websites or online services provided by third parties upon which

members of the public participate in or benefit from services, programs, or activities, comply with, at minimum, WCAG 2.0 AA.

### Communication

- Provide materials in alternate formats. If the materials such as a registration form is not provided on the website, provide large print versions for a person with limited sight to fill out.
- Provide qualified sign language interpreters at all public meetings. Gather a list of sign language interpreters for programs as needed.
- Assistive listening devices should be available for any public meetings or programs. A portable unit would be usable in various locations and situations.
  - Progressive Communication, (630) 268-1789
  - Sennheiser, (877) 736-6434
  - Williams Sound, (800) 328-6190
- Provide Braille versions of information.
  - Horizons for the Blind, (815) 444-8800, provides services to convert written materials into large print, Braille, and audible formats.
  - Lighthouse for the Blind, (312) 666-1331, provides services to convert written materials into large print, Braille, and audible formats.
- Provide general information of programs on a disk for a person to access at home.
- Purchase a TTY system at your main phone. Include the TTY number in all your publications.
- Provide pad of paper at all public locations if communication by writing is the only means at the moment.

### Brochure and Registration

- Provide in all brochures you efforts to comply with the Americans with Disabilities Act (ADA). Include information to encourage their comments and suggestions.
- Provide contact information for the person responsible as the ADA Coordinator for the Buffalo Grove Park District.
- For the dog policy, see separate information on service animals.

### Parks and Facilities

- Locate all loose items away from all clear floor spaces. Provide trashcans, picnic tables, benches, etc. along accessible routes. Some items may also need additional access features such as a concrete pad underneath them or to a side.
- Train janitorial staff to place all loose items in restrooms such as garbage cans away from the clear floor space requirements of sinks, hand dryers, paper towel dispensers, soap dispensers, etc.
- Provide a regular schedule to trim all trees and bushes from protruding into an accessible route.
- A minimum of once a week regrading of engineered wood fiber in playgrounds and other locations to keep the surface accessible.

- Provide a service dog policy to allow qualified dogs to attend programs with their owners. See separate information on service animals. Evaluate all locations and programs to determine if a service animal may not be appropriate.
- Have all construction contracts noted to meet all code requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- Note in all construction documents that the cross slope not exceed 2%.
- When ordering portable accessible toilets, make sure the supplier has accessible toilets that meet all the new ADA Accessibility Guideline (ADAAG) requirements.
- Make sure the portable toilet supplier delivers them to an accessible site including surface and accessible route.

#### Staff Training and Development

- Provide in all staff manuals information on appropriate and inappropriate language to use for a person with a disability.
- Discontinue in all manuals, handouts and website the use of the word “handicapped”. Use person first language, i.e. a person with a physical disability, Jill with a hearing impairment, etc.
- Provide disability awareness trainings for staff.

#### Transportation

- If the public entity, such as a park and recreation department, provides transportation, then an accessible vehicle must be available as a request is made.
- If renting transportation, determine that the company has available accessible vehicles if necessary when requested by a participant.
- Option: Providing a policy to rent only accessible vehicle ensures that accessibility is provided.



## Priorities Explanation

The following is an overview of the elements that may need to be modified for accessibility and the recommended order noted in the preamble of the Americans with Disabilities Act.

**Priority 1** (Highest Priority) From parking up to and through a door of a building or up to specific area (Such as a picnic shelter, playground, building entrance, etc.)

- Removal of barriers to elements such as or related to a parking, sidewalks, drop-off areas, accessible routes, curb ramps, surfaces, ramps, stairs, protruding objects, doors, entrances, etc.

**Priority 2** (From entrance of a building to different elements within the structure or within a specific area (such as a building rooms, playground, garden, golf course, etc.)

- Removal of barriers to elements such as or related to an accessible routes, protruding objects, ground and floor surfaces, ramps, stairs, lifts, elevators, signage, doors and entrances.

**Priority 3** (Within a restroom and shower area)

- Removal of barriers such as or related to an accessible routes, water closet, toilet stalls, urinals, lavatories, shower stalls, toilet rooms, handrails, sinks and signage.

**Priority 4** (Lowest Priority) (Elements not critical to participating in a program but noted in the Americans with Disabilities Act Accessibility Guidelines (ADAAG))

- Removal of barriers to elements such as or related to a mirrors, drinking fountains, telephones, etc.

## **Accommodations Language for Registration Forms, Brochures, Website**

### **ADA Statement Buffalo Grove Park District**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Buffalo Grove Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you feel that you or someone you know has been discriminated against or you have a recommendation on increasing accessibility of the Park District's services, programs and activities please contact the ADA Coordinator at \_\_\_\_\_ ; TTY 7-1-1 to discuss this items further. Concerns can also be emailed to:

### **Reasonable Accommodation Statement**

The Buffalo Grove Park District is committed to accessibility to all individuals with disabilities and strives to comply with the 1990 Americans with Disabilities Act (ADA) through equal and integrated participation. Please advise Buffalo Grove Park District of any special assistance, accommodations, auxiliary aids or services we can provide for you to participate in our programs, activities, services, meeting, etc. Please indicate your reasonable accommodation needs in the space provided below or contact the ADA Coordinator at: \_\_\_\_\_ ; TTY 7-1-1 to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the Buffalo Grove Park District will make a good faith effort to accommodate your request.

## Buffalo Grove Park District Grievance Procedure Example

### Grievance Procedure under The Americans with Disabilities Act (ADA)

This Grievance Procedure is established by the Buffalo Grove Park District to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Buffalo Grove Park District. The Buffalo Grove Park District's Personnel Policy governs employment-related complaints of disability discrimination.

1. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.
2. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:
3. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the Buffalo Grove Park District and offer options for substantive resolution of the complaint.
4. If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Park District's Executive's office or his/her designee.
5. Within 15 calendar days after receipt of the appeal, the Buffalo Grove Park District Manager's office or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Park District's Executive's office or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
6. All written complaints received by the ADA Coordinator or his/her designee, appeals to the Buffalo Grove Park District's Executive's office or his/her designee and responses from these two offices will be retained by the Buffalo Grove Park District for at least three years.
7. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not prerequisite to the pursuit of other remedies.

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City Official

## Other Power Driven Mobility Device Policy

### USE OF OTHER POWER DRIVEN MOBILITY DEVICES (OPDMD) ON BUFFALO GROVE PARK DISTRICT PROPERTY

The Buffalo Grove Park District is dedicated to providing all of its guests with equal access to its features and amenities. The Buffalo Grove Park District has taken into consideration the use of other power-driven mobility devices in accordance with 28 Code of Federal Regulations section 35.104 and factors such as impacts on other users, the safety of other users, equestrian trails, impacts on property and infrastructure, and the noise level of such devices. The Park District has determined that it will permit the use of other power driven mobility devices (“OPDMDs”), as defined below, at parks, on hard surface trails, sidewalks and Park District facilities, and has developed this policy.

**Definition:** An other power driven mobility device (OPDMD) is a device used by a person with a mobility disability. This definition does **not** include gasoline powered devices or vehicles, golf cars, or riding lawn mowers. This definition is restricted to a device with the following specifications:

- a) Must not exceed more than one-half the width of any trail, path or sidewalk on which a device is being used; and
- b) For indoor use, must not exceed 36”; and
- c) Must not weigh more than 250 pounds; and
- d) Must be designed to travel on two or more low-pressure tires; and
- e) Must operate by electric powered engine with a maximum decibel level of 55 or less.

**Permission:** In order to maintain a safe pedestrian environment and the desired pace and flow of visitor traffic, the Buffalo Grove Park District authorizes persons with mobility impairments to use OPDMDs at parks, on hard surface trails and at Buffalo Grove Park District facilities, subject to the following restrictions:

1. The operator of the OPDMD must be a person with a mobility or physical impairment, and proof of such impairment may be requested by Buffalo Grove Park District personnel in accordance with ADA regulation;
2. The OPDMD is allowed only in areas of the park, hard surface trail or Buffalo Grove Park District facilities in which the general public is allowed;
3. The OPDMD operator must not use or operate such a device at a park, on a hard surface trail, or at Buffalo Grove Park District facilities if use of the device causes damage to the trail/path/sidewalk, the park grounds or infrastructure, or Park District facilities;
4. The OPDMD must be operated at a speed that is relative to surrounding foot traffic;
5. The OPDMD:
  - a. Must not be operated in a dangerous or reckless manner or at speeds that jeopardize the safety of the operator, or other persons.
  - b. Must not be driven into wet or ecologically sensitive or hazardous areas.
  - c. Must not be operated when parks or Buffalo Grove Park District facilities are not in operation.
6. The Buffalo Grove Park District does recognize the use of Segways® as an appropriate device for use inside Park District facilities unless for the following reasons:
  - a. The congestion of foot traffic within the facility may create a hazardous environment
  - b. The manufacturer’s recommendation for helmet and protective equipment for riders, much like bicycles, skateboards and rollerblades
7. The Buffalo Grove Park District does not accept responsibility for storage of the OPDMD
8. The Buffalo Grove Park District does not accept responsibility liability for damage to the OPDMD, or injury to the operator, whether caused by the operator, another visitor to a facility or site, or any other circumstance.
9. The Buffalo Grove Park District reserves the right to suspend the use of facilities or sites by the OPDMD operator if doing so is in the best interests of the Buffalo Grove Park District and its participants.
10. The Buffalo Grove Park District reserves the right to change, modify, or amend this policy at any time, as it deems appropriate.

## Service Animal Policy

### USE OF SERVICE ANIMALS AT BUFFALO GROVE PARK DISTRICT PARKS AND FACILITIES

In accordance with the Americans with Disabilities Act (ADA) as of March 15, 2010, the Buffalo Grove Park District allows service animals to access most public areas within its property. For additional information on service animals go the Justice website [www.ada.gov](http://www.ada.gov) for a fact sheet on service animals.

**Definition: Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

**Please Note:** Miniature horse, with a general range in height of 24" to 34" and a weight between 70 lbs. and 100 lbs. are an alternate service animal to dogs. The horses are permitted if 1) the horse is house broken, 2) the horse is under control of the owner, 3) the facility can accommodate the horse's type, size and weight, 4) and their presence does not compromise legitimate safety requirements for safe operations of the facility.

#### Staff Members Can Ask Two Questions to Determine if a Dog or Horse is a Service Animal

- 1) Is the dog a service animal required because of a disability?
- 2) If yes, then what is the work or task the dog has been trained to perform?

#### Permission:

A service animal is permitted in most public areas of Buffalo Grove Park District parks and facilities property UNLESS one of two exceptions is met: (1) The animal is out of control and the animal's handler does not take effective action to control it; or (2) The animal is not house-broken.

A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash or tether would interfere with the service animal's safe, effective performance of work tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice controls, signals or other effective means).

Service animals are permitted in locker rooms, but not indoor shower facilities. (For assistance in shower facilities, please alert the Buffalo Grove Park District staff.)

If at any time, the sight, sound or scent of a service animal upsets horses used for riding and nature area animals, causing them to become dangerous to themselves or others, Buffalo Grove Park District staff reserves the right to remove the service animal from the area.

Service animals must be in their official roles and under control at all times.

The Buffalo Grove Park District reserves the right to change, modify or amend this policy at any time as it deems appropriate.

## Appendices

### Overview of Title II

#### I. Who is Covered by Title II of the ADA?

The Title II regulation covers "public entities."

"Public entities" include any State or local government and any of its departments, agencies, or other instrumentalities.

All activities, services, and programs of public entities are covered, including activities of State legislatures and courts, town meetings, police and fire departments, motor vehicle licensing, and employment. Unlike section 504 of the Rehabilitation Act of 1973, which only covers programs receiving Federal financial assistance, Title II extends to all the activities of State and local governments whether or not they receive Federal funds. Private entities that operate public accommodations, such as hotels, restaurants, theaters, retail stores, dry cleaners, doctors' offices, amusement parks, and bowling alleys, are not covered by Title II but are covered by Title III of the ADA and the Department's regulation implementing Title III.

Public transportation services operated by State and local governments are covered by regulations of the Transportation.

DOT's regulations establish specific requirements for transportation vehicles and facilities, including a requirement that all new busses must be equipped to provide services to people who use wheelchairs.

#### II. Overview of Requirements

State and local governments --

May not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability.

For example, a Buffalo Grove Park District may not refuse to allow a person with epilepsy to use parks and recreational facilities.

Must provide programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.

Must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless "necessary" for the provisions of the service, program or activity.

Requirements that tend to screen out individuals with disabilities, such as requiring a driver's license as the only acceptable means of identification, are also prohibited.

Safety requirements that are necessary for the safe operation of the program in question, such as requirements for eligibility for drivers' licenses, may be imposed if they are based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities.

Are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result.

For example, a Buffalo Grove Park District office building would be required to make an exception to a rule prohibiting animals in public areas in order to admit guide dogs and other service animals assisting individuals with disabilities.

Must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.

May provide special benefits, beyond those required by the regulation, to individuals with disabilities.

May not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters.

Shall operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

### **III. "Qualified Individuals with Disabilities"**

Title II of the Americans with Disabilities Act provides comprehensive civil rights protections for "qualified individuals with disabilities."

An "individual with a disability" is a person who --

Has a physical or mental impairment that substantially limits a "major life activity",  
or, Has a record of such an impairment,  
or, Is regarded as having such an impairment.

Examples of physical or mental impairments include, but are not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Homosexuality and bisexuality are not physical or mental impairments under the ADA.

"Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

"Qualified" Individual.

A "qualified" individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity.

The "essential eligibility requirements" will depend on the type of service or activity involved.

For some activities, such as State licensing programs, the ability to meet specific skill and performance requirements may be "essential."

For other activities, such as where the public entity provides information to anyone who requests it, the "essential eligibility requirements" would be minimal.

#### **IV. Program Access**

State and local governments--

Must ensure that individuals with disabilities are not excluded from services, programs, and activities because buildings are inaccessible.

Need not remove physical barriers, such as stairs, in all existing buildings, as long as they make their programs accessible to individuals who are unable to use an inaccessible existing facility.

Can provide the services, programs, and activities offered in the facility to individuals with disabilities through alternative methods, if physical barriers are not removed, such as --

Relocating a service to an accessible facility, e.g., moving a public information office from the third floor to the first floor of a building.

Providing an aide or personal assistant to enable an individual with a disability to obtain the service.

Providing benefits or services at an individual's home, or at an alternative accessible site.

May not carry an individual with a disability as a method of providing program access, except in exceptional circumstances.

Are not required to take any action that would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial and administrative burdens. However, public entities must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.



## **V. Integrated Programs**

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disabilities Act.

Public entities may not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program.

For example, it would not be a violation for a Buffalo Grove Park District to offer recreational programs specially designed for children with mobility impairments, but it would be a violation if the Buffalo Grove Park District refused to allow children with disabilities to participate in its other recreational programs.

State and local governments may not require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

## **VI. Communications**

State and local governments must ensure effective communication with individuals with disabilities.

Where necessary to ensure that communications with individuals with hearing, vision, or speech impairments are as effective as communications with others, the public entity must provide appropriate auxiliary aids.

"Auxiliary aids" include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD's), videotext displays, readers, taped texts, Brailled materials, and large print materials.

A public entity may not charge an individual with a disability for the use of an auxiliary aid.

Telephone emergency services, including 911 services, must provide direct access to individuals with speech or hearing impairments.

Public entities are not required to provide auxiliary aids that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. However, public entities must still furnish another auxiliary aid, if available, that does not result in a fundamental alteration or undue burdens.

## **VII. New Construction and Alterations**

Public entities must ensure that newly constructed buildings and facilities are free of architectural and communication barriers that restrict access or use by individuals with disabilities.

When a public entity undertakes alterations to an existing building, it must also ensure that the altered portions are accessible.

The ADA does not require retrofitting of existing buildings to eliminate barriers, but does establish a high standard of accessibility for new buildings.

Public entities may choose between two technical standards for accessible design: The Uniform Federal Accessibility Standard (UFAS), established under the Architectural Barriers Act, or the Americans with Disability Act Accessibility Guidelines, adopted by the Justice for places of public accommodation and commercial facilities covered by Title III of the ADA.

The elevator exemption for small buildings under ADA Accessibility Guidelines would not apply to public entities covered by Title II.

## **VIII. Enforcement**

Private parties may bring lawsuits to enforce their rights under Title II of the ADA. The remedies available are the same as those provided under section 504 of the Rehabilitation Act of 1973. A reasonable attorney's fee may be awarded to the prevailing party.

Individuals may also file complaints with appropriate administrative agencies.

The regulation designates eight Federal agencies to handle complaints filed under Title II.

Complaints may also be filed with any Federal agency that provides financial assistance to the program in question, or with the Justice, which will refer the complaint to the appropriate agency.

## **IX. Complaints**

Any individual who believes that he or she is a victim of discrimination prohibited by the regulation may file a complaint. Complaints on behalf of classes of individuals are also permitted.

Complaints should be in writing, signed by the complainant or an authorized representative, and should contain the complainant's name and address and describe the public entity's alleged discriminatory action.

Complaints may be sent to --  
Disability Rights Section  
Civil Rights Division  
U.S. Justice  
P.O. Box 66738  
Washington, D.C. 20035-6738

Complaints may also be sent to agencies designated to process complaints under the regulation, or to agencies that provide Federal financial assistance to the program in question.

## **X. Designated Agencies**

The following agencies are designated for enforcement of Title II for components of State and local governments that exercise responsibilities, regulate, or administer services, programs, or activities in the following functional areas --

**Agriculture:** Farming and the raising of livestock, including extension services.

**Education:** Education systems and institutions (other than health-related schools), and libraries.

**Health and Human Services:** Schools of medicine, dentistry, nursing, and other health-related schools; health care and social service providers and institutions, including grass roots and community services organizations and programs; and preschool and daycare programs.

**Housing and Urban Development:** State and local public housing, and housing assistance and referral.

**Interior:** Lands and natural resources, including parks and recreation, water and waste management, environmental protection, energy, historic and cultural preservation, and museums.

**Justice:** Public safety, law enforcement, and the administration of justice, including courts and correctional institutions; commerce and industry, including banking and finance, consumer protection, and insurance; planning, development, and regulation (unless otherwise assigned); State and local government support services; and all other government functions not assigned to other designated agencies.

**Labor:** Labor and the work force.

**Transportation:** Transportation, including highways, public transportation, traffic management (non-law enforcement), automobile licensing and inspection, and driver licensing.

## **XI. Technical Assistance**

The ADA requires that the Federal agencies responsible for issuing ADA regulations provide "technical assistance."

Technical assistance is the dissemination of information (either directly by the Department or through grants and contracts) to assist the public, including individuals protected by the ADA and entities covered by the ADA, in understanding the new law.

Methods of providing information include, for example, audio-visual materials, pamphlets, manuals, electronic bulletin boards, checklists, and training.

The Department issued for public comment on December 5, 1990, a government-wide plan for the provision of technical assistance.

The Department's efforts focus on raising public awareness of the ADA by providing--  
Factsheets and pamphlets in accessible formats,

Speakers for workshops, seminars, classes, and conferences,

An ADA telephone information line, and

Access to ADA documents through an electronic bulletin board for users of personal computers.

The Department has established a comprehensive program of technical assistance relating to public accommodations and State and local governments.

Grants will be awarded for projects to inform individuals with disabilities and covered entities about their rights and responsibilities under the ADA and to facilitate voluntary compliance.

The Department will issue a technical assistance manual by January 26, 1992, for individuals or entities with rights or duties under the ADA.

For additional information, contact:

U.S. Justice  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section, NYAV  
Washington, D.C 20035-6738

(800) 514-0301 (Voice)

(800) 514-0383 (TDD)

[www.ada.gov](http://www.ada.gov)



BUFFALO  
GROVE  
PARK  
DISTRICT

# MEMO

TO: PARK BOARD OF COMMISSIONERS  
ERIKA STROJINC, EXECUTIVE DIRECTOR  
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION & FACILITIES  
RE: EXTENSION OF FITNESS CENTER JANITORIAL BID  
DATE: NOVEMBER 8, 2023

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## *Action Requested:*

Staff is requesting that the Board approve a one year extension of the 2023 Fitness Center Janitorial Bid to provide services for the 2024 calendar year. Eco-Clean, who was awarded the 2023 Fitness Center Janitorial Bid, has agreed to extend the contract this upcoming year at the same price. The contracted price is \$21,911 per month for a yearly total of \$262,932.

## *History:*

The Fitness Center went out to bid for their janitorial services in November 2023. Within the bid packet, instruction was provided to the bidders that the Park District could extend the janitorial bid for three additional one-year terms at the same price if the contractor agrees to extend or renew the agreement at the same price. In the matter of lowest bidder, Eco Clean Maintenance out of Elmhurst, Illinois submitted the lowest bid.

The Fitness Center has been very pleased with their working relationship with Eco-Clean and would like to continue to work with them. The offer was extended, and Eco-Clean has agreed to the extension with the same pricing as 2023 for 2024.

## **Enclosed:**

2024 Eco-Clean Amendment to Agreement



## AMENDMENT TO AGREEMENT

This Amendment to Agreement ("Amendment") is made and entered into this \_\_\_\_ day of DECEMBER, 2023 ("Effective Date") by and between BUFFALO GROVE PARK DISTRICT, an Illinois Park District ("BGPLD") and ECO-CLEAN MAINTENANCE, INC., an Illinois corporation ("Contractor"). BGPLD and Contractor are sometimes referred to each as a "Party" and collectively as the "Parties".

### RECITALS

- A. BGPLD and Contractor entered into an Agreement in December 2022 wherein the Contractor, under certain specifications set forth in a signed Bid Document, would provide janitorial services effective on January 1, 2023 through December 31, 2023 (the "Agreement").
- B. BGPLD had the sole right and option to extend the term of the Agreement ("Extended Term") for an additional three (3) one-year terms with the same specifications and payments.

### TERMS

In consideration of the mutual promises and covenants contained herein, the parties mutually agree as follows:

1. **Ratification of Terms and Conditions.** All of the terms, conditions, and provisions of the Agreement shall continue in full force and effect beginning on January 1, 2024 and shall remain unaffected and unchanged except for the Extended Term to December 31, 2024.
2. **Counterparts, Facsimile, and Email Transmission.** This Amendment may be signed in any number of counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same Amendment. The parties may sign and deliver this Amendment by facsimile transmission, or by e-mail with attached scanned signature page image. Each of the Parties agree that the delivery of this Amendment by facsimile or by e-mail with attached scanned signature page image shall have the same force and effect as delivery of original signatures and that each of the Parties may use such signatures as evidence of the execution and delivery of this Amendment by all Parties to the same extent that an original signature could be used.
3. **Binding Effect.** This amendment shall be binding upon and inure to the benefit of the Parties and their respective heirs, personal representatives, successors, and permitted assigns.

4. Authority. The undersigned persons executing this Amendment on behalf of the respective Parties have complete authority and power to execute this Amendment and this Amendment shall be binding on the Parties.

The Parties hereby have executed this Amendment as of the date first written above.

BUFFALO GROVE PARK DISTRICT  
an Illinois Park District

ECO-CLEAN MAINTENANCE, INC.  
an Illinois corporation

By: \_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## FY 2023-2024 Board Liaison Appointments

President	Scott Jacobson
Vice President	Steve Cummins
Treasurer	Hetal Wallace
Secretary	Erika Strojinc
Park Development	Commissioner Reiner
Policy & Legislation	Commissioner Reiner
Recreation	Commissioner Wallace
Public Relations	Commissioner Jacobson
Finance	Commissioner Wallace
Personnel	Commissioner Cummins
Ethics Advisor	Commissioner Reiner
IAPD Key Contact	Commissioner Wallace
Village Board and Planning & Zoning	Commissioner Jacobson
FOP Foundation	Commissioner Wallace
EAT	Commissioner Cummins
BG Days Liaison	Commissioner Cummins





BUFFALO  
GROVE  
PARK  
DISTRICT

2024  
Workshops and Board Meetings Calendar  
Alcott Center – Room 24  
530 Bernard Drive, Buffalo Grove  
6 pm

Meeting Month	Workshop 2 <sup>nd</sup> Monday of Month	Workshop/Regular Meeting 4 <sup>th</sup> Monday of Month
January	8	22
February	12	26
March	11	25
April	8	24*
May	13	28**
June	-	10***
July	8	22
August	12	26
September	-	9***
October	14	28
November	11	25
December	-	9***

- \* Meeting on Wednesday due to Religious Holiday
- \*\* Meeting on Tuesday due to Memorial Day Holiday
- \*\*\* Only one meeting this month



Buffalo Grove Park District Board of Commissioners  
SPECIAL BOARD MEETING MINUTES  
November 13, 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, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland.

CALL TO ORDER

**Roll Call**

President Jacobson called the Special Board Meeting 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

Kim Page, newly selected Park Board Commissioner, was in attendance. Her husband and son, Scott and Nick Page were also in attendance. Former Executive Assistant, Sandy Page, and her husband Bob Page were in attendance. Superintendents of Recreation Diana Clayson and Chuck Burgess were in attendance.

APPROVAL OF THE SPECIAL BOARD MEETING AGENDA

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

MOTION TO APPOINT PARK COMMISSIONER TO FILL BOARD VACANCY

Vice President Cummins moved to appoint Kim Page as a new Park Board Commissioner filling the board vacancy, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

INTRODUCTION AND SWEARING IN OF KIM PAGE AS PARK COMMISSIONER

Executive Director Strojinc introduced Kim Page and officiated her swearing in and recitation of the Oath of Office:

I, Kim Page, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Park Commissioner of the Buffalo Grove Park District, according to the best of my ability.

Commissioner Page said she is honored to be appointed and she is excited to serve the community and the Buffalo Grove Park District. She said the Park District has given much to her family over the years and she is looking forward to giving back.

President Jacobson said the board is thrilled to have Commissioner Page join them and he is looking forward to her serving for many years to come. Commissioner Wallace said she is excited to have Commissioner Page on the team and is impressed with the multi-generational perspective she is bringing to the board. Commissioner Cummins welcome Commissioner Page to the board and said he is happy she accepted the appointment. Commissioner Reiner agreed.

ADJOURNMENT

Commissioner Reiner moved to adjourn the Special Board Meeting at 6:07 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

Respectfully submitted,

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Secretary



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
November 13, 2023  
Alcott Center – Room 24  
530 Bernard Drive, Buffalo Grove  
6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, 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.

#### CALL TO ORDER

##### **Roll Call**

President Jacobson called the Workshop to order at 6:07 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner, and Wallace answered present.

#### INTRODUCTION OF GUESTS

Museum Registrar & Public Educator Marina Mayne was in attendance.

#### APPROVAL OF WORKSHOP AGENDA

Vice President Cummins moved to approve the November 13, 2023 Workshop Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

#### TOPICS FROM THE FLOOR

There were no Topics from the Floor.

#### RECREATION

##### **Museum STEPS – Updated Mission and Vision Statements**

Museum Registrar & Public Educator Marina Mayne reminded the board that the STEPS Program is a self-guided assessment program. She highlighted the origin story of the Museum emphasizing the importance of honestly and accurately sharing its origin story both internally and externally. She proposed changes to the Raupp Museum Mission and Vision Statements that were last revised in 2009. She pointed out to the board that there are potential sustainability issues related to how carrying out the Museum's Mission may impact the environment.

Vice President Cummins said the value of the assessment is that it is a self-study based on best-practice standards and it is evident the group has been thoughtful in this process.

## POLICY AND LEGISLATION

### **PT Personnel Policy Manual Update**

Discussion was held on the boundary violations policy in the Part-Time Policy Manual. Executive Director Strojinc said that staff is trained on the specifics of these policies and the manual is more general. Discussion was held on section 3.2 Employee Awards and Executive Director Strojinc said she would like to have a future conversation with the board on our naming policy for key part-time staff. Commissioner Reiner suggested that cursing should not be allowed by any staff (page 22). He suggested adding language about staff not talking about a participant outside of the Park District (page 23). There were many minor typographical revisions and clarifications throughout the manual which were shown by colored corrections.

### **Quarter B Status Report on Executive Director Work Plan**

Executive Director Strojinc said this is an update on the progress of her Quarter B Work Plan and she said Vice President Cummins pointed out that her plan looks different from the departmental G&O's. She said staff will be changing the format when we go through our Strategic Plan next fiscal year.

### **Quarter B Status Report on Departmental Goals & Objectives**

Executive Director Strojinc said these are updates from department heads on the status of Quarter B Departmental Goals and Objectives. Vice President Cummins pointed out that there are G&O's from employees that are no longer with us. He suggested staff reevaluate those G&O's and either reassign them or delete them.

### **Renewal of Vista 2024 Health, Dental, Vision and Life Insurance Plans**

Director Short said we received our renewal from Vista and the insurance plans will remain the same. He said the plan will increase just under 9% in 2024. He said the dental plan will increase 7% and staff was happy with their coverage last year.

### **Bond Pricing Report**

Director Short said he thinks the most important thing in this report is the comparison rates. He said we are happy to get this bond sale done and the District will be closing on Wednesday. Vice President Cummins asked if the District will be getting a detailed payment schedule. Director Short said he will share it with the board when he gets it.

### **BG Days Wrap-Up**

Director Zimmermann said revenue to expense balance was positive for the third year in a row for BG Days. He said the Village and the Park District will each net \$28,000. He said the carnival had record sales and attendance overall was high on Friday through Sunday, but Monday attendance was lower because of the hot temperatures. President Jacobson suggested the carnival should be open when the parade ends in the future. Commissioner Reiner thanked staff for all their work on BG Days and said staff made the board and the Park District look good. Vice President Cummins said that the Park District is being more than a good partner with the Village based on the report. Executive Director Strojinc said we have a wonderful relationship with the Village.

## CORRESPONDENCE

Executive Director Strojinc said that included in the Board Packet was a picture featured in the Daily Herald on the Howl-O-Ween Canine Contest; a photo of Drawing and Painting instructor Enid Silverman in front of the tree that was planted in her honor for her 25+ years of part-time service to the Park District; and last, there was an article that appeared in the Pioneer Press on the BG Singers ukulele fundraiser.

## PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said he went to the Howl-O-Ween Canine Costume event and there were 50 dogs that competed. He said the FOP fundraising event, *A Broadway Love Story*, was really great and personal to him because his son is friends with one of the performers, Max Quinlan. He said Veterans Day attendance was lower this year possibly due to the event being held on Saturday. He said the key-note speaker was amazing and he thought the event was great.

Commissioner Wallace is breathing and sleeping *Mean Girls, Jr.* She said she is so excited for these performances and the director is amazing. She also attended *A Broadway Love Story* and said she thinks the Community Arts Center is the heart of our community where everyone comes together. She said the Diwali event was not as well attended this year but she thinks the ball is rolling and it will continue to build attendance in the future. She said it is amazing that she lives in a community that people say "Happy Diwali" because growing up she had to hide the celebration.

Vice President Cummins said he is looking forward to *Mean Girls, Jr.* this weekend and loves that the Community Arts Center is being so widely used. He said he enjoyed the Veterans Day speaker immensely.

Commissioner Page said she attended the Diwali and Veterans Day events and enjoyed them both. She said the camp brochure came out today and there is a lot of chatter on social media about it.

Commissioner Reiner said he went to the Diwali event and he suggested we could lead the way and hold a fireworks show during the event next year. Vice President Cummins suggested even having lights in the sky like car dealerships do would be nice. He said the Howl-O-Ween Canine Costume Contest was the cutest thing he's ever seen. He said he wonders if high school kids could get credit for attending the Veterans Day event. President Jacobson suggested working with the schools to see if we could draw a younger crowd. He said he attended the SLSF Fundraising Gala and they made nearly \$20,000.

Executive Director Strojinc said staff is presenting to the Village Planning and Zoning committee on the Golf Dome liquor license and Parkchester Park plan on Wednesday night. She said the District has received the initial permit for the Rylko Park project and Kids Around the World is currently removing the playground. She said Senator Morrison has initiated the payout of \$250,000 from her Springfield office and the 3 million from DCEO through Senator Johnson is also in the process of being released. Additionally, she said the \$250,000 from Representative Didech is in progress. She asked the Board to save the date on Saturday, February 24, 2024 for the staff winter party at Medieval Times. She said Superintendent of Communications and Marketing Mike Terson will contact the Board regarding what they want on business their cards. Executive Director Strojinc said we are working with our IT department, our IT consultants, and RecTrac for solving registration issues we have been having during registration.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

Vice President Cummins moved to enter into Executive Session for the purpose of Land Acquisition at 7:47 pm, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

RECONVENE BOARD WORKSHOP

President Jacobson announced that the Commissioners were out of Executive Session and back in the Regular Board Meeting at 8:31 pm.

POSSIBLE ACTION TO BE TAKEN FROM EXECUTIVE SESSION

President Jacobson said that no final action was taken in the Executive Session.

ADJOURNMENT

Vice President Cummins moved to adjourn the Board Workshop at 8:31 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

---

Secretary



Buffalo Grove Park District  
WORKSHOP MINUTES  
November 27, 2023  
Alcott Center – Rooms 24  
6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, 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, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland.

Attorney David Bloomberg was in attendance.

CALL TO ORDER

**Roll Call**

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

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF WORKSHOP AGENDA

Vice President Cummins moved to approve the November 27, 2023 Workshop Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

FINANCE

**November Warrant 2023**

There were no comments on the November Warrant.

**October Financial Statement**

Director Short said half way through the year things are going well and according to budget. He said Cook County money came in and we received our bond proceeds on the November 15.

**Year to Date Statement**

Vice President Cummins asked about year-to-date categories and the monthly statement categories. Director Short said he can pull the detail report and will get back to him when he is able to reference the report.



## November Refunds

There were no comments on November refunds.

## Board Travel and Conference Expense

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

### PRESIDENT AND COMMISSIONER REPORTS

President Jacobson congratulated Commissioner Wallace's child, Samir, who was a star in the *Mean Girls Jr.* production which ran last November 16 – 19. He said they had their 70 participants in their annual Turkey Bowl on Thanksgiving Day and collected a lot of canned goods to donate to the Vernon Township Food Pantry. He said he attended the *30 Wonders of the 30<sup>th</sup> District* event at the Cuneo Museum hosted by State Senator Adriane Johnson on November 19. He commended Executive Director Strojinc and staff on the unbelievable way they have managed everything thrown their way over the past several months, and fiscally over the past several years.

Commissioner Wallace said she enjoyed *Mean Girls Jr.* and was glad to see it sold out three nights in a row. She said the understudy program provides a wonderful opportunity for developing actors and building their confidence. She said she is looking forward to enjoying upcoming events including the EAT seed processing event on Sunday.

Commissioner Page said she attended the *30 Wonders of the 30<sup>th</sup> District* and it was a lovely event. She and her daughter attended *Mean Girls, Jr.* and it sparked her daughter's interest in the Broadway Bound program. She said her son finished the Safe Sitter program and it was a great learning experience for him.

Commissioner Reiner said he would like staff to continue to spearhead Diwali events in the future. He said he also attended the *30 Wonders of the 30<sup>th</sup> District*. He said he is preparing to attend the upcoming legislative session in Springfield and the state conference in January.

### OLD BUSINESS

There was no Old Business discussed.

### NEW BUSINESS

There was no New Business discussed.

### ADJOURNMENT

Commissioner moved to adjourn the Board Workshop at 6:17 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

---

Secretary



Buffalo Grove Park District Board of Commissioners  
Regular Board Meeting Minutes  
November 27, 2023  
Alcott Center – Room 24

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, 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 Regular Board Meeting to order at 6:17 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner, and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF REGULAR BOARD MEETING AGENDA

Vice President Cummins moved to approve the November 27, 2023 Regular Board Meeting Agenda, seconded by Commissioner Page and the motion passed with a voice vote.

APPROVAL OF MINUTES

**Approval of the October 18, 2023 Special Board Meeting Minutes**

Commissioner Reiner moved to approve the October 18, 2023 Special Board Meeting Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

**Approval of the October 18, 2023 Executive Session Minutes**

Commissioner Wallace moved to approve the October 18, 2023 Executive Session Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

**Approval of the October 23, 2023 Park Tour Minutes**

Commissioner Wallace moved to approve the October 23, 2023 Park Tour Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

**Approval of the October 23, 2023 Workshop Meeting Minutes**

Commissioner Wallace moved to approve the October 23, 2023 Workshop Meeting Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

**Approval of the October 23, 2023 Regular Board Meeting Minutes**

Commissioner Wallace moved to approve the October 23, 2023 Regular Board Meeting Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

**Approval of the October 23, 2023 Executive Session Minutes**

Commissioner Wallace moved to approve the October 23, 2023 Executive Session Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

**Written and Verbal Correspondence**

Executive Director Strojinc said included in the packet was an article that appeared in the Daily Herald on the Veterans Day event held at the CAC on November 11, 2023; there was also a Community Calendar mention of the FOP event *A Broadway Love Story* that appeared in the Countryside.

ATTORNEY'S REPORT

Attorney David Bloomberg said he did not have a report.

COMMITTEE ACTION ITEMS

**Approval of the November Warrant 2023**

Commissioner Wallace moved to approve the November 2023 Warrant in the amount of \$1,847,547.63, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSENT: 0

**Approval of the 2023 October Financial Statement and the October Year to Date Statement**

Commissioner Wallace moved to approve the October Financial Statement and the October Year to Date Statement, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSENT: 0

**Approval of the Renewal of Vista 2024 Health, Dental, Life and Vision Insurance Plans**

Commissioner Wallace moved to approve the renewal of Vista 2024 Health, Dental, Life and Vision Insurance Plans as detailed in Director Short's memo dated November 6, 2023, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace  
NAYS: 0  
ABSENT: 0

### **Approval of the Board Travel and Conference Expense**

Commissioner Wallace moved to approve the Board Travel and Conference Expense in the amount of \$4,616.36, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace  
NAYS: 0  
ABSENT: 0

### **CONSENT AGENDA**

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

- Quarter B Update on the Executive Director Work Plan
- Quarter B Update on Departmental Goals and Objectives
- Approval of the Part-Time Personnel Policy Manual Updates
- Approval of proposed changes to the Raupp Museum Mission and Vision Statements for the STEPS Certificate Program

### **EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS**

Executive Director Strojinc said the IPRA luncheon tables for conference are reserved and our legislators have been invited. Senator Johnson already committed to sitting with the Waukegan Park District and Executive Director Strojinc said she will keep the board posted as she hears from other legislators. She said the FOP made \$6,300 on their *A Broadway Love Story* event.

She said Prairie Grove Park construction is going well but with the weather changing there is a question about getting the poured-in-place surface installed. She said Willow Stream parking lot is complete, with the exception of the trash enclosure which should be completed this week. She said there was a leak in the Fitness Center roof caused by a roofing drain that was not included in the contract. She said the Rylko project bid did not include the reinforcing and expanding of the pathway from Deerfield Road that leads to the back of the amphitheater. The Village has offered to tie in the connection with a project they are doing nearby which should get us a better price by adding it on to their existing project. She said that progress on Rylko Park is moving along. She said there was a safety-related issue in Clubhouse. She said we are assessing the situation, training staff, and tightening the reigns. She said she wants the board to be aware we are working with staff and parents on the issue. She said she is pushing for an IGA with D21 and then will address the other school districts. She asked if the board is willing to hold one board meeting in September. Last, she said we are attending the Village board meeting next week hoping for approval of the Parkchester Park plan and the alcohol license for the Golf Dome.

Commissioner Reiner followed up with a question he had from reading the Executive Director's Work Plan. He asked why the Park District is looking for insurance on the parking lot property at Veterans Park. Executive Director Strojinc said ComEd owns the land and we own the parking lot. She said PDRMA will not cover ComEd leased property. Attorney Bloomberg said that he will look into it.

Director Short thanked the board for approving insurance for 2024.

Director Zimmermann said there is a new exhibit at the Museum called *The American Farmer*. He said Placer AI data said there were 2,000 people who attended the Trick or Treat Trail. He said he took his kids to *Mean Girls Jr.* and they loved it.

Director Howe thanked his staff for coming in on Sunday and plowing the snow where needed. Commissioner Wallace said Director Howe spoke to Wheeling High School AP Environmental Sciences students about how land use is governed and they really appreciated it.

#### OLD BUSINESS

President Jacobson asked Commissioners to look over their board liaison positions and see if they would like to partner with Commissioner Page to transition her into her new position. He said this topic can be discussed again at the next board meeting.

#### NEW BUSINESS

There was no New Business discussed.

#### EXECUTIVE SESSION

Vice President Cummins moved to enter Executive Session at 6:46 pm for the purpose of Land Acquisition, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSENT: 0

#### RECONVENE REGULAR BOARD MEETING

President Jacobson announced that the Commissioners were out of Executive Session and back in the Regular Board Meeting at 7:03 pm.

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

President Jacobson said that no final action was taken in the Executive Session.

#### ADJOURNMENT

Commissioner Reiner moved to adjourn the Board Workshop at 7:04pm, seconded by Commissioner Page and the motion passed with a voice vote.

Respectfully submitted,

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Secretary

# STEPS

Standards and Excellence Program  
for History Organizations

A self-study program for history organizations that encourages  
awareness and achievement of national standards.

C O N G R A T U L A T I O N S   T O

**The Raupp Museum**

This Bronze Certificate Acknowledges Completion  
of Basic Performance Indicators for

**Mission, Vision, and Governance**



John Dichtl, President & CEO

November 29, 2023

Date

AMERICAN ASSOCIATION *for* STATE *and* LOCAL HISTORY



DEC 04 2023

November 28, 2023

EIN# 37-1801039

Buffalo Grove Park District  
c/o Scott Jacobson  
530 Bernard Dr  
Buffalo Grove, IL 60089

Dear Buffalo Grove Park District,

On behalf of the Vernon Township Food Pantry, I would like to extend our gratitude for your response to the need for food donations in our community.

Your donation and the time spent collecting 2 carts full of groceries allows us to distribute nutritious food and household essentials to our Township families, seniors, men, women, and children who need it the most.

The Vernon Township Food Pantry is a Community Project supervised by the Township. The Food and Household Essentials are provided by donations from community members like you.

Thank you for your generous donation, your continued help to our community is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Jon Altenberg". The signature is written in a cursive, flowing style.

Jon Altenberg  
Vernon Township Supervisor

The Vernon Township Food Pantry is a 501 (c) (3) organization. For information about what's happening in Vernon Township visit our website at [vernontownship.com](http://vernontownship.com) or follow us on Facebook.



# What's Happening?

WINTER  
2023/24

Date	Name of Event	Description	Location	Time
Monday, December 11	Board Workshop/Regular Board Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Wednesday, December 13	SLSF/NWSRA Holiday Luncheon	Annual Holiday Luncheon	Chandler's Steak House 401 N Roselle Rd., Schaumburg	11:30 am - 2 pm
Friday - Sunday December 15 - 17	Nutcracker: Rhythm & Grace	A magical adventure in the new take on a beloved classic	Community Arts Center	Friday & Saturday 7 pm Saturday & Sunday 3 pm
<i>2024</i>	<i>HAPPY</i>	<i>NEW</i>	<i>YEAR!</i>	<i>2024</i>
Monday, January 8	Board Workshop	Monthly Meeting	Alcott Center Room 24	6 pm
Monday, January 22	Board Workshop/Regular Board Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Thursday - Saturday January 25 - 27	IAPD/IPRA Conference	Soaring to New Heights Annual Conference 2024	Hyatt Regency Chicago	All Day
Friday, February 2	Lunar New Year Celebration	Family Activities/Food and Drink for Purchase	Community Arts Center <i>Registration Required</i>	5 - 8 pm
Saturday, February 3	Trivia Night	Friends of the Parks Annual Fundraiser	Community Arts Center <i>Registration Required</i>	6 pm Dinner/7 pm Play Begins
Monday, February 12	Board Workshop	Monthly Meeting	Alcott Center Room 24	6 pm
Saturday, February 24	Winter Staff/Board Party	A royal banquet and tournament of jousting and sword fighting	Medieval Times 2001 N Roselle Rd., Schaumburg	6 pm
Monday, February 26	Board Workshop/Regular Board Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Friday - Sunday March 1, 2, 3, 8 & 9	Grease: School Edition	Winter Young Adult Musical	Community Arts Center	March 1, 2 & 8 at 7:30 pm March 3 & 9 at 3 pm
Monday, March 11	Board Workshop	Monthly Meeting	Alcott Center Room 24	6 pm
Monday, March 25	Board Workshop/Regular Board Meeting	Monthly Meeting	Alcott Center Room 24	6 pm



LAKE COUNTY NEWS-SUN

## Survey leads to list of 30 area ‘wonders’; ‘This district has so much to offer ... and it’s time we acknowledge (it)’

By Steve Sadin

Lake County News-Sun

Published: Nov 28, 2023 at 11:00 am

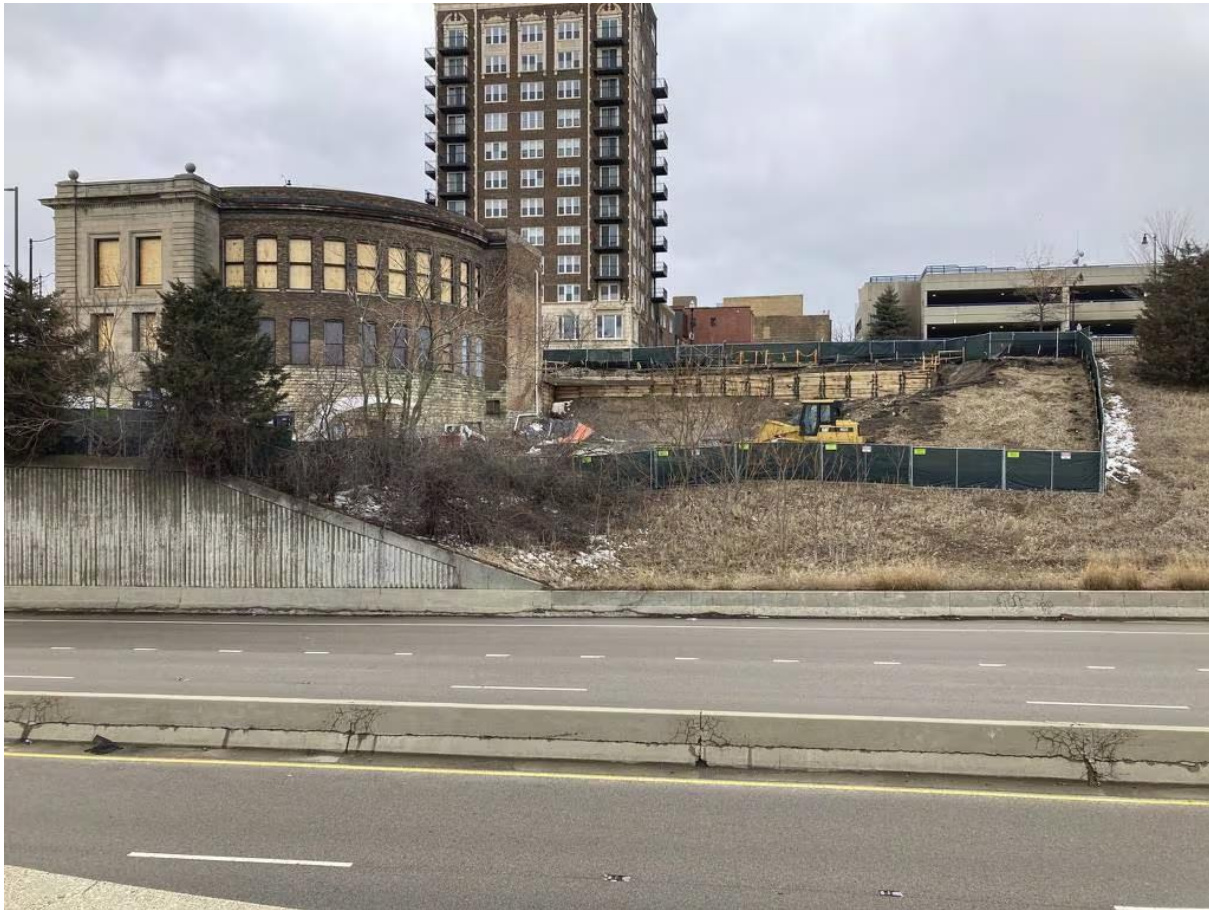


The Waukegan Harbor and Marina is one of state Sen. Adriane Johnson’s, D-Buffalo Grove, “30 Wonders of the 30th District.”

Thinking about some of the historical, cultural, social and recreational places which thrill her in the area she represents, state Sen. Adriane Johnson, D-Buffalo Grove, decided to learn more about what her constituents value most.

Representing an area of slightly less than 220,000 people — including all or parts of Waukegan, North Chicago, Gurnee, Buffalo Grove, Libertyville and Vernon Hills among her district’s 15 towns — Johnson took a survey and hundreds responded.

The survey's results recently produced a list of the "30 Wonders of the 30th State Senate District" in northeastern Illinois, giving people in the area and beyond an idea of places they might want to visit or encourage them to continue to enjoy.



Built from the ground down, the Carnegie Library is one of the "30 Wonders of the 30th District."

Johnson said she frequently asks colleagues in the Illinois General Assembly what are the great things about their districts. She is surprised when they mention one or two, when she can think of many in her district. She decided to "accentuate" the "wonders" of the 30th District.

"This district has so much to offer, from the beauty of its parks to its neighboring businesses," she said. "Each wonder adds value to our community, and it's time we acknowledge (it) in a way that will engage and amplify the district."

Dividing the wonders into four categories — historical; cultural and arts; social, recreation and parks; as well as parks and nature — Johnson said they were not ranked. Some were chosen for their physical beauty, while others as community hubs.

As the idea to establish the list percolated with Johnson and her staff, she said they decided to put a survey on the senator's official website, as well as advertise it on social media and in the electronic newsletter sent to constituents. It got new people involved, she said.

“It was a new way to engage the community,” Johnson said. “Not everyone attends town halls or coffees. We wanted to get more people involved with government.”

Along with 29 specific wonders, all of the public libraries in the district were a collective wonder. Johnson said along with lending books and other materials, they are community gathering places offering, “calm, safe spaces for community members of all ages,” according to the program brochure.

After all the online voting was complete, Johnson said each member of her staff cast a ballot as well. The balloting was tabulated, and the 30 wonders determined.

Encompassing 36% of the district, 14 of the 30 wonders were in Waukegan, from a symbol of the city’s industrial past, the Johnson Outboard Marine water tower since demolished, to the space-age future, the sculpture of famed author Ray Bradbury atop a spaceship.

Among the 14 Waukegan spots selected, seven are Waukegan Park District facilities, ranging from the Waukegan History Museum to the Carnegie Library — the future home of the history museum — to the Field House Sports Fitness and Aquatics Center.

“Waukegan is one of the most engaged communities in my district,” Johnson said. “There are strong community organizations. The great thing about Waukegan is they are fully engaged.”

Park District Executive Director Jay Lerner said in an email the span of the selection shows the unique breadth of the recreational offerings in Waukegan — from parks, to museums, to fitness centers offering, “health, wellness and enjoyment.”

“Having seven of our parks and facilities among (those selected) stands as a testament to our commitment to creating spaces that inspire, connect and uplift our community,” Lerner said.

Waukegan Mayor Ann Taylor said in an email she was thrilled so many Waukegan places made the list. She realizes the recognition came from a grassroots effort by a lot of community members.

“I appreciate all of the support of those that nominated and voted for Waukegan sites,” Taylor said. “I would like to thank Sen. Johnson for recognizing our landmarks and for highlighting these amazing parts of our community.”

Other sites recognized in Waukegan are the Washington Park Veterans Memorial Plaza, the Jack Benny Center for the Arts, the Genesee Theatre, Genesee Street (Main Street Waukegan), Corrine J. Rose Park, Trinity AME Church, the Waukegan Beach, Bowen Park, and the Waukegan Harbor and Marina.

Other towns with multiple recognitions are Vernon Hills with six, North Chicago with three and Mundelein with two. Recognized in Vernon Hills are the Cuneo Mansion and Gardens, the Vernon Hills Athletic Complex, the Hawthorn Mall, the Sullivan Community Center, Century Park and the Vernon Hills Memorial Arboretum.

Selected in North Chicago are the North Chicago Veterans Memorial, the Greenbelt Forest Preserve and the Foss Park Skateboard Park. Chosen in Mundelein are the Mundelein Heritage Museum and Diamond Lake Beach.

Other selections are the Buffalo Grove Park District Community Arts Center, the Wheeling Park Performing Pavilion, Captain Daniel Wright Woods Forest Preserve in Mettawa and the Old School Forest Preserve in Libertyville.



Buffalo Grove Park District  
Committee Action Items  
December 11, 2023

- I. Staff Recognition Resolution (SC)
  - A. I move to approve Resolution 23-12-1 Commending Aly Stanczak on 20 Years of Service to the Buffalo Grove Park District.
  
- II. Finance (HW)
  - A. I move to approve the December Warrant 2023 in the amount of \$2,230,600.46.
  - B. I move to approve the November Financial Statement and the November Year to Date Statement.
  - C. I move to approve Tax Levy Ordinance 23-12-1 levying and assessing the taxes of the Buffalo Grove Park District for the fiscal year beginning May 1, 2023 and ending April 30, 2024 in the amount of \$10,387,414.
  - D. I move to approve the Fitness Center Janitorial Services Bid Extension for calendar year 2024 to Eco-Clean Maintenance, Inc., 515 W. Wrightwood Ave., Elmhurst, IL 60126 in the amount of \$262,932.
  
- III. Policy and Legislation (LR)
  - A. Approval of Resolution 23-12-2 Alcott Temporary Easement with the Village of Buffalo Grove.
  
- IV. Consent Agenda (KP)
  - A. I move to approve the Consent Agenda as proposed:
    1. Quarters CD Executive Director Work Plan
    2. Quarters CD Departmental Goals and Objectives
    3. ADA Transition Plan Update
    4. 2024 Board Meeting Dates