



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District Workshop/Board Meeting
Monday, February 26, 2024
Alcott Center – Room 24
6 pm

WORKSHOP AGENDA

- I. Call to Order
 - A. Roll Call
- II. Introduction of Guests
- III. Approval of the Workshop Agenda
- IV. Milestone Employee Anniversary
 - A. Resolution 24-2-1 Recognizing Ramon Diaz on 10 Years of Service
- V. Finance (HW)
 - A. February Warrant 2024
 - B. January Financial Statement
 - C. January Year to Date Statement
 - D. February Refunds
 - E. Board Travel and Conference Expense
 - F. Resolution 24-2-2 Developer Donation Funds
 - G. Resolution 24-2-3 Buffalo Grove Bank & Trust Bank Signers
- VI. President and Commissioners Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

BOARD MEETING

(To Immediately Follow Workshop)

- I. Call to Order
 - A. Roll Call
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of the Board Meeting Agenda

- V. Approval of Minutes
 - A. Approval of January 8, 2024 Workshop Minutes
 - B. Approval of January 22, 2024 Workshop Minutes
 - C. Approval of January 22, 2024 Regular Board Meeting Minutes
 - D. Approval of January 22, 2024 Executive Session Minutes

- VI. Topics from the Floor

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

- VIII. Attorney's Report

- IX. Committee Action Items
 - A. Finance (HW)
 - 1. Approval of February Warrant 2024
 - 2. Approval of January 2024 Financial Statement and January 2024 Year to Date Statement
 - 3. Approval of the Board Travel and Conference Expense
 - 4. Approval of Resolution 24-2-2 Developer Donation Funds
 - 5. Approval of Resolution 24-2-3 Buffalo Grove Bank & Trust Bank Signers

 - B. Policy and Legislation (LR)
 - 1. Approval of Ordinance 1.34 Restrooms, Washrooms, and Locker Rooms
 - 2. Approval of Ordinance 1.23 Public Use of Portable Lighting in Parks

 - C. Parks (LR)
 - 1. Approval of the Parkchester Park OSLAD Renovation Contract
 - 2. Approval of the Parkchester Park OSLAD Weiland Road Improvements Bid Recommendation

 - D. Recreation (HW)
 - 1. Approval of the Bus Bid Extension

- X. Consent Agenda
 - A. 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. Master Fee Report
 - 2. Willow Stream Ice Rink Closure Recommendation
 - 3. Quarter C Administrative Work Plan Update
 - 4. Quarter C Departmental Goals and Objectives Update
 - 5. Resolution 24-2-1 Commending Ramon Diaz on 10 Years of Service

- XI. Executive Director's Report and Department Operational Reports Including IPRA Conference Session Write-ups
- XII. Old Business
 - A. Budget Discussion
- XIII. New Business
- XIV. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Personnel
 - C. Land Acquisition
- XV. Action to be taken from Closed Meeting Session
- XVI. Adjournment

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



RESOLUTION 24-2-1
COMMENDING RAMON DIAZ ON
10 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT

WHEREAS, Ramon Diaz was first employed by the Buffalo Grove Park District as a full-time Alcott Custodian in 2014; and

WHEREAS, Ramon has dedicated himself to customer service and professionalism working as building custodian; and

WHEREAS, Ramon has been a loyal, dedicated staff member who has always been willing to give extra effort to serve both guests and staff; and

WHEREAS, Ramon works diligently to assign tasks to the community service personnel to help ensure they complete their hours assigned while utilizing their skills to help with Alcott cleaning and room preparation; and

WHEREAS, Ramon rose to the challenges of the COVID-19 pandemic by dedicating tremendous amounts of time and effort to keep our facilities clean and accessible for our guests; and

WHEREAS, Ramon adheres to a high standard of safety by using proper techniques and equipment to complete duties; and

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

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

1. That Ramon Diaz be commended on behalf of the citizens of Buffalo Grove for his distinguished 10-year career at the Buffalo Grove Park District.
2. That this resolution be presented to Ramon with our sincere thanks, grateful appreciation, and best wishes on his future.

DATED AT BUFFALO GROVE, ILLINOIS THIS 26th DAY OF FEBRUARY, 2024.

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

Board Travel Conference Expenses 2-26-24 Meeting

Date	Item	Name	Amount
2/26/24	IAPD/IPRA 2024 Conference Hotel Chicago, IL	S. Cummins	\$464.85
		S. Jacobson	\$309.90
		K. Page	\$619.80
		L. Reiner	\$619.80
		H. Wallace	\$619.80
2/26/24	IAPD/IPRA 2024 Conference Parking Chicago, IL	S. Cummins	\$177.00
		K. Page	\$168.00
Total cost of travel, meals, conference and/or lodging:			<u><u>\$2,979.15</u></u>



**BUFFALO GROVE PARK DISTRICT
RESOLUTION 24-2-2
UTILIZATION OF DEVELOPER DONATION FUNDS**

WHEREAS, Developer Donation Funds may be expended for the improvement of park sites in accordance with the Village of Buffalo Grove Park and School, Donation Ordinance 81-47, dated August 17, 1981; and

WHEREAS, the expenditure of such funds is uniquely attributable to the influx of population from the various subdivisions lying within Buffalo Grove Park District, causing a need for additional and improved park sites; and

WHEREAS, the Village of Buffalo Grove has funds in its escrow account as of December 31, 2023 in the amount of \$82,984.31 from contributions from various developers in accordance with the provisions in the Park and School Donation Ordinance; and

WHEREAS, the Buffalo Grove Park District believes that the expenditure of these funds for the purpose of acquisition and improvement of park sites is the most appropriate usage of these funds at this time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Buffalo Grove Park District as follows:

SECTION 1: Buffalo Grove Park District declares that the Developer Donation Funds should be used for acquisition and improvement of park sites in the Park District, this being necessitated by the influx of population into the Park District.

SECTION 2: That in consideration of the release of \$82,984.31 held in said fund to the Park District, the Park District agrees to hold harmless and indemnify the Village of Buffalo Grove from any and all causes of actions or other liability that may arise on account of said distribution or expenditure of said funds.

SECTION 3: The Park Secretary is hereby directed to render a certified copy of this Resolution to the Village of Buffalo Grove forthwith.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED AND APPROVED this 26th Day of February, 2024.

ATTEST:

Erika Strojinc, Secretary
Buffalo Grove Park District
Board of Commissioners

Scott Jacobson, President
Buffalo Grove Park District
Board of Commissioners

RESOLUTION 24-2-3
**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
 WITHDRAWAL OF PUBLIC MONEYS**

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

DATE:

TO: NAME AND ADDRESS OF FINANCIAL INSTITUTION	FROM: NAME AND ADDRESS OF PUBLIC DEPOSITOR
Buffalo Grove Bank & Trust a branch of Northbrook Bk & Trust, N.A. 200 N Buffalo Grove Rd Buffalo Grove, IL 60089 (847) 634-8400	Buffalo Grove Park District Operating Account 530 Bernard Dr Buffalo Grove, IL 60089-3351

Under the Governing Public Depositor of: Buffalo Grove
State of: Illinois

IT IS RESOLVED THAT:

Buffalo Grove Bank & Trust (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Public Depositor may from time to time be deposited. The following described officers referred to below as "Authorized Signer(s)" and whose names and signatures appear below, are authorized for and on behalf of the Public Depositor to have the following indicated powers as contained in this Resolution:

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

RESOLUTION APPLIES TO (check all that apply):

- ALL ACCOUNTS SPECIFIC ACCOUNTS: 8982327339, 8100048495, 8985798154, 8985798162, 8985798170,
 SCHEDULE I ATTACHED ADDITIONAL SIGNER ADDENDUM ATTACHED

NAME	SIGNATURE	SIGNATURE STAMP (if applicable)
1. Hetal G Wallace		
2. Scott Jacobson		
3. Lawrence S Reiner		
4. Stephen Cummins		
5. Erika Janese Strojinc		
6. Kimberley A Page		
7.		
8.		

SIGNATURE CERTIFICATION

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of Public Depositor at an open legal meeting and said resolutions are now in full force and effect.

Signed by:

DESIGNATED REPRESENTATIVE Date

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

Signed by:

DESIGNATED REPRESENTATIVE Date

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

- Each of the Authorized Signers whose signature appears above may sign without the other(s);
- All items deposited with prior endorsements are guaranteed by the Entity;
- All items not clearly endorsed by the Entity may be returned to the Entity by the Financial Institution or, alternatively, the Financial Institution is granted a power of attorney in relation to any such item to endorse any such item on behalf of the Entity in order facilitate collection;
- Financial Institution shall have no liability for any delay in presentment or return of any negotiable instrument or other order for the payment of money, that is not properly endorsed;
- Financial Institution is directed and authorized to act upon and honor any withdrawal or transfer instructions issued and to honor, pay and charge to any depository account or accounts of the Entity, all checks or orders for the payment of money so drawn when signed consistent with this Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the check or the order for the payment of the money involved, whether such checks or orders for the payment of money payable to the order of, or endorsed or negotiated by any one or more of the Authorized Signers signing them or such party in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation of any one or more Authorized Signers signing them or of any other such party or not;
- Financial Institution shall be indemnified for any claims, expenses or losses resulting in honoring of any signature certified or refusing to honor any signature not so certified; and
- Notwithstanding any modification or termination of the power of any Authorized Signer of the Entity, this Resolution shall remain in full force and bind the Entity and its legal representatives, successors, assignees, receivers, trustees or assigns until written notice to the contrary signed by, or on behalf of, the Entity shall have been received by the Financial Institution, and that receipt of such notice shall not affect any action taken by the Financial Institution prior to receipt of such notice in reliance on this Resolution.
- The Financial Institution is authorized to honor facsimile and other non-manual signatures and may honor and charge the Public Depositor for all negotiable instruments checks, drafts, and other orders for payment of money drawn in the name of the Public Depositor, on its regular accounts including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means the facsimile signature or other non-manual signature may have been affixed, or electronically communicated if such facsimile signature resembles the specimen affixed above, regardless of misuse of a specimen or no manual signature is with or without the negligence of the Public Depositor. The Public Depositor indemnifies the Financial Institution for all claims, expenses, and losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified.

New Account Information - Business

Date: 02/05/2024	Financial Institution Name and Address Buffalo Grove Bank & Trust a branch of Northbrook Bk & Trust, N.A. 200 N Buffalo Grove Rd Buffalo Grove, IL 60089 (847) 634-8400
Account Information Title of Account: Buffalo Grove Park District Operating Account Account Number: 08982327339 530 Bernard Dr Buffalo Grove IL 60089-3351 <input type="checkbox"/> SCHEDULE I ATTACHED – Additional Accounts <input type="checkbox"/> SCHEDULE II ATTACHED – Additional Signers	
Business Entity Information Business Name and Address: Buffalo Grove Park District Phone Number: Email Address: 530 Bernard Dr Buffalo Grove, IL 60089-3351 ASSUMED NAME IF DBA	
Signer #1 NAME AND ADDRESS Hetal G Wallace 53 Chestnut Ter Buffalo Grove, IL 60089-6620	Primary Phone: 708-341-1170 Secondary Phone: Email Address:
Signer #2 NAME AND ADDRESS Scott Jacobson 1903 Sheridan Buffalo Grove, IL 60089-8001	Primary Phone: 847-821-7836 Secondary Phone: Email Address:
Signer #3 NAME AND ADDRESS Lawrence S Reiner 1207 Larraway Dr Buffalo Grove, IL 60089-1164	Primary Phone: 847-634-6600 Secondary Phone: Email Address: Larrysreiner@gmail.com
Signer #4 NAME AND ADDRESS Stephen Cummins 530 Highland Grove Dr Buffalo Grove, IL 60089-1763	Primary Phone: 847-850-2100 Secondary Phone: Email Address: Scummins@ogschool.org StephenCummins@att.net
Signer #5 NAME AND ADDRESS Erika Janese Strojinc 3034 W Logan Blvd Chicago, IL 60647-5707	Primary Phone: 847-668-3941 Secondary Phone: Email Address: Estrojinc@bgparks.org
Signer #6 NAME AND ADDRESS Kimberley A Page 81 Chestnut Ter Buffalo Grove, IL 60089	Primary Phone: 312-437-7243 Secondary Phone: Email Address: kpage@bgparks.org
Signer #7 NAME AND ADDRESS	Primary Phone: Secondary Phone: Email Address:
Signer #8 NAME AND ADDRESS	Primary Phone: Secondary Phone: Email Address:

Taxpayer Identification Number Certification

Exempt payee code, if any: N/A
 Exemption from FATCA reporting code, if any: N/A

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding (Notice: If you are subject to backup withholding, cross out this line), and
3. The FATCA code(s) entered on the form (if any) indicating that I am exempt from FATCA reporting is correct.

Signature Erika Janese Strojinc Date _____ Taxpayer Identification Number 36-2697723

Additional Terms

Prohibition Against Unlawful Internet Gambling: The bank is required to enforce a prohibition in federal law known as the Unlawful Internet Gambling Enforcement Act of 2006 (UIGEA), which prohibits commercial customers from receiving deposits or any credits into their accounts that are derived from illegal Internet gambling. By continuing to maintain an account with the bank, you agree not to engage in illegal Internet gambling, and to tell us if your account is ever used in connection with any form of Internet gambling, even if you believe that it is legal. If you don't notify us, we may deny further access to various payment methods, close your account or take other action which we believe to be necessary to comply with UIGEA.

As an officer or owner of the above named organization, have been notified that the Bank is required by regulations implementing the Unlawful Internet Gambling Act of 2006 to ensure that its commercial customers' accounts do not receive deposits or other credits derived from illegal Internet gambling. By signing below, I hereby certify that the above-named organization does not engage in an Internet gambling business of any kind, either legal or illegal, and that I or a representative of the organization will notify the bank immediately if the organization engages in an Internet gambling business at any future time.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT. To help the government fight the funding of terrorism and money laundering activities. Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

ACKNOWLEDGMENT. By signing this document, the undersigned acknowledge that they have opened the account number listed above, and have received, understand and agree to be bound by the terms of the Account Agreement for that account. The undersigned acknowledge receipt of an Account Disclosure, a copy of the institution's Privacy Policy, and where applicable, the Funds Availability Policy and/or Electronic Fund Transfer Agreement. All signers authorize this institution to make inquiries from any consumer reporting agency, including a check protection service, in connection with this account.

<p>X Signature <u>Hetal G Wallace</u> Date _____</p>	<p>X Signature <u>Scott Jacobson</u> Date _____</p>
<p>X Signature <u>Lawrence S Reiner</u> Date _____</p>	<p>X Signature <u>Stephen Cummins</u> Date _____</p>
<p>X Signature <u>Erika Janese Strojinc</u> Date _____</p>	<p>X Signature <u>Kimberley A Page</u> Date _____</p>
<p>X Signature _____ Date _____</p>	<p>X Signature _____ Date _____</p>



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
January 8, 2024
Alcott Center – Room 24
6 pm

Commissioners Present: Steve Cummins, Kim Page, Larry Reiner, and Hetal Wallace.
Commissioner Absent: Scott Jacobson.

Staff Present: Executive Director Erika Strojinc, Director of Recreation and Facilities Joe Zimmermann, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Superintendent of Recreation Chuck Burgess, and Executive Assistant Beth Wanland.

CALL TO ORDER

Roll Call

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

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests to introduce.

APPROVAL OF WORKSHOP AGENDA

Commissioner Reiner moved to approve the January 8, 2024 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.

CORRESPONDENCE

Vice President Cummins said that included in the Board packet was an article from the Buffalo Grove Patch on Friends of the Parks President Cathy Novak being awarded the Rotary Club of Buffalo Grove's Bill Reid Community Service Award for 2023.

STAFF RECOGNITION RESOLUTIONS

Resolution 24-1-1 Commending Chuck Burgess on 20 Years of Service

Vice President Cummins read the following resolution:

RESOLUTION 24-1-1
COMMENDING CHUCK BURGESS ON 20 YEARS OF SERVICE
TO THE BUFFALO GROVE PARK DISTRICT

WHEREAS, Chuck Burgess was first employed by the Buffalo Grove Park District as an Aquatics Coordinator in December of 2003, promoted to a full-time Recreation Supervisor in August 2010, and promoted to Superintendent of Recreation in August 2017; and

WHEREAS, Chuck's expertise in facility management and staff development has led to the sustained success of the Spray N' Play, Willow Stream Pool, the Raupp Museum, and the Golf Dome; and

WHEREAS, Chuck's passion for customer service, both internally and externally, is evident by the way he handles all interactions with the community in a positive, respectful manner. Chuck is always available and willing to help his co-workers out, whether it be at an event, maintenance, advice, words of encouragement, or assisting someone outside of his area of supervision; he is the epitome of a team player; and

WHEREAS, as Superintendent of Recreation, Chuck has assisted in improving Alcott by working closely with the facilities team and custodial staff to ensure that building projects are done in a timely and efficient manner, minimizing conflict with Park District programs, and allowing the community more access to classes, events, and clubs that provide them enjoyment; and

WHEREAS, Chuck continues to show his dedication to the success of BG Days by consistently signing up for lead roles that have contributed to the Park District's recent accomplishments at the yearly event; and

WHEREAS, Chuck has proven himself to be committed to the success of the Park District and his fellow staff. He earned his CPRP and CPO designations, and has done an admirable job growing areas like Alcott rentals, Dog Park passes, and Spray N' Play admissions; and

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

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

- 1) That Chuck Burgess is commended on behalf of the citizens of Buffalo Grove for his distinguished career at the Buffalo Grove Park District.
- 2) That this resolution be presented to Chuck with best wishes on his future.

DATED AT BUFFALO GROVE, ILLINOIS THIS 8TH DAY OF JANUARY, 2024.

Superintendent of Recreation Chuck Burgess said he appreciates everything the board and Park District leadership has done for him over the last twenty years. He said he loves this Park District and looks forward to ten more years.

Commissioner Reiner said he has been around for Chuck's entire career and is thankful for him and his sense of humor.

Vice President Cummins said he loves the soft skills of energy and being a team player that Chuck brings to the Park District.

Commissioner Wallace she appreciates Chuck's hospitality and southern charm.

Vice President Cummins moved to approve Resolution 24-1-1 Commending Chuck Burgess on 20 Years of Service to the Buffalo Grove Park District, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Page, Reiner, Wallace

NAYS: 0

ABSENT: Jacobson

Resolution 24-1-2 Commending Chris Eckert on 20 Years of Service

Superintendent of Revenue Facilities Chris Eckert was unable to attend tonight's meeting but his resolution follows and is made part of this meeting record. The resolution will be presented to him at the Full Time staff meeting on Thursday:

RESOLUTION 24-1-2 COMMENDING CHRIS ECKERT ON 20 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT

WHEREAS, Chris Eckert was first employed by the Buffalo Grove Park District as a part-time Clubhouse Leader and Athletic Assistant in October of 2001, was promoted to a full-time Recreation Supervisor in December 2003, was promoted to Superintendent of Recreation in August 2018, and was promoted to Superintendent of Revenue Facilities in May 2023; and

WHEREAS, as Superintendent of Recreation, Chris facilitated many CAC facility projects, including new dance floors, the "I Heart the Arts" wall, the art gallery display, outdoor landscaping, updating the staff washroom, and initiating the theater processor and intercom system plan; and

WHEREAS, Chris successfully managed the CAC during COVID by hosting POD Squad, and brought the CAC out of the pandemic by hosting the first in-person shows. Under his leadership he grew rentals exponentially and worked tirelessly with staff to bring back programs; and

WHEREAS, due to his dedication, work ethic, and personality, Chris is viewed by staff as the ultimate team player who is always willing to lend a helping hand or ear to help his co-workers in any way he can; and

WHEREAS, as Superintendent of Revenue Facilities, Chris has already started to plan projects and updates to both the Fitness Center and Golf Dome that will help those facilities continue to sustain success; and

WHEREAS, his experience and drive led to other opportunities; Chris earned his CPRP designation, and is certified as an instructor for CPR, AED, and ALICE. He led the District PDRMA review team, obtained his Food Handler certification, performed safety audits on soccer goals every season, and attended the Risk Management Institution training and HELP Seminars; and

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

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

- 1) That Chris Eckert is commended on behalf of the citizens of Buffalo Grove for his distinguished career at the Buffalo Grove Park District.
- 2) That this resolution be presented to Chris with best wishes on his future.

DATED, AT BUFFALO GROVE, ILLINOIS THIS 8TH DAY OF JANUARY, 2024.

Commissioner Reiner moved to approve Resolution 24-1-2 Commending Chris Eckert on 20 Years of Service to the Buffalo Grove Park District, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Page, Reiner, Wallace

NAYS: 0

ABSENT: Jacobson

PARK DEVELOPMENT

Apex Landscaping Contract Renewal

Commissioner Reiner said that Director Howe recommends the board approve the contract extension with Apex Landscaping as presented in his memo. Director Howe said we were very happy with the service and work performed by Apex this past summer.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Strojinc said the Parkchester Park bid opening will be on January 31. She said the Village of Buffalo Grove through its home rule status, passed an ordinance in which they exempted employers located in the Cook County portion of the Village of Buffalo Grove from the County's new amendment. She said staff is working on conference details. She said she sent an email inviting board members to attend the Lake County Legislative breakfast on Friday, February 23 at the Vernon Hills Park District at 8 am. She asked the board to let Executive Assistant Wanland know if they would like to attend. She said Executive Assistant Wanland will email the board an invitation with a link to reply to the FT Staff Party. Last, Executive Director Strojinc said she would like to start bringing in two board members at a time to discuss relevant topics. The first topic of discussion will focus on DCEO grants and future capital discussions.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Wallace said she attended the Nutcracker last month and it was an excellent show. She said she went to an EAT pot luck to discuss the New Year and they are grateful for everything the Park District does for the Environmental Action Team.

Commissioner Page said she visited both Willow Stream Park and Prairie Grove Park to get a sneak peak of what is to come. She and her family especially enjoyed the paths at the new park. She, too, attended the Nutcracker with her daughter and they really enjoyed the show.

Commissioner Reiner said he has put together a legislative table of twelve for the conference luncheon. He said he would also like to extend an invitation to the new state representative that is replacing

Representative Jonathon Carroll to sit at our table. It is expected that Tracy Katz Muhl will be appointed to finish Carroll's term on Thursday of this week.

Vice President Cummins said he enjoyed the commissioner dinner the board recently shared. He said he is looking forward to conference. He encouraged staff to continue their discussions with D102 about a partnership using their soon-to-be-built gymnasium for our programming.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

The board did not enter Executive Session.

ADJOURNMENT

Vice President Cummins moved to adjourn the Board Workshop at 6:15 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
Alcott – Room 24
January 22, 2024
6 pm

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

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

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

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

INTRODUCTION OF GUESTS

Adhya Garlapati was in attendance with her parents, Rajesh Garlapati and Deepthi Chiruvuri, and her grandmother, Rama Chiruvuri.

Adhya introduced the 4C STEM Club, a dynamic non-profit student-led organization, to the board. As a founder of the club, she said the mission of D102 6th graders is to cultivate a vibrant community of passionate individuals united by a shared commitment to Science, Technology, Engineering and Mathematics by integrating Creativity, Communication, Critical Thinking, and Collaboration into STEM education. Their website is: www.4cstemclub.org.

Commissioner Reiner asked Adhya to notify the board when the club is certified as a 501(C)(3) organization as he would like to provide funding.

APPROVAL OF WORKSHOP AGENDA

Commissioner Reiner moved to approve the January 22, 2024 Workshop Agenda, seconded by Vice President Cummins and the motion passed with a voice vote.

FINANCE

January 2024 Warrant

Director Short said the warrant is larger than usual because there are two months of p-card transactions, we have started to pay some of our capital expenses, and the bond proceeds kick up the totals.

December Financial Statement

Director Short said we have only received half of the Cook County bond proceeds. He said we can expect the second installment in early March. President Jacobson asked if the Fitness Center loan could be forgiven. Director Short said it is possible but it creates an issue with the fund balances where we have loans. He said it is a discussion we could have in the future.

December Year to Date Statement

There were no comments on the December Year to Date Statement.

January Refunds

There were no comments or questions on January Refunds.

Board Travel and Conference Expense

There were no further questions on the Board Travel and Conference expense.

PARK DEVELOPMENT

Bison Park Shared Driveway Access Easement Agreement

Executive Director Strojinc said the Bison Park Shared Driveway Access Easement Agreement is a win-win for the Park District. The board suggested discussing the parking lot being resurfaced by the Shorewood Group in exchange for allowing them to park their trucks and equipment there during construction as we have done with other contractors in the past.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said Trivia Night is Saturday, February 3, 2023.

Commissioner Wallace said she is looking forward to conference and the production of *Grease* is on schedule.

Commissioner Page said her kids started their winter programming and she attended her first Friends of the Parks Foundation meeting as park board liaison to the foundation.

Commissioner Reiner attended the swearing in of Tracy Katz Muhl as state representative for the 57th District in Northbrook last week. He said the event was at the Northbrook library, the room was packed, and there was a nice showing of legislators there. He said he was in Springfield for the legislative session and there will be some great issues coming up this year.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Vice President Cummins moved to adjourn the Workshop at 6:23 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
REGULAR BOARD MEETING MINUTES
Alcott Center – Room 24
January 22, 2024

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

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

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 6:24 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 January 22, 2024 Regular Board Meeting Agenda, seconded by Commissioner Page and the motion passed with a voice vote.

APPROVAL OF MINUTES

Approval of the December 11, 2023 Special Board Meeting Minutes

Commissioner Reiner moved to approve the December 11, 2023 Special Board Meeting Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

Approval of the December 11, 2023 Public Hearing Minutes

Commissioner Reiner moved to approve the December 11, 2023 Public Hearing Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

Approval of the December 11, 2023 Workshop Minutes

Commissioner Reiner moved to approve the December 11, 2023 Workshop Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

Approval of the December 11, 2023 Regular Board Meeting Minutes

Commissioner Reiner moved to approve the December 11, 2023 Regular Board Meeting Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Written Correspondence

Executive Director Strojinc said included in the board packet was a blurb in the Buffalo Grove Countryside under a title *2023 In Review*. The blurb said the Village partnered with the Park District in the redevelopment of Rylko Park which will include a new outdoor amphitheater and pavilion. There was also an article from the Daily Herald about the appointment of Tracy Katz Muhl to succeed Jonathan Carroll as state representative for the 57th District.

Verbal Correspondence

There was no verbal correspondence discussed.

ATTORNEY'S REPORT

Attorney David Bloomberg said counsel is working on annexation of the Prairie View property and the Easement Agreement for Bison Park. Commissioner Reiner asked Attorney Bloomberg if it is difficult getting 501(C)(3) status. Attorney Bloomberg said there is a fee to incorporate but on the legal side Chuhak & Tecson will work pro bono on this designation. Commissioner Reiner offered to pay the fee required for the incorporation.

COMMITTEE ACTION ITEMS

Finance

Approval of the January 2024 Warrant

Commissioner Wallace moved to approve the January 2024 Warrant in the amount of \$4,626,931.55, seconded by Commissioner Page and passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the December 2023 Financial Statement and the December 2023 Year to Date Statement

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

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Board Travel and Conference Expense

Commissioner Wallace moved to approve the Board Travel and Conference Expense in the amount of \$1,824.00, seconded by Commissioner Page and passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Park Development

Approval of Apex Landscaping Contract Renewal

Commissioner Reiner moved to award the contract extension renewal for fiscal year 2024/25 mowing services to Apex Landscaping Inc., 24424 N Old McHenry Rd., Hawthorn Woods, IL 60047 in the amount of \$131,205.00, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of Bison Park Shared Driveway Access Easement Agreement

Commissioner Reiner moved to approve the Bison Park Shared Driveway Access Easement Agreement with Shorewood Development Group Dundee Rd. LLC, 860 N Milwaukee Ave., Suite 100, Buffalo Grove, IL 60089, seconded by Commissioner Page and the motion passed with a roll call vote. Vice President Cummins suggested staff approach the Shorewood Group to use our lot as a staging area in exchange for resurfacing.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Strojinc said the IPRA conference schedule is ready for each commissioner as well as their per diem. She confirmed Representative Didech will be sitting with us at the conference luncheon. She said there will be a staff outing Friday night following the IPRA Annual Business Meeting. She said the Parkchester bid opening is on Wednesday, January 31. She said the Village expressed concern about the road improvements needed for Parkchester Park because they just finished reworking Weiland Road but she is confident we can address their concerns. She said D102 received positive geo testing results for the land next to the school for their parking lot. Next the Park District will prepare an IGA saying we will deed them the land in exchange for programming use of the new gym they are building. We will also prepare a MOU for all of our facility usage with D102. She said Pride Picnic will be held on the northeast side of Rylko Park because of construction where it is normally held. She said she will bring Business Manual suggested changes to the board. She said we are approaching Rotary to come up with an official BG Days agreement asking for assistance in the main tent in exchange for them running and getting proceeds from Bingo Night. She said we have moved RecTrac to a hosted version in hopes of solving registration day issues. There will be a waiting room as part of the registration process which will kick in if the server is overloaded. She said we will be looking at other software to replace RecTrac in the future. She asked the board to RSVP to Executive Assistant Wanland's email if attending the FT Staff Party. Last, she said she will be out of the office next week on vacation and back in the office on February 5.

Director Short said staff is underway with budgets and on-schedule.

Director Zimmermann said Ann Marie Shipstad-Schwartz started as our new Recreation Supervisor at the CAC. She will be overseeing *Grease* and will head the Pride Picnic. He said he met with the Village last week about BG Days planning and said the layout will be different with the new amphitheater. He said the in-house BG Days committee will begin meeting in mid-February. He gave a shout-out to Superintendent of Revenue Facilities Chris Eckert for the great job he is doing with membership at the Fitness Center.

Director Howe thanked his staff for all the work they did on plowing the lots during the snow storms last week and weekend. Commissioner Wallace said the roads were not clear on the snow days but Park District lots were and that is much appreciated. Vice President Cummins said he appreciates parks staff saving the District \$40,000 by doing work at Parkchester Park in-house instead of contracting it out.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

Six-Month Review of Executive Session Minutes

Commissioner Reiner moved to enter into Executive Session for the purpose of a Six-Month Review of Executive Session Minutes at 6:49 pm, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, and Wallace

NAYS: 0

ABSTAIN: 0

RECONVENED REGULAR BOARD MEETING

President Jacobson announced at 6:50 that the Commissioners were out of Executive Session and back in the Regular Board Meeting.

POSSIBLE ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

Six-Month Review of Executive Session Minutes

Vice President Cummins moved that the following Executive Session Minutes be approved for content and remain closed for public inspection because the need for confidentiality still exists as to all or part of the minutes, seconded by Commissioner Reiner and the motion passed with a roll call vote:

<u>Date</u>	<u>Topic</u>
July 10, 2023	Personnel
July 24, 2023	Six-Month Review of Executive Session Minutes & Imminent Litigation
August 28, 2023	Filling a Board Vacancy
September 18, 2023	Filling a Board Vacancy
September 19, 2023	Filling a Board Vacancy
September 26, 2023 - 1	Filling a Board Vacancy
September 26, 2023 - 2	Filling a Board Vacancy
October 18, 2023	Filling a Board Vacancy
October 23, 2023	Land Acquisition, Personnel & Filling A Board Vacancy
November 13, 2023	Land Acquisition
November 27, 2023	Land Acquisition

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0
ABSTAIN: 0

Approval of Resolution 24-1-3 Providing for the Destruction of Particular Verbatim Recordings

Vice President Cummins moved to approve Resolution 24-1-3 providing for the Destruction of Particular Verbatim Recordings of Closed Session Meetings, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

ADJOURNMENT

Commissioner Reiner moved to adjourn the Regular Board Meeting at 6:53 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

The board sang *Happy Birthday* to President Jacobson and celebrated with cupcakes.

Respectfully submitted,

Secretary

We ♥ Our D214 Industry Partners!
Thanks for making our
work-based learning programs
possible!

Barb Kain

Career Discovery Director

Kathy Gannon
Partnership Manager

Roger Guy
Career Discovery Supervisor



THANK YOU

for your support

Store 214 products are created by young adults with various disabilities and participating in a work-based learning program. Store 214 products and micro-businesses are created to provide meaningful, customized vocational experiences that emphasize the students' strengths and abilities. Through participation in this program, students develop and improve their social skills, build confidence, and gain independence.

Neighbor & Classifieds

NLC

Pushing the envelope

Wheeling High School science instructor goes 'above and beyond' for students



BY CHRISTOPHER PLACEK
cplacek@dailyherald.com

It's typical for science teacher Gregory Wallace to be the first to arrive to Wheeling High School in the pre-dawn hours. But one occasion in particular demonstrates his commitment to education, colleagues recall.

Wallace was ready to walk into school that morning, but hadn't yet switched over to a new key fob that would open the door. Still before 6 a.m. and not wanting to let the time go to waste, Wallace worked from his laptop in his car, parked close enough to connect to the school's Wi-Fi.

He eventually got inside when others arrived and went about his day.

"It's like he lives here. And he will stay until six o'clock at night," said Emily Rodriguez, Wheeling's division head for math/science. "He's so committed to our students."

Though Wallace is in his 16th year as a high school science teacher — after earning a Ph.D. in molecular and cellular biology and an earlier stint as a research scientist — lesson planning isn't plug and play.

"If you are like Greg, you go above and beyond," Rodriguez said. "Where you're differentiating, where you're planning things, where you're working with students, where you're meeting them where they're at, where you're changing your curriculum constantly to meet all the different needs."

Wallace teaches a whole host of classes at Wheeling High — an early adopter of a Science, Technology, Engineering and Math (STEM) curriculum emphasis — that range from the basics of freshman biology to the complexities of nanotechnology. It's his connection with all types of students that led to him receiving the Outstanding Educator Award from the University of Chicago.

The recognition is fitting because that's the same school where he was a post-doctoral research fellow who investigated treatments and



JOHN STARKS/jstarks@dailyherald.com

Gregory Wallace, a science teacher for the last 11 years at Wheeling High School, received the University of Chicago's Outstanding Educator Award.



JOHN STARKS/jstarks@dailyherald.com

Gregory Wallace teaches a host of science classes at Wheeling High School, including freshman biology.

cures for muscular dystrophy. But around the same time, while teaching biochemistry as an adjunct at Northwestern University, he discovered a passion for connecting students with science.

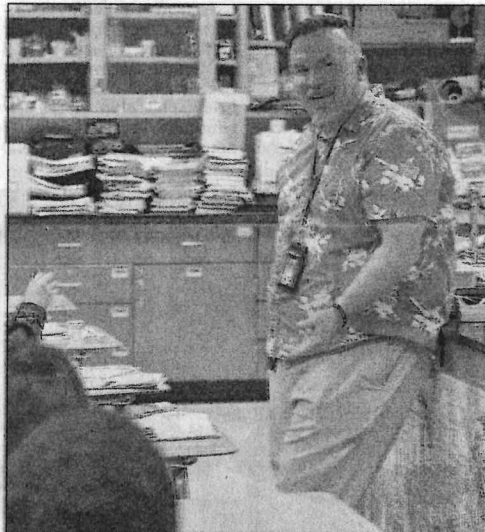
For students who have found their own passion for science, that means opening their eyes to various career paths. (Wallace initially only thought of becoming a doctor or veterinarian, and enrolled

at the University of Illinois to pursue the latter.)

"I have an opportunity to be in there on the ground floor of creating the people that are pushing the envelope, or influencing people that are going to be pushing the envelope later on," he says.

For new students, he sees his role as teaching them to be a high school student as much

See **TEACHER** on **PAGE 2**



JOHN STARKS/jstarks@dailyherald.com

Wheeling High School science teacher Gregory Wallace says he tries to open students' eyes to various career paths in the sciences. But for new students who may not be as into science, he believes his role is just to help them get accustomed to the high school experience.

Tips from a great teacher

- Students should "chase understanding, not grades." When students chase understanding, the grades will come. When students chase grades, the understanding may never catch up.
- Success looks different for every person.
- Compromise for students who need it, but never compromise high expectations.
- Try to laugh at your mistakes, but always grow from them.
- The best lessons are ones where students realize they can do something they thought was impossible for them.

Curriculum vitae

Age: 46
Residence: Buffalo Grove
Hometown: Park Forest
Occupation: Science teacher at Wheeling High School
Education: Bachelor of Science in Animal Sciences and Ph.D. in Molecular and Cellular Biology, both from University of Illinois
Activities: Illinois Junior Academy of Science, Trout In The Classroom, Positive Impact Science Symposium, Operation Snowball

Nominate a great teacher

Email us at bestteachers@dailyherald.com or send a letter to Best Teachers, Daily Herald, P.O. Box 280, Arlington Heights, IL 60006. All levels of teachers are eligible.

Teacher: Instructor's goal is to get more kids interested in science

Continued from Page 1

as anything else, helping them develop foundational skills to present and analyze data and communicate in technical writing.

"It's definitely true that most of the kids that I see aren't interested in science at the freshman level, yet," Wallace said. "I hope that I get to change at least a couple of their minds. And I think it's a challenge at the freshman level convincing the kids that they can do more than they think they can."

"An important part of a science education for every student is to not be intimidated by what a lot of people can be easily intimidated by — and that's, you know, the technical aspects, the data," he

added.

Emily Park, a senior who takes Wallace's Advanced Placement Biology and Dual Credit Anatomy & Physiology classes, said he excels at breaking down complex concepts into digestible pieces, tailoring each topic to students' level of understanding.

Park also called him a teacher and a friend — someone who is explaining cell signaling one minute, and offering assistance with tax returns the next.

"You don't come across many teachers that are like Dr. Wallace," she said.

Over the last two to three decades, Wallace said there's been a big shift in science education — and education in general — away from

memorizing facts and formulas and toward developing skills.

To that point, in one of his recent biology classes, students were tasked with finding the source of water contamination in a simulated city. As part of the lab experience, they had access to water samples, a budget and various testing sites. In the end, they had to present their findings.

"There's a lot of those skills, a lot of that science embedded in that experience," Wallace said. "And the thing that I like about assessments like that is, it's kind of like a low floor, high ceiling thing where there's access points for every student, no matter what ability they're coming in at."





Buffalo Grove Park District
Committee Action Items
February 26, 2024

A. Finance (HW)

1. I move to approve the February 2024 Warrant in the amount of \$2,205,719.03.
2. I move to approve the January 2024 Financial Statement and the January 2024 Year to Date Statement.
3. I move to approve the Board and Conference Expense in the amount of \$2,979.15.
4. I move to approve Resolution 24-2-2 Utilization of Developer Donation Funds in the amount of \$82,984.31.
5. I move to approve Resolution 24-2-3 Buffalo Grove Bank & Trust bank signers.

B. Policy and Legislation (LR)

1. I move to approve Ordinance 1.34 Restrooms, Washrooms, and Locker Rooms as proposed.
2. I move to approve Ordinance 1.23 Public Use of Portable Lighting in parks during night hours as proposed.

C. Parks (LR)

1. I move to award the Parkchester Park OSLAD development contract to Schroeder Asphalt Services, 11022 S Grant Hwy., Marengo, IL 60152, in the amount of \$1,231,051.50.
2. I move to award the bid for the Parkchester Park OSLAD Weiland Road Improvements to A Lamp Concrete Contractors Inc., 1900 Wright Blvd., Schaumburg, IL 60193, in the amount of \$289,945.28.

D. Recreation (HW)

1. I move to approve the Camp Bus Bid Extension from Grand Prairie Transit, 1600 James Dr., Mt Prospect, IL 60056, for the 2024 camp season for the same price as bus transportation services provided in 2022 and 2023.

E. Consent Agenda

I move to approve the Consent Agenda as proposed:

1. 2024-25 Master Fee Report
2. Willow Stream Ice Rink Closure Recommendation
3. Quarter C Administrative Work Plan Update
4. Quarter C Departmental Goals and Objectives Update
5. Resolution 24-2-1 Commending Ramon Diaz on 10 Year of Service



TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: FEBRUARY 21, 2024
RE: DIRECTOR'S OPERATIONS REPORT

Community & Public Relations

District 96: I had a great discussion with Katie Sheridan (Superintendent) about our plowing issue last month. She assured me this was a one-off and there was no need to be concerned that the lots would not be plowed for us to run regular programming. Communication has gone out to the team and we will continue to work closely with D96 and their facility staff.

District 102: I have been working with D102 administrators on finalizing two IGAs. One is for the use of their facilities; the other is for the land swap. Both documents were sent through legal counsel, and I have just received final copies back. I will be taking one last look over those this week and then will prepare to get them in front of the board (hopefully) by next month.

District 214: I had a zoom meeting with D214 officials and BGHS staff last week to discuss the next IGA for pool usage at BGHS. There was a lot of discussion surrounding current usage, maintenance considerations, and next steps toward continuing the partnership. Good news is that they greatly enjoy us as a partner. We will be meeting with them regularly to work out these talking points and hopefully will have a final agreement before this summer. There will be cost sharing on maintenance moving forward.

Friends of the Parks: Friends of the Parks had their annual Trivia Night Saturday, February 3 at the CAC. The event went extremely well. They sold the most tickets ever, and brought in a net of \$7K. I had the pleasure of working the judges table, and the feedback received was very positive.

Two FOP members have met with staff to discuss the CAC lights. The meeting was productive and they have next steps identified. Additionally, I am working with FOP on establishing a new mission statement and identifying roles and responsibilities of board members. I met with Cathy to discuss her thoughts and will be working closely with her on the roll out and discussion with the rest of the foundation.

NWSRA: NWSRA had their first meeting of the New Year January 31. They unfortunately lost their financial director, and are now looking for a replacement. A big thank you to John Short on these

efforts as he not only assisted NWSRA with financial statements this month, he is also helping them with the interview process. From the inclusion side, NWSRA has made a decision to have behavior rovers for this summer that are specific to each geographic area. This will assist us with inclusion evaluations, requests, and observations throughout the summer.

Finance

Budgets: Staff continue to work through budgets and we are almost to the final document. I have been working closely with Laurie and John on the capital budget. We will have a concrete plan for year one, and then an open plan for the following couple years in order to accommodate results from the facility assessments we plan to conduct next fiscal year.

Government & Public Affairs

Cook County: Commissioner Britton with the support of County President Preckwinkle and 8 other Commissioners put a proposed ordinance amendment onto their agenda for this month. The proposed amendment would add school districts and park districts to the exemption list for the Cook County Paid Leave ordinance. A group of Executive Directors from Cook County plan to be in attendance, and are encouraging board members to join them. The committee meeting is planned for Wednesday, February 28, followed by the regular county board meeting on Thursday, February 29.

First Amendment Audits: PDRMA sent out a learn alert on tips for responding to First Amendment audits after an increase in members have been reporting visits from "First Amendment auditors". First Amendment auditors are members of the public, who on behalf of the public, want to confirm that government entities are in compliance with various legal requirements, such as the First Amendment. In a timely coincidence, we received our first audit last week at 4 pm at Emmerich. Dani was finishing up her work week when someone came to the door at Emmerich. Upon opening it, the person (masked and using a recording device) walked right into the facility and started asking for our FOIA log. Dani immediately called John, took this persons FOIA request, and we have already closed the request. Dani handled it very well as she stayed calm and worked to ensure this person's rights were upheld. Because of this, we met as an admin team this week to discuss future implications, signage needs, and outstanding questions we need confirmed from PDRMA and/or counsel. We plan to develop a training for all staff so everyone can be best prepared to respond to an audit in the future.

Village of Buffalo Grove: I had a meeting with Molly from VBG to discuss a request from symphonic band to perform at the new amphitheater as well as Willow Stream shelter this summer. I gave them the green light for Willow, but told them it would be too soon to plan for amphitheater. Additionally, they inquired on what we planned to do for the "grand opening" of the amphitheater, and I told them at this time, we have not prepared anything, but would be having those discussions over the coming months.

I am also working on a draft IGA with Mike Skibbe on solidifying Rotary's involvement with the annual BG Days. Last year we had Rotary's support in staffing the info booth and we were looking to get into a formal agreement where club members helped out again in exchange for their annual bingo fundraiser. We met with the current and incoming club president's last month and the discussion was well received.

Operations & Personnel

IT: We are working with InterDev (VBG's provider), who assisted me with the RecTrac issues, on a penetration test. A penetration test essentially attempts to penetrate your information systems in a matter of ways to determine vulnerabilities within your system (i.e. ones that a hacker would be able to find). This will happen in the next month or so.

Parks: We have filled the last two holes in the Parks Department (grounds and facilities) with internal part-time staff. I am now working with Tim on developing the facility department job descriptions (adding a level 2 tech), and discussing a succession plan for the FC. We have one current facility staff who is interested in shadowing Dave, and the newest hire will begin to shadow Felix.

Recreation: We have had an additional inquiry for the rental of cricket pitch at Reiner Park. This brings us to three rental requests. For the last few years, we have been granting rental times to the two returning groups who have been in good standing with the District. Because we have now received additional interest, we are taking a look at our rental process and how we select and grant rentals when they are competing for dates/times. Since we already have signed agreements for this summer, the changes will not go into effect until next year. The third party is not happy with the current process and may be coming to the board to discuss. The team is meeting in-person with the individual next week, and I will be following up with full details so everyone has the same information should they attend a future meeting.

Registration: I am pleased to say that the hosted version of RecTrac worked seamlessly during spring registration. The waitlist was kicked on in the beginning, and overall the process was seamless. My only concern at this point is that it was a smaller registration volume (spring always is), so I want to make sure we have the same attention to detail when we open up for summer.

Strategic Plan: We had our kick-off meeting with 110% on February 12 via zoom. The project team spent an hour with them discussing the process and what their expectations are. Overall it was a very good discussion and I am excited to get this started next month starting with the board retreat on March 4.

Planning & Projects

DCEO: We received notice of two more DCEO grants that date back 5 years. One is for \$25K earmarked for Rylko Park, and the other is \$60K earmarked for Willow Stream Pool. Because we are unsure of the original intention, we are working on how those funds will be spent. At this time we have two grants finalized with funding coming after completion (\$300M and \$250K for amphitheater), and three grants with applications (\$250K for capital improvements, and the other two mentioned above). Those three should see finalization over the coming months.

Mike Rylko Amphitheater: The amphitheater project continues to move along. We are thankful for the nice weather as it has allowed them to continue to work outdoors. They have poured the concrete for the foundation and are preparing to run the cable lines from the FC in the next week or so.

Parkchester Park: I met with VBG to discuss this project and the bids received. They have a special interest in how the turn-lane gets done and attaches to their roadway, so they wanted us to be prepared that they will have more eyes on this project. At this time, the next step is board approval.

Professional Development

IPRA Board: I attended the final board meeting as Secretary while at Conference. While there, I was officially sworn in as Chair-Elect. I plan to start meeting monthly with the current chair, Andy Thurman (Geneseo Park District), and new ED of IPRA, Suzi Wirtz.

IPRA Conference: I thoroughly enjoyed this year's conference. I want to thank the board for allowing the staff and me to participate in this professional development opportunity. I truly believe in the value of attending this conference in particular and believe you will see that reflected in the staff reports on their experience. Those reports will contain three components by each staff member where they can "pick 3" topics to discuss. Topic choices are educational sessions, a networking experience, or a combination of the two.

I attended a lot of interesting sessions while at conference, mostly were legal topics and discussions. One I got a ton out of was *Not in my Park!* A session by presented by Ancel Glink. This session discussed hot topics including pickleball, homelessness and migrants, and parks as public forums. There were quite a few takeaways. For pickleball, the discussion surrounded implementing new courts and having considerable consideration on the following: location (away from residential homes), limiting the number of courts, limiting hours, and installing sound mitigation items (landscaping, barriers). They also highlighted that a lot of the complaints can be minimized through community engagement during the planning process in order to gain neighborhood buy-in. Both Prairie Grove and Parkchester Park will be the two newest pickleball locations. We have the community input aspect, but we cannot know for sure how the community immediately surrounding the parks will respond once fully operational. This will be something we need to keep an eye on as those parks complete development. The other topic that came up (and is now timely with things at the District) was the subject of parks and public forums. There was a lot of discussion on what it means to be a public forum and that first amendment audits have been occurring. The big note was that when we work for a public agency, videotaping can occur at any time without restriction if you are in a public area. Meaning that as an employee of the park district, you cannot stop a video recording of yourself as there is no expectation of privacy for public employees. This will also be a part of the first amendment training we develop over the coming weeks.

I attended a session titled Community Health Hub that was monitored by Kristine Stratton (CEO of NRPA) and Susie (ED at Gurnee PD) that was more of a round-table amongst Executive Directors where anyone could present a topic. One of the biggest discussions was going out for referendum to ask for not only money but increases in their tax rate. There were surprising more than just a couple districts going through this exercise, so I was able to gather future contacts on how the process went and pros/cons of contractors used.

Being on IPRA Board has awarded me many opportunities for networking while at Conference (this year and past years). Because of my new role as Chair-Elect, I was brought into an event for the first time. It was the Joint Coordinating Council meeting and lunch on Thursday. This meeting brought

together the big players from IAPD and IPRA together. From IAPD there was President and CEO Peter Murphy, General Council Jason Anselment, Outgoing Chairman of the Board Jeff Rigoni, Incoming Chairman Gary Gillis, and Chairman-Elect Ted Schulz. From IPRA there was Executive Director Suzi Wirtz, Outgoing Chair Lisa Sheppard, Incoming Chair Andy Thurman, and myself as Chair-Elect. The lunch and meeting led us through various topics with a goal of identifying future goals for the two associations. A highlight topic was attracting people to our industry and identifying ways we can "sell" the profession to students while at university (or even before). We also discussed the value of working together and continuing to strengthen our relationships. This was the first opportunity I have had to sit down with both Peter and Jason, so it was a nice introduction of future discussions to come.

Overall, it was another great conference! And I look forward to next year where I will be able to present IPRA's goals and achievements at the annual IPRA Business meeting as I move into my year as chair.

Meetings & Events Attended:

VBG Meeting with Engineer – January 19
DCEO & Capital Discussion with Hetal & Kim – January 19
DCEO & Capital Discussion with Steve & Larry – January 22
SLSF Board Meeting – January 23
D96 & Plowing Discussion with Superintendent – January 24
IPRA Board Dinner – January 24
IPRA & IPRF Board Social – January 24
Joint Coordinating Council Meeting & Lunch with IAPD & IPRA – January 25
IAPD/IPRA Annual Awards Luncheon with Dan Didech – January 26
IPRA Annual Business Meeting – January 26
IAPD/IPRA General Session & Closing Party – January 27
FOP Trivia Night – February 3
VBG & Rotary Meeting – February 7
IPRA Conference Debrief with ED, Chair, Outgoing Chair – February 8
Strategic Planning Kick-Off with 110% - February 12
VBG Meeting on Symphonic Band & BG Days – February 14
D214 & BGHS Meeting on Natatorium – February 15
D102 Meeting on IGAs – February 19
ADA Reimbursement Meeting with Tim – February 21



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: FEBRUARY 2024 OPERATIONS REPORT
DATE: February 19, 2024

DIRECTOR'S REPORT

Budget Fiscal Year 2024-25: The FY 2024-25 budget is nearly complete – Erika, Joe and Tim are reviewing the draft and final edits will be made by the end of the week. We are on schedule to have the document ready to go to print by March 1st.

IT

Greg has asked Chuck, Diana, John, TJ, Scott and Jenn to test new Citrix server and report back with issues to resolve before rolling out. Received great feedback and Greg is working with Mike Roach to make adjustments.

Provided Scott Comcast information for the proper licensing to show sporting events at the Golf Dome for alcohol sales. Greg also updating Poynt system for use at Golf Dome for sales.

Greg contacted Genesis Technologies to confirm the toner auto-replenish for Fitness, Alcott and CAC and toner will be delivered when toner reach less than 10% remaining.

Greg is working on new workstations for Parks department. Updated Golf Dome PA System and installed new credit card reader.

HUMAN RESOURCES

Scott is working on creating a new policy to make our sick pay payout more equitable for Tier 2 employees.

The HR department will be using a new vendor for running our annual driver's abstracts. This should save the Park District about 15% of the cost without sacrificing response time.

Scott, along with the facilities superintendent and foremen are conducting interviews to hire a new full-time facilities specialist. We hope to have the position filled by the middle of March.

The planning for the summer job fair is almost complete. The job fair will take place on Wednesday, March 6th. We're hoping for a big turnout!

RISK MANAGEMENT

We just heard back from our insurance vendor Alliant about the insurance policy for the Veterans Parking lot. We should be signing that agreement shortly.

Scott will be having a discussion with members of the Rec department about "Facilitation of Play". This will help to prevent injuries and liability.

SAFETY

The Safety Committee will meet on February 22 to discuss and prioritize goals to be completed in 2024.

Jenn and Scott worked on the PDRMA 2024 Kick-Off form to plan the agency's short and long term safety goals.

TRAINING

Jenn is working on completing the OSHA 30 class in order to complete the OSHA Compliance Manual prior to the end of the fiscal year.

Jenn attended the aquatics in-service on February 19 at the Buffalo Grove High School. Topics covered included swim lesson effectiveness and facility specific scenarios including EAPs for the A-Divisional Conference Meet and spring programming.

IPRA Conference

John attended a session titled "Controlling the Chaos of Your Outlook Inbox". The presenter had a number of good tips to organize emails. Given the number of emails I receive on a daily basis, it was a very useful session. My goal is to hold the number of retained emails to ten or less.

Greg Ney and Jenn Foreman hosted the Manipulating Data in Excel session presented by Marie Herman and she shared four valuable tips for data manipulation in Microsoft Excel. These four tricks provide insights into utilizing Excel to enhance data and achieve optimal results. Use of the Combine columns using concatenate function to merge data from different columns (e.g., first name and last name). The separate columns using text to columns feature to correct data formatting issues when, for example, city, state, and postal code are in a single column. The consolidation feature combines two Lists into one: by merging two lists, summing numeric values and eliminating duplicates. Finally, the feature to remove duplicate rows to streamline the process of eliminating duplicate entries in a spreadsheet.

The Responsible Leadership presented by Kristin Strunk focused on leadership development by giving leaders simple but effective actions "the how" to take to engage their teams, build trust, and leave a leadership legacy. Improving Emotional Intelligence, Trust and having Safe Disagreements involves continuous self-reflection, learning, and practical application of Competence, Dependability, Connection and Transparency in personal and professional interactions.

Greg Ney and John Short hosted the Fundamentals of IT Security by Randy Wilson, PDRMA and Robert Pechous, Oak Brook Park District. Information security aims to maintain the confidentiality,

integrity, and availability of data, ensuring that it is protected against unauthorized access or alterations. The Confidentiality, Integrity and Availability (CIA) are the makeup for IT Security that is responsible for keeping data accessible only to authorized users, maintaining data usage and keeping data available to those with proper permissions. Training sites such as KnowBe4 are commonly utilized for training and we use these tools to provide tests and trainings, such as Social Engineering, Spam and Spear Phishing.

JENN FOREMAN

Jenn hosted and John was the moderator for "Helpful Tips for Understanding & Prioritizing OSHA Standards," presented by Bill Hooker from PDRMA. This session provided valuable insights into navigating OSHA regulations effectively. The session began with an overview of the OSHA process, emphasizing the importance of understanding the regulatory framework and compliance requirements. Key points included 1) understanding the OSHA Standards (1910 vs. 1926), 2) how to prioritize compliance and 3) what the training standards are. It was mentioned that both standards should be looked at as 1910 covers everyone in general industry and 1926 covers construction, which would include the parks and trades. These key takeaways will assist in the completion of the OSHA Compliance Manual.

Jenn attended "Crisis Management of Active Threat Situations," presented on by staff members from the St. Charles Park District. Unlike typical active shooter sessions, the presenters highlighted the unique challenges faced by park district facilities. Unlike schools, park district buildings operate as public spaces with multiple entrances, making crisis management strategies distinct. The session shed light on the operational intricacies involved in conducting drills within open, public settings. The drills are executed while the facility remains operational, with regular public foot traffic. Importantly, the drills are run only for the duration of emergency response time. This minimizes disruptions to the facility's operations while efficiently preparing staff for potential threats.

Jenn attended the A&F Annual Business Meeting & Social on Thursday, January 25. Being new to the section it was great to meet new people in the field as well as reconnect with professionals who were once in aquatics, but made the jump to risk and safety. Two of the professionals that Jenn was able to reconnect with was Kara Moss, safety and risk manager with Glenview and Laura Cavazos, risk manager with Mundelein. It was great to discuss and hear their journey from aquatics to risk and provided a few good tips. It is okay to not know everything at first, but to find the people who are knowledgeable and learn from them.

SCOTT SPITZ

Scott attended "You're Fired" (What to do before uttering these words). And, just as it sounds, it was run by attorneys about best practices when terminating employees. There are not any changes we need to make to our procedures. However, some points of emphasis were in making sure that if there are performance issues, a Performance Improvement Plan is initiated. And if the PIP is 90 days that does not mean you need to wait 90 days to do a termination if there is no immediate improvement. Improvement also needs to be sustained after the 90 days. Giving an employee an option to resign (with a severance package) can sometimes be beneficial. And always offering appeal rights can help "soften the blow."

Scott hosted/moderated the session "Advanced Video Camera Solutions..." In this session, the speakers (owners of a video camera company) discussed all the capabilities a new camera/security system has. There are a lot! You can use AI to track how many people entered a building. You can find out how many people are currently in a building or any area with a forced entryway and exit. Location of cameras is obviously important. Having the camera point toward the entry of a parking lot is always a necessity. One pitfall is that current systems cannot simply be upgraded to harness this new technology. A complete overhaul is required.

Scott attended a session about IMRF benefits that was presented by the member education coordinator at IMRF. This session helped Scott better understand some of the nuance of different IMRF programs. There are 3050 employers in IMRF. 47 billion dollars. 175,000 active employees. 150,000 inactive. 150,000 people receive a pension. (All numbers rounded slightly) The average employer rate is 6.65%. Ours is a little less than double that rate. As we continue to hire new Tier 2 employees, our rate will drop. The Tier 1 plan is much more generous than the Tier 2 plan. We may have to look to be creative in the future to keep our benefits competitive to private companies that provide 401K matches to their employees.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: FEBRUARY 19, 2024

RECREATION DIRECTOR'S REPORT

BG Days: I met the In-House Committee on Wednesday, February 14th, to go over the 2023 debrief, discuss roles and responsibilities for 2024, plan the new layout due to the amphitheater, and start to get a preliminary schedule together for activities. There was some excellent discussion about incorporating more food trucks into the new layout and new ideas to streamline everything better. I contacted the Village afterward to set up a meeting with the two executive teams within the next few weeks.

Rec Department Updates: I am currently working on creating an AI Policy for the District and revising some of our ordinances and rental applications. I am working with Megan Baird and Diana Clayson to purchase a new Bingo Board, which will also be used for bingo during BG Days. We are also working with Rotary to see if any of those costs can be shared. Erika and I are working with D214 to create a new IGA that will include stipulations for pool usage in the future now that our contract with them is expiring in September. I am also working with Erika on revising IGA's with D21, D96, and D102. I have met with all of the heads of their facilities, and it has been very positive.

RECREATION FACILITIES

Alcott Center

Rentals: Rentals for Alcott have picked up for the start of 2024. In January, there was a revenue of \$2,390, 5 new inquiries, and two building tours.

2023	2023	2024
November	December	January
\$650	\$1665	\$2390

Community Arts Center

Rentals: Elizabeth has continued working with current renters for the upcoming months. There have been eight new inquiries. For the previous month, the Community Arts Center brought in \$15,565 in revenue compared to last year's time frame, bringing in \$12,537. The graph also shows that rentals are picking up again after the New Year.

2023	2023	2024
November	December	January
\$11,053	\$8,732	\$15,565

Fitness Center

Administration: Evolution Basketball Inc. signed a new three-year contract. They started a new year of training the week of February 12.

Thanks to Chuck Burgess for some additional pickleball ideas for the Fitness Center. Although we do not have enough space to add another full pickleball court, Chris will add a small "Kitchen" court to one of the Mind/Body Studios so members can practice their dink (short) game.

There was a minor problem with the Seresco rooftop unit. The Seresco unit is the pool air handler. If it is not working correctly, air from the indoor pool can be omitted through other exhaust fans inside the building, making those spaces smell like chlorine. Thanks to Dave Anderson for being on top of it right away and fixing the unit in a short amount of time.

Group Exercise: In January, the Fitness Center offered 84 classes: 69 live classes, four hybrid classes, and 11 virtual classes. Jenay expanded the Group Exercise schedule to meet increased membership and attendance in January. Both live and virtual class numbers increased despite extreme weather and the Fitness Center closing early one day, canceling all but the virtual classes.

Participants	January 2024	December 2023
Total #	5,439	4,958
Live #	4,555	4,257
Virtual #	884	701

Member and Guest Services: January was busy with new members signing up for the winter promotion, students coming home from college, and the tail end of the holiday season. Members brought a lot of guests during this month, which kept staff very busy.

Since moving to the RecTrac server, a significant slowdown has occurred with member check-in. The deceleration is causing some visits not to register on the computer. Guest Services will ask members to swipe again, but several visits have yet to be accounted for due to this issue.

The winter promotion is doing well, with 210 new memberships sold in January, down slightly from last year. The Fitness Center is on track to surpass that number for February. The second half of February usually brings in the most new memberships.

Personal Training: Debra had \$6,360 in training sales in January, compared to January 2023, which was \$3,393.

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

Membership Type	January 2024	December 2023
Adult	900	812
Add-On	757	726
Senior	789	774
All Corporate	293	290
Veterans/HMHB	8	8
Annual Add-On	14	14
Annual Senior	26	27
Annual Adult	15	14
Student Passes	336	800

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

	January 2024	December 2023
Total Memberships <i>(Includes Freezes)</i>	3,186	2,948

January 2024 Summation:

- Active Members: 3,060
- Membership Visits: 29,648
- Personal Training Sessions: 332
- Reformer Sessions: 75
- Group Fitness Attendance: 5,439
- Student Passes: 336
- New Memberships: 210
- Cancellations: 32
 - Financial: 3
 - Home Equipment: 1
 - Medical: 4
 - Infrequent Use: 7
 - Relocation: 15
 - Other: 2

January 2023 Summation:

- Active Members: 2,531
- Membership Visits: 27,400
- Personal Training Sessions: 391
- Reformer Sessions: 92
- Group Fitness Attendance: 4,729
- Student Passes: 352
- New Memberships: 244
- Cancellations: 47
 - Relocation: 5
 - Financial: 2
 - Different Club: 4
 - Medical: 7
 - Infrequent Use: 13
 - Other: 7

Golf Dome

Passes and Admissions: The Golf Dome brought in \$74,131 in revenue for January. In 2023, the Golf Dome brought in \$79,621 in revenue. While revenue was down for this season, Jimmy did have one day where the dome was closed due to snow, and the dome also had another day where it started snowing in the early afternoon, which led to low attendance. Below is a chart to compare stats from January 2023 and 2024 season.

2024 Season	5 Hour Pass	Golf Pro Hours	General Tee Admission	Senior Tee Admission
January	186	107	1796	702
Revenue	\$19,560	\$2,970	\$35,499	\$10,769

2023 Season	5 Hour Pass	Golf Pro Hours	General Tee Admission	Senior Tee Admission
January	180	103.5	2136	949
Revenue	\$18,900	\$2,483	\$40,849	\$12,845

Raupp Museum, Educational Gardens, and Nature Classroom

Free Family Event: The Museum had 124 visitors take advantage of the last four days of free walk-in activities during Winter Break.

Museum Attendance: Total attendance for January was 633 people.

Museum Donations: The Museum received two donations in January. One donation included multiple pieces of baby clothing from the 1940s. The other donation consisted of 1970s Cooper Middle School items, a 1970 newspaper delivery bag, Buffalo Grove Jaycees certificates, and 1970s Buffalo Grove Days ribbons.

School Programs: The Museum served 421 students in January. Eight classes from Sprague School learned about needs versus wants, and students from Kildeer School learned about the Potawatomi.

Revenue Add-ons

Birthday Parties: Birthday party inquiries continue to come in for Carol! In January, there was a revenue of \$3,674 for the month. Carol is on pace for this fiscal year to end, higher than the revenue from last year. In 2023, there was a revenue of \$39,714. Carol has brought in revenue of \$35,626 with three months remaining in the fiscal year.

FY 2022-23	FY 2023-24 end of Jan.
\$39,714	\$35,626

Dog Park: Dog Park Passes have generated \$8,046 in revenue for 2023-2024, with 255 annual passes and 40 late-season passes sold through the end of January. At the end of January 2023, we had sold 236 annual passes and 18 late-season passes with revenue of \$6,784.

Outdoor Rentals: Jimmy has been working with three cricket groups renting our cricket pitch at Reiner Park this summer. Jimmy has also started talking with the fire department, who want to run their Fire Up Food Truck Fest again this summer.

RECREATION PROGRAMMING

Adult Programming

Drawing & Painting: The teacher for this class, Enid, fell at home and broke her hip, so she will be out for at least 4-6 weeks. We were delighted to hear that she is doing well. Megan is looking at finding an alternative teacher to substitute until Enid hopefully returns.

Seniors: Musical Monday brought in Edizon Dayao as the entertainer. He played a wide variety of music with this keyboard and his saxophone. Seventeen people came to this drop-in program and enjoyed the entertainment.

The Valentine's Day Party was held on February 14. Jeff Dewbray provided entertainment. Twelve people attended the party, where Culver's pot roast sandwiches, chips, and frozen custard were served for lunch. Culver's was a sponsor of this party.

Aquatics

Swim Lessons: The winter swimming lessons session started the week of January 15. Winter lessons include Group, Private, Swim Team Prep, and Early Childhood lessons. There are currently 220 participants, filling 88% of available spots.

Swim Team: The Hurricanes and Cyclones swimmers participated in three meets in January. The teams won on January 6 against the Arlington Heights Otters and on January 13 against the McHenry Marlins. They lost a close contest on January 20 to the Elk Grove Stingrays. On January 30, Sean began a training webinar series on the Practical Performance Physiology of Competitive Swimming. Sean will be learning and discussing the following topics: Tapering, Energy System Physiology and Training, Season Planning, and Practice Set Writing. The information from these sessions will be compiled into a training course and presented to swim team coaches between seasons.

Camps

Broadway Bound and Star Makers: Enrollment continues progressing well for Broadway Bound and Star Makers. Broadway Bound is full for the first and second sessions; the "full session" has 15 spots available. Star Makers has nine spots remaining for the first session and five spots remaining for the second session.

Ann Marie and Aly met to discuss hosting group interviews for prospective candidates. Group interviews will take place in March. Re-hire paperwork will be sent out in March to employees interested in returning.

Camp Connection: Shannon and Amanda re-designed the Camp Connection registration form. Camp Connection will also accept EFT payments, an update from last summer. Shannon sent out a

survey to all prior Camp Connection staff to gauge their interest in returning to work this summer and to host interviews for Camp Connection staff.

Dance Camp: Aly and Brian met with Evan, the Director of Facilities and Operations for District 102, to secure space at Tripp School. Performing Arts camps are looking forward to being back at Tripp this summer. Dance Camp 1 - 3 and Dance Camp grades 4 - 8 are over half full.

General Day Camps: All general day camp sessions are on waitlists except for Adventure Camp Grades 3-4 Kildeer, first and second session, and Grove Grades 3-4 second session. We are working with the school districts to commit to the space we requested for camps. Elizabeth has sent rehire paperwork out to staff and, so far, has 38 staff returning for the upcoming summer. Supervisor positions are currently fully staffed, so interviews for new counselors have started. Shannon and Elizabeth have also started booking field trips for summer camp.

Preschool Camp: There are 128 registrations for the upcoming Preschool Camp. Last year, there were 118 registrations for Preschool Camp in mid-February.

Preschool Camp 2s: 14 Children are enrolled, which makes this program 70 percent full. The marketing team is working on a social media post about this new program, which will go out at the end of February.

Preschool Camp 3s: 39 Children have signed up for camp, which is 93 percent full.

Preschool Camp 4s & 5s: There are 75 children registered. The Monday, Wednesday, and Friday sections are full. The Tuesday/Thursday section is 54 percent full. A marketing post for the Tuesday/Thursday section will be sent out at the end of the month.

Safety Stars Camp: Safety Stars Camp is at full enrollment.

Sports Camp: Megan has interviewed and hired candidates for Sports Camp, Cycle & Surf, and Xtreme Teens. Returning staff have begun turning in their paperwork. Approximately half of the field trips have been booked.

Camp Name	Session 1	Session 2
Sports Camp Grades 3-4	50	50
Sports Camp Grades 5-6	50	50
Cycle & Surf Grades 5-6	24	24
Cycle & Surf Grades 7-8	24	16
Xtreme Teens	50	48

Clubhouse

Administration: Amanda and Shannon completed mid-year evaluations for all staff. Shannon processed the fifth billing cycle on January 31, with 25 declines, and is following up on these declined payments to ensure they get resolved as soon as possible

Registration: Clubhouse currently has 706 participants enrolled, with no participants on the waitlist.

Schedules: Clubhouse hosted a field trip to Main Event Entertainment on January 15 with 121 participants in attendance. Clubhouse is hosting a field trip to Gizmo's Fun Factory on February 19.

Dance

Dance Academy: Registration has closed as dancers prepare for the spring recital. The recital handbook has been made available online to all families. Aly also created QR codes to hang outside each studio so parents can scan for more information. With more participants this year, Aly has added back in the 4th performance on May 11 for five different recitals throughout the weekend.

Dance Company: Aly hosted a competition season kick-off party for the company dancers at the Community Arts Center on Friday, February 9. Dancers participated in team bonding, dinner, and fun games. Dancers also worked on a service project where they created Valentine's for the senior residents of Belmont Village.

The first competition, optional for solos, duets, and trios, takes place on Saturday, February 17, and Sunday, February 18, in Oswego.

Studio 83 Social Media: The Instagram reel posted on Monday, December 18, now has 13.4K views and reached 12.5K accounts on Instagram. The same reel was viewed 1.4K times on Facebook and had a reach of 934 accounts.

A different reel was posted on Sunday, December 31, had 1,050 views, and reached 857 accounts on Instagram. That reel on Facebook had 968 views and 449 accounts.

Musical Arts

BG Singers: Linda Rosen is working alongside Megan Baird to ensure everything is in order before the start of the season. Megan is working on room reservations, set-ups, and registration. Megan will work with Mike Terson to update the webpage with new pictures and relevant information. Linda has ordered sheet music for the upcoming production.

Crescendo Show Choir: The Crescendo Show Choir started rehearsals on Tuesday, February 6, at the Community Arts Center. Under the leadership of Kara Spector, the group will meet once a week through May 28. End-of-the-year performances will occur during the program's last week.

Piano Lessons: Piano lessons continue at the Community Arts Center. A winter recital occurred on Tuesday, January 23, at the Community Arts Center. Spring registration was sent out to all current students on the week of February 12, with a deadline date of February 20. If there are openings after the deadline, participants on the waitlist will be contacted to see if they are interested in enrolling.

Preschool

Administration: Keri has organized interviews for camp counselors. She also distributed information for Afternoon Boost, Parent Teacher Conferences, Valentine's Day parties, and Picture Day to families and staff. Friendship Café currently has 169 participants for the winter session. Last year, there were

85 participants. This year, there are 140 registrations in 1 pm classes compared to the previous year, when there were 76 registrations. Keri scheduled a student observation in one of the Four-Year-Old classrooms.

Highlights: Keri and Colleen Torf created a Winter Fest event on January 18 and 19 for children in Pre-Threes, Three, and Four-Year-Old Preschool to attend. Activities included games, stories with puppets, and imaginary play. Keri, Colleen, Jenn Foreman, and the Buffalo Grove Police Department conducted a walkthrough of the preschool wing to discuss strategies for an active threat situation. Keri, Jenn, and the Buffalo Grove Police Department met with teachers to outline what to do in an active threat situation.

Keri led five tours over the past month for prospective families. On February 3, the preschool hosted an Open House event, and 100 people attended over two hours. One of the Four-Year-Old Rooms hosted a Valentine's Day-themed Bingo event on February 7 with 11 seniors at the Buffalo Grove Park District. The children sang a song, led an art activity, and played two games of Bingo. The seniors loved being with the children; one could tell by the smiles and laughter.

Registration: Preschool registration for the 2024-25 school year opened to In-district families on February 1 and Out-of-district families on February 8. There are 116 total registrations for the 2024-25 school year. Last year, there were 99 registrations for the 2023-24 school year in mid-February.

Two-Year-Old Preschool: 12 Children are enrolled in the program, which is 40 percent full.

Pre-Threes Preschool: 12 Children are enrolled in the program and are 50 percent full.

Three-Year-Old Preschool: 47 children are enrolled in the program, which is 78 percent full.

Four-Year-Old Preschool: 47 Children are enrolled in the program. Due to high demand, Keri added more spaces for the Monday through Friday classes and the Monday, Wednesday, and Friday classes for this age group. This program is 63 percent full.

Productions

2023 - 24 Children's Theater Season: The cast of *Grease* is busy with rehearsals for this production, which will be performed March 1 - 9. Tickets went on sale to the general public on Friday, February 8. So far, 554 tickets have been sold. New to the artistic team is costumer Jade Andrews. Jade has costumed shows for several North Shore theatres and in Chicago; most recently, she costumed *Inherit The Wind* at the Deerfield Theater.

Auditions for Big Deal Productions' spring children's musical, *The Music Man*, occurred on Monday, February 5, and Tuesday, February 6. Auditions were open to children in grades 2 - 6; 38 actors auditioned. The Park District offered everyone a part in the production; 36 actors will perform due to conflicts for some children. The artistic team includes Jamie Gross as the director, Kara Spector as the musical director, and Cathy Jacobson as the choreographer. The first rehearsal took place on Monday, February 12. This production will go up April 18 - 21 at the Community Arts Center

Special Events

Friends of the Parks – Trivia Night: Trivia Night occurred on Saturday, February 3, at the Community Arts Center. The Friends of the Parks sold 24 tables and received payment for one table as a donation. A total of 188 people attended the event. Jack Schmerer did a fantastic job being the Trivia MC for the night. The event featured trivia, a 50/50 raffle, and food catered by Bontà Pizzeria & Restaurant. In total, the event raised \$7,029.

Lunar New Year: The Lunar New Year Celebration took place on Saturday, February 10, from 5 to 8 pm at the Community Arts Center. This year, guests celebrated the Year of the Dragon. Brian O'Malley and Amanda Busch partnered with the Korean Cultural Center of Chicago and a Buffalo Grove resident to plan the performances and activities. The event featured arts and crafts, food, and over 20 musical and dance performances.



Pride Picnic: Planning is underway for the annual Pride Picnic event. With the amphitheater construction underway, staff conducted a walkthrough of the Northeast of Mike Rylko Community Park to discuss the event's layout. Committee members are meeting on Friday, February 16, to start finalizing plans for the event. The band Radio Gaga has been booked. Applications for vendors are updated and will be made public at the beginning of March.

Superhero and Princess Party: The Superhero and Princess Party is scheduled for Friday, February 23, at the Community Arts Center. The event currently has 70 children registered. The event will feature a DJ, arts and crafts, games, and a magic performance from Gary Kantor.

Theater Programs

Overall Enrollment: For the winter session, there are 286 actors enrolled in the following programs: Advanced Theatre Company, Improvisation, Broadway Buddies, Center Stage Stars, Music Theatre Magic, and Showbiz Kids. These programs will culminate with a performance at the end of each session at the Community Arts Center.

Youth Programs

All-Star Sports: Winter basketball and volleyball programs are underway. The basketball programs are at maximum enrollment, and the volleyball programs are close to maximum enrollment. All Star Sports continues to see great enrollment numbers year after year.

Chess Club: Winter chess classes will finish on February 26. Spring classes will begin the following week. TJ is working with Frank Swindell to help participants sign up for the correct classes for the spring session. Class numbers were great for the winter, with over 50 participants signing up.

Computer Explorers: Computer Explorer's first class for winter, Intro to Programming, started on February 1. Class numbers remain strong. The Minecraft – Basic Training class starts on February 29.

Flag Football: Spring flag football registration opened on January 11. Over 40 participants have signed up to date. TJ sent an email notification to participants from last year to inform them of registration. The season will begin with practices in early April.

Gymnastics: The first winter session of gymnastics classes began on January 10. The second set of classes starts on February 21. Class sizes were increased by two participants for each class. Numbers continue to excel for gymnastics, with all eight classes filling up this winter. TJ continues to talk to the instructor regularly about ways to improve the program.

Hands On Art: The Friday Fun class on January 26 had 26 participants attend. This section of the class has the largest amount of participants to date.

House League Basketball: House League Basketball is halfway through the season. There are eight teams in the K - 1 grade league, 12 teams in the 2 - 3 grade league, eight teams in the 4 - 5 grade league, and eight teams in the 6 – 8 league. The season will conclude on Saturday, March 16, and Sunday, March 17, with a 6 – 8 grade tournament.

Karate: Winter Karate classes are going well. Classes had to move for two weeks in January due to problems with the heating system at Emmerich. TJ moved classes to Alcott and the CAC, and he appreciated Brian O'Malley and Chuck Burgess for helping facilitate the class moves. Classes will finish at the end of March.

Magic Class: The Park District offered one magic class this winter. That class took place on January 16. The next class will take place on March 14. Over ten participants have signed up for that class.

Number Ninjas: Number Ninjas has 11 children signed up for the Tuesday class, and 13 children signed up for the Friday class, both of which have a possible 14 spots. The Tuesday class went from 36 percent full in the fall to 79 percent in the winter.

Rock 'N' Kids: Tot Rock had 17 children attend the January and 16 children attend the February sessions. Kid Rock had 18 children attend the January session, and 17 children attend the February session. Both classes are at full enrollment.

Soccer: Registration continues for spring soccer and will end on March 17. There are currently 164 participants registered.

Twin Rinks: Twin Rink skating classes are going well this winter. Skating classes will end in early March, and Ice Hockey classes will finish near the end of March. TJ is pleased that constant communication has led to more efficient billing from Twin Rinks.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

IAPD/IPRA Conference

Aly Stanczak: Aly Stanczak attended two educational workshops at the IPRA conference on Thursday, January 25.

Aly attended a session titled Data Manipulation in Excel. This session went over some great tips and tricks when working in Excel. It was helpful to learn a few new things to assist in sorting and organizing data.

Aly attended a session titled Responsible Leadership - Choosing How We Show Up For Others. This session helped identify ideal qualities participants notice in leaders and how to incorporate those qualities into the participants' management style. Aly had the opportunity to connect with Greg during this session, and it was great to share ideas with someone else who holds a leadership role within our district.

Amanda Busch: Amanda attended a session titled "Crisis Management for Active Threat Situations." This session provided insights into the unique needs of a Park District when preparing for an active threat or workplace violence incident. The presenters navigated how to conduct an active threat drill while keeping the Park District open to the public. They also highlighted the difference between an active threat (danger inside) and a secure building (danger outside). As an ALICE instructor, I find this session particularly relevant to Amanda's work, and the information presented could be highly beneficial in our future training.

Amanda attended a session titled "Psychological Safety: Your Leadership Reflection." This session discussed how ensuring employees feel valued and appreciated is crucial to building a thriving work environment. The presenters emphasized the significance of mutual investment and employee well-being. As a supervisor overseeing a large group of employees, it can be challenging to meet everyone's needs. However, investing in their growth and development is essential. Amanda learned

that she can retain high-performing employees year after year by providing them opportunities to learn, contribute, and challenge themselves.

Amanda attended a session titled "Innovation Oasis: Embracing AI for Next-Level Recreation." This session discussed how technology advances rapidly, providing incredible opportunities for increasing productivity and efficiency. They explored the capabilities of AI and how it can be applied in the field of Parks & Recreation. They delved into various AI platforms and learned how they can help us become better at our jobs. This session was invaluable for Amanda as they continually seek to improve efficiency. With technology being a huge factor in assisting them, leveraging AI can help them achieve their goals.

Ann Marie Shipstad – Schwartz: Ann Marie attended a session titled Having Hard Conversations. When approaching difficult conversations, whether between co-workers, discussions with a supervisor, or addressing concerns with patrons, this session emphasized the importance of preparation before these conversations occur. Planning the conversation logistics, the importance of a supervisor or manager accepting responsibility for any issues, and coming up with an outcome are all key factors. Also, realizing that everything cannot always be solved, but defining what an outcome is would be very important. The importance of listening and validating concerns was focused on an 80/20 approach, which is consistently effective in these discussions (listening 80 % of the time and talking for 20%). An acronym of EFA can also be used: empathy, facts, and alternatives are all essential to keep at the forefront and will assist with the direction of the dialogue.

Ann Marie attended a session titled Girl Power: A Round Table Discussion and Answer session with Carrie Fullerton, Mary Fran Leno, Rita Fletcher, Gayle Mountcastle, and Sara Sandquest (Illinois Park District Executive Directors). This was a fantastic session that relied on a question-and-answer delivery. Topics discussed included the following: work-life balance, the trajectory of the presenters' park district careers, what job negotiating looks like post-COVID, and the importance of mentors and always doing your research.

Ann Marie attended a session titled IPRA Trends in Rec. This session focused on regional and national trends in Park and Recreation. The session was facilitated by Nikki Ginger and several superintendents and executive directors from Illinois. Attendees examined cases focusing on micro-mobility devices (scooters, electric bikes, skateboards, etc.) and what this looks like when integrated within recreational facilities. Topics such as rentals, the safety of these devices, and the pros and cons of these at a recreation facility were all discussed. Another area of focus was mindfulness, nutrition, and stress reduction. Overall, community wellness and what programs address these areas were discussed. Two topics of surprise were the discussion of Marijuana and Alcohol in Parks and Recreation programs and utilizing composted human remains in parks (already approved in several states).

Brian O'Malley: Brian O'Malley attended a session titled Planning, Design, Construction, and Management for a Sustainable Synthetic Turf Sports Complex. The Northbrook Park District was looking to reduce weather-related cancellations, which led them to research synthetic turf. Their key evaluation criteria were player safety, maintenance, and durability. The turf has a life expectancy of 15 years, the infill 10 years, and the shock pad 25 years. Brian found it interesting that they included

replacement costs in their bid so they would not need to return to residents to raise more money once the turf required replacement. Brian found it clever that they created an asphalt pathway down the center of the fields, allowing emergency vehicle access and deliveries without damaging the field.

Brian O'Malley attended a session titled Psychological Safety: Your Leadership Reflection. This session highlighted the importance of the four stages of psychological safety: inclusion, learner, contributor, and challenger. Staff excel when working within a team where they feel safe to learn, feel included, and challenge others on their team. One surprising statistic was that only 36% of professionals believe their organizations create an inclusive culture. Brian feels the Park District does a great job of promoting inclusivity through DEI training and the many parks district committees (safety, wellness, Uniquely Us, etc.) Another area highlighted in the presentation that Brian thinks the Park District does very well is celebrating the wins, even the small ones. Staff do a great job celebrating the accomplishments of full-time and part-time staff. A few ways accomplishments are celebrated at the Park District are smile awards, safety awards, way-to-go shout-outs, and verbal and written praise.

Brian O'Malley attended a session titled Innovation Oasis: Embracing AI for Next-Level Recreation. Brian enjoyed this session because it taught attendees how to use AI in recreation. Brian learned about a program called Guidde, in which you record your computer screen while doing a task. From there, the program will create a training manual with a step-by-step guide on how to complete that task. A way to bring this to the Park District would be to review common issues patrons encounter during program registration and show them the proper registration steps. Another program mentioned during the presentation was using AI to upload ordinances, making searching for keywords about ordinances easier rather than combing through the entire manual. Brian will lead a new Park District committee, the Innovation Committee, and he is excited to share some of the programs he learned about during this presentation. The programs discussed in this presentation will allow staff to maximize efficiency and productivity.

Chris Eckert: Chris attended the session titled: Building a Culture of Innovation and Inclusion. Neelay Bhatt has always been an enjoyable speaker. In this session, I learned more about AI technology and how it quickly advances into society. Although Neelay did not address everything stated in his description, he opened my eyes to the soon-to-be AI technology.

One of the benefits of this session was a new lapel hitting the market soon. This lapel translates languages so you can speak to customers in their language because it translates each of your languages to each other. The lapel would greatly benefit the Guest Services team and other staff when speaking to members, customers, EcoClean, and others.

Chris attended the session titled: The Living Map. The speaker (Kim Compton) provided an enjoyable learning experience on the natural history of Glacial Park in McHenry County. It was exciting to learn how much the area has changed based on climate, farming, and animals and what they are doing to restore it today.

The original session I planned on attending was full, so I tagged along with Chuck to The Living Map. I could visualize what Debbie and Marina do to make learning the past more enjoyable to guests of all ages. I was entertained by Kim's concept of how she teaches visitors the history of Glacier Park.

Chris attended the session titled: Attributes of a Great Leader. There is always one session I'm excited about that ends up different from what I thought it would be. This session took a lot of work to sit through, especially when you find the last available seat. Although the speakers did have a lot of experience, their session was not engaging and pretty basic with the information they provided.

One of the things I took out of the session was to be more engaging with staff and learn and understand how they like to be led.

Chuck Burgess: Chuck attended a session titled "Affiliates: A Blessing or a Curse?" presented by Ancel Glink. This session touched on the importance of addressing certain areas within the agreements. The areas that stood out the most were capital improvements and maintenance, using photos, videos, and social media, and informing the park district anytime an ambulance or 911 is called. These are areas that Chuck will include with agreement revisions this spring.

Chuck also attended a session titled "The Living Map" with Kim Compton from the McHenry County Conservation District. This session was a great example of teaching environmental history using visual aids. The teaching method was such that staying focused and engaged with the teacher was easy. Chuck was intrigued with this session and found value in this program style. A similar program could be implemented at the Nature Classroom.

Chuck attended a session titled "Building a Culture of Innovation and Inclusion" by Neelay Bhatt. Neelay was energetic and enthusiastic throughout the session and gave informative insights into our field. We are now living in a 'new normal' post-pandemic world. What used to be considered 'best practice' five years ago will not cut it in today's world. We must be quick to learn and use new technology to create new ways to reach our goals.

Debbie Fandrei: Debbie attended a session titled "Gamification." This session talked about using gaming ideas and strategies for marketing to encourage visitors to go to many different parks and to increase an organization's database of emails and contacts. The speaker gave examples from three other park districts, and the results were interesting. Debbie feels there may be possibilities for this as a spring or fall challenge for the Park District to get residents to visit parks throughout the town; the logistics might make it too time-consuming for staff to do during the summer.

Debbie also attended a session titled "Living Map." This session was an example of an interactive program the McHenry County Conservation District used to show how the land in one park has changed over time. It included the use of both pictures and stuffed animals. Debbie and Marina thought there might be room for a similar program at the Nature Classroom. However, the setup for the program would mean it would probably be offered once per day. In addition, Debbie and Marina connected with college students who had been working on their environmental programming efforts and were attending the session to get even more ideas. Everyone exchanged cards and advice about how they had broken into the museum field.

Debbie attended a session titled "Evanston Lakefront: A New Chapter and Collaboration." This exciting session detailed how and why Evanston had moved lifeguarding operations from the Parks and Recreation Division to underneath the Fire Department. While the aquatics logistics were

interesting, Debbie was more impressed by the human resources issues that had caused the move. It was an excellent reminder of why Buffalo Grove Park District provides training and procedures to deal with problems that can arise.

Debra Saper: Debra attended the session titled: "You're Fired!" — What to do Before Uttering These Words. Debra learned some essential reminders: do not wait for employee performance review time to speak to an employee. One should always give ongoing feedback. It is necessary to make sure communication is a two-way street. Debra does email employees, always stating, please reach out with any questions or ideas. Something to continue to work on is documenting everything to help you remember conversations. It establishes crucial credibility with your staff. I have been sending emails after meeting with employees in my office for a follow-up.

Debra attended the session titled: Social Media and The Law—Facebook? Instagram? X? Debra found it to be very engaging. She learned many good tips, such as being careful when removing posts. It may violate free speech. It is essential to ensure you have a comment policy with your agency. It is not a good practice to block user engagement. It is necessary to remember a government social media page is considered a social forum. The final takeaway was to keep your personal Facebook page, not about work.

Diana Clayton: Diana was delighted with the session she attended titled "Keep It 100 without trippin', no cap!" Other sessions have explained the different generations, but this one focused on how to relate to, work with, or teach each of those generations. Baby Boomers are continuing to retire, and only some will be left in the workforce by 2030. In the next 15 years, almost half of the workforce will be Gen Z. All generations want communication, acknowledgment, professional growth, and work-life balance, so it is our job to be aware of the differences to ensure how to get others what they need.

Diana attended a session titled "Building a Positive Culture in Summer Camp." This session had many great insights and reminders to help our summer camp staff have a rewarding summer for themselves, the children, and their families. The supervisors need to convey the energy that they want to see from the staff. The staff need immediate and specific feedback to help them do better each day. Reward systems, helping everyone with work-life balance, and finding ways to relate to each staff member/child were among the many helpful suggestions.

Diana's highlight of the conference was networking and discussing IPRA with Kristine Stratton, CEO of NRPA. Diana met Kristine at the closing social and spoke about her favorite parts of Parks and Rec. Kristine had traveled to the conference alone and invited Diana to stay and chat while in line for dinner. They discussed their favorite sessions from this conference. Kristine also inquired if there were any topics she wanted to see in Atlanta and what she liked best about Dallas. Kristine agreed that it was interesting to learn how other states do Parks and Rec differently and was delighted to hear how the time spent together fostered the District's friendships and teamwork.

Elizabeth Quinzio: Elizabeth attended the session "Controlling the Chaos of your Outlook Inbox." This session reviewed innovative ways to maintain your email in Outlook. The speakers told attendees that some automatic options would help them process emails more efficiently—for example, filtering

specific keywords from an email so that it goes into the correct inbox. This session was beneficial because she learned that she could filter her emails by importance as she works with various rentals and with the high volume producing summer camp months approaching. They also learned how to break up information into specialized folders- which she has now implemented and finds very helpful! Nothing is more stressful than a crazy inbox, so this session taught her some ways to help manage the stress.

Elizabeth attended the session titled "Innovation Oasis: Embracing AI for Next-Level Recreation." This exciting session showed how much AI has increased. A substantial standout point was using any Chat GPT. Using this AI technology could help create memos for work, give you information on how to speak on a particular subject, or even ask for upcoming trends. Elizabeth found this extremely useful because she can use it to her advantage for summer camps. She can ask Chat GPT for what months see higher enrollment and discover any trends. Doing this would allow her to see what months she needs to push for summer camp and when enrollment becomes full.

Elizabeth attended the session "How NOT to be Boring with your Marketing Outreach Booth: 25 Booth Boosting Tips." During this session, the main discussion was how your organization implements resources to have the best turnout for any event. Giving out free items is always a good idea, but this session pointed out more than that—the people they want to attract first must be identified to attract a crowd. The Marketing team and Recreation Department must work together to achieve the same goal. Once the goal and crowd type are identified, the standout brainstorming starts! Elizabeth enjoyed this session because it showed that it takes a team to have a successful event. Once you know the crowds you will have at an event, it allows you to plan any activities or items that the crowds would enjoy.

Jenay Gordon: Jenay attended the session titled: "You're Fired!" — What to do Before Uttering These Words. The session focused on handling employee misconduct, grievances and complaints, investigations, performance and PIP, documentation, separation, and mitigating litigation risks.

Jenay found this session particularly useful for addressing employee performance, both positive and negative interactions. As Group Exercise manager, I manage many part-time employees, and it is always to review my interactions with the myriad of concerns I address daily through the lens of Human Resources.

Jenay attended the session titled: Social Media and The Law—Facebook? Instagram? X? This session discussed the various legal issues that arise in the government's use of social media, including First Amendment free speech protections and Copyright Act compliance, among many other legal issues.

I found this session extremely useful to understand the legal issues of using social media. The Fitness Center continues to increase its social media presence. I, with Jennifer Johns, run our Pickleball Facebook page, and this session was particularly relevant to that role.

Jenay attended the session titled: Girl Power—Get Your Questions Answered! The session focused on gaining perspectives from various professionals on questions you or your peers asked on career advancement.

I found the session insightful on career advancement within Park and Recreation. The session was beneficial for networking with area women in neighboring Park Districts, gaining insights and perspective from their point of view.

Jimmy Mix: Jimmy attended the session titled: Psychological Safety: Your Leadership Reflection. Jimmy learned some valuable lessons in this training: innovation and connectivity equal productivity, and it's ok to fail but fail forward. Jimmy has already used the term fail forward since attending this session, and he uses it with his part-time staff at the Golf Dome. Jimmy makes every failure a training opportunity and a chance at growth rather than a negative.

Jimmy attended the session titled: Controlling the Chaos of Your Outlook Inbox. The session provided a lot of valuable tips. Jimmy learned how to create different replies to emails, search his inbox more efficiently, and other tips to make his everyday routines run smoothly.

While Jimmy was in the exhibit hall, he stopped by Bounce Houses R Us. This company provides bounce houses, foam parties, water games, and more. Jimmy spoke with the company about BG Days and how we provide kids entertainment on one of the days. The company was very interested in attending the event, and Jimmy will work on securing them.

Joe Zimmermann: Joe presented, alongside Mike Terson, a session titled "Bridging the Gap Between Marketing and Recreation – Episode 3." Joe and Mike discussed different ways that the two departments can better work together, including being very intentional in their relationship building and how to build trust through successful projects and collaboration. They also discussed specific things that they are doing to streamline their marketing efforts and stay innovative.

Joe attended a session titled "Trend Check for Rec." It was a round table discussion that involved various presenters moving around the room to different tables to discuss other topics. The one topic that stood out most to Joe was the future of incorporating marijuana and dispensaries into park district activities. Most people at the round table believe it is only a matter of time before that becomes a reality, which is hard to phantom at the moment. Still, with dispensaries already becoming sponsors in the community, it does seem likely there will be some incorporation sooner rather than later.

Joe attended a session titled "Innovation Oasis – Embracing AI for Next-Level Recreation." IPRA's own Vince Davis presented this session, and it was by far the most exciting and eye-opening session Joe attended during the conference. BCPD has been pretty innovative within the park district community about embracing AI and different technologies that use it. Still, this presentation showed that the Park District is only scratching the surface. Joe was able to take a lot away from this session and now has a list of AI technologies that he feels will continue to help the park district stay ahead of the innovative curve. One technology they will embrace is Guidde, which will allow the park district to create tutorials easily it can use for onboarding new employees and providing the community with step-by-step instructions on how to use things like RecTrac for registration.

Keri Isacovici: Keri attended the session "Run, Hide, Fight." The Department of Homeland Security endorses the "Run, Hide, Fight" strategy during Active Shooter situations. This session shared a new technology called Blue Point. Blue Point is an emergency alert box that has a recorded message,

connects to the local police department, allows for intercom announcements and live video feeds, maps the layout of the building in real-time, asks participants if they are hurt or in danger, and provides an orange activation dot of which alarm location was set off.

Keri attended the session "CHAMPS! Classroom and Group Management Strategies." CHAMPS is a proactive and positive behavior system. CHAMPS stands for conversation, how to ask for help, activity, movement, participation, and success. Visual cue cards are also available on Teachers Pay Teachers. This system would be an advantageous training tool for summer camp counselors.

Keri attended the session "Conflict Unpacked." This session spoke to the cost of managing conflict, the mindset of responding vs. reacting, and taking the time to recognize "hot button" topics, core values, and staff resistance to directives. The speaker spoke about WIDGET (Six geniuses) and reinforced that the only person you can control is yourself.

Marina Mayne: Marina attended a session titled "No One Cares About Your Data" with Bobbi Nance. This session discussed communicating and using your data to push for change within your institution and better help your constituents. Marina learned valuable tools for better data visualization (that she has already implemented) and learned the ways that highlighting different and meaningful points in data is instrumental in communicating what needs to change. This information will be helpful for museum surveys and for interpreting Placer.ai data.

Marina attended another digital and data-themed session titled "Innovation Oasis – Embracing AI for Next-Level Recreation," with Vincent Davis. This session explored multiple AI tools that could be useful in parks and recreation, including image generators, assistants, data analysis, and scheduling. What was most important to Marina was how to use different tools in her work at the Museum, like in exhibit design, and understanding how important it is to set up policies and procedures for these new technologies in the workplace.

Marina attended a session titled "Connect Your Public to Nature's Recipe for Restoration" with Susan and Jon Cross, two private landowners. This session explored how park districts can help the public get involved in conserving their personal property since private property is over 97% of land in Illinois. This session helped Marina think about how the Nature Classroom could potentially encourage others to practice conservation and how she can offer the public more information and resources for growing native plants, even in small pots.

Megan Baird: Megan attended a session titled "The Future of Parks and Rec: Winning the War for Talent in the Next Phase." This session was led by two speakers, one in HR and the other in marketing. These two departments work closely together to build a strong brand and get the word out on open positions to get more candidates for open jobs. Megan gained a lot of ideas in this session. Their agency posts QR code window clings on all doors to their facilities. The QR codes lead to their job posting website. They also host a community job fair. It is not only specific to their jobs but is also open to other businesses in the community (40-50 businesses). For their tables, they have part-time staff to help recruit and share their experiences. These things have helped them be successful in recruiting as well as retaining staff.

Megan also attended a session titled "The Secret Sauce to Successful Programming." The main focus was "What ingredients make your program stand out?" for example, staff, locations, amenities, facilities, etc. All programmers, as well as programs, have their own recipes. Not everyone does things the same way, and we want things to be different to help us stand out! Another point was the effects your programming has on others. How often are we complimented on our programs and events? Not enough! One idea the speaker gave Megan was to make an "Impact Board." This would be just for staff to be able to add positive feedback and compliments to it to help you visually see that "this is why I do it."

Megan attended the session "Innovation Oasis: Embracing AI for Next-Level Recreation." Her first thought on this session was, "Wow, that's a little scary!" AI is a robot that mimics humans with better accuracy and can be utilized as a fancy search engine. AI can be used in many ways that could benefit Megan's job. For one, it can help brainstorm ideas for programming and special events. One can ask what is popular in the field to see trends. ChatGPT is one program that we can utilize. Megan has used this most recently to help develop program names. When using AI, our role is the builder. We steer and direct with what we want and need. AI is still new and constantly evolving. It will be interesting to see how this progresses and how we can further utilize it in our day-to-day jobs and lives.

Mike Pfeiffer: Mike Pfeiffer attended a session titled "Early Childhood, Nature, and The Park District." This session covered early childhood education in a nature classroom. They presented how to start a preschool in a nature classroom. They looked at the four milestones of childhood development, physical, social/emotional, cognitive, and language, and showed how to tie them into outside and nature-based learning. This session detailed ways to expand the Park District's Nature Classroom offerings.

Mike Pfeiffer attended a session titled "Controlling the Chaos of Your Outlook Inbox." This session looked into ways of setting up your Microsoft Outlook inbox and controlling the flow. They showed how to set up rules to filter through and to search for items in your Outlook. They also showed how to use folders to quickly organize your inbox and find emails. This session will help Mike with organizing his Outlook Inbox.

Mike Pfeiffer attended a session titled "How to Not Only Apply for Your Dream Job – But Get It: Best Keep Secrets from a Marketer." This session covered how to stand out when applying for your dream job. They covered how to ensure your cover letter and resume stand out. They discussed how to answer trick interview questions and impress the interviewer.

Sean Berry: Sean attended a session titled "Planning, Design, Construction, and Management for a Sustainable Synthetic Turf Sports Complex" from the City of Lake Forest. The researched and observed benefits of this new complex included:

- A reduction in programming at other overused parks.
- Reduction in field maintenance costs.
- Reduction in weather-related cancellations.
- Increase in multi-purpose usage.
- Opportunities for expanding programming and use.

This project cost about \$16.4 million for 9.5 acres of renovation. It could be beneficial to look into this project more for other opportunities for improvement with Buffalo Grove Park District programs and facilities.

Sean met with Leslie Donovan, President and CEO of Starfish Aquatics Institute. While talking with Leslie, Sean shared a few changes regarding the Buffalo Grove Park District lifeguard program. Leslie also assisted in registering Sean for an online training course for aquatic supervisors.

Sean attended a session titled "Controlling the Chaos of Your Outlook Inbox." Topics discussed included creating rules, utilizing quick steps, and creating a cleanup folder. These tips will help Sean organize his email for easy access further and provide timely responses to all who have contacted him through email.

TJ Wilkes: TJ attended a session titled "AI in the Parks and Recreation Industry." The speaker discussed Artificial Intelligence apps, their use, and ways to use them in our field. During the presentation, the speaker used apps and programs like ChatGPT and Copilot to show how AI can speed up many areas within the recreation field by searching large amounts of data to give you desired focused results. TJ looks forward to researching this new technology and finding ways to use it in his areas.

TJ also attended a session titled "Building a Culture of Innovation and Inclusion." One of the areas the speaker covered was future work trends for 2024. Trends, such as four-day workweeks, DEI, and career stereotypes, were discussed as topics that might become focal points in 2024. The session and the pre-conference session gave some great examples of innovative ideas we can implement.

TJ attended a session titled "How to Not Only Apply for Your Dream Job – But Get It: Best Secrets from a Marketer." This session offered tips for employees to use on resumes and best practices when looking for, applying for, and interviewing for a job. It had great examples and discussions about what to expect in the job-hunting process. At the same time, it also discussed what employers should look for from candidates applying for jobs. It was extremely helpful in covering both sides of the application process. The speaker included the audience by giving examples of tough interview questions that interviewees can prepare for or interviewers can use to focus on the best candidates.

District Committees

Social Committee: The Social Committee hosted an event at Ace Bounce during the IPRA conference on January 26. The Social Committee is hosting a staff outing to Medieval Times on February 24, 2024, with 62 people signed up to attend.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: FEBRUARY OPERATIONAL REPORT
DATE: FEBRUARY 21, 2024

DIRECTOR OF PARK'S REPORT

Personnel: Facility staff interviewed three candidates for the Facility Specialist position. There were two external candidates and one internal candidate who worked at the Fitness Center. Tylor Schlenz, who works at the Fitness Center excelled in the interview and was offered the job. Tylor will be starting in the middle of March.

ADA Reimbursement: Tim has been working on compiling all the projects that can be ADA reimbursed through NWSRA. Tim will be meeting with Erika to go over the excel document.

Budget: A HUGE thank you to all parks and facility staff that worked on our budget. A special thank you to Dani Hoefle for spending a lot of time in creating a new Google Doc for all staff to work on and review.

Land Management: Dani Hoefle and Tim will be meeting with Kyle Johnson and Tom Milas from the Village of Buffalo Grove Public Works. We are going to discuss a game plan for the upcoming year and moving forward about sharing resources and potential projects that can be tackled together.

Professional Development: Tim attended IPRA's Soaring to New Heights Conference.

Educational Sessions: Tim attended "Kids Around the World – Building a Generation of Hope." We have used Kids Around the World to remove a few of our playgrounds. Tim Clauson who has been my contact reached out to me before the session and asked to come to the session. Tim told me that he was retiring and the new contact would be at the session. I came early to the session and spoke with Tim and Andrew Martin who will be our new contact. I also ran into a friend who recently became the Executive Director at the Woodridge Park District. Jenny Knitter and I sat on the PNRMS IPRA board back in 2012. It was great to catch up with her and congratulate her on the new position!

SUPERINTENDENT OF PARKS' REPORT

Personnel: The position for a new Parks Specialist was posted and received several applicants. One internal candidate was Sean Johnson, a part-time employee working on the Beautification Crew. Sean had an opportunity to work with the Land Management Crew to see if the position would be a good fit, and it was. He was offered the position mid-February and he accepted. His first day full-time is Monday, February 26. With the changes, Dani will work with Nick Cozzi, the Land Management Foreman, to onboard Sean. Additionally, Dani has reached out to the 2023 summer seasonal staff to see who is interested in returning this summer. With the expected returning staff, Dani believes she has over 50% of her staff secured for the upcoming season.

Training: Dani conducted a short training for the foremen last month reviewing operations reports, budgets, and independent contractor agreements.

EAT: In response to hearing about the great projects the Environmental Action Team (EAT) has run this fall, Dani reached out to Jeff Weiss to learn more about the program. Dani sat down with Jeff and Martha Weiss and Hetal Wallace to get the history of the Team, learn about ongoing projects, and see how the Park District is involved. It was a great meeting, and Dani left with a wealth of knowledge on their initiatives.

Technology: One of the biggest challenges this winter is making sure the snow removal crews have the most up-to-date information in regards to facility hours and/or closures due to weather. Dani plays the role of the middle (wo) man to ensure communication is made. To create a smoother process, Dani has created a digital version of the snow schedule through Google Docs. Now, the facility managers and Recreation Supervisors will be able to update the document directly, ensuring the staff are always using the most accurate schedule. With this shift to Google Docs, Dani also created a shared budget file for the Department. This will allow multiple users to access the information simultaneously. Dani is also finalizing agreements with 911 Cellular for a mass communication app and a second Outdoor Warning System, this time for Willow Stream Park.

Professional Development: Dani attended two conferences in the last month, IPRA's Soaring to New Heights Conference, and iLandscape.

IPRA Educational Sessions:

Dani registered for a pre-conference training titled, "Salt Smart Certified Workshop for Park District Winter Maintenance Staff." The training started by introducing the effects of salt on the environment and how as a practice, most agencies often over-salt. The instructors focused heavily on the use of brine and having a clear plan to salt appropriately and only as needed. Weather resources were shared, factoring in pavement temperature into the decision making was stressed, and charts for salt calculation were displayed. Snow removal operations still feel like foreign territory to Dani, and this session opened the door a bit to understanding.

As a long standing slave to her Outlook inbox, Dani was excited to attend, "Controlling the Chaos of Your Outlook Inbox." The session highlighted ways to automate the process of weeding out or organizing emails. Dani looks forward to playing around with the settings to make things easier for herself.

AI is a completely new concept for Dani, and she is excited to learn how it can improve processes for her in the Parks Department. The session, "Innovation Oasis: Embracing AI for Next-Level Recreation," was by far Dani's favorite. It showed how AI can conduct data analysis, automate tasks, and even assist with trainings. Dani is eager (yet cautious) to use this tool in safe, time saving ways.

ilandscape Educational Sessions:

After attending IPRA for personal, professional development, ilandscape offered technical training on Dani's new areas of responsibility. One session, "Invasive Species Update," covered what types of pests are affecting our plants, how to recognize the infestation, and how to tackle each scenario. This information will be great to pass on to the Beautification Crew to know what to look for in Buffalo Grove's trees.

Another session that captured Dani's attention was titled, "Protecting Yourself from Slip and Fall Lawsuits in your Snow Business." While this session was definitely geared toward the independent contractor or small business owner, Dani found it relatable to the Park District internal snow removal process. Best practice items like not clearing an area within a parking lot unless three consecutive car lengths are available (to save the agency from liability such as car accidents) were shared. Dani also heard how they prioritize/triage snow removal areas and safety considerations like being careful to not cover sewers or downspouts. Overall, it continued to build Dani's comfort with snow removal operations.

Trade Show:

Dani loves walking the aisles of trade shows in this new position. She gets to meet with vendors who the agency already works with, see new trends and technology, and get hands-on with various equipment/solutions. Dani plans to bring a snow machine out for a demo at the end of this month and is excited to purchase a few materials she thought could help out the crews.

ATHLETICS CREW

Athletic Fields and Courts: Matt Raupp, Mark Bajno, Joe Jagiello, and Connor McWard have been keeping busy during the winter season. A portion of the backstop netting came down at Kilmer due to an ice buildup. The netting was removed from the park, and the remaining netting was inspected for any further damage. The hitting wall at the pickle ball courts at Rylko was repaired and re-fastened to the fence. Weekly checks on tennis and basketball court nets have been ongoing. Matt also participated in yearly meetings with BGRA and the Bills.

Projects: The event supplies (tents, tables, chairs, and cones) were organized inside the Drazner Park Facility. These items were moved inside the building for easier access and also inventoried. Other organization in the shop made better use of shelf space and created more space for parking vehicles and equipment.

Parks Maintenance: All ball diamond and tennis court fencing were removed from Parkchester in preparation for the park redevelopment with a big effort by the entire Athletics Crew. After a vehicle accident caused damage to a few signs and posts at the Golf Dome, Matt and Joe recognized the safety concern and replaced the damaged items. Mark and Connor completed parking lot patching at the Fitness Center and Community Arts Center with the help of the Village. Matt and Joe assisted the Land Management Crew with brush and branch chipping at Rylko Park. Weekly garbage collection has been picked back up by the Athletics Crew.

Snow Removal: Fortunately, it has been a rather mild winter. When there were a few snow days last month, the entire Athletics Crew participated in snow removal.

Crew-Specific Training: Matt trained Joe and Connor on various equipment used for Parks Maintenance. A sign-off sheet was created, and all equipment training was documented.

Professional Development: The Athletics Crew recently attended the Sports Field Managers Conference in Daytona Beach, Florida, thanks to the support of the Board of Commissioners. This annual event proves invaluable for the team's professional growth.

Matt Raupp:

Educational Sessions: In the opening session, Matt gained insights from a Major League baseball panel, focusing on turf maintenance techniques applicable to the Park District. Notably, he plans to enhance turf aeration frequency and lip management consistency across all ball fields based on the panel's recommendations.

Trade Show: Additionally, effectiveness of options at the trade show, particularly seeking solutions to improve the aesthetics and effectiveness athletic courts and fields. One notable vendor offered solutions for a new volleyball court border system. He will contact the company and request pricing to implement this around the courts moving forward.

Networking: Matt spoke with some sport field representatives from Dura-edge about some of the issues that they are dealing with on one of the Emmerich baseball fields. Small rocks are mixed in with the ball field dirt. Matt got some valuable information on how to eliminate the issue without having to remove the infield dirt. Matt is very appreciative of the opportunity given to the Athletics Crew to attend this conference.

Mark Bajno:

Volunteer Field Rebuild: Mark participated in a volunteer field rebuild, where he gained hands-on experience transforming an open field into a baseball field. Five circles were excavated, and the soil was replaced with clay. Base anchors, a pitcher's rubber, and home plate were installed. It was a fun and informative event on how to develop a field from scratch.

Seminar on Wheels: The highlight of the tour was visiting the Jacksonville Jaguars home field. They have a state-of-the-art practice field which features an Air-pat system. The concept behind this system is to warm the soil and add and remove water. This is an expensive system, but it was great to see the technology being used today.

Educational Sessions: An interesting session on Prevention Beats Intervention covered the importance of pre-emergents, keeping pests from destroying turf grass. Mark is interested in looking into pre-emergents and how they may be effective for our sport fields.

Joe Iagiello:

Educational Sessions: Joe attended, "Rejuvenating Your Baseball Field for a New Season," which emphasized the importance of frequent aeration. Joe hopes the process of aerating can help to produce better turf grass for the District's sports fields.

Trade Show: Joe spent time with different representatives looking at new ball diamond machines for eventual replacement. He also discovered different implements that can be obtained for the Crew's ABI ball diamond machine.

Networking: One of the best opportunities at conferences like this is to connect with some of the agency's current vendors. Joe met with Turf Tank, who makes the robotic paint striper the Athletics Crew will be working with this spring. Joe is looking forward to training on this machine and likes creating relationships with vendors and gaining knowledge on all the changes in the turf industry.

Connor McWard:

Educational Sessions: During a presentation on challenges encountered in facility maintenance, Connor found particular interest in situations related to hosting large-scale events. He gleaned insights into the importance of ensuring equitable recreational opportunities for all. Connor began to envision how this concept could be applied to BG Days, possibly utilizing the outfields at Rylko to accommodate various activities. Moreover, Connor discovered the practicality of using a magnet to sweep over turf post-event, effectively removing any potentially hazardous metal debris.

Additionally, he learned about the benefits of incorporating slow-release fertilizers early in the season and the significance of regular mowing for turf health. Athletics intends to assume responsibility for some mowing tasks this year and intends to integrate these practices.

In another session focused on fostering healthy turf grass, Connor learned a surprising fact: one-third of fertilizer typically consists of filler, such as limestone, which provides no benefit to turf grass. The solution lies in formulation, whereby raw fertilizer materials are blended at the manufacturer level. It became evident that selecting the appropriate mixture tailored to specific turf grass needs is paramount for success.

BEAUTIFICATION AND TURF CREWS

Landscaping: Jose, Rosendo, Tom, and Esteban have continued to top dress and seed areas after tree removals and locations that are bare. This will hopefully set the areas up for new growth this spring.

Tree Work: After a few windy days and some heavy ice, the Crews tackled storm-damaged trees at the Raupp Museum and Tartan, Wellington, and Woodland Parks. Additionally, they removed a dead pine at the Golf Dome and two dead trees at Canterbury Park. They also raised up 10 pine trees at Alcott, which drastically changed the look of the side and staff parking lots. Raising these trees was an item listed on the Security Assessment conducted at Alcott pre-COVID. Having a clear view of the surrounding area will protect the staff and patrons by preventing unwanted visitors from being able to hide in the trees.

Snow Removal: After mid-January, the snow tapered off a bit. There were still a few slick mornings where Jose and Rosendo came in early to treat the parking lots prior to opening.

Professional Development: The Beautification and Turf Crews had the opportunity to attend iLandscape and the trade show and found the sessions to be incredibly valuable. Thank you to the Board of Commissioners for this fantastic opportunity.

Jose Soto:

Educational Sessions: The first session, "Getting Beyond the Bloom," delved into the longevity of plant life and selecting the appropriate plant for each location. In the subsequent session, "Planning and Planting for the Future," the focus was on selecting trees and shrubs based on climate, soil, and environmental factors, as well as the significance of mulch in plant health.

The third session, "Natural Stone vs Manmade Materials," primarily discussed cost disparities, styles, colors, and textures. The speaker also explored manmade materials and their resemblance to natural stone, citing examples such as boulders and outcroppings used throughout the District.

Trade Show: Additionally, Jose had the chance to peruse the trade show, where he engaged with various vendors. Among them, Husqvarna showcased their new battery-powered chain saw with equivalent power to a gas-powered one. Furthermore, he found a new product that he is excited about; the Tree Diaper is a product designed to keep new trees adequately watered, using primarily rainwater and significantly less staff time. Jose has already received quotes to keep the District's newest trees alive.

Esteban Gomez:

Thanks to the Buffalo Grove Park District and the Board of Commissioners, Esteban had the opportunity to attend the Illinois Landscape Contractors Seminar and Trade Show. During this event, Esteban participated in a session titled, "Local Heritage Trees." In this session, discussions centered on the maintenance and protection of heritage trees, emphasizing the importance of regular inspections and upkeep. Understanding the significance of these trees, our primary goal at the parks department is to ensure their preservation while also planting and replacing new trees as needed.

Another enlightening session attended by Esteban was "Planting and Planning for the Future." Here, he learned valuable insights into selecting plants suitable for specific environmental conditions, such as soil type, moisture levels, sunlight exposure, and potential future changes. By understanding these factors, he and his crew can make informed decisions about plant selection, ensuring their long-term viability in our landscapes.

Additionally, Esteban participated in the "Natural Stone Design" session, where various types of stones, including their shapes, sizes, and colors, were discussed. These options present excellent opportunities for enhancing the aesthetics of the Park District, particularly in planter beds and landscape designs. By incorporating natural stone elements, the Crew can create visually appealing and environmentally sustainable outdoor spaces for the community to enjoy.

Tom Hoffman:

Tom was excited to have the opportunity to attend the Illinois Landscape Contractor Seminars and Trade Show again this year. Given his interest in natural stone design and its application in enhancing park identification signs and planter beds, Tom was particularly drawn to this session. The speaker elaborated on the various ways natural stone can be integrated into landscape design, highlighting the multitude of shapes, sizes, and colors available. These options present excellent opportunities for the Park District to enhance the beauty of its parks.

Another session that caught Tom's attention was "Local Heritage Trees," reflecting his appreciation for beautiful trees. This session emphasized the significance of heritage (old growth) trees in our communities and public spaces. Despite the Parks Department's primary focus on planting and replacing new trees, the importance of preserving old established ones was stressed. Often, these trees require only routine maintenance and visual inspections. Additionally, implementing protective measures such as fences, mulch, or planter beds can ensure the longevity of these natural beauties for future generations to enjoy.

Tom, who assists the beautification crew with planting, also found the session on "Planting and Planning for the Future" particularly insightful. Here, attendees learned about the importance of understanding environmental conditions in their respective areas. By considering factors such as soil type, sun exposure, moisture levels, and chemical applications, they can adapt planting strategies to accommodate any future changes. This proactive approach ensures that the Park District can effectively manage its landscapes and adapt to evolving environmental conditions.

Rosendo Soto:

Educational Sessions: Rosendo participated in several sessions and explored the exhibit hall. One session that caught Rosendo's attention was "Getting Beyond the Bloom." Occasionally assisting the Beautification Crew with planting throughout the Park District, Rosendo found this session relevant to his fieldwork. When selecting plants for an area, there is often a strong tendency to focus on their flower power. However, it is important to consider that some plants only flower for a short period. Therefore, including a diverse variety of plants based on their foliage power can create a more vibrant planter bed with a flow of beautiful colors for months, making it eye-catching and enjoyable for the residents of Buffalo Grove.

Rosendo also found the "Local Heritage Trees" session informative, which covered the correct way to plant a tree based on its size and drip line, considering factors like hole size, depth, and soil conditions. He also learned about trees and shrubs tolerant to specific areas.

Trade Show: At the trade show, Rosendo had meaningful conversations with equipment vendors. One piece of equipment that caught his attention was a Bad Boy commercial mower, which appears to be sturdier and easier to maintain than current fleet models. Discussions with Tony indicate the possibility of demoing it in the near future, potentially making it a valuable addition to the equipment fleet. Overall, it was a valuable experience.

LAND MANAGEMENT CREW

Staff: The Land Management Crew says, "Welcome to the Crew, Sean!" They are happy to have him on board.

Playground Maintenance: Nick Cozzi and Karsten Ziemann completed High-Frequency playground checks and clean-up at all of the playgrounds. Nick completed all January monthly playground safety inspections and recorded results in MainTrac. Additionally, Nick and Karsten tightened and replaced nuts and bolts at various playgrounds where needed. Nick also received surfacing pricing for Kilmer and Bicentennial playgrounds.

Natural Areas: Nick and Karsten have continued their restoration efforts at Rylko Park. They have been using brush blades and chainsaws to remove buckthorn from the high-visibility areas in the

woods. Afterwards, they stacked piles of buckthorn to then be chipped. All cut buckthorn stumps were herbicided to stop regrowth. Multiple piles of buckthorn were chipped, and woodchips were dumped on pathways made through the woods. Additionally, the Land Management Crew has started a soil amendment project with the young trees at Willow Stream and the Reiner arboretum. Karsten purchased compost to spread in holes around the younger trees to help with root health and growth. He also spread the compost over the native beds outside of the Rylko Nature Classroom. Furthermore, the Crew augured holes around the base of the trees, shoveled compost into the holes, and then raked the surface smooth. They also created a border around the new natural areas at Rick Drazner to ensure contract mowers will not mow these new sections. Karsten purchased 6 x 6 wooden posts to be cut to size and screwed the new arboretum tags to them. Nick, Karsten, and Sean then removed the deteriorating log border along "Ryan's Hill" at Willow Stream using the loader to lift the logs up and into a dump truck. And finally, Nick ordered tree wrap for the young arboretum trees as preventative maintenance to protect them against the upcoming cicada presence this summer.

Skate Park: A routine inspection of the Rylko Skate Park was completed this month. All debris was removed from inside the Skate Park, and screws were sunk back down if they popped up. Nick took board measurements for the boards that will be changed next.

Amenities: The American flag was replaced at the Fitness Center and Nick began making an engraved brick inventory, noting location, size, and color.

Snow Removal: Nick and Karsten handled snow removal both during regular work hours as well as after hours. They cleared and salted both parking lots and walkways, and also cleared snow from off and around the Golf Dome.

Professional Development: Nick attended the IPRA conference in Chicago in late January, while both Nick and Karsten attended iLandscape in Schaumburg in early February.

Nick Cozzi:

IPRA Educational Sessions: Nick attended the Illinois Parks and Recreation Association Conference, where he participated in various sessions focused on leadership, playgrounds, and environmental restoration.

In the session "Delegation IS Leadership," Nick learned about effective delegation strategies and the importance of understanding the strengths and weaknesses of team members. He recognized the significance of providing authority, resources, and support to ensure tasks are completed efficiently. Through proper delegation, Nick aims to empower his crew to function independently and maintain high standards of work across different tasks and scenarios.

Another session, "Kids Around the World: Building a Generation of Hope," highlighted the impact of repurposing playgrounds by organizations like Kids Around the World. Inspired by their mission to provide play spaces in less privileged areas globally, Nick reflected on the joy and satisfaction of maintaining playgrounds in Buffalo Grove. He appreciated the opportunity to contribute to the partnership with Kids Around the World, knowing that retired playgrounds from their community could bring happiness to children worldwide.

In the session "Under Pressure: The Region's Green Vision for Restoration, Resilience and Equitable Access," Nick explored the challenges facing natural ecosystems due to urban development and climate change. He emphasized the importance of proactive environmental

stewardship in restoring native landscapes and preserving biodiversity. Nick believes in a commitment to the ongoing efforts of the Land Management Crew in Buffalo Grove to restore and conserve natural habitats, urging collective action from the community to support environmental conservation initiatives.

ilandscape: Nick also attended ilandscape, participating in sessions covering various topics relevant to his role as Foreman of the Land Management Crew.

In the session "Local Heritage Trees," led by Kris Bachtell, Nick learned about the significance of heritage trees in the Chicago-land area, understanding their unique characteristics and cultural importance. He gained insights into the ecological, economic, and social benefits of preserving large trees in urban environments. With a focus on tree protection against cicadas, Nick devised a plan to safeguard newly planted trees in the arboretum, emphasizing the importance of proactive maintenance strategies.

Another session, "Planning and Planting for the Future," addressed the essential aspects of cultural management in plant and tree growth. Nick learned about nursery practices, proper planting techniques, and the significance of mulching and root flare visibility. Armed with this knowledge, Nick aims to implement best practices in planting and maintenance to ensure the success of native species across parks, promoting healthy growth and biodiversity.

In the session "Management Challenges and Solutions in a Changing Climate," led by Trent Ford, Nick gained insights into the impact of climate change on park ecosystems. He recognized the challenges posed by warmer temperatures, increased pest infestations, and changing precipitation patterns. Nick feels strongly about the importance of implementing sustainable practices, habitat restoration projects, and selecting climate-friendly species to mitigate the effects of climate change and promote environmental resilience.

Karsten Ziemann:

Educational Sessions:

In the session, "Planning and Planting for the Future" by Chad Rigsby, Karsten learned about the critical factors influencing tree establishment and longevity, including species selection, soil amendments, and proper planting techniques. This knowledge will greatly benefit the crew's tree planting initiatives, particularly in the ongoing Arboretum expansion at Reiner Park.

Another session attended by Karsten was, "The Complete Talk on Groundcovers" by Gary Lewis, where he gained insights into various groundcover options and their suitability for different landscapes. Acquiring resources like Gary Lewis' book will aid the Land Management Team in selecting and installing groundcovers that reduce maintenance and enhance landscape aesthetics.

Furthermore, Karsten participated in, "Growing Healthy Trees in the Built Environment" by Michelle Catania, which addressed common issues leading to tree decline, such as compacted soil and improper care. Learning science-based solutions to mitigate these problems will enable Karsten to contribute to preserving and expanding the District's tree canopy effectively.

FLEET MANAGEMENT

Preventive Maintenance: Tony has continued to maintain the snow removal equipment. Plow #534 required replacement of four old leaking hydraulic hoses and he continues to lubricate all moving parts on the plows and equipment. Erika's VW Tiguan underwent an oil change maintenance, during which a steering wheel safety concern was noticed and addressed with the dealership. The vehicle was subsequently dropped off and is currently undergoing warranty repair. Additionally, Tony shadowed a chipping crew out in the parks. During the operation, he identified some practices that required attention and brought them up to his supervisor. Another Chipper training day has been scheduled to review and educate more on safety protocols and addressing patron safety while in the parks and pathways.

Professional Development: Tony attended the iLandscape show in Schaumburg where he walked around the show along with other park operators. He received valuable feedback and made contacts with vendors, setting up demos for this early spring.

Repairs: The front hub bearing of the Golf Dome cart was replaced due to failure. Additionally, the backup cart was inspected and found to have batteries in a low state of charge. Tony was able to inspect and recharge the batteries and check the charging station, ensuring that all is in proper working condition now. Truck #528's plow experienced hydraulic issues, and upon inspection, metal was noticed in the oil reservoir. The plow pump was disassembled, revealing damage to the hydraulic pump, which was subsequently replaced and is now working properly.

Budget and Fleet: The budget estimated spending report has been completed. Research continues for the possible purchase of a tire machine for the shop, which would save time and money. The new vehicle lift installation has been completed and tested, improving the work area with the addition of a workbench and retractable air and electric reels. Delivery and training on the new Bandit XP18 chipper have been finalized; however, the Department is still awaiting the installation of the Safety Shield, a magnetic safety shut off.

FACILITIES

General: Jerry and the Facilities Crews have been keeping up with the regular building maintenance and completing work orders as assigned. Andy McDowell inspected all ladders in the District. The ladders that did not comply with PDRMA were replaced.

Aquatics: Jerry Kolodziej, Clint Poyner and Laurie Hoffman took a field trip to the Deerfield Park District. They are researching a product called LifeFloor which could potentially be used for the Spray N Play and Willow Stream pool.

Community Arts Center: Facilities staff clean and organized the storage space in the mezzanine. Andy and Kyle were able to bring back some shelving for the area around Tony's new lift.

Emmerich: Due to short power outage, the RTU the controls the heat in the dance studio went out. Staff diagnosed the issue and had to order a new part. It took a week to get the part but Emmerich dance studio is up and running again.

Emmerich Garage: Facilities staff ran new electric for the equipment lift that was purchased for Tony. Kyle Moody and Andy McDowell have been working on creating more storage space in the garage. Andy purchased more shelving to help organize space for staff.

Fitness Center: RTU 1 that runs Zumba started leaking this weekend. Jerry and Dave Anderson went up on the roof on Tuesday, February 20 and found that a couple of the coils had small cracks. With the temperature being warmer, staff will look to complete the repairs ASAP.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: LAURIE HOFFMAN, PLANNING AND DEVELOPMENT MANAGER
SUBJECT: FEBRUARY OPERATIONAL REPORT
DATE: FEBRUARY 19, 2024

PLANNING AND DEVELOPMENT

General: Planning for FY 24-25 continues. Laurie will be meeting with staff who submitted capital requests after the conference to review which requests were approved and which will need to be deferred. In place of having a call for capital in the fall, Laurie has asked staff to make their capital requests on a rolling basis throughout the year.

Laurie is working on a revision to the procurement procedures in the Business Manual to better align with the procurement requirements for grants issued by the Illinois Department of Commerce & Economic Opportunity (DCEO).

The Park District was notified of the receipt of \$250,000 of funding from Illinois Senate Democrats, Laurie plans to fill out the grant application for the funds to go towards reimbursement for the Room 1 Demolition at Alcott and renovations to the Preschool wing at Alcott. In addition, a notification was also received for \$60,000 of funding for the Willow Stream Pool and \$25,000 of funding for the Rylko Amphitheater project.

Laurie met with Allegion Hardware, Andy, and Jerry on Friday, February 2. This was the first meeting to begin the process of developing a standard hardware specification for all Park District facilities.

On Tuesday, February 20, Laurie and Jerry will be visiting the Splash Pad at the Deerfield Park District to look at the Life Floor they installed over the summer. She is looking into the Life Floor product to install at both the Splash Pad and the Willow Stream Pool.

Laurie will be participating on the STEPS committee for the museum this year. They had their first meeting on Monday, February 19. She has also been assisting the Uniquely Us Committee and the BG Days Committee on the layouts for the Pride Picnic and BG Days.

Alcott Center: Laurie received proposals to replace the casework in the Admin printer room. She is coordinating with staff and Rose Cabinets on the installation date.

A Request for Qualifications (RFQ) is being finalized to assist in the selection of architecture and engineering professionals to complete a facility assessment and multi-phase / multi-year construction project to redevelop the Alcott Community Center. Phase 1 of the project will be to reconfigure the parking lot and construct a new gymnasium for recreational programming. Part of the requirements of the RFQ is that Phase 1 of the project is ready to submit for the 2025 PARC Grant should the funds be available.

Emmerich: Laurie received the requested proposal from ARCON Associates to complete a facility assessment of Emmerich.

Fitness Center: Laurie has been coordinating with Dave, Jerry, and Chris on the Fire Alarm and Elevator upgrades that will be in the FY 24-25 budget. She has received the building envelope assessment proposal from KGH Architects.

Raupp Museum: Laurie has received the proposal from NIA Architects for a feasibility study and facility assessment to help plan for future construction projects.

CAPITAL PROJECTS

Mike Rylko Park:

Amphitheater and Event Shelter: Construction is moving along well, the Park District was notified on Thursday, February 15 that the requested permit amendment for the electrical installation at the Event Shelter was accepted.

Inline Rink and Nature Classroom: The project has been closed out. Punch list items that are still outstanding will be addressed in the spring.

Playground and OSLAD: Negotiations are ongoing to finalize an Additional Work Authorization (AWA) with Upland. A final determination will need to be made as to the components to be included in the grant application.

Splash Pad: Negotiations are ongoing to finalize an Additional Work Authorization (AWA) with Upland and their sub-consultants.

Skate Park: Laurie is obtaining proposals to have a geotechnical survey done of the area where the new pump track will be installed. Laurie met with American Ramp Company at the IPRA / IAPD conference to discuss the next steps for the project.

Prairie Grove Park: Construction is currently paused due to the cold temperatures. The pour-in-place rubber safety surfacing can only be installed in specific temperature ranges.

Parkchester Park: The bid opening for the project occurred on January 31st, 2024. Staff is looking to recommend A Lamp Concrete Contractors for the Weiland Road turn lane and Schroeder Asphalt for the playground redevelopment.

PROFESSIONAL DEVELOPMENT / CONTINUING EDUCATION

Laurie sat for the WELL AP Certification Exam on Saturday, February 3rd. WELL applies the science of how physical and social environments affect human health, well-being, and performance. Healthy buildings encourage healthy lifestyles. She was unsuccessful in this first attempt at the exam but is looking to schedule another test in the coming months.

IPRA/IAPD Conference:

Laurie attended the session "Is it Easy Being Green? Exploring Renewable Energy Supply Options". This session was very informative as to how other park districts have been finding ways to incorporate renewable energy into their utilities. While many districts currently utilize off-site solar farms to offset their electricity sources, the session also clarified the resources available to districts looking to build renewable infrastructure at their own facilities. Laurie connected with one of the speakers, Shawn Ajazi, of Progressive Business Solutions in the exhibit hall after the session. His company acts as a broker to help connect park districts with renewable energy suppliers and installers.

Laurie attended sessions related to the grant application and referendum process. Of particular note was the session "Planning for Capital Projects". This session was moderated by Hitchcock Design Group and the Executive Director of the Northbrook Park District. One of the things that stood out about this session was the emphasis the moderators placed on putting the time in to properly plan out the project before submitting for the grant as well as the emphasis on getting staff and end user buy-in during the process. They also provided all attendees with a PDF document that had a link to grant funding websites. This resource has already proven to be very helpful as Laurie starts to plan for future projects.

While exploring the exhibit hall, Laurie made it a point to introduce herself at the contractors, architects, engineering, and landscape architecture booths that were present. This was with the intent of introducing herself to companies that have worked with the Park District in the past but were unaware of the staffing changes that had occurred. This was also with the intent of getting to know the main firms who are working for other local park districts and gauging their interest in the RFQ we are planning to release at the end of the month. While Laurie knew some of the individuals from her previous work in the architecture industry, she used this opportunity to get out of her comfort zone and work on her networking and conversational skills.



MEMO TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: February 20, 2024

Conference: Jennifer, Wendy, and I attended the IPRA Conference, and one of the educational sessions I attended was one that I presented with Joe Zimmermann titled, Bridging the Gap Between Recreation and Marketing: Episode 3." This is a session that I originally created a few years ago with other marketing professionals at different districts, but this time I kept it to just me and Joe, and we focused on how we have worked together and create synergy between our two departments, as well as how we have incorporated technology into making more data-driven decisions. The session was important to me because not only do enjoy giving back to other people in the field, but I also always learn something from other people in the room who ask questions or share their experiences. I also feel it is important to do my part in keeping our agency at the forefront of the more respected districts in the state.

Another educational session I attended was, "Not in My Park – Regulating Controversial Park Activities," presented by three attorneys from Ancel Glink. This was a very interesting session that mainly focused on pickleball and protests. They talked about issues with pickleball noise, and some of the issues that have turned into litigation, as well as what constitutes creating a public forum, and how to avoid doing that in places (including online) where you don't want to do that. This session was important to me because not only am I fascinated by these types of legal issues, but I incorporate that knowledge into my role here at the District with social media and handling sensitive issues that arise with the public.

The networking is the most valuable part of any conference for me, and this year's Conference was no different. The most beneficial networking experience I had was talking to Matt Wehby, deputy director at Wheeling Park District. Wheeling has been very successful with their amphitheater, and with ours opening soon, I wanted to learn as much from him as I could regarding how they have chosen bands to play and how they have monetized it, as well as what has worked well for them and what would they have done differently. This had no impact on an future career aspirations, but it gave me ideas on how to generate significant revenue for our agency.

Jennifer attended a session titled, "Designing Marketing Strategies for Young Kids and 'Younger' Seniors," presented by the marketing team at Wheeling Park District. Their challenge was to reach young families and active seniors in the community. Many young families were moving into the area who did not know what their park district is and had to offer. The marketing team developed an awareness campaign that included a newsletter with activities geared toward engaging young kids and their parents to explore their facilities and parks. It included a QR code to take parents to their website. They used something called iCapture at local events to collect contact information from young families, so they could target them with specific messages about

preschool-age programs, events, and services. Similarly, the marketing team found older residents difficult to reach, recruit, and retain. They held a focus group of active adults and discovered that 60% of those surveyed felt younger than they were portrayed in marketing materials, they don't like being referred to as "seniors," and they are a very social group willing to pay more for trips and specialty programs. A few random ideas we could consider incorporating include holding senior activities at various other facilities (Community Arts Center, Golf Dome, Fitness Center, and Raupp Museum) to cross market what we offer; offer a dedicated newsletter to active adults, create a calendar showing all programs offered to just that age group each quarter, send a monthly email blast to them, do more cross-marketing at events and facilities, and create a dedicated website just for this age group.

Another session Jennifer attended was titled, "It's Dangerous To Go Alone! Take This! - Gamification Marketing Strategies for Forest Preserves, Conservation, and Park Districts," presented by McHenry County Conservation District, Forest Preserves of Winnebago County, and Bolingbrook Park District. This session interested Jennifer because she's always looking for fun ways to bring people to our parks and facilities. Each speaker presented how they attracted people to their park or facility through a creative and engaging program that didn't break the budget. Debbie from the Raupp Museum also attended, and she is considering developing such a program for the Outdoor Nature Center. I could see us using this type of program to attract new residents to the Park District, or as an activity for elementary school kids to enjoy our parks during the summer.

Jennifer also met with marketing and communications peers from other park districts at the Communications and Marketing Section's roundtable to discuss a variety of topics. The first discussion topic was how to be efficient in our jobs. Many use project software like Asana to keep track of projects and the people working on them. It's free for up to 12 people to use and helps everyone stay on track of each project. Jennifer may try using the free version on a project for the Fitness Center to see if it is useful. Another software to consider is Trello and Wrike. They also discussed park district sponsorships, where she learned that Elgin Park District requires their foundation members to recruit 1 new sponsor each year. Another topic talked about generating revenue via flash sales on rentals, pool passes, or other programs as a way to attract new people to their park district. Finally, the discussion about rentals suggested using photos and video of spaces set up for various events (wedding, birthday party, and meetings).

Wendy attended a session titled, "How Not to be Boring with your Marketing Outreach Booth: 25 Booth-Boosting Tips." The session discussed how to attract people to your table at events to generate interest in particular programs, events, and your brand. Wendy learned this can be achieved by having an iPad at the table and having people sign up for what interests them or to get on our mailing list. Low enrolled programs or events can be advertised with flyers on the table. Make the table bright and colorful to attract people with giveaways, candy, or a raffle. This session was important to Wendy because engaging the public is key to attracting people to upcoming programs and events, as well as building goodwill in the community.

Wendy also attended a session titled, "Sponsorships: It Takes a Team," that covered the importance of working with your recreation department, parks department, and sponsors to increase revenue. Wendy learned to ask your other departments if they have any sponsorship needs at events or facilities. Ask sponsors if there are certain facilities or events they would like to sponsor and how they would like to do it. Have a sign at some more popular facilities that says "You can advertise here." Sponsorship of pickle ball courts has increased with signage and feather banners. This session was important to Wendy because we need to think outside the box when it comes to sponsorship. It keeps it fresh and has sponsors wanting more.

Wendy enjoyed reconnecting with Tracie Ouimet, who is the planning, development and administration manager at the Mundelein Park District. Wendy and Tracie discussed sponsorship and potential leads that could benefit both of our districts. Wendy and Tracie also went to lunch on February 16 to catch up and talk sponsorship. Wendy also reconnected with Stacey Fontechia, the sales and sponsorship manager at the

Naperville Park District. They talked at a session at NRPA in Dallas and agreed that they could be a good resource for each other. Wendy always enjoys attending Stacey's conference sessions since she has so many great sponsorship ideas, plus our programs are similar. They are going to set up a call to talk about some of Naperville's unusual sponsorship exposures and how we can bring them to Buffalo Grove.

Brochure: The first content proof was released to staff, and corrections and changes have been made. The book is currently with the designer and is scheduled to be back to us for a final proof on March 4.

Fitness Center: Jennifer completed the spring Fitness Center brochure, and it is currently on the website.

The Meet The Trainer video series continued with personal trainer Alana. Video was captured, edited, and uploaded to the website, social media, and the fitness floor TV screen at the Fitness Center. Video of the next trainer featured, Ark, has been captured and edited and will be uploaded to the website, social media, and the fitness floor TV screen on March 1.

A promotional video about the fencing program has been captured and edited. Jenay Gordon has put the video on hold so we can get some of the high school fencers on video once they return to the program in the next few weeks.

Jennifer updated the group exercise, aquatics classes, and gymnasium schedules and posted them on the website and in the email blast to members.

Jennifer created a flyer to promote the "New Year To Know You: Yoga and Personal Reflection Workshop" that took place on January 27.

Jennifer created a new Member Fitness Achievement flyer, featuring Janet Rotman, the fitness achiever for January 2024, and she was also featured in a January email blast. Jennifer also redesigned flyers for personal training and reformer training starter packs.

Jennifer created flyers, posters, REACH TV graphics and social media posts for Reformer, Youth Self-Defense, Teen Boxing, Swim for Fitness, Warm Water Arthritis, Adult Boxing Fitness, TRX Core Training, Youth Fitness, Youth Boxing Basics, and Adult Balance and Flexibility.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: January 25 - Special notice regarding upcoming registrations information. January 26 - The Fitness Center app allows you to check in digitally without your membership card, help minimize snow and salt in the building, Janet Rotman, Member Fitness Achievement for January 2024, registration for spring programs opens January 30, and links to the online reservation system, lap pool reservations, the new aquatics classes schedule, the gymnasium schedule, pickleball rules, and pickleball reservation. February 9 - February is Heart Healthy Month, join our heart health challenge for February, registration for spring programs is open, searching for the right trainer, links to the online reservation system, lap pool reservations, the aquatics classes schedule, the new gymnasium schedule, pickleball rules, and pickleball reservation. February 13 - Athletico's quarterly ad and Fitness Center hours. February 16 - Spring programs begin March 3, and links to the online reservation system, lap pool reservations, the aquatics classes schedule, the new gymnasium schedule, pickleball rules, and pickleball reservation.

Pictures: Mike took pictures of Preschool, swimming lessons, the Lunar New Year Celebration, and youth basketball. Wendy took pictures of the Preschool, the Lunar New Year Celebration, and the Seniors/Preschool Valentine's Day craft.

Video: Nic created another Meet the Trainer video (Ark) and is working on a spring events video and a Summer Job Fair video.

Donations: Raffle prize donations were sent to Longfellow School, Willow Grove School, St. Mary School, Stevenson Foundation, Congregation Beth Am, and the Northwest Suburban Special Education Organization for their fundraising events.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: January 18 - Rainout Line, Lunar New Year Celebration, spring program guide online, and camp registration now open. January 25 - Special notice regarding upcoming registration information. February 2 - Spring program guide online, Preschool open house, Super Hero and Princess Party event, Summer Job Fair, and the Fitness Center's 3 Months for \$99 sale. February 16 - Grease: School Edition tickets on sale now, Summer Job Fair, vendors wanted for the Senior Expo, view our spring program guide online, and the Fitness Center's 3 months for \$99 sale. There are currently 5,334 subscribers to the newsletter (-46 from last month).

TV Screens: Wendy created graphics for the TV screens for Music Man Kids auditions, the Summer Job Fair, Grease: School Edition tickets on sale, and Happy Hour Golf.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted the Summer Job Fair, You've Been Egged, and the Super Hero and Princess Party.

Meetings: Mike attended the College of Lake County Southlake Campus Advisory Council meeting on February 15 and the Charmm'd Foundation communication group meeting on February 16. Wendy attended the Government Social Media Zoom text chat titled, "Youth and Government Social Media, What am I Missing" on January 18. Mike and Wendy attended the PR Council of Lake County meeting on February 1.

Design: I designed an entrance poster at the Community Arts Center for Grease: School Edition, and a poster that shows all of the alcoholic beverages for sale at the Golf Dome. Wendy designed the marketing materials for the Summer Job Fair, including TV screens, the Alcott Center display case, a flyer, social media graphics, and a display board. Wendy also designed the sponsor ads for the Grease: School Edition digital playbill and created a sign for the upcoming Golf Happy Hour event for the Golf Dome.

New Resident Welcome Packets: Wendy mailed 32 welcome packets to new residents that moved in January.

Projects: I re-voiced the phone system greeting for the parks department and updated the links on the programs pages of our website that take people to specific program areas on the online registration website. This needed to be done because when we moved online registration to a cloud-based server all of the link addresses changed. I also created a new form for the Community Arts Center website page for people to reach out who are interested in renting rooms at the facility.

Sponsorship: Wendy signed renewal agreements with Rose Pest Solutions (\$6,000), Rosen Orthodontics (\$4,500 - an increase of \$500), O'Reilly Auto Parts (\$2,000), and ABC Plumbing (\$5,500).

BG Days Sponsorship: Wendy signed an agreement with Rose Pest Solutions of which \$1,500 represents BG Days sponsorship.

Website: Mike created new home page sliders for the employee spotlight, in-district registration open, and Grease: School Edition. Internal pages that were updated include Adult Sports, Board of Commissioners, Board Packets, Camp, Community Arts Center, Construction Projects, Employee Spotlight, Fitness Center, Fitness Center Group Exercise, Job Opportunities, Online Registration Issues, Performing Arts, Raupp Museum, Raupp Museum Programs, Scout Programs, Seasonal Catalog, Sponsorship, Spray 'N Play, Staff, Summer Jobs, and Willow Stream Pool.

	<u>January 2024</u>
Total visits:	32,272
Total Page Views	61,416
Different Users	18,023
Mobile/Phone	10,028
Desktop	7,637
Tablet	339
Average Engagement Time:	1:03
How did people get to our site?	
Search Engine	18,834
Direct (typed in address)	10,644
Social Media	598 (-154 from last month)
Link from other website	1,133

<u>Top 15 Most Visited Internal Pages</u>	<u>Page Views</u>	<u>Users</u>	<u>Views Per User</u>
1. Fitness Center Home Page	5,083	2,571	1.98
2. Registration	4,611	2,421	1.90
3. Golf Dome	3,942	2,427	1.62
4. Seasonal Catalog	3,160	1,983	1.59
5. Fitness Center Pickleball Reservations	2,795	923	3.03
6. Fitness Center Group Exercise Reservations	1,871	438	4.27
7. Camps	1,611	876	1.84
8. Fitness Center Promotion Advertising Landing Page	1,508	1,385	1.09
9. Fitness Center Group Exercise	1,171	595	1.97
10. Fitness Center Membership	1,169	828	1.41
11. Performing Arts	1,161	565	2.05
12. Fitness Center Reservations	1,129	317	3.56
13. Community Arts Center	983	566	1.74
14. Online Registration Issues	837	618	1.35
15. Staff	732	485	1.51

Social Media Data - February 2024

Date	Post	Facebook	Twitter	Instagram	Total Impressions
1/10/2024	Kindermusik Music Playdate	816	124	320	1,260
1/10/2024	Registration scheduled maintenance	616	42		658
1/12/2024	Buildings closed due to winter weather	5,454	188	267	5,909
1/15/2024	Hyman & Miriam Reiner new art exhibit photo	1,597	70	315	1,982
1/16/2024	Preschool Open House	2,307	45	270	2,622
1/16/2024	Spring soccer coaches wanted	825	37	249	1,111
1/17/2024	Business of the Week - Woodman's	759	54	179	992
1/18/2024	Preschool Winterfest photos	2,025		445	2,470
1/18/2024	Music Man Auditions	1,428	66	450	1,944
1/22/2024	Winter youth basketball photo	1,912		301	2,213
1/23/2024	Business of the Week - Upland Design	950	63	171	1,184
1/23/2024	Museum field trip photo	3,789		322	4,111
1/26/2024	Spring registration begins 1/30	1,134		244	1,378
1/26/2024	Debbie Fandrei IPRA award photos	13,688		531	14,219
1/29/2024	Preschool Open House - 2nd post	1,091		293	1,384
1/31/2024	Okay Dispensary - Business of the Week	1,053	271	166	1,490
1/31/2024	Museum Seeds on Sunday	1,166	148	300	1,614
2/1/2024	Super Hero/Princess Party	1,184	41	379	1,604
2/7/2024	Business of the Week - Rokbonki Steakhouse	1,693	59	138	1,890
2/7/2024	Preschool/Seniors Valentine's Day activity photos	1,421		360	1,781
2/8/2024	Museum Newcomer's Night	1,782	143	164	2,089
2/9/2024	2/11 Musical Monday	531			531
2/9/2024	Grease: School Edition tickets on sale	2,025	26	393	2,444
2/10/2024	Lunar New Year photos	1,777		433	2,210
2/12/2024	Senior Expo vendors wanted	465	28	186	679
		51,488	1,405	6876	59,769

Fitness Center Data - February 2024

Date	Post	Facebook	Instagram	Total Impressions
1/12/2024	Fitness Center closed due to weather	231	61	292
1/12/2024	Youth Boxing Basics	172	33	205

1/15/2024	Teen Boxing	177	29	206
1/16/2024	Adult Balance & Flexibility (boosted)	1,569	29	1,598
1/17/2024	TRX Core Training	174	31	205
1/18/2024	Youth programs video (boosted)	2,851	38	2,889
1/18/2024	Swim for Fitness (boosted)	2,338	31	2,369
1/19/2024	Meet the Training Felix video	191	53	244
1/22/2024	Adult Boxing Fitness	196	27	223
1/24/2024	Spring FC brochure online	232	27	259
1/30/2024	Choose to Lose	229	30	259
2/9/2024	Choose to Lose - 2nd post	116	24	140
2/12/2024	Balance and Flexibility class	60	18	78
2/13/2024	Spring youth programs	61	16	77
	Totals	8,597	447	9,044

Total Followers	PD Facebook	PD Twitter	PD Instagram	FC Facebook	FC Instagram
January	5,887	675	1,988	910	160
February	5,938	682	2,013	930	164
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					



BUDGET PREPARATION CALENDAR FISCAL YEAR 2024-2025

DESCRIPTION	TIMELINE
Initial Capital Planning Meetings (Staff) <ul style="list-style-type: none">Initial Facility, Athletics, Turf, Playground, Forestry, Shelter MeetingsReview Capital Plan Workbook projects.Discuss projects for 23/24 and rank in order of need.Move any projects below \$5000 from Capital to Facility Operations.Move projects that are 100% ADA reimbursable to 150000-475800.Eliminate projects from Capital plan Workbook that are no longer needed.	October 20–November 3, 2023
Staff begins developing Program Budgets <ul style="list-style-type: none">Work with Immediate Supervisor as needed to develop budgets.Be sure you are working in the new InCode system to develop budgets. Contact John if you have any issues.	November 1, 2023
Follow-Up Capital Planning Meetings (Staff) <ul style="list-style-type: none">Review cost estimates for proposed projects for 23/24. Review ranking of each project in order of need.Review Facility Operations and 100% ADA reimbursable projects.Discuss timelines for projects.Finalize list of projects that will have Capital request summary forms created.	November 6–10, 2023
Initial Capital Projects Meeting (Admin) <ul style="list-style-type: none">Review list of projects that have Capital request summary forms created and rank A/B/C.Review projects below \$5000 that were moved from Capital to Facility Operations.Review projects that are 100% ADA reimbursable and moved to 150000-475800.Review Museum Capital projects for Museum fund.All Operation/Capital Project Request Summary Forms submitted and reviewed.	December 4, 2023
All budgets due to Department Head <ul style="list-style-type: none">All Department Heads review budgets.	January 5, 2024
Department Heads finish initial review of budgets	January 12, 2024

Anticipated Cash Flows ready for staff input January 15, 2024

- All staff to complete cash flows with anticipated January thru April numbers for their programs.

Anticipated Cash Flows to be completed January 24, 2024

- Cash flows complete and final budget adjustments based on cash flows are completed by staff.

IAPD/IPRA Conference January 25 – 27, 2024

Department heads begin review of completed budgets with staff January 29, 2024

Department heads submit budgets to the Executive Director February 12, 2024

Executive Director works with Dept. Heads on budgets until February 29, 2024

Budget prepared for printing March 1, 2024

Budget printed, collated and distributed to Board March 7, 2024

Budget Workshops to be held March 11 & 25, 2024

Budget and Appropriation Ordinance on public display and Notice of Availability to press at least 30 days prior to Board action on April 24, 2024 March 11, 2024

Budget Workshop, if necessary April 8, 2024

Publish and post information for Budget and Appropriation Hearing on April 24, 2024, at least one week prior to hearing April 10, 2024

Public Hearing and Approve Working Budget and Appropriation Ordinance *April 24, 2024

Budgeted Cash flows for new fiscal year to be completed May 1, 2024

2023 TAX LEVY CALENDAR

Levy Estimate Resolution Approved by Board October 23, 2023

Levy Approval/Truth in Taxation December 11, 2023

*Wednesday Board Meeting due to Religious Holiday