



Buffalo Grove Park District
Workshop/Board Meeting
Monday, March 25, 2024
Alcott Center – Room 24
6 pm

WORKSHOP AGENDA
(Board Meeting to Follow)

- I. Call to Order
 - A. Roll Call

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

- IV. Policy and Legislation (LR)
 - A. Fire Department Festival Variance Request
 - B. Sick Pay Payout Policy

- V. Finance (HW)
 - A. March Warrant 2024
 - B. February Financial Statement
 - C. February Year to Date Statement
 - D. March Refunds
 - E. Resolution 24-3-1 Developer Donation Funds
 - F. Board Travel and Conference Expense
 - G. Fiscal Year 2024/25 Budget Workshop
 1. Capital Improvements
 2. Safety/Security Plan and Timeline

- 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 February 12, 2024 Workshop Minutes
 - B. Approval of February 26, 2024 Workshop Minutes
 - C. Approval of February 26, 2024 Regular Board Meeting 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 March Warrant 2024
 - 2. Approval of February 2024 Financial Statement and 2024 February Year to Date Statement
 - 3. Approval of the 2024-25 Administrative Salary Schedule
 - 4. Approval of Resolution 24-3-1 Developer Donation Funds
 - 5. Approval of the Board Travel and Conference Expense

 - B. Policy and Legislation (LR)
 - 1. Approval of Fire Department's Festival Variance Request
 - 2. Approval of Sick Pay Payout Policy

- X. Executive Directors Report and Department Operational Reports
- XI. Old Business
- XII. New Business

- XIII. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Personnel
 - C. Land Acquisition

- XIV. Action Taken from Closed Meeting Session
- XV. Adjournment

Jacob Senese

Buffalo Grove PFFPMA L3177

P.O. Box 5935

Buffalo Grove, IL 60089

3/6/2024



Buffalo Grove Park District Commissioners,

Your Buffalo Grove Professional Firefighters & Paramedics are thrilled to be bringing back our Fire Up Food Truck Festival again for 2024. Local 3177 prides itself on going above and beyond in our charitable efforts. Over the last 15 years we have raised over \$165,000 for our charitable partners and continue to raise more.

Our 2019 and 2023 festivals were a rousing success by bringing the entire community together for a day of fun, food, and fellowship. This year's event proceeds will again be donated to Project Fire Buddies, to which our Local has recently formed a chapter. This organization works with local schools, police departments, and community members to identify children with serious illnesses. The department and its firefighters make the child an honorary firefighter. The firefighters visit with their fire buddies at home, play games, read books, bring gifts for special occasions, and show the kids just how special they are.

We have a dedicated Food Truck Festival Committee within the Local charged with putting on an event of this magnitude. To summarize what we've achieved so far: we had 20 food trucks booked ranging the entire spectrum of cuisine, a well-known cover band from Chicago called Soda that has a large following and great reputation, two local craft beverage vendors, and a host of activities geared for children so there is fun for the whole family. Some of those activities include balloon animals, face painting, cornhole bag sets, and representatives from the library with books to give away. This was all of last year which the community loved and wishes to see more!

The purpose of this letter is to request a variance to the zero tolerance policy for the sale of alcohol on Buffalo Grove Park District Property. Our committee believes having a safe and secure beer garden for alcohol sales stands to raise significant contributions to be donated to charity. With the event being known by the community, and the continued growth in the festival size, our projections show this could net up to \$30,000 in donations. Like last year, the beer is

looking to be purchased at cost from 2 different licensed vendors. Through sponsorship packages to offset the cost, this will allow us to contribute every dollar after to Project Fire Buddies. As Firefighter/Paramedics in the community, we see first hand the impact we have when we interact with children and their families. This level of donation could help the most vulnerable kids in our community during their time of need.

Our plan is to provide a safe and fun beer garden area for the community to enjoy just like last year. We have done our due diligence to ensure the safety of everyone involved last year and want to continue that this year. We had designated an area under the main event tent for people to enjoy their beverage with their food of choice and plan to do the same this year. Patrons wishing to get in last year had to pass through a single entry/exit point and we plan for that this year as well. Upon entry, they will need to state their intent to consume alcohol. All members involved in the process will be BASSET certified. A brief explanation of the process we have planned- a patron's ID will be checked to confirm they are of legal age and then given a wristband and tickets for the amount they purchased. As they move through the tent an additional layer of security to the beer service/garden area will verify they have a wristband on. Upon entry to the beer service/garden area they can exchange a ticket for a beer. BASSET certified staff will ensure no over-serving and at no point will alcohol be allowed outside of this fenced area. Local 3177 will have procured event insurance now that we have a location and date set for the event including retail liquor insurance. We plan to communicate with Buffalo Grove PD to have dedicated officers for this event. We will be filing for a liquor license with the Village upon the receipt of the BASSET certifications from L3177 members. If approved by your Board, we will then submit for the state special event liquor license as required and submit all credentials to the Risk Manager.

Please take the time to carefully consider our request. We wholeheartedly believe that this beer garden will add tremendous value in the donation we can provide to Project Fire Buddies. The buzz and momentum felt around the community for this event is palpable, and we hope to continue this growing tradition year after year. Buffalo Grove Professional Firefighters will abide by any further suggestions or recommendations that the Board of Commissioners deem necessary to ensure the safety of the community. Thank you for your time and for your continued support of our Fire Up! Food Truck Festival. We value the strong relationship we have with the Park District.

Respectfully, Firefighter/Paramedic Jacob Senese L3177



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: SCOTT SPITZ, HUMAN RESOURCES & RISK MANAGER
RE: SICK PAY PAYOUT POLICY UPDATE
DATE: FEBRUARY 23, 2024

Action Requested:

Recommend approval of updated Sick Pay Payout Policy.

History:

To balance the value of benefits for employees across different IMRF Tier Levels, I recommend changing the method in which employees can be paid out for sick time depending on the IMRF tier the employee is in. Tier II employees will not benefit from sick days being exchanged for service credit at retirement. Lowering the threshold for cashing out sick days will "even the playing field" between IMRF Tier I and Tier II employees.

Both a blue-lined and clean version of this policy is attached.

Approval is recommended at the March 25, 2024 Board meeting.

Sick Pay Payout

To balance the value of benefits for employees across different IMRF Tier Levels, the method in which employees can be paid out for sick time will differ depending on the IMRF tier the employee is in.

Tier 1

After an IMRF Tier 1 full-time employee has 120 sick days accrued ~~a minimum of 120 sick days,~~ the employee may elect to receive full pay for one-up to half of (1/2) pay for any sick days earned but unused in that current year. ~~or may elect to credit 100% of his/her unused sick days towards retirement.~~ For example, if none of the 12 days issued were used, an employee could elect to receive six (6) days of full pay_ by exchanging all twelve days earned and unused. The other six (6) days would remain in the employee's sick bank. Employees must elect the number of days to be exchanged for pay at the end of the year at their anniversary date. Pay for exchange of sick days will be issued the first pay date following the anniversary date. Employees may not otherwise receive pay for unused sick days.

Tier 2

After an IMRF Tier 2 full-time employee has 60 sick days accrued, the employee may elect to receive full pay for any or all sick days earned but unused (Maximum of 12) in that current year. Employees must elect the number of days to be exchanged for pay at their anniversary date. Pay for exchange of sick days will be issued the first pay date following the anniversary date. Employees may not otherwise receive pay for unused sick days.

Notes for both Tier 1 & Tier 2

Upon an employee's separation from the Park District, an employee will not be paid for any accrued or unused sick days.

At retirement, IMRF regulations allow for one month of additional earned service credit for every 20 days of unused, unpaid sick leave or fraction thereof up to a maximum of 12 months.

While employed, an employee will automatically receive full pay for unused sick days above 221 days on their anniversary date. The pay will be issued on the first pay day following the anniversary date.

Sick Pay Payout

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Tier 1

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**BUFFALO GROVE PARK DISTRICT
RESOLUTION 24-3-1
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 \$311,735.01 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 \$311,735.01 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 25th Day of March, 2024.

ATTEST:

Erika Strojinc, Secretary
Buffalo Grove Park District
Board of Commissioners

Scott Jacobson, President
Buffalo Grove Park District
Board of Commissioners

Board Travel Conference Expenses 3-25-24 Meeting

<u>Date</u>	<u>Item</u>	<u>Name</u>	<u>Amount</u>
3/25/24	IAPD/IPRA 2024 Conference Parking Chicago, IL	L. Reiner	\$168.00
2/26/24	NRPA 2023 Conference Parking Chicago, IL	L. Reiner	\$117.00
	Total cost of travel, meals, conference and/or lodging:		<u><u>\$285.00</u></u>

FY 2024-2025 Capital Improvement Budget

Basis of approach and recommendations for Construction Projects.

Review of safety and security concerns.

Timeline / Vision for the future.

Construction Projects included in FY 24-25 Budget

Parks

- Completion of Parkchester and Prairie Grove Construction.
- Skate Park Replacement at Rylko
- New Shade Structure at Nature Classroom
- Completion of Amphitheater at Rylko Park
- Splash Pad Expansion and Concession Building at Rylko.

Alcott

- Feasibility Study – RFQ issued on March 11th, 2024
- Pre-school Door Replacement

Construction Projects included in FY 24-25 Budget

Emmerich

- Facility Assessment and Feasibility Study

Fitness Center

- Fire Alarm System Upgrade
- Elevator Modernization
- Building Envelope Assessment

Construction Projects included in FY 24-25 Budget

Community Arts Center

- Speaker replacement in MPR
- Live video feed capabilities

Museum

- Facility Assessment and Feasibility Study

Willow Stream Pool

- Replace Pool Deck
- Replace Shade at Wading Pool

Construction Projects NOT included in FY 24-25 Budget

Parks

- Irrigation repair / replacement at Rylko and Willow Stream
- Solar Panels for light at Green Lake Shelter
- Playground at Rylko Park
- Court replacement at Veterans Park
- Playground replacement at Applehill Park

Alcott

- Room 7 renovation
- Lighted bollards for walking path
- New sidewalk along west side of building

Construction Projects NOT included in FY 24-25 Budget

Emmerich

- Wood siding and window replacement

Fitness Center

- Wood floor refinishing
- Parking lot replacement
- Roof Replacement of areas 5, 6, 14 & 15

Construction Projects NOT included in FY 24-25 Budget

Community Arts Center

- Furnace replacement
- Wall protection in MPR

Museum

- Addition of egress doors from staff offices to the exterior of the building.

Projects NOT included in FY 24-25 Budget

CAPITAL IMPROVEMENT PROJECTS

Alcott Center:
Room 1 Demo & Renovation
530 Bernard Drive
Buffalo Grove, IL 60089



Scan for more information on bgparks.org

Proposed Project Cost:
\$4,036,200.00

Community Benefit:
New flexible program spaces with storage.

Modernized access control, secure vestibule, registration desk and front office.

New multi-purpose gym, ADA compliant pathway, and inclusive playground.



Multi-Purpose Gym
\$1,500,000.00

Program Spaces
\$750,000.00

Registration/Office
\$750,000.00

Inclusive Playground
\$800,000.00

ADA compliant path
\$50,000.00



State Appropriations

as of 3/19/24



SPONSOR/ BILL NUMBER	APPROPRIATION CODE	AGENCY	FACILITY / PARK	AMOUNT	STATUS
BC230002	420-06-0971-44005422	DCEO	RYLKO	\$ 3,000,000	CONFIRMED
HD240099	420-06-0971-44009822	DCEO	RYLKO	\$ 250,000	CONFIRMED
SD240075	420-06-0971-44009823	DCEO	CAPITAL IMPROVEMENTS	\$ 250,000	Pending Application Submission
SD240244	420-48-0971-49007120	DCEO	WILLOW STREAM POOL	\$ 60,000	Pending Application Submission
SD240245	420-48-0971-49007220	DCEO	RYLKO	\$ 25,000	Pending Application Submission
	420-19-0971-44001824	DCEO	CAPITAL IMPROVEMENTS	\$ 100,000	Pending, has not been released
	420-19-0971-44002524	DCEO	CAPITAL IMPROVEMENTS	\$ 100,000	Pending, has not been released
	420-91-0972-44008724	DCEO	ALCOTT	\$ 250,000	Pending, has not been released
	420-19-0971-44006024	DCEO	CAPITAL IMPROVEMENTS	\$ 250,000	Pending, has not been released
	420-91-0972-44008799	DCEO	CAPITAL IMPROVEMENTS	\$ 250,000	Pending, has not been released



Safety and Security

Safety and Security

- The well-being and functionality of a building are closely tied to the quality of services, infrastructure, and residents within its community.
- Full-time staff at minimum go through two (2) yearly safety training sessions, in addition to the following training:
 - Mandated Reporter
 - Sexual Harassment
 - Cyber Security (KnowBe4)
 - ALICE (Active Shooter)
 - TIPS
- PDRMA requires at least 2 hours of safety training to be completed by all Full Time Staff each year.
- The above is in addition to and does not include department-specific training.

Safety and Security

Facility assessments are a critical step towards ensuring the safety and security of any building. They help identify possible risks and hazards, such as building access, visibility, structural integrity, accessibility compliance, and emergency vehicle access.

By conducting these assessments, we can educate ourselves about the potential vulnerabilities that our staff, users, park district buildings, and grounds may face. This knowledge will enable us to take proactive measures to mitigate any potential risks, ensuring that our facilities are safe and secure for everyone.

How FY24-25 Construction Projects address Safety and Security

- Parkchester Park Redevelopment
 - Equipment is at the end of its lifespan
 - Park is 30+ years old
- Skate Park Replacement
 - Ramps and other structures are unable to be repaired
 - Structures are past their expected lifespan
- Fitness Center
 - Fire Alarm and Elevator Upgrades maintain service and performance standards at the building
 - Building Envelope Assessment will help us evaluate the mold issue in the locker rooms.
- Emmerich and Museum: Facility Assessments
 - Evaluate overall building circulation and come up with the best way to address it in the future.
 - Evaluate the best way to maximize space to address changing staff needs.
 - i.e. Collection Storage, ADA Bathroom accessibility in the Museum
 - i.e. Men's and Women's locker rooms for staff. Space needs for offices, storage, and workshop space.

How FY24-25 Construction Projects address Safety and Security

- Willow Stream Pool
 - Pool Deck epoxy is failing, product manufacturer will no longer provide repairs.
 - Cracks can result in potential injury when walked on bare feet.
 - Full replacement in a more maintenance-friendly product.
- Alcott
 - Door Replacement
 - Removes the existing wire glass.
 - Allows us to install smaller / frosted pieces of glazing.
 - Facility Assessment / RFQ
 - Evaluate overall building circulation and come up with the best way to address it in the future.
 - Evaluate the best way to maximize space to address changing staff needs.

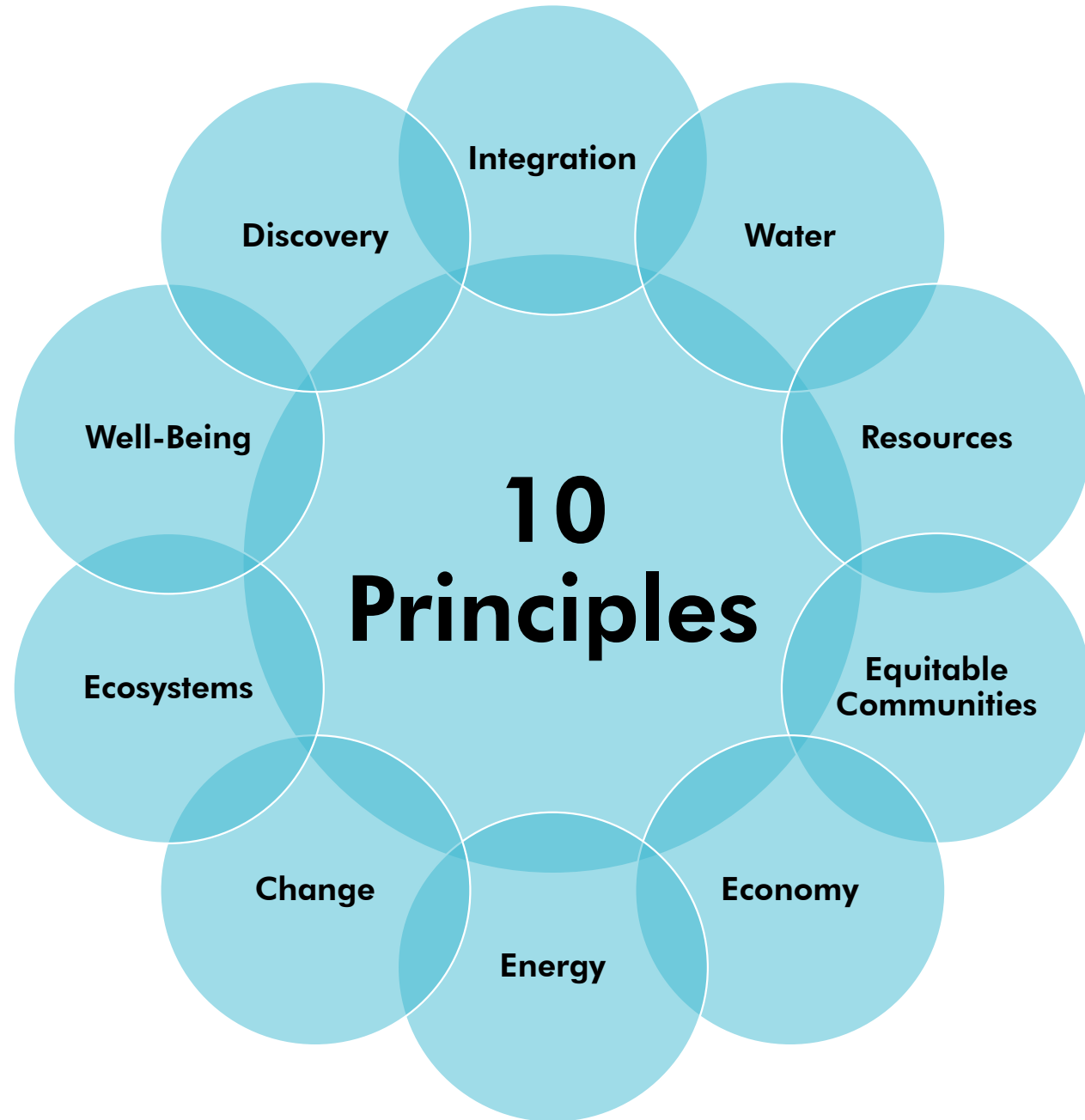


Vision for the Future

approach to capital construction projects moving forward



AIA
Framework
for Design
Excellence



ECONOMY

- How will the design choices balance cost with long-term value?
- How can the performance of this project be improved in ways that are cost and design neutral?

CHANGE

- How does the project address future risks and vulnerabilities from social, economic, and environmental change?
- How is the project designed for adaptation to anticipate future uses or changing markets?

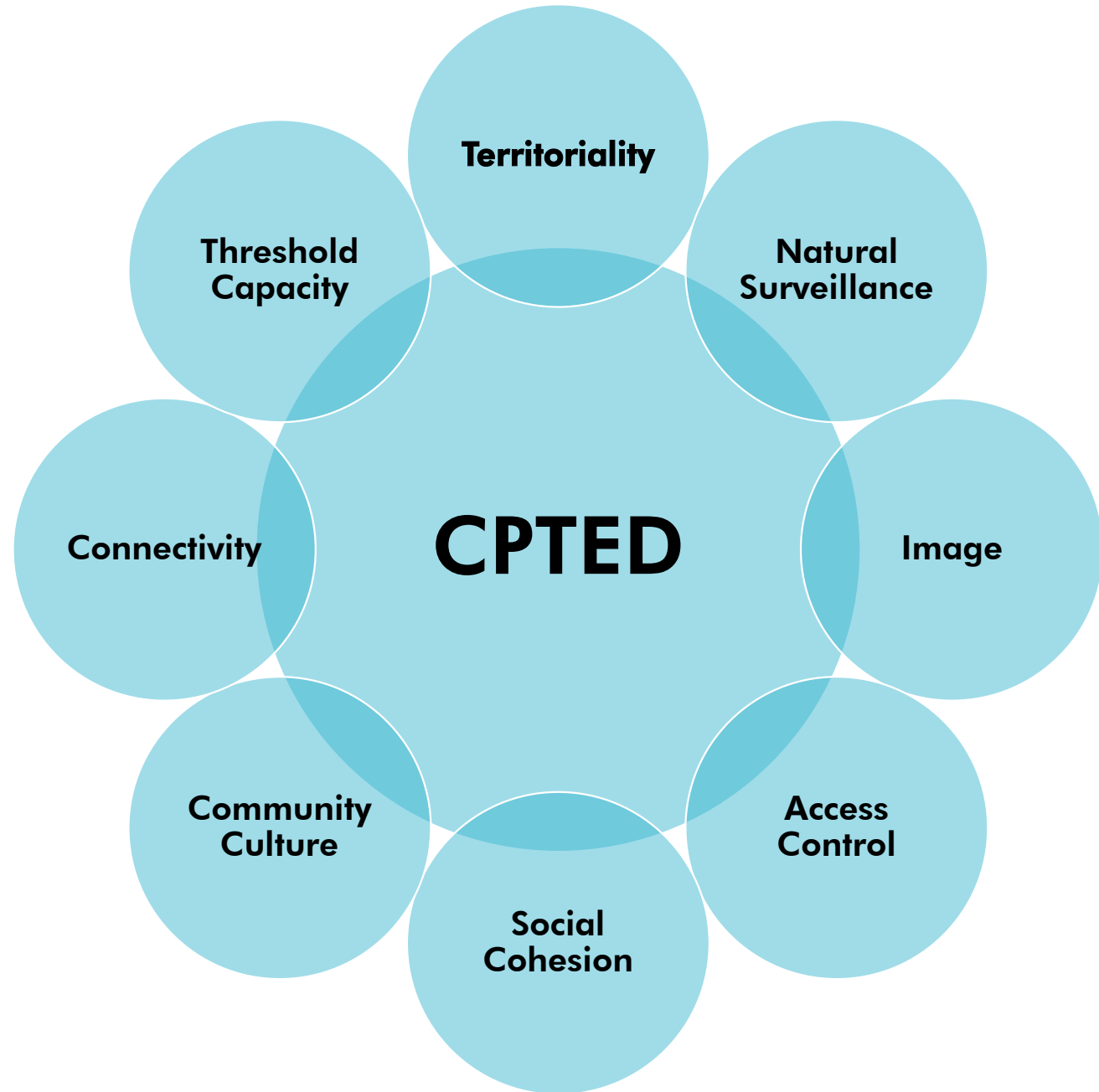
EQUITABLE COMMUNITIES

- Who might this project be forgetting?
- How can the design support health and resilience for the community during times of need or during emergencies?

WELL-BEING

- How can the project provide greater occupant comfort?
- How can the design encourage a healthy lifestyle?

Crime
Prevention
Through
Environmental
Design
(CPTED)



NATURAL SURVEILLANCE

- Enhance visibility to reduce crimes of opportunity and reduce fear
- Achieved through lighting, landscaping and sight line strategies

TERRITORIALITY

- If patrons take ownership of the spaces around their homes, they feel a sense of responsibility and pride that motivates them to maintain and enhance those spaces.

COMMUNITY CULTURE

- Creating a community space for cultural events like art and music festivals and placemaking activities that bring together people of all genders, ages, and ethnic backgrounds to foster connections and understanding within the neighborhood.

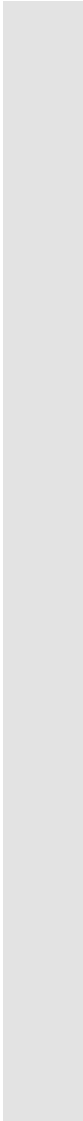
IMAGE

- The physical condition and maintenance of properties signal that an area is either cared-for or neglected, i.e. Safe or Un-safe.



Timeline

FY24-25 through FY26-27
pending funding availability

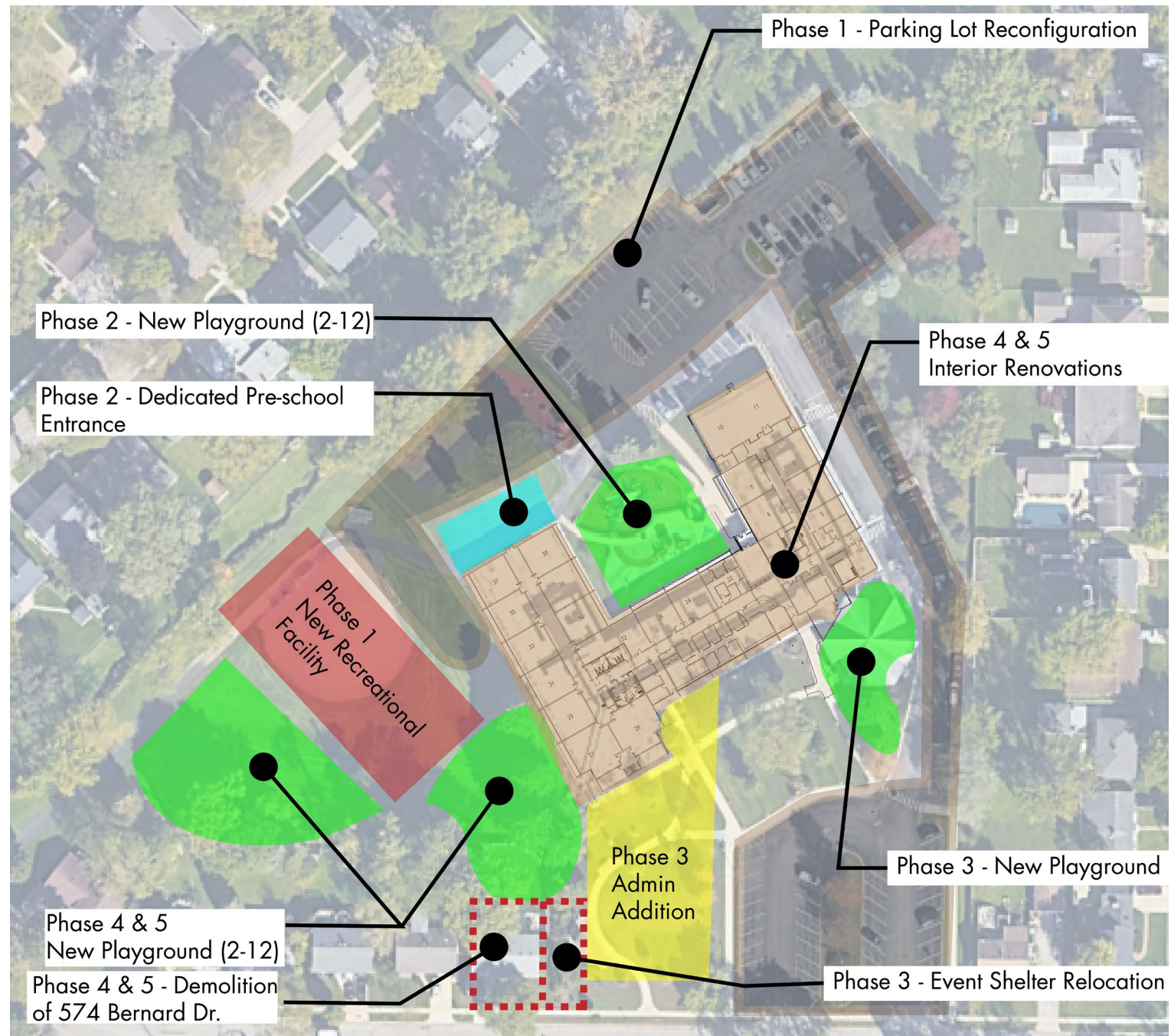


Alcott Redevelopment

Facility Assessment: 2024

Anticipated Phase 1
Construction Start: 2026

Anticipated Completion
of all Phases: 2034



FY 2024-2025

Complete assessments of the Fitness Center, Emmerich, Alcott, and the Museum

Complete internal assessment comparing park use (Placer AI data) and park age.

FY 2025-2026

Alcott Phase 1 Drawing Development, PARC Grant Application

Start the process for 2026 OSLAD

Evaluate the economic feasibility and priority of future projects for Emmerich, the Fitness Center, and the Museum.

Determine a plan for additional funding sources

FY 2026-2027

Assessment of the Golf Dome

Alcott Phase 1 construction starts (assumes PARC Grant is awarded)

Design Documents started for next Park renovation (assumes OSLAD is awarded)

Start Design Development for the next major facility project based on the FY25-26 evaluation



Buffalo Grove Park District
WORKSHOP MINUTES
February 12, 2024
Alcott Center – Room 24
6 pm

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

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Superintendent of Recreation Brian O'Malley, Planning and Development Manager Laurie Hoffman, Recreation Supervisor Ann Marie Shipstad-Schwartz, and Executive Assistant Beth Wanland.

CALL TO ORDER

Roll Call

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

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Newly hired Recreation Supervisor Ann Marie Shipstad- Schwartz introduced herself to the board. She said she is the theatre supervisor at the CAC and has been a resident of Buffalo Grove for seven years. Prior to coming here she worked for the Wilmette Park District in a similar capacity.

The District 102 4C Stem Club was in attendance. Adhya Garlapati and other members of the club introduced themselves and told the board their favorite part of the Park District. Adhya said the club raised \$400 and the members voted on awarding \$200 to the Park District to spend in the Nature Garden. She said the 4C's stand for creativity, communication, critical thinking, and collaboration. President Jacobson said the 4C Stem Club is a very impressive group of people.

APPROVAL OF WORKSHOP AGENDA

Commissioner Reiner moved to approve the February 12, 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 discussed.

CORRESPONDENCE

Executive Director Strojinc said that included in the packet was a thank you note from Jake Persson. Jake was a marketing intern at the Park District who said the internship gave him an incredible chance to explore his passion and potential career in graphic design.

PLANNING & DEVELOPMENT

Capital Budget Overview

Planning and Development Manager Laurie Hoffman gave an overview of capital budget to the board over the next three years. She also clarified capital projections from previous years compared to what is being proposed. She focused on FY 24-25 to give the board a glimpse of plans in the coming fiscal year. Projects include Parkchester Park and Weiland Road improvements, completion of the Rylko Amphitheater, the Skate Park renovation and installation of a new pump track, the pool deck resurfacing at Willow Stream, the Preschool Door Replacement at Alcott, AV upgrades at the CAC, and wood floor refinishing, striping of courts, and elevator modernization at the Fitness Center, to name a few. She said the Spray 'N Play expansion will cost \$2 million dollars. She said the Rylko Park OSAD grant application would be submitted this fiscal year but construction would begin later if we proceed. Extensive conversation was held and Executive Director Strojinc said there is a lot to think about and important decisions to make.

POLICY AND LEGISLATION

Restroom, Washroom, Locker Room Usage Ordinance

Commissioner Reiner said that the new Restroom, Washroom, Locker Room Usage Ordinance has been written by our legal counsel and recommended by staff for board approval.

Lighting Ordinance

Portable lights can be purchased at home improvement stores and some individuals have been bringing them to parks that don't have lights. The District has had complaints by homeowners and staff would like to have an ordinance in place to prevent people from lighting fields at nighttime in the future. Discussion was held and the board agreed this would be a good addition to the ordinance book.

Quarter C Administrative Work Plan Update

Executive Director Strojinc said she had no comments on the Quarter C Administrative Work Plan update but would be happy to entertain questions. No questions were asked.

Quarter C Departmental Goals and Objectives Update

There were no questions from the Board on the Quarter C Departmental Goals and Objectives update.

RECREATION

Bus Bid Extension

Commissioner Wallace said that staff is asking board approval for the bus bid extension which is the same rate as last year. Commissioner Reiner gave staff kudos for negotiating the same bus rate for three years.

Master Fee Report

Commissioner Reiner asked about pickleball clinics increasing in price without an explanation and Director Zimmermann said he will check why. He also said there was not an explanation on the birthday party price increase. Executive Director Strojinc said there is a very high demand for birthday parties and the cost of supplies has increased. The board discussed the fencing drop-in rate increase and Executive Director Strojinc said they will follow-up.

PARKS

Parkchester Park and Weiland Road Improvements Bid Recommendations

Commissioner Reiner noted that we will be responsible for \$1.38 million for these two projects. Planning and Development Manager Hoffman said it would have been even higher but staff value-engineered that project and the parks department has taken on some of the work in-house.

Willow Stream Ice Rink

Executive Director Strojinc showed the board a document Director Howe put together showing how much it costs the Park District to maintain the ice rink and staff recommended that the District let it go. The document findings were underscored with the new parking lot renovation of the Willow Stream.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Strojinc said the FOP had a great Trivia Night. She said we are working on an IGA with D102. She said we had our Strategic Plan kick-off meeting with admin staff today.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson said he hopes everyone enjoyed conference. He said it was well-attended and thanked staff who were moderators. He said Trivia Night was sold-out and the FOP made a profit on the event.

Commissioner Wallace said she attended the Illinois Grammar School Music Competition and many in attendance knew of the impending partnership with D102. She said D102 is very excited about sharing the new gymnasium space and resources.

Vice President Cummins said he really enjoyed conference. He said his favorite session was *How to Have a Healthy and Prosperous Relationship with Your Executive Director* where he sat next to his executive director.

Commissioner Page said conference was great and she enjoyed seeing the passion people have for parks and recreation. She said she attended Trivia Night and it was a great time. She said her kids are enjoying participating in Park District programming.

Commissioner Reiner said the Lunar New Year event was very moving and is a great event. He said our community is richer because of our diverse residents. He said he sat at the government table at Trivia Night and it was a lot of fun. He passed out an IAPD Legislative Year in Review flyer from IAPD to the board. He also showed an onboarding Code of Ethics document for commissioners and asked Executive Assistant Wanland to scan it and send to the board and to staff in attendance.

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

Commissioner Cummins moved to adjourn the Board Workshop at 8:03 pm, seconded by Commissioner Page and the motion passed with a voice vote.

The Board then enjoyed cake in celebration of Commissioner Wallace's birthday.

Respectfully submitted,

Secretary



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
February 26, 2024
Alcott Center – Room 24
6 pm

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

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Superintendent of Recreation Chuck Burgess, Building Custodian Ramon Diaz, 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

There were no guests in attendance.

APPROVAL OF WORKSHOP AGENDA

Commissioner Cummins moved to approve the February 26, 2024 Workshop Agenda, seconded by Commissioner Reiner and the motion passed with a voice vote.

MILESTONE EMPLOYEE ANNIVERSARY

Resolution 24-2-1 Recognizing Ramon Diaz on 10 Years of Service

President Jacobson read the following resolution:

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.

President Jacobson congratulated Ramon on his 10 years of service and Vice President Cummins thanked him for working late on board meeting nights.

FINANCE

February 2024 Warrant

Vice President Cummins asked if the chipper and lift kit were part of the capital budget and Executive Director Strojinc confirmed they were part of the plan.

January 2024 Financial Statement

Director Short said we are still trending nicely ahead of the budget which is great to report.

January 2024 Year to Date Statement

There were no questions or comments on the January 2024 Year to Date Statement.

February Refunds

There were no questions or comments on the February 2024 Refunds.

Board Travel and Conference Expense

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

Resolution 24-2-2 Developer Donations

Director Short explained that when a builder builds in Buffalo Grove, they make a financial or land contribution to the schools and Park District. This resolution is an annual resolution the Board approves after receiving the amount of Developer Donations available to the Park District from the Village. The funds received will be used for capital projects. Commissioner Reiner added that staff works with the Village to occasionally upgrade the dollar amount received based on the valuation of property.

Resolution 24-2-3 Buffalo Grove Bank & Trust Signers

Director Short said we are adding Commissioner Page to the signing documents. All commissioners are required to sign the documents.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Wallace said she and Commissioner Page attended the Friends of the Parks Foundation meeting two weeks ago. She said the FOP would like to come to the board to present their idea of adding lighting to the Community Arts Center. She also said the Environmental Action Team would like to attend a board meeting in the near future. Last, she said *Grease* is well underway and the kids are getting excited for their first performance on Friday.

Vice President Cummins said he had a very enjoyable evening at the staff party at Medieval Times last Saturday night. He said it was nice to speak with staff he ordinarily does not have the opportunity to converse with.

Commissioner Page said she attended her first Legislative Breakfast in Vernon Hills last week. She also noted that the number of birthday parties the District hosts has increased.

Commissioner Reiner said he also attended the Lake County Legislative Breakfast and received a list of upcoming events, including the Legislative Conference coming up in May in Springfield. Executive Director Strojinc asked the board to consider whether they want to attend or not.

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 6:16 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
February 26, 2024

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

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

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 6:16 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

Commissioner Reiner moved to approve the February 26, 2024 Regular Board Meeting Agenda, seconded by Commissioner Page and the motion passed with a voice vote.

APPROVAL OF MINUTES

Approval of the January 8, 2024 Workshop Minutes

Vice President Cummins moved to approve the January 8, 2024 Workshop Minutes, seconded by Commissioner Page and the motion passed with a voice vote.

Approval of the January 22, 2024 Workshop Minutes

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

Approval of the January 22, 2024 Regular Board Meeting Minutes

Commissioner Page moved to approve the January 22, 2024 Regular Board Meeting Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

Approval of January 22, 2024 Executive Session Minutes

Commissioner Reiner moved to approve the January 22, 2024 Executive Session closed meeting minutes, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Executive Director Strojinc said included in the Board packet was a thank you note from School District 214 for the donation made supporting their work-based learning programs. Also included was an article in the Daily Herald naming Commissioner Wallace's husband, Greg, one of The Suburbs Top Teachers. Dr. Wallace is a science teacher at Wheeling High School.

ATTORNEY'S REPORT

Attorney David Bloomberg had no report.

COMMITTEE ACTION ITEMS

Finance

Approval of the February Warrant 2024

Commissioner Wallace moved to approve the February Warrant 2024 in the amount of \$2,205,719.03, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the January 2024 Financial Statement and the January 2024 Year to Date Statement

Commissioner Wallace moved to approve the January 2024 Financial Statement and the January 2024 Year to Date Statement, seconded by Commissioner Page 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 \$2,979.15, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of Resolution 24-2-2 Utilization of Developer Donation Funds

Commissioner Wallace moved to approve Resolution 24-2-2 Utilization of Developer Donation Funds in the amount of \$82,984.32, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of Resolution 24-2-3 Buffalo Grove Bank & Trust Bank Signers

Commissioner Wallace moved to approve Resolution 24-2-3 Buffalo Grove Bank & Trust signers, 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 Ordinance 1.34 Restrooms, Washrooms, and Locker Rooms

Commissioner Reiner moved to approve Ordinance 1.34 Restrooms, Washrooms, and Locker Rooms as proposed, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of Ordinance 1.23 Public Use of Portable Lighting in Parks

Commissioner Reiner moved to approve Ordinance 1.23 Public Use of Portable Lighting in parks during night hours as proposed, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Parkchester Park OSAD Development Contract

Commissioner Reiner moved to award the Parkchester Park OSAD development contract to Schroeder Asphalt Services, 11022 S Grant Hwy., Marengo, IL 60152, in the amount of \$1,231,051.50, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Parkchester Park OSAD Weiland Road Improvements

Commissioner Reiner moved to award the bid for the Parkchester Park OSAD Weiland Road Improvements to A Lamp Concrete Contractors, Inc., 1900 Wright Blvd., Schaumburg, IL 60193, in the amount of \$289,945.28, seconded by Commissioner Page and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

Approval of the Camp Bus Bid Extension

Commissioner Wallace moved 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, 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

Consent Agenda

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

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 Years of Service

Commissioner Reiner asked that the memo on the Ice Rink Closure Recommendation be added as an attachment to these minutes (see Attachment A).

EXECUTIVE DIRECTOR'S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director Report

Executive Director Strojinc reminded the board that we have a Strategic Planning Board Meeting next Monday, March 4. She said there is a cricket rental that is not happy with the time they were given to rent and may come to a future board meeting. She said the Cook County Legislative Breakfast is this Thursday, February 29 in Northbrook. She said the D102 IGA's are coming along. She said she emailed the board on the LRN ALERT on the first amendment we received from PDRMA. She said she is meeting with the PDRMA CEO on Friday and asked the board to let her know if they have any questions for her to ask him. She said we will be applying for Distinguished Agency and will start the process next year. She said the Workshop next month will be heavy. She said the fire department is planning their annual fundraiser and the only parking lot we have available this summer that can accommodate them is Willow Stream. Vice President Cummins gave kudos to Director Short for supporting NWSRA in their hiring process and to Executive Director Strojinc for taking action on the registration website issues.

Business Services and Human Resources

Director Short thanked the Board for their support in allowing him to go to conference and said that he is approaching the finish line with the 2024/25 budget. He also thanked the staff for their input.

Parks Department

Director Howe said we will be getting \$550,000 back in NWSRA ADA reimbursement this year. He said staff will be meeting with the Village public works staff and Jeff Weiss regarding land management and plans moving forward.

OLD BUSINESS

Budget Discussion

Executive Director Strojinc said that the budget preparation calendar in the packet is a reminder that the Board will start reviewing the 2024/25 budget at the March 11, 2024 Board Workshop.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Commissioner Wallace moved to adjourn the Regular Board Meeting at 6:48 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

Respectfully submitted,

Secretary

ATTACHMENT A

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
RE: ICE RINK INFORMATION
DATE: FEBRUARY 5, 2024

Background Information:

The Parks Department has built and maintained an ice rink at the Willow Stream south parking lot yearly until 2023 when the lot was being reconstructed. Building and maintaining the ice rink takes a great deal of time and resources to ensure that it safe and usable. Because of investment and the increasingly milder winters, staff were instructed to gather information on the maintenance and labor to upkeep the rink (see below).

Building: The process of building the rink is not strenuous, but takes time. This includes covering the storm sewer drains (to prevent the water from running down the storm sewers), barricading off the entire area, and then beginning to flood the area with water. Once fully flooded, the process moves into the maintenance phase.

Maintenance: Once open for the season, two staff work on the ice rink daily, for roughly 16 hours a week. Maintenance includes: cleaning off the rink, adding water to smooth the ice, cleaning up the surrounding area of debris, and handling any vandalism that may arise. Additionally, if it snows, staff must also brush/remove the snow off the rink. Depending upon the snowfall, it can take anywhere from 2-5 hours per week.

Water Usage: It takes 45,000 gallons to fill the area used for the ice rink. The Village of Buffalo Grove charges \$7.50 per 1,000 gallons of water used. Besides the initial water usage, staff have to maintain the rink once it is up and running. They estimate that they use between 4,000 and 8,000 gallons of water per week to maintain proper levels of ice. The number of gallons vary due to a number of different issues including: amount of usage, vandalism (ex. patrons cracking the ice and taking chunks out of the ice), weather, and absorption into the ground.

Ice Rink Schedule: Staff work on the rink from early to mid-December up to early March (weather pending). With how challenging the weather has been in the last 10 years, the schedule of the ice rink has been sporadic. If temperatures are above freezing for longer than a week, there is a great chance that we will lose the entire ice rink, and because of the resources needed to rebuild, we do not attempt to rebuild the rink once the initial rink is "lost."

Cost of Ice Rink: The below chart shows the approximate cost of building and maintaining the ice rink during "ideal" weather conditions.

TASK	#	Costs	TOTAL COST
Maintenance (weekly) (staff 1)	16 hours	\$44.92/hour	\$718.72
Maintenance (weekly) (staff 2)	16 hours	\$48.10/hour	\$769.60
Maintenance (weekly water)	6,000 gallons*	\$7.50/1,000	\$45.00
Maintenance (snow removal) (staff 2)	3 hours	\$48.10/hour	\$144.30
		WEEKLY TOTAL	\$1,677.62
Building (flooding lot)	45,000 gallons	\$7.50/1,000	\$337.50
		12 WEEK TOTAL	\$20,468.94

*Average is 4,000 – 8,000 gallons per week, so 6,000 was used for estimate.

Ice Rink Availability: The chart below shows how many days the ice rink was open over the last 10 years.

CALENDAR YEAR	# OF DAYS
2022-2023	4
2021-2022	24
2020-2021	17
2019-2020	1
2018-2019	10
2017-2018	25
2016-2017	8
2015-2016	12
2014-2015	2
2013-2014	62
TOTAL DAYS:	165

Summary and Recommendation:

As demonstrated, the building and maintenance of an ice rink is costly without a large return on investment. Additionally, in consulting with civil engineers, turning a parking lot into an ice rink has negative impacts on the infrastructure's lifespan. Standing water seeps into the asphalt and into the base which degrades over time. Once degradation begins, the pavement loses its structural support which results in potholes, cracking, indentations, and low spots. Since the District just invested \$953,718 (sans permit costs) into the reconstruction of the lot, it is my recommendation that we no longer continue with the practice of building and maintaining an ice rink on the Willow Stream parking lot.



What's Happening?

SPRING
2024

Date	Name of Event	Description	Location	Time
Monday, March 25	Workshop/Regular Board Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Tuesday, March 26	Night Owl Egg Hunt	Children bring a flashlight & basket to hunt for eggs!	Alcott Center <i>Registration Required</i>	7:40/7:55/8:10 pm
Thursday, March 28	You've Been Egged	Surprise at-home egg hunt!	At your home <i>Registration Required</i>	Arrival sometime between 10:30 am - 5 pm
Monday, April 8	Board Workshop	Monthly Meeting	Alcott Center Room 24	6 pm
Tuesday, April 16	Senior Expo	Annual Senior Citizen Expo	Community Arts Center <i>Free to seniors and their families.</i>	10 am - 1 pm
Thursday, Friday Saturday, Sunday April 18 - 21	The Music Man Kids	2024 Spring Children's Musical	Community Arts Center	April 18 & 19 - 7 pm April 20 & 21 - 3 pm
Friday, April 19	Happy Hour Golf	FOP event benefitting the foundation's fee assistance program for active military families and families in need.	Golf Dome <i>Registration Required</i>	6 - 8:30 pm
Sunday, April 21	Earth Day	Arts and Crafts Nature Walk Nature Classroom Will be Open	Nature Classroom at Mike Rylko Community Park <i>(Near the Skate Park)</i>	10 am - 12 pm
Wednesday, April 24	Board Workshop/Regular Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Friday, May 3	Dan Anderson Memorial	FT Staff Bus Tour to Dan's Prairie and BBQ	Meeting Place TBD	12 - 3 pm
Friday, May 3	Kite Fly	Flying 4 Kids Statewide	Reiner Park	6 - 7:30 pm
Tuesday, May 7	Parks Day at the Capitol	Join Illinois park districts and forest preserves inside the Illinois State Capitol.	Illinois State Capitol Springfield	10 am - 2 pm
Tuesday, May 7	Legislative Reception and Dinner	Board members and professionals able to network & speak one-on-one with legislators in a casual atmosphere.	Illini Country Club Springfield <i>Registration Required</i>	Reception 6 pm Dinner 7:30 pm
Wednesday, May 8	Legislative Conference	Learn up-to-date information on IAPD's Legislative Advocacy Program & pending legislation affecting membership.	Crowne Plaza Springfield <i>Registration Required</i>	9 am - 1:15 pm
Monday, May 13	Board Workshop	Monthly Meeting	Alcott Center Room 24	6 pm
Saturday, May 18	Parks & Public Services Day	Park District & Village partner on a national day of outdoor play!	Mike Rylko Community Park <i>(Near the Spray 'N Play)</i>	10 am - 1 pm
Sunday, May 19	Disc Golf Tournament	2-Player teams scoring best-shot format/ 2 rounds of 18-holes Awards Ceremony for the winners!	Willow Stream Park and Drazner Park	9:30 am - 2:30 pm <i>Registration Required</i>
Tuesday, May 28	Board Workshop/Regular Meeting	Monthly Meeting	Alcott Center Room 24	6 pm
Sunday, June 2	Pride Picnic <i>(Immediately following the Buffalo Grove Pride Parade)</i>	UniquelyUS Event Live entertainment, food & drinks for purchase, family entertainment.	Mike Rylko Community Park <i>(Near the Skate Park)</i>	11:30 - 2:30 pm



Buffalo Grove Park District
Committee Action Items
March 25, 2024

A. Finance (HW)

1. I move to approve the March 2024 Warrant in the amount of \$1,144,207.07.
2. I move to approve the February 2024 Financial Statement and the February 2024 Year to Date Statement.
3. I move to approve the proposed FY 2024/25 Administrative Salary Schedule.
4. I move to approve Resolution 24-3-1 Developer Donation Funds in the amount of \$311,735.01
5. I move to approve the Board Travel and Conference expense in the amount of \$285.00.

B. Policy and Legislation (LR)

1. I move to approve the Buffalo Grove Fire Department's Festival Variance Request to serve alcohol in Willow Stream Park for their summer Fire Up! Food Truck fundraiser.
2. I move to approve the updated Sick Pay Payout Policy as proposed by staff.



TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: MARCH 15, 2024
RE: DIRECTOR'S OPERATIONS REPORT

Community & Public Relations

District 102: We are almost to the finish line with D102 IGAs. I have submitted my final comments to legal counsel and then it will go back to D102 for final look. A joint memo will incorporate the IGAs when they come to the board (hopefully) next month.

District 214: Joe and I met with D214 again on the Natatorium agreement. We have made an offer on the sharing general maintenance and replacements. There is some political hoops to get through, but we are hoping with our longstanding relationship we will be able to get to a final agreement by this summer.

Friends of the Parks: Friends of the Parks had their annual budget meeting which was productive. They are moving some of their funds into a higher interest account and a new CD. They are currently working on their mission statement; all board members were tasked to bring their own mission to the next meeting to discuss. Laurie and the facility team met with them to discuss the CAC lighting and signage project. They are still working on finalizing ideas before bringing it to staff and then board for approval. In addition, Laurie has put together a proposed list of capital projects that could be sponsored by FOP. We plan to use the same list for Rotary as they have also expressed a desire to spend down their reserves.

Finance

Budgets: The proposed budget for fiscal year 2024-25 was presented to the board at the last workshop. Overall the discussion went well and I look forward to continued discussion at the next meeting.

Government & Public Affairs

Cook County: After weeks of negotiations and discussions, Commissioner Britton was unable to gain the support of enough Commissioners to get the proposed paid leave ordinance amendment through to completely exempt Park Districts and School Districts. Unfortunately, on March 14, the amendment that was pushed through only exempts Park Districts and School Districts until January 2025. The Cook County executive director group is very active, so we will see where this goes over the coming year.

First Amendment Audits: We have been collecting information on how to best train and prepare our facilities for future audits. Overall, we are in compliance with FOIA related matters, so it is more a matter of additional signage and discussions with staff who may encounter one of these audits.

Village of Buffalo Grove: The IGA solidifying Rotary's involvement with the annual BG Days has been finalized. We asked that Rotary first get approval from their executive board and then we will bring it to both the Park District and Village boards for final approval and execution. In addition, Rotary has agreed to help purchase a new bingo table for the Park District in exchange for use of it annually at the festival.

We received a letter from the Village that they had a miscalculation in their developer donation funds for the Park District. Instead of the \$82K we were set to receive, we are actually receiving \$394K, which is a huge swing (and great news) for us. We will be bringing an updated ordinance to the board at next meeting.

Operations & Personnel

Human Resources: Scott and I have been busy working on policy updates regarding sick pay (IMRF Tier 2), succession incentives, sexual harassment ordinance, and updates to our animal ordinance. We plan to start bringing these changes to the board for approval next month.

IT: The penetration test is complete and we have a meeting set-up to discuss the vulnerabilities that were detected.

PDRMA: I had an informative meeting with Brett Davis, CEO of PDRMA this month. He makes it a point to meet all new executive directors. We discussed membership dues, and I was able to bring him a few suggestions and questions directly from staff. The meeting went very well, and I look forward to continuing the relationship.

Recreation: We have been discussing our facilitation of play policy for staff. This policy addresses how staff (mainly part-time) "play" with participates while in program to ensure safety. In an effort not to eliminate staff from all physical play, we have come up with a system of categorizing activities into green, yellow, and red; red meaning staff cannot participate, and can only supervise. This system is currently being finalized, but we are hoping that it not only ensures the safety for all involved, but provides more clarity and direction for staff on when it is okay for them to "play" and when it is not.

I have spent some time with Diana and Joe discussing camp locations for this summer. Due to various construction projects at the schools, we want to determine the best locations. In addition, we discussed adding a brand new camp to accommodate an additional 50 kids off of the waitlist.

Strategic Plan: We had two strategic planning workshops this month, one with the board and one with the staff. The feedback I have received on Jamie and the process, so far, has been very positive. We have just secured the date for the next staff one that will involve the LEGO play exercise. I am very pleased with the active involvement from both staff and the board on the process and look forward to the continued work.

Planning & Projects

Mike Rytko Amphitheater: The amphitheater project is really coming along with both the truss and concrete seats being in. Both things have finally provided a context for the size of the new amphitheater, and Laurie and I are pleased with how it is coming along.

Parkchester Park: Both bidders have received notice to begin, and we should see this project start at the beginning of next month.

Professional Development

Financial Sustainability Workshop: I signed up for Jamie Sabbach's Financial Sustainability workshop next month in Bolingbrook. The certification workshop is centered on financial discipline and complex issues facing professionals in the public sector. I spoke to Jamie about this as she also does this directly for organizations; we both felt this would be helpful for me in light of the discussions we have been having about our needs as an organization.

IPRA Board: I had our first meeting of the year in Cary this month. It was a joint meeting with Illinois Park and Recreation Foundation. Overall it went very well and Suzi has been adjusting well to her new role as executive director.

Meetings & Events Attended:

IAPD Legislative Breakfast – February 23
Clubhouse Site Visit – February 23
Staff Annual Party – February 24
Village Meeting with Engineer – February 28
D214 & BGHS Natatorium Meeting – February 28
PDRMA Meeting with Brett Davis – March 1
Strategic Planning (Board) – March 4
Strategic Planning (Staff) – March 5
IPRA Board Meeting – March 7
Young Adult Musical (Grease) at CAC – March 8
D102 Meeting on IGAs – March 11
IPRA Meeting (Sections) – March 13



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: MARCH 2024 OPERATIONS REPORT
DATE: March 18, 2024

DIRECTOR'S REPORT

John has prepared the Budget and Appropriations Ordinance for the FY 2024-25 budget. The ordinance was posted on Monday, March 11th, meeting the requirement that the ordinance be on display for 30 days prior to passage. The ordinance is scheduled to be approved by the Board of Commissioners on April 24, 2024.

John submitted the Records Disposal Certificate to the Illinois Secretary of State last week. Ordinarily, this would give us permission to shred the items on the certificate after 60 days. However, the return receipt indicated that the approval may not be granted for up to 120 days due to a lack of staffing.

IT

Greg updated phone accounts to coordinate with e911 and Peerless Network. He is prepping new workstations for Emmerich staff offices. He coordinated additional trainings for Time Pro web for Parks and Aquatics, as well as trainings with RecTrac for Golf Dome Alcohol Sales.

The latency with RecTrac has been addressed and we have created an EDI (dedicated internet) circuit with Comcast for the Fitness Center. We are finalizing paperwork to get it turned on.

HUMAN RESOURCES

The biggest project Scott is working on is summer hiring. We typically hire around 200 employees for summer work, and making sure they are all vetted and input into our HRIS system properly is an important and time consuming responsibility. The summer job fair was a success with approximately 30 attendees. We will continue to hold the job fair at the CAC going forward.

Preparations are underway for the part-time employee appreciation event next month. We will be playing bingo and eating food from Guzman y Gomez.

We have added two new full-time staff – Sean Johnson in Grounds and Tylor Schlenz in Facilities. We are also looking for an Aquatics Coordinator to cover a leave of absence over the summer. We have no full-time job openings!

RISK MANAGEMENT

Scott is working on changing our group messaging software. We are looking at software that can be used for Recreation programming and internal messaging in the case of emergencies.

Scott is in the final stages of reviewing and signing the insurance proposal for the Veterans parking lot.

The CDC has updated its COVID guidance, and now Scott is looking into what changes, if any, the Park District should make.

SAFETY

Jenn continues to work with Dani Hoeffle on the OSHA Compliance Manual. Jenn is working towards completing the OSHA 30 class to better understand OSHA and ensure the manual follows all standards. All fall protection equipment was inspected and expired harnesses were discarded. One piece of equipment failed inspection, the wench which assists entering confined spaces. Facilities staff are deciding on sending it in for a re-inspection or to replace with a new wench that better suites their needs. There was a lockout, tagout assessment on March 22 with the Start Group. Facilities staff have assisted in inventorying all of the agencies confined spaces, which will be included in the OSHA Compliance Manual.

TRAINING

Jenn attended a Chipper training on February 27 led by mechanic, Tony Vraniak. Tony led the grounds staff through an overview of the machine and then hands-on practice to familiarize themselves with the equipment. Grounds staff did a great job communicating and making sure their crews were safe.



Jenn attended PDRMA's Aquatics RMI (March 15) and StarGuard Elite's Chicago CAMP (March 19 & 20) with Chuck Burgess and Sean Berry. The information learned will help shape the pre-season trainings to prepare staff for the busy summer season.

Jenn is working with the Buffalo Grove Police Department for the April Safety training, which will take place on April 11 from 10 am - 12 pm. The police will be discussing how to de-escalate situations. Staff will then work through a variety of scenarios to practice utilizing the tips and skills the police provided. Safety Committee members will assist with guiding the discussion during scenarios.



BUFFALO
GROVE
PARK
DISTRICT

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: MARCH 18, 2024

RECREATION DIRECTOR'S REPORT

BG Days: The Village of Buffalo Grove and the Park District met at Village Hall on Tuesday, March 12, for the BG Days Kick-Off Meeting. Chuck, Dani, Amanda, and I were the Park District Representatives, and the Village had reps from Fire, Police, Public Works, and Marketing. There was a good discussion about this year's new layout and what it means for the carnival and food truck footprints. We are awaiting a few parties' replies before finalizing those locations. The Village also informed us that the BBQ challenge will no longer be a part of the BG Days festival. They are also waiting to decide on the car show this year because the grass is so new around the amphitheater. Besides those areas, BG Days will have the same number of bands and activities as before. We continue to appreciate our great relationship and open communication with the Village.

Rec Department Updates: We have purchased a new bingo board and flashboard stand, which Rotary will contribute to and use at BG Days. It will be a significant upgrade over what we have now and allow us more flexibility to host bingo in other rooms at Alcott. Erika and I continue working with D214 to create a new IGA that will include stipulations for pool usage in the future now that our contract with them expires in September. Camps are right around the corner, and I am working hard with Diana and Brian to update our camp training for the all-staff meeting this year. Safety is always our top priority for camp staff and participants. While our training has always reflected that, we continually try to improve upon our already high standards.

RECREATION FACILITIES

Alcott Center

Rentals: In February, Alcott rentals brought in \$2,710, compared to \$2096 in February 2023. Elizabeth has continued to book rentals by giving tours of Alcott and answering any rental questions.

2023	2023	2024	2024
January	February	January	February
\$1,878.75	\$2,096.87	\$2,390.00	\$2,710.00

Community Arts Center

Rentals: Elizabeth has continued to work on upcoming rentals and give tours. She has a larger rental during the weekend of March 16, to which she will assist in opening the building to help with custodial staffing. Elizabeth has also worked with Mike Terson to update the Community Arts Center website page. The page now includes a section where people can ask for a tour and see the building hours. During February, the Community Arts Center brought in \$16,018.75 in revenue.

2023	2023	2024	2024
November	December	January	February
\$11,053	\$8,732	\$15,565	\$16,019

Fitness Center

Administration: Thank you to the guest services, member services, and fitness floor teams for a great job during the winter promotion. They registered 750 new members during the promotion, including many facility tours, TFOs, and equipment orientations by the fitness floor team. Chris is very proud of them for all the great work, teamwork, dedication, and contributions they have all made since December.

On March 1, Boller Construction installed the fiber optic line piping that runs through one of the Mind/Body Studios. Jenay moved a few Friday classes to accommodate the installation, and everything ran smoothly.

The Fitness Center will close the pool from August 12 to 25 for annual cleaning and updates. Northwest Community Hospital has confirmed that members are welcome to use their pool during that time. The Fitness Center will also open our pool to Northwest Community Hospital from July 8 to 25, when they close for annual cleaning and updates.

Beginning March 28, the Fitness Center is making one court available for open Pickleball play rather than members making reservations. Open Pickleball play will be every Thursday from 8 am to 2 pm, allowing members to get to know each other while having fun playing Pickleball.

Fencing: Jenay worked with Carol Lucido and Seden Senoglu at US Sabre Academy to create a more straightforward registration process for fencing participants and families. On Sunday, February 18, the current fencing families were invited to a meeting to discuss the new fee structure. More than 50 people attended the new program rollout meeting. Fencing registration will no longer be available

on RecTrac, but instead, participants will sign up for a fencing program membership with the Fitness Center. Participants are billed every month based on the fencing program of their choice. Participants are eligible to cancel their memberships at any time. New registrants will only pay for the first month and must decide to start the fencing program membership at the end of the first month.

Fitness Floor and Training: The Fitness Center is seeing many new members, and the treadmills are filled with members it has not seen in a while. Many new members are purchasing our training starter pack. The Fitness Center sold 12 this year and five last year. A new video featuring my new trainer, Ark, went out on social media and the fitness floor for viewing, and now his client base is growing. Ark is a real go-getter!

Group Exercise: Jenay offered 84 Group Exercise classes in February: 69 live, four hybrid, and 11 virtual classes. Class pass participation increased 10% from January. The new evening grouping of Yoga and Pilates classes has helped significantly increase member participation. Less popular classes like Wing Chun were phased out in February.

Participants	February 2024	January 2024
Total #	6,013	5,439
Live #	5,204	4,555
Virtual #	809	884

Member and Guest Services: The last few days of February were busy, with many people waiting until the last minute to sign up for the Fitness Center winter promotion. The Guest Services department helped Member Services sign up 197 people in February to start their membership on March 1. It was indeed a team effort.

There continues to be a delay when members scan in since RecTrac now hosts our servers. Carol and Greg are working with RecTrac to resolve the issue.

A valuable Member Services Associate, Tylor Schlenz, was offered a full-time position with the Park District. Tylor will be missed, but the Park District has gained another exemplary full-time employee. Carol recently hired two new staff members, who will begin training in March.

All promotional months will be over in May. Starting in June, everyone will be paying regular membership dues; this should increase the total revenue from billing.

Specialty Programs: Debra has been able to restart some programs that have not run in a while. Enrollment in some programs has been down, so Debra is watching to see if it is because the Fitness Center has only been advertising the QR code in the Park District brochure rather than listing the classes. The QR code could be too complicated for both members and non-members when finding the programs.

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

Membership Type	February 2024	January 2024
Adult	970	900
Add-On	806	757
Senior	822	789
All Corporate	299	293
Veterans/HMHB	8	8
Annual Add-On	11	14
Annual Senior	24	26
Annual Adult	13	15
Student Passes	262	336

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

	February 2024	January 2024
Total Memberships <i>(Includes Freezes)</i>	3,339	3,186

February 2024 Summation:

- Active Members: 3,250
- Membership Visits: 28,275
- Personal Training Sessions: 362
- Reformer Sessions: 95
- Group Fitness Attendance: 6,013
- Student Passes: 262
- New Memberships: 213
- Cancellations: 53
 - Financial: 3
 - Home Equipment: 2
 - Medical: 3
 - Infrequent Use: 20
 - Relocation: 7
 - Different Club: 1
 - Other: 17

February 2023 Summation:

- Active Members: 2,644
- Membership Visits: 23,905
- Personal Training Sessions: 293
- Reformer Sessions: 77
- Group Fitness Attendance: 4,605
- Student Passes: 260
- New Memberships: 194
- Cancellations: 36
 - Relocation: 7
 - Overcrowded: 2
 - Different Club: 4
 - Medical: 7
 - Infrequent Use: 11
 - Other: 5

Golf Dome

Beverage Sales: The Golf Dome started selling alcohol on February 15. We sold 53 beverages in February. Jimmy has received many positive responses from customers about the addition of alcohol.

Passes and Admissions: The Golf Dome earned \$67,148 in revenue in February, compared to \$78,889 in 2023. While revenue is down for the month, three very warm days at the end of the month led to lower attendance when golfers hit outdoors rather than indoors at the driving range.

2024 Season	5 Hour Pass	Golf Pro Hours	General Tee Admission	Senior Tee Admission
February	125	141.5	1775	903
Revenue	\$13,125	\$3,594	\$34,830	\$12,628

2023 Season	5 Hour Pass	Golf Pro Hours	General Tee Admission	Senior Tee Admission
February	136	138	2339	999
Revenue	\$14,280	\$3,258	\$44,665	\$13,450

Raupp Museum, Educational Gardens, and Nature Classroom

Adult Programs: The museum welcomed 21 people from NWSRA, a group from the Culinary Historians of Chicago, and Marina Mayne spoke at the monthly meeting of a senior group at Vernon Township Center.

Art Exhibits: A new Walker art hanging system was installed at the Community Arts Center, which will make hanging exhibits much faster, easier, and safer for the art. The museum staff has three local artists committed to future exhibits in 2024, though this schedule is subject to change.

Museum Attendance: Total attendance for February was 1,033 people. Overall, museum attendance is currently 20% higher than last year's. Museum staff believe part of the surge is due to exceptional attendance from District 15 (Palatine) schools, which can only take field trips within a 15-mile radius of their schools. The Raupp Museum fits into this radius for almost all of the schools.

Museum Exhibits: Marina and Jonathan, the Museum intern, installed a new exhibit at the Community Arts Center shadow boxes. These new objects are all about "Spring Vibes" and feature items that remind people of historic and contemporary spring. This exhibit will be in place through June.



Museum STEPs Program: Marina led the first meeting in the second part of the Museum STEPs program, a museum self-assessment program through the American Association for State and Local History. During this meeting, Marina, Debbie F., Joe Z., Chuck, Laurie, and Keri discussed the Museum's audience and how we can reach new audiences.

School Programs: The museum served 860 students in January. Sprague, Half Day, Lincoln, Ivy Hall, Tarkington, and Pritchett School students visited the museum.

Scout Programs: The museum served 30 scouts and parents in February.

Revenue Add-ons

Birthday Parties: In February, birthday parties generated \$5,227 in revenue. Carol Verzani continues to work with families to set up parties based on their ideas or hers. She has also been working with Elizabeth when a family might rent space instead of having a hosted birthday party.

FY 2022-23	FY 2023-24 end of Feb.
\$39,714	\$40,853

Dog Park: Dog Park Passes have generated \$8,246 in revenue for 2023-2024, with 255 annual passes and 51 late-season passes sold through the end of February. At the end of February 2023, we had sold 236 annual passes and 32 late-season passes with revenue of \$7,022. Chuck ordered

the 2024 dog tags, which should arrive the first week of April. Passes for the 2024-2025 season will go on sale beginning Monday, April 15.

Outdoor Rentals: Jimmy continues to work with the fire department, who will run their Fire Up Food Truck Fest again this summer at Willow Stream Park.

RECREATION PROGRAMMING

Adult Programming

Basketball: The spring basketball session will begin on Sunday, March 17. Seven players are enrolled, but Jimmy allows drop-in players to sign-in on the day of the program.

Pickleball: The spring session will begin on Wednesday, March 20, and Thursday, March 21. Both sessions are full, with 24 enrolled.

Seniors: The St. Patrick's Day Party was held on March 13. Instead of having a singer, Megan hired a magician. Seventeen people attended the party. Lunch was corned beef sandwiches, chips, and a cookie from Original Bagel and Bialy. On Tuesday, March 5, Catholic Charities hosted a program on Podcast Exploration at the Community Arts Center. Five people were in attendance.

Volleyball: The spring volleyball session will begin on Monday, March 18. There are 28 participants.

Aquatics

Swim Lessons: Winter lessons, which included Group, Private, Swim Team Prep, and Early Childhood lessons, concluded the last weekend of February. Spring lessons began on March 3, with 203 participants registered out of 214 possible spots, filling 95% of the program.

Swim Team: The Hurricanes and Cyclones swimmers hosted their final two regular season meets on February 3 against the Des Plaines Warriors and February 17 against the Arlington Heights Muskies. Qualifying swimmers participated in the A-Division Championship Meet on March 2 at the Buffalo Grove High School natatorium.

Camps

Broadway Bound and Star Makers: The locations for Broadway Bound and Star Makers have been finalized. Star Makers will be at Tripp School, and Broadway Bound will be at the Community Arts Center. Summer camp staff interviews will take place during March, as many college staff are home this month for spring break. Ann Marie has started booking field trips with a focus on performing arts.

Camp Connection: Camp Connection registration opened on March 1, 2024, and there are already 65 participants registered. Shannon is currently conducting interviews for the program. Almost all of the camp field trips have been booked. Amanda, Shannon, Diana Clayson, and Elizabeth Quinzio toured Kilmer Elementary School to determine the most suitable rooms for our summer camp/Camp Connection program.

Dance Camp: The locations for Dance Camp have been finalized. Grades 1 - 3 will be held at Tripp School, while Grades 4 - 8 will be held at the Community Arts Center. Aly has sent out camp rehires and is coordinating interviews for new counselors and site supervisors. Aly is actively planning an enriching and enjoyable camp experience for all participants.

General Day Camps: All camps are full and are accepting waitlist requests except for two camps. Grove Grades 3-4 and Adventure Camp Grades 3-4 have spaces in the second session. Diana and Elizabeth are working on the waitlists to add as many campers as possible! There is a current discussion about opening another camp for the 1-2 grade age group due to the high demand for a waitlist. With the possibility of another camp, Elizabeth has continued to hire more staff. There are currently 17 counselor positions to fill. All field trips for general day camps have been booked for the summer. Elizabeth has also started to look for participants who requested NWSRA assistance and will be connecting with the families in the next month or two.

Preschool Camp: Keri hired a supervisor for the Preschool 4s and 5s camp and the 2-Year Old Camp. She and Colleen have interviewed four applicants for camp counselor positions. Preschool Camp 2s has 12 children signed up for camp, which is 60 percent full. A special marketing post about this program was sent out at the end of February.

Preschool Camp 3s has 42 Children registered for camp. This program is full.

Preschool Camps 4 & 5 have 81 children signed up for camp. The Monday/Wednesday/Friday section has been filled, and the Tuesday/Thursday section is 69 percent full. Keri also opened a five-day option, which is now 93% full.

Safety Stars Camp: Safety Stars Camp is at full enrollment with 21 children.

Sports Camp: Sports Camp, Cycle & Surf Camps, and Xtreme Teens Camp are all full. Megan is working to remove kids from the waitlists and open up additional spaces to accommodate as many children as possible. She is also continuing to interview potential staff and book field trips.

Clubhouse

Administration: Shannon processed the sixth billing cycle on February 29 and saw a significant improvement with only 11 declines, a vast improvement from last month. Shannon is following up on these declined payments to resolve them as soon as possible.

Registration: Clubhouse currently has 709 participants enrolled, and no participants are on the waitlist. Registration for the 24-25 school year will open on May 1, 2024.

Schedules: Clubhouse hosted a field trip to Gizmo's Fun Factory on February 19, with 129 participants in attendance. On March 4, they hosted a field trip to Volo Auto Museum, with 144 participants in attendance. Clubhouse will host seven additional Spring Break field trips on March 19, March 22, and March 25 – 29.

Dance

Dance Academy: Preparations for the eagerly anticipated May recital are in full swing. The studio will be closed from March 24 - 31 for spring break.

Dance Company: In the recent competition held in Oswego on February 17 - 18, 25 company dancers showcased their talents across 17 routines. Remarkably, 11 of these routines secured placement within the top 10 overall for their respective age/division categories, with an outstanding achievement of three routines clinching first place overall. The company is gearing up for an exciting weekend, with the next competition scheduled for March 16 - 17 in Milwaukee.

On Wednesday, March 28, dance company members will be performing for the seniors at Alcott, spreading joy through their artistry.

Winter Dance Performance: Plans are underway for "The Wizard of Oz," with an initial meeting set for April between the director/choreographer and producer to discuss arrangements and creative direction.

Musical Arts

BG Singers: The BG Singers are preparing for the 29th annual season, which will begin mid-April. The choir is thrilled to invite 12 new members this season and several singers returning after taking some time off. Based on an "intent to return" survey sent out in January, Lindsay expects over 70 singers to participate this year. Registration for the upcoming season will open on March 15.

BG Singers Encore!: Encore! is currently on hiatus until the end of March, when they will begin rehearsing for a series of spring concerts. The group is looking into purchasing new portable sound equipment—special thanks to TJ Wilkes for sharing his expertise on this.

Crescendo Show Choir: The Crescendo Show Choir is working to prepare for its main stage spring performances at the Community Arts Center in June. The choir, consisting of 20 performers in grades 5 - 10, is now rehearsing 1 - 2 times per week with Director Kara Spector and a team of talented guest choreographers. Tickets for the spring concert will go on sale in May.

Piano Lessons: The spring session of lessons began on March 13 and will conclude the week of May 27. A spring piano recital is scheduled for June 4.

Preschool

Administration: Keri has provided four tours in the past month for families interested in enrolling this fall.

Highlights: Teachers held conferences with parents on Tuesday, February 20, and Wednesday, February 21. A dental hygienist from Associated Dental Specialists of Long Grove came to speak with children in the 3 and 4-Year-Old Preschool classes on Monday, February 26, and Tuesday, February 27. Lifetouch and Shutterfly Photography took individual, sibling, and class pictures of children in the preschool program at the end of February and the 1st day of March. Classrooms participated in the second annual Shamrock Shuffle on Tuesday, March 12, and Wednesday, March 13.



Registration: There are 116 total registrations for the 2024-25 school year, which is more than there were at this same time last year when there were only 99 for the 2023-24 school year.

Program	Children enrolled	% full
Two Year Old Preschool	14	47%
Pre-Three's Preschool	14	58%
Three Year Old Preschool	51	85%
Four Year Old Preschool	53	71%

Productions

2024 – 25 Children’s Theater Season: Lindsay and Ann Marie are working together to prepare and plan for the 2024-25 Children's Theater season. They are excited to bring some exciting titles to the CAC stage next year!

Grease – School Edition: The cast of Grease had a successful run of the show that started the first week of March, with the last performance on March 9. Audience size ranged from 250 – 315 audience members, making close to \$12,000 in ticket sales during the production run. Feedback from actors, families, and the general public has been very positive. A special thank you to all the parent volunteers who helped make these performances successful, especially our tech crew.

Summer Musical: Lindsay is delighted to announce that the 2024 Summer Musical will be the hilarious Broadway hit *Something Rotten!* Auditions for the production will be held in mid-May, with performances scheduled for July 26 - 28 and August 2 - 4. Lindsay is working to finalize production staff positions and is looking forward to a fun and memorable summer show.

The Music Man, Kids: Lindsay is working with the production staff to prepare for the spring children's theater production of *The Music Man, Kids*. The production features a cast of 36 adorable performers in grades 2 - 6 and is led by the talented artistic team of Jamie Gross, Kara Spector, and Cathy Jacobson. The cast ticket pre-sale was held in the morning on March 13, and over 210 tickets were sold within the first hour of the sale. Performances will be held at the Community Arts Center on April 18 and 19 at 7 pm and April 20 and 21 at 3 pm.

Special Events

Lunar New Year: Amanda and Brian O'Malley hosted a highly successful Lunar New Year event on February 10, 2024, with around 500 people attending. The event was a great success, with over 20 community acts, food for purchase from Wah Feng restaurant, and arts and crafts.

Night Owl Egg Hunt: The Night Owl Egg Hunt will be at the Alcott Center on Tuesday, March 26. Thirty-nine children have registered for the event. Participants will use their flashlights to look for Easter eggs in the field at the Alcott Center and receive a goody bag upon completion.

Pride Picnic: The Uniquely Us committee met on Friday, February 16, to discuss staff roles and start finalizing plans for the event. Quotes for generators for the beer tents have been acquired. Vendor applications have begun to come in and are being reviewed.

Senior Expo: Megan is currently accepting applications for the Senior Expo, which has 44 vendors and sponsors so far.

You've Been Egged: The You've Been Egged event will be on Thursday, March 28. Thirty-two families have registered for the event. Park District staff will visit the homes of registered families and hide eggs in their front yards.

Theater Programs

Acting Studio: Actors are preparing for class showcases that will take place during the final week of classes, March 18 - 22. Music Theatre Magic classes will present scenes and songs from Disney's Shrek, while our Showbiz Kids and Center Stage Stars will perform songs from Disney's *Encanto*. Showcase performances will take place in the theatre, giving young actors a chance to shine on stage in front of family and friends.

Youth Programs

All-Star Sports: Winter volleyball and basketball programs are close to ending, and spring basketball and volleyball enrollment is underway. All Star Sports continues to see great enrollment numbers for its programs.

Chess Club: Spring classes started on March 4. TJ is working with Frank Swindell to get participants signed up for the correct classes for the spring session. Class numbers were down slightly from the winter, with nearly 40 people currently signed up. Spring classes will run through June 3.

Computer Explorers: Computer Explorers' last winter class, *Minecraft - Basic Training*, ends March 21. Spring classes start on April 4 with a new class, *Dino Discoveries*. TJ is excited that the new class is already full. The second spring class is *Cars, Catapults, and Bridges*, beginning on May 2.

Flag Football: Spring flag football registration closed on March 3, with 63 participants registering for the league. TJ is working to secure coaches for the season. Practices will begin in early April, pending weather and field conditions. Games will start in mid-April.

Gymnastics: The second winter session of gymnastics classes began on February 21. Gymnastics numbers continue to excel, with all four second-session classes at or near capacity. TJ continues to talk to the instructor regularly about ways to improve the program. The spring session will begin on April 10.

Hands On Art: The Friday Fun class on February 23 had 20 participants.

Hot Shot Sports: The first spring session began on February 29. Ten classes are being offered, and 106 participants are enrolled.

House League Basketball: The House League Basketball League season ends on March 17. The 6 - 8 Grade League will have its end-of-season tournament at Cooper Middle School on March 16 and 17. All children who participated in the league will receive a trophy.

Karate: Winter Karate classes end on March 29, and spring classes begin on April 3. TJ has been sending rosters to ISKC weekly so they can prepare for classes. Spring classes will run until the first week in June.

Magic Class: The next magic class will be on March 14. There are 16 participants currently signed up for this class. TJ continues to communicate with the instructor as numbers increase. There will be another magic class on May 13.

Rock 'N' Kids: Tot Rock had 17 children attend the February session, and Kid Rock had 19 children attend the February session, too. Both classes are at full enrollment.

Soccer: Registration for spring soccer is continuing and scheduled to end on March 17. Two hundred fourteen participants are currently registered. Sean has confirmed practice fields with the Athletics crew for setup and preseason maintenance.

Stories Come Alive: To celebrate the Lunar New Year, the class decorated a four-foot dragon puppet and had a parade through the preschool wing. The children additionally practiced eating noodles with chopsticks.

Twin Rinks: Twin Rinks' winter ice skating classes ended the first week of March. The winter ice hockey classes end on March 30. TJ is working to finalize billing for the winter session. The first session of spring ice skating classes began on March 4, and the second set of classes will begin on May 6. Ice hockey will begin on April 2 for spring.

Young Rembrandts: TJ is excited that two of the three Young Rembrandts classes offered for the first spring session had enough enrollment to run. The first session of classes runs through April 10, and the second set of classes will begin on April 17.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

District Committees

BG Days IHC: Amanda and Megan Baird are currently working on creating the food vendor schedule for Buffalo Grove Days. We were thrilled to receive interest from over 40 vendors who completed the food vendor interest survey, and we are still receiving more interest week after week.

Social Committee: The Social Committee hosted a successful event at Medieval Times on February 24, 2024, with 55 people attending. The Social Committee is now focusing on the upcoming March Madness event, which will take place on March 21, 2024.

Professional Development

Sean Berry: Sean participated in the second part of a four-part Zoom course on the *Practical Performance Physiology of Coaching Swimmers*. This session centered on *Energy System Physiology and Training*, focusing on how the body responds to and adapts to sport-related training activities and competitions.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: MARCH OPERATIONAL REPORT
DATE: MARCH 18, 2024

DIRECTOR OF PARKS AND PLANNING REPORT

Meetings: Tim Howe and Dani Hoefle met with Kyle Johnson, Chris Krase, and Tom Milas from the Village. We discussed land management and what steps we can take moving forward. We presented to Jeff Weiss, one of our partners to explain our thought process and what we would like to see in the future. Tim will be meeting with Kyle Johnson on Monday, March 18 to discuss storm water management.

NWSRA: ADA reimbursement has been submitted. All projects submitted have been approved! The District will be reimbursed over \$500,000 this year for the projects we have completed. Jerry Kolodziej, Laurie Hoffman, and Tim Howe will be meeting with NWSRA on Friday, March 22. NWSRA is looking to make an update to their space at the Fitness Center. We are meeting to make sure that it is possible.

Personnel: We are excited to hire Tylor Schlenz as our new Facilities Specialist. He has been working at the Fitness Center as a personal trainer and helping with membership sales. Tylor will be working at both the Fitness Center and our many other facilities.

Projects: A huge THANK YOU to all the Parks department in purging and cleaning up of Emmerich! New shelving has been installed and staff have been busy organizing and creating more space.

Training: Tim Howe attended CPSI training from March 12-14. It Tim's seventh time taking the CPSI test. It made Tim feel very old!

SUPERINTENDENT OF PARKS' REPORT

Personnel: Sean Johnson started full-time on February 26 and has started the onboarding process. Dani is also using the opportunity to train Nick on how to onboard new full-time staff. After many discussions regarding the overlap of responsibilities, Dani formally merged the Beautification and Turf Crews. Rosendo and Jose will jointly lead the crew, which will focus on turf related responsibilities as well as landscaping, trees, etc. Dani hopes that by combining the crews, there will be more hands to

focus on mowing and turf maintenance at the same time to shorten the workload. She hopes this will also allow the department to accomplish more goals in regards to Beautification. Dani has budgeted to have the contract mower perform weed maintenance and removal this year to help with these goals.

Projects: Dani has initiated garage and storage organization across Emmerich to maximize space and maintain a well-organized garage. Kyle and Andy from the Facilities staff led the charge and it is really coming along nicely. Staff removed items that were no longer needed from decades ago, opening up space for tools and equipment they regularly need access to and are utilizing vertical space. The Athletics Crew also re-organized parts of the Drazner garage getting ready for summer special events. In addition to facility organization, Dani has asked the crews to organize their seasonal plans for their job responsibilities. Each crew has started a work plan, where they will identify their main tasks and responsibilities to serve as a baseline or checklist each year.

Budget: With the fiscal year coming to an end, Dani has spent many hours getting organized in regards to budget. Anticipated cash flows were completed, making note of goals for the rest of this fiscal year. Dani also created a digital budget document for all staff to be able to gain access easily and set up the foremen with P-cards to be able to make their own purchases moving forward. Dani is excited to give this new level of responsibility to the supervisors, removing a time barrier as well.

ATHLETICS CREW

Athletic Fields and Courts: Taking full advantage of the mild winter, Matt Raupp, Mark Bajno, Joe Jagiello, and Connor McWard have been exceptionally productive. Matt and Connor initiated work on Emmerich North's ball diamond machine, focusing on removing rocks from the field—an ongoing project slated for completion throughout spring. Additionally, the crew distributed soccer goals to various locations such as Frenchmen's Cove, Children's Park, Ivy Hall, Churchill, and Cherbourg for upcoming spring soccer practice. They also addressed damaged wind screens at the Emmerich Tennis Court. Furthermore, Matt, Mark, and Connor repaired fence ties, fixed an access gate, and implemented a border material to prevent tennis balls from rolling under the fence.

Projects: The entire Athletics crew embarked on reorganizing the Emmerich shop and assembling new shelving units. They also emptied and reorganized the seed room at Emmerich, optimizing space for storing frequently used tools. Additionally, they removed basketball poles from Parkchester and completed the extraction of footings remaining from tennis court and ball diamond fencing. Seizing the favorable weather, they started removing the ball diamond mix, with plans for further relocating it to Mirielle and Mill Creek ball diamonds this spring.

Parks Maintenance: Unfortunately, there was some vandalism this month at Alcott and Rylko Parks. The Crew was able to remove the graffiti and restore the areas for continued use. Additionally, they cleared out the Spray 'N Play garage to accommodate the installation of electrical panels by contractors working on the amphitheater. Joe and Connor took turns conducting garbage collection on alternate weeks. Furthermore, Mark, Joe, and Connor removed the remaining section of chain link fence along the Lake Cook Road side of Emmerich East Football Field.

Crew-Specific Training: The crew participated in two chipper trainings and received training on operating the Turf Tank, a robotic painter scheduled for use in spring. Matt completed a missed safety training from December, while Joe and Connor became certified forklift operators.

Professional Development: Mark attended the Illinois Sports Field Managers Association Winter Workshop held at the Community Arts Center, enhancing his professional skills and knowledge in the field.

BEAUTIFICATION CREW

Tree Work: Jose Soto, Rosendo Soto, Tom Hoffman, and Esteban Gomez efficiently addressed the removal of trees at various sites including Emmerich, Cooper, Windsor Ridge, Willow Stream, Churchill, Alcott, Canterbury, Woodland, and Oxford Parks. Continuing their efforts, they also focused on tree trimming at locations such as Alcott, the Museum, and Frenchmen's, Windsor Ridge, Cherbourg Parks. Moreover, the team undertook the task of tree stump removal, regrading, and seeding at sites like Alcott, Windsor Ridge, and Canterbury.

Landscaping: After the storms and wind this month, the Beautification Team diligently conducted debris cleanups at Emmerich, the Community Arts Center, Rylko Park, and Willow Stream, removing low branches, fallen trees, and twigs from pathways and parks.

LAND MANAGEMENT CREW

Playground Maintenance: Nick Cozzi, Karsten Ziemann, and Sean Johnson completed routine high-frequency playground checks and cleanup tasks. They raked woodchips, blew off walks, and surfacing at all playgrounds. Additionally, they promptly addressed storm damage in or around the playgrounds, including the cleanup of woodchip washouts following heavy rain. Nick conducted monthly playground inspections, documenting any issues encountered and removed a broken seat from one of the Kilmer fitness equipment pieces. The area is temporarily closed off with caution tape until a replacement seat arrives. The Team also replaced old swings at Apple Hill playground with new swing seats, swing chains, and both top and bottom clevises.

Natural Areas: Continuing their habitat restoration efforts at Rylko Park, the team cleared invasive buckthorn and other woodies using a brush blade and chainsaw. They also stacked cut woodies along the woods' edge in preparation for chipping. Applying herbicide to prevent re-growth, they chipped the woodies and completed soil amendment processes around trees at Willow Stream and Reiner Parks. Utilizing equipment like the Vermeer with auger and bucket attachments, they drilled holes, filled them with compost, and spread fresh mulch around tree beds. Additionally, they spread chipped wood along nature trails at Rylko Park and ordered Liatrus bulbs from the Netherlands for planting across various parks. The team also compiled a parks list of natural areas under maintenance and sent a grant proposal highlighting their efforts at Parkchester Park. To safeguard against cicadas, they wrapped tulle around baby trees at the Reiner arboretum and removed deteriorating stakes and protective line from established tree beds. Finally, they installed more Arboretum tree identification signs.

Skate Park: Sean cleared debris from Kilmer and Rylko Skate Parks while Nick and Karsten addressed maintenance issues such as sinking screws and adding new ones as needed.

Amenities: The Crew assembled a memorial bench, replaced military flags at the Veterans memorial, and trimmed back tree branches obstructing flag movement. They also replaced flags at Drazner Park and fixed banners in the Rylko parking lot.

Projects: The Crew assisted in installing new shelving units, cleaned, and reorganized various shop sections. They sorted and disposed of herbicides, organized kept items into new shelving units, and

hung power tools vertically to optimize space. The Crew also moved office desks and got Sean set up with his workstation.

FLEET MANAGEMENT

Preventive Maintenance: Continuing with winter teardown and inspection, Tony Vraniak has been thoroughly assessing all spring, summer, and fall equipment. This includes examining all trailers utilized for hauling mowers, ball diamond equipment, machines, paint strippers, mowers, and all small motorized equipment for Beautification. Additionally, the turf trailer received two new tires, a new trailer plug, and repairs to brake wiring.

Repairs: Repairs focus continues with fleet maintenance, including oil changes for three trucks: #516, #528, and #532. Tim's truck, #518, also underwent a lube, oil, and filter change. Erika's VW, which had undergone warranty repair, returned damaged and required repairs to the left front fender and inner panel. Tony also addressed a recurring issue with the chipper rope getting stuck in the winch, implementing a bump stop to prevent future occurrences. Additionally, Tony noted during oil change inspections that all Transit 250 vans required cabin filters, with some lacking filters entirely.

Training: Tony spearheaded the research and production of another Chipper Safety Training session on February 27. The entire Grounds staff attended, along with Jenn Foreman, to witness and share training insights. After installing a safety solution that would shut off the motor of the brush chipper if an employee breaches the safety plane, Jeff from Wood Chipper Safety Shield provided another Chipper safety training, showcasing the newly installed safety device. All Grounds staff attended, actively contributing to safety discussions. Tony also started training Andy on how to weld using the mig welder machine

FACILITIES

General: One of our safety vendors, FullLife Safety, came out to perform fall protection inspection of our staff's PPE.

Training: Andy McDowell conducted forklift training at Drazner's facility. This training was provided to our new staff, as well as, any staff that wanted a refresher on using our forklift. Thank you Andy!

Alcott: Facility staff were busy disassembling countertops and clearing out the copy room. A contractor came and took measurements for the new countertops.

Aquatics: Jerry Kolodziej, Clint Poynor along with Laurie Hoffman took field trips to Deerfield and Elk Grove Park Districts. They are researching LifeFloor rubber floor system that could be used at the Spray and Play and Willow Stream. Both Districts' had great reviews!

Emmerich: Kyle Moody and Andy McDowell did some rearranging of shelving in the garage. They put together and created new vertical storage. This will help create more space at Drazner for rec staff to use. In the theme of reorganizing, Kyle and Andy created new desks from our old conference table. We are doing some musical chairs at Emmerich and moving around some staff. We're trying to get our crews sitting closer together. Our annual sprinkler system inspection took place. One small issue was found and Clint Poynor made the repair! At the Bills building, some mold was found in the garage. We had a contractor come out and remove the drywall where mold was found.



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

PLANNING AND DEVELOPMENT

General: Laurie is working on the three grant applications we received from DCEO and developing the scope of work that will be issued for the grant related projects at Alcott and the Willow Stream Pool.

Dani, Scott and Laurie met to review the Park District's contract process on March 13.

Laurie has been working with Jerry about finding an anti-slip mat solution that can be used for camps in the Golf Dome over the summer.

Alcott Center: Rose Cabinets has been onsite to complete their field measurements for the new printer room cabinetry. Shop drawings have been approved. Laurie is waiting on confirmation for the final installation date.

The Alcott Request for Qualifications (RFQ) document was made available on March 11. The document has currently been distributed to 29 firms. Submissions are due on April 12.

CAPITAL PROJECTS

Mike Rylko Park:

Amphitheater and Event Shelter: Construction is moving along well, masonry installation started on March 18. The contractor is anticipating having a topping off party once the steel and timber beam installation is completed in April.



Skate Park: Laurie is finalizing the contract with American Ramp Company (ARC). Once completed she will start working on the scope of work for items of the project that are not in ARC's scope and reach out to contractors for proposals.

Prairie Grove Park: Hacienda re-mobilized their construction crew the week of March 11. They are currently working on concrete curbs and installing fencing around the courts. Pour-in-place rubber surfacing 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 DIA was approved at the Village Board meeting on March 18. Permit is still pending review. Laurie is working on finalizing contracts with A Lamp and Schroeder. Anticipated construction start date is April 1. On March 15, Laurie submitted an application for the ComEd Green Region Grant for an additional \$10,000 for the project.

PROFESSIONAL DEVELOPMENT / CONTINUING EDUCATION

Laurie participated in Meadow Glens Elementary School's STEM Night in Naperville on March 14 (Pi Day) with the Northeast Illinois Chapter of the American Institute of Architects.



MEMO TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: March 19, 2024

Brochure: The summer book is finished and at the printer. It should be delivered and mailed by April 3.

Fitness Center: Jennifer completed the second proof of the summer Fitness Center brochure, and it is currently being reviewed by Fitness Center managers.

The Meet the Trainer video series continued with personal trainer, Ark. Video was captured, edited, and uploaded to the website, social media, and the fitness floor TV screen at the Fitness Center.

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

Jennifer updated an existing Fitness Center ad and printed 50 copies for District 21's Community Outreach event on March 15.

Jennifer coordinated with our outside graphic designer to update the digital graphics for the Fitness Center's branding campaign that is part of the spring/summer geofencing advertising.

Jennifer created flyers for Reformer classes, Youth Self-Defense, Youth Boxing Basics, Youth Fitness, Learn to Swim for Fitness, Warm Water Arthritis, TRX Core Challenge, and Beach Body Ready.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: February 23 - Refer a friend (or 2) by February 29 and you'll both save, What's Your Fitness Story?, Searching for the right trainer?, Spring specialty programs begin March 3, online reservation system, group exercise schedules, lap pool reservations, aquatics class schedules, gymnasium schedule, pickleball rules, and pickleball reservation. March 8 - February Heart Health Month Fitness Challenge Raffle Winner - David Subacz, Join the March fitness challenge, What's your fitness story?, checkout our Meet The Trainer series, gym etiquette in group fitness classes, spring brochure, online reservation system, group exercise schedules, lap pool reservations, aquatics class schedules, gymnasium schedule, pickleball rules, and pickleball reservation.

Pictures: I took pictures of youth basketball, computer programming, Superhero and Princess Party, adult volleyball, and ice skating classes at Twins Rinks. Wendy took pictures of the Superhero and Princess Party, Preschool Dental Week, Preschool Shamrock Shuffle, Summer Job Fair, and St. Patrick's Day Club 50 party.

Video: Nic finished the spring events and Summer Job Fair videos, and is making edits to the Fitness Center fencing video. We are starting to work on a video that features the amphitheater project at Mike Rylko Community Park.

Donations: Raffle prize donations were sent to the Glenview Park District and Prairie School for their fundraising events.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: February 29 - Grease: School Edition tickets on sale now, Summer 2024 Job Fair, Preschool Summer Camp, vendors wanted for the Senior Expo, Happy Hour Golf event, and view our spring program guide online. March 15 - Spring soccer registration is open until March 17 for Grades K - 6, free walk-in spring break activities at the Raupp Museum, the Golf Dome is closed on Easter, new Bollywood dance sessions begin April 1, learn to play Mah Jongg, vendors wanted for the Senior Expo, Happy Hour Golf event, and view our spring program guide online. There are currently 6,321 subscribers to the newsletter (+987 from February 15 - the large increase is from adding new households after spring registration).

TV Screens: Wendy created graphics for the TV screens for You've Been Egged, Senior Expo, Museum spring break activities, Museum Newcomer's Night, Golf Dome closed on Easter, and Earth Day Celebration. Mike created a screen for the concessions stand during Grease: School Edition.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted Grease: School Edition, Museum spring break activities, Happy Hour Golf, Earth Day Celebration, and Kite Fly.

Meetings: Wendy and I attended the PR Council of Lake County on March 7.

Design: I designed the new budget cover and created 14 adult program flyers for the spring season.

New Resident Welcome Packets: Wendy mailed 22 welcome packets to new residents that moved in February.

Projects: I registered our agency for parks Day at the Capitol, and Jennifer and I have been working with our intern Maria from Buffalo Grove High School. She has done a great job, and even did the design for the Summer Concert Series logo in the upcoming summer book.

Sponsorship: Wendy signed new sponsorship agreements with Veterinary Emergency Group (\$1,200) and Ciel Senior Living (\$2,000), and renewal agreements with ClearCaptions (\$500) and Davis and Langefeld Family Dental (\$1,000). Wendy signed an addendum agreement with Brookdale Senior Living that increased their agreement by \$200.

BG Days Sponsorship: Wendy signed an agreement with Ciel Senior Living of which \$1,800 represents BG Days sponsorship.

Website: I created a new home page slider for the employee spotlight. Internal pages that were updated include Alcott Center, Board of Commissioners, Board Packets, Camp, Community Arts Center, Construction Projects, Employee Spotlight, Fitness Center, Fitness Center Group Exercise, Happy Tails Dog Park, Permits and Rentals, Performing Arts, Pride Picnic, Raupp Museum, Raupp Museum Nature Classroom, Seasonal Catalog, Sponsorship, Spray 'N Play, Staff, and Willow Stream Pool.

	<u>February 2024</u>
Total visits:	24,440
Total Page Views	50,151
Different Users	14,905
Mobile/Phone	8,919
Desktop	5,713
Tablet	294
Smart TV	2
Average Engagement Time:	1:01
How did people get to our site?	
Search Engine	14,681
Direct (typed in address)	8,520
Social Media	619 (+21 from last month)
Link from other website	1,168

<u>Top 15 Most Visited Internal Pages</u>	<u>Page Views</u>	<u>Users</u>	<u>Views Per User</u>
1. Registration	3,846	2,119	1.82
2. Fitness Center Home Page	3,144	1,627	1.93
3. Golf Dome	2,736	1,699	1.61
4. Seasonal Catalog	2,316	1,516	1.53
5. Performing Arts	2,106	939	2.24
6. Fitness Center Group Exercise Reservations	1,554	381	4.08
7. Camps	1,411	776	1.82
8. Fitness Center Promotion Advertising Landing Page	1,283	1,114	1.15
9. Job Opportunities	1,029	676	1.52
10. Fitness Center Pickleball Reservations	1,029	245	4.20
11. Community Arts Center	882	531	1.66
12. Fitness Center Reservations	852	246	3.46
13. Fitness Center Membership	843	583	1.45
14. Fitness Center Group Exercise	834	446	1.87
15. Preschool	671	409	1.64