



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

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

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

Attorney David Bloomberg was present.

**CALL TO ORDER**

**Roll Call**

President Jacobson called the Regular Board Meeting to order at 6:24 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner and Wallace answered present.

**PLEDGE OF ALLEGIANCE**

Everyone stood and recited the Pledge of Allegiance.

**INTRODUCTION OF GUESTS**

There were no guests in attendance.

**APPROVAL OF REGULAR BOARD MEETING AGENDA**

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

**APPROVAL OF MINUTES**

**Approval of the December 11, 2023 Special Board Meeting Minutes**

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

**Approval of the December 11, 2023 Public Hearing Minutes**

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

**Approval of the December 11, 2023 Workshop Minutes**

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

## **Approval of the December 11, 2023 Regular Board Meeting Minutes**

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

## **TOPICS FROM THE FLOOR**

There were no Topics from the Floor.

## **CORRESPONDENCE**

### **Written Correspondence**

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

### **Verbal Correspondence**

There was no verbal correspondence discussed.

## **ATTORNEY'S REPORT**

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

## **COMMITTEE ACTION ITEMS**

### **Finance**

#### **Approval of the January 2024 Warrant**

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

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

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

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

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

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

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

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

## **Park Development**

### **Approval of Apex Landscaping Contract Renewal**

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

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

### **Approval of Bison Park Shared Driveway Access Easement Agreement**

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

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0

ABSTAIN: 0

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

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

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

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

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

#### OLD BUSINESS

There was no Old Business discussed.

#### NEW BUSINESS

There was no New Business discussed.

#### EXECUTIVE SESSION

##### **Six-Month Review of Executive Session Minutes**

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

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

NAYS: 0

ABSTAIN: 0

#### RECONVENED REGULAR BOARD MEETING

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

#### POSSIBLE ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

##### **Six-Month Review of Executive Session Minutes**

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

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

AYES: Cummins, Jacobson, Page, Reiner and Wallace

NAYS: 0  
ABSTAIN: 0

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

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

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

**ADJOURNMENT**

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

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

Respectfully submitted,

  
Secretary