



Buffalo Grove Park District
PUBLIC HEARING/WORKSHOP/REGULAR BOARD MEETING
Wednesday, April 24, 2024
Alcott Center – Room 24

PUBLIC HEARING AGENDA

- I. Call Public Hearing to Order
 - A. Roll Call
- II. Introduction of Guests
- III. Approval of Public Hearing Agenda
- IV. Reading of Public Hearing Notice
- V. Combined Budget and Appropriation Ordinance 24-4-1 for Fiscal Year 2024/25
- VI. Comments and Questions
- VII. Adjournment

WORKSHOP AGENDA

(To Immediately Follow the Public Hearing)

- I. Call to Order
 - A. Roll Call
- II. Introduction of Guests
- III. Approval of the Workshop Agenda
- IV. Finance (HW)
 - A. April Warrant 2023
 - B. March Financial Statement
 - C. March Year to Date Statement
 - D. April Refunds
 - E. Board Travel and Conference
- V. President and Commissioners' Reports

- VI. Old Business
 - A. Budget and Capital Discussion
- VII. New Business
 - A. Emmerich (South) Playground Removal
 - B. Dan's Prairie Naming
 - C. Rotary BG Days 2024 Partnership
- VIII. 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 March 4, 2024 Special Board Meeting Minutes
 - B. Approval of March 11, 2024 Workshop Minutes
 - C. Approval of March 25, 2024 Workshop Minutes
 - D. Approval of March 25, 2024 Regular Board Meeting Minutes
- VI. Topics from the Floor

Discussion on topics from the audience will be limited to 10 minutes. Presentations before the Park Board should be scheduled through the Executive Director's office no later than 5 pm the Wednesday prior to the Park Board meeting.
- VII. Correspondence
 - A. Written
 - B. Verbal
- VIII. Attorney's Report
- IX. Committee Action Items
 - A. Finance (HW)
 - 1. Approval of April 2024 Warrant
 - 2. Approval of the March 2024 Financial Statement and the March 2024 Year to Date Statement
 - 3. Approval of the Fiscal Year 2024-25 Combined Budget and Appropriation Ordinance 24-4-1
 - 4. Approval of the Eco Clean Janitorial Services Contract Extension

- 5. Approval of Board Travel and Conference Expense
- B. Policy and Legislation (LR)
 - 1. Approval of OSHA Manual
- C. Parks (LR)
 - 1. Approval of Ordinance 24-4-2 Surplus Property
- X. Consent Agenda

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

 - 2024-25 Proposed Organizational Chart
 - Emmerich (South) Playground Removal
 - Dan’s Prairie Naming
 - Rotary BG Days 2024 Partnership
- XI. Executive Director’s Report and Department Operational Reports
- XII. Old Business
- XIII. New Business
- XIV. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Personnel
 - C. Land Acquisition
- XV. Action Taken from Closed Meeting
- XVI. Adjournment

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

PUBLIC NOTICE

Public Notice is hereby given that the Combined Budget and Appropriation Ordinance for fiscal year 2024-25 will be discussed at a Public Hearing of the Buffalo Grove Park District Board of Park Commissioners meeting on Wednesday, April 24, 2024 at 6 pm at the Alcott Center, 530 Bernard Drive, Buffalo Grove. A sample copy of the Ordinance has been displayed for public inspection at the office of the Buffalo Grove Park District, 530 Bernard Drive, Buffalo Grove, Illinois 60089.

ERIKA STROJINC
Secretary
Buffalo Grove Park District
Board of Commissioners



**BUFFALO
GROVE
PARK
DISTRICT**



**BUFFALO GROVE PARK DISTRICT ORDINANCE 24-4-1
2024-2025 COMBINED BUDGET AND APPROPRIATIONS ORDINANCE**

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATING SUCH SUMS OF MONEY FOR THE CORPORATE AND RECREATIONAL PROGRAM PURPOSES OF THE BUFFALO GROVE PARK DISTRICT, COUNTIES OF COOK & LAKE, STATE OF ILLINOIS FOR THE YEAR BEGINNING MAY 1, 2024 AND ENDING APRIL 30, 2025.

BE IT ORDAINED by the Board of Park Commissioners of the Buffalo Grove Park District, in the Counties of Cook and Lake and the State of Illinois that the following sums or so much thereof as may be authorized by law be and the same are hereby appropriated for park purposes for the fiscal year beginning May 1, 2024 and ending April 30, 2025, that the sums of money hereinafter set forth and the objects and purposes of the same are deemed necessary to defray all necessary expenses and liabilities for said period for the several park purposes following:

SECTION I: The following is the estimated Annual Budget for the Buffalo Grove Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025.

	Budget	Appropriation
General Corporate Fund	3,385,333	3,612,086
Recreation Fund	7,972,589	8,223,515
Museum Fund	371,163	396,101
Audit Fund	19,000	20,900
Bond and Interest Fund	1,986,383	1,986,383
Insurance Fund	589,972	618,395
Paving and Lighting Fund	90,000	90,000
Social Security Fund	466,590	559,908
I.M.R.F. Fund	563,876	648,457
Special Recreation Fund	1,043,500	1,392,350
Capital Improvement and Equipment Replacement	8,776,742	9,740,945
Clubhouse Fund	2,216,547	2,582,887
Community Arts Center Debt Service	230,213	230,213
2023 Alternate Revenue Bonds Debt Service	580,435	580,435
Fitness Center	2,608,127	3,141,506
Total	30,900,470	33,824,081

SECTION II: As part of the annual budget, it is stated:

ARTICLE A. That the estimated cash on hand at the beginning of the fiscal year is \$ 8,115,690.

ARTICLE B. That the estimated cash expected to be received during the fiscal year from all sources is \$ 27,661,898.

ARTICLE C. That the estimated expenditures contemplated for the fiscal year are \$ 30,900,470.

ARTICLE D. That the estimated cash expected to be on hand at the end of the fiscal year is \$ 4,877,118.

ARTICLE E. That the estimated amount of taxes to be received by Buffalo Grove Park District during the fiscal year is \$ 9,995,300.

SECTION III: That the following sums of money or so much thereof as may be authorized by law be and the same are hereby appropriated for the general purposes of the Buffalo Grove Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025:

GENERAL CORPORATE FUND

ARTICLE I.	CORPORATE ADMINISTRATIVE	<u>BUDGET</u>	<u>APPROPRIATION</u>
	Personnel Services		
	Dental Insurance	6,712	6,712
	Health Insurance	164,214	180,635
	Vision Insurance	892	892
	Salaries - Full Time	485,847	534,432
	Salaries - Part Time	7,800	7,800
	Travel Allowance	900	900
	Conference/Seminars	16,344	16,344
	Staff Development	14,845	14,845
	Dues & Subscriptions	18,750	18,750
	Employee Recognition	2,050	2,050
	Commodities		
	Accounting Supplies	1,250	1,250
	Commissioner Expense	23,335	23,335
	MIS Supplies	250	250
	General Administrative	3,600	3,600
	Office Supplies	2,500	2,500
	Paper	500	500
	Postage	1,500	1,500
	Special Administrative Program	4,000	4,000
	Bernard House Services	4,800	4,800
	Contractual Services		
	Legal Counsel	18,000	18,000
	Other Legal	7,725	7,725
	Service Agreements	12,200	12,200
	Computer Programming	2,350	2,350
	Strategic Planning Initiatives	34,000	34,000
	Consultants	176,400	176,400
	Utilities		
	Telephone	4,200	4,200
	TOTAL CORPORATE ADMINISTRATIVE	<u>1,014,964</u>	<u>1,079,970</u>

B. CORPORATE PARKS MAINTENANCE

Personnel Services		
Group Dental	16,800	16,800
Group Health	376,978	414,676
Vision Insurance	1,703	1,703
Salaries - Full Time	1,240,486	1,364,535
Salaries - Overtime	37,000	37,000
Salaries - Part time	105,875	105,875
Travel Expense	750	750
Conferences & Seminars	24,894	24,894
Staff Development	15,385	15,385
Dues & Subscriptions	6,863	6,863
Education/Tuition	1,000	1,000
Employee Recognition Program	5,125	5,125
Commodities		
General Administrative	4,000	4,000
Office Supplies	1,550	1,550
Gasoline	68,000	68,000
Large Equipment Maintenance	6,730	6,730
Major Equipment Repair	12,500	12,500
Water/Sewer Repairs	2,000	2,000
Oil and Grease	3,000	3,000
Park Equipment Maintenance & Repair	16,000	16,000
Signs	3,700	3,700
Riding Mower Maintenance	6,350	6,350
Shop Supplies	4,050	4,050
Welding Supplies	330	330
Small Equipment Maintenance	4,500	4,500
Tractor Maintenance	2,250	2,250
Vehicle Maintenance	13,000	13,000
HVAC/Plumbing Supplies	6,000	6,000
Uniform Allowance	7,200	7,200
Safety Equipment	1,750	1,750
Grounds Supplies		
Fertilizer	5,000	5,000
Herbicides	4,000	4,000
Ice Melt	11,000	11,000
Landscape Tools	3,000	3,000
Plantings	17,000	17,000
Seed & Mulch	11,500	11,500
Athletic Field Irrigation	3,250	3,250
Sod	400	400
Top Soil	1,375	1,375
Underlayment	6,400	6,400
Tree Memorial	1,750	1,750
Ball Diamonds		
Light Repairs	10,000	10,000
Ball Diamond Maintenance	24,250	24,250
Fence Repair	3,500	3,500

Building Maintenance and Repair		
Building - Exterior	11,000	11,000
Building - Interior	5,000	5,000
Custodial Supplies	800	800
Contractual Services		
Licenses and Registration	5,030	5,030
Service Agreements	970	970
Water/Sewer Contractual	5,000	5,000
Building Maintenance	7,000	7,000
Shop & Equipment Rental	1,550	1,550
Furnace/Heater Maintenance	8,800	8,800
Pest Control	250	250
Cleaning Service	6,900	6,900
Tree Maintenance	17,000	17,000
Landscaping Services	152,000	152,000
Refuse Disposal	6,850	6,850
Contract Weed Spraying	15,075	15,075
Utilities		
Electric	7,200	7,200
Gas	3,900	3,900
Telephone	11,200	11,200
Water	5,400	5,400
Capital Improvements		
Machine & Tools	1,250	1,250
TOTAL PARK MAINTENANCE	2,370,369	2,532,115
TOTAL CORPORATE FUND	<u>3,385,333</u>	<u>3,612,086</u>

ARTICLE II RECREATION FUND

Personnel Services		
Dental Insurance	22,788	22,788
Health Insurance	549,238	604,162
Vision Insurance	2,886	2,886
Salaries - Full Time	1,892,192	2,081,411
Overtime	2,000	2,000
Salaries - Part Time	86,574	86,574
Building Supervision	27,750	27,750
Recreation Part Time	23,920	23,920
Park Services	8,400	8,400
Concessions Staff	15,030	15,030
Travel Expense	5,250	5,250
Conference/Seminars	37,058	37,058
Staff Development	19,515	19,515
Education Tuition	2,000	2,000
Dues & Subscriptions	39,221	39,221
Employee Recognition Program	3,830	3,830

Commodities		
Accounting Supplies	1,000	1,000
Computer Supplies	800	800
General Administrative	3,920	3,920
Office Supplies	7,773	7,773
Paper	3,253	3,253
Postage	38,379	38,379
Vending Supplies	1,000	1,000
Concession Supplies	12,850	12,850
Alcohol Purchases	1,000	1,000
Sponsorship Expense	5,000	5,000
HVAC/Plumbing Supplies	7,500	7,500
Uniforms	1,460	1,460
Building Repair - Exterior	3,750	3,750
Building Repair - Interior	10,750	10,750
Custodial Supplies	9,999	9,999
Willow Stream Shelter	1,750	1,750
Concession Stand Repairs	500	500
Public Information	5,825	5,825
Recreation Equipment	5,100	5,100
Photographic + A.V. Equipment	800	800
Contractual Services		
Employment Ads	1,730	1,730
Office Machine Repair	600	600
Display Advertising	5,816	5,816
Printing	137,700	137,700
Consultants	125,100	125,100
Service Agreements	53,147	53,147
Building Maintenance	11,000	11,000
Furnace/Heater Maintenance	9,000	9,000
Pest Control	1,400	1,400
Cleaning Service	34,955	34,955
Equipment Rental	9,600	9,600
BGRA Expenses	29,629	29,629
Bills Expenses	2,100	2,100
Program Charge Fees	114,000	114,000
Utilities		
Electric	64,000	64,000
Gas	33,100	33,100
Telephone	31,960	31,960
Water	23,400	23,400
Military Assistance Support	1,200	1,200
Fee Assistance	6,200	6,200
Sales Tax	4,800	4,800
Transfer to CAC Debt/2023 Alternate Bonds	810,648	810,648
TOTAL RECREATION ADMINISTRATION	<u>4,371,145</u>	<u>4,615,286</u>

B. RECREATION PROGRAMS ***

Program Expenses

Adult General	46,386	46,386
Adult Sports	33,027	33,027
Camps	760,579	760,579
Seniors	14,730	14,730
Youth General	57,766	57,766
Youth Sports	317,389	317,389
Special Events	155,166	155,166
EC & Tot	454,451	454,451

TOTAL PROGRAM EXPENSE	<u>1,839,493</u>	<u>1,839,493</u>
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C. COMMUNITY ARTS CENTER SUMMARY

Program Expenses

Instructors	463,407	463,407
Contractual Services	70,550	70,550
Tickets/Admissions	70,865	70,865
Supplies	164,115	164,115
Rentals	13,500	13,500

Personnel Services

Building Supervision	44,681	44,681
Salaries - Part Time	11,050	11,050
Rental Attendants	3,840	3,840

Contractual Services

Dues & Subscriptions	1,430	1,430
Service Agreement	10,400	10,400
Contract Services	15,560	15,560
Rental Technical Services	37,500	37,500
Building Maintenance	6,500	6,500
Furnace Maintenance	10,000	10,000
Equipment Rental	2,048	2,048

Commodities

MIS Supplies	1,892	1,892
Office Supplies	2,050	2,050
Paper	800	800
Postage	775	775
Concession Supplies	300	300
Rental Supplies	10,650	10,650
Building/Shop Supplies	2,400	2,400
Uniforms	680	680
Building Repair - Exterior	5,500	5,500
Building Repair - Interior	11,250	11,250
Custodial Supplies	8,250	8,250
Landscaping	1,000	1,000

Utilities		
Electric	39,000	39,000
Gas	9,600	9,600
Telephone	300	300
Water	4,200	4,200
TOTAL PERFORMING ARTS EXPENSES	<u>1,024,093</u>	<u>1,024,093</u>

D.

AQUATICS

Willow Stream Pool

Personnel Services		
Summer Public Swim Staff	62,041	62,041
Training	27,444	27,444
Employee Recognition	8,400	8,400

Contractual Services		
Dues & Subscriptions	405	405
Building Maintenance	12,500	12,500
Furnace Maintenance	3,400	3,400

Commodities		
Office Supplies	150	150
Uniforms	8,850	8,850
Custodial Supplies	400	400
Building Repair - Exterior	4,700	4,700
Landscaping	1,000	1,000
Sanitation	8,000	8,000
First Aid Supplies	750	750
Rescue Equipment	1,700	1,700
Deck Equipment	4,600	4,600

Utilities		
Electric	3,600	3,600
Gas	5,100	5,100
Telephone	480	480
Water	3,000	3,000

Total Willow Stream Pool Expenses	<u>156,520</u>	<u>156,520</u>
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Aquatics Programs & Operations

Program Expenses		
Instructors	224,517	224,517
Coordinators	27,600	27,600
Supplies	16,589	16,589
Contractual Services	2,370	2,370
Staff Development - PT	4,025	4,025

Commodities		
Uniforms	950	950
First Aid Supplies	200	200
Contractual Services		
Dues & Subscriptions	5,645	5,645
Total Aquatics Programs & Operations	<u>281,896</u>	<u>281,896</u>
Spray N Play		
Contractual Services		
Dues & Subscriptions	75	75
Utilities		
Electric	3,000	3,000
Telephone	600	600
Water	6,000	6,000
Total Spray N Play	<u>9,675</u>	<u>9,675</u>
TOTAL AQUATICS	<u><u>448,091</u></u>	<u><u>448,091</u></u>

E. GOLF LEARNING CENTER

Personnel Services		
Salaries - Full Time	63,847	70,232
Professional Instruction	4,000	4,400
Seasonal Maintenance	1,912	1,912
Golf Attendants	29,484	29,484
Golf Operations	50,200	50,200
Staff Development - Rec. Part Time	495	495

Commodities		
MIS Supplies	2,400	2,400
Office Supplies	4,500	4,500
Vending & Concessions Supplies	7,842	7,842
Tractor Maintenance	1,700	1,700
HVAC/Plumbing Supplies	2,000	2,000
Uniforms	2,200	2,200
Building Repair - Exterior	1,000	1,000
Building Repair - Interior	3,000	3,000
Custodial Supplies	3,900	3,900
Landscaping	31,048	31,048
Fabric Maintenance & Repair	1,000	1,000
Mechanical System Maintenance	5,000	5,000
Golf Instructional Materials	600	600
Pro Shop Supplies	8,000	8,000
Contractual Services		
Memberships & Subscriptions	1,225	1,225
Customer Appreciation	2,460	2,460
Printing & Advertising	1,160	1,160
Service Agreement	1,056	1,056
Contract Services	2,500	2,500
Building Maintenance	5,000	5,000
Equipment Maintenance	500	500
Furnace/Heater Maintenance	3,000	3,000
Structure Handling	8,000	8,000
Cleaning Service	3,778	3,778
Utilities		
Electric	7,800	7,800
Gas	25,200	25,200
Telephone	3,300	3,300
Water	660	660
TOTAL GOLF DOME OPERATIONS	<u>289,767</u>	<u>296,551</u>

TOTAL APPROPRIATION FOR RECREATION FUND	<u>7,972,589</u>	<u>8,223,515</u>
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ARTICLE III MUSEUM FUND

Personnel Services		
Group Dental	960	960
Group Health	25,020	27,522
Vision Insurance	116	116
Salaries	224,372	246,809
Part Time Salary	6,410	6,410
Instructor	600	600
Travel	150	150
Staff Development	890	890
Conferences & Seminars	4,458	4,458
Employee Recognition	180	180

Commodities		
Computer Supplies	3,734	3,734
Office Supplies	251	251
Postage	1,070	1,070
HVAC/Plumbing Supplies	3,000	3,000
Uniforms	150	150
Building Repairs - Exterior	750	750
Building Repairs - Interior	1,994	1,994
Custodial Supplies	850	850
Program Supplies	2,463	2,463
Nature Classroom Program Supplies	2,020	2,020
Nature Classroom Exhibit Supplies	2,004	2,004
Conservation/Exhibit Supplies	5,456	5,456
Fundraising Expense	200	200
Contractual Services		
Dues & Subscriptions	2,597	2,597
Printing	850	850
Service Agreement	588	588
Furnace & Air Conditioning	2,500	2,500
Cleaning Service	9,600	9,600
Consultants	2,000	2,000
Utilities		
Electric	9,300	9,300
Gas	3,300	3,300
Telephone	2,880	2,880
Water	1,950	1,950
Capital Improvements		
Equipment	18,000	18,000
Grounds	30,500	30,500
TOTAL MUSEUM FUND	<u>371,163</u>	<u>396,101</u>

ARTICLE IV. INSURANCE FUND

Personnel Services		
Group Dental	480	480
Health Insurance	12,020	13,222
Vision Insurance	58	58
Salaries	90,712	99,783
Part-Time Staff	7,072	7,072
Travel	720	720
Preplacement Physicals/EAP	13,735	13,735
Staff Development	11,103	11,103
Dues & Subscriptions	8,177	8,177
Conferences & Seminars	5,633	5,633

Commodities		
MIS Supplies	300	300
Administrative Expense	600	600
Office Supplies	400	400
Uniform	100	100
Signs	2,000	2,000
Safety Equipment & Supplies	29,500	29,500
Contractual Services		
Appraisal	2,000	2,000
Aquatics Risk Management	8,697	8,697
Contract Services	11,000	11,000
Life Safety Services	55,000	55,000
Facility & Environmental Risk Mgmt.	17,500	17,500
Telephone	665	665
Capital Improvement - Equipment	4,500	4,500
Insurance Premiums		
P.D.R.M.A. and Dog Park	263,000	276,150
Deductibles	45,000	50,000
TOTAL INSURANCE FUND	<u>589,972</u>	<u>618,395</u>

ARTICLE V. CAPITAL IMPROVEMENT AND EQUIPMENT REPLACEMENT FUND

Capital Improvements		
Emmerich Building	30,000	30,000
Alcott Center	122,333	222,333
Maintenance Equipment	13,599	13,599
MIS System	136,415	136,415
Grounds	33,650	33,650
Vehicles	302,690	302,690
BGFC Fitness Equipment	100,000	100,000
Contractual Services		
Bond Fees, Legal Fees and Consultants	116,333	116,333
Park Improvements		
Rylko Park	3,156,539	5,156,539
Fitness Center	255,192	355,192
Parkchester	1,935,797	200,000
Prairie Grove Park	90,779	590,779
Splash Pad	2,118,455	2,118,455
Rick Drazner Park	24,005	24,005
Willow Stream Pool	108,018	108,018
Raupp Museum	40,000	40,000
Community Arts Center	77,937	77,937
Village/Park Projects	25,000	25,000

Transfer Out	90,000	90,000
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TOTAL CAPITAL IMPROVEMENT FUND	8,776,742	9,740,945
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ARTICLE VI. AUDIT FUND		
Audit Expense	19,000	20,900
ARTICLE VII. BOND AND INTEREST FUND		
Bond and Interest Payments	1,986,383	1,986,383
ARTICLE VIII. PAVING AND LIGHTING FUND		
Paving and Lighting Expense	90,000	90,000
ARTICLE IX. SOCIAL SECURITY FUND		
Social Security Expense	466,590	559,908
ARTICLE X. ILLINOIS MUNICIPAL RETIREMENT FUND		
I.M.R.F. Expense	563,876	648,457
ARTICLE XI. SPECIAL RECREATION FUND		
N.W.S.R.A. Assessment	345,800	345,800
Special Recreation Capital Projects	697,700	1,046,550
Total Special Recreation Fund	<hr/> 1,043,500	<hr/> 1,392,350
ARTICLE XII. CLUBHOUSE		
Personnel		
Group Dental	960	960
Group Health	64,996	94,996
Vision Insurance	116	116
Full Time Salaries	163,404	179,744
Part-Time Staff	5,850	5,850
FICA	69,000	79,000
IMRF	60,000	70,000
Conference/Seminars	4,660	4,660
Travel Expense	2,400	2,400
Staff Development - Part Time	7,560	7,560
Staff Development - Full Time	5,700	5,700
Employee Recognition Program	1,000	1,000
Instructors	925,593	1,225,593
Contractual Services		
Dues	689	689
School Rentals	26,600	26,600
Bus Rentals	38,350	38,350
School Rentals - Field Trips	760	760
Program Charge Fees	23,500	23,500

Commodities		
Computer Supplies	2,200	2,200
Office Supplies	2,000	2,000
Paper	200	200
Postage	200	200
Participant T-Shirts	2,600	2,600
First Aid	1,000	1,000
Program Supplies	108,400	108,400
Tickets	87,210	87,210
Staff Shirts	5,300	5,300
Telephone	4,800	4,800
Equipment	1,500	1,500
Transfer to the Recreation Fund	600,000	600,000
TOTAL CLUBHOUSE OPERATIONS	<u>2,216,547</u>	<u>2,582,887</u>
ARTICLE XIII. COMMUNITY ARTS CENTER DEBT SERVICE		
Bond and Interest Payments	230,213	230,213
ARTICLE XIV. 2023 ALTERNATE REVENUE BONDS DEBT SERVICE		
Bond and Interest Payments	580,435	580,435
ARTICLE XV. FITNESS CENTER		
Personnel Services		
Group Dental	5,310	5,310
Group Health	179,224	209,224
FICA	90,000	90,000
IMRF	90,000	90,000
Vision Insurance	652	652
Travel	840	840
Salaries - Full Time	520,536	572,590
Overtime	2,500	2,500
Member Services Staff	111,092	111,092
Manager On Duty/Coordinators	41,407	41,407
Guest Services Staff	121,379	121,379
Group Exercise Instructors	165,750	195,750
Fitness Specialists	91,923	91,923
Staff Development	7,705	7,705
Conferences & Seminars	11,931	11,931
Employee Recognition	1,830	1,830
Contractual Services		
Payment Processing Fees	72,000	92,000
Dues & Subscriptions	15,656	15,656
Employment Ads	1,000	1,000
Advertising	26,240	26,240
License & Registration	500	500
Printing	7,000	7,000
Service Agreements	3,072	3,072
Contract Services	28,000	28,000
Building Maintenance	14,500	14,500
Equipment Maintenance	10,000	10,000
Pest Control	1,500	1,500
Cleaning Service	266,932	266,932
Equipment Svc. - Facility	13,000	13,000
Equipment Svc. - Building	16,500	16,500
Marketing - Special Events	9,000	9,000
Sales Tax	180	180

Commodities		
MIS Supplies	17,577	17,577
General Administrative	630	630
Office Supplies	4,000	4,000
Postage	300	300
Minor Equipment	18,200	18,200
General Maintenance	10,000	10,000
Electrical	6,000	6,000
Plumbing, HVAC	8,500	8,500
Miscellaneous	3,200	3,200
Uniforms	3,800	3,800
Locker Room	17,000	17,000
Custodial Supplies	21,000	21,000
Laundry	15,000	15,000
Linen Replacement	14,000	14,000
Pool & Deck Maintenance	21,000	21,000
Utilities		
Electric	153,000	153,000
Gas	48,000	48,000
Telephone	13,800	13,800
Water	48,000	48,000
BGFC Program Expenses		
Salaries Part Time	93,000	93,000
Instructors	92,325	92,325
Contractual Services	72,336	72,336
Program Supplies	300	300
<u>Other Expenses</u>		
Depreciation	0	385,575
Amortization	0	15,750
TOTAL FITNESS CENTER OPERATIONS	<u>2,608,127</u>	<u>3,141,506</u>

SUMMARY

	<u>BUDGET</u>	<u>APPROPRIATION</u>
General Corporate Fund	3,385,333	3,612,086
Recreation Fund	7,972,589	8,223,515
Museum Fund	371,163	396,101
Audit Fund	19,000	20,900
Bond and Interest Fund	1,986,383	1,986,383
Insurance Fund	589,972	618,395
Paving and Lighting Fund	90,000	90,000
Social Security Fund	466,590	559,908
I.M.R.F. Fund	563,876	648,457
Special Recreation Fund	1,043,500	1,392,350
Capital Improvement and Equipment Replacement	8,776,742	9,740,945
Clubhouse Fund	2,216,547	2,582,887
Community Arts Center Debt Service	230,213	230,213
2023 Alternate Revenue Bonds Debt Service	580,435	580,435
Fitness Center	2,608,127	3,141,506
TOTAL	<u>30,900,470</u>	<u>33,824,081</u>

SECTION IV.

That all unexpended balances of any item or items of any general appropriation made in this ordinance be expended in making up an insufficiency in any item in the same general appropriation, and for the same general purpose of any like appropriation made for this ordinance.

SECTION V.

That all unexpended balances from the annual appropriations in previous years are hereby re-appropriated.

SECTION VI.

All ordinances, or parts of ordinances in conflict herewith or any section thereof are hereby modified or repealed.

SECTION VII.

This ordinance shall be in full force and effect from and after its passage and approval and publication according to law.

PASSED BY THE Board of Park Commissioners of the BUFFALO GROVE PARK DISTRICT, Lake and Cook Counties, Illinois on the 24th day of April 2024.

AYES: _____

NAYS: _____

ABSENT: _____

PRESIDENT OF THE BOARD OF PARK COMMISSIONERS
OF THE BUFFALO GROVE PARK DISTRICT

SECRETARY TO THE BOARD OF PARK COMMISSIONERS
OF THE BUFFALO GROVE PARK DISTRICT



BUFFALO
GROVE
PARK
DISTRICT



CERTIFICATE OF ESTIMATE OF REVENUES

I, Hetal Wallace, hereby certify that I am the duly qualified Treasurer and Chief Fiscal Officer of the Buffalo Grove Park District in the Counties of Cook and Lake and the State of Illinois and as such Chief Fiscal Officer, I hereby certify that the Estimate of Revenues by source to be received by the Buffalo Grove Park District for the fiscal year ending April 30, 2025 are as follows:

Recreation Programs	2,434,219
Swimming Pools	337,356
Rental Income	45,260
Concessions Sales	23,250
Interest on Investments	360,000
Reimbursements	53,875
Bond Proceeds	1,700,000
Clubhouse Program	1,715,795
Golf Learning Center	465,720
Community Arts Center	1,283,695
Fitness Center	2,763,520
Property Taxes	9,899,300
Replacement Tax	36,000
Miscellaneous	42,060
Sponsorships	6,200
Grants	4,285,000
Developer Donations	100,000
Transfers	<u>2,110,648</u>
Total	<u><u>27,661,898</u></u>

April 24, 2024
Date

Hetal Wallace
Treasurer

Board Travel Conference Expenses 4-24-24 Meeting

Date	Item	Name	Amount
4/24/24	IAPD/IPRA 2024 Conference Parking Chicago, IL	S. Jacobson	\$76.95
Total cost of travel, meals, conference and/or lodging:			<u>\$76.95</u>



BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
DANI HOEFLE, SUPERINTENDENT OF PARKS
LAURIE HOFFMAN, PLANNING AND DEVELOPMENT MANAGER

RE: REMOVAL OF EMMERICH (SOUTH) PLAYGROUND

DATE: APRIL 15, 2024

Action Requested:

Staff recommends the removal of Emmerich (South) playground without replacement.

Background Information:

The Emmerich (South) playground was installed in 2003. It is nestled on the south side of Buffalo Creek, and not directly connected to the main Emmerich site. The playground is not well-known as it is barely visible from the street, and its lack of access makes it a less than desirable location for a neighborhood park. Using data from Placer.ai, the playground is ranked #30 of 30 on our playground usage list with less than 2,000 visits since April 2017 (which averages around 285 visits per year).

Due to its proximity to Buffalo Creek, the location is very prone to flooding and often leaves the playground underwater. Over the past few years, the Park District and Village have been engaged in ways to better manage water retention and drainage, and this site, specifically, was identified as an opportunity to help the surrounding homes with flooding. The idea would be to turn the entire area into a passive portion of the park that contains more native plants to assist with the water maintenance. The first step to this transition would be the removal of this playground.

Because of its location to the creek, the lack of visibility, and lack of access, staff do not think the replacement of the 21 year old playground would be of benefit. For starters, there is an additional playground on the main Emmerich site that stands around 1000 feet away from Emmerich (South). In addition to the realities of its location, replacing playgrounds is a costly project. Since 2020, the cost

of playgrounds has skyrocketed along with long lead times for obtaining playground components. In addition, when replacing a playground, the District has made an effort to replace engineered wood fiber with rubber surfacing, which also comes at a price.

The following chart is an estimate of the potential costs for the replacement of this playground. The estimate used was taken from the last bid we received for Parkchester Park (January 2024). Estimates use only the playground components from that project.

Item	Quantity	Unit Price	Total
Playground	1	\$110,000	\$110,000.00
Playground installation	1	35%	\$38,500.00
Rubber surfacing	3150 sq/ft.	\$36.00	\$113,400.00
Concrete curb at playground	340 lf	\$50.00	\$17,000.00
Playground drainage	325 lf	\$40.00	\$13,000.00
Sitework	3300 sq/ft.	\$30.00	\$99,000.00
A/E Design Fees	1	8%	\$31,272.00
Permit Fees	1	5%	\$19,545.00
Construction Contingency	1	10%	\$39,090.00
		Total	\$579,807.00

It is our recommendation that we remove the Emmerich (South) playground and not replace it. Kids Around the World (KATW) is interested in taking it, however, there are some concerns with gaining access for removal as the pathway is very narrow and larger trucks would not be able to make it through. If the board approves this recommendation, we will be discussing with the Village the potential of removing the fencing along the creek while KATW removes the playground, or alternatively, we are considering removing it ourselves in pieces.

Enclosed:

Emmerich (South) playground picture

Emmerich (South) Playground
Screenshot of Location





BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: DANI HOEFLE, SUPERINTENDENT OF PARKS
TIM HOWE, DIRECTOR OF PARKS AND PLANNING

RE: REQUEST FOR NAMING AMENITY – DAN’S PRAIRIE

DATE: APRIL 16, 2024

Action Requested:

Staff asks the Board to name a park amenity after Dan Anderson.

Background Information:

Dan Anderson was hired in May 2015 as the first intern for the Parks Department. His knowledge and passion for native areas was evident, and his hard work was noticed immediately. The District hired him full-time in November 2015 as a part of the Land Management Crew, where he was responsible for natural area preservation, playground maintenance, the brick and bench memorial program, and other special projects. He was promoted to Foreman in October 2022. Dan passed away unexpectedly October 18, 2023.

Dan took on all his projects with determination. He led and educated his team on native work, and converted four detention basins at Mike Rylko, Willow Stream, Lions, and Highland Point Parks to beautiful native spaces. One of those parks, in particular, where he spent a great deal of effort was at Willow Stream where he worked diligently to remove invasive species and clearing out of overgrown areas in the wooded area. He also transformed an area behind the pool into a prairie full of beautiful native plants. This prairie, specifically, earned the casual title of “Dan’s Prairie” with the Land Management Crew.

In addition to Willow, Dan worked on natural areas at Mike Rylko Park where he found opportunities to be creative by adding unique features for the community to enjoy. He worked with Debbie Fandrei to create a “Pollinator Hotel” at the new Nature Classroom and Educational Gardens, and started

creating nature trails to allow the community to take the path less traveled and enjoy the fruits of his and his team's labor and love for native plants.

In addition to his demonstrated dedication to native areas, Dan was also responsible for playground maintenance. Because playgrounds are one of the Districts' greatest liabilities, Dan performed his work carefully and diligently to keep our playgrounds safe by performing regular inspections and repairs as needed.

Dan was more than willing to share his knowledge with staff and volunteers. He helped eight scouts complete their Eagle Scout projects, which included meeting with them, educating them, assisting with their tasks, and helping with the final submission. Today, the Land Management Crew, consisting of Nick Cozzi, Karsten Ziemann, and Sean Johnson, continue to work towards Dan's vision.

On May 3, we will celebrate Dan's life and contributions to the Park District. We will tour three parks where Dan's tremendous work outlives him, allowing our community to get outdoors and enjoy nature.

The Park Facility Amenity Naming Policy states that an amenity is a "feature, component, or enhancement added to a park or facility that provides comfort, convenience, or pleasure." In the naming section, it states that a staff would need to meet at least 25 years of service. However, there is a clause that states the Board reserves the right to recognize unique circumstances and take appropriate actions that may supersede the stated policy, by a vote of the majority of the Board.

We request to formally name the prairie at Willow Stream Park that is already informally and lovingly called "Dan's Prairie." Signage will be placed along the pathway with an accompanying photo and description of who Dan was and his lasting impacts he made at the Park District and for the community as a whole.

Enclosed:

Board Policy Appendix C – Park, Facility & Amenity Naming Policy

APPENDIX C

PARK, FACILITY, AND AMENITY NAMING POLICY

The following sets forth the Board's policy in naming and renaming its parks, facilities, and amenities:

For purposes of this policy the following definitions will be used:

Park. An area of land, usually in a largely natural state, for the enjoyment of the public, having enhancements for rest and recreation. Examples: Rylko Park, Green Lake Park, Cherbourg Park

Facility. A structure or building designed, built, installed, etc., to serve a specific function. Examples: Community Arts Center, Alcott Center, Emmerich Building, Willow Stream Pool

Amenity. A feature, component, or enhancement added to a park or facility that provides comfort, convenience, or pleasure. Examples: playgrounds, benches, program rooms, studios, concession stand, ball fields, picnic shelters, unique features

I. Criteria for Naming Parks, Facilities, and Amenities

The following criteria will be considered when naming or renaming parks, facilities or amenities of parks or facilities:

- a. Names of former park commissioners, city officials, staff, or individuals who have contributed substantial services in the expansion or growth of the community or who were closely associated with a significant community event.
- b. Donations to the district wherein the donor's name or that of a third party is used.
- c. Presidents of the United States or significant historical events.
- d. Major street names surrounding the park.
- e. Names of areas, such as the neighborhood or subdivision where the park or facility is located, provided the area is not named for an individual, company or organization.
- f. Park features, such as topography, natural features, the purpose of the park or activities to be held in the park.

II. Special Conditions

It is the intent of the Board of Park District Commissioners to name parks, facilities and amenities in a manner that will reflect the best interests of the public at all times. To this end, the process of naming a park, facility, or amenity will be carefully thought out to bring honor to individuals or organizations for whom the park or facility is named, while at

the same time be clearly identifiable for the community at large. We would also seek to name parks, facilities, and amenities in a manner that will stand the test of time and be meaningful for future generations of people residing in the Buffalo Grove Park District.

III. Naming of New Parks, Facilities and Amenities

The following special conditions shall prevail in the naming of a new park, facility, or amenity:

- a. The selected name for a new park, facility, or amenity will require a majority vote of the Board of Park District Commissioners.
- b. A new park, facility, or amenity shall not be named for a park commissioner, staff member, or city official unless the person has been retired from office, or is still employed or serving and has met at least 25 years of service. Careful consideration shall be given with regard to the naming of a park, facility, or amenity in honor or memory of a Commissioner or staff member and shall reflect the longevity of the service, as well as their contributions to the Park District, and distinction of their public service to the community.

IV. Renaming of Parks, Facilities, or Amenities

The following special conditions shall prevail in the renaming of a park facility, or amenity:

- a. No park, facility, or amenity with a "generic" name shall be renamed unless the Board of Park District Commissioners casts a majority vote of the Board of Park District Commissioners.
- b. If a park, facility, or amenity is named after a civic organization or person, and the Board of Park District Commissioners deems it necessary to rename said park, facility or amenity, then the Board of Park District Commissioners may rename said park, facility, or amenity upon a unanimous vote of the Board of Park District Commissioners.
- c. A park, facility, or amenity shall not be renamed for a park commissioner, staff member, or city official until he/she has retired from office.

A park, facility, or amenity may be renamed for a park board commissioner that is still in office if they have met at least 25 years of service.

Careful consideration shall be given with regard to the renaming of a park, facility, or amenity in honor or memory of a park board commissioner or staff member and shall reflect the longevity of the service, as well as their contributions to the Park District, and distinction of their public service to the community.

Special Note Applicable to Sections III and IV:

When naming or renaming a park, facility, or amenity for a commissioner, the Board of Park District Commissioners will follow the general rule that a park or facility would require at least 20 years of service. Naming or renaming an amenity would require at least 12 years of service.

When naming or renaming a park, facility, or amenity for a staff member, the Board of Park District Commissioners will follow the general rule that said staff member will have served at least 25 years at the Buffalo Grove Park District. Whether a park, facility, or amenity is renamed would be at the discretion of the Board of Park District Commissioners with recommendation from current staff.

In unique circumstances, the Board of Park District Commissioners reserves the right to not follow the general rules on years of service.

V. Philanthropic Naming or Renaming of a Park, Facility, or Amenity

Parks, facilities, or amenities may be named after individuals or groups who have made substantial philanthropic donations of park property or who have made substantial contribution toward the development of the park, facility, or amenity. The threshold for considering the naming of a park, facility, or amenity will include one or more of the following:

- a. Land for the majority of the park was deeded to the Park District.
- b. Contribution of a recommended 50% of the capital construction cost associated with developing the park, facility, or amenity. The Board of Park District Commissioners reserves the right to review all offers and make decisions to grant naming rights for donations of less than 50%.
- c. Contributions are designed to result in a significant and necessary direct benefit to the Park District. In some situations when an amenity such as a park bench is added to an already existing park, it is not viewed as a necessity. Therefore contribution will require 100% cost coverage, including labor and memorial plaque.
- d. Provision of a minimum 20-year endowment for the continued maintenance and/or programming of the park, facility, or amenity.

Naming rights terms shall be mutually agreed upon by the prospective donor and approved by a majority vote of the Board of Park District Commissioners, and shall not be longer than the useful life of the park, facility, or amenity.

The location of an added amenity will be discussed with the donor, but final decision is determined by the Executive Director of the Park District.

In the event of vandalism, theft, or weather damage, the Park District will not be responsible for replacement or repair of added amenities that fall under item (c) above. However, all attempts will be made to access funding through the Park District's insurance and other resources to restore the amenity and its signage to its original condition.

The Buffalo Grove Park District and the Friends of the Parks Foundation shall work cooperatively to establish policy and practices in compliance with 501 (c) (3) Federal requirements for not-for-profit tax-deductible donations and assures donors of the integrity of their donation.

The Board of Park District Commissioners reserves the right to recognize unique circumstances and take appropriate actions that may supersede the above stated policy, by a vote of the majority of Board of Park District Commissioners.

MEMORANDUM



BUFFALO
GROVE
PARK
DISTRICT

DATE: April 8, 2024

TO: Village Board, Village of Buffalo Grove
Board of Commissioners, Buffalo Grove Park District

FROM: Joe Zimmermann, Director of Recreation and Facilities
Molly Gillespie, Director of Communications and Community Engagement

SUBJECT: Rotary partnership at Buffalo Grove Days 2024

Recommendation

The Village of Buffalo Grove (Village) and Buffalo Grove Park District (Park District) recommend entering into a one-year agreement with the Rotary Club of Buffalo (Rotary) to formally solidify commitments to working collaboratively in contributing to the overall success of Buffalo Grove Days (BG Days).

Background

BG Days has experienced three prosperous years under the 50/50 partnership between the Village and the Park District. Staff from each organization has thrived in roles that match their skills and expertise. Financially, the event has had a positive cash flow, earning revenues of approximately \$30,000 annually for both organizations. Strategic partnerships with other community organizations, including Rotary and the Buffalo Grove Lincolnshire Chamber of Commerce (BGLCC) have leveraged respective strengths and special skills for specific event activities that have contributed to the overall success and positive experience of the festival.

Analysis

The 50/50 partnership highlighted the skills of each agency, with the Park District leading sponsorship acquisition, beverage sales, food trucks and entertainment with assistance in site preparation, website and kids' entertainment activities. The Village continues to coordinate purchasing, contract execution, public safety planning, site set up and some special activities, like the parade.

The Village has also coordinated with community organizations to ensure some activities continue under their purview. One of the key partnerships that has been instrumental in enhancing BG Days is the collaboration with Rotary. While the Village and Park District have worked closely with Rotary for several years, the agreement under consideration seeks to formalize the partnership in relation to the festival, no different than the agreement with the BGLCC.

Under the proposed agreement, Rotary will continue to host fundraising events such as Bingo and the Duck Race during BG Days. In exchange for hosting these events at BG Days, the Rotary Club will provide volunteer staffing support at the Information Booth during all shifts of festival hours throughout all five days of the festival. Additionally, Rotary Club has generously agreed to provide a one-time payment of \$1,000 to the Park District to support the purchase of a new bingo board, which will be used at BG Days in addition to Park District events throughout the year.

This partnership not only strengthens community ties but also demonstrates the power of collaboration in achieving shared goals. By working together, the partners can maximize resources, enhance the festival experience and ultimately benefit the residents of Buffalo Grove.

Next Steps

Following execution of the agreement by both the Village of Buffalo Grove Village Board and Park District Board of Commissioners, staff will work with Rotary to coordinate any member communications and provide a schedule of information booth shifts which the Rotary can begin filling volunteers for.

Staff will also move forward with the collaborative coordination of needs for the Bingo and Duck Race activities for the 2024 BG Days festival.

Enclosed

Agreement with Rotary for BG Days

AN AGREEMENT BETWEEN

VILLAGE OF BUFFALO GROVE
BUFFALO GROVE PARK DISTRICT
ROTARY CLUB OF BUFFALO GROVE

REGARDING BUFFALO GROVE DAYS

This Agreement is between the Village of Buffalo Grove (“Village”), the Buffalo Grove Park District (“Park District”) and the Rotary Club of Buffalo Grove (“Rotary”) relating to coordination of specific activities for Buffalo Grove Days.

The Village, Park District, and Rotary in consideration of the following do hereby agree as follows:

Term

The term of this agreement shall be for three Buffalo Grove Days events to take place in 2024 until 2025 (“Term”). Should the Village or Park District advise Rotary by November 1, 2024, this agreement may be terminated without any recourse after the 2024 Buffalo Grove Days.

Buffalo Grove Days

Buffalo Grove Days is a community event planned annually each year over the Labor Day weekend (“BG Days”), which is sponsored and presented by the Village and Park District.

The Village and Park District designate the responsibility for promotion and execution of the following events and support functions at BG Days exclusively to Rotary:

1. Bingo
2. Duck Race
3. Information Booth

Bingo

The Village, Park District, and Rotary will work jointly to plan the Bingo event, generally occurring on Thursday evening of BG Days at Mike Rylko Park. The Park District, as property owner, will retain final approval of the festival layout as per the intergovernmental agreement between the Village and Park District.

The Village, Park District, and Rotary will work jointly to identify the schedule for Bingo, within the larger overall schedule of events for BG Days.

The use of the pavilion structure, as well as the tables and chairs already rented for the event and placed under the pavilion, will not be charged to the Rotary. In the event the weather is good and Bingo participation is high, on-site Village and Park District staff will coordinate the delivery of additional tables and chairs around the pavilion, adding seating capacity.

The Rotary will be responsible for any costs related to set up requirements and supplies beyond tables and chairs, including a Bingo table and board, game cards, signage, public address system, etc. in order to host a complete event.

Duck Race

The Village, Park District, and Rotary will work jointly to plan the Duck Race event and ticket sales area of information tent, generally occurring throughout the BG Days event at Mike Rylko Park. The Park District, as property owner, will retain final approval of the festival layout as per the intergovernmental agreement between the Village and Park District.

The Village, Park District, and Rotary will work jointly to identify the schedule for the Duck Race, within the larger overall schedule of events for BG Days.

The use of the information tent area, office trailer access, as well as the tables and chairs already rented and placed under the tent, will not be charged to Rotary. Rotary may store Duck sales items in the office trailer overnight, with access controlled by Public Works employees.

Rotary will be responsible for any costs related to set up requirements and supplies, including ducks, tickets, signage, public address system, etc. in order to host a complete event.

The Village and Park District will broadcast the Duck Race on digital screens at the amphitheater, if desirable to Rotary. This can be delivered by Rotary as a video file on a thumb drive for playback on the screens at a time coordinated in the overall event planning. Or, as other technology becomes available, the parties are happy to work together to stream the broadcast.

Information Booth

The Village, Park District, and Rotary will work jointly to support an information tent near the entrance of Buffalo Grove Days, at a site approved by the Park District as per the intergovernmental agreement between the Village and Park District.

Rotary, as a beneficiary of the Bingo and Duck Race events, will then support the information tent throughout the five-day event. Rotary agrees to support the information tent in the following manner.

1. Secure volunteers to staff the information booth
 - a. Set overall shift schedules in coordination with Village and Park District
 - b. Maintain a sign-up list online to track volunteers
 - c. Strive to secure 3 volunteers for each shift
 - i. Village will offer to share any gaps in the scheduling with its list of volunteers in order to support with volunteers outside of Rotary membership, if needed

2. Perform the following duties while stationed at the information tent
 - a. Radio communications
 - i. Secure a portable radio for the information tent from MobileComm
 - ii. Answer calls from MobileComm and assist as necessary with
 1. Site questions
 2. Look out for missing children
 3. Flag down courtesy shuttle drivers if unresponsive to radio calls
 4. Other communications as may occur throughout the event
 - iii. Use radio to report to MobileComm as necessary
 1. Reports of lost and found items turned into tent
 - a. MobileComm/Police will secure items when notified
 2. Report any emergency conditions observed
 3. Report any aide requested by attendees, including a call for a courtesy shuttle
 - iv. Return portable radio to MobileComm at end of each shift/day
 - b. Attendee wayfinding
 - i. Present a friendly face at the entrance to the event and help answer questions
 1. FAQ's include location of bathrooms, event schedules, location of carnival ticket/wrist band pick up, etc.
 - ii. Village will provide an overall map of the event
 - iii. Park District will provide an overall schedule of events
 - c. General coordination
 - i. Help courtesy shuttle drivers with keys as they arrive. They will report to information tent to secure keys to a golf cart for their shift. Keys will be maintained by Public Works staff, within the office trailer. Shift schedules for the shuttles will be maintained by Rick Kahen Commission for Residents with Disabilities.
 - ii. If the Village or Park District have contest prizes to hand out, help connect winners to their prizes
 1. Compare name/ID to list provided
 2. Hand over corresponding prize
 3. Mark off on list that item has been picked up

Financial Considerations

The Rotary shall set all registration fees associated with Bingo and Duck Race, as they deem appropriate.

Because the Rotary is assuming financial liability in the set up and coordination of Bingo and Duck Race, proceeds from those two events will remain with Rotary. Neither the Village nor Park District assume financial liability if Bingo and/or Duck Race do not break even.

Any revenues from BG Days that fall outside the portion of BG Days contemplated in this agreement remain under the terms and conditions of the existing memorandum of understanding in place between the Village and Park District, solely.

Bingo Table & Board Procurement

The Park District will help procure the Bingo table and board to be used during the Bingo event. In exchange, Rotary agrees to assist in the purchase of a new Bingo table and board that will be stored at the Park District.

Agency Representatives

The following staff members will be identified as the BG Days Liaisons from each agency, granted authority to coordinate agency responsibilities.

For the Park District:

Joe Zimmermann, Director of Recreation and Facilities

For the Village:

Molly Gillespie, Director of Communications and Community Engagement

For the Rotary:

Brian Shepard, 2024-25 President

Future Events

The Village, Park District, and Rotary intend to revisit all BG Days agreements following the term of this agreement, to solidify future partnerships.

Miscellaneous

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

This Agreement shall be governed by and construed in accordance with the internal laws of the State of Illinois without giving effect to any choice or conflict of law provision or rule (whether of the State of Illinois or any other jurisdiction).

This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each party hereto.

All notices, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be deemed to have been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile or e-mail of a

PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the addresses set forth below the parties' respective signatures.

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and permitted assigns. Neither party may assign its rights or obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. No assignment shall relieve the assigning party of any of its obligations hereunder.

Village of Buffalo Grove

Buffalo Grove Park District

Rotary Club of Buffalo Grove

By: _____

By: _____

By: 

Dane C. Bragg
Village Manager
Village of Buffalo Grove
50 Raupp Boulevard
Buffalo Grove, Illinois 60089

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

Shawn Collins
President
Rotary Club of Buffalo Grove
P.O. Box ##
Buffalo Grove, Illinois 60089

Date: _____

Date: _____

Date: April 1, 2024



Buffalo Grove Park District Board of Commissioners
SPECIAL BOARD MEETING MINUTES
Monday, March 4, 2024
Alcott Center
6 pm

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

Staff Present: Executive Director Erika Strojinc, Director of Parks and Planning Tim Howe, Director of Recreation and Facilities Joe Zimmermann, Superintendent of Communications and Marketing Mike Terson, Planning and Development Manager Laurie Hoffman, and Executive Assistant Beth Wanland.

CALL TO ORDER

Roll Call

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

PLEDGE OF ALLEGIANCE

Meeting attendees stood and recited the Pledge of Allegiance.

APPROVAL OF THE SPECIAL BOARD MEETING AGENDA

Vice President Cummins moved to approve the March 4, 2024 Special Board Meeting Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

INTRODUCTION OF GUESTS

Jamie Sabbach

Jamie Sabbach, President and Principal of 110%, Inc. introduced herself. She said she is originally from Chicago and she has spent 30+ years in the parks and recreation field. She started with the Champaign Park District as a sports program coordinator. Next, she moved to Bloomington, IN and taught at Indiana University. She then moved back to Illinois and taught at Illinois State for two years and thought she was out of the field entirely, until she had a calling and ended up Superintendent for the City of Boulder, CO for five years. She then started 100% in 2010 and has been working alongside professionals across the county and overseas for the last 14 years. She continues to teach an online master's course at Indiana University.

Buffalo Grove Park District Strategic Plan Process Overview

Ms. Sabbach reviewed conditions affecting public parks and recreation. She said we want to be proactive and plan for what is happening around us. She mentioned factors such as public health crisis, increasing disparities, housing insecurities, economic volatility, lack of revenue diversification, infrastructure maintenance demands, staffing deficiencies, climate threats, and environmental impacts. She said these are factors we need to keep our eyes on as we plan. She gave an overview and project timeline of the process and said she hopes to complete it by June.

What do you believe and think?

Ms. Sabbach asked the board what they hope to achieve from the strategic plan process or what they hope are the intended outcomes/results. President Jacobson said he looks at it as framework of decision-making for moving forward into the future. He said he wants to make sure the District is on the right path with the new executive director. Commissioner Reiner said he would like to create a tool setting forth guidelines, revisiting values, and look at diversity, equity and inclusion. He said the process should be meaningful to the staff and board. He said he would like staff to inform and engage the board on what is going on. Commissioner Wallace said the community is changing and she would like a strategic plan to organize the chaos. She would like a process in place to organize the chaos thoughtfully, with results. Vice President Cummins said he agrees that the community is changing and most people in the room were not part of the last strategic plan. He said this is a tremendous opportunity to address and refine a plan. Commissioner Page said she would like goals that guide the board to all get on the same page.

Ms. Sabbach asked the following questions:

- What do you believe is important for the Buffalo Grove Park District to keep/retain as it currently works well and benefits the organization and community?
- What do you believe is important for the Buffalo Grove Park District to change so that it improves processes, district culture, and/or service to community?
- What do you believe is missing that would make the Buffalo Grove Park District even better than it is?

She reviewed the SWOT Analysis - Strengths, Weaknesses (Growth Areas), Opportunities, Threats. She put five questions on the screen and captured the board members responses to the following:

- What are the District strengths?
- What could be improved?
- What opportunities exist?
- What gets in the way?
- What's happening that requires attention?

Next Steps

She said she would like to re-visit our mission statement which is 10 years old.

Ms. Sabbach said the purpose should be guided by relevance. She would like to hone in on relevance to what is happening. We should focus on who, what, why, and how to come up with a mission statement.

Thoughts, Comments, Questions

Vice President Cummins thanked Ms. Sabbach and said the board is excited what this process will bring. Executive Director Strojinc mentioned that 1/3 of the staff that will attend our meeting tomorrow were not around for the last strategic plan.

ADJOURNMENT

Vice President Cummins moved to adjourn the Special Board Meeting at 8:08 pm, the motion was seconded by Commissioner Wallace and passed with a voice vote.

Respectfully submitted,

Secretary



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District
WORKSHOP MINUTES
March 11, 2024
Alcott Center – Room 24
6 pm

Commissioners Present: 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, Planning and Development Manager Laurie Hoffman, 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 Jacobson, Page, Reiner and Wallace answered present.

Vice President Cummins and Executive Director Strojinc arrived at 6:04 pm.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF WORKSHOP AGENDA

Commissioner Wallace moved to approve the March 11, 2024 Workshop Agenda, seconded by Commissioner Page and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no topics from the floor.

CORRESPONDENCE

President Jacobson said included in the packet were two articles announcing the Park District's decision to end upkeep of the ice rink in Willow Stream's parking lot due to financial and environmental sustainability. There was also a thank you letter from the Stevenson High School Foundation for a Park District contribution to their Online Raffle & Auction which provides crucial resources that students need to succeed at Stevenson and beyond.

Administrative Salary Schedule

Executive Director Strojinc said that staff will add a Superintendent of Human Resources and Risk Management effective with the new fiscal year. This position represents a promotion from within and not an additional position. Director Short said HR Source recommended increasing the FT salary ranges 2.6%. He said 4% salary increases for staff are reflected in the budget.

Fiscal Year 2024/25 Budget Workshop

Commissioner Wallace said she really appreciates the work that went into preparing the budget book. Director Short said he hopes everyone took the time to read the budget message that lays out a plan for the next year. He said the message is more detailed than it has been in the past, especially with respect to capital.

Commissioner Reiner said safety is a priority for him and expressed his concern about addressing safety in the budget. Executive Director Strojinc said safety is always included in the budget, but for next year, there are the additional planning for assessments budgeted for several facilities, including Alcott. She said these assessments will address safety and security at length and recommendations will be implemented in the future fiscal years. Commissioner Reiner noted he does not feel better about staff and facility safety knowing that any precautions are two years away. Executive Director Strojinc said staff trains on safety all year long, every year. Planning and Development Manager Laurie Hoffman said she is not comfortable with the safety sketch she inherited for the front office of Alcott as there was no staff input or consideration of how patrons use the building. She said there are some items in the preschool wing that can be implemented with the money received from Springfield.

Board questions on the next fiscal year budget were fielded by Executive Director Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Director of Recreation and Facilities Joe Zimmermann, and Planning and Development Manager Laurie Hoffman for the proposed 2024/25 fiscal year budget.

It was agreed the budget conversation on capital will continue in the Budget Workshop at next board meeting. Executive Director Strojinc said that Directors Short and Zimmermann will not be at the next board meeting and if there are any budget questions to please reach out to them before the meeting.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Strojinc said the Village of Buffalo Grove is going for grants for water retention and they would like to do some work on the land we own known as Northwood Park/Detention in Horatio Gardens. Their request for easement and plan will be forthcoming. She asked the board their thoughts on renaming Prairie Grove Park to Didier Park. The board agreed it is a great gesture to a family with a long history in our community. She said the police department is asking to put two solar powered license plate reader cameras in Cambridge Park on Buffalo Grove Road and in Mill Creek on Arlington Heights Road across the street from the fire station. The board agreed they would like to see a picture of the device and know exactly where in the park they will be placed. Last, she said the developer adjacent to Bison Park wants to turn our park entrance to right-in and right-out only. She said no to the developer and asked that they came back with other options. There is also an opportunity to work with D214 for use of our field at Bison Park.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said that he saw *Grease* last weekend and it was very well done and the performers were great. He gave kudos to everyone who worked tirelessly on the production. He suggested serving dinner before shows.

Commissioner Wallace said from a crew member perspective *Grease* was challenging both technically and people-wise, but everything came together and it was a great show.

Commissioner Cummins said it is nice to see everyone back in the parks with the weather changing.

Commissioner Page said she chaperoned a second grade field trip at the Museum and the kids were engaged.

Commissioner Reiner said he spoke with our new Recreation Supervisor Ann Marie Shipstad and she was wonderful to talk to. He suggested future strategic planning combining staff with the board.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

The Board did not enter Executive Session.

ADJOURNMENT

Vice President Cummins moved to adjourn the Board Workshop at 8:33 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
March 25, 2024
Alcott Center – Room 24
6 pm

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

Staff Present: Executive Director Erika Strojinc, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Planning and Development Manager Laurie Hoffman, Human Resources and Risk Manager Scott Spitz, and Executive Assistant Beth Wanland.

Attorney Adrienne Arlan, from Chuhak & Tecson, 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, Reiner and Wallace answered present.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF WORKSHOP AGENDA

Commissioner Reiner moved to approve the March 25, 2024 Workshop Agenda, seconded by Vice President Cummins and the motion passed with a voice vote.

POLICY AND LEGISLATION

Fire Department Festival Variance Request

Vice President Cummins confirmed the fire department's festival will be held at Willow Stream because Rylko Park and Twin Grove's parking lot is unavailable this summer. The department is requesting a variance to the Park District's policy for selling alcohol on Park District property as they have allowed them to do for this festival in past years.

Sick Pay Payout Policy

Human Resources and Risk Manager Scott Spitz explained a newly proposed Sick Pay Payout Policy. He said that Tier I employees can apply their unused sick pay to length of service at retirement which increases their pension. Manager Spitz explained that Tier II does not benefit from not using sick days in most cases according to IMRF rep. He said lowering the threshold for cashing out sick days will help even the benefit playing field between IMRF Tier I and Tier II employees. He said staff is recommending approval of the updated Sick Pay Payout Policy. Discussion was held on funding the

proposed policy, whether it is figured in this year's budget, and how it will impact future budgets. Vice President Cummins said he would like to postpone approving the proposed Sick Pay Policy Proposal to next month and the board agreed.

FINANCE

March 2024 Warrant

Commissioner Wallace asked about a significant refund to the drawing and painting class. Executive Director Strojinc explained that the instructor had a medical issue and is unable to teach and refunds were issued.

February 2024 Financial Statement

There were no comments on the February 2024 Financial Statement.

February 2024 Year to Date Statement

There were no comments on the February 2024 Year to Date Statement.

March Refunds

There were no comments on March refunds.

Resolution 24-3-1 Developer Donation Funds

The Village made a miscalculation and let the Park District know they will receive \$311,000 more in developer donation funds than originally thought.

Board Travel and Conference Expense

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

Fiscal Year 2024/25 Budget Workshop

Capital Improvements

Planning and Development Manager Laurie Hoffman walked the Board through constructions projects included in the FY 24/25 budget. She discussed projects planned at Rylko Park, Alcott, Emmerich, the Fitness Center, the Community Arts Center, the Museum, and Willow Stream Park. She also outlined projects previously addressed but NOT included in the FY 24/25 budget. These included the irrigation repair/replacement at Rylko and Willow Stream Parks, solar panels at Green Lake Shelter, playground replacement at Rylko and Apple Hill Parks, and the court replacement at Veterans Park. Also not included were Alcott, Emmerich, Fitness Center, Community Arts Center and Museum miscellaneous projects. She showed a sketch of the Alcott Center Room 1 replacement that was brought to Springfield that is not included in next year's fiscal budget. She said her recommendation is to complete a whole building assessment rather than leaping into a quick fix. She also reviewed the status of potential state funded grants which are or could become available to the Park District this year.

Safety/Security Plan and Timeline

Manager Hoffman discussed safety and security training that staff is required to do every year. She also said PDRMA requires at least 2 hours of safety training to be completed by all Full Time Staff each year. She said the building assessments will address safety and security and she reviewed how next year capital projects will address same. She concluded her presentation by stating the vision for the future and discussing a timeline for next fiscal year and through FY 2026/27, pending funding availability.

Commissioner Reiner stressed that a commitment was made last year to making Alcott safe and secure and legislators in Springfield promised money to the District based upon that commitment. Planning and Development Manager Hoffman explained that the entire building is being assessed, including safety. Commissioner Reiner said he understands the assessment is necessary but he is not comfortable with the timeline on implementing the assessment. Discussion was held and each board member expressed their thoughts on how to move forward with capital projects, safety, and security. They all agreed that safety and security of the staff, patrons, and participants at all facilities is their highest priority. Following the building assessments the board asked staff to do what is recommended safety-wise as quickly as they can even if it means forfeiting projects elsewhere.

PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson thanked Planning and Development Manager Hoffman for the very complete presentation she gave this evening. He commended the staff on their response to the emergency at the Fitness Center Pool last Friday.

Commissioner Wallace said that the unfortunate event at the Fitness Center was a learning opportunity for her daughter who has gone through lifeguard training. She commended staff on the completeness of the board packet. She said she is looking forward to *The Music Man, Kids* production which runs April 18 – 21.

Vice President Cummins said he has been reflecting on the budget since the last board meeting and said there are big projects and big numbers to address. He said he would like to monetize things that are not monetized in the budget in order to prioritize decisions. He said he is pondering the proposal and struggling with how we are planning to move forward.

Commissioner Reiner concurred with Vice President Cummins' comments. He said the board needs to file their Statement of Economic Interest and asked about OMA and FOIA training. Executive Assistant Wanland said she would look into IAPD's requirement on commissioner OMA and FOIA training and get back to the board. He mentioned Wheeling's recent development and asked if there is anything we could learn from them. He suggested the board may want to consider the right timing for proposing a referendum for an increase in sales tax proceeds for safety.

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 7:51 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
March 25, 2024
Alcott Center – Room 24

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

Staff Present: Executive Director Erika Strojinc, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Planning and Development Manager Laurie Hoffman, Human Resources and Risk Manager Scott Spitz, and Executive Assistant Beth Wanland.

Attorney Adrienne Arlan, from Chuhak & Tecson, was present.

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 7:52 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF REGULAR BOARD MEETING AGENDA

Commissioner Wallace moved to approve the March 25, 2024 Regular Board Meeting Agenda, seconded by Vice President Cummins and the motion passed with a voice vote.

APPROVAL OF MINUTES

Approval of the February 12, 2024 Workshop Minutes

Commissioner Wallace moved to approve the February 12, 2024 Workshop Minutes, seconded by Vice President Cummins and the motion passed with voice vote.

Approval of the February 26, 2024 Workshop Minutes

Commissioner Wallace moved to approve the February 26, 2024 Workshop Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

Approval of the February 26, 2024 Regular Board Meeting Minutes

Commissioner Wallace moved to approve the February 26, 2024 Regular Board Meeting Minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

CORRESPONDENCE

Executive Director Strojinc said included in the board packet was a *What's Happening?* Calendar of Events for the spring.

ATTORNEY'S REPORT

Attorney Adrienne Arlan had no report.

COMMITTEE ACTION ITEMS

FINANCE

Approval of the March 2024 Warrant

Commissioner Wallace moved to approve the March 2024 Warrant in the amount of \$1,144,207.07, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Page

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

Commissioner Wallace moved to approve the February 2024 Financial Statement and the February 2024 Year to Date Statement, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Page

Approval of the 2024-25 Administrative Salary Schedule

Commissioner Wallace moved to approve the 2024-25 Administrative Salary Schedule, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner and Wallace

NAYS: 0

ABSENT: Page

Approval of Resolution 24-3-1 Developer Donation Funds

Commissioner Wallace moved to approve Resolution 24-3-1 Developer Donation Funds in the amount of \$311,735.01, seconded by Vice President Cummins and the motion passed with a roll call vote.

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

Approval of the Board Travel and Conference Expense

Commissioner Wallace moved to approve the Board Travel and Conference expense in the amount of \$285.00, seconded by Vice President Cummins and the motion passed with a roll call vote.

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

POLICY AND LEGISLATION

Approval of the Fire Department’s Festival Variance Request

Commissioner Reiner moved 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, seconded by Commissioner Wallace and the motion passed with a roll call vote. Vice President Cummins noted that this request to hold the fundraiser at Willow Stream Park is due to summer construction at Rylko Park and Twin Groves School where the department has previously held the event.

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

Approval of Sick Pay Payout Policy

Commissioner Reiner moved to postpone approval of the updated Sick Pay Payout Policy as proposed by staff to the next board meeting on Wednesday, April 24, 2024, seconded by Commissioner Wallace and the motion passed with a voice vote.

EXECUTIVE DIRECTOR’S REPORT AND DEPARTMENT OPERATIONAL REPORTS

Executive Director

Executive Director Strojinc said she would like to finalize those board members who are attending the legislative Conference in Springfield, May 7-8 in order to get them registered. She also said that both IGA’s with District 102 have been approved by our legal counsel and are now in their hands for final approval. Vice President Cummins said he would like to see a copy of the draft before it comes to the board for approval.

Communications and Marketing

Superintendent Terson said the summer book is on press and should be out by the end of the week.

Planning and Development

Manager Hoffman said the Village approved the DIA for Parkchester Park and it will be now be presented to the board for approval.

Risk Management

Manager Spitz said it is the time of year for summer hiring. He said about 30 people attended the Summer Job Fair last month.

Parks

Director Howe said his department hired a new facilities specialist, Tylor Schlenz. Tylor previously worked at the Fitness Center and he is his loving his new position in parks.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Commissioner Wallace moved to adjourn the Regular Board Meeting at 8:08 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

Respectively submitted,

Secretary

Congratulations to the following individuals & agencies that were recognized for their outstanding achievements at the 2024 IAPD/IPRA Soaring to New Heights Conference.



All Conference Awards Luncheon Winners

YOUNG PROFESSIONAL OF THE YEAR



Sara Witteck, West Chicago Park District

PROFESSIONAL OF THE YEAR



Jay Lerner, Waukegan Park District

COMMUNITY IMPACT



Deborah Fandrei, Buffalo Grove Park District

ROBERT ARTZ LIFETIME ACHIEVEMENT AWARD



Carrie Fullerton, Arlington Heights Park District

CHAMPIONS FOR CHANGE



Park District of Oak Park



Buffalo Grove Park District
COMMITTEE ACTION ITEMS
April 24, 2024

- I. Committee Action Items (Roll Call Votes)
 - A. Finance (HW)
 1. I move to approve the April 2024 Warrant in the amount of \$2,339,189.78.
 2. I move to approve the March 2024 Financial Statement and the March 2024 Year to Date Statement.
 3. I move to approve the Combined Budget and Appropriation Ordinance 24-4-1 for Fiscal Year 2024-25.
 4. I move to approve the Eco Clean Janitorial Services Contract Extension for FY 2024-25.
 5. I move to approve the Board Travel and Conference Expense in the amount of \$76.95.
 - B. Policy and Legislation (LR)
 1. I move to approve the OSHA Manual as presented.
 - C. Parks (LR)
 1. I move to approve Ordinance 24-4-2 Surplus Property.
- II. Consent Agenda (Voice Vote)
 - A. I move to approve the Consent Agenda as proposed:
 1. 2024-25 Proposed Organizational Chart
 2. Emmerich (South) Playground Removal
 3. Dan's Prairie Naming
 4. Rotary BG Days Partnership



TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: APRIL 16, 2024
RE: DIRECTOR'S OPERATIONS REPORT

Community & Public Relations

Arlington Heights Park District: I had the pleasure of having lunch with Carrie Fullerton, executive director of Arlington Heights. We used the time to get to know each other and discuss future partnership opportunities. Overall, it went very well and I look forward to continued work together.

Chamber of Commerce: We received information that the Chamber of Commerce may no longer be active. Because we have an agreement with them to manage "Meet Me on Main Street", the business expo at BG Days, we will be discussing the future viability of that program at the festival with the joint planning team.

District 102: There have been minor changes to the joint use IGA. I should receive final notes from legal counsel in the very near future. Additionally, they have reached out to discuss a potential partnership with future playground and pathway development. They also invited us to their breaking ground ceremony last week, however, it conflicted with our board meeting so I told them we could not attend.

District 214: Joe and I met with D214 again last week on the Natatorium agreement and had a positive discussion. Due to the school district's redevelopment of their sports fields, they are interested in utilizing Bison Park (and potentially Willow) for their athletic programs. Next step is to estimate maintenance costs for their needs and put them against our needs at the Natatorium. We will continue to work on this over the coming months.

Friends of the Parks: I have been working with FOP on clearing up how one of their restricted funds is utilized (Berkowitz/BG Singers). I am pushing for them to refine the criteria needed to utilize the funds moving forward as there seemed to be some ambiguity. Additionally, they have been working through their mission exercise, which they hope to finalize by vote this month. They have a new upcoming event at the Golf Dome on Friday.

Finance

DCEO: We have officially submitted three more DCEO grants back to the state. These are for the \$250K for Alcott (payback of Room 1), \$60K for Willow Stream Pool, and \$25K for Rylko capital development. The two latter grants were reappropriated from a few years ago.

Financial Stability Workshop: I attended a financial stability workshop put on by Jamie Sabbach with 110%. It was a three-day workshop that focused on how we think about public finances, how we structure fees, what we subsidize, and cost recovery. Overall, I was thrilled with the program as I want to develop a financial strategy that we can all support so that there is framework around how we strategize and price our services. In addition, it will help with long-term planning and identifying revenue opportunities that help support the current and future needs of the district.

Tax Levy Approval: The tax levy approval for Lake County came out this month. I worked with John on this as he was out of the office and they were officially submitted back with our approval.

Government & Public Affairs

First Amendment Audits: We are providing staff a brief memo on what to do when/if they encounter a first amendment audit. The basics are to be friendly and helpful while maintaining composure. In addition, we reminded them on how to accept a FOIA and who the officers are should they need further assistance.

IAPD: I am once again hosting the Lake County Legislative Dinner that immediately follows the IAPD Legislative Reception in Springfield next month. I ran this dinner last year with the co-sponsor, Northern Suburban Special Recreation Association (NSSRA). I have since established a process so that all participating agencies (not associated with NSSRA) have the opportunity to plan this dinner by moving alphabetically by agency. After this year, we will not host again for quite a few years. So far the invitations have gone out to those participating agencies as well as state senators and representatives, and the RSVPs have been coming back in.

IPRA: The admin team took a field trip to Vernon Hills Park District this month to have a meet and greet with Suzi Wirtz, the new executive director for IPRA. Suzi took the opportunity to introduce herself to the group and explain the current state of IPRA including their work on their strategic plan. It was very gracious of Jeff Fougerousse (executive director at Vernon Hills) to invite our team.

NWSRA: I had a NWSRA meeting this past month. One very interesting topic presented was the renewal of the Clearbrook collaborative with NWSRA to run the PURSUIT program. The staff presented the history of the collaborative, how the two organizations manage the program, and how it is funded. I was surprised to hear that the funding is actually tied to state and federal funding and that they are only reimbursed for attended hours. In addition, I found out that the PURSUIT location at the FC has maxed out its participation.

In addition, NWSRA is interested in building out a podcast/tech space within the PURSUIT location at the FC. Our team met with them and the project seems pretty straightforward. The facilities team has agreed to assist them on some of the demo work.

Lastly, ADA reimbursement for the District has been submitted. The approval and release of funds will come at the upcoming NWSRA board meeting.

SLSF: I attended the SLSF/Rotary Golf outing kick-off meeting. The annual golf classic will be Wednesday, August 7 at The Arboretum Club in Buffalo Grove. I am assisting again with this event in gathering sponsors and giveaways.

Village of Buffalo Grove: The IGA solidifying Rotary's involvement with the annual BG Days has been executed by Rotary. That IGA, along with a memo, will be going to each respective board next. In addition, we already received Rotary's contribution for the purchase of a new bingo board.

I have received information back from legal counsel in regards to the Flock cameras the police department would like to install in our parks. That license agreement and discussion will come back to the board in the very near future.

I met with Dane last week to touch base on Village and Park District relations. We plan to have a couple future meetings that involve the TIF districts and current developer donation agreement. It was a very proactive discussion, and I continue to appreciate our relationship.

Operations & Personnel

Distinguished Agency: We have officially submitted our application for the next distinguished agency evaluation that will begin next spring (2025). I will be handing the project off to Joe who will work with an in-house team to get all of the work collected in time for our evaluation next fall (2025).

Human Resources: Scott and I continue to work on policy updates that will go to the board in the coming months. Staff is also working on annual performance appraisals, and we are updating the compensation strategy document. In addition, I have been working with staff on new and updated job descriptions. Those include Facility Tech 1, Facility Tech 2, Superintendent of HR and Risk, and Clubhouse Manager.

I am also working with the team on training staff on retention records. We had a training years ago, but felt in light of the first amendment audits and FOIA requests, we need to ensure that staff are up to date on our retention requirements.

IT: We are gearing up to add to our current IT solutions. Aside from ongoing maintenance and support, the enhancements will include advanced security and threat protection.

Recreation: We are currently examining recreation supervisor workloads in light of Megan's resignation. With any resignation, we like to take a little time to make sure workloads are balanced across the department. Once finalized, the plan is to post the position and get someone hired within the next couple months.

Strategic Plan: We had our LEGO play exercise with 110% this month. There were four general categories that we were tasked with designing and sharing through Legos. Those themes were staff,

community, financial, and infrastructure. Overall the experience was enjoyed by the staff and we look forward to how the play translates into the plan.

Planning & Projects

Prairie Grove Park: We have reached out to the Didier family to discuss the renaming of Prairie Grove Park. The family member we spoke to was very excited about the idea.

Meetings & Events Attended:

FT Staff Meeting – March 14

Rotary – March 14

Lunch with Carrie Fullerton – March 25

PDRMA Meeting – March 26

IPRA Chat with Chair – March 26

NWSRA Committee of the Whole & Board Meeting – March 27

SLSF & Rotary Golf Planning Meeting – March 28

Meeting with Steve Cummins – March 29

Strategic Planning Session with 110% – April 3

Dominic's Funeral – April 4

Meeting with Park District of Franklin Park on PlacerAI – April 4

FOP Chat with Cathy – April 4

Meeting with Kim Page – April 5

Strategic Planning Debrief with 110% – April 8

Coffee with Dane Bragg – April 9

Financial Stability Certificate Program – April 10, April 11, April 12

District 102 Meeting – April 12

District 214 Meeting – April 12

Clubhouse Site Visits – April 12

Senior Expo – April 16

IPRA Meet & Greet at Vernon Hills Park District – April 16



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: APRIL 2024 OPERATIONS REPORT
DATE: April 16, 2024

DIRECTOR'S REPORT

Budget and Appropriations Ordinance for Fiscal Year 2024-25: The Budget and Appropriations Ordinance for the FY 2024-25 budget has been on display since March 8, 2024. The ordinance is recommended for approval at the meeting on Wednesday.

Audit for FY 2023-24: John has communicated with Monika Adamski from Lauterbach and Amen (L&A) regarding the schedule for the upcoming FY 2023-24 audit. The preliminary work is scheduled for May 14th. John and Janet will be preparing the materials needed for the field work scheduled for the week of June 24-28.

IT

Greg is getting the pools ready for summer and updated workstation and peripherals. He added faxing capabilities to the Kyocera at Fitness Center and a new printer at Guest Services. He completed onboarding and training with new parks staff. He is working with Alec Kinastowski, our system designer partner, at the CAC on updating server requirements in the sound booth. The Comcast EDI (dedicated internet) at the Fitness Center is being installed on April 9 and 10.

HUMAN RESOURCES

Our part-time staff appreciation party is on Wednesday, April 17th. It's a BINGO party. Scott is updating the sexual harassment prevention policy. We are hoping to send that to the board in May. The main responsibility the HR department is focusing on for the next two to three months is making sure all summer hires are input into our payroll systems correctly, and given the proper training.

RISK MANAGEMENT

Scott is still researching alternatives to our Group Me group messaging system. He is also developing a standardized procedure for notification when a program participant has a contagious health condition. Scott is finalizing the update to the ordinance regarding animals in our parks and facilities.

SAFETY

Jenn and Dani finished the OSHA Compliance Manual and Jenn presented it to the Board on Monday, April 8. Upon official approval Jenn will start to rework the Safety Policy Manual. Jenn continues to work on completing the OSHA 30 class.

TRAINING

The April safety training was April 11 and covered de-escalation scenarios and an active threat presentation by the police. The biggest takeaway was using situational awareness to recognize when the threat is low, to avoid it escalating. On April 25 there will be a speaker presenting on mental health and wellness, which many staff are interested in attending.

The fire department will be hosting three first aid trainings at the Fitness Center so staff are prepared if they need to administer first aid to a member. Along with the first aid trainings Jenn will be hosting five different CPR/AED classes for staff that are not currently certified. This will also be their introduction to the new ZOLL 3 AEDs that will be at the facility starting May 1.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: APRIL 16, 2024

RECREATION DIRECTOR'S REPORT

BG Days: The Village of Buffalo Grove and the Park District will meet on Tuesday, April 30, to discuss the layout of BG Days more in-depth. The main points of discussion are the new turf, the footprint of the carnival and food trucks, the car show, and Main Street. Once that meeting is done, I will meet with the In-House Committee to ensure we stay on track. This will be a unique BG Days with the new amphitheater and turf, but it will provide a good baseline for future events.

Rec Department Updates: We have met with D214 in our continued discussions about future pool usage, and they have expressed interest in using Bison Park for softball and other sports, either for competition or practice. We will continue working with them to complete an IGA before September 1. Megan Baird recently accepted a new position in her home district in Gurnee. I want to thank Megan for all her great work for Buffalo Grove over the past five years. She will be missed, but we are happy for her and wish her luck in the future. Since we need to figure out who will take responsibility for amphitheater rentals, we will again look at staff workloads. Until we can come to a consensus on what those workloads look like, we will hire temporary part-time staff for senior programming and to assist with camp.

RECREATION FACILITIES

Alcott Center

Rentals: Elizabeth has been assisting renters with potential questions about the space and offering tours if needed. During March, there were five new potential renters and three tours. Revenue brought in during the month at Alcott was \$4,235.

Community Arts Center

Rentals: Elizabeth's proactive approach to managing the rentals at the Community Arts Center has been commendable. In March, she booked four upcoming rentals and conducted six informative tours. This, along with the revenue of \$ 15,571.25, reflects the center's commitment to customer service. Additionally, the submission of a Google calendar by Brian, Lindsay, Aly, and Ann Marie for 2024-2025 will greatly assist in determining availability of the Theater for outside renters.

Fitness Center

Administration: The new chiller pumps were installed in the basement. The installation went well, but we have some minor issues with them running correctly. McDonough Mechanical has been troubleshooting on-site.

Open Pickleball for members began on March 28. Members enjoy the opportunity to walk in and play rather than make a reservation. However, the reservation system is still the preferred method of playing pickleball. Carol Lucido is purchasing racket holders so members will know who is playing next while waiting to play.

Greg Ney met with Comcast to give the Fitness Center its own fiber optic line in hopes of speeding up the member check-in process. The fiber optic line was installed on April 10. However, the lag in membership check-in continues.

Jenn Foreman scheduled three first aid training sessions with the Buffalo Grove Fire Department on April 13 and 17 at various times. In April, she will conduct five CPR/AED training sessions for Fitness Center staff.

Fencing: The new fencing membership program debuted in March. Twenty-one families signed up for the monthly membership, increasing participation in the program. The new membership format has significantly improved efficiency at the front desk for check-in and paperwork.

Fitness Floor and Training: The Fitness Center welcomed a new trainer, Jon Saro, an employee from the front desk who recently passed his personal training certification. They also had an employee leave our fitness floor opening a position on Sunday mornings, but a fellow employee stepped up to fill in until they could hire new staff. They had a few selectorized weight machines that needed repairs due to broken parts by members.

Training Sales	March 2024	March 2023
Personal & Reformer	\$16,822	\$11,328

Trainings Completed	March 2024	March 2023
Personal Training	401	285
Reformer Training	91	77

Group Exercise: In March, Jenay offered 84 Group exercise classes: 69 live, four hybrid, and 11 virtual classes. Aqua Pilates was replaced with Aqua Zumba in March, increasing member participation in evening aquatic classes.

Participants	March 2024	March 2023
Total #	6,248	5,314
Live #	5,411	4,350
Virtual #	837	964

Member and Guest Services: With March came more visits to the Fitness Center from college kids home for spring break.

Guest Services associates are watching check-in closely to ensure they don't miss any ticklers on accounts due to the delay when members scan their cards. Carol has talked to RecTrac several times, but there is still no resolution. Carol will look into new platforms that may encompass all our current platforms into one.

Carol hired two new guest services staff members and is busy training them. She looks forward to them being fully trained within the next month.

With Tylor moving to the Parks Department, the Member Services team needs more staff, but Carol has hired Erica Ferguson to help fill in the gaps.

Carol completed membership billing on March 6. There were 71 declines in March, some due to expired credit cards. The billing revenue increased in March. The promotional months will be over in June, so the Fitness Center will get a clearer picture of how many members who signed up during the promotional period remain. They typically have a high retention rate. Many members who filled out cancellation forms when they joined changed their minds and stayed members after the promotion ended.

Specialty Programs: The Fitness Center expanded a few programs, such as TRX, to which they added a day, and Youth Fitness participation has grown. Youth boxing did not run this session due to the instructor leaving.

Small Group Training	March 2024	March 2023
Sales	\$18,264	\$13,103.10
Enrollment Totals	172	115

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

Membership Type	February 2024	March 2024
Adult	970	994
Add-On	806	836
Senior	822	824
All Corporate	299	297
Veterans/HMHB	8	5
Annual Add-On	11	11
Annual Senior	24	22
Annual Adult	13	13
Student Passes	262	475

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

	February 2024	March 2024
Total Memberships <i>(Includes Freezes)</i>	3,339	3,380

March 2024 Summation:

- Active Members: 3,266
- Membership Visits: 30,426
- New Memberships: 222
- Cancellations: 61
 - Financial: 3
 - Home Equipment: 2
 - Medical: 4
 - Infrequent Use: 20
 - Relocation: 7
 - Different Club: 1
 - Over Crowded: 2
 - Other: 21

March 2023 Summation:

- Active Members: 2,814
- Membership Visits: 27,845
- New Memberships: 256
- Cancellations: 66
 - Relocation: 9
 - Financial: 2
 - Home Equipment: 3
 - Overcrowded: 1
 - Different Club: 9
 - Medical: 5
 - Infrequent Use: 14
 - Other: 18

Golf Dome

Beverage Sales: The sale of alcohol at the Golf Dome was better in March. This month, chips and alcohol brought in \$457 in revenue. Jimmy is happy that the numbers have increased and believes this trend will continue during the 2024-25 season.

Passes and Admissions: The Golf Dome brought in \$59,704 in revenue for March. Revenue is down compared to last year, but Jimmy and the Golf Dome staff have had to compete with warmer-than-usual temperatures. Jimmy’s Golf Pro Hours were also down, and that was due to staff instructor Hiromune Takamura being out of town for three weeks.

2024 Season	5 Hour Pass	Golf Pro Hours	General Tee Admission	Senior Tee Admission
March	83	89.5	1,560	849
Revenue	\$8,715	\$2,409	\$30,817	\$12,353

2023 Season	5 Hour Pass	Golf Pro Hours	General Tee Admission	Senior Tee Admission
March	96	156.5	2533	1263
Revenue	\$10,080	\$3,684	\$47,075	\$17,370

Raupp Museum, Educational Gardens, and Nature Classroom

Awards: The museum staff was awarded an Award of Excellence in Exhibits at the annual awards ceremony for the Illinois Association of Museums. The award was for the Summer Weddings exhibit, a partnership between the Raupp Museum, the Korean Cultural Center of Chicago, and the National Indo-American Museum of Lombard.

Museum Attendance: Total attendance for March was 690 people. Museum walk-in attendance is currently trending 10% higher than attendance last year and is projected to continue through April.

Museum Donations: The Museum received two donations in March. One was the original Mill Creek subdivision sign; the other was a St. Mary School graduation photo from circa 1930.

Museum Exhibits: Marina designed and published two new online exhibits on the Museum's webpage. The topics include the Winter Storm of 1938 and Women in Buffalo Grove History (in celebration of Women's History Month in March). The Museum staff and intern created a new exhibit in the downstairs gallery titled *Mapping Out History* (picture below). This exhibit explores the 1851 Vernon Township Assessors book and the stories of the people recorded in the book who lived in Vernon Township in the mid-1800s.



Museum STEPs Program: Marina led a second meeting in the Interpretation and Audience Engagement 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., Chuck, Laurie, and Keri discussed the Museum's exhibits and how we can make them more accessible.

Newcomer's Night: The Museum welcomed nine people to the Newcomer's Night program. The museum staff will continue to try this program once per month through August. New advertising postcards will be going out to help the program grow.

School Programs: The Museum served 225 students in March. Nine classes from Tripp and Whitman School visited the Museum. The museum staff booked field trips on every available date through May 29, which has never happened before.

Spring Break: The Museum served 320 visitors with free walk-in programs during Spring Break and had a visit from 43 campers participating in Huntley Park District's Spring Break camp.

Revenue Add-ons

Birthday Parties: Carol has continued working with families to book their desired parties. During March, Birthday Parties brought in \$4,535 in revenue.

Concessions: Concessions will open for the spring season on April 20, which coincides with the start of soccer and flag football. TJ has a new team member, Jenna, who is starting for the spring season. TJ will meet with Jenna during the week of April 15 to train her on the register and prepare her for the season's start.

Dog Park: Dog Park Passes have generated \$8,380 in revenue for 2023-24, with 255 annual passes and 61 late-season passes sold through the end of March. At the end of March 2023, we had sold 236 annual passes and 40 late-season passes with revenue of \$7,164. Chuck ordered the 2024 dog tags, and they arrived the last week of March. Passes for the 2024-25 season will go on sale beginning Monday, April 15.

RECREATION PROGRAMMING

Aquatics

Swim Lessons: Spring lessons began on March 3 with 211 participants registered. Sean attended a swim lessons training presented by Starfish Aquatics on March 12.

Swim Team: Hurricanes swimmers hosted and participated in the Divisional Championship meet on March 2. All swim team participants celebrated the season with a banquet on March 10, and 38 swim team members started off-season conditioning on the same day.

Camps

Broadway Bound and Star Makers: Broadway Bound and Star Makers Camp are almost fully staffed. Both camps currently have a waitlist; Ann Marie has been working hard to remove as many participants from the waitlist as she can. Ann Marie has started to book field trips, which include Medieval Times, Chicago Shakespeare Theatre to see *Corduroy*, and Marriott Lincolnshire Theatre to see *Don't Let the Pigeon Drive the Bus*. Both camps are waitlisted; we did see movement during spring break, so we have been able to move many participants off of the waitlist.

Camp Connection: Camp Connection registration opened on March 1, 2024, and currently, there are 114 participants registered. Shannon continues to actively hire for the Camp Connection position. Additionally, Amanda is compiling pricing information from multiple vendors for the camp T-shirt order.

Dance Camp: Site Supervisors have been hired, and initial planning with the supervisors has been going well. Aly is continuing to work on booking field trips, designing and ordering camper and staff shirts, completing new and rehired paperwork for staff, and recruiting staff.

General Day Camps: All camp sessions are full except for Grove 3-4 second session and Adventure 1-2 second session at Kildeer. Diana and Elizabeth have contacted families to let them know if a spot has become available. All general day camp field trips have had a deposit put down and finalized. Elizabeth has continued conducting interviews as she has filled the new camp, Camp Discovery, with a Supervisor. There is a total of 12 counselor positions available. Elizabeth has also contacted all NWSRA participant families to set up a phone call to help gain more information about their camper and their needs during the summer.

Preschool Camp: There are 143 registrations for the upcoming Preschool Camp. 15 Children have signed up for Preschool 2's, which is 75 percent full. A marketing post about the new program was sent out at the end of February.

42 Children have signed up for Preschool 3's. This program is full.

86 Children have signed up for Preschool 4/5's. The Monday, Wednesday, and Friday sections are full, and the Tuesday/Thursday section is 75 percent full. A five-day option was opened and is full.

Safety Stars Camp: Camp is at full enrollment.

Sports Camp: Sports Camp, Cycle & Surf Camps, and Xtreme Teens Camps are all full.

Clubhouse

Administration: Shannon processed the seventh billing cycle on March 29 and is following up on 16 declines. Clubhouse will also attend Kindergarten preview night's at all three school districts to generate interest and answer questions about the 2024-25 school year.

Registration: Clubhouse currently has 705 participants enrolled, with no participants on the waitlist. Registration for the 2024-25 school year will open on May 1, 2024. Registration forms and the parent handbook have been reviewed and updated and are ready to disperse on May 1.

Schedules: Clubhouse hosted Spring Break field trips from March 25 to March 29. Below, you'll find the enrollment and location information.

March 25	March 26	March 27	March 28	March 29
Enchanted Castle	Top Golf	Hollywood Park	Urban Air	Marriott Theater
145 Participants	151 Participants	138 Participants	149 Participants	102 Participants

Dance

Dance Academy: The CAC is just a month away from our highly anticipated spring recital! The first round of recital tickets went on sale on Wednesday, April 10, and the response was overwhelming, with nearly 500 tickets sold in the first two hours. Aly is fully immersed in the preparations, from creating show orders and music playlists to coordinating volunteers and designing t-shirts. The excitement is building!

Dance teachers are working on class placements for the 2024/2025 dance season. Staff is also submitting their availability to teach for the next season.

A new Bollywood class was added for the spring session, and 7 participants are enrolled. The class was added after the brochure was printed, so Aly is hopeful to pull in more registrations in the summer.

Dance Company: The dance company had another fun and successful competition at Reverb in Milwaukee, Wisconsin. A total of 38 routines were performed. Of those routines, 32 placed in the top 10 for their age/division, 23 placed in the top five, and nine took the top spot, winning first overall.

Furthermore, the studio was honored with the prestigious "Reverb Award." This esteemed recognition was determined by taking each studio's top three highest-scoring groups from the mini/petite age group. Studio 83 emerged as the proud winner!

The dancers also received the "Beat of Milwaukee" award, given to a studio whose passion shines onstage and throughout their entire presence at the event!

On Wednesday, March 28, dance company members performed for the seniors at Alcott. It was a great event, and the studio looks forward to partnering with senior programming in the future.

Dancers will compete at the Precision Arts Challenge in Northlake from April 12 - 14.

Musical Arts

BG Singers: The BG Singers are excited to begin their 29 choral season at the Community Arts Center on Tuesday, April 16. Director Linda Rosen and Assistant Director Charla Silver have put together an excellent show featuring pop and Broadway hits that will please all audience members. From Taylor Swift to *Hello Dolly!*, to *I'm Just Ken*, there is something for everyone!

BG Singers Encore!: Encore! recently began rehearsing for their spring performance season. The group recently purchased some new portable sound equipment. Special thanks to TJ Wilkes for sharing his expertise in ordering the equipment.

Crescendo Show Choir: The Crescendo Show Choir is working hard to prepare for its main stage spring performances at the Community Arts Center in June. A spring lock-in will be held on April 27. Tickets for the spring concert will go on sale in May.

Preschool

Administration: Keri contacted the police department, fire department, Original Bagel and Bialy, Davis & Langefeld Family Dental, Buffalo Grove Parks Department, and Veterinary Emergency Group as guest speakers for Safety Stars Camp. Keri interviewed a candidate for the Preschool Camp floater position. She conducted observations of part-time staff members in preschool programming and early childhood classes.

Highlights: Preschool Programming and Early Childhood classes enjoyed a week off for Spring Break at the end of March. During *Week of the Young Child*, children participated in a sing-along with Dawn Karis and explored an "instrument petting zoo."

Registration: There are 138 total registrations for the 2024-25 school year.

Program	Children enrolled	% full
Two Year Old Preschool	16	53%
Pre-Three's Preschool	15	63%
Three Year Old Preschool	54	90%
Four Year Old Preschool	53	71%

Productions

2024 – 25 Children's Theater Season: Lindsay has secured a license to produce *Frozen, Jr.* for the fall 2024 children's theater production. This hugely popular show, based on the Disney animated film, is sure to generate a great deal of interest and excitement. She is working with Ann Marie Shipstad-Schwartz to finalize the remaining 2024-25 season production titles and expects to announce the entire season by the end of May.

Summer Musical: Lindsay was thrilled to see such an encouraging community reaction to the announcement of the 2024 Summer Musical production of *Something Rotten!* Posts on Facebook and Instagram generated over 260 "likes" and engaged with over 2,000 accounts. She is excited and optimistic to receive such an overwhelmingly positive response.

Auditions are scheduled for May 13 and 14 and will be open to performers ages 13 and up. Online audition appointments will open on Monday, April 15; a large turnout is expected. Lindsay is finalizing a few production staff positions and is looking forward to a memorable summer, bringing this fresh and comedic production to the Community Arts Center stage.

The Music Man, Kids: Lindsay is working with the production staff to prepare for the opening night of the spring children's theater production of *The Music Man, Kids*. Tickets for the production are on sale now, and 598 tickets have been purchased. Lindsay expects this number to increase significantly as the production draws closer. 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

Earth Day: The Earth Day event will be held on Sunday, April 21, at the Nature Classroom from 10 am - 12 pm. The Environmental Action Team will attend and offer activities such as a watershed demonstration, a seed swap, and a composting/vermiculture table. The 4C STEM Club from Aptakisic Middle School will display projects and host nature walks. Also, the Raupp Museum will have a craft where the children can paint a little plant pot and take it home.

Night Owl Egg Hunt: The Night Owl Egg Hunt was hosted at the Alcott Center on Tuesday, March 26. Due to the weather, the event was moved to the preschool wing. Sixty children registered for the event. The Buffalo Grove Queens helped at the event by hiding the eggs around the preschool wing. Once participants were done collecting eggs, they received an Easter-themed goodie bag.

Pride Picnic: The UniquelyUs Committee held a meeting on Wednesday, April 10. The committee has divided into teams to complete tasks leading up to the event. The main stage schedule is almost finalized and includes a music playlist, a performance by the Chicago Spirit Brigade, and a musical performance featuring Radio Gaga. Twelve food trucks are confirmed, offering a wide variety of food and desserts. Bounce houses and face painters have been secured for the event. The next meeting will occur in May at Mike Rylko Community Park so staff can complete a final walk-through before the event on Sunday, June 2.

Senior Expo: With Megan leaving to take a position at Gurnee Park District, Diana Clayson has taken over the Senior Expo and has done a great job making sure it runs smoothly.

You've Been Egged: The You've Been Egged event was held on Thursday, March 28. Forty-four families registered for the event. Park District staff helped by going to each house and hiding eggs around the front or back yard. The Park District received great feedback from families about eggs "mysteriously" appearing in the yard for their children to find.

Theater Programs

Acting Studio: Acting Studio has seven classes running this spring (Improv, Advanced Theater Company, two Showbiz Kids Classes, two Center Stage Star Classes, and one Music Theatre Magic Class), with 72 young actors participating. Advanced Theater Company will culminate its program with a showcase in May.

Broadway Buddies: Big Deal Productions, in collaboration with Northwest Special Recreation Association, is excited to present this year's Broadway Buddies Accessible Theater show, *Aladdin*. Tickets went on sale on Thursday, April 4. The performance is scheduled for Friday, May 17, at 7 pm at the Community Arts Center. All tickets are \$14 in advance or \$16 at the door. We are offering a buy one get one free ticket discount for families with children who participate in NWSRA programs. We hope this will help promote the program to new families and garner new participants.

Youth Programs

All-Star Sports: Winter volleyball and basketball programs have ended. Spring basketball has 119 enrolled, and volleyball has 68 enrolled.

Chess Club: Spring classes started on March 4. TJ continues to send updated rosters to Frank Swindell to notify him of any changes or late class registrants. Spring classes will run through June 3.

Computer Explorers: The new Computer Explorers class, Dino Discoveries, started on April 4. The class is full, and the instructor said the first class was great. The second spring class, Cars, Catapults, and Bridges, begins on May 2. The second class is also close to max numbers.

Flag Football: Spring flag football started practices on April 9. TJ Wilkes held the coaches' meeting on April 8, and the weather cooperated for teams to start practicing the next day. The new jerseys will arrive on April 12, and games will begin on April 20. Everything is moving quickly, but teams are excited for the season. Games will run until June 1.

Gymnastics: Spring gymnastics classes begin on April 10. All four spring classes are at capacity and run until June 8. TJ and the instructor love the participant numbers the classes have had and are working on possibly adding another class.

Karate: Spring karate classes began on April 3. TJ continues to send updated rosters to ISKC as participants trickle in. Classes will run until the first week of June.

Kindermusik Northshore: Spring programming began the first week of April. There are four classes this spring. New this session is the addition of two classes on Saturday mornings. There are a total of 27 participants enrolled. These parent-child classes target babies and toddlers ages five months to three years old. Big Deal Productions director Kara Spector runs the program.

Magic Class: The next magic class will take place on May 13. TJ will communicate the numbers with the instructor as the class date approaches. The class currently has 15 participants signed up.

Rock 'N' Kids: Tot Rock has 16 participants signed up for the April/May session, with five children on the waitlist. This class is at full enrollment. Kid Rock has 17 participants signed up for the April/May session, with nine children on the waitlist. This class is at full enrollment.

Soccer: Spring soccer registration ended on March 17, with 245 participants registered. Sean hosted a volunteer coaches meeting on March 21.

Twin Rinks: The first session of spring ice skating classes began on March 4, and the second set of classes will start on May 6. Ice hockey began on April 2 for the spring. TJ and Gary continue to have good lines of communication, which has made the billing process much more manageable.

Young Rembrandts: The first session of Young Rembrandts' spring classes ended on April 10. The second set of classes will begin on April 17. Two of three classes ran for the first session. TJ was happy to get the classes up and running again for additional seasons other than summer.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

District Committees

BG Days IHC: Amanda has begun receiving food vendor applications for all our summer and fall events as they gradually roll in. Amanda attended the Buffalo Grove Days meeting alongside the internal village committee on March 12.

Social Committee: The Social Committee hosted a March Madness event on March 21, 2024, and is set to host a highway clean-up event on April 22, 2024.

Professional Development

Chuck Burgess: Chuck attended PDRMA's Aquatics Risk Management Training on March 15 and StarGuard's CAMP Chicago training in Bartlett Park District on March 19 and 20.

Marina Mayne: Marina attended the Chicago Cultural Alliance Activating Heritage Conference on March 12 at the University of Illinois Chicago. She networked with many staff at cultural organizations around Chicago, including the Ukrainian National Museum. She learned about their goals and exhibits and hopes to build a partnership with them.

The first session Marina attended was "Grants for Cultural Heritage Institutions" with the Gaylord and Dorothy Donnelley Foundation leaders, Illinois State Archives, Illinois Arts Council, and Illinois Humanities organizations. Marina learned about the grant opportunities for local museums and the importance of contacting these granting organizations to ask questions and tell them what you need at your Museum. This knowledge will help her pursue and write grants for the Raupp Museum.

Marina also attended "Getting Started with Collecting Oral Histories" with staff from the Chicago History Museum and Japanese American National Museum. In this session, she learned how to set up and collect oral histories. What was important was learning that silence is okay and essential during an interview to give people time to think. In addition, the "sandwich method" is an excellent layout for

an oral history, with intro questions, tailored questions, and reflection time. Marina is confident she can better collect Buffalo Grove oral histories.

Sean Berry: Sean attended PDRMA's Aquatics Risk Management Training on March 15 and StarGuard's CAMP Chicago training in Bartlett Park District on March 19 and 20.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: APRIL OPERATIONAL REPORT
DATE: APRIL 17, 2024

DIRECTOR OF PARKS REPORT

Park Tour: Tim took Laurie Hoffman on two park tours of our parks. It was a lot of fun to discuss future development.

Meetings: Tim met with Kyle Johnson from the Village about potential storm water projects. Kyle will be attending a park meeting to discuss potential partnerships for future projects. On Friday, April 12, Tim attended the pre-construction meeting for Parkchester Park. Staff, Upland Design, the Village, and our two contractors met on site to discuss the schedule and phasing of the two projects.

Project: Tim has been working on updating all of our memorial benches and plaques in our parks.

SUPERINTENDENT OF PARKS REPORT

Personnel: Sean has continued the onboarding process and has nearly completed his new-hire orientation with the full-time staff. He is learning his daily responsibilities well and is shadowing Nick with playground maintenance. Dani is focusing on seasonal staff now, conducting interviews and getting the new and re-hire paperwork secured. She hopes to have her team solidified by the end of this week. Dani has asked the foremen to sit in on the interviews to partake in the process, helping to ensure a solid team for the summer.

Training: Dani conducted a training for the Parks Department foremen last month on how to properly and respectfully conduct a performance appraisal. Discussion included a clear timeline, how to give feedback, and how to play a role in their employee's improvement efforts. The training was well received and staff are undergoing the appraisal process this month. As a part of the annual OSHA compliance requirements, Dani set up audiograms for the entire department. Each employee who has a potential for noise exposures received a hearing conservation and PPE training and an exam to compare against last year's results. This helps Dani, Jerry, and Tim know if PPE is sufficient or needs adjusting for personalized safety. On a more specialized note, Jeff Weiss connected the Beautification and Land Management Crews with a hands-on training at the Reiner Park Arboretum this

month. The staff, led by an experienced arborist, gained a unique opportunity to learn about tackling tree root strangulation, potentially saving several trees from a shortened lifespan.

Projects: Staff continue to add to their Work Plans this month, focusing on the “where” and “when” of seasonal work. Dani is hopeful to use these as checklists for each crew moving forward. After last month’s cleanup and organization, a pile of old chemicals had developed. With the obvious safety risk of damaged or rusty containers, unlabeled containers, and spill risk, Dani went on a hunt to find an authorized disposal company. Thankfully, she is happy to report the items were properly disposed of, leaving the maintenance garage free of this risk. All current and usable chemicals have been secured properly in the new pesticide cabinets or the existing flammable cabinets.

Budget: The foremen used their p-cards for the first time this month, which seemed like a welcome responsibility. Dani conducted a short training on p-card reconciliation and reporting to ensure a smooth transition.

Risk Management: A major project this month was the OSHA Compliance Manual. Dani has worked on this new document for the last year, starting with Fall Protection and gradually adding new sections. Dani and Jenn worked tirelessly to align with the OSHA Standards, adding appendices to support. Dani is excited to see this manual go to the Board this month for approval. To ensure the District is putting these standards to use practically, she requested an assessment on several standards. The Start Group, with PDRMA’s assistance, reviewed several aspects of the policy, inventory management, and made suggestions for continued improvement. A formal inventory review is in the plan for later this year as well. Dani has also been training TJ Wilkes on liquor licenses. The new, digital Village of Buffalo Grove applications went live this month, so Dani and TJ submitted two requests, one for the CAC and one for the Golf Dome. Both have been approved and TJ will be officially taking this over moving forward. Dani is also assisting the UniquelyUs team in preparation for the Pride Picnic event in June, participating in planning meetings and working with the Fire and Police Departments as well as the liquor distributor.

ATHLETICS CREW

Athletic Fields and Courts: Matt Raupp, Mark Bajno, Joe Jagiello, and Connor McWard are excited that spring is here. In prep for the upcoming renovation, the Crew has continued to remove ball diamond mix out of Parkchester and have been transferring it at Mirielle with hopes of dumping at Mill Creek and possibly Kilmer soon, weather depending. Additionally, the Crew removed turf blankets from the Emmerich East Field which kept the turf warm during the winter and allowed moisture to get through; the crew has had great success in using these over the years. As baseball season rapidly approaches, Mark mowed the previously blanketed field, Connor nail dragged and screened the Emmerich ball diamonds, and Matt and Joe put up batting cage nets at Kilmer and Emmerich. It was also a busy time for spring inspections as Matt inspected the tennis courts, Mark examined the soccer fields, and Connor checked the baseball fields checking for bare areas, holes where players could trip, and other safety concerns. The team also tidied up dugout areas at the Emmerich north and south ball diamonds, located irrigation heads on the Emmerich East field for BGRA, and performed maintenance tasks such as fence tie replacements.

Projects: Continuation of cleaning and reorganizing the Emmerich shop, particularly on rainy days, has been ongoing.

Parks Maintenance: The Athletics Crew assembled ten more wooden garbage can frames, distributing them between Alcott and Rylko Parks. They also rearranged picnic tables and garbage cans around the Emmerich shelter in anticipation of spring. Additional tasks included filling in low areas around sewer covers at Willow Stream Athletic fields, moving a donated sign to the museum, cleaning the dumpster enclosure at Churchill, and assisting Land Management with brush chipping at Rylko Park. Furthermore, they replaced all the tines on the aerator.

Professional Development: Connor obtained his Class C driver's license, passing both the written and practical tests! This will allow him to drive the water and two-ton trucks.

Personnel: Matt set up one-on-one meetings with his crew to discuss the upcoming spring season and also to gain knowledge on each person's professional and personal goals. Matt found these meetings to be very productive and looks forward to what the crew will achieve this next season.

BEAUTIFICATION CREW

Tree Work: Jose Soto, Rosendo Soto, Tom Hoffman, and Esteban Gomez continued tree maintenance at the Raupp Museum and Alcott, including trimming shrubs and raising trees, removing three apple trees, and chipping the debris. Due to location and size of the tree, a large pine was systematically removed in sections using the lift truck and subsequently chipped. This was a big undertaking and the Crew held safety in the highest regard, both for themselves and the surrounding resident homes. They also cleared eight trees at Parkchester as part of the park renovation initiative. To aid in their tree work, they procured a new chainsaw equipped with a 28-inch bar, particularly useful for addressing storm damage-related tasks.

Landscaping: Upon request from Chris, the Beautification Crew prepared three planters for the Fitness Center, painting them, adding pavers for the base, and filling them with dirt for future planting. Additionally, they delivered four loads of chips to Land Management's new Rylko Nature Paths.

Turf: The Beautification Crew initiated mowing operations this month now that the temperatures have risen and the grass is growing.

Crew-Specific Training: The Crew attended a chainsaw seminar hosted by Arlington Power, Rosendo recertified his Pesticide License, and Esteban acquired his Class C driver's license.

LAND MANAGEMENT CREW

Playground Maintenance: Nick Cozzi, Karsten Ziemann, and Sean Johnson diligently conducted rounds of high-frequency playground checks and cleanup. They addressed woodchip washouts at all woodchip playgrounds and cleared the rubber surfacing at other playgrounds. Nick performed monthly playground inspections, documented necessary repairs and replacements, and installed a new seat for a broken piece of fitness equipment at Kilmer Park. Additionally, Nick replaced swing seats at Willow Stream, Longfellow, and Children's Parks, adjusted swing chains for proper clearance, and explored a new rubber surfacing option with Tim Howe. Sean, who is learning how to provide

playground maintenance, applied WD-40 to eliminate squeaks from swings at the Kilmer playground and is scheduled to attend a playground maintenance course in May.

Natural Areas: The Land Management Crew continued their restoration efforts at Rylko Park, focusing on advancing the nature trail system through the woods. They employed various tools to remove buckthorn from prominent areas, including using a brush cutter and chainsaw, and herbiciding the cut stumps. Nick used the loader to load piles into the one-ton truck, Sean drove the truck and dumped the chips at the trail heads, while Karsten used the Tool Cat machine with the bucket attachment to move the chips around the trails and spread them out. With the help of the Athletics Crew, they also chipped the downed wood and performed preventative trimming along trail edges and removed any possible hazards above the trails. Nick and Karsten also relocated a few blue bells that were growing in the middle of the nature trails to the sides of the trails, and Nick removed down limbs from the stream. Additionally, the Land Management Crew secured logs from the woods to create a natural looking border along the trails to combat woodchip washouts and to keep people walking a safe distance from the edges of the trails. And finally, Karsten initiated spraying invasive weeds, and the Crew planted over 550 Liatris bulbs in the natural areas across multiple parks.

Skate Park: Nick, Karsten, and Sean conducted routine inspections at Rylko and Kilmer Skate Parks, removing debris and securing raised screws.

Amenities: The team removed an old cast-iron bench and installed a new memorial bench at the Nature Classroom. They also performed flag lowering and raising as directed and replaced damaged flags. Nick further replaced broken bench boards across various parks and facilitated the proper disposal of used American flags at the local AM-Vet post building.

FLEET MANAGEMENT

Preventive Maintenance: Tony Vraniak has been busy prepping for the spring season with the expected influx of equipment usage and staff joining the team. He conducted an oil change on Van #523 and prepped it for the new full-time employee, Tylor. He also performed a thorough inspection of the second full-size turf trailer, cleaning, repacking wheel bearings, performing brake adjustments, and replacing a battery. The line striper and its trailer received comprehensive servicing as well, including wheel bearing maintenance, light checks, and minor body repairs. Tony and the Athletics Crew also serviced the fertilizer spreader and Aercore assembly with new tines. And continuing the regimen, the Chipper truck and bus were taken to the Safety Inspection Lane.

Repairs: Repairs were made to the New Holland Tractor, focusing on the air filter and fuel additive for optimal performance. Two pole saw trimmers underwent repair, including sharpening chains and fluid replenishment, with added graphite lube for improved pole extension movement. Tony also repaired wiring on trailer #2 for the electronic brakes. To address the Safety Inspection Lane results, he had to remove two rear seats from the bus that were blocking access to the rear window emergency exit. In addition, to enhance equipment storage and usability, Tony has continued fabrication and repair of the equipment cages on trailer #2. Tony is also working on a faulty headlamp in Van #520.

Safety: Tony has been working with Risk Management to do an annual inspection of vehicle safety equipment. They are ensuring all drivers have a stocked and current first aid bag and insurance binder, rectifying any discrepancies for compliance.

FACILITIES

General: Tylor Schlenz has been working on getting on-boarded. Tylor has met with administration and key staff. On April 1, staff opened up the outdoor bathrooms for the season. Kyle Moody and Andy McDowell went around the buildings and checked the door sweeps. They made adjustments as needed. This will help prevent unwanted creatures from entering the building, as well as, helping with our energy usage.

Alcott: During the first major rain in April, two roof leaks were found in the building. Jerry called and both repairs were approved under our warranty. The contractor came out on Monday, April 15 to make the repairs. Kyle Moody and Andy McDowell repaired the vinyl floor and repainted the walls in the copy room. McDonough Mechanical installed and programmed a new LCD display board for the chiller unit.

Community Arts Center: Tylor Schlenz was assigned a project at the CAC. Drywall repairs and painting were needed in the Theater room. Tylor did a great job!

Emmerich: Andy McDowell built a new sign storage rack for the recreation staff.

Fitness Center: Tylor has been working at the FC on Tuesday, Wednesday and Thursdays'. Dave Anderson and Felix Yarovsky have been working on Tylor showing him the operations of the building and fitness equipment. We have had some issues with pump #3 on the chiller. McDonough has come out and made some adjustments. We are waiting for the new pump to come in.

Nature Classroom: Staff reinstalled the water feature outside of the classroom for the season. Once irrigation is turned on, the fountain will be running!

Willow Stream Pool: With the weather being so nice, facility staff have gotten a head start on the pool. Staff inspected and made some minor repairs to all the showers and faucets inside the locker and bathrooms.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: LAURIE HOFFMAN, PLANNING AND DEVELOPMENT MANAGER
SUBJECT: APRIL OPERATIONAL REPORT
DATE: APRIL 16, 2024

PLANNING AND DEVELOPMENT

General: Laurie submitted the three grant applications we received from DCEO. She continues to develop the scope of work that will be issued for the grant-related projects at Alcott and Willow Stream Pool.

Laurie attended a webinar for a notice of funding opportunity through the Active Transportation Infrastructure Investment Program (ATIIP). She is looking to apply for a planning and design grant that focuses on the trail system that runs through the Park District. If awarded, the grant would allow the Park District to develop an actionable master plan to improve trail connections between park locations and to help promote non-vehicular means of transportation and access.

Alcott Center: The new cabinets for the copy room and the new countertops for the mail area have been installed. Staff enjoy having additional storage space.

Submissions were due on April 12 for the Alcott Request for Qualifications (RFQ) document that was made available on March 11. Eleven architecture/engineering teams have submitted for consideration. Laurie will do an initial review of the submissions and, depending on final scores from the rating system she has developed, invite three to five teams for an in-person interview with staff.

CAPITAL PROJECTS

Mike Rylko Park:

Amphitheater and Event Shelter: Construction is moving along well; masonry installation will be completed this week. The contractor is anticipating having a topping-off party once the steel and timber beam installation has been completed at the beginning of May. The Park District has the opportunity to sign one of the beams before its installation.



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 is moving forward on concrete work and fencing. Pour-in-place rubber surfacing and the color coating on the courts are currently paused due to the cold temperatures overnight.

Parkchester Park: A pre-construction meeting was held on Friday, April 12. Construction will begin in the next few weeks, with anticipated completion to be at the end of July.

PROFESSIONAL DEVELOPMENT / CONTINUING EDUCATION

Laurie attended a webinar hosted by Robbins Schwartz that focused on Bidding and Contracts for public entities.



MEMO TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: April 16, 2024

Brochure: Production of the fall book is underway. Staff have turned in their content, and we are scheduled to have a proof to them by April 29.

Fitness Center: Jennifer completed the summer Fitness Center brochure and it uploaded to the website.

Jennifer designed a new corporate flyer for Carol to attract Lou Malnati's Pizzeria to our corporate membership.

Jennifer updated the holiday group exercise schedule for Easter Sunday, and included it in the email blast to members, and created and uploaded a graphic to the TV screens.

Jennifer watched several tutorials on the KeepMe Creator software to get familiar with it. She is scheduled to meet with Carol to discuss transitioning the bi-monthly email blasts from Constant Contact to KeepMe.

Jennifer created a flyer for open pickleball rules for the Fitness Center and posted it on the website, and included it in an email blast to members. She also updated the gymnasium schedule to reflect the new open pickleball days and times, and added that to the email blast and website.

Jennifer updated the posters, graphics for social media, website and TV screens for the second session of spring specialty programs at the Fitness Center, including Swim for Fitness, Adult Boxing Fitness, Adult Balance and Flexibility, Spring Fit Challenge, Youth Boxing Basics, Youth Fitness, TRX Core Training, and Teen Boxing.

Jennifer has been working with Nic on two new videos promoting our fencing program at the Fitness Center. A first cut of the edited video on fencing classes was shared with Jenay for her feedback.

Jennifer started to update posters, graphics for social media, website and TV screens) 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: March 22 - Special notice to members that the pool area is closed for the remainder of the day. March 22 - Holiday hours and link to the holiday group exercise schedule, open pickleball announcement with links to the new gymnasium schedule and rules for open pickleball, callout for fitness success stories,

spring Fitness Center brochure with link to register online and links to the online reservation system, group exercise schedules, lap pool reservations, aquatics classes schedule, new gymnasium schedule, pickleball rules, and pickleball reservation. April 5 - The Fitness Center app has a new iOS update, meet Mary Morgan, Fitness Achiever for April, callout for fitness success stories, Sweatiquette featuring a refresher on reservations, summer Fitness Center brochure is online, and links to the online reservation system, group exercise schedules, lap pool reservations, aquatics classes schedule, new gymnasium schedule, pickleball rules, and pickleball reservation.

Pictures: Wendy took pictures of the new art exhibit at the Hyman and Miriam Reiner Gallery at the Community Arts Center, preschool's Week of the Young Child, and the solar eclipse watchers at Willow Stream Park.

Donations: Raffle prize donations were sent to the Arlington Heights Junior Women's Club and Bills Football for their fundraising events.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: March 29 - Our summer program guide is online, The Golf Dome will be closed for Easter on Sunday, March 31, Bollywood Dance sessions begin April 1, Learn to play Mah Jongg, Senior Expo, The Music Man Kids tickets are on sale, Happy Hour Golf event, and the Earth Day Celebration event. April 12 - Check out our summer program guide, Senior Expo, The Music Man Kids tickets are on sale, Happy Hour Golf event, and the Earth Day Celebration event. There are currently 6,253 subscribers to the newsletter (-68 from last month).

TV Screens: Wendy created graphics for the TV screens highlighting the summer program guide and The Music Man Kids tickets.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted the Disc Golf Tournament and The Music Man Kids.

Meetings: I attended the Lake County PR Council meeting on April 4. I also met with Tylor Schlenz and Sean Johnson on April 4 for their new employee onboarding. Jennifer, Wendy, and I attended the Safety training meeting on April 10 about de-escalating a threatening situation.

Design: I designed signs for the parks department. One indicates when a path is closed for work being done, and the other indicates when a controlled burn is taking place. I also designed an entrance poster at the Community Arts Center promoting The Music Man Kids shows.

New Resident Welcome Packets: Wendy mailed 46 welcome packets to new residents that moved in March.

Sponsorship: Wendy signed renewal agreements with Veterinary Specialty Center (\$3,500), Focused Eye Care (\$1,500), Sunrise Senior Living (\$2,170), Deerfields Bakery (\$750), and Buffalo Grove Bank and Trust (\$7,500 - an increase of \$6,000 from 2023). Mike signed a renewal agreement with Culver's of Buffalo Grove (3 years at \$2,500 per year). Wendy signed an addendum agreement with Dakota K (\$2,800). Wendy finished the first quarter of 2024 with \$35,570 in sales.

BG Days Sponsorship: Wendy signed a renewal agreement with Rokbonki Steakhouse (\$500) and an agreement with Buffalo Grove Bank and Trust of which \$1,500 represents BG Days sponsorship.

Website: I created new home page slider for the employee spotlight, the Raupp Museum award, the summer program guide, The Music Man Kids, Happy Hour Golf, Earth Day Celebration, and Broadway Buddies. A new internal page was created for the memorial bench program. Internal pages that were updated include Adventure Challenge, Board of Commissioners, Board Packets, Bow Wow Dog Expo, Camping Under the Stars, Cardboard Boat Regatta, Community Arts Center, Employee Spotlight, Fitness Center, Fitness Center Group Exercise, Flag Day Celebration, Movies Under the Stars, National Night Out, Permits and Rentals, Performing Arts, Preschool, Pride Picnic, Raupp Museum, Raupp Museum Exhibits, Seasonal Catalog, Sponsorship, Staff, Summer Concert Series, Tots in the Park, and Willow Stream Pool.

	<u>March 2024</u>
Total visits:	26,856
Total Page Views	51,788
Different Users	16,322
Mobile/Phone	9,615
Desktop	6,279
Tablet	518
Smart TV	1
Average Engagement Time:	:57
How did people get to our site?	
Search Engine	14,646
Direct (typed in address)	10,101
Social Media	967 (+348 from last month)
Link from other website	1,381

<u>Top 15 Most Visited Internal Pages</u>	<u>Page Views</u>	<u>Users</u>	<u>Views Per User</u>
1. Registration	3,159	1,821	1.73
2. Fitness Center Home Page	2,996	1,618	1.85
3. Performing Arts	2,548	1,070	2.38
4. Seasonal Catalog	2,480	1,626	1.53
5. Golf Dome	2,157	1,387	1.56
6. Fitness Center Pickleball Reservations	1,954	879	2.22
7. Fitness Center Group Exercise Reservations	1,847	396	4.66
8. Camps	1,817	1,026	1.77
9. Fitness Center Promotion Advertising Landing Page	1,122	1,094	1.03
10. Fitness Center Reservations	884	291	3.04
11. Job Opportunities	937	645	1.45
12. Community Arts Center	876	587	1.49
13. Fitness Center Membership	870	610	1.43
14. Fitness Center Group Exercise	838	384	2.18
15. Fitness Center Pool Reservations	837	204	4.10

Social Media Data - April 2024

Date	Post	Facebook	Twitter	Instagram	Total Impressions
3/18/2024	New art gallery photos at CAC	1,621		224	1,845
3/19/2024	Spring karate classes	964	60	246	1,270
3/20/2024	Business of the Week - First Student	473	44	167	684
3/20/2024	Spring events promo video	1,014		384	1,398
3/21/2024	Music Man tickets on sale	4,142	26	348	4,516
3/26/2024	Senior Expo	2,276		205	2,481
3/27/2024	Business of the Week - Dick's Sporting Goods	221		138	359
3/27/2024	Studio 83 dancing for Seniors photo	1,601			1,601
3/29/2024	Golf Dome closed Easter	538	46	189	773
4/1/2024	Earth Day Celebration	797	107	209	1,113
4/1/2024	Kindermusik programs	1,432	41	236	1,709
4/3/2024	Business of the Week - Ozinga	539	33	150	722
4/3/2024	Summer program guide here	826	128	209	1,163
4/3/2024	Willow Stream Pool passes on sale	1,098	128	368	1,594
4/5/2024	4/8 Musical Monday	557			557
4/8/2024	Solar eclipse	1,207	79		1,286
4/8/2024	Solar eclipse watchers at Willow Stream Park	4,649		350	4,999
4/9/2024	Raupp Museum award	618	26	94	738
		24,573	718	3517	28,808

Fitness Center Data - April 2024

Date	Post	Facebook	Instagram	Total Impressions
3/19/2024	Spring Fit Challenge - 2nd post	150	36	186
3/21/2024	Swim for Fitness	205	29	234
4/4/2024	Swim for Fitness - 2nd post	177	22	199
	Totals	532	87	619

Total Followers	PD Facebook	PD Twitter	PD Instagram	FC Facebook	FC Instagram
January	5,887	675	1,988	910	160
February	5,938	682	2,013	930	164
March	5,962	711	2,036	933	166
April	5,986	709	2,040	936	169