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PARK DISTRICT

MINUTES OF THE
BOARD OF PARK COMMISSIONERS
REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

January 12, 2023

IMPORTANT NOTE REGARDING THE CONDUCT OF THIS MEETING

NOTICE IS HEREBY GIVEN pursuant to Section 7(e) of the Open Meetings Act that the regular meeting of the Board of Park Commissioners of the Schaumburg Park District (the "Park Board") scheduled to be held on January 12, 2023 at 7:00 p.m. in the Board Room of the Jerry Handlon Administration Building, 235 East Beech Drive, Schaumburg, Illinois, 60193, will be conducted both in-person and by audio or video conference. However, while an in-person meeting of the Park Board is presently planned, an in-person meeting may not be practical or prudent due to constantly changing laws, rules, regulations, and executive orders ("Changing Restrictions") with respect to the COVID-19 pandemic and the emergence of new variants thereof. Accordingly, it is possible that said meeting may only be held electronically and without a physical quorum of the members of the Park Board present.

The members of the press and the public may likewise attend said meeting either in-person or electronically; however, due to Changing Restrictions, it is possible that the Park Board may have to limit the number of its staff and members of the press and the public allowed in the meeting room at any one time. As a result, members of the public are encouraged to consider attending the Park Board meeting remotely by utilizing the Zoom conference application either by calling the following telephone conference number (312) 626-6799, or by utilizing the Join Zoom Meeting link <https://us02web.zoom.us/j/4887767687>, and in either case to participate you must utilize the following Meeting ID: 488 776 7687. A link to said Zoom Meeting will also be available on the Schaumburg Park District website www.parkfun.com by clicking on the link for the January 12, 2023 Park Board meeting at the regularly scheduled date and time of said meeting.

The meeting minutes reflect the means by which individuals participated in the meeting. Those physically present at the Schaumburg Park District's Jerry Handlon Administration

Building are denoted by "PP". Those participating via electronic means only are denoted by "EM".

CALL TO ORDER

President Schmidt called the meeting to order at 7:00 p.m. Commissioners present at the meeting included Commissioners Trudel (EM), Mayle (PP), DiMaria (PP), Johnson (PP), and Schmidt (PP).

Schaumburg Park District staff present included Mr. LaFrenere (PP), Executive Director; Mr. Burgess (PP), Director of Finance & Administration; Mr. King (EM), Director of Parks and Planning; Mr. Ward (PP), Director of Operations; Mr. Parsons (EM), Director of Golf Operations; Mr. Sienkiewicz (PP), Director of Communications & Marketing; Ms. Bashia (PP), Director of Human Resources; Ms. Lucena (PP), Communications Specialist; Ms. Chapa (PP), Superintendent of Facility Operations; Ms. Gear (EM), Superintendent of Education and Enrichment; Mr. Mraz (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Brian Berg, Jr. (PP), Rich Osten (PP), and Rob Hager (PP).

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA

It was moved by Commissioner Johnson, seconded by Commissioner DiMaria, to approve the agenda as presented.

Ayes:	Commissioners Trudel, Mayle, DiMaria, Johnson, and Schmidt
Nays:	None
Absent:	None

The motion carried.

PRESENTATIONS / INTRODUCTIONS

Quarterly Shout-Out Awards

Mr. LaFrenere recognized the fourth quarter Shout-Out award winners which included Adrian Magdaleno (Parks), Kyle Wenz (Spring Valley), Alex Bonarirgo (Recreation), and Kristy Riddle (Executive) for full-time staff. Part-time award winners were Rick Damerjian (KASPER/Parks), Patricia Johnson (Spring Valley), Sarah Severson (Spring Valley), and Brandi Talaga (Spring Valley). Congratulations to those winners.

APPROVAL OF MINUTES OF DECEMBER 6, 2022 SPECIAL MEETING

It was moved by Commissioner Trudel, seconded by Commissioner Mayle, to approve the minutes of the December 6, 2022 special meeting as presented.

Ayes: Commissioners Trudel, Mayle, DiMaria, Johnson, and Schmidt
Nays: None
Absent: None

The motion carried.

APPROVAL OF MINUTES OF DECEMBER 8, 2022 REGULAR MEETING

It was moved by Commissioner Johnson, seconded by Commissioner DiMaria, to approve the minutes of the December 8, 2022 regular meeting as presented.

Ayes: Commissioners Trudel, Mayle, DiMaria, Johnson, and Schmidt
Nays: None
Absent: None

The motion carried.

COMMUNICATIONS

Mail

Mr. LaFrenere stated there was no mail.

COMMITTEE REPORTS

Finance Committee

Commissioner DiMaria reported that the Finance Committee met this evening and reviewed the bill list, November financial statements and real estate taxes collected thus far.

Joint Advisory Committee

Commissioner Trudel reported that the Joint Advisory Committee did not meet in December and the next meeting is scheduled for February 28, 2023.

APPROVAL OF APPROVED & PREVIOUSLY PAID BILL LISTS

Commissioner Mayle reported that the Finance Committee met this evening and approved the following approved bill list and previously paid bill list:

General Fund	\$33,992.13
Recreation Fund	43,648.78
Liability Insurance	1,446.00
Internal Service Fund	121,992.21
Debt Service	21,000.00
Capital Projects	<u>282,669.76</u>
TOTAL APPROVED	<u>\$504,748.88</u>

General Fund	\$81,471.69
Recreation Fund	212,296.09
Liability Insurance	9.39
IMRF/Retirement	3,325.22
Internal Service	26,231.75
Capital Projects	<u>604,137.48</u>
TOTAL PAID	<u>\$927,471.62</u>

It was moved by Commissioner DiMaria, seconded by Commissioner Johnson to approve the approved bill list in the amount of \$504,748.88 and the previously paid bill list in the amount of \$927,471.62 for a total of \$1,432,220.50 as presented.

Ayes: Commissioners Trudel, Mayle, DiMaria, Johnson, and Schmidt
 Nays: None
 Absent: None

The motion carried.

INFORMATION ITEMS

Department Updates & Upcoming Events

Mr. LaFrenere thanked full-time and part-time staff for all their great work to get this winter season started. Mr. LaFrenere gave a huge thank you to all staff responsible for all the holiday special events over the last month. Mr. LaFrenere gave a shout-out to those individuals who worked over the holiday season at our camps and all front counters during the holiday season. Mr. LaFrenere also acknowledged Parks and Facility Maintenance staff for managing the facilities with the winter weather and coming in after hours to make needed repairs to keep our facilities functioning for our patrons.

Mr. Burgess stated that staff are working on the next fiscal year's budget to be presented in March. Real estate tax collections are starting to come in. Mr. Burgess and Keith O'Donnell are looking at new budgeting software for next year's budget process. Payroll is working on year-end closings including W2 forms distribution. Commissioner Mayle asked if the payroll information is electronic, and Mr. Burgess stated that W2s are being sent out on paper and are available electronically.

Mr. King stated that staff were prepared for the snowstorm that did not happen and the ice rinks were only open for one day due to mild weather. The rinks are ready if the weather cooperates. Staff met with the Village of Schaumburg on two big projects at Gray Farm Park and Atcher/Olde Salem and will be putting together Intergovernmental Agreements for both projects. Staff met with the contractor for the Lancer Creek erosion project which is ready to move forward. The contractor at Meineke playground is receiving materials to continue the project with the decent weather. Staff are meeting with engineers to receive proposals for potential pickleball courts at Walnut Greens. Mr. King and Kevin O'Donnell met with the new contact at the parking garage regarding Olympic Park tournaments for this year. Matt Gaynor is working on plans for turf at Olympic Park field #8. Commissioner Trudel asked how the Lancer Creek project is being funded and Mr. King stated there are two projects occurring at Lancer Creek, the erosion project is a planned capital project, and the wall failure project is still in process. Mr. Hager asked if the pathway at Meineke Park will be repaired near the playground due to the construction and Mr. King stated that playground projects include any needed repairs to the pathways related to construction. Commissioner Johnson asked if the Village's project at Atcher Park will impact the path and Mr. LaFrenere stated that the work being done is in the far back and Mr. King added that the Intergovernmental Agreements state that the Village will restore any damage to its previous condition.

Mr. Parsons stated that the golf simulators for the month of December did very well with about 150 rental hours. Thursday night league begins tonight for six weeks, and they generally renew for another six weeks. The G1 update is fully completed and ready for this spring. The golf course has online software for reserving the simulators and will transition to scheduling lessons online this spring. Chris Faillo has begun reviewing returning applications for outdoor staff and other positions. The simulator replacement mats and range ball order have arrived as the orders were placed early to avoid supply chain delays. Mr. Parsons is working with Mr. Sienkiewicz on spring brochure information. Staff are sending out letters and contracts for the permanent tee times and upcoming leagues. Staff have begun prepping the outdoor equipment and trimming trees for the upcoming season. Staff are preparing for the upcoming PGA Conference later this month. Commissioner Johnson asked if the windows are in the new starter sheds and Mr. Parsons stated that the windows were installed this week and look great.

Mr. Sienkiewicz stated that staff are working on the spring program guide. Mr. Sienkiewicz is working on obtaining vendors for the Solstice Hop & Vine Fest on June 17 and asked that any referrals be directed to him. Mr. Sienkiewicz reviewed his dashboard analytics included in the Board report. Commissioner Trudel thanked Mr. Sienkiewicz for explaining his dashboard documents. Commissioner Mayle had a suggestion for a potential marketing idea and Mr. Sienkiewicz stated that he will look into the suggestion.

Ms. Bashia stated that the new state minimum wage started on January 1 at \$13/hour and will be \$14/hour next year. The Recruiting Task Force has had hiring events for KASPER and Aquatics with two more scheduled on February 20 for 16-year-olds and older for Olympic Park and Concessions and for 18-year-olds and older for Parks, Golf

and Spring Valley staff. Commissioner Mayle asked on the outcomes of the previous hiring events and Ms. Bashia stated that KASPER had three hires and Aquatics had ten hires. The HR department is working on many compliance items with new state laws in effect as well as generating ACA forms and OSHA reporting. Two upcoming large projects for Ms. Bashia are revamping the performance evaluation system and the formal compensation study. Commissioner Schmidt asked how the minimum wage increase affects staff with different lengths of service and Ms. Bashia stated that the Park District utilizes a “feathering” technique to look at the hierarchy of positions so that the ratios are equitable as well as looking at consistent performance by employees.

Mr. Ward started by echoing Mr. LaFrenere’s thankfulness to full-time and part-time staff throughout the District that worked over the holiday season. There is an agenda item for approval later tonight for a ComEd grant and noted that these grants are a big deal and thanked staff for working on this grant as well as the Board for their consideration and support. IT staff have completed the Windows 10 Virtual Desktop rollout. A new cell booster was installed at the north side of CRC and staff are working on continuing service towards the fitness center and Water Works side. Staff are working on streamlining the dog park registration process. The two hiring events were successful, and the aquatics staff held the first lifeguard certification on January 8. Pool rentals were at 100% of all available rental hours in December and are strong through May. 60 people attended the Flick ‘N’ Float event over Christmas. Sweatin’ with Santa was a popular program with 75 in attendance. Over winter break, pickleball was very busy and staff have extended MRC’s building hours for pickleball through April. KASPER winter break camp had 200 participants over those two weeks. Matilda, Jr. is the next musical this March with strong registration numbers. Staff hosted a senior lunch and input session with 108 in attendance that resulted in 40 responses of feedback with new programming ideas being launched. Commissioner Schmidt added that seniors he has spoken with are very happy with new additions. Spring Valley’s final attendance with measurable visits had 192,000 visitors and Mr. Ward reminded staff that not all visitors are reported as the total property cannot be measured. Spring Valley hosted a holiday party for the volunteers and Mr. Ward thanked the commissioners for attending and supporting the volunteers and staff.

MRC gym and STP improvements projects are wrapping up. Staff received the first draft of the Facility Condition Assessment and staff look forward to utilizing this tool. Staff have begun conceptual design work on Spring Valley’s Heritage Farm museum grant project. Commissioner Schmidt complimented Dave Brooks for sending the commissioners an early email to sign up for the upcoming Sugar Bush event. Commissioner Mayle commented that the volunteer party was very nice and appreciated the many years of service from the volunteers and gave credit to Mr. Brooks.

Budget Meeting – March 13, 2023 at 6:00pm

Mr. LaFrenere stated that there will be a special budget meeting on March 13, 2023 at 6:00pm.

ACTION ITEMS

Review of Executive Session Minutes & Resolution

It was moved by Commissioner DiMaria, seconded by Commissioner Mayle, to release Executive Session minutes dated 11/13/14 and approve Resolution 23-01-1P, a resolution approving the Executive Session minutes and determining which minutes to release or hold.

Ayes: Commissioners Di Maria, Trudel, Mayle, Johnson, and Schmidt

Nays: None

Absent: None

The motion carried.

Attorney Professional Service Agreement & Resolution for Contract

It was moved by Commissioner Mayle, seconded by Commissioner DiMaria, to approve the Professional Service Agreement with Bryan E. Mraz & Associates for the period of February 1, 2023 through January 31, 2024 and approve Resolution 23-01-2P, a resolution authorizing the execution of the Professional Service Agreement between the Schaumburg Park District and Bryan E. Mraz & Associates, P.C.

Ayes: Commissioners DiMaria, Trudel, Mayle, and Schmidt

Nays: None

Abstain: Commissioner Johnson

Commissioner Johnson commented that Mr. Mraz is retiring soon, and Mr. Mraz confirmed that his retirement will take place after this new contract (December 31, 2024).

The motion carried.

Field Naming Request (Memo #E23-12)

It was moved by Commissioner DiMaria, seconded by Commissioner Trudel, to approve the Field Naming request as presented.

Ayes: Commissioners DiMaria, Trudel, Mayle, Johnson, and Schmidt

Nays: None

Absent: None

The motion carried.

JAC Adding Members

It was moved by Commissioner Mayle, seconded by Commissioner Johnson, to consent to adding Marc Campbell and Tiffany Greene to the Joint Advisory Committee.

Ayes: Commissioners DiMaria, Trudel, Mayle, Johnson, and Schmidt
Nays: None
Absent: None

Mr. Mraz stated that the Ordinance that created the Joint Advisory Committee states the committee can have between 7-10 members appointed by the Board President with the advice and consent of the Board. Mr. Mraz stated that it is advisable to have an odd number of committee members to avoid tie votes.

Commissioner Johnson asked if resumes were submitted, and Commissioner Schmidt explained that Mr. Campbell attended the most recent Joint Advisory Committee meeting and Ms. Greene is an employee of the Elk Grove Park District and involved with Schaumburg Athletic Association. Based on this, he was recommending they be added as members. Mr. LaFrenere added that he will contact current members to verify their status on the committee.

The motion carried.

Sport Center Metal Roof Supplies Purchase (Memo #F23-11)

It was moved by Commissioner Trudel, seconded by Commissioner Mayle to approve the purchase of roofing supplies and materials and adopt Resolution 23-01-3P, a resolution approving the purchase of roofing and waterproofing supplies and materials from Garland/DBS, Inc. pursuant to OMNIA Partners purchasing cooperative.

Ayes: Commissioners DiMaria, Trudel, Mayle, Johnson, and Schmidt
Nays: None
Absent: None

The motion carried.

ComEd Energy Efficiency Program (Memo #F23-13))

It was moved by Commissioner DiMaria, seconded by Commissioner Johnson to approve ComEd installing energy-efficient lighting at Olympic Park, Polk Brach and Timbercrest parks and adopt Resolution 23-01-4P, a resolution approving ComEd Energy Efficiency Program offering agreements for Olympic Park, Polk Brach Park and Timbercrest Park.

Ayes: Commissioners DiMaria, Trudel, Mayle, Johnson, and Schmidt
Nays: None
Absent: None

Commissioner Johnson asked for an explanation of the incentive and Ms. Chapa stated that these are LED lights to replace all lights at these three locations with Olympic Park being upgraded to a collegiate level of lighting. Commissioner Schmidt asked about the money this will save and Ms. Chapa stated that this project will save the District \$942,000 in purchasing the lights and the potential annual energy savings is about \$79,000. Commissioners Mayle and Johnson stated that a Press Release informing the public of this project would be recommended.

The motion carried.

NEW BUSINESS

Mr. LaFrenere said there is no new business.

OTHER ITEMS

Mr. LaFrenere stated that there were no other items.

ADJOURN TO EXECUTIVE SESSION

There will be no Executive Session.

ADJOURNMENT

There being no further discussion, it was moved by Commissioner Johnson, seconded by Commissioner Mayle to adjourn the regular Park Board meeting at 7:46 p.m.

Ayes: Commissioners DiMaria, Trudel, Mayle, Johnson, and Schmidt
Nays: None
Absent: None

The motion carried.

By: _____

Assistant Secretary



Thursday, January 12, 2023
Park Board Regular Meeting

MEETING AGENDA

Jerry Handlon Administration Building
235 E. Beech Drive
Schaumburg, IL 60193
7:00 p.m.

NOTICE IS HEREBY GIVEN pursuant to Section 7(e) of the Open Meetings Act that the regular meeting of the Board of Park Commissioners of the Schaumburg Park District (the "Park Board") scheduled to be held on January 12, 2023 at 7:00 p.m. in the Board Room of the Jerry Handlon Administration Building, 235 East Beech Drive, Schaumburg, Illinois, 60193, will be conducted both in-person and by audio or video conference. However, while an in-person meeting of the Park Board is presently planned, an in-person meeting may not be practical or prudent due to constantly changing laws, rules, regulations, and executive orders ("Changing Restrictions") with respect to the COVID-19 pandemic and the emergence of new variants thereof. Accordingly, it is possible that said meeting may only be held electronically and without a physical quorum of the members of the Park Board present. The members of the press and the public may likewise attend said meeting either in-person or electronically; however, due to Changing Restrictions, it is possible that the Park Board may have to limit the number of its staff and members of the press and the public allowed in the meeting room at any one time. As a result, members of the public are encouraged to consider attending the Park Board meeting remotely by utilizing the Zoom conference application either by calling the following telephone conference number (312) 626-6799, or by utilizing the Join Zoom Meeting link <https://us02web.zoom.us/j/4887767687>, and in either case to participate you must utilize the following Meeting ID: 488 776 7687. A link to said Zoom Meeting will also be available on the Schaumburg Park District website www.parkfun.com by clicking on the link for the January 12, 2023 Park Board meeting at the regularly scheduled date and time of said meeting.

A. Opening Items

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda

B. Presentations/Introductions

1. Quarterly Shout-Out Awards

C. Approval of Minutes

1. Approval of Minutes of December 6, 2022 Special Meeting
2. Approval of Minutes of December 8, 2022 Regular Meeting

D. Communications

1. Mail
2. Audience Comments

E. Committee Reports

1. Finance Committee
2. Joint Advisory Committee

F. Bill List

1. Approval of Approved & Previously Paid Bill List

G. Information Items

1. Department Updates & Upcoming Events
2. Budget Meeting - March 13, 2023 at 6:00 pm

H. Action Items

1. Review of Executive Session Minutes & Resolution
2. Attorney Professional Service Agreement & Resolution for Contract
3. Field Naming Request (Memo #E23-12)
4. JAC Adding Members
5. Sport Center Metal Roof Supplies Purchase (Memo #F23-11)
6. ComEd Energy Efficiency Program (Memo #F23-13)

I. New Business

J. Other Items

K. Adjournment to Executive Session

1. Pending Litigation 2(c)(11)

L. Adjournment

1. Adjourn the Meeting

Mission: The Schaumburg Park District is dedicated to serving the community by providing versatile leisure opportunities through enriching programs, quality facilities and environmental stewardship.



PARK BOARD REGULAR MEETING

Sign-In Sheet

January 12, 2023

Name

Address

Brian Berg Jr

409 Summe der Sch

Rich Astum

1620 Stratton Rd

ROB HAGER

525 CREIGHTON LN, SCH