



MINUTES OF THE
BOARD OF PARK COMMISSIONERS
REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

March 9, 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 March 9, 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 March 9, 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 (PP), 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 (PP), 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; Mr. O'Donnell (PP), Superintendent of Finance; Ms. Chapa (EM), Superintendent of Facility Operations; Ms. Rao* joined at 7:03pm (EM), Superintendent of Capital projects and Planning; Ms. Gear (EM), Superintendent of Education and Enrichment; Mr. Gangler (EM), Superintendent of Recreation Facilities; Mr. Mraz (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Brian Berg, Jr. (PP), Rich Osten (PP), Rob Hager (PP), Mike Nugent (EM) and Susie Mayle* joined at 7:04pm (EM).

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA

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

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

The motion carried.

PRESENTATIONS / INTRODUCTIONS

There were none.

APPROVAL OF MINUTES OF FEBRUARY 9, 2023 REGULAR MEETING

It was moved by Commissioner Trudel, seconded by Commissioner DiMaria, to approve the minutes of the February 9, 2023 regular meeting as presented.

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

The motion carried.

COMMUNICATIONS

Mail

Mr. LaFrenere stated that the Park District received a couple of nice notes, the first from a resident who had recently moved to California complimenting how nice our dog park is and Mr. LaFrenere gave kudos to Parks and Recreation staff for keeping the dog park in great shape. A second note came from a resident, Richard Swan, complimenting our Parks staff on their quick cleanup work from the recent ice storm.

Audience Comments

There were none.

April Board Meeting Date Change

Commissioner Schmidt mentioned that the April Board meeting date has been changed to April 20, 2023.

COMMITTEE REPORTS

Finance Committee

Commissioner DiMaria reported that the Finance Committee met this evening and reviewed the bill list and financial statements.

Joint Advisory Committee

Commissioner Trudel reported that the Joint Advisory Committee met on February 28, 2023. Commissioner Trudel thanked staff for the professional and informative presentations including playground renovations, and updates from preschool, KASPER, summer pool openings, Comprehensive Master Plan, capital projects and upcoming projects.

*Ms. Rao (EM) joined the meeting.

APPROVAL OF APPROVED & PREVIOUSLY PAID BILL LISTS

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

General Fund	\$32,959.47
Recreation Fund	142,499.20
Liability Insurance	9.48
Internal Service Fund	93,931.78
Debt Service	2,000.00
Capital Projects	<u>166,567.42</u>
TOTAL APPROVED	<u>\$437,967.35</u>

General Fund	\$53,147.17
Recreation Fund	194,531.16
Liability Insurance	2,634.42
NWSRA	340,258.44
IMRF/Retirement	2,376.40
Internal Service	11,948.44
Capital Projects	<u>902,175.36</u>
TOTAL PAID	<u>\$1,507,071.39</u>

It was moved by Commissioner DiMaria, seconded by Commissioner Johnson to approve the approved bill list in the amount of \$437,967.35 and the previously paid bill list in the amount of \$1,507,071.39 for a total of \$1,945,038.74 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 all full-time and part-time staff for their continued hard work as we transition from winter into the spring season. Mr. LaFrenere gave a special shout-out to all staff that helped with the multicultural fest at CRC partnering with School District 54 over the weekend. There was great feedback received on how the event showed off the great diversity in our community.

*Susie Mayle (EM) joined the meeting.

Mr. Burgess stated that the Comprehensive Master Plan has been distributed. Staff also completed a benchmarking project with the Department of Recreation in Elgin. Staff are starting to work on the Foundation's tax return. Staff are progressing in researching new budget software for the next budget cycle. Commissioner Schmidt asked if staff looked at

exhibitors at the state conference for the software and Mr. O'Donnell stated that staff did talk with vendors at the conference and have narrowed it down to two vendors. Commissioner Johnson asked if Elgin has park and recreation departments similar to Schaumburg's and Mr. LaFrenere stated that Elgin is set up similarly to Schaumburg.

Mr. King stated that Parks staff continue to cleanup from the ice storm. Some staff attended a University of Illinois extension service workshop at the Village of Schaumburg and staff received a grant to plant new oak trees with a 4H group in Park St. Claire. Matt McBrien is coordinating with some volunteers to build birdhouses for the golf course. Staff are assisting with Sugar Bush preparations. One of our mechanics is retiring and Mr. King is working with Human Resources to fill the position as this is a specialized position. Gewalt Hamilton is performing survey work at Walnut Greens for the potential pickleball project. MRC playground construction continues as the winter weather has been mild. Matt Gaynor is working on the annual paving and color coating bids to be presented at April's Board meeting. Mr. King held the first SAA meeting of the season earlier this evening. Staff have been coordinating with the Village of Schaumburg on an intergovernmental agreement for a project at Gray Farm Park. Commissioner Johnson asked about the progress on the resident's failed retaining wall at Lancer Creek and Mr. King stated that survey work has been complete, and permits are now in process. Commissioner Schmidt commented on the nice relationships the Park District has with the other agencies such as the school district and village. Commissioner Trudel gave kudos to Mr. King and his staff for keeping on top of the many various projects in the parks.

Mr. Parsons stated that the S&H Senior League registration began last Monday and is more than halfway full. The simulators had over \$9,000 in revenue for February. Registration continues for the PGA Jr League. Mr. Parsons thanked Ms. Rao for the new starter sheds. Mr. Parsons and Chris Faillo will be promoting the golf course on March 11 at the PGA Superstore Demopalooza event. The spring merchandise is starting to arrive for the golf shop and is on display. Commissioners asked for an opening date for the golf course and Mr. Parsons stated that staff are keeping an eye on the weather and hope to open at the end of March.

Mr. Sienkiewicz stated that the spring program guide has been released. The snapshot and guides for residents that opted in for paper copies have been mailed. Resident registration begins on March 13. Staff are now transitioning to begin work on the summer program guide. Commissioner DiMaria asked how many people opted in to receive a mailed program guide and Mr. Sienkiewicz stated that about 320 people opted in for the spring guide and another 100 have opted in since then. Commissioner Mayle asked if membership sales and/or registrations from those that received a paper guide can be tracked and Mr. Sienkiewicz stated that he can look into that information. Staff are working with the aquatics department on a lifeguard hiring campaign for the summer. The community survey results banner is on display at CRC currently and will spend time at other facilities as well. Staff continue to promote many upcoming events. Staff are beginning preparations for Solstice Hop & Vine event in June.

Ms. Bashia stated that this is a busy summer hiring season and staff have been working on processing new hires and posting open positions. The Recruiting Task Force has held multiple hiring events across the District. The full-time employee satisfaction survey is underway as well as the full-time evaluation process. The Health and Safety Committee met on February 28 and the next meeting is scheduled for March 28. Ms. Bashia stated that exciting initiatives are coming from the restructured Health and Safety Committee. Commissioner Trudel asked how frequently the employee satisfaction survey is conducted and Ms. Bashia stated that it is conducted every other year for full-time staff and part-time staff is conducted every July to capture the summer staff.

Mr. Ward stated that he will cover some recreation highlights. Winter swim lessons had 480 participants. The first Ellis lifeguard training is scheduled to train our training staff. We are fortunate to have four or five trainers on staff where other districts only have one due to the large volume of guards we need for our pools. Mr. Ward thanked those staff involved. Barracudas swim team has 14 swimmers preparing for regionals. MRC hosted a Daddy/Daughter dance on February 17 and CRC is hosting a Mother/Son dance on March 10. Preparations are underway for the 60th anniversary celebration at Bock Park scheduled for May 13. March 21 will begin Spring into Fitness free week for patrons to try out fitness classes. MRC weekend pickleball remains strong. Commissioner Trudel asked how the pickleball memberships are going and Mr. Ward stated they are going well, and it is a nice offering for the Schaumburg residents. Mr. LaFrenere added that surrounding districts are offering different options for pickleball rentals but we are able to offer opportunities for larger amounts of patrons at one time. Commissioner Trudel added that the windscreens at Timbercrest courts look great. Mr. Ward continued that STP hosted a handball tournament, which is unique to the area. Sport Center hosted a gymnastics event and Mr. Ward thanked Joanne Carpenter, Nick Kuta and staff for a great job. Matilda, Jr. the musical has performances on March 16-19 at CRC. The multicultural fest was a success. Senior activities have picked up and a Senior Walking Club has begun. Spring Valley's Winterfest was held mid-February on a mild, snowless weekend and now they are preparing for Sugar Bush on March 18 and 19. The IT department installed new cell boosters at CRC and the signal has improved. Homeland Security is testing our security vulnerability on a frequent basis. Mr. Ward moved to a construction/project update. STP is in the final payout status. Sport Center is in the punch list phase. Olympic Park bathrooms should be wrapped up in about two weeks. Ms. Rao is working with the roofing vendor for the permit process. Staff had their first meeting for the Water Works lobby renovation. Staff had a meeting to secure a kitchen layout for the Heritage Farm Visitors Center project.

Budget Meeting – March 13, 2023 at 7:00pm

Commissioner Schmidt stated that there will be a special budget meeting on March 13, 2023 at 7:00pm at the Jerry Handlon Administration Building.

ACTION ITEMS

Grounds Maintenance Bid and Resolution (Memo #P23-41)

It was moved by Commissioner Mayle, seconded by Commissioner Trudel, to award the contract for grounds maintenance services in an amount not to exceed \$91,672.00 and adopt Resolution 23-03-1P, a Resolution authorizing the execution of a contract between the Schaumburg Park District and JacLynn, Inc. D/B/A Gilio Landscape Contractors.

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

Commissioner Johnson asked if the contractor has proper insurance as it has a different name and it was confirmed that they have proper insurance.

The motion carried.

Schaumburg Athletic Association Agreement Extension (Memo #B23-47)

It was moved by Commissioner DiMaria, seconded by Commissioner Trudel, to approve the Schaumburg Athletic Association license agreement extension through May 31, 2023 and approve Resolution 23-03-2P, a Resolution approving of the second amendment to extend the non-exclusive license agreement between the Schaumburg Park District and the Schaumburg Athletic Association.

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

The motion carried.

NEW BUSINESS

Mr. LaFrenere stated there was no new business.

OTHER ITEMS

Mr. LaFrenere stated that there were no other items.

ADJOURN TO EXECUTIVE SESSION

It was moved by Commissioner Johnson, seconded by Commissioner DiMaria, to adjourn to Executive Session at 7:32 p.m. for the purpose of discussing pending litigation under section 2(c)(11) of the Open Meetings Act.

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

The motion carried.

Mr. LaFrenere stated that there will not be any action items following the Executive Session. Once we adjourn, we will not reconvene the public meeting.

ADJOURNMENT

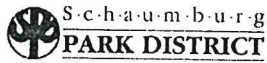
There being no further discussion, it was moved by Commissioner Johnson, seconded by Commissioner Mayle to adjourn the regular Park Board meeting at 7:55 p.m.

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

The motion carried

By: 

Assistant Secretary



Thursday, March 9, 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 March 9, 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.

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A. Opening Items

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

B. Presentations/Introductions

C. Approval of Minutes

1. Approval of Minutes of February 9, 2023 Regular Meeting

D. Communications

1. Mail
2. Audience Comments
3. April Meeting Date Change 4/20/23

E. Committee Reports

1. Finance Committee
2. Joint Advisory Committee

F. Bill List

1. Approval of Approved & Previously Paid Bill Lists

G. Information Items

1. Department Updates & Upcoming Events
2. Budget Meeting - March 13, 2023 at 7:00 pm

H. Action Items

1. Grounds Maintenance Bld and Resolution (Memo #P23-41)
2. Schaumburg Athletic Association Agreement Extension (Memo #B23-47)

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.



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PARK DISTRICT

PARK BOARD REGULAR MEETING

Sign-In Sheet

March 9, 2023

Name

Address

Jack Trudel

118 Branchwood Dr.

Brian Berg Jr

404 Summit Dr Sch

Rich Ostro

1620 Stratton Pond

Bob Meyer

525 CREIGHTON