



MINUTES OF THE
JOINT ADVISORY COMMITTEE
REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

February 28, 2023

IMPORTANT NOTE REGARDING THE CONDUCT OF THIS MEETING

NOTICE IS HEREBY GIVEN pursuant to new Section 7(e) of the Open Meetings Act that the regular meeting of the Joint Advisory Committee of the Schaumburg Park District scheduled to be held on February 28, 2023 at 6:30 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 Joint Advisory Committee 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 Joint Advisory Committee 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 Joint Advisory Committee 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 Joint Advisory Committee 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 February 28, 2023 Joint Advisory Committee 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 who participated via electronic means only are denoted by "EM".

Commissioner Trudel called the meeting to order at 6:30 p.m. Present at this evening's meeting were Commissioners Johnson (PP), Mayle (PP), Trudel (PP), Schmidt (PP), DiMaria (PP)* joined at 6:50pm, Committee members Brian Berg, Jr. (PP), Brian Burke (EM), Marc Campbell (PP), and Tiffany Greene (PP). Committee members Donna Johnson and Jason Mitchell were absent.

Schaumburg Park District staff present were Mr. LaFrenere (PP), Executive Director; Mr. Burgess (PP) Director of Finance and Administration; Mr. Parsons (EM), Director of Golf Operations; Mr. Ward (PP), Director of Operations; Mr. King (PP), Director of Parks & Planning; Mr. Sienkiewicz (PP), Director of Communication and Marketing; Ms. Ali (PP), Communications Specialist; Ms. Gear (EM), Superintendent of Education and Enrichment; Mr. Gangler (EM), Superintendent of Recreation Facilities; Ms. Chapa (EM), Superintendent of Facility Operations; Ms. Rao (EM), Superintendent of Capital Projects & Planning; Ms. Schuld (EM), Manager of KASPER, Ms. Simross (EM), Manager of Aquatics and Fitness; Ms. Varco (EM), Supervisor of Early Childhood; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Dale Litney (PP)* joined at 7:25pm.

APPROVAL OF MINUTES OF THE NOVEMBER 22, 2022 MEETING

Mr. Berg moved to approve the minutes of the November 22, 2022 meeting as presented. Commissioner Johnson seconded the motion, which passed six to zero.

Mr. LaFrenere thanked staff for all their hard work this winter season. In addition to all the programs, events and activities that took place, Mr. LaFrenere recognized staff's hard work on the budget which will be presented to the Finance Committee next month and finalizing the 2023-2025 Comprehensive Master Plan that is on this evening's agenda.

Mr. LaFrenere welcomed Tiffany Greene and Marc Campbell, the two new Joint Advisory Committee members.

2023 PLAYGROUND RENOVATIONS (MEMO #P23-46)

Mr. King started with two options Matt Gaynor created for the first project at Walnut Greens. One is a park grant that was coordinated with Mr. Ward and Ms. Rao. Park grants can include materials for buildings and Walnut Greens has an existing building. A park grant can award 75% match up to \$2 million. This plan would include adding pickleball courts and more parking. Another option is for an OSLAD grant that would include a plan for disc golf in addition to pickleball courts. The building portion would not go towards building materials with an OSLAD grant. Commissioner Trudel asked if both grants could be used, and Mr. King stated that it depends on when the grants become available, and they could overlap. Staff have met with Gewalt Hamilton engineers to develop plans to begin the permit process. Mr. King stated that the disc golf project could potentially be done in-house with our own staff. Staff are in the process of plan design and permit application. The bid process will be dependent on if grants are awarded as grants require a particular bid process. Commissioner Johnson asked about the timeline if a grant is awarded with permits taking longer to get approved and Mr. King stated that there would be two years to complete the project which should be sufficient. Commissioner Johnson noted that there are no bike racks or bike paths in the plan and Mr. King stated that staff can put in bike racks and there are other items that will be considered with the engineers. Mr. LaFrenere added that there is a plan to hold an open house for the surrounding residents to keep them updated on the plans for the property. Commissioner Mayle asked how much an OSLAD grant could award, and Mr. King stated it can award 50% match up to \$600,000. Commissioner Mayle asked if the pickleball courts plan includes lights and Mr. King confirmed that the lights would be all LED lights. Mr. LaFrenere added that adding pickleball courts was requested in the community survey results.

Mr. King stated that the playground plans will be different this year as there are extended material delays for equipment. After speaking with the vendors, staff would purchase the equipment through a co-op purchase before putting the projects out to bid. This year's plan is for two school sites, Campanelli and Einstein schools, in addition to Briar Pointe Park. Staff will meet with the schools this spring to gather input to develop concepts and order the equipment and will bid the projects for summer 2024. This way the equipment will be on hand for the project to begin as soon as school ends in 2024. Commissioner Schmidt mentioned that the students at Hale School helped with design ideas when that playground was renovated and asked if that would happen for these two school projects and Mr. King stated that the designs are up to the teachers and principals. Hale School concepts started in the fall where teachers had time to incorporate plans into their curriculums. Starting in the spring may not give the teachers enough time to have students provide design concepts but Mr. King stated that they always welcome student input. Mr. LaFrenere added that many times the plans are based on the principal's input. Commissioner Mayle asked if the school district contributes to the cost of the school playgrounds and Mr. LaFrenere stated that they do pay a percentage and that is included in the Intergovernmental Agreement with the school district. Commissioner Johnson asked what the budget is for the playgrounds and Mr. King stated that staff budgeted \$350,000 for two and \$100,000 for the third but staff may need to adjust. Ms. Greene stated that Campanelli has two playgrounds and Mr. King stated that the park district covers the one on the south side.

OPERATIONS UPDATE (MEMO #O23-43)

Teresa Varco began with a preschool overview. There are approximately 340 students enrolled among the three sites at MRC, Bock and Pat Shephard Center. Extended programs are currently offered at Pat Shephard and will hopefully extend those to MRC the next school year. The preschool now offers after care (2:45pm-4:45pm) for those enrolled in afternoon classes. Staff are looking at options for extended care as parents are looking for extended hours after preschool.

*Commissioner DiMaria joined the meeting.

The preschool program is NAEYC and DCFS licensed and is up for relicensing this year. Field trips are included in the preschool program that introduce participants to other areas of the District. Field trips include visits to Spring Valley Nature Center, The Sport Center, Maintenance Building, Spring Valley Farm and Safety Town. The preschool program offers community services such as vision and hearing screenings, school pictures, visits from local dentists, Schaumburg Library story time, and working with the school district for students who need special services. During summer, educational and community safety camps are offered to preschool age children. The preschool program strives to reduce waste by using less paper, utilizing digital options for parent communications, and children provide their own snack and water bottles to lessen the need for plastic cups. Commissioner Trudel asked about the demographics of students' languages and Ms. Varco stated that her staff is quite diverse that can assist with some languages and there are only a very small percent of students that cannot speak English. Mr. Burke asked what the cost is for the after-care programs and Ms. Varco stated that the cost varies but is approximately \$6.50/hour.

Heather Simross provided an Aquatics update for the upcoming pool season. Pool season begins March 1 to start behind-the-scenes operations and preparations until school lets out for summer

on May 26, 2023. 2022 had about 40,000 pass and daily admissions at Atcher Island, Water Works and Meineke pools. Staff did open Bock for a short season. Lifeguard training is underway, and staff hope to have 150 lifeguards to fully staff all four pools. Atcher Island and Meineke pool will open for summer hours on Saturday May 27 through August 13 and maybe longer on the weekends depending on weather. Water Works is open year-round with the exception of its annual maintenance in early August. Staff are confident that Bock pool will open for a mostly regular pool season with a graduated reopening plan starting on Monday June 12 and will stay open through at least Labor Day. Staff will keep the pool schedule flexible if favorable weather continues in late summer. Mr. Ward stated that lifeguards have been a sought-after commodity over the last couple years and Mr. Ward thanked Ms. Simross and her team for a great culture to help retain many of the lifeguards as well being flexible to keep the pools open longer if needed which is great for our community.

Anna Schuld provided the KASPER update. KASPER is in the final three months of the school year. Current enrollment is just under 800 participants and staff bus students from two school locations: Collins to MRC and Campanelli to CRC. Enrollment numbers continue to grow and are approaching pre-COVID numbers. Staff include 108 employees ranging in ages from 16 to 84. KASPER opened up winter break camp to the general public again this year and will do the same for summer camp and will continue to offer to the public moving forward. KASPER surveys its parents twice a year and received feedback from 58% of participants. This number is lower than previous and is mostly likely attributed to the addition of a new school that is not familiar with the survey. Of those that responded, 98% rated the program "Excellent" or "Good" which is a credit to the KASPER staff who are at eleven school sites and two overflow locations. 99% of families "Strongly Agree" or "Agree" that their child is in a safe and supportive environment which is a reflection of our dedicated veteran staff and professional younger staff. Summer camp registration opened up yesterday to the current participants with regular registration beginning two weeks later. Summer camp will be an 11-week season across five different locations projecting to serve 400-450 individual campers. Mr. Ward thanked Ms. Schuld and her staff on providing a great program which leads to former KASPER participants coming to work as a KASPER employee and even becoming teachers in the school district. Commissioner Johnson asked if Spring Valley is a KASPER camp and Ms. Schuld stated that KASPER is an all-day camp geared to the working parent looking for all day care. Spring Valley camps are similar to our other specialty summer camps that are shorter in duration. Mr. Ward added that KASPER does provide the strong training for all our camp counselors across the District.

Erin Chapa discussed the Cityworks software. Staff are in the third year of using this software which is a maintenance management software to collect data on requests, work orders, and inspections for the District. The collected data is used for reporting which aides in staffing and capital planning. Mr. LaFrenere added that the Village of Schaumburg also uses a similar system which aides in tracking inventory.

GOLF COURSE UPDATE (MEMO #G23-44)

Mr. Parsons presented highlights of the 2022 golf season. The past year had over 61,000 rounds played which is outstanding, yet it is down 3% from the previous year mostly due to the rainy start of the season. 2022 was still a successful year and the course is in excellent shape. Mr. Parsons stated that the golf course recently received an award from GolfPass ranking the course #47 in the nation, #4 in the state of Illinois, and #1 in the Chicagoland area. Mr. Parsons thanked

Shane Ritchie and his staff for keeping the course in excellent condition. The golf course continues to follow an upward trend based on the upcoming season's bookings and Mr. Parsons anticipates another good year. Commissioner Johnson asked for a breakdown of rounds between 9 and 18-hole play and Mr. Parsons estimated that of the 61,000 rounds played 31,000 were 18-hole rounds and 30,000 were 9-hole rounds. Mr. LaFrenere added that the full report is also listed on BoardDocs. Mr. Parsons stated that another big growth for the golf course was in the pro shop and gave kudos to Chris Faillo for the increase in sales of over 20%. Staff were proactive in placing merchandise orders early to avoid potential supply shipping delays. Mr. Burke offered his compliments on the great conditions of the course and asked about the fees for this year and Mr. Parsons stated that staff are currently working on this year's fees. Mr. Parsons added that the junior golf league continues to grow as well as the PGA Jr League and gave kudos to the golf pro instructor, Keith Donovan, for his work with the league. Commissioner Trudel asked if Mr. Donovan would be working with the league again this year and Mr. Parsons stated that Mr. Donovan will be back but in a limited capacity.

COMPREHENSIVE MASTER PLAN (MEMO #E23-45)

Mr. LaFrenere stated that the full pdf document was sent out prior to the meeting. This document is updated every three years and Mr. LaFrenere thanked staff for all their hard work to update their respective areas. The CMP includes the results of the community survey. Staff then incorporate that community survey input, as well as program survey results, into their department planning. Commissioner Trudel asked if the survey is a random selection of residents not the District's database and Mr. LaFrenere confirmed that the independent company who conducted the survey mailed the survey to residents and also used social media to contact a random selection for a statistically valid number of responses. The CMP also includes inventory and assessments for the departments and the Recreation section offers a comparison of our offerings and pricing to other park districts. Throughout the CMP, each department creates initiatives based on their results where the departments develop annual objectives for the next budget cycle. Mr. LaFrenere thanked the staff that organized and put the document in binders for distribution.

MARKETING & COMMUNICATIONS OVERVIEW

Mr. Sienkiewicz provided an overview of his department's responsibilities by employee. Mr. Sienkiewicz's then discussed the purpose of email marketing. Currently the District has 47,766 email subscribers which grows each year. The District's email open rate is at 37% percent and Mr. Sienkiewicz stated how proud he is of that number as the industry standard is 28%. Mr. Sienkiewicz stated the importance of email marketing allows the department to segment email groups into different areas where staff can send targeted e-blasts that pertain to their interests. The bi-weekly newsletter is one of the most important marketing pieces that shares upcoming events, district news and programs. Staff can also view program registrations through the Activenet software and promote the programs that need a push in registration.

Mr. Ward also thanked Ms. Riddle and Mr. Burgess for the detail work on the CMP. Mr. LaFrenere added his thanks to Mr. Sienkiewicz for reworking each department's initiatives so that they follow the same branding.

PROJECT UPDATE

Ms. Rao provided updates on ongoing and upcoming projects. Ms. Rao started with the Sport Center roof upgrade. Bids for this project went out in January and were awarded in February. The District has purchased the materials through a co-op program. The project is tentatively scheduled to begin April 1 to be completed by end of May. The next project discussed was Olympic Park bathroom renovations. This project is ongoing and consists of upgrading the bathroom fixtures and finishes per ADA standards. Another project is the Heritage Farm Visitors Center renovation. This project is partially funded by an IDNR grant. The proposed addition and renovation will have program rooms/exhibit spaces, a kitchen, outdoor education decks, renovated toilet rooms and other amenities. The improvements will provide a fully ADA accessible building. Ms. Rao shared conceptual design plans with the committee. Ms. Rao added that this project has qualified for ComEd's new construction and energy efficiency program which will include energy saving measures during construction. Ms. Rao then shared upcoming projects which include Meineke/Bock kitchen and preschool bathroom improvements, Water Works Lobby improvements, Sport Center digital sign upgrade, Sport Center gymnasium improvements and Golf Club ballroom carpet upgrade. Commissioner Johnson asked if the existing shelter at the farm is being replaced and Mr. Ward stated that a new shelter will be added to the new design. Mr. LaFrenere added that this new project will provide the farm side of Spring Valley their own classroom for programming and events which was a request in the community survey. Mr. Ward credited Ms. Rao for all her exceptional behind-the-scenes work and coordination that is involved in all of these projects. Mr. LaFrenere added that a museum grant of \$750,000 is a part of this project. Resident Dale Litney added that it will be nice for the Sport Center roof to be upgraded to help with leaks from rain.

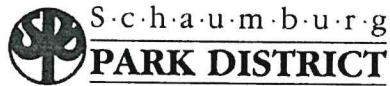
Mr. LaFrenere thanked the staff that made time for the meeting and for their presentations. Commissioner Trudel thanked everyone and stated that the presentations were very professional and informative.

OTHER

There were none.

ADJOURNMENT

There being no further discussion, Commissioner Johnson moved to adjourn the Joint Advisory Committee meeting at 7:54 p.m. Commissioner Mayle seconded the motion, which passed six to zero.



**Tuesday, February 28, 2023
Joint Advisory Committee Meeting**

MEETING AGENDA

**Jerry Handlon Administration Building
235 E. Beech Drive
Schaumburg, IL 60193
6:30 p.m.**

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A. Joint Advisory Committee Meeting

1. Call to Order
2. Approval of Minutes of November 22, 2022 Joint Advisory Committee Meeting
3. 2023 Playground Renovations (Memo #P23-46)
4. Operations Update (Memo #O23-43)
5. Golf Course Update (Memo #G23-44)
6. Comprehensive Master Plan (Memo #E23-45)
7. Project Update
8. Other
9. Adjournment

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

JOINT ADVISORY COMMITTEE MEETING
Sign-In Sheet

February 28, 2023

Name

Address

Brian Berg Jr

404 Summit dr Sch

Jack Trudel

118 Branchwood Dr.

Marc Campbell

908 Duxbury Lane

Dale Libby

120 Branchwood