



SCHAUMBURG PARK DISTRICT

MINUTES OF THE BOARD OF PARK COMMISSIONERS REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

July 13, 2023

IMPORTANT NOTE REGARDING THE CONDUCT OF THIS MEETING

NOTICE IS HEREBY GIVEN that Section 7(e) of the Open Meetings Act (the "Act"), which provided that open or closed meetings of a public body, including its committees thereof, may be conducted by audio or video conference without physical presence of a quorum of its members, will no longer be in effect as of May 11, 2023 because Governor Pritzker's disaster declaration related to the COVID 19 pandemic expires on that date. Accordingly, the physical quorum of the Board of Park Commissioners of the Schaumburg Park District (the "Park Board") and of each of its committees, must be physically present for a member or members of the Park Board, or committee, to attend such meeting electronically, and then only in accordance with Part I of Schaumburg Park District Ordinance No. 20-04-1P, "AN ORDINANCE DEFINING MEETING AND ADOPTING PROCEDURES FOR ELECTRONIC ATTENDANCE AT MEETING (PART I) AND SPECIAL RULES AND PROCEDURES DURING THE COVID-19 PANDEMIC PURSUANT TO GOVERNOR PRITZKER'S EXECUTIVE ORDER NO. 2020-17 (PART II)" adopted April 9, 2020.

Nevertheless, as an accommodation to the press and public, and because of the limited size of the Board Room in the Jerry Handlon Administration Building, 235 East Beech Drive, Schaumburg, Illinois, 60193, the Park Board will continue to conduct its meetings in person and electronically.

Accordingly, 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 web site www.parkfun.com by clicking on the link for the July 13, 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), Johnson (PP), Berg, Jr. (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 (EM), Director of Human Resources; Ms. Rao (EM), Superintendent of Capital Projects and Planning; Ms. Chapa* (EM), Superintendent of Facility Operations; Mr. Keith O'Donnell (PP), Superintendent of Finance; Mr. Kevin O'Donnell (PP), Supervisor of Olympic Park and Athletics; Mr. Valladares (PP), Assistant Supervisor of Athletics; Ms. Lucena (PP), Communications Specialist; Mr. Mraz* (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Rob Hager (PP) and Rich Osten (PP).

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA

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

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

The motion carried.

*Mr. Mraz joined the meeting at 7:01 p.m.

PRESENTATIONS/INTRODUCTIONS

Mr. Kevin O'Donnell introduced new employee, Alex Valladares, Assistant Supervisor of Athletics.

*Ms. Chapa joined the meeting at 7:02 p.m.

Quarterly Shout-Out Awards

Mr. LaFrenere recognized the second quarter Shout-Out award winners which included:

Full-time

Austin King (Parks)
Erin Chapa (Facilities)

Part-time

Shawn Hammer (Marketing)
Alyssa Johns (Spring Valley)

Blake Wittkamp (Recreation)
Sophie Ali (Marketing)

Alissa King (Spring Valley)
Mary Ann Leopoldo (Human Resources)

Congratulations to all the winners.

Proclamation of July as Recreation Month

Commissioner Schmidt stated that the Village of Schaumburg has proclaimed July as Recreation Month in Schaumburg.

APPROVAL OF MINUTES OF JUNE 8, 2023 REGULAR MEETING

It was moved by Commissioner Berg, seconded by Commissioner Mayle, to approve the minutes of the June 8, 2023 regular meeting as presented.

Ayes: Commissioners Trudel, Mayle, Berg and Schmidt
Nays: None
Abstain: Commissioner Johnson
Absent: None

The motion carried.

COMMUNICATIONS

Mail

Mr. LaFrener stated that there were some nice notes received this month. The first from a resident on a new bench installed at Gray Farm Park. Another note was from a patron thanking Nicole at CRC for keeping the locker rooms in great condition.

Audience Comments

There were none.

COMMITTEE REPORTS

Finance Committee

Commissioner Berg reported that the Finance Committee met this evening and reviewed the bill lists and financial statements.

Joint Advisory Committee

Commissioner Trudel stated that the Joint Advisory Committee met on June 27 and staff did a great job on professional presentations and displayed positive trends within all facets of the Park District.

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	\$84,287.72
Recreation Fund	140,358.36
Audit	15,000.00
Liability Insurance	350.00
Internal Service Fund	176,434.88
Debt Service	26,750.00
Capital Projects	<u>231,717.61</u>
TOTAL APPROVED	<u>\$674,898.57</u>

General Fund	\$65,147.49
Recreation Fund	318,777.10
Liability Insurance	362,201.56
IMRF/Retirement	989.88
Internal Service	23,435.01
Capital Projects	<u>274,614.43</u>
TOTAL PAID	<u>\$1,045,165.47</u>

It was moved by Commissioner Trudel, seconded by Commissioner Johnson to approve the approved main bill list in the amount of \$674,898.57 and the previously paid bill list in the amount of \$1,045,165.47 for a total of \$1,720,064.04 as presented.

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

The motion carried.

Commissioner Berg recused himself from approving the Engineer bill list and left the room at 7:07 p.m. as his firm has done work with Gewalt Hamilton on past projects and is currently working on projects outside of the Park District.

Engineer Capital Projects	\$18,839.30
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It was moved by Commissioner Trudel, seconded by Commissioner Johnson to approve the approved Engineer bill list in the amount of \$18,839.30 as presented.

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

The motion carried.

Commissioner Berg rejoined the meeting at 7:08 p.m.

INFORMATION ITEMS

Department Updates & Upcoming Events

Mr. LaFrenere thanked all full-time and part-time staff for their hard work during this busy and fun summer season. Mr. LaFrenere gave a special shout-out to all staff in aquatics, camps and all programming taking place at all facilities. Mr. LaFrenere emphasized the importance of thanking all of our staff for their efforts and expressed his gratitude for the staff throughout the District.

Mr. Burgess stated that the finance staff will soon implement the approved budget software. The auditors will be visiting the week of July 24. The June financials will be released shortly for review. Staff continue to work with Mr. Mraz on a few legal items.

Mr. King stated that there was not a lot of damage from last night's storm. Parks staff attended a demo on an artificial intelligence mower at Harper College. Staff are busy with mid-season landscape cleanup and ballfield maintenance. SAA has their end of season tournament at Veteran's Park this weekend. Olympic Park is hosting a flag football tournament this weekend. Permits have been submitted for the Lancer Creek wall project which will go out to bid soon. Gewalt Hamilton is working on permits for pickleball courts at Olympic Park for that project to begin over the winter and conclude in the spring. Paving projects have wrapped up. Meineke playground is waiting on turf to arrive to finish up the project. Mr. King is coordinating with the contractors to wrap up this project by National Night Out on August 1. Staff received and are reviewing grant information from IDNR. Mr. King stated that he and a few Parks staff attended a Sports Field Management meeting at Halas Hall this week.

Mr. Hager asked where the Olympic Park pickleball courts will be located and Mr. King stated they will be near the garden plots on the west side of the park.

Commissioner Schmidt asked on the status of the Sarah's Grove pond fountain and Mr. King stated that he gave the association some contractor information and has not yet heard anything more at this time.

Mr. Parsons stated that the summer programming at the golf course is wrapping up. Business continues to be busy. This year's June numbers are up 14% from last year and 21% from 2021. As of the end of June, this season there have been 27,533 rounds played which is up 26% from 2022 and 15% from 2021. July continues to be busy with shotgun outings. Toptracer is moving along well and there is a camera issue that is being addressed. Commissioner Trudel asked how the use is being measured and Mr. Parsons stated that there is a behind-the-scenes feature that tracks a variety of metrics. Fortunately, last night's storms did not produce much damage and Mr. Parsons thanked the golf staff for all their hard work keeping the course in great condition. Commissioner Trudel asked about the collaboration with Chandler's on the Nine and Dine program and Mr. Parsons stated that research is ongoing to find a date that works well for all. Commissioner Schmidt complimented the staff on a great job on yesterday's outing by rebounding quickly after the rain.

Mr. Sienkiewicz stated that his staff have been working on the fall program guide and snapshot that will be delivered to residents next week. Fall registration begins on Monday July 31. New Park Partner signs have been installed at all facilities. With July being Recreation Month, staff are holding a photo contest via social media with winners being announced in August. Marketing staff are coordinating with the Recreation staff on

communication for CRC renovations. Staff worked with Alex Bonaringo on the latest senior newsletter. Mr. Sienkiewicz thanked everyone across the district who helped and attended the Solstice Hop & Vine fest. Staff continue to put finishing touches on the Links Technology Cup taking place on August 9.

Ms. Bashia stated that July 19 is the part-time employee picnic and pool party at CRC. July 25 staff are hosting a job fair that will focus on fall and school year KASPER and preschool positions. In the month of May, there were 97 new hires processed and 62 in June. The formal compensation study is still underway. Staff are putting together the first Professional Development Program for all the supervisors which will be a three-part series. The Wellness Committee has launched a Hydration Challenge for the month of July. The Safety Committee continues to meet monthly and have been looking at root causes of incidents, launching a Safety is Tasty program and a new DOT compliance tool for the CDL program.

Mr. Ward reiterated his thanks to staff for their great job putting the policies in practice for the severe weather issues that occurred last night. Mr. Ward gave a shout-out to Facilities staff for keeping our pools up and running this summer as well as our HVAC systems adjusting with varying temperatures. Staff attended Fall Prevention/Ladder Lift safety training. Upcoming projects include closing out Sport Center roof with a water test on July 17, Heritage Farm Visitor Center is in pre-bid phase hoping to go out to bid in September and Water Works lobby renovations begin in August. Mr. Ward recognized the aquatics staff on receiving a perfect score on the Ellis audit! The swim program currently has 895 patrons in the program. Movies in the Park have begun and take place at Meineke Park. Pick-a-Park events will take place throughout the summer. Tye-die Thursdays have begun at the outdoor pools. Global Running Day was successful with 58 people in attendance. STP hosted the first USTA tournament. The majority of the athletic classes at the Sport Center have been full this summer. Olympic Park hosted a spike ball tournament with 32 courts per soccer field. Olympic Park is nearing over 3,000 hours of rentals. Wizard of Oz performances are scheduled for this weekend and next weekend. The Senior program had a luau with dance lessons, a spirits and wine trip to Michigan, a trip to Fireside Theater and are looking to restart a trip to Italy in March 2024 that was cancelled due to the pandemic. Spring Valley hosted events such as Rhubarb Fest, the Village of Schaumburg's Environmental Fair, and a German Beer Garden. Bison's Bluff attendance continues to be strong with 16,000 visitors. Total trail users were 31,000 for the month. The IT department continues to phase out old lines and move over to Comcast as well as working on some redundancies. All firewalls have been upgraded throughout the District. Summer Breeze was on Saturday. KASPER's registration numbers are ahead of last year's numbers. Commissioner Berg commented that having a preview of Wizard of Oz at Summer Breeze was well received.

IAPD/IPRA Committee Updates

Commissioner Schmidt stated that the Joint Conference Committee met and the state conference and closing session will be at the Hyatt again this year.

ACTION ITEMS

Review of Executive Session Minutes & Resolution

It was moved by Commissioner Mayle, seconded by Commissioner Trudel, to approve Resolution 23-07-1P, a resolution approving the Executive Session minutes and determining which minutes to release or hold.

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

The motion carried.

Intergovernmental Agreement with Village of Schaumburg for construction access for the Springinsguth West Branch DuPage River Stream Corridor Improvements and Resolution (Memo #P23-113)

It was moved by Commissioner Trudel, seconded by Commissioner Mayle to approve the updated Intergovernmental Agreement between the Village of Schaumburg and the Schaumburg Park District for construction access for the Springinsguth West Branch DuPage River Stream Corridor Improvements and adopt Resolution 23-07-2P, a resolution authorizing the execution of the Intergovernmental Agreement between the Village of Schaumburg and the Schaumburg Park District for construction access to the Springinsguth West Branch DuPage River Stream Corridor Improvements.

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

Commissioner Johnson asked what was updated and Mr. Burgess stated there was a minor change with the maintenance plan.

The motion carried.

Bids for Olympic Park Field #8 Turf and Resolution (Memo #P23-114)

It was moved by Commissioner Berg, seconded by Commissioner Johnson to table this item until next month.

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

The motion carried.

Executive Director Contract & Resolution

It was moved by Commissioner Mayle, seconded by Commissioner Trudel to approve the Thirteenth Amended Employment Contract between Executive Director, Anthony LaFrenere, and Schaumburg Park District and adopt Resolution 23-07-3P, a resolution authorizing the execution of the Thirteenth Amended Employment Contract between Anthony LaFrenere and the Schaumburg Park District.

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

The motion carried.

Board and Staff Educational Conferences (Memos #B23-102, R23-101)

It was moved by Commissioner Berg, seconded by Commissioner Johnson to approve the educational conference expenses as presented.

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

The motion carried.

Resolution for Budget Software Contract (Memo #B23-115)

It was moved by Commissioner Mayle, seconded by Commissioner Johnson to approve the budget software subscription agreement with Questica, Ltd. and adopt Resolution 23-07-4P, a resolution approving the Questica software subscription agreement between Questica, Ltd. and the Schaumburg Park District.

Ayes: Commissioners Berg, Trudel, Johnson, Mayle, 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

Commissioner Schmidt stated that there will be no Executive Session.

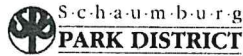
ADJOURNMENT

There being no further discussion, it was moved by Commissioner Johnson, seconded by Commissioner Berg to adjourn the regular Park Board meeting at 7:38 p.m.

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

The motion carried.

By: SAK. B.
Assistant Secretary



**Thursday, July 13, 2023
Park Board Regular Meeting**

MEETING AGENDA
Handlon Administrative Building
235 E. Beech Drive
Schaumburg, IL 60193
7:00 p.m.

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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
2. Proclamation of July as Recreation Month

C. Approval of Minutes

1. Approval of Minutes of June 8, 2023 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
2. Approval of Approved Engineer Bill List

G. Information Items

1. Department Updates & Upcoming Events
2. IAPD/IPRA Committee Updates

H. Action Items

1. Review of Executive Session Minutes & Resolution
2. Intergovernmental Agreement with Village of Schaumburg for construction access for the Springinsguth West Branch DuPage River Stream Corridor Improvements and Resolution (Memo #P23-113)
3. Bids for Olympic Park Field #8 Turf and Resolution (Memo #P23-114)
4. Executive Director Contract & Resolution
5. Board and Staff Educational Conferences (Memos #B23-102, #R23-101)
6. Resolution for Budget Software Contract (Memo #B23-115)

I. New Business

J. Other Items

K. Adjournment to Executive Session

1. Pending Litigation 2(c)(11)
2. Personnel 2(c)(1)

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.



July 13, 2023

Address

1626 Stretton Pond

118 Branchwood

525 CREIGHTON LN.