



SCHAUMBURG PARK DISTRICT

MINUTES OF THE BOARD OF PARK COMMISSIONERS REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

August 10, 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 August 10, 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

Commissioner Trudel called the meeting to order at 7:00 p.m. Commissioners present at the meeting included Commissioners Trudel (PP), Mayle (PP), Johnson (PP), and Berg, Jr. (PP). Commissioner Schmidt was absent.

Schaumburg Park District staff present included 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; Mr. Gangler (EM), Superintendent of Recreation Facilities; Ms. Chapa (EM), Superintendent of Facility Operations; Mr. O'Donnell (PP), Superintendent of Finance; Ms. Ali (PP), Communications Specialist; Mr. Mraz (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Bobbi Sloan* (PP) joined at 7:04 p.m., Rob Hager (PP), Rich Osten (PP), and Susie Mayle (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, Johnson, and Berg
Nays: None
Absent: Commissioner Schmidt

The motion carried.

PRESENTATIONS/INTRODUCTIONS

There were none.

APPROVAL OF MINUTES OF JULY 13, 2023 REGULAR MEETING

It was moved by Commissioner Johnson, seconded by Commissioner Berg, to approve the minutes of the July 13, 2023 regular meeting as presented.

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

The motion carried.

COMMUNICATIONS

Mail

Mr. Burgess stated that there are several pieces of mail this evening. The first was a compliment on Coach Jayden who teaches a soccer class. Two others were a compliment on Alex Valladares on a soccer tournament at Olympic Park and staff's handling of a softball tournament at Olympic Park. Staff received a note complimenting the K9 dog park. Alex Valladares received another nice note on a SAA outdoor court rental at Olympic Park. Finally, Coach Keith received a compliment on his PGA Jr. league.

* Bobbi Sloan joined the meeting.

Audience Comments

Bobbi Sloan stated that she had an issue with printing programming events from the website and also a customer service issue when calling a facility front counter. Commissioner Trudel stated that staff will follow up and thanked her for her comments.

COMMITTEE REPORTS

Finance Committee

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

APPROVAL OF APPROVED & PREVIOUSLY PAID BILL LISTS

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

General Fund	\$47,582.35
Recreation Fund	127,661.78
Audit	14,200.00
Liability Insurance	1,008.24
Internal Service Fund	139,406.24
Capital Projects	<u>131,435.03</u>
TOTAL APPROVED	<u>\$461,293.64</u>

General Fund	\$50,153.88
Recreation Fund	301,220.32
Liability Insurance	1,629.64
NWSRA	79,200.00
IMRF/Retirement	3,047.20
Internal Service	15,147.96
Capital Projects	<u>586,401.20</u>
TOTAL PAID	<u>\$1,036,800.20</u>

It was moved by Commissioner Mayle, seconded by Commissioner Johnson to approve the approved main bill list in the amount of \$461,293.64 and the previously paid bill list in the amount of \$1,036,800.20 for a total of \$1,498,093.84 as presented.

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

The motion carried.

APPROVAL OF APPROVED & PREVIOUSLY PAID ENGINEER BILL LISTS

Commissioner Berg recused himself from approving the Engineer bill list and left the room at 7:09 p.m. as his firm has done work/for with Gewalt Hamilton on past projects and is currently working on projects outside of the Park District.

Engineer Capital Projects Approved \$9,400.00

Engineer Capital Projects Paid \$92,427.81

It was moved by Commissioner Johnson, seconded by Commissioner Mayle to approve the approved Engineer bill list in the amount of \$9,400.00 and the previously paid engineer bill list in the amount of \$92,427.81 for a total of \$101,827.81 as presented.

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

The motion carried.

Commissioner Berg rejoined the meeting at 7:10 p.m.

INFORMATION ITEMS

Department Updates & Upcoming Events

Mr. Burgess thanked all staff across the district that helped with the Links Cup golf outing which was a very well-run event. Mr. Burgess stated that work is progressing on the new budget software implementation. Mr. Burgess attended a TIF meeting at Roselle for work on land near 390 expressway and will be attending a PTAB meeting tomorrow at the School District. Staff are following up on auditor questions from auditor fieldwork. Staff continue to finalize the July financial numbers.

Mr. King stated that staff have been busy assisting with the numerous special events. Staff helped to open MRC playground in time for the National Night Out event, the playground is fully opened and about 85% completed. Staff assisted with storm cleanup at the golf course. Pond maintenance is ongoing, and Mr. King spoke with a few residents regarding that maintenance. Preparations are underway to add safety surfacing at the school playgrounds before the start of the school year. SAA soccerfest is this month at Atcher, Connelly and Olympic parks, and staff are busy setting up for that tournament.

Parks staff are coordinating with the Village of Schaumburg to prepare for Septemberfest weekend including the District's parade float. Paving work is finishing up at CRC parking lot. A disc golf trial was held at Walnut Greens where participants offered great feedback. All items have been received by IDNR on the tourism grant at Olympic Park, Mr. King is waiting to receive the agreement, but all permits have been submitted for pickleball. Lancer Creek wall permits have also been submitted which will go out to bid in September. Atcher tennis courts have been repaved. There was a water main break at Admin and once the ground settles, Parks staff will repave the area. Commissioner Mayle asked if there will be a sign at Walnut Greens for disc golf and if it will be used as a walking path park and Mr. King replied that once approved, he will work with Mr. Sienkiewicz on signage and this park will be open as a regular park with hours most likely closing at sunset and utilizing automatic gates to close.

Mr. Parsons stated that July was busy despite the rainy weather and had 12,300 rounds played which is a 3% increase from last July. This season has hosted just shy of 40,000 rounds played which is an 18% increase over 2022. PGA Jr. league had a couple players on the all-star team which finished second overall in the state and Mr. Parsons congratulated all our coaches on a fabulous job. Registration for the PGA Jr. fall league is underway. The Schaumburg High School teams have begun their seasons. Many shotgun outings are taking place in August. Fall maintenance on the course has begun due to the increase of play. Commissioner Trudel asked if the high school teams' rounds of play are included in the total rounds played and Mr. Parsons confirmed that they are included. Commissioner Berg thanked the golf staff for providing a tour of the golf maintenance facility.

Mr. Sienkiewicz stated that the fall program guide has been released and the digital version has received 10,000 views which is 2,000 more than the same period last year. 580 patrons have opted in to receive the printed guide delivered to their homes in addition to copies made available at facilities. The marketing department continues to push the fall programs. The social media videos are receiving many views as these are growing more popular over still photos. The email open rate for the month was 40.8 which is remarkable for this industry to engage with the community. Mr. Sienkiewicz thanked all staff across the district for the help with the Links Cup golf outing. Fall special events are the current focus of the marketing team as well as golf's Toptracer app and fall hiring of KASPER and preschool staff. Commissioner Mayle asked if Toptracer is marketed on the digital sign at the golf course and Mr. Sienkiewicz stated that it is and will be at all signs across the district during the upcoming marketing push.

Ms. Bashia stated that the fall job fair for KASPER and preschool staff was held in July and netted over 30 interviews. The results of this job fair are helping preparations for the spring job fair in 2024. The annual part-time BBQ and pool party was held on July 19. The full-time employee appreciation picnic is scheduled for September 13 at Spring Valley. The part-time employee satisfaction survey has been launched and Ms. Bashia is receiving numerous responses. HR has launched a Professional Development Program for Supervisors with the first session underway. The Employee Wellness Committee conducted a Hydration Challenge during July and are planning an office plant event for August. The Health and Safety Committee met on July 25 and will meet again on August 29. Tonight, revisions to Section 5 of the Safety Manual will be presented for approval. Commissioner Mayle asked about steps taken for hiring employees that will drive park

district vehicles and Ms. Bashia stated that the US DOT regulates the CDL driver's licenses for those employees that drive our busses and equipment vehicles.

Mr. Ward stated that Facilities staff have been working on annual maintenance across the district starting at STP pool followed by Water Works. The Safety Committee installed an extra AED machine at STP based on the recommendation from an employee suggestion. Sport Center roof and gym floor upgrades continue and are nearing completion. Current renovations at CRC consist of Water Works lobby renovation and Discovery Room flooring upgrade. Mr. Parsons and Shane Ritchie have been helping Ms. Rao coordinate the upgrade of the SGC pump house roof scheduled to begin next week. Ms. Rao has begun work towards MRC roof and HVAC upgrade. Atcher and MRC pools will close for the season on August 13 and Bock will stay open through Labor Day and potentially longer based on weather. The lifeguards just had their third unannounced Ellis audit and received another "Exceeds" rating, the highest standard. Summer swim lessons wrapped up with 950 participants in the program, compared to 770 in 2022. Five swimmers from the Barracudas swim team went to state and two advanced to "zone". Recent special events included Movie in the Park, SPD Triathlon and National Night Out. The gymnastics program continues to grow and increased by 50 participants over the last registration period. Olympic Park continues to bring great numbers with its tournaments and staff are doing a great job. Mr. Ward gave compliments to Alex Valladares as there is now a full-time employee at Olympic Park during these busy tournaments. Soccer rentals had 2,100 hours compared to 1,200 in 2022. Softball had 730 rental hours compared to 447 in 2022. Many of the tournaments consist of national and regional tournaments that bring a significant number of patrons, many from across the country. KASPER registration is at 1,050 which is just about at pre-pandemic numbers. KASPER hosted the most amount of lemonade stands in Illinois during Lemonade Days. Lemonade Days is a child-run activity that partners with the Schaumburg Business Association. Wizard of Oz performances sold \$1,200 in ticket sales. The last summer dance series was held on August 4. Senior programming included health provider speakers covering various topics, berry picking, sailboat ride in Lake Geneva and a food tour in Chicago. Spring Valley hosted a summer insect extravaganza and concerts at the cabin. Mr. Ward gave kudos to Monique Ingot as the adult programming at Spring Valley has really picked up. Bison's Bluff had 11,668 visitors last month.

IAPD/IPRA Committee Updates

Commissioner Johnson stated that the only update is that other park district reviews are coming up.

ACTION ITEMS

Resolution for NWSRA Assessment (Memo #B23-127)

It was moved by Commissioner Mayle, seconded by Commissioner Berg, to approve the 2024/2025 fiscal year NWSRA assessment of \$684,582.23 and adopt Resolution 23-08-1P, the NWSRA Assessment Resolution as recommended by the Finance Committee.

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

The motion carried.

Safety Manual Section 5 Revisions (Memo #H23-128)

It was moved by Commissioner Berg, seconded by Commissioner Johnson to approve the revisions to the Safety Manual Section 5 as presented.

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

The motion carried.

New Policy for Employee Manual (Memo #H23-129)

It was moved by Commissioner Johnson, seconded by Commissioner Mayle to approve adding the new policy, 9.21 Required Workplace Notices, to the Employee Manual.

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

The motion carried.

Employee Manual Update (Memo #H23-130)

It was moved by Commissioner Berg, seconded by Commissioner Johnson to approve the updates to the Employee Manual as presented.

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

The motion carried.

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

It was moved by Commissioner Mayle, seconded by Commissioner Johnson to award the base bid for Olympic Park Field #8 Turf replacement to FieldTurf USA, Inc. for an amount not to exceed \$560,557.22 and adopt Resolution 23-08-2P, a resolution awarding contract and approving the standard form of agreement between owner and contractor between the Schaumburg Park District and FieldTurf USA, Inc. at a reduced negotiated contract sum.

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

Commissioner Mayle added that the original bid came in at a higher amount and due to the co-op purchase, the same company applied a discount to the project.

The motion carried.

NEW BUSINESS

Mr. Burgess stated there was no new business.

OTHER ITEMS

Mr. Burgess stated that there were no other items.

ADJOURNMENT

There being no further discussion, it was moved by Commissioner Berg, seconded by Commissioner Johnson to adjourn the regular Park Board meeting at 7:43 p.m.

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

The motion carried.

By: S.H.L. Berg
Assistant Secretary



**Thursday, August 10, 2023
Park Board Regular Meeting**

MEETING AGENDA

**Jerry Handlon Administration 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

C. Approval of Minutes

1. Approval of Minutes of July 13, 2023 Regular Meeting

D. Communications

1. Mail
2. Audience Comments

E. Committee Reports

1. Finance 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. Resolution for NWSRA Assessment (Memo #B23-127)
2. Safety Manual Section 5 Revisions (Memo #H23-128)
3. New Policy for Employee Manual (Memo #H23-129)
4. Employee Manual Update (Memo #H23-130)
5. Bids for Olympic Park Field #8 Turf and Resolution (Memo #P23-114)

I. New Business

J. Other Items

K. 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.



August 10, 2023

Address

118 Branching N.

1620 STRATTON Pond

525 CREIGHTON CA