



SCHAUMBURG PARK DISTRICT

MINUTES OF THE BOARD OF PARK COMMISSIONERS REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

September 14, 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 September 14, 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 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 (PP), Director of Human Resources; Mr. Gangler (PP), Superintendent of Recreation Facilities; Ms. Gear (PP), Superintendent of Education and Enrichment; Ms. Chapa (PP), Superintendent of Facility Operations; Mr. O'Donnell (PP), Superintendent of Finance; Mr. Gonzini (PP), Manager of Facility Trades; Mr. Mueller (PP), Manager of Facility Maintenance Operations; Ms. McCalister (PP), Supervisor of Parties, Rentals and Special Events; Ms. Weidner (PP), Assistant Supervisor of Cultural Arts; Mr. Galleguillos (PP), Trades Technician; Mr. Castro (PP), Trades Technician; Ms. Lucena (PP), Communications Specialist; Mr. Mraz (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Tom Harrold (PP), Bruce Plaxton (PP), Roosevelt Groves* (PP) joined at 7:09pm, 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 Johnson, seconded by Commissioner Mayle, to approve the agenda as presented.

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

The motion carried.

PRESENTATIONS/INTRODUCTIONS

Mr. Ward stated that there have been a number of new hires this budget year. Ms. Chapa introduced her two managers, Fred Gonzini and Jay Mueller. Mr. Mueller has been with the District for over a year; however, this is his first introduction to the Board. Mr. Mueller introduced the new Trades Technicians Manuel Galleguillos and John Castro who were present and John Follick who was unable to attend. Ms. Gear introduced the new Assistant Supervisor of Cultural Arts, Staci Weidner. Mr. Gangler introduced Jamie McCalister, the new Supervisor of Parties, Rentals and Special Events.

APPROVAL OF MINUTES OF AUGUST 10, 2023 REGULAR MEETING

It was moved by Commissioner Trudel, seconded by Commissioner Berg, to approve the minutes of the August 10, 2023 regular meeting as presented.

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

The motion carried.

COMMUNICATIONS

Mail

Mr. LaFrenere stated that there were a couple of nice emails received. The first was an internal email from an employee complimenting and thanking Ms. Bashia's new Professional Development Program for supervisors. The second email was from Don Watson thanking the Park District for naming Veteran's Park field in his honor for his work with SAA.

Audience Comments

Tom Harrold and Bruce Plaxton are military veterans and asked if the Park District would offer a discount for retired military in addition to the currently offered discount to active military. Mr. Ward stated that their comments have been previously discussed with staff and the District is going to offer a reduced rate for former military patrons starting with the release of the winter program guide. Mr. Ward added that the District also has a scholarship program for those with financial hardships.

*Mr. Groves joined the meeting.

COMMITTEE REPORTS

Finance Committee

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

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	\$78,306.86
Recreation Fund	125,595.83
Internal Service Fund	144,168.52
Capital Projects	<u>177,070.38</u>
TOTAL APPROVED	<u>\$525,141.59</u>

General Fund	\$121,894.41
Recreation Fund	409,260.80
Liability Insurance	309.72
NWSRA	255,856.61
IMRF/Retirement	2,462.38
Internal Service	25,559.02
Capital Projects	<u>714,685.38</u>
TOTAL PAID	<u>\$1,530,028.32</u>

It was moved by Commissioner Johnson, seconded by Commissioner Mayle to approve the approved main bill list in the amount of \$525,141.59 and the previously paid bill list in the amount of \$1,530,028.32 for a total of \$2,055,169.91 as presented.

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

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 7:16 p.m. as his firm has done work/for with Williams Architect and Gewalt Hamilton on past projects and is currently working on projects outside of the Park District.

Engineer Capital Projects Approved \$36,944.82

It was moved by Commissioner Trudel, seconded by Commissioner Johnson to approve the approved Engineer bill list in the amount of \$36,944.82 as presented.

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

The motion carried.

Commissioner Berg rejoined the meeting at 7:17 p.m.

INFORMATION ITEMS

Bond Sale Announcement

Commissioner Schmidt announced that the Park District will be having a bond sale this fall.

Department Updates & Upcoming Events

Mr. LaFrenere thanked all full-time and part-time staff for their hard work during the start of the busy fall season. Mr. LaFrenere gave a shout-out to staff that helped with Septemberfest including volunteering at the table, setting up and delivering items, cleaning up the parade route, building the float and walking in the parade as this year's Grand Marshal. Mr. LaFrenere gave a shout-out to special events staff for all the great events, including those at Spring Valley, being offered to our community.

Mr. Burgess stated that work continues on inputting data into the new budget software. The fall bond issue process is underway and will be similar to previous years. The second draft of the audit report is due soon for staff to review for an October Board presentation.

Mr. King stated that August had two large events that staff prepared for: Soccerfest at Olympic, Connelly and Atcher parks and Septemberfest. Mr. King attended the field dedication for Don Watson at Veteran's Park. Mr. King hosted the annual Park Tour last Saturday. Spring Valley hosted an urban coyote presentation to offer information to community members. Parks staff are working with the Village on their creek project at Olde Salem and Atcher parks. Olympic Park field 8 turf replacement project is scheduled to begin in October. Mr. King and Matt Gaynor met with Campanelli School for the playground renovation project that is scheduled for next summer. Parks staff are adding disc golf pads at Walnut Greens and discussing new signage as a soft opening is being scheduled for October. Olympic Park pickleball project will be going out to bid for approval at the October Board meeting. This weekend's events that staff are setting up include an Eagle Scout project at Spring Valley, Fire Department's annual softball tournament, the Giving Group's kickball tournament and the Village's Hops and Props event at the airport.

Mr. Parsons stated that the fall PGA Junior League is underway with 33 participants. 2024 S&H senior league registration is underway with 150 already registered. For the month of August, the golf course has hosted over 12,000 rounds played. Since April 1, the course has passed 56,000 rounds played for the season. Mr. Parsons shared data from Toptracer. Commissioner Trudel asked if staff have received feedback from users on Toptracer and Mr. Parsons stated that so far it is positive and friendly. Shane Ritchie and the staff are working on course blemishes and are starting to ninja tine the greens. Mr. Parsons gave a shout-out to Mr. Ritchie and his staff as the golf course is in excellent condition, which is shown by the number of rounds played on a daily basis.

Mr. Sienkiewicz thanked everyone that participated in the Septemberfest parade and the commissioners for handing out candy! Staff are working on the first draft of the winter program guide. Updates are in the works for the Take Time for Fun banners, a new party brochure and the branding guide. Mr. Sienkiewicz has been working with the Park Partners on upcoming events. A Power of Parks campaign will be launched this fall on how the park amenities benefit the community as well as the social and economic benefits. Mr. Sienkiewicz explained and shared the Net Promoter Score of 75, a world class number!

Ms. Bashia stated that HR staff processed 91 new hires in August. The full-time employee appreciation picnic was held at Spring Valley this week. The part-time employee satisfaction survey produced strong numbers. There were 252 responses and 91% of part-time staff agreed that they would recommend a friend or relative to work at the District. The Wellness Committee hosted an August office plant event and are

planning a walking series this month. The Health and Safety Committee continues to meet monthly and is presenting an update to section 7 of the Safety Manual this evening.

Mr. Ward also thanked all staff that prepared and volunteered for Septemberfest. Mr. Ward thanked the staff involved with Soccerfest as well as SAA. Spring Valley has its 40th birthday coming up next week which is included in the fall calendar for special events. The outdoor pools are now closed for the season. Total August rental hours at Olympic Park were approximately 1,900 hours. KASPER participant numbers are 1,000. The seniors have been busy attending the Wisconsin State Fair, Museum of Science and Industry and a White Sox game. Spring Valley has been very well attended with their special events including Star Party, Back to School Campfire, Pairings on the Prairie and German Beer Garden while also wrapping up the Monarch Butterfly education program that had 2,652 attendees. The IT department has been busy with a variety of projects including assisting with the implementation of the new budget software. Work on the MRC pool dig continues as staff are looking at changes to the ground water and running a dye test to find the source or sources. Staff are attending a Village meeting for the Spring Valley Visitors Center bid. Other upcoming projects include SGC ballroom and basement foyer carpet, MRC HVAC and roof upgrades, Sport Center upgraded digital sign and 601 bathroom renovation.

IAPD/IPRA Committee Updates

Commissioners Johnson and Schmidt stated that there are several park districts up for accreditation or reaccreditation this fall. And planning is underway for the State conference in January.

ACTION ITEMS

TK Elevator Modernization Agreements and Resolution (Memo #F23-142)

It was moved by Commissioner Trudel, seconded by Commissioner Berg, to approve the TK Elevator Modernization Agreements and adopt Resolution 23-09-1P, a resolution approving of the elevator modernization agreements between the Schaumburg Park District and TK Elevator Corporation.

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

The motion carried.

Lancer Creek Bank Stabilization Project Bid and Resolution (Memo #P23-141)

It was moved by Commissioner Berg, seconded by Commissioner Trudel to award the base bid for Lancer Creek Bank Stabilization Project to the lowest bidder, V3 Construction Group, Ltd. for an amount not to exceed \$454,700 and adopt Resolution 23-09-2P, a resolution authorizing the execution of a contract between the Schaumburg Park District and V3 Construction Group, Ltd.

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

Nays: None
Absent: None

The motion carried.

Safety Manual Policy Update Section 7 (Memo #H23-140)

It was moved by Commissioner Mayle, seconded by Commissioner Trudel to approve the updates to Section 7 of the Safety Manual as presented.

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

The motion carried.

Tressler LLP Engagement Letter and Resolution (Memo #E23-143)

It was moved by Commissioner Mayle, seconded by Commissioner Berg to approve the Tressler LLP Engagement Letter and adopt Resolution 23-09-3P, a resolution approving the engagement letter for special counsel legal services with Tressler LLP.

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

The motion carried.

Business Enterprise Program Utilization Plan for Spring Valley and Resolution (Memo #B23-144)

It was moved by Commissioner Trudel, seconded by Commissioner Mayle to approve the Business Enterprise Program Utilization Plan for Spring Valley and adopt Resolution 23-09-4P, a resolution adopting a Business Enterprise Program Utilization Plan (Spring Valley Nature Center – Heritage Farm Visitor Center Renovation Project).

Ayes: Commissioners Trudel, Mayle, Johnson, Berg, 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.

ADJOURNMENT


There being no further discussion, it was moved by Commissioner Berg, seconded by Commissioner Mayle to adjourn the regular Park Board meeting at 7:44 p.m.

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

Nays: None

Absent: None

The motion carried.

By: 
Assistant Secretary



**SCHAUMBURG
PARK DISTRICT**

**Thursday, September 14, 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 September 14, 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 September 14, 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

C. Approval of Minutes

1. Approval of Minutes of August 10, 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. Bond Sale Announcement
2. Department Updates & Upcoming Events
3. IAPD/IPRA Committee Updates

H. Action Items

1. TK Elevator Modernization Agreements and Resolution (Memo #F23-142)
2. Lancer Creek Bank Stabilization Project Bid and Resolution (Memo #P23-141)
3. Safety Manual Policy Update Section 7 (Memo #H23-140)
4. Tressler LLP Engagement Letter and Resolution (Memo #E23-143)
5. Business Enterprise Program Utilization Plan for Spring Valley and Resolution (Memo #B23-144)

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.

