



SCHAUMBURG PARK DISTRICT

MINUTES OF THE BOARD OF PARK COMMISSIONERS SPECIAL MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

DECEMBER 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 Special 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 December 13, 2023 Park Board Special 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 6:00 p.m. Commissioners present at the meeting included Commissioners Berg (PP), Mayle (PP), Johnson (PP), Trudel (PP), and Schmidt (PP).

Schaumburg Park District staff present included Mr. LaFrenere (PP), Executive Director; Mr. Burgess (PP), Director of Finance and Administration; Mr. King (PP), Director of Parks and Planning; Mr. Parsons (PP), Director of Golf Operations; Mr. Sienkiewicz (PP), Director of Communication and Marketing; Mr. Ward (PP), Director of Operations; Ms. Bashia (EM), Director of Human Resources; Mr. O'Donnell (PP), Superintendent of Finance; Ms. Chapa (EM), Superintendent of Facility Operations.

INTRODUCTION

Executive Director Annual Memo (Memo #E23-196)

Mr. LaFrenere started the meeting by showing a video staff made and presented at the full-time staff meeting the week prior to share what the commissioners help make happen. The video displayed examples of teamwork, camaraderie and hard work that are shared among all employees across the district. All staff, both full and part-time, are able to say they help make a positive impact in this community because of their work at the park district. Mr. LaFrenere thanked the board members and stated that none of this would be possible without the board's support and guidance.

Mr. LaFrenere thanked staff in all departments for their hard work on tonight's presentation binders. There was a lot of work putting the materials together and even more due diligence to collect all the numbers and preliminary thoughts. Mr. LaFrenere thanked the board members for providing initial questions prior to this evening's meeting.

Mr. LaFrenere discussed his cover memo stating that staff are extremely excited to share this year's capital plan. This is a great combination of critical infrastructure repairs across the district. There are many items to fix and/or repair at the facilities to ensure the park district meets the needs of its residents such as the MRC pool liner. Another of these needs, that was also a direct result of the Attitude and Interest Survey, is the huge, exciting project of Heritage Farm's Visitors Center. Staff are excited to add new amenities to this area that will also integrate green initiatives within this single project.

The capital items listed were slightly more than the amount of bonds the district will be able to issue. There are a few options the district is considering in order to fund the projects to avoid any deficits.

Mr. LaFrenere stated that Mr. Burgess will discuss the financial projections during his update. Mr. LaFrenere asked if there were any questions about his brief overview. There were none.

Financial Projections/Position (Memo #B23-197)

Mr. Burgess stated that he would focus on the projections. Mr. Burgess noted the 10-year average net fund surplus in the General Fund is over one million dollars for the first time in recent years. The district has advanced greatly from ten years ago as well as more recently post-COVID. Mr. Burgess stated that this is the current trend, and the General Fund is in good shape and will be for the foreseeable future. The Recreation Fund and Golf Course are also in a positive position. Mr. LaFrenere added that while the district is trending in a positive financial direction, we need to be cognizant of the workforce issues for part-time staff that could impact these projections and differentiate the park district from what other entities offer.

Operations (Memo #O23-198)

Mr. Ward gave credit and offered kudos to staff for creating a positive culture for their employees as the workforce challenges arise. Mr. Ward highlighted the platinum award the lifeguards earned as an example of the hard work and dedication of the employees. Mr. Ward thanked all full and part-time staff that are a part of the many programs, activities and events contained in the materials presented this evening.

CAPITAL REVIEW

Capital Summary

Mr. LaFrenere moved on to the long-range capital review. Mr. Burgess stated that the next fiscal year will have a budgeted deficit and that the park district can be flexible with its planned projects to avoid deficit spending. Mr. Burgess stated that the park district no longer has long-term debt and does not plan to change that, it will be only short-term debt.

Capital Plans by Department

Commissioners were able to ask department-specific questions at this time with staff present to answer.

ADJOURNMENT

There being no further discussion, it was moved by Commissioner Johnson, seconded by Commissioner Berg, to adjourn the special Park Board meeting at 7:15 p.m.

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

The motion carried.

By: SHK. Berg
Assistant Secretary



**SCHAUMBURG
PARK DISTRICT**

**Wednesday, December 13, 2023
Park Board Special Meeting**

MEETING AGENDA

**Jerry Handlon Administration Building
235 E. Beech Drive
Schaumburg, IL 60193
6:00 p.m.**

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 Special 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 December 13, 2023 Park Board Special meeting at the regularly scheduled date and time of said meeting.

A. Call to Order

B. Roll Call

C. Introduction

1. Executive Director Annual Memo (Memo #E23-196)
2. Financial Projections/Position (Memo #B23-197)
3. Operations (Memo #O23-198)

D. Capital Review

1. Capital Summary
2. Capital Plans by Department

E. 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.



December 13, 2023

Address

[illegible]