

SCHAUMBURG PARK DISTRICT

MINUTES OF THE BOARD OF PARK COMMISSIONERS REGULAR MEETING

SCHAUMBURG PARK DISTRICT
235 EAST BEECH DRIVE
SCHAUMBURG, ILLINOIS

December 14, 2023

IMPORTANT NOTE REGARDING THE CONDUCT OF THIS MEETING

NOTICE IS HEREBY GIVEN that Section 7I 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 December 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

President Schmidt called the meeting to order at 7:00 p.m. Commissioners present at the meeting included Commissioners Berg (PP), Trudel (PP), Mayle (PP), Johnson* arrived at 7:21pm (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; Ms. Ali (PP), Communications Specialist; Mr. O'Donnell (PP), Superintendent of Finance; Ms. Chapa (EM), Superintendent of Facility Operations; Mr. Gangler (EM), Superintendent of Recreation Facilities; Mr. Mraz (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included State Senator Laura Murphy (PP), Charles Vaughn (PP) (aide to State Rep. Mussman), Rich Osten (PP), and Rob Hager (PP).

Commissioner Schmidt stated that the Board of Park Commissioners has determined that it is in the public interest to issue \$3,000,000 General Obligation Limited Tax Park Bonds, Series 2023B, and \$2,123,875 Taxable General Obligation Limited Tax Park Bonds, Series 2023C.

Later in tonight's meeting, under the Action Items portion of the agenda, the Board will take action on:

AN ORDINANCE providing for the issue of \$3,000,000 General Obligation Limited Tax Park Bonds, Series 2023B, and \$2,123,875 Taxable General Obligation Limited Tax Park Bonds, Series 2023C, of the Schaumburg Park District, Cook County, Illinois, for the purposes of paying the costs of capital projects, and providing for the levy of a direct annual tax to pay the principal and interest on said bonds and for the sale of said bonds to the purchaser thereof.

Copies of the Ordinance for the Series 2023B and Series 2023C Bonds have been made available to the Board members for each Park Commissioner's review prior to this evening, and copies of the Ordinance are now available on the District's website, parkfun.com, for review by members of the public and members of the media prior to the consideration of the Ordinance by the Board later in tonight's meeting under the Action Items portion of the agenda.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA

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

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

The motion carried.

PRESENTATIONS / INTRODUCTIONS

Conducted under Audience Comments.

APPROVAL OF MINUTES OF NOVEMBER 9, 2023 REGULAR MEETING

It was moved by Commissioner Trudel, seconded by Commissioner Mayle, to approve the minutes of the November 9, 2023 regular meeting as presented.

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

The motion carried.

COMMUNICATIONS

Mail

Mr. LaFrenere stated that staff received a nice email from a resident complimenting the winter snapshot, specifically the cover picture that the Communications and Marketing department sent out to residents.

Audience Comments

State Senator Laura Murphy and aide to State Representative Michelle Mussman, Charles Vaughn, recognized Commissioners Schmidt and Johnson on their respective 20 and 50 years of service on the Park Board and thanked them for their continued service. Mr. LaFrenere thanked the legislators for attending tonight's meeting.

COMMITTEE REPORTS

Finance Committee

Commissioner Berg reported that the Finance Committee met this evening and reviewed the bill list, financial statements, tax levy and PTELL ordinances, and fall bond sale.

Joint Advisory Committee

Commissioner Trudel reported that the Joint Advisory Committee met on November 28 with great presentations and updates and the next meeting is scheduled for February 27, 2024.

Local Government Efficiency Committee

Mr. LaFrenere stated that this new committee met on November 28 and reviewed the various partnerships and intergovernmental agreements that the Schaumburg Park District has with a variety of government entities and companies to be efficient in our initiatives. The next meeting is scheduled for February and a report will be compiled next year.

APPROVAL OF APPROVED & PREVIOUSLY PAID MAIN BILL LISTS

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

General Fund	\$77,244.21
Recreation Fund	93,570.64
NWSRA	22,427.22
Internal Service Fund	103,920.90
Capital Projects	<u>993,328.48</u>
TOTAL APPROVED	<u>\$1,290,491.45</u>

General Fund	\$71,200.45
Recreation Fund	255,615.38
Liability Insurance	9.95
IMRF/Retirement	1,823.75
Internal Service	11,265.40
Capital Projects	<u>617,275.96</u>
TOTAL PAID	<u>\$957,190.89</u>

It was moved by Commissioner Berg, seconded by Commissioner Trudel to approve the approved bill list in the amount of \$1,290,491.45 and the previously paid bill list in the amount of \$957,190.89 for a total of \$2,247,682.34 as presented.

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

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 Williams Architect on past projects and is currently working on projects outside of the Park District.

Engineer Capital Projects Approved \$76,992.82

It was moved by Commissioner Trudel, seconded by Commissioner Mayle to approve the approved Engineer bill list in the amount of \$76,992.82 as presented.

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

The motion carried.

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

INFORMATION ITEMS

Department Updates & Upcoming Events

Mr. LaFrenere thanked both full and part-time staff as we have moved out of fall and into the winter season. There have been many holiday events that our full and part-time staff, along with our volunteers, have provided for the community as special events were requested from the community survey. These events are a demonstration of great teamwork and dedication across all departments. Mr. LaFrenere stated his and the Board's appreciation of all their work. Mr. LaFrenere congratulated Commissioners Schmidt and Johnson for their many years of service to the park district.

Mr. Burgess stated that staff have been working on many of the action items that will be voted on later in the meeting. The Board/Staff Seminar was completed last night, and Mr. Burgess will now be entering that information into the capital budget. Mr. Burgess has sent PDRMA, the new risk management, all the requested information. Mr. LaFrenere added that the PDRMA board has accepted our application, and this item will be on January's agenda to approve joining PDRMA.

Mr. King stated that Parks staff have been cleaning up various areas with the mild weather. All holiday lights are being inspected on a regular basis. The Timbercrest ice rink will be installed in time for schools' winter break. Walnut Greens disc golf is on a soft open and 311 rounds have been played in November. The fleet department has added new vans into service for the Facilities department and a new bus for the Recreation department. Spring Valley hosted a workday for volunteers at Oak Hollow to remove invasive plants. Staff held a meeting to discuss synthetic turf options at Olympic Park's softball fields. Staff met with Campanelli school to discuss the playground renovation. Engineers are looking at options for the seawall at Gray Farm Park. IDNR has asked for an environmental survey for the Olympic Park Tourism grant. The Lancer Creek wall project will begin after the first of the year. Staff will be meeting with the Village of Schaumburg on the grant project at Volkening Lake. Mr. King has a couple of bids up for approval later during this meeting.

Mr. Parsons stated that the golf course closed for the season on November 20 and the course surpassed 70,000 rounds played for the year. The course was open 233 days this year. The golf shop is currently running a sale on its merchandise. The indoor simulators are going well and the Thursday night league is going well this winter season. Mr. Parsons thanked staff for their work on the capital budgets that were discussed at last night's meeting. Work is underway for 2024 items including the spring brochure, tee

sheets and course rotations. The grounds staff are prepping the course for the winter maintenance.

Mr. Sienkiewicz stated that the winter program guide and snapshot have been sent out and work is already underway for the spring program guide. The new Realtime Feedback system has been launched at CRC and will expand across the district. The holiday house decorating list has reached over 23,000 people on the district's Facebook page. This year's Giving Tuesday campaign for the Park Foundation was the most successful we have had. Staff are working on the submissions for the IPRA Showcase next month.

Ms. Bashia stated that the full-time staff meeting took place on December 6. The Health and Safety Committee wrapped up a successful year on December 8. The Wellness Committee is wrapping up their 2023 events with two sessions for a winter painting event. The formal compensation study has been completed and the full-time salary structure and part-time wage scale will be presented later this evening.

*Commissioner Johnson joined the meeting.

Mr. Ward stated that Facilities staff concluded another Homeowners 101 program. The Water Works lobby renovation is complete. SGC ballroom carpet project is under production. The SGC emergency plumbing repair is complete and will then be cleaned up again. The Heritage Farm Visitor Center project is in the process of securing permits to begin construction in the spring. Fall swim lessons ended its session with 620 participants. Barracudas swim team has approximately 100 competitive swimmers in its program. Staff received a nice email from a former resident that moved out of state and forgot to register for a Jolly the Elf phone call. Fortunately, Jolly was able to make the call and the family was extremely appreciative. Staff have been very busy preparing and presenting a variety of holiday special events for the community and will wrap up with Pizza and PJ's on December 15. District 54 had 1,123 students participate in educational field trips to Spring Valley in November alone. Spring Valley is a unique resource in our community that is provided to students to get them out of the classroom into an environment they may not typically explore.

IAPD/IPRA Committee Updates

Commissioner Schmidt stated the state conference is next month and thanked the board members that have volunteered to help out with hosting some of the sessions.

Calendar of 2024 Regular Meetings

It was moved by Commissioner Trudel, seconded by Commissioner Berg to approve the updated 2024 Regular Meetings calendar.

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

The motion carried.

ACTION ITEMS

Tax Levy Ordinance (Memo #B23-199)

It was moved by Commissioner Berg, seconded by Commissioner Mayle, to adopt Ordinance 23-12-1P, an ordinance levying the taxes of the Schaumburg Park District for its fiscal year beginning April 1, 2023 and ending March 31, 2024 as recommended by the Finance Committee.

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

The motion carried.

PTELL Ordinance (Memo #B23-200)

It was moved by Commissioner Mayle, seconded by Commissioner Berg, to adopt Ordinance 23-12-2P, an ordinance directing against proportional reduction in the aggregate extension of the tax levy of the Schaumburg Park District for its fiscal year beginning April 1, 2023 and ending March 31, 2024 as recommended by the Finance Committee.

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

The motion carried.

Consideration and action on an Ordinance providing for the issue of \$3,000,000 General Obligation Limited Tax Park Bonds, Series 2023B, and \$2,123,875 Taxable General Obligation Limited Tax Park Bonds, Series 2023C, of the Schaumburg Park District, Cook County, Illinois, for the purposes of paying the costs of capital projects and providing a revenue source to pay certain outstanding obligations of said Park District, and providing for the levy of a direct annual tax to pay the principal and interest on said bonds and for the sale of said bonds to the purchaser thereof. (Memo #B23-201)

Commissioner Schmidt stated that he will entertain a motion to adopt Ordinance 23-12-3P, an Ordinance providing for the issue of \$3,000,000 General Obligation Limited Tax Park Bonds, Series 2023B, and \$2,123,875 Taxable General Obligation Limited Tax Park Bonds, Series 2023C, of the Schaumburg Park District, Cook County, Illinois, for the purposes of paying the costs of capital projects, and providing for the levy of a direct annual tax to pay the principal and interest on said bonds and for the sale of said bonds to the purchaser thereof. Commissioner Trudel moved the passage of Ordinance 23-12-3P. Commissioner Johnson seconded the motion.

Commissioner Schmidt asked if there was any discussion. There was none.

Commissioner Schmidt asked Mr. Burgess to provide additional information on the bonds. Mr. Burgess stated that there are two issues, the first is for \$3,000,000, a tax-exempt issue, at a 4.7% rate. The second issue is a taxable issuance for \$2,123,875 at a 5.65% rate. These will be for the purpose of funding the capital fund for the current fiscal year. The maturity is for just over a year. The park district no longer has any long-term debt.

Commissioner Schmidt asked Attorney Mraz to summarize the Bond Ordinance for the Series 2023B and 2023C Bonds. Mr. Mraz stated that the ordinance spells out the projects and the payment of land condemned or purchased by the Park District, maintaining, improving and protecting of the same existing land and facilities of the District. It also states pursuant to the BINA hearing held on April 20, 2023 that \$15,000,000 was authorized. \$7,000,000 has already been issued. This bond ordinance's grand total is \$5,123,875 and spells out the taxable and non-taxable portions and interest rates. Limitations on how to manage the bonds are also listed. This will be filed with the County Clerk's office upon its passage.

Commissioner Schmidt asked if there were any further questions from the Board. There were none.

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

The motion carried.

Dugout Covers Bid (Memo #P23-202)

It was moved by Commissioner Mayle, seconded by Commissioner Johnson, to award the purchase of dugout covers to NuToy's Leisure Products, the lowest bid meeting specifications, for an amount not to exceed \$65,400.

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

The motion carried.

Olympic Park Shade Structures Bid and Resolution (Memo #P23-203)

It was moved by Commissioner Berg, seconded by Commissioner Trudel to award the base bid for Olympic Park Shade Structures to Schaeffges Brothers, Inc. for an amount not to exceed \$465,725.00 and adopt Resolution 23-12-4P, a resolution authorizing the execution of a contract between the Schaumburg Park District and Schaeffges Brothers, Inc.

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

The motion carried.

Dog Park Sponsorship Agreement & Resolution (Memo #C23-182)

It was moved by Commissioner Trudel, seconded by Commissioner Johnson to approve the Dog Park Sponsorship Agreement and adopt Resolution 23-12-5P, a resolution approving of the sponsorship agreement between the Schaumburg Park District and Golf Rose Animal Services.

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

The motion carried.

Mr. Mraz asked that the SPD advertising guidelines for sponsorships are identified by Exhibit A.

2024 Part-time Wage Scale (Memo #H23-195)

It was moved by Commissioner Mayle, seconded by Commissioner Johnson to approve the 2024 Part-time Wage Scale as presented.

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

The motion carried.

Full-time Salary Structure (Memo #H23-194)

It was moved by Commissioner Trudel, seconded by Commissioner Johnson to approve the Full-time Salary Structure as presented.

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

The motion carried.

Commissioner Johnson complimented Ms. Bashia on the work done for these action items.

Mr. LaFrenere added that staff greatly appreciate the Board's support on the full-time salary structure. He is very proud of the work that the park district produces and that does not happen without every member of the full and part-time staff. These last two items passed allow staff to hire and retain qualified people to continue to make great things happen in the community.

NEW BUSINESS

Mr. LaFrenere said there is no new business.

OTHER ITEMS

Mr. LaFrenere stated there were none.

ADJOURNMENT

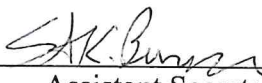
There being no further discussion, it was moved by Commissioner Berg, seconded by Commissioner Mayle to adjourn the regular Park Board meeting at 7:42 p.m.

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

Nays: None

Absent: None

The motion carried.

By: 
Assistant Secretary



**SCHAUMBURG
PARK DISTRICT**

**Thursday, December 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 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 December 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 the November 9, 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 Main Bill List
2. Approval of Approved Engineer Bill List

G. Information Items

1. Department Updates & Upcoming Events
2. IAPD/IPRA Committee Updates
3. Calendar of 2024 Regular Meetings

H. Action Items

1. Tax Levy Ordinance (Memo #B23-199)
2. PTELL Ordinance (Memo #B23-200)
3. Consideration and action on an Ordinance providing for the issue of \$3,000,000 General Obligation Limited Tax Park Bonds, Series 2023B, and approximately \$2,123,875 Taxable General Obligation Limited Tax Park Bonds, Series 2023C, of the Schaumburg Park District, Cook County, Illinois, for the purposes of paying the costs of capital projects, and providing for the levy of a direct annual tax to pay the principal and interest on said bonds and for the sale of said bonds to the purchaser thereof. (Memo #B23-201)
4. Dugout Covers Bid (Memo #P23-202)
5. Olympic Park Shade Structures Bid and Resolution (Memo #P23-203)
6. Dog Park Sponsorship Agreement & Resolution (Memo #C23-182)
7. 2024 Part-time Wage Scale (Memo #H23-195)
8. Full-time Salary Structure (Memo #H23-194)

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.



December 14, 2023

Address

11D Branchural Pine

1620 SYRATTON Pond

S25 CREIGHTON LA.