



# SCHAUMBURG PARK DISTRICT

## MINUTES OF THE BOARD OF PARK COMMISSIONERS REGULAR MEETING

SCHAUMBURG PARK DISTRICT  
235 EAST BEECH DRIVE  
SCHAUMBURG, ILLINOIS

January 11, 2024

### **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](http://www.parkfun.com) by clicking on the link for the January 11, 2024 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 (EM), 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. Lucena (PP), Communications Specialist; Mr. O'Donnell (PP), Superintendent of Finance; Ms. Chapa (EM), Superintendent of Facility Operations; Mr. LaVerde (EM), Superintendent of Information Technology; Mr. Mraz (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

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

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **APPROVAL OF THE AGENDA**

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

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

The motion carried.

## **PRESENTATIONS / INTRODUCTIONS**

### **Quarterly Shout-Out Awards**

Mr. LaFrenere recognized the fourth quarter Shout-Out award winners which included Antonio Perez (Parks), Kyle Wenz (Spring Valley), Ryan Gangler (Recreation), and Nick LaVerde (IT) for full-time staff. Part-time award winners were Rick Damerjian (KASPER), Patricia Johnson (Spring Valley), Diane Hay (Spring Valley), and Rebecca Much (KASPER). Congratulations to those winners.

## **APPROVAL OF MINUTES OF DECEMBER 13, 2023 SPECIAL MEETING**

It was moved by Commissioner Berg, seconded by Commissioner Trudel, to approve the minutes of the December 13, 2023 special meeting as presented.

Ayes: Commissioners Trudel, Mayle, Berg, and Schmidt

Nays: None  
Absent: Commissioner Johnson

The motion carried.

### **APPROVAL OF MINUTES OF DECEMBER 14, 2023 REGULAR MEETING**

It was moved by Commissioner Trudel, seconded by Commissioner Mayle, to approve the minutes of the December 14, 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 note from a long-time resident that visited Water Works during winter break. The resident complimented the diligence of our lifeguard staff and the cleanliness of the facility given how busy it was.

#### **Audience Comments**

Resident Bob Pautsch inquired about adding more trees to open areas within parks and Mr. LaFrenere stated the District had received a grant that assisted with planting 25 trees while the District planted additional trees across the district for an approximate total of 100 trees and staff will continue those efforts where needed. Mr. LaFrenere added that park districts also provide open green spaces which are just as important to the community and the Park District will continue to balance planting trees and maintaining open spaces as appropriate. Mr. Pautsch also asked if the Park District will add solar power to Spring Valley and Mr. Ward stated that staff have researched solar energy and are installing solar panels and heat pumps at the Heritage Farm renovation this spring. Mr. Ward added that staff have been in talks with adding solar to roofs where and when appropriate.

### **COMMITTEE REPORTS**

#### **Finance Committee**

Commissioner Berg reported that the Finance Committee met this evening and reviewed the bill list and financial statement.

#### **Joint Advisory Committee**

Commissioner Trudel reported that the Joint Advisory Committee's next meeting is scheduled for February 27, 2024.



## 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 main bill list:

General Fund	\$37,190.35
Recreation Fund	98,130.67
Internal Service Fund	74,450.78
Capital Projects	<u>260,964.60</u>
TOTAL APPROVED	<u>\$470,736.40</u>

General Fund	\$44,158.86
Recreation Fund	198,110.82
Liability Insurance	10.10
NWSRA	342,291.12
IMRF/Retirement	400.00
Internal Service	5,569.18
Capital Projects	<u>190,432.00</u>
TOTAL PAID	<u>\$780,972.08</u>

It was moved by Commissioner Trudel, seconded by Commissioner Berg to approve the approved bill list in the amount of \$470,736.40 and the previously paid bill list in the amount of \$780,972.08 for a total of \$1,251,708.48 as presented.

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

The motion carried.

## INFORMATION ITEMS

### Department Updates & Upcoming Events

Mr. LaFrenere thanked both full and part-time staff for their hard work during the heart of the winter season as snow and cold weather have arrived. Mr. LaFrenere gave a huge shout-out to staff who coordinated and ran numerous holiday special events for our community at various facilities. Mr. LaFrenere stated his appreciation to staff for the teamwork across all departments for these events. Mr. LaFrenere gave a special shout-out to Parks staff for moving all the snow from the facilities as well as Facilities staff for keeping the facilities warm as the frigid temperatures are in the forecast.

Mr. Burgess stated that the fall bond transaction is now closed. The Finance staff are working on the first draft of the budget with the new software and are making good progress. Mr. Burgess added that as this is the start of the new year, staff are updating payroll systems for payroll taxes. Work continues on the December financials.

Mr. King stated that Parks staff have been busy clearing snow from the facilities. With the colder weather, staff are hoping to have the Timbercrest ice rinks open next week. Staff met with the Village of Schaumburg to coordinate new pathways at Volkening Lake. Sport Center fields were groomed and painted for the start of SAA's indoor season. Staff met with engineers to discuss updating the softball fields at Olympic Park. Mr. King has received the grant agreement from IDNR and is working with Mr. Burgess on a few monthly reports. With the new year, permit requests are starting to come in and be processed. Mr. King reviewed items with Parks staff for the PDRMA transition. Commissioner Mayle asked how cricket is going and Mr. King stated that the new cricket field at Hoover is booked every weekend.

Mr. Parsons stated that the indoor simulators had over 120 hours in the month of December. The clubhouse has been closed for two weeks to undergo some needed maintenance and Mr. Parsons thanked the Parks and Facilities staff for all their hard work and coordination. Staff have been working on the spring programming for the spring brochure. Registration is underway for the Junior Golf Program. Mr. Parsons is working on the permanent tee times and league contracts for the upcoming season. The simulator league resumes next week.

Mr. Sienkiewicz stated that staff are working on the spring brochure and summer camp guide. A few staff attended SBA's annual State of the Village meeting where the mayor included a couple of our projects in his update. Mr. Sienkiewicz is meeting with Meet Chicago Northwest next week to discuss ways to share data to show the park district's economic impact on the area. Two new screen cloud signs are being installed at Sport Center and Meineke. Staff continue to work on IAPD/IPRA showcase nominations for the state conference. More signs with Realtime Feedback are in production. Mr. Sienkiewicz has begun to secure vendors for this year's Solstice event that will be outdoors at the Prairie Center for the Arts. Mr. Sienkiewicz has changed the Foundation's donation to PayPal, which seems to have increased donations.

Ms. Bashia stated that the HR department recorded an 18.5% increase in new hires this year. The full-time staff meeting was held on December 6. January 1 ushered in the new minimum wage of \$14/hour and as budgets are prepared, January 1, 2025, minimum wage will increase to \$15/hour. The HR department will be working on annual January reports for OSHA, the Affordable Care Act and wage statements. Ms. Bashia has been spending time on the PDRMA transition. The Wellness Committee hosted a couple of art therapy classes in December and a nutrition lunch-and-learn earlier this week. Mr. LaFrenere added that he has reached out to Kevin Morrison, our Cook County representative, on the new paid leave ordinance for part-time staff for clarification for park districts and school districts.

Mr. Ward thanked the Finance department for finding the new budget software as it has been really nice to work with, and he has received positive feedback from staff. Mr. Ward thanked Parks and Facilities staff in advance of the anticipated snow and frigid weather coming the next couple of days. Parks and Facilities staff have been very busy at the golf course helping with the two-week maintenance project. Upcoming projects include renovating preschool kitchens and bathrooms, MRC pool and spray ground, as well as the anticipated Heritage Farm project. Staff hosted a very nice dinner at Chandler's for the lifeguards to celebrate all their hard work over the last four years to obtain the Platinum



Award from Ellis and Associates. Commissioner Schmidt added that many of the lifeguards stated their appreciation for this dinner. KASPER hosted 200 children each day during winter break. Spring Valley reported a little over 240,000 in attendance in areas that can track attendance. Mr. Ward gave kudos to the IT department as they have been rolling out new backup servers, switching out old fax lines to eFax as well as updating the timeclock system. Upcoming events include an open house for seniors on January 15, a senior Valentine's Day lunch on February 8 and Spring Valley's Winterfest on February 10. Mr. LaFrenere added that he and Mr. Ward met with Meet Chicago Northwest this week and they provided data for a few of our facilities using Placer software that can track credit card usage and cell phone locations. The data shows the impact of the athletic tournaments on the local community. Staff will continue to coordinate data so that we can add more facilities to track the positive economic impact the park district has on the community.

#### IAPD/IPRA Committee Updates

Commissioner Schmidt stated that a couple commissioners participated in the Board Development Program and Commissioner Berg obtained the Notable level and Commissioner Schmidt obtained Master Board Member level and recognized the time put forth. The joint state conference will be held in two weeks at the Hyatt Regency Chicago. Mr. LaFrenere added that Senator Murphy will be joining our table at Friday's lunch.

#### IAPD Legislative Breakfast

IAPD Legislative Breakfast is scheduled for Saturday February 24, 2024 at 8:00am which will take place at the Schaumburg Golf Club. Mr. LaFrenere stated that all local legislators are invited and so far Senator Murphy and Representative Mussman have replied that they will be attending.

#### Budget Meeting

The Finance Committee Special Meeting for the budget is scheduled for Monday March 11, 2024 at 6:00pm.

### **ACTION ITEMS**

#### Review of Executive Session Minutes & Resolution

It was moved by Commissioner Berg, seconded by Commissioner Trudel, to release Executive Session minutes dated 7/13/17 #2 and 7/9/20 #2 and approve Resolution 24-01-1P, a resolution approving the Executive Session minutes and determining which minutes to release or hold.

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

The motion carried.

### Attorney Professional Service Agreement & Resolution for Contract

It was moved by Commissioner Mayle, seconded by Commissioner Berg, to approve the Professional Service Agreement with Bryan E. Mraz & Associates for the period February 1, 2024 through May 31, 2024 and approve Resolution 24-01-2P, a resolution authorizing the execution of the Professional Service Agreement between the Schaumburg Park District and Bryan E. Mraz & Associates, P.C.

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

The motion carried.

### PDRMA Membership and Resolution (Memo #B24-11)

It was moved by Commissioner Trudel, seconded by Commissioner Mayle, to approve the Park District Risk Management Agency Membership and adopt Resolution 24-01-3P, a resolution authorizing membership of the Schaumburg Park District in the Risk Management Agency.

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

The motion carried.

### PDRMA Loss Control Resolution (Memo #B24-11)

It was moved by Commissioner Mayle, seconded by Commissioner Trudel to adopt Resolution 24-01-4P, a resolution acknowledging the Schaumburg Park District recognition and dedication to the Loss Control and Risk Management Principles of the Park District Risk Management Agency.

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

The motion carried.

### 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 Trudel, seconded by Commissioner Berg to adjourn the regular Park Board meeting at 7:39 p.m.

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

The motion carried.

By:   
Assistant Secretary





**SCHAUMBURG  
PARK DISTRICT**

**Thursday, January 11, 2024  
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**

1. Quarterly Shout-Out Awards

**C. Approval of Minutes**

1. Approval of Minutes of December 13, 2023 Special Meeting
2. Approval of Minutes of December 14, 2023 Regular Meeting

**D. Communications**

1. Mail
2. Audience Comments

**E. Committee Reports**

1. Finance Committee
2. Joint Advisory Committee

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**F. Bill List**

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1. Approval of Approved & Previously Paid Bill List

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**G. Information Items**

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1. Department Updates & Upcoming Events
2. IAPD/IPRA Committee Updates
3. Legislative Breakfast - Saturday, February 24 at 8:00am at Chandler's
4. Budget Meeting - Tentatively Tuesday, March 12, 2024 at 6:00 pm

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**H. Action Items**

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1. Review of Executive Session Minutes & Resolution
2. Attorney Professional Service Agreement & Resolution for Contract
3. PDRMA Membership and Resolution (Memo #B24-11)
4. PDRMA Loss Control Resolution (Memo #B24-11)

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**I. New Business**

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**J. Other Items**

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**K. Adjournment**

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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.



**January 11, 2024**

Address

118 Branched Mice

1420 Stratton Pond

S25 CREIGTON CN

135 HILLTOP DRIVE

C. & V. H. Hancock & Rose/O

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