



# SCHAUMBURG PARK DISTRICT

## MINUTES OF THE BOARD OF PARK COMMISSIONERS REGULAR MEETING

SCHAUMBURG PARK DISTRICT  
235 EAST BEECH DRIVE  
SCHAUMBURG, ILLINOIS

November 13, 2025

### **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 November 13, 2025 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 6:30 p.m. Commissioners present at the meeting included Commissioners Trudel (PP), Mayle (PP), Longueil (PP), Berg Jr. (PP), and Schmidt (PP).

Schaumburg Park District staff present included Mr. O'Donnell (PP), Director of Finance & Administration; Mr. King (PP), Director of Parks and Planning; Mr. Ward (PP), Director of Operations; Mr. Parsons (PP), Director of Golf Operations; Mr. Sienkiewicz (PP), Director of Communications & Marketing; Ms. Mielitz (PP), Manager of Human Resources; Ms. Chapa (PP), Superintendent of Facility Operations; Ms. Simross (EM), Manager of Fitness & Aquatics; Ms. Gear\* (EM) joined at 6:40pm, Superintendent of Education & Enrichment; Ms. Wagner (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

Members of the public present included Rob Hager (PP).

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **APPROVAL OF THE AGENDA**

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

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

The motion carried.

## **PRESENTATIONS/INTRODUCTIONS**

There were none.

## **APPROVAL OF MINUTES OF OCTOBER 9, 2025 REGULAR MEETING**

It was moved by Commissioner Berg, seconded by Commissioner Longueil, to approve the minutes of the October 9, 2025 regular meeting as presented.

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

The motion carried.

## **COMMUNICATIONS**

Mail

Mr. Ward stated that a note was received from SBA thanking the park district for being a table sponsor at their Toast of Schaumburg 2025 event.

#### Audience Comments

There were none.

### **COMMITTEE REPORTS**

#### Finance Committee

Commissioner Mayle reported that the Finance Committee met this evening and reviewed the bill lists, financial statements, and reviewed the preliminary tax levy.

### **APPROVAL OF APPROVED & PREVIOUSLY PAID BILL LISTS**

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

General Fund	\$33,615.29
Recreation Fund	98,413.06
Audit	22,800.00
Liability Insurance	2,690.28
Internal Service Fund	159,050.96
Capital Projects	<u>222,995.64</u>
TOTAL APPROVED	<u>\$539,565.23</u>

General Fund	\$134,777.62
Recreation Fund	348,908.76
Liability Insurance	60,971.09
IMRF/Retirement	1,283.82
Internal Service	52,297.32
Capital Projects	<u>651,461.79</u>
TOTAL PAID	<u>\$1,249,700.40</u>

It was moved by Commissioner Trudel, seconded by Commissioner Longueil to approve the approved bill list in the amount of \$539,565.23 and the previously paid bill list in the amount of \$1,249,700.40 for a total of \$1,789,265.63 as presented.

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

The motion carried.

### **INFORMATION ITEMS**

#### Department Updates & Upcoming Events



Mr. Ward stated his appreciation to all full-time and part-time staff for their continued hard work wrapping up the busy fall season. Mr. Ward thanked the Parks department for helping at Olympic Park with the snow last weekend and the Facilities department who are transitioning our buildings from cooling to heating. Mr. Ward reported breaking news that the Aquatics staff received a perfect score on last night's Ellis audit.

\*Ms. Gear (EM) joined the meeting.

Mr. O'Donnell stated that Finance staff have been working on the three-year capital plan and thanked all staff for submitting their information on time. The Finance and IT teams have been busy onboarding the internal users to the new purchase order system and Mr. O'Donnell thanked Amy Messenger and Amanda Glogowski for all their support to the staff. Finance staff have been entering budgets for the new fiscal year as well as the October month-end close. IT staff have been busy implementing the new purchase order system and are now making enhancements and developing reports. The door access reader upgrades at the buildings have been completed. IT staff had a kickoff call with Brightly, the new operations management software system. Deployment of Windows 11 continues.

Mr. King stated that Parks staff have been mulching leaves in the parks and helped remove the snow from Olympic Park's fields. Vehicles and equipment are being prepared for the winter season along with winterizing the irrigation systems. Holiday lights are being installed at the golf course. Spring Valley is working with an Eagle Scout this weekend planting trees. The farm animals have been moved to the Marengo farm for the winter. Jaycee Park playground renovations are complete, and the playground is open. Renovations continue on Olympic Park softball fields, Parks and Recreation staff are coordinating the use of field #9 as it remains open with the milder weather. ForeverLawn is repairing turf at Hoover playground. Staff met with V3 to review the permit for the Lancer Creek wall project. Work on capital budgets has been ongoing. Parks staff are working with the Facilities staff to demo the Sport Center sign for the new digital sign being installed later this month.

Mr. Parsons stated that the golf course had 7,652 rounds played in October. The course should pass 72,000 rounds for the season. The course will close for the season on Sunday November 16 and will transition to winter maintenance on the course. The indoor simulators are prepped and ready for the indoor season. Simulator memberships are just about full. First round of interviews for the Director of Agronomy will begin next week. Grounds staff have been working on clearing leaves and Mr. Parsons thanked Alex Miranda, Barry McDonald and the team for all their hard work.

Mr. Sienkiewicz stated that C&M staff have been working on the IAPD/IPRA award submissions for the January conference. A new map was installed at Olympic Park and more are being ordered and installed to include the new pickleball courts. Signage and pictures are being coordinated for the new Sport Center lobby. The Halloween house decorating list had over 170,000 views on social media. The winter program guide has been released, and resident registration is underway. The Schaumburg Park Foundation met this week and approved next year's budget.

Ms. Mielitz stated that HR staff are wrapping up the open enrollment period for benefits on the calendar year cycle. Multiple benefits orientations took place this month for new

full-time employees. The Wellness Committee hosted two separate lunch and learns with our Park Partners Ascension and Wintrust respectively. HR staff are coordinating the annual biometrics screenings taking place over 2 days in early December to accommodate many staff. HR staff attended IAPD's Legal Symposium last week.

Ms. Chapa stated that Phase 1 renovations have begun on Schaumburg Golf Club's roof. Facility maintenance staff are finalizing winter preparations across the district. Aquatics staff are hosting a new winter camp, Splashtastic, which will be a mix of open swim and educational lessons. Athletics hosted the NIRSA organization as well as a girls' lacrosse tournament at Olympic Park which had 70 college recruiters and ESPN. Preschool teachers are preparing for parent teacher conferences. KASPER has huge numbers for their Thanksgiving Day off of school as they have the full week off this year. The Cultural Arts department welcomes Matt Dums, the new Assistant Supervisor of Cultural Arts, who reminds everyone that tickets are on sale for the Annie productions. Dancers are ordering their costumes for the spring recitals. 28 seniors just returned from their trip to Spain. Spring Valley's Autumn Harvest Fest had 1,200 attendees. Staff congratulate Dave Brooks on his retirement on October 17.

#### Board/Staff Seminar

Commissioner Schmidt stated that the Board/Staff Seminar is scheduled for Tuesday December 9, 2025 at 6pm.

#### IAPD/IPRA Committee Updates

Commissioners Schmidt stated that we are hosting the Distinguished Accreditation Committee's annual meeting on Monday November 17. Many attended IAPD's Legal Symposium. Commissioner Schmidt attended IAPD's 2-day retreat in St. Charles. Four commissioners are helping with the State Program Committee.

### **ACTION ITEMS**

#### Preliminary Tax Levy (Memo #B25-192)

It was moved by Commissioner Mayle, seconded by Commissioner Berg, to approve the preliminary tax levy for the 2025 tax year in the amount of \$15,163,342 for non-debt levies and \$14,289,623 for debt service levy for a total levy of \$29,452,965 and adopt Resolution 25-11-1P Truth in Taxation Law Resolution as recommended by the Finance Committee.

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

The motion carried.

#### Appointment of Delegate to IAPD Annual Meeting

It was moved by Commissioner Berg, seconded by Commissioner Longueil to appoint one delegate and three alternates to the IAPD Annual Business Meeting on Saturday, January 31, 2026.

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

The motion carried.

First Renewal of IGA Regarding Shared Improvement Costs with District 54 (Memo #B25-193)

It was moved by Commissioner Trudel, seconded by Commissioner Longueil to approve the first renewal to Intergovernmental Cooperation Agreement regarding shared improvement costs for adjoining properties between School District 54 and the Schaumburg Park District and adopt Resolution 25-11-2P, a resolution approving the terms and authorizing the execution of first renewal to Intergovernmental Cooperation Agreement regarding shared improvement costs for adjoining properties between School District 54 and the Schaumburg Park District.

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

The motion carried.

Ordinance for the Disposal of Surplus Property (Memo #P25-194)

It was moved by Commissioner Longueil, seconded by Commissioner Mayle, to approve the disposal of surplus equipment as presented and adopt Ordinance 25-11-3P, an ordinance authorizing the disposal of certain surplus property owned by the Schaumburg Park District.

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

The motion carried.

SGC Bid Release #2 – HVAC & Site Lighting (Memo #F25-195)

It was moved by Commissioner Mayle, seconded by Commissioner Berg to award the second partial Guaranteed Maximum Price proposal for the Schaumburg Golf Club HVAC & Site Lighting in the amount of \$3,175,889.00 to Leopardo Construction.

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



The motion carried.

Employment of Relatives Policy Updated (Memo #H25-196)

It was moved by Commissioner Berg, seconded by Commissioner Trudel to approve updating the Employment of Relatives Policy as presented.

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

The motion carried.

**NEW BUSINESS**

Mr. Ward stated there was no new business.

**OTHER ITEMS**

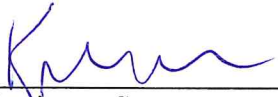
Mr. Ward stated that there were no other items.

**ADJOURNMENT**

There being no further discussion, it was moved by Commissioner Trudel, seconded by Commissioner Longueil to adjourn the continued regular Park Board meeting at 7:01 p.m.

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

The motion carried.

By:   
Assistant Secretary



**SCHAUMBURG  
PARK DISTRICT**

**Thursday, December 11, 2025  
Park Board Regular Meeting**

**MEETING AGENDA**

Jerry Handlon Administration Building  
235 E. Beech Drive  
Schaumburg, IL 60193  
6:30 p.m.

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**A. Opening Items**

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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Appointment of President Pro Tempore
5. Approval of Agenda

**B. Presentations/Introductions**

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1. Executive Director

**C. Approval of Minutes**

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1. Approval of Minutes of the November 13, 2025 Regular Meeting

**D. Communications**

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1. Mail
2. Audience Comments

**E. Committee Reports**

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1. Finance Committee
2. Joint Advisory Committee

**F. Bill List**

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1. Approval of Approved & Previously Paid Main Bill List
2. Approval of Engineer Bill List

**G. Information Items**

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1. Department Updates & Upcoming Events
2. IAPD/IPRA Committee Updates
3. Calendar of 2026 Regular Meetings

**H. Action Items**

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1. Tax Levy Ordinance (Memo #B25-210)
2. PTELL Ordinance (Memo #B25-211)
3. Updated Emergency Operations Plan (Memo #H25-215)
4. Electronic Communication with Minors and Vulnerable Adults Policy (Memo #H25-216)
5. John Deere Pro Gator (Memo #G25-209)

**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.





**November 13, 2025**

Address

## 525 CREATION