



# SCHAUMBURG PARK DISTRICT

## MINUTES OF THE BOARD OF PARK COMMISSIONERS REGULAR MEETING

SCHAUMBURG PARK DISTRICT  
235 EAST BEECH DRIVE  
SCHAUMBURG, ILLINOIS

December 11, 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 December 11, 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 Berg called the meeting to order at 6:30 p.m. Commissioners present at the meeting included Commissioners Berg (PP), Trudel (PP), Mayle (PP), Longueil (PP). Commissioner Schmidt was absent.

Schaumburg Park District staff present included Mr. LaFrener (PP), Executive Director; Mr. Ward (PP), Director of Operations; Mr. O'Donnell (PP), Director of Finance & Administration; Mr. King (PP), Director of Parks and Planning; Mr. Parsons (PP), Director of Golf Operations; Mr. Sienkiewicz (PP), Director of Communications & Marketing; Ms. Mielitz (PP), Manager of Human Resources; Ms. Ali (PP), Communications Specialist; Mr. Gangler (PP), Superintendent of Recreation Facilities; Mr. Paine (PP), Attorney; and Ms. Riddle (PP), Executive Assistant.

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPOINTMENT OF PRESIDENT PRO TEMPORE**

It was moved by Commissioner Longueil, seconded by Commissioner Mayle to approve Brian Berg, Jr., First Vice-President, as President Pro Tempore for tonight's meeting.

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

The motion carried.

**APPROVAL OF THE AGENDA**

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

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

The motion carried.

**PRESENTATIONS / INTRODUCTIONS**

**Executive Director**

The Board Commissioners presented a print of the Schaumburg Golf Course congratulating Executive Director Tony LaFrener on his PGA Golf Executive of the

Year award. Commissioner Berg also shared congratulations and recognition received from Senator Laura Murphy.

**APPROVAL OF MINUTES OF NOVEMBER 13, 2025 REGULAR MEETING**

It was moved by Commissioner Trudel, seconded by Commissioner Mayle, to approve the minutes of the November 13, 2025 regular meeting as presented.

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

The motion carried.

**COMMUNICATIONS**

Mail

Mr. LaFrener stated that staff received a couple of nice mail items, the first was from a patron at Spring Valley complimenting the Forest Friends program and Miss Brandi. Another note was received from a parent regarding the great KASPER staff at Hale School and their positive impacts on their children.

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, tax levy and PTELL ordinances.

Joint Advisory Committee

Commissioner Trudel reported that the Joint Advisory Committee met on November 25 with great presentations and updates and the next meeting is scheduled for February 24, 2026.

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

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

General Fund	\$28,792.74
Recreation Fund	81,383.91
Internal Service Fund	128,259.26
Capital Projects	140,473.98



TOTAL APPROVED \$378,909.89

General Fund	\$63,914.30
Recreation Fund	245,303.15
Liability Insurance	61,219.56
IMRF/Retirement	3,453.91
Internal Service	10,895.53
Capital Projects	<u>1,038,422.37</u>
TOTAL PAID	<u>\$1,423,208.82</u>

It was moved by Commissioner Longueil, seconded by Commissioner Mayle to approve the approved main bill list in the amount of \$378,909.89 and the previously paid main bill list in the amount of \$1,423,208.82 for a total of \$1,802,118.71 as presented.

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

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 6:38 p.m. as his firm has done work for/with Gewalt Hamilton and Williams Architects on past projects and is currently working on projects outside of the Park District.

Engineer Capital Projects Approved	\$138,240.18
Engineer Capital Projects Paid	<u>\$94,758.74</u>
TOTAL	<u>\$232,998.92</u>

It was moved by Commissioner Trudel, seconded by Commissioner Mayle to approve the approved Engineer bill list in the amount of \$138,240.18 and the previously paid Engineer list in the amount of \$94,758.74 for a total of \$232,998.92 as presented.

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

The motion carried.

Commissioner Berg rejoined the meeting at 6:38 p.m.

#### **INFORMATION ITEMS**

Department Updates & Upcoming Events

Mr. LaFrene thanked all full and part-time staff across the district for a busy start to the holiday season. There have been many holiday events that our staff, along with our volunteers, have provided for the community to make lasting memories. These events are a demonstration of great teamwork and dedication across all departments.

Mr. O'Donnell stated that Finance staff are working to incorporate the capital plans discussed earlier this week into next year's budget. Staff are also working through a first and second draft of the budget. Work continues on the November month-end close as well as beginning prep work for the year-end tax work. IT staff continue to work on enhancements to our new purchase order system, the implementation of the new operations management software platform, ordering new Thin Clients, and researching high availability router setups to ensure redundancy so information automatically transfers in case a router goes down to avoid any interruptions of service.

Mr. King stated that Parks staff have been working extra hours due to the snow. Staff have been helping set up the various special events and installing the ice rink at Timbercrest Park. Coordination is underway with the contractor working on the fuel island. Staff had a meeting with the Village to review the Gray Farm Park maintenance. A meeting took place with MWRD to receive the final sign off on Olympic Park's pickleball courts. Staff are working with the Olympic Park softball field contractor to help keep work moving despite the snow. Work is underway on next year's playground renovations.

Mr. Parsons stated that the golf course closed on November 16 with a final round count of 72,346 for the season. An offer has been made for a new Director of Agronomy scheduled to begin after the new year. Preparations are underway for the 2026 season. Mr. Parsons thanked Alex Miranda, Barry McDonald and the entire grounds staff for all the snow removal work.

Mr. Sienkiewicz stated that the first draft of the spring program guide is in process. The holiday house decorating list will be posted via social media on Friday, thank you to Sophie Ali for putting that together. The Park Foundation received some donations on Giving Tuesday assisting the KASPER Scholarship program. Mr. Sienkiewicz gave a shout-out to Commissioner Berg for leading that endeavor.

Ms. Mielitz stated that the January open enrollment benefit period has wrapped up. The Health and Safety Committee wrapped up their meetings for the year and have updated various plans and policies, one of which is up for approval at tonight's meeting. Ms. Mielitz gave a shout-out to the entire committee for their great collaborative efforts and specifically Heather Simross and Mr. Ward for their leadership. The Wellness Committee hosted two biometric screenings earlier this month in addition to two upcoming winter painting events followed by more activities/events scheduled in the new year.

Mr. Ward stated that new digital sign is up and running at The Sport Center. New borings were added for the Volkening Lake lights. The rangers had a meeting which included North Central Dispatch to cover the new police scanners. Renovations continue to move along at MRC. The final drawings are being finalized for SGC's third starter shed which will be movable given its proximity to manhole cover. The snow has slowed the roof work at SGC by approximately one week. The Barracudas winter swim team has 147

participants. Mr. Ward gave a special thank you to Commissioners Mayle and Trudel, along with their spouses, for helping with the Santa's Flight events. There are more holiday special events taking place this month including Zoom calls with Santa and Jolly the Elf where a resident who has moved to Florida continues to participate in! Staff are preparing for busy winter break camp sessions. The seniors are attending the Illumination Light Show at the Morton Arboretum. *Annie* performances start Friday night and run through Sunday. Mr. Ward concluded by recognizing and appreciating that staff working all our special events are smiling and enjoying the work they put on for our community. These are prime examples of a wonderful culture here at the Park District.

#### IAPD/IPRA Committee Updates

There were no updates.

#### Calendar of 2026 Regular Meetings

It was moved by Commissioner Trudel, seconded by Commissioner Longueil to approve the 2026 Regular Meetings calendar as presented.

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

The motion carried.

#### **ACTION ITEMS**

##### Tax Levy Ordinance (Memo #B25-210)

It was moved by Commissioner Longueil, seconded by Commissioner Mayle, to adopt Ordinance 25-12-1P, an ordinance levying the taxes of the Schaumburg Park District for its fiscal year beginning April 1, 2025 and ending March 31, 2026 as recommended by the Finance Committee.

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

The motion carried.

##### PTELL Ordinance (Memo #B25-211)

It was moved by Commissioner Trudel, seconded by Commissioner Mayle, to adopt Ordinance 25-12-2P, 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, 2025 and ending March 31, 2026 as recommended by the Finance Committee.

Ayes: Commissioners Mayle, Longueil, Trudel and Berg



Nays: None  
Absent: Commissioner Schmidt

The motion carried.

Updated Emergency Operations Plan (Memo #H25-215)

It was moved by Commissioner Mayle, seconded by Commissioner Longueil to approve the updated Emergency Operations Plan as presented.

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

The motion carried.

Electronic Communication with Minors and Vulnerable Adults Policy (Memo #H25-216)

It was moved by Commissioner Longueil, seconded by Commissioner Mayle to approve the new Electronic Communication with Minors and Vulnerable Adults policy as presented.

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

The motion carried.

John Deere Pro Gator (Memo #G25-209)

It was moved by Commissioner Mayle, seconded by Commissioner Trudel to approve purchase of a John Deere Pro Gator and related accessories utilizing the AVENDRA Co-op Purchase Program for an amount of \$49,349.50 and adopt Resolution 25-12-3P, a resolution approving the terms and authorizing the execution of a contract with Revels Turf and Tractor LLC for the purchase of a John Deere Pro Gator and related accessories.

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

The motion carried.

**NEW BUSINESS**

Mr. LaFrener said there is no new business.

**OTHER ITEMS**

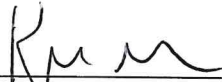
Mr. LaFrener stated there were none.

**ADJOURNMENT**

There being no further discussion, it was moved by Commissioner Trudel, seconded by Commissioner Longueil to adjourn the regular Park Board meeting at 7:03 p.m.

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

The motion carried.

By:  \_\_\_\_\_  
Assistant Secretary





Thursday, January 8, 2026  
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**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda

**B. Presentations/Introductions**

1. Quarterly Shout-Out Awards
2. Full-Time Staff

**C. Approval of Minutes**

1. Approval of Minutes of December 9, 2025 Special Meeting
2. Approval of Minutes of December 11, 2025 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 Bill List

**G. Information Items**

1. Department Updates & Upcoming Events
2. IAPD/IPRA Committee Updates
3. Legislative Breakfast - Saturday, February 28, 2026
4. Budget Meeting - March 5, 2026

**H. Action Items**

1. Review of Executive Session Minutes & Resolution
2. Attorney Engagement Letter (Memo #B26-11)
3. Purchase of AHU Evaporator Coil & Condenser Unit (Memo #F26-12)
4. Purchase of MRC Fitness Equipment (Memo #F26-13)
5. Ordinance for Disposal of Surplus Property (Memo #P26-14)
6. Purchase of an Alert Management System (InformaCast) (Memo #I26-15)
7. 2026-2029 Comprehensive Master Plan (Memo #E26-16)
8. Full-Time Salary Structure 2026 (Memo #H26-17)
9. Board & Staff Educational Conferences (Memo #E26-18)
10. Refuse Bid (Memo #F26-19)
11. 2026 Part-Time Wage Scale (Memo #H26-20)

**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.

