



## Board of Park Commissioners Regular Board Meeting Minutes

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[nbparks.org](http://nbparks.org)

MINUTES of the Regular Board Meeting of the Northbrook Park District Board of Commissioners held Wednesday, May 25, 2016 in the Leisure Center Building located at 3323 Walters Avenue, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL PUBLIC HEARING—2016-2017 BUDGET AND APPROPRIATION

President Schyman called the Public Hearing to order at 7:00pm. On a roll call by the Assistant Secretary, the following members were in attendance:

Commissioners Present: President Schyman; Commissioners Chambers, Randel, Slepicka, Ziering and Zima

Commissioners Absent: Simon

Officers Present: Treasurer and Secretary Munn; Assistant Secretary Silvestri

Staff Present: Directors Baron, Dalton and Loftus

### 2016-17 BUDGET AND APPROPRIATIONS PUBLIC HEARING

President Schyman announced, "It is 7:00 p.m. and the public hearing is open for comments on the Combined Annual Budget and Appropriation of Funds for the Northbrook Park District, Cook County, Illinois for the fiscal year beginning on the 1<sup>st</sup> day of May, 2016 and ending on the 30<sup>th</sup> day of April, 2017. The purpose of the hearing is to give the public an opportunity to be heard with regard to the planned budget and appropriations for the coming fiscal year. If follow up communication is necessary, a Northbrook Park District staff member will contact you within 2 business days."

"The budget was prepared in tentative form and made available to the public for inspection for at least 30 days at the administrative office of the Park District and on the District's website. Notice of this public hearing was published May 12, 2016 in the *Northbrook Star*."

"The budget & appropriation Ordinance creates a ceiling on the Park District's expenditures during the fiscal year and therefore is structured to include appropriations of every dollar that can reasonably be anticipated to be received and spent."

President Schyman announced, the "Hearing is now open to questions from the Board and public." He then recognized anyone wishing to speak to this issue, first from the Commissioners and then the audience. No comments were heard.

President Schyman announced, "Hearing no further comments or questions regarding the Combined Annual Budget and Appropriations of Funds for the Northbrook Park District, I declare the public hearing closed."

President Schyman called for a motion to adjourn the public hearing. Commissioner Chambers moved to adjourn the 2016-2017 Budget and Appropriation Public Hearing. The motion was seconded by Commissioner Randel and unanimously approved on a voice vote.

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## CALL TO ORDER AND ROLL CALL—REGULAR MEETING

President Schyman called the Regular Meeting to order at 7:03pm. On a roll call by the Assistant Secretary, the following members were in attendance:

Commissioners Present: President Schyman; Commissioners Chambers, Randel, Simon (arrived at 7:20pm), Slepicka, Ziering and Zima

Commissioners Absent: None

Officers Present: Treasurer and Secretary Munn; Assistant Secretary Silvestri

Staff Present: Directors Baron, Dalton and Loftus

## RECOGNITION OF VISITORS

Kathy Kathrein of Northbrook, IL and Dorothy Purpura of Glenview, IL were in attendance.

Kathy Kathrein addressed the Board and noted that she and Dorothy are participants in a Park District ceramics class. She expressed concern regarding a proposed project to move the ceramics studio from the east side of the Leisure Center to a smaller room on the west side of the Leisure Center. She noted that the new room does not provide adequate space to conduct ceramics classes. She also noted that it does not make sense to update the smaller room to work for a ceramics class when there is already a ceramics room that works the way it is now. She commented that it would be unworkable and presented a petition to the Board that was signed by ceramics participants.

## APPROVAL OF AGENDA

President Schyman called for any changes to the Agenda. Hearing none, Commissioner Chambers made a motion to approve the Agenda as presented. The motion was unanimously approved on a voice vote.

## APPROVAL OF MINUTES

Minutes of the Committee-of-the-Whole Meeting of April 20, 2016, Regular Board Meeting of April 27, 2016, Closed Session Minutes of April 20, 2016 and Closed Session Minutes of April 27, 2016 were previously distributed and reviewed. President Schyman called for any changes to the Minutes. Hearing none, Commissioner Chambers made a motion to approve the Minutes of the Committee-of-the-Whole Meeting of April 20, 2016, Regular Board Meeting of April 27, 2016, Closed Session Minutes of April 20, 2016 and Closed Session Minutes of April 27, 2016 as presented. The motion was seconded by Commissioner Randel and unanimously approved on a voice vote.

## BOARD COMMITTEE REPORTS— None

## CONSENT AGENDA

President Schyman announced the matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the May 2016 Committee Meetings and are matters on which there was unanimity for placement on the Consent Agenda at this meeting. Consent Agenda items are those that are approved by one motion, unless any Board Member or staff requests that an item be removed. If a Consent Agenda item(s) is removed it is then relocated to Action Items for discussion and consideration. President Schyman called for any changes to the Consent Agenda. Hearing none, Commissioner Randel moved to approve the following items on the Consent Agenda. The motion was seconded by Commissioner Ziering and approved on a roll call vote. Commissioner Simon was absent.

### 6. a. Approval of April 2016 Vouchers (AF)

**Motion:** I move to approve the April 2016 Vouchers in the amount of \$481,244.92.

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6. b. Reject Northbrook Sports Center RTU #3 Replacement, Bid 2099  
**Motion:** I move to reject all bids for the Northbrook Sports Center RTU #3 Replacement.
6. c. Approval of Wood Oaks Green Park Light Pole Upgrades, Bid 2101  
**Motion:** I move to approve the Wood Oaks Green Park Light Pole Upgrades in the amount of \$90,803 from Kordick Electric Co., Inc. of Northbrook, Illinois and the direct purchase of poles from KSA Lighting in the amount of \$19,725.
6. d. Approval of Tennis and Basketball Court Repairs, Bid 2102  
**Motion:** I move to approve the Tennis and Basketball Court Repairs in the amount of \$178,500 from U.S. Tennis Court Construction Co. of Lockport, Illinois.
6. e. Approval of District-Wide Painting Projects, Bid 2103  
**Motion:** I move to approve the District Painting for \$33,948 from Muscat Painting & Decorating of East Dundee, Illinois.
6. f. Approval of Green Roof Shelter Purchase  
**Motion:** I move to approve the purchase of the 15ft x 20ft Green Roof Shelter by Icon Shelters, Inc. for the amount of \$24,642 from Parkreation, Inc. of Prospect Heights, Illinois.
6. g. Approval of HVAC Services – Sports Center Renewal  
**Motion:** I move to approve the contract renewal to RMC, Inc. of Bensenville, Illinois for a Option Year 2 Fiscal Year 2016-17 (\$68,504) and Option Year 3 Fiscal Year 2017-18 (\$70,560).
6. h. Approval of HVAC Services – Various Locations Renewal  
**Motion:** I move to approve the contract renewal with Northern Weathermakers HVAC, Inc. of Northbrook, Illinois for a cost of \$32,808 for a second year.
6. i. Approval of Special Use Permit – Alcohol Sales in Village Green Park  
**Motion:** I move to approve the use of Village Green Park for the Northbrook Days Carnival and a Special Use Permit to allow the sale and consumption of beer and wine for the time period of August 3rd through August 7th, 2016.

## ACTION ITEMS

7. a. Adoption of Resolution 16-R-1, Determine Closed Session Confidentiality and Destruction of Verbatim Recordings  
Commissioner Randel moved to adopt Resolution 16-R-1, a Resolution determining Closed Session Minute Confidentiality and providing for the destruction of verbatim recording of Closed Session Meetings of the Northbrook Park District, Cook County, Illinois. The motion was seconded by Commissioner Ziering and approved on a roll call vote. Commissioner Simon was absent.
7. b. Adoption of Ordinance 16-O-2, Prevailing Wage  
Commissioner Chambers moved to adopt Ordinance 16-O-2, an Ordinance adopting prevailing wages to be paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works for the Northbrook Park District. The motion was seconded by Commissioner Ziering and approved on a roll call vote. Commissioner Simon was absent.

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## 7. c. Adoption of Ordinance 16-O-3, Surplus

Commissioner Chambers moved to adopt Surplus Ordinance 16-O-3, Park District Equipment. The motion was seconded by Commissioner Randel and approved on a roll call vote. Commissioner Simon was absent.

## 7. d. Adoption of Ordinance 16-O-4, Budget and Appropriation

Commissioner Zima moved to adopt Ordinance 16-O-4, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning May 1, 2016. The motion was seconded by Commissioner Randel and approved on a roll call vote. Commissioner Simon was absent.

## EXECUTIVE DIRECTOR REPORT

- 1) Noted that Directors Dalton, Loftus, Ziolkowski and Assistant Secretary Silvestri met with Hitchcock Design Group to finalize materials for the Board Workshop. Director Munn then requested consensus from the Board on a date for the Workshop.
- 2) Explained that Director Dalton and past Executive Director Hanetho put together materials to provide further information to Representative Elaine Nekritz on the 180 Anets Site Remediation. Materials were recently sent to her and the District is hoping she can provide direction on how to move forward.
- 3) Northbrook Sports Center Pool opening on Saturday. Training provided to pool staff this past week.
- 4) Northbrook Memorial Day Parade scheduled for Monday at 10:30am. Parade ends in Village Green Park where there is a special ceremony including guest speaker, Robert Dold.
- 5) Staff had a successful meeting with a software vendor, reviewing a new financial software under the same umbrella as the current company.

## COMMISSIONER REPORTS

### Commissioner Zima:

- 1) Resigned from the Board of Commissioners effective after the May 25, 2016 Board Meeting. He explained that due to personal reasons, it has been hard to attend meetings and he needs to focus on his family. Thanked the Board and staff for his seven years on the Board.

### Commissioner Slepicka:

- 1) Visited Techny Prairie Park last weekend. Obvious that we are providing a very valuable service to our community. The park was full with golfers, soccer and lacrosse players, a boy scout picnic, people walking on the Trail Through Time and fishing. Only 10 parking spaces available.

### Commissioner Ziering:

- 1) Attended the IAPD Golf Outing with President Schyman, Steve Adams and Rick Hanetho. All had a very enjoyable time.
- 2) Thanked Commissioner Zima for his time on the Board.

### Commissioner Randel:

- 1) Attended the Shining Stars Banquet. Several staff members there. Reminder that there is a large group that benefit greatly from the services provided. Well represented.
- 2) Attended Flamingo Friday. Quite a few new residents. A lot of young families. Nice to see based on demographics.
- 3) Thanked Commissioner Zima for his time on the Board.

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## Commissioner Chambers:

- 1) Attended the Garden Club plant sale at Village Green. Very complimentary of staff.
- 2) Attended Rick's farewell lunch last Friday. Very nice sendoff for Rick.
- 3) Thanked Commissioner Zima for time on the Board. Grateful for energy and expertise.

## Commissioner Simon:

- 1) Thanked Commissioner Zima for committing 7 years to the District.

## PRESIDENTS REPORT

- 1) Thanked Commissioner Zima for his time on the Board.
- 2) Asked the Board to confirm a date for the Master Plan Workshop. Confirmed that June 8 did not work and that Assistant Secretary Silvestri would send out a new set of date options.

## UNFINISHED BUSINESS— None

## NEW BUSINESS— None

## BOARD COMMITTEE ASSIGNMENTS—2016-2017

President Schyman announced the proposed Board Committee Assignments for Fiscal Year 2016-2017 adjusting the Parks and Properties Committee, Leisure Services Committee and School District 225 Liaison based on Commissioner Zima's resignation.

Administration and Finance Committee: Chair Ken Slepicka; Jeff Simon, Michael Ziering; Staff—Mindy Munn

Golf Operations Committee: Chair Michael Ziering; Ken Slepicka, Mary Ann Chambers; Staff—Greg Baron

Leisure Services Committee: Chair Jeff Simon; Ken Slepicka, Michael Schyman; Staff—Eileen Loftus

Parks and Properties Committee: Chair Mary Ann Chambers; Penny Randel, Michael Schyman; Staff—Ed Dalton

Policy Committee: Chair Penny Randel; Michael Ziering, Mary Ann Chambers; Staff—Executive Director

Economic Development Liaison: Ken Slepicka

Employee Recognition Liaison: Penny Randel

School District Liaisons: Penny Randel—No. 27; Ken Slepicka—No. 28; Michael Schyman—No. 30; Michael Ziering—No. 31; Michael Schyman—No. 225

NSSRA Liaison: Michael Schyman

Media Liaison: Michael Schyman

Commissioner Ziering moved to approve the Board Committee Assignments for Fiscal Year 2016-2017 as presented, effective May 25, 2016. The motion was seconded by Commissioner Chambers and unanimously approved on a voice vote.

## NEXT MEETING

President Schyman announced the next meeting of the Board of Commissioners will be the Regular Board Meeting of Wednesday, June 22, 2016, 7:00pm at the Leisure Center Building, 3323 Walters Avenue, Northbrook, Illinois.

## MOVE INTO CLOSED SESSION TO DISCUSS PENDING LITIGATION, SECTION 2(C)11 AND EMPLOYMENT OF AN EMPLOYEE, SECTION 2(C)1

President Schyman called for a motion to move into Closed Session. Commissioner Ziering made a motion to move into Closed Session at 7:42pm to discuss Pending Litigation, Section 2(C)11 and Employment of an Employee,

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Section 2(c)(1). The motion was seconded by Commissioner Chambers and unanimously approved on a roll call vote.

## RETURN TO OPEN SESSION

After discussing matters of Pending Litigation and Employment of an Employee, the Board arose from Closed Session at 8:42pm and reconvened to the Regular Meeting.

## ADJOURN

With no further business to come before the Board, a motion was made, seconded and unanimously approved on a voice vote to adjourn the regular meeting at 8:43pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Mindy Munn  
Mindy Munn, Secretary  
Board of Commissioners/aps