



## 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 Monday, September 28, 2016 in the Leisure Center Building located at 3323 Walters Avenue, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL—REGULAR MEETING

President Schyman called the Regular Meeting to order at 6:00pm. On a roll call by the Assistant Secretary, the following members were in attendance:

Commissioners Present: President Schyman; Vice President Randel; Commissioners Chambers, Simon (6:02pm), Slepicka and Ziering

Commissioners Absent: None

Officers Present: Secretary Hamer, Treasurer Munn

Staff Present: Directors Baron, Dalton, Loftus, Trongnetpanya and Ziolkowski; Administrative Assistants King and Silvestri

### RECOGNITION OF VISITORS—

The following visitors were present:

Bill Inman & Steve Konters, Hitchcock Design Group

Lisa Chalem, Candidate for Vacant Commissioner Position

Irv Levitt, *The Northbrook Star*

### APPROVAL OF AGENDA

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

### BOARD APPOINTMENTS

#### 4. a. Park Board Commissioner

President Schyman announced the proposed Board Officer appointment of Lisa Chalem to fill the remaining term of the vacant Commissioner position. Commissioner Chambers made a motion to approve the Board Appointment of Lisa Chalem to fill the remaining term of the vacant Commissioner position from September 28, 2016 through April 3, 2017. The motion was seconded by Commissioner Ziering and approved on a roll call vote.

#### 4. b. Board Secretary

President Schyman announced the proposed appointment of Molly Hamer as Secretary of the Board, to replace the Interim Secretary, Mindy Munn. Commissioner Chambers moved to approve the Board Appointment of Molly Hamer as Secretary of the Northbrook Park District Board of Commissioners. The motion was seconded by Vice President Randel and approved on a voice vote.

#### 4. c. NSSRA Representative and NSSRA Alternate

President Schyman announced the proposed appointment of Molly Hamer as the District's Northern Suburban Special Recreation Association (NSSRA) Representative and Eileen Loftus as the Alternate Representative. Commissioner Chambers moved to approve the Board Appointment of Molly Hamer as the District's Northern

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Suburban Special Recreation Association (NSSRA) Representative and Eileen Loftus as the Alternate Representative. The motion was seconded by Vice President Randel and approved on a voice vote.

## SWEARING IN OF NEWLY APPOINTED PARK BOARD COMMISSIONER

Secretary Hamer led Lisa Chalem, newly appointed Park Board Commissioner, through the following Oath of Office:

"I, Lisa Chalem, do solemnly swear that I will faithfully discharge the duties of Park Commissioner of the Northbrook Park District, Cook County, Illinois, and will support and uphold the Constitution of the State of Illinois and the Constitution of the United States of America, to the best of my ability."

## COMPREHENSIVE MASTER PLAN UPDATE

Bill Inman & Steve Konters of Hitchcock Design Group presented an update on the District's Comprehensive Master Plan. Mr. Inman gave an overview of previous meetings. Since the last presentation of draft goals and objectives to the Park Board in July, Hitchcock Design Group worked with staff to make these goals actionable. Mr. Konters presented draft action items over a 10 year period to the Board and requested feedback on the content and sequence. Board discussion included the evaluation/acquisition of new parks and increasing their priority, as well as leasing or purchasing indoor space as an option to evaluate when considering construction of a new facility. Discussion also took place on a phased approach to the implementation of master plans such as Sportsman's Country Club. Mr. Inman and Mr. Konters thanked the Board for their time and noted that they would incorporate the discussion into edits to the draft action items. The Board thanked Hitchcock Design Group for their time and efforts.

## APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of August 24, 2016, Committee-of-the-Whole Minutes of September 8, 2016 and Closed Session Minutes of September 8, 2016 were previously distributed and reviewed. President Schyman called for any changes to the Minutes. Hearing none, Commissioner Simon made a motion to approve the Minutes of the Regular Board Meeting of August 24, 2016, Committee-of-the-Whole Minutes of September 8, 2016 and Closed Session Minutes of September 8, 2016 as presented. The minutes were approved on a voice vote.

## BOARD COMMITTEE REPORTS— None

## CONSENT AGENDA—

The matters listed for consideration on the Consent Agenda were discussed by the Board of Commissioners previously at the September 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 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 Slepicka moved to approve the following items on the Consent Agenda. The motion was seconded by Commissioner Simon and approved on a roll call vote. Commissioner Chalem voted present.

### 9. a. Approval of August 2016 Vouchers

Motion: I move to approve the August 2016 Vouchers in the amount of \$768,014.56.

### 9. b. Approval of Sports Center Locker Room Resinous Flooring, Bid 2113

Motion: I move to approve the Sports Center Locker Room Resinous Flooring for \$40,000 from CSS Coatings of Bowling Green, Kentucky.

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## ACTION ITEMS—

### 10. a. Approval of Utility Easement Agreement for Village Green Park

Commissioner Chambers moved to approve the Utility Easement Agreement for a telephone/internet cable connection installation with WOW of Naperville, Illinois. The motion was seconded by Commissioner Ziering. Director Dalton provided an update on the Agreement. He noted that WOW recently found a vacant conduit of AT&T and may not need to install telephone/internet cable at Village Green Park. Regardless of whether WOW completes their cable installation, they agreed in good faith to provide free WIFI at Village Green Park. After a brief discussion, the Board approved the Utility Easement Agreement on a roll call vote. Commissioner Chalem voted present.

### 10. b. Approval of 2016 Comprehensive Annual Financial Report

Commissioner Slepicka moved to accept the Comprehensive Annual Financial Report for the fiscal year ended April 30, 2016. The motion was seconded by Vice President Randel and approved on a roll call vote. Commissioner Chalem voted present.

## EXECUTIVE DIRECTOR REPORT

- 1) Thanked the Board and staff for their warm welcome
- 2) Welcomed Commissioner Chalem
- 3) Met with majority of Senior Leadership Team. Also met with community groups/leaders such as the Chamber, Rotary, YMCA and Representative Nekritz.
- 4) Attended Shermerfest, Autumnfest and Touch-A-Truck.
- 5) Director Dalton provided the following project updates on Executive Director Hamer's behalf:
  - Memorial Park and new bocce courts are anticipated to open by the end of October
  - Wood Oaks Green Park tennis courts are anticipated to open in early November
  - Sod will be installed at Wescott Park by the middle of next week. Parks staff will install strips of snow fencing and post signage in the area, to discourage athletic activity on the new sod.

## COMMISSIONER REPORTS

### Vice President Randel:

- 1) Attended event for Representative Nekritz
- 2) Welcomed and thanked Executive Director Hamer for attending numerous events

### Commissioner Ziering:

- 1) Attended event for Representative Nekritz
- 2) Impressed with quantity of people using Greenview Park. The outdoor exercise equipment is an asset.

### Commissioner Chambers:

- 1) Met with IEPA in Springfield regarding the NFR letter for 180 Anets property. District recently received a conditional NFR letter. Testing started last week and will be completed next week. Thanked Director Dalton for his time and effort on this matter.
- 2) Noted that Shermerfest was successful. Received many compliments on Parks staff.

### Commissioner Slepicka:

- 1) Attended Shermerfest and Free Fitness Week

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- 2) Attended the IAPD Golf outing in September

## Commissioner Chalem:

- 1) Thanked the Board for their support
- 2) Looking forward to learning more about the District and being part of decisions and processes

Commissioner Simon: None

## PRESIDENT'S REPORT

- 1) Participated in President's IPGA Outing with Director Baron; came out in top half
- 2) Participated in night golf event at Anetsberger. Highly recommend!
- 3) Toured Sportsman's with Manager Kosbab. Commended the hard work and thoughtfulness it took for Manager Kosbab to gain Audubon certification for Sportsman's
- 4) Thanked Director Munn and Administrative Assistant Silvestri for helping complete the IAPD survey
- 5) Thanked Director Munn for her time as Interim Executive Director
- 6) Noted that Northbrook Baseball is being rebranded as a GBN feeder program. Age 9 and up program is being redesigned.
- 7) Welcomed Commissioner Chalem
- 8) President's Outing scheduled for this Friday

UNFINISHED BUSINESS— None

NEW BUSINESS— None

## NEXT MEETING

President Schyman announced the next meeting of the Board of Commissioners will be the Regular Board Meeting of Wednesday, October 26, 2016, 7:00pm at the Leisure Center Building, 3323 Walters Avenue, Northbrook, Illinois.

## 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 7:59pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer  
Molly Hamer, Secretary  
Board of Commissioners/aps