



## Board of Park Commissioners Committee-of-the-Whole Meeting

Joe Doud Administration Building  
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Northbrook, IL 60062  
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[nbparks.org](http://nbparks.org)

MINUTES of the Committee-of-the-Whole Meeting of the Northbrook Park District Board of Commissioners held Wednesday, March 15, 2017 at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL

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

Commissioners Present: President Schyman; Vice President Randel; Commissioners Chalem, Chambers, Simon, Slepicka and Ziering

Commissioners Absent: None

Officers Present: Secretary Hamer, Treasurer Munn

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

RECOGNITION OF VISITORS— None

### REVIEW OF 2017-2026 CAPITAL IMPROVEMENT PLAN

Director Dalton presented an overview of the draft 2017-2026 Capital Improvement Plan (CIP). He noted that staff would like input from the Commissioners on prioritizing the projects within the Plan, especially pertaining to the next three to four years. Executive Director Hamer also noted that the Plan is a fluid document.

Before reviewing the draft Capital Improvement Plan, Director Loftus gave a brief overview of a potential additional project at the Leisure Center to repurpose a classroom into fitness space for active adults. The room would be more inviting than a large gym and an opportunity to build interest in fitness. While the project would cost approximately \$25,000, expenses would mostly include moveable fitness equipment with no electrical upgrades needed. Director Loftus confirmed questions from the Board regarding the size, number of people served and how often the space is currently used.

President Schyman then called for Board comments related to the draft Capital Improvement Plan.

### Comments Regarding 2017 Projects/Equipment

#### **Project ID: ADMIN-02 – Computer Software Upgrade**

Director Trongnetpanya noted that the cost of this project encompasses a variety of software updates and licensing fees, as well as the implementation of new software. Directors Trongnetpanya and Loftus also confirmed with Vice President Randel that the District's current ticketing software is necessary to Theatre operations but could be more efficient and expansive.

#### **Project ID: MAC-01 – Concession Equipment - Fryers**

Director Loftus clarified with Vice President Randel that the District provides fryers for its vendors to use as a service to District customers.

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## **Project ID: LC-02 – Theatre Lighting Console Replacement**

Director Loftus clarified with Commissioner Chalem that the technology on the new console is more advanced than the current console, which is seven years old. Director Loftus also noted that the new console will be able to function at a faster pace, thus increasing efficiency.

## **Project ID: MHP-01 – Master Plan Review and Update**

Director Dalton noted that Meadowhill Park has the greatest need for renovation. He further noted that, in order to obtain an accurate cost estimate for renovations, Meadowhill Park's Master Plan will need to be updated. Director Dalton also clarified with Commissioner Chalem that he anticipates that the new Meadowhill Park Master Plan will look different than the Park's 2010 Master Plan. Executive Director Hamer clarified with Vice President Randel that the facilities at Meadowhill Park (such as the Outdoor Education Center) will need to be analyzed, based on program use.

## **Project ID: MHP-02 – Parking Lot Lighting Upgrades**

Director Dalton clarified with Vice President Randel that, despite any changes to the Meadowhill Park Master Plan, the parking lot would not change. Director Dalton then clarified with Commissioner Slepicka that the parking lot would remain the same because: it works well for the Park District and school district, the infrastructure underneath was recently redone, and any changes could affect MWRD storm water management requirements.

## **Project ID: MHP-03 – Velodrome Repairs**

Director Dalton explained that this project will only address spot repairs, such crack filling. He further noted that the Velodrome track will need to be completely resurfaced again in the future, to address more significant cracks. Director Dalton clarified with Commissioner Ziering that the Northbrook Cycle Committee is trying to raise money to help cover the cost of resurfacing the track.

## **Project ID: PARKS-01 – Americans with Disabilities Act (ADA) Facility Requirements**

Director Dalton clarified that the purpose of installing an ADA accessible route at Williamsburg Square Park is to allow wheelchair access to the raised basketball court.

## **Project ID: PARKS-02 – New Indoor Facility Planning**

Director Dalton explained that these funds would enable the District to obtain drawings for an indoor space.

## **Project ID: PARKS-05 – Overhead Door Replacement**

Director Dalton clarified with Vice President Randel that a portion of the project would be funded by the ADA budget.

## **Project ID: PARKS-06 – Skinned Infield Renovation**

Director Dalton clarified with Commissioner Chambers that the fees received from Northbrook Baseball are used for operations, but not capital projects.

## **Project ID: SC-01 – Sports Center Front Office Remodel & Vestibule Door Enclosure (Planning)**

Director Dalton noted that the area was last remodeled about 17 years ago. He also clarified that the price listed in the draft CIP only includes the planning/design needed for the project.

## **Project ID: SC-04 – HVAC-RTU Replacement**

Director Dalton clarified with Vice President Randel that this project replaces an existing HVAC-RTU. He also noted that the air ventilation is required by building code.

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## **Project ID: SC-05 – Scoreboard Replacement (Both Rinks)**

Director Loftus clarified with President Schyman that this project would be a sponsorship opportunity. Director Loftus noted that the sponsor would pay for the scoreboard and the District would fund the wiring and installation.

## **Project ID: GOLF-01 – Classic 18 XGD Drainage**

Director Baron noted that the work will cost approximately \$13,000 per green, as the District doesn't have its own 'drill and fill' machine. Director Baron also clarified with Commissioner Ziering that the work would likely take a few days to complete this fall, so the drainage systems would be ready for the spring.

## **Project ID: GOLF-04 – Range Netting/Wood Pole Testing/Replacement**

Director Dalton clarified that, while the testing portion of the project is listed for Sportsman's Country Club, it also includes the wood poles used for netting and field lights at Meadowhill Park. He also noted that, if the poles are in good condition, the actual project cost would likely be under \$80,000.

## **Project ID: GOLF-06 – Golf Assessment**

Director Dalton clarified with the Board that this assessment is necessary to determine the future needs of Sportsman's Country Club. He further explained that no allocations are listed in the future for Sportsman's because the District will need the assessment results in order to obtain pricing for any identified needs.

## **Project ID: GOLF-V&E – Vehicle and Equipment Replacements**

Director Baron clarified with Commissioner Slepicka that the golf equipment listed should be replaced in 2017, noting that items A & B are 15 years old.

## **Project ID: WEST-01 – New Asphalt Pathways**

Director Dalton clarified with Vice President Randel that this project will be completed in conjunction with the Village during the storm water management project. He further noted that the District will partner with the Village's asphalt contractor.

## **Project ID: MAPP-02 – Additional Parking Lot Lighting**

Director Dalton clarified with Vice President Randel that the project is necessary, as Board meetings now occur at night in this location.

## **Project ID: MAPP-03 – 4680 36" Trim Mower w/ Grass Catcher**

Director Dalton explained that the equipment is needed because not all areas of the District are mowed by contractors; some are still mowed by the Parks Department.

## **Project IDs: MAPP-05, MAG-02, MAG-03 – Toro Pro Force Blower, 9050 Toro Pro Force Blower, 9070 Toro Pro Force Blower**

Director Dalton noted that the Parks and Golf Departments typically share equipment; however, both Departments need blowers at the same time in the fall.

## *Comments Regarding the Capital Improvement Plan Listing by Location*

### **Greenfield Park – Backstop and Sideline Fence Replacement, Basketball Court Replacement, Pathway Design/Construction, Playground Replacement**

Director Dalton explained that the pathway project was identified as a way to address the community's need for walking and biking paths. He noted that the pathway would have an entrance off of Pfingsten Road and continue west.

Director Dalton also advised that all of the projects at Greenfield Park be completed at the same time, to obtain the best pricing and so the Park would not be disturbed multiple times.

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## **Northbrook Sports Center – Roof Replacement**

Director Dalton noted that the roof replacement may be more expensive than is listed in the draft CIP. He explained that Village building code now requires additional roofing insulation, meaning the District will need to raise all rooftop units and perform electrical modifications. He noted that the District is talking to roofing contractors to explore all available options.

Director Dalton also advised that if a studio ice rink is added, it would be best to wait and complete all roofing work at the same time. Executive Director Hamer noted that more research is required to determine if a studio ice rink is needed.

## Comments Regarding Appendix A – Golf Fleet Inventory

### **Sportsman’s Country Club – Golf Car Replacement**

Director Baron explained that a new model of golf car will be purchased in 2018; however, the month the cars will be released is unknown, so the District is currently unable to announce this information to patrons. Director Dalton noted that the new cars can be kept for about 10 years, if the District is proactive about their maintenance. Director Baron also noted that a plan is in place for making the current cars last throughout the remaining golf season(s).

## 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 Committee-of-the-Whole Meeting at 9:46pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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