



# Board of Park Commissioners

## Regular Board Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Regular Board Meeting of the Northbrook Park District Board of Commissioners held Wednesday, April 26, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

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

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

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

Commissioners Absent: Commissioner Slepicka

Officers Present: Secretary Hamer; Assistant Secretary Silvestri

Staff Present: Directors Baron, Dalton, Loftus, Trongnetpanya and Ziolkowski

### SWEARING IN OF NEWLY ELECTED PARK COMMISSIONERS

Executive Director Hamer led the following newly elected Commissioners in the Oath of Office: President Schyman; Vice-President Randel and Commissioner Chalem.

RECOGNITION OF VISITORS – Craig Culp and Mitch Slotnick, Northern Suburban Special Recreation Association (Left at 7:31pm)

### APPROVAL OF AGENDA

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

### NSSRA INFORMATIONAL UPDATE

Craig Culp, Executive Director of Northern Suburban Special Recreation Association (NSSRA), greeted the Park Board and introduced Mitch Slotnick, a member of the NSSRA Foundation. They showed a short video of NSSRA programs and events that highlighted the benefits and services provided by NSSRA. Following the video, Mr. Culp noted that NSSRA served over 1,500 individuals in 2016 in just under 7000 programs. He went on to explain that NSSRA adopted a Facility Acquisition Plan in 2013, the first plan ever put together. The goal of the Plan is to secure the most suitable permanent location for NSSRA, preferably with a partner Park District. In reviewing the Northbrook Park District's recently adopted Master Plan, NSSRA sees alignment between the two plans. Mr. Culp explained the specific space needs outlined in the NSSRA Plan and noted that geographically, Northbrook is a good fit because of its central location to NSSRA's 12 other partner agencies. Mitch Slotnick noted that he is a 44-year resident of Northbrook and explained the significant impact that NSSRA has had on his family and the socialization, inclusion and continuing education that the programs provide to participants ranging in age from early childhood to senior citizens. Mr. Culp then answered questions from the Park Board regarding the breakdown of space needs, clarification on the need for private meeting space and questions related to bonding outlined in the Facility Acquisition Plan. The Park Board and staff thanked Mr. Culp and Mr. Slotnick for their presentation.

# NORTHBROOK PARK DISTRICT

## APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of March 22, 2017 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 March 22, 2017 as presented. The motion was unanimously approved on a voice vote.

## BOARD NOMINATION COMMITTEE

Commissioners Simon and Ziering of the Board Nominating Committee announced the recommended slate of Board Officers of the Northbrook Park District Board for 2017-2018 as Penny Randel for President and Mary Ann Chambers for Vice President. Elections will take place at the next Board Meeting on May 24, 2017.

## BOARD COMMITTEE REPORTS– None

## ACTION ITEMS–

### 9. a. Approval of March 2017 Vouchers

Commissioner Ziering moved to approve the March 2017 Vouchers in the amount of \$1,009,956.23. The motion was seconded by Commissioner Simon and unanimously approved on a roll call vote.

## EXECUTIVE DIRECTOR REPORT

- 1) Acknowledged Administrative Professional's Day and thanked Administrative Assistant Silvestri
- 2) Noted that the Park District received the Government Finance Officers Association's Distinguished Budget Presentation Award and congratulated Director Munn and the Finance Department on their work.
- 3) Incode software project is underway
- 4) ACTIVE Net software project begins May 1 & 2
- 5) Golf Assessment project begins June 7
- 6) Explained that staff are currently completing a program audit related to a potential partnership with School District 30 and will bring this information to a Committee Meeting in May
- 7) Staff are currently developing procedures for alcohol permits at the Techny Prairie Park and Fields Blue Gill Shelter
- 8) Contract negotiations with Midwest Operating Engineers started today
- 9) Attended the following meetings and events:
  - Senior Commission roundtable with Director Loftus and Manager Kotloski. Manager Kotloski is the District's representative on the Commission.
  - Golf seasonal staff kick-off meeting at Sportsman's Country Club
  - Bicycle Task Force Meeting with Director Dalton and Project/Operations Specialist Scharp
  - Economic Outlook Chamber Breakfast
  - *Shake with a Zombie* by Bright Star Theatre
  - NSSRA Shining Stars Awards Banquet
  - Northbrook Theatre Junior Company's *Lion King*
- 10) Attending the IAPD Legislative Conference next week with Commissioner Chambers
- 11) Thanked the Board and staff for the Wescott Park Ribbon Cutting
- 12) Acknowledged and thanked staff for involvement in Earth Day event
- 13) Requested that the Board let Director Ziolkowski know if they are attending the 4th of July Parade

# NORTHBROOK PARK DISTRICT

- 14) Requested that the Board let Administrative Assistant Silvestri know of their availability for a Board/staff workshop on either November 4th or 18th
- 15) Explained that a previous skater entered his or her name in a raffle and won \$20,000 for the Park District's Northbrook Sports Center. Staff are investigating if there are specific spending requirements.

## COMMISSIONER REPORTS

Commissioner Simon: None

Commissioner Ziering:

- 1) Part of panel for Golf Assessment interviews. Very interesting experience. Staff had great questions.
- 2) Golfed yesterday at Sportsman's Country Club and the course is in great shape
- 3) Attended the Wescott Park Ribbon Cutting. Worked well to be scheduled around the softball game. It was great to have the kids there.

Commissioner Chalem:

- 1) Attended the NSSRA Shining Stars Banquet. It is a wonderful event.
- 2) Northbrook Sports Center currently getting ready for Ice Show. Looking forward to the show and hope to see the Board and staff there.

Commissioner Chambers:

- 1) Attended the Wescott Park Ribbon Cutting. The girls' softball game was a great addition. Very pleased with the event and a reminder of why we do what we do.

Vice President Randel:

- 1) Golfed at Sportsman's on Tuesday. The tulips and plantings are outstanding.

## PRESIDENTS REPORT

- 1) Echoed Wescott Park Ribbon Cutting comments. Event turned out great.
- 2) Let Vice President Randel know of any requested changes for Committee Assignments in the new fiscal year.
- 3) Scheduled May Parks and Properties and Administrative and Finance Committee Meetings for Monday, May 15th at 6:00 and 6:15pm, and a Golf Operations Committee Meeting for Monday, May 22nd at 6:00pm.

UNFINISHED BUSINESS— None

NEW BUISNESS— None

## BOARD APPOINTMENTS

President Schyman announced the proposed Board Officer appointments for 2017-2018:

Secretary, Molly Hamer; Assistant Secretary, Amanda Silvestri; Treasurer, Mindy Munn; Attorney, Steven Adams, Robbins Schwartz; Auditor, Ron Amen, Lauterbach & Amen, LLP.

President Schyman then announced the proposed appointments from May 2017 through April 2018 of NSSRA Representative, Molly Hamer and NSSRA Alternate, Eileen Loftus.

Vice President Randel moved to approve the Board Appointments from May 1, 2017 through April 30, 2018 as proposed by President Schyman. The motion was unanimously approved on a voice vote.

# NORTHBROOK PARK DISTRICT

## NEXT MEETING

President Schyman announced the next meeting of the Board of Commissioners will be the Regular Board Meeting of Wednesday, May 24, 2017, 7:00pm at the Joe Doud Administration Building, 545 Academy Drive.

## 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 8:15pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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