



Board of Park Commissioners

Regular Board Meeting Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Regular Board Meeting of the Northbrook Park District Board of Commissioners held Wednesday, January 24, 2018 in the Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL—REGULAR BOARD MEETING

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

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

Commissioners Absent: Commissioners Chalem and Slepicka

Officers Present: Treasurer Munn, Assistant Secretary Hodal

Officers Absent: Executive Director Hamer

Staff Present: Directors Dalton, Loftus and Ziolkowski

RECOGNITION OF VISITORS – None

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of December 6, 2017 were previously distributed and reviewed. President Randel called for any changes to the Minutes. Hearing none, a motion was made to approve the Minutes of the Regular Board Meeting of December 6, 2017. The motion was seconded and unanimously approved on a voice vote.

BOARD COMMITTEE REPORTS

President Randel reported that she attended the Village of Northbrook's Economic Development Committee Meeting. In February, the North Shore Convention and Visitors Bureau is celebrating *Restaurant Month in Northbrook*. The Village Board reported and approved the purchase of the Grainger property for \$8.3M. Next Monday, the State of the Village will be delivered at 11:45am. Dundee Road will be closed for construction, at Lee Road, beginning May to October 31. The bridge over Shermer will be closed on July 4. Maple School's groundbreaking event will be held on April 5. Glenbrook North High School will be holding auditions for *The Little Mermaid* on January 30.

CONSENT AGENDA

President Randel announced the matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the January 15, 2018 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 Randel called for any changes to the Consent Agenda. Hearing none, a motion was made to approve the following items on the Consent Agenda. The motion was seconded and unanimously approved on a roll call vote.

NORTHBROOK PARK DISTRICT

6. a. Approval of the November 2017 Vouchers
Motion: I move to approve the November 2017 Vouchers in the amount of \$1,211,690.51.
6. b. Approval of the December 2017 Vouchers
Motion: I move to approve the December 2017 Vouchers in the amount of \$944,102.64.
6. c. Approval of Increasing Competitive Bid Requirement and Purchasing Authority for Executive Director
Motion: I move to approve Increasing the Competitive Bid Requirement and Purchasing Authority for the Executive Director.
6. d. Approval of the Bus Transportation Services Contract Renewal, Bid #2098
Motion: I move to approve the Bus Transportation Services Contract Renewal, Bid #2098.
6. e. Approval of the 2018 Staff and Participant Apparel, Bid #2138
Motion: I move to approve the 2018 Staff and Participant Apparel, Bid #2138.
6. f. Approval of the Full-time Non-Bargaining Unit Merit and Discretionary Pools for the 2018 Fiscal Year
Motion: I move to approve the Full-time Non-Bargaining Unit Merit and Discretionary Pools for the 2018 Fiscal Year.
6. g. Approval of the Meadowhill Aquatic Center Pump, Motor and VFD Replacements, Bid #2141
Motion: I move to approve the Meadowhill Aquatic Center Pump, Motor and VFD Replacements, Bid #2141.
6. h. Approval of the Hardcourt Surface Repairs, Bid #2142
Motion: I move to approve the Hardcourt Surface Repairs, Bid #2142.
6. i. Approval of the Contract Mowing Service-Central Areas, Bid #2145
Motion: I move to approve the Contract Mowing Service – Central Areas, Bid #2145.
6. j. Approval for Purchase of GPS Software for Golf Course Sprayers
Motion: I move to approve the purchase of GPS Software for Golf Course Sprayers.
6. k. Approval for Purchase of a 2018 Toro Greensmaster 3300 Triflex Mower
Motion: I move to approve the purchase of a 2018 Toro Greensmaster 3300 Triflex mower.
6. l. Approval for Purchase of Three (3) 2018 Carryall 500 Setup Carts
Motion: I move to approve the purchase of Three (3) 2018 Carryall 500 Setup Carts.
6. m. Approval Purchase of a Golf Car Fleet Replacement
Motion: I move to approve the purchase of a Golf Car Fleet Replacement.

ACTION ITEMS

7. a. Approval of Rethync Studio LLC Agreement
A motion was made to approve the Rethync Studio LLC Agreement. The motion was seconded and unanimously approved on a roll call vote.

NORTHBROOK PARK DISTRICT

7. b. Adoption of Ordinance #18-O-1, Approving Northbrook Park District Amended Sexual Harassment Policy
A motion was made to approve the Northbrook Park District Amended Sexual Harassment Policy. The motion was seconded and unanimously approved on a roll call vote.
7. c. Adoption of Ordinance #18-O-2, Declaring Certain Northbrook Park District Personal Property as Surplus and Authorizing Sale or Disposal
A motion was made to approve Declaring Certain Northbrook Park District Personal Property as Surplus and Authorizing Sale of Disposal. The motion was seconded and unanimously approved on a roll call vote.

EXECUTIVE DIRECTOR REPORT – Presented by Treasurer Munn

- 1) The 2017 Stewardship Report went to the US Post office last Friday. All residents should receive it in the mail this week. Kudos to the Marketing & Communications team for a great job.
- 2) Supervisor Williams will serve as Director Elect of the Management Section for the IPRA.
- 3) IPRA has awarded the Northbrook Park District with the Outstanding Facility Award for the new Pool at Sports Center. Congratulations to Directors Ziolkowski and Dalton, and Project Manager Buch and Communications Supervisor Stuart.

COMMISSIONER REPORTS

Commissioner Ziering:

- 1) Attended the IPRA Conference. Very proud of the Northbrook Staff.

Commissioner Schyman:

- 1) Attended the IPRA Conference. Felt the Marketing & Communications submissions were award worthy.
- 2) Congratulations on the Northbrook Sports Center Pool award.
- 3) The Stewardship Report was well done.
- 4) Winter Carnival was a fun time for the kids.

Vice President Chambers:

- 1) Winter Carnival was great fun.
- 2) IPRA Conference was great. The sessions were informative. Appreciated President Randel, Executive Administrator Hodal and Recreation Manager Shields for helping with sessions. Staff was helpful and engaged at the Conference.

Commissioner Simon:

- 1) Thank you to everyone who helped with the IPRA Conference.

PRESIDENT'S REPORT

- 1) Felt all of the details of the Conference were well organized. Thank you to all involved.

UNFINISHED BUSINESS– None

NEW BUSINESS – None

NEXT MEETING

President Randel announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, February 28, 2018 at 7pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

NORTHBROOK PARK DISTRICT

ADJOURN

With no further business to come before the Board, a motion was made and seconded, and unanimously approved on a voice vote to adjourn the Regular Board Meeting at 7:23pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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