



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, March 28, 2018 in the Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL PUBLIC HEARING—2018 BUDGET AND APPROPRIATION

President Randel 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 Randel; Vice President Chambers; Commissioners Simon, Slepicka and Ziering

Commissioners Absent: Commissioners Chalem and Schyman

Officers Present: Treasurer Munn, Secretary Hamer and Assistant Secretary Hodal

Staff Present: Directors Baron, Dalton, Loftus and Ziolkowski

RECOGNITION OF VISITORS

Alexandra Kukulka, *Northbrook Star*; Todd Marver, *Northbrook Tower*

2018 BUDGET AND APPROPRIATIONS PUBLIC HEARING

President Randel announced, "It is 7:00 p.m. and the public hearing is open for comments on the Combined Budget and Appropriation of Funds for the Northbrook Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of January 2018 and ending on the 31st day of December 2018. 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 two 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 March 15, 2018 in the Northbrook Star.

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

Hearing is now open to questions from the Board and public.

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

President Randel called for a motion to adjourn the public hearing. A motion was made to adjourn the 2018 Budget and Appropriation Public Hearing. The motion was seconded and unanimously approved on a voice vote.

CALL TO ORDER AND ROLL CALL—REGULAR MEETING

President Randel called the Regular Meeting to order at 7:02pm. On a roll call by the Assistant Secretary, the following members were in attendance:

NORTHBROOK PARK DISTRICT

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

Commissioners Absent: Commissioners Chalem and Schyman

Officers Present: Executive Director Hamer; Treasurer Munn, Assistant Secretary Hodal

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

RECOGNITION OF VISITORS

Alexandra Kukulka, *Northbrook Star*; Todd Marver, *Northbrook Tower*

APPROVAL OF AGENDA

President Randel called for any changes to the Agenda. The Board determined an addition of Item 12.a., Closed Session to discuss Purchase or Lease of Real Property 2(c)(5), be added to the Agenda. A motion was made to approve the amended Agenda. The motion was seconded and unanimously approved on a voice vote.

APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of February 28, 2018 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 February 28, 2018. The motion was seconded and unanimously approved on a voice vote.

BOARD COMMITTEE REPORTS – None

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 March 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.

6. a. Approval of the February 2018 Vouchers

Motion: I move to approve the February 2018 Vouchers in the amount of \$726,621.18.

6. b. Approval of Hall of Fame Nominations

Motion: I move to approve the nomination of Holly (Blatchford) Masters for the Sports Hall of Fame.

6. c. Approval of the Northbrook Sports Center Dehumidifier Repairs, Bid #2143

Motion: I move to approve the bid from McDonough Mechanical Services, Inc. of Waukegan, Illinois for a bid of \$51,797.00.

6. d. Approval of Custodial Services – Various Locations, Bid #2148

Motion: I move to approve the Custodial Services – Various Locations for \$30,072.80 from ECO-CLEAN Maintenance, Inc. of Elmhurst, Illinois.

6. e. Approval of HVAC Services – All Buildings, Bid #2149

Motion: I move to approve the bid from RMC Mechanical Services, Inc. of Bensenville, Illinois for a bid of \$77,556 for a three-year contract.

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6. f. Approval of HVACR Services – Ice Refrigeration Equipment: Northbrook Sports Center, Bid #2150

Motion: I move to approve the bid from RMC Mechanical Services, Inc. of Bensenville, Illinois for a bid of \$80,016 for a three-year contract.

6. g. Approval of Sports Center Front Office & Vestibule Renovation, Bid #2153

Motion: I move to approve the Sports Center Front Office & Vestibule Renovation for \$276,000 from CCDS, Inc. of Morton Grove, Illinois.

ACTION ITEMS

7. a. Approval of Copier Lease Agreement

Commissioner Slepicka moved to approve a four-year Lease Agreement cost of \$22,794.48 per year with Konica Minolta Business Systems from Rolling Meadows, Illinois. The motion was seconded and unanimously approved on a roll call vote.

7. b. Approval of Visage Rental Agreement Amendment

Commissioner Slepicka moved to approve a 30-month lease amendment with GPSI Leasing LLC of Sarasota, Florida. The motion was seconded and unanimously approved on a roll call vote.

7. c. Approval of Ordinance 18-O-3, Budget and Appropriation

Commissioner Slepicka moved to approve Ordinance 18-O-3, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2018 and ending December 31, 2018. The motion was seconded and unanimously approved on a roll call vote.

7. d. Approval of Crate & Barrel Property Tax Incentive Release Agreement

Commissioner Slepicka moved to approve the Crate & Barrel Property Tax Incentive Release Agreement in the amount of \$25,731.77. The motion was seconded and unanimously approved on a roll call vote.

7. e. Approval of Agreement with Northern Suburban Special Recreation Agency (NSSRA)

Commissioner Chambers moved to approve the Preliminary Intergovernmental Agreement between the Northbrook Park District and the Northern Suburban Special Recreation Association for the design and construction of an Activity Center at 180 Anets, Northbrook. The motion was seconded and unanimously approved on a roll call vote.

EXECUTIVE DIRECTOR REPORT

- 1) Sportsman's Country Club Golf Course is now open. Anetsburger Golf Course will open on April 6. Tom Burgess has been rehired after a season of departure. The new golf cart fleet will ship from the factory tomorrow and be in service by next weekend. For the second year in a row, Sportsman's Country Club has been voted the best Driving Range on the Northshore. Thirty people signed in at the pre-submittal conference for the golf renovation. RFPs are due tomorrow.
- 2) Four firms were chosen for the Architectural interviews for the Activity Center which will be held on Monday. The District Communication Plan Committee has chosen three firms to be interviewed on April 6.
- 3) We are monitoring the level of needed staff for camps, guards and parks. Golf staffing is on target.
- 4) The District hosted Leadership Northbrook on March 9. Thank you to the Senior Leadership Team for helping out and Director Loftus for leading a tour at the Sports Center.
- 5) ComEd notified the District that we have reduced our energy consumption at the Administration Building, and thus have been taken off the high consumption rate to a lower consumption status. The lower consumption status is at a higher rate.
- 6) March 12 was the second annual Camp Open House which coincided with Early Bird registration. 125 people attended.

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- 7) The Employee Appreciation dinner at Pinstripes went well. Thank you to Director Baron, President Randel and the entire Employee Appreciation Team for planning the event.
- 8) Spoke at a Northbrook Civic Foundation event this month.

COMMISSIONER REPORTS

Commissioner Ziering:

- 1) Enjoyed the Employee Appreciation event.
- 2) Joined Executive Director Hamer, Director Dalton and golf staff looking at various clubhouses and driving ranges. It was an enlightening day and looking forward to reviewing the RFPs.
- 3) Played golf at Sportsman's Country Club today. Excited for a great season.

Commissioner Slepicka:

- 1) The Employee Appreciation dinner was well done. Had a good time.
- 2) Visited Sportsman's Country Club Driving Range today and played four holes of golf. The course looked good considering it is so early in the season.
- 3) Attended the Wescott Open House. Feels parking will be a problem along Western, Farnsworth and Scott for events there such as softball games.

Vice President Chambers:

- 1) Thanked Penny for her work on the Committee of the Employee Appreciation Team.
- 2) Starting on April 2, road construction runs from Maple to Techny on Western allowing only southbound traffic until November. When construction is over, Western will be an asphalt street.
- 3) Attended Spring Bunny Trail at Glenbrook North High School on Sunday. There were many families and it appeared a good time was had by all.

Commissioner Simon

- 1) Employee Appreciation dinner was great. It was a nice evening for everyone.

PRESIDENT'S REPORT

- 1) Enjoyed the Employee Appreciation event. It is a wonderful time to spend with staff. It was very well-attended.
- 2) Grateful for Executive Director Hamer's presentation at Northbrook Civic Foundation. Executive Director Hamer responded very well to all questions posed by the Civic members.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

MOVE INTO CLOSED SESSION TO DISCUSS PURCHASE OR LEASE OF REAL PROPERTY 2(c)(5)

President Randel called for a motion to move into Closed Session. A motion was made to move into Closed Session at 7:25pm to discuss Purchase or Lease of Real Property 2(c)(5). The motion was seconded and unanimously approved on a roll call vote.

RETURN TO OPEN SESSION

After discussing matters of Purchase or Lease of Real Property, President Randel called for a motion to return to Open Session. A motion to return to Open Session was made and seconded. The motion was unanimously approved by a voice vote. The Board arose from Closed Session at 7:32pm and reconvened to the Regular Meeting.

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NEXT MEETING

President Randel announced the next meeting of the Board of Commissioners will be the Regular Board Meeting of Wednesday, April 25, 2018, 7:00pm at the Joe Doud Administration Building, 545 Academy Drive, 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 7:32pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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