



## Board of Park Commissioners Regular Board Meeting Minutes

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MINUTES of the Regular Board Meeting of the Northbrook Park District Board of Commissioners held Wednesday, August 24, 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 7:00pm. On a roll call by the Assistant Secretary, the following members were in attendance:

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

Commissioners Absent: None

Officers Present: Secretary/Treasurer Munn

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

### RECOGNITION OF VISITORS—

The following visitors were present: David Levine, Bryan Mittelman, Paulo Arce and Joe Schyman

**David Levine—** Mr. Levine addressed the Board to introduce himself as an applicant for the vacant Board of Commissioners position.

**Bryan Mittelman—** Mr. Mittelman addressed the Board to introduce himself as an applicant for the vacant Board of Commissioners position.

**Pauola Arce, Construction-CAD Solutions—** Mr. Arce addressed the Board on behalf of WOW!, regarding proposed fiber optic installation along Shermer Road near Village Green Park. He explained that WOW!, a TV, internet and phone provider is currently working on a project for Verizon Wireless to provide fiber connectivity to many of its cellular antenna sites around the Chicago area. To complete the proposed project along Shermer Road, WOW! is requesting to install a polymer concrete handhole and 550ft of innerduct in the parkway or under the sidewalk at Village Green Park by September 30, 2016. Pauola provided the Board with handouts that further explained the proposed project.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of July 27, 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 July 27, 2016 as presented. The motion was unanimously approved on a voice vote.

BOARD COMMITTEE REPORTS – None

# NORTHBROOK PARK DISTRICT

## CONSENT AGENDA –

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

### 6.a. Approval of July 2016 Vouchers

**Motion:** I move to approve the July 2016 Vouchers in the amount of \$862,930.32.

### 6.b. Approval of Memorial Park Paving, Landscape and Lighting Renovation, Bid 2109

**Motion:** I move to approve the Memorial Park Renovation for \$74,431 from Clauss Brothers of Elgin, Illinois.

### 6.c. Approval of Recreation Guide Printing, Bid 2112

**Motion:** I move to approve Recreation Guide Printing for \$34,384 from Action Printing of Fond du Lac, Wisconsin.

### 6.d. Approval of District Asphalt Replacement & Repairs, Bid 2116

**Motion:** I move to approve the District Asphalt Replacement & Repairs for \$63,800 from Murphy Paving of Burr Ridge, Illinois.

## ACTION ITEMS – None

## EXECUTIVE DIRECTOR REPORT

- 1) Senior Center Open House scheduled for August 26 from 10am-5pm. Participants can try out fitness classes and learn about drop-in programs. Congressman Dold will attend.
- 2) Wescott Park Stormwater Management Project continues. During the third week of September, the contractor will haul in top soil to spread throughout the park and recreate berms. Plant material will also be put down at that time.
- 3) Thanked Directors Dalton, Loftus and Ziolkowski, and staff for helping decommission Sports Center Pool and preparing for construction crews. Great example of teamwork!
- 4) Noted that the project timeline for the Comprehensive Master Plan was pushed back due to timing of the community survey. The survey was originally scheduled for November, with a meeting to discuss results in January. In order to receive more responses; however, the survey was rescheduled to begin after the holidays.
- 5) Thanked everyone for their assistance during her time as Interim Executive Director.

## COMMISSIONER REPORTS

### Commissioner Randel:

- 1) Thanked staff and Interim Executive Director Munn for their help during the transition between Executive Directors.
- 2) Encouraged Commissioners to visit the Cary Park District's website to view their Comprehensive Master Plan. Noted that our Districts are similar and Cary worked with Hitchcock Design Group as well.
- 3) Thanked Directors Ziolkowski, Loftus and Dalton, and Manager Shields for their assistance at Northbrook Days. Most successful Northbrook Days ever, with record-breaking profits. Northbrook Civic Foundation plans to debrief this week.
- 4) Attended NSSRA Bash – great exposure for our parks! Well attended and exciting.

# NORTHBROOK PARK DISTRICT

## Commissioner Ziering:

- 1) Helped sell tickets at Northbrook Days – park looked awesome!
- 2) Played at Sportsman’s – the course looks amazing! Kudos to staff on work at the 10th hole.
- 3) Thanked Interim Executive Director Munn and staff for their help during the transition.

## Commissioner Chambers:

- 1) Did not attend Northbrook Days this year but thanked Commissioner Randel for her long hours. Thanked staff for set-up and teardown of event. They were there early and stayed late!
- 2) Parks look great.
- 3) Thanked Interim Executive Director Munn for her help during the transition.
- 4) Northbrook Historical Society’s annual Shermerfest scheduled for September 18. Bake sale donations are encouraged!

## Commissioner Simon:

- 1) Thanked Interim Executive Director Munn and staff for their help during the transition.
- 2) Asked if there were any issues with alcohol at Northbrook Days. Director Dalton noted that he plans to provide an update at the next Committee Meeting.

## Commissioner Slepicka:

- 1) Thanked Interim Executive Director Munn and staff for their help during the transition.
- 2) Attended Northbrook Days. Enjoyed Northbrook Chamber social.
- 3) Visited the Tiny House at the Leisure Center – interesting concept.
- 4) Played at Sportsman’s – greens looked great! Kudos to Manager Kosbab.

## PRESIDENTS REPORT

- 1) Attended NSSRA Bash – great event!
- 2) Attended National Night Out
- 3) Great community events all around! The events positively represented the community. Thank you to staff for planning.
- 4) District received a Legislative Survey from the IAPD/IPRA Legislative Committee. If no concerns from the Board, would like the Park District to submit a response. No concerns were heard. Confirmed that Administrative Assistant Silvestri & Interim Executive Director Munn would begin a draft of the survey to send out to the Board.
- 5) President’s Outing scheduled for September 30. Noted that he discussed some ideas with Interim Executive Director Munn. After finalizing some details, will update the Board and staff on plans.

## UNFINISHED BUSINESS– None

## NEW BUSINESS– None

## BOARD OFFICER ELECTION - VICE PRESIDENT VACANCY

President Schyman motioned to approve the Board Officer of Penelope J. Randel for Vice-President of the Northbrook Park District Board of Commissioners for the remainder of the 2016-2017 Fiscal Year. The motion was seconded by Commissioner Simon and unanimously approved on a voice vote.

## NEXT MEETING

President Schyman announced the next meeting of the Board of Commissioners will be the Regular Board Meeting of Wednesday, September 28, 2016, 6:00pm at the Leisure Center Building, 3323 Walters Avenue, Northbrook, Illinois.

# NORTHBROOK PARK DISTRICT

## MOVE INTO CLOSED SESSION TO DISCUSS APPOINTMENT FOR PUBLIC OFFICE, SECTION 2(C)3

President Schyman called for a motion to move into Closed Session. Vice President Randel made a motion to move into Closed Session at 7:30pm to discuss Appointment for Public Office, Section 2(c)(3). The motion was seconded by Commissioner Simon and unanimously approved on a roll call vote.

## RETURN TO OPEN SESSION

After discussing matters of Appointment for Public Office, the Board arose from Closed Session at 8:50pm and reconvened to the Regular Meeting.

## 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 8:50pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Mindy Munn  
Mindy Munn, Secretary  
Board of Commissioners/aps