Board of Park Commissioners
Regular Board Meeting

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062

847·291·2960

nbparks.org

December 07, 2016
Leisure Center, 3323 Walters Avenue, Northbrook, Illinois
7:00pm

AGENDA

1. Call to Order and Roll Call– Public Hearing
2. Public Hearing– 2016 Proposed Tax Levy
3. Adjourn Public Hearing Regarding Tax Levy
4. Call to Order and Roll Call– Board Meeting
5. Recognition of Visitors
6. Approval of Agenda
7. Comprehensive Master Plan Update
8. Approval of Minutes
    a. Regular Board Meeting of October 26, 2016
    b. Closed Session Meeting of October 26, 2016
9. Board Committee Reports
10. Consent Agenda
    The matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the November 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.
    a. Approval of October 2016 Vouchers
    b. Approval of 2017 Regular Board Meeting Schedule
    c. Approval of Website Design RFP
11. Action Items
    a. Adoption of Ordinance 16-O-5, 2016 Tax Levy
    b. Adoption of Resolution 16-R-3, Determine Closed Session Confidentiality and Destruction of Verbatim Recordings
    c. Adoption of Resolution 16-R-4, 2016 Reduction in Tax Levy
12. Executive Director Report
13. Commissioner Reports
14. President's Report
15. Unfinished Business
16. New Business
17. Amendment to Board Committee Assignments
18. Next Meeting
    a. Regular Board Meeting, January 25, 2017, 7:00pm, Joe Doud Administration Building, 545 Academy Drive
19. Adjourn

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Northbrook Star, Village of Northbrook,
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.

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MEMORANDUM

To: Board of Commissioners
From: Molly Hamer, Executive Director
Agenda Item: 7. Comprehensive Master Plan Update
Date: December 2, 2016

The draft Comprehensive Master Plan was distributed to the Board for review on November 23, 2016. Steve Konters from Hitchcock Design Group will be present at the meeting on Wednesday to answer any questions related to the draft Plan.

Feel free to reach out to me with any questions prior to the meeting.

Pc: Senior Leadership Team

Joe Doud
Administration Building

545 Academy Drive

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2017 Park Board Regular Meeting Schedule

In accordance with the Open Meetings Act, the following is a list of the Park Board Regular Meeting dates for 2017. All Regular Meetings will be held on the fourth Wednesday of the month at 7pm in the Conference Room of the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois, unless otherwise noted below. Notification of schedule changes will be made and forwarded accordingly.

January 25
February 22
March 22

April 26
May 24
June 28

July 26
August 23
September 19 (Third Tuesday)

October 25
November (No Meeting Scheduled)
December 6 (First Wednesday)

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Northbrook Star, Village of Northbrook, Posted on Park District Website: nbparks.org

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Board of Commissioners

President
Michael Schyman

Vice President
Penelope J. Randel

Lisa Chalem

Mary Ann Chambers

Jeffrey C. Simon

Kenneth Slepicka

Michael Ziering

Officers

Executive Director
Molly Hamer

Attorney
Steven B. Adams

DRAFT

ORDINANCE 16-O-5

NORTHBROOK PARK DISTRICT

AN ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE NORTHBROOK PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2016, AND ENDING APRIL 30, 2017

* * *

BE IT ORDAINED by the Northbrook Park District (the "District") and by the Board of Park Commissioners of the Northbrook Park District of the County of Cook, State of Illinois:

Section 1: That the sum of **$10,897,726** being composed of (a) the amount of **$3,725,000** for General Corporate Fund, (b) the amount of **$2,600,000** for Recreation Fund, (c) the amount of **$525,000** for Special Recreation Fund, (d) the amount of **$125,000** for Paving and Lighting Fund, (e) the amount of **$700,000** for the Illinois Municipal Retirement Fund, (f) the amount of **$590,000** for the Social Security Fund, (g) the amount of **$530,000** for the Liability Insurance Fund, (h) the amount of **$23,500** for Audit Fund and (i) the amount of **$2,079,226** for Bonds and Interest Fund, be and the same is hereby levied and assessed on all real property within said District subject to taxation according to the ad valorem value of the said property as the same is assessed and equalized for state and county purposes; that said amount of **$10,897,726** to defray the necessary expenses for the operation, acquisition, construction, repair, improvement and maintenance of the several park grounds, buildings, and other improvements possessed and under the control of the District, for Recreational programs, for the Special Recreation programs, for Paving and Lighting purposes, for payments to the Illinois Municipal Retirement Fund, for Social Security expenses, for Liability Insurance purposes and protection, for Auditing expenses, and to meet payments of interest and principal on Bonded indebtedness of the District, is to be collected from the tax levy for the same year as authorized to be made by statute.

DRAFT

Section 2: The objects and purposes for which this levy is made and the respective amounts thereof, subject to the respective deductions, if any, for revenues to the District from sources other than taxation, are hereby set forth and levied as follows:

1. GENERAL AND CORPORATE FUND	**Amount Required**
Wages and Salaries	$2,502,546
Employee Benefits	673,154
Contractual Services	1,228,370
Repair & Maintenance	43,000
Supplies	388,880
Capital Projects	846,700
TOTAL GENERAL CORPORATE FUND REQUIREMENTS	$ 5,682,650
LESS: General Corporate Fund revenues other than taxes, applied pro-rata in reduction of each line item in the General Corporate Fund	$ (1,957,650)
The total **GENERAL CORPORATE FUND** amount to be raised by tax levy for the foregoing purposes (Authority: 70 ILCS 1205/5-1)	$ 3,725,000

2. RECREATION FUND	
Wages and Salaries	$ 5,129,814
Employee Benefits	723,096
Contractual Services	2,443,658
Repair & Maintenance	110,800
Supplies	1,230,873
Capital Projects	5,560,950
TOTAL RECREATION FUND REQUIREMENTS	$ 15,199,191
LESS: Recreation Fund revenues other than taxes, applied pro-rata in reduction of each line item in the Recreation Fund	$ (12,599,191)
The total **RECREATION FUND** amount to be raised by tax levy for the foregoing purposes (Authority: 70 ILCS 1205/5-2)	$ 2,600,000

DRAFT

3. SPECIAL RECREATION FUND **Amount Required**

Contribution to North Suburban Special Recreation Association for the purpose of funding the Northbrook Park District's share of expenses for providing recreation programs for the disabled under joint agreement provided by statute ..... $ 438,500

Capital Projects 381,000

TOTAL SPECIAL RECREATION REQUIREMENTS ..... $ 819,500

LESS: Special Recreation Fund revenues other than taxes, applied pro-rata in reduction of each line item in the Special Recreation Fund ..... $ (294,500)

The total **SPECIAL RECREATION FUND** amount to be raised by tax levy for the foregoing purposes (Authority: 70 ILCS 1205/5-8) ..... $ 525,000

4. PAVING AND LIGHTING FUND

Capital Projects ..... $ 435,000

TOTAL PAVING AND LIGHTING REQUIREMENTS ..... $ 435,000

LESS: Paving and Lighting Fund revenues other than taxes, applied pro-rata in reduction of each line item in the Paving and Lighting Fund ..... $ (310,000)

The total **PAVING AND LIGHTING FUND** amount to be raised by tax levy for the foregoing purposes (Authority: 70 ILCS 1205/5-6) ..... $ 125,000

5. ILLINOIS MUNICIPAL RETIREMENT FUND

Employee Benefits ..... $ 700,000

The total **ILLINOIS MUNICIPAL RETIREMENT FUND** amount to be raised by tax levy for the foregoing purposes (Authority: 40 ILCS 5/7-171) ..... $ 700,000

6. SOCIAL SECURITY FUND

Social Security Employer's Contributions $590,000

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The total **SOCIAL SECURITY FUND** amount to be raised by tax levy for the foregoing purposes (Authority: 40 ILCS 5/7-170)..... $ 590,000

7. LIABILITY INSURANCE FUND **Amount Required**

Employee Benefits 130,000
Contractual Services 400,000

The total **LIABILITY INSURANCE FUND** amount to be raised by tax levy for the forgoing purposes (Authority: 745 ILCS 10/9-107)..... $ 530,000

8. AUDIT FUND

Annual audit review and investigation of public accounts..... $ 23,500

The total **AUDIT FUND** amount to be raised by tax levy for the forgoing purposes (Authority: 50 ILCS 310/9) ..... $ 23,500

9. BONDS AND INTEREST FUND

Debt Service 2,079,226

The total **BONDS AND INTEREST FUND** amount to be raised by tax levy for the forgoing purposes (Authority: 70 ILCS 1205/6-6)..... $ 2,079,226

DRAFT

SUMMARY OF LEVIES

GENERAL CORPORATE FUND:	$3,725,000
RECREATION FUND:	2,600,000
SPECIAL RECREATION FUND	525,000
PAVING AND LIGHTING FUND	125,000
ILLINOIS MUNICIPAL RETIREMENT FUND	700,000
SOCIAL SECURITY FUND	590,000
LIABILITY INSURANCE FUND	530,000
AUDIT FUND	23,500
BOND AND INTEREST FUND	2,079,226
TOTAL	**$10,897,726**

Section 3: That the Clerk of Cook County, Illinois be and is hereby directed, as provided by law, to ascertain the rate percent which, upon the total valuation of all property subject to taxation within the District as the same is assessed and equalized for state and county purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statutes in such case made and provided.

DRAFT

Section 4: That the Secretary of the District and of the Board of Park Commissioners be and is hereby directed to file with the County Clerk of Cook County, Illinois, within the time limited by law, a copy of this Ordinance, duly certified by him.

Section 5: That all Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed; that this Ordinance shall be in full force and effect immediately upon its passage and approval.

PASSED: This 7th day of December, 2016
APPROVED: This 7th day of December, 2016
RECORDED: This 7th day of December, 2016

VOTES: Ayes: Nays:

Absent:

ATTEST:

_____
Molly Hamer
Secretary, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

_____
Michael Schyman
President, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

DRAFT

STATE OF ILLINOIS)
COUNTY OF COOK) SS.
)

I, MOLLY HAMER, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Northbrook Park District and of the Board of Park Commissioners of the Northbrook Park District; and that I have access to and am custodian of the official Minutes of the Meetings of the Board of Park Commissioners and of the Northbrook Park District. I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain ordinance entitled:

ORDINANCE 16-O-5

NORTHBROOK PARK DISTRICT

AN ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES
FOR THE NORTHBROOK PARK DISTRICT, COOK COUNTY, ILLINOIS FOR
THE FISCAL YEAR BEGINNING MAY 1, 2016, AND ENDING APRIL 30, 2017

That the foregoing was passed by the Board of Park Commissioners of said Northbrook Park District on the 7th day of December, 2016, and was on the same day executed by the President; that it was filed and recorded in the office of the Secretary of the Northbrook Park District, of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Northbrook Park District this 7th day of December, 2016.

_____
Secretary

(SEAL)

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, Michael Schyman, hereby certify that I am the presiding officer of the Northbrook Park District, Cook County, Illinois and as such presiding officer I certify that the levy Ordinance 16-O-5, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85 (2002).

This certificate applies to the 2016 levy.

_____ _____

Presiding Officer and President
Board of Commissioners
Northbrook Park District
Cook County, Illinois

Date

DRAFT

RESOLUTION NO. 16-R-3
NORTHBROOK PARK DISTRICT

A RESOLUTION DETERMINING CLOSED SESSION MINUTE CONFIDENTIALITY AND PROVIDING FOR THE DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS OF THE NORTHBROOK PARK DISTRICT, COOK COUNTY, ILLINOIS

* * *

WHEREAS, the NORTHBROOK PARK DISTRICT (the "Park District") has kept verbatim recordings of all closed session meetings since January 1, 2004 as required under Public Act 93-0523 (the "Act"); and

WHEREAS, Subsection 2.06(c) of the Act allows verbatim records of closed session meetings to be destroyed by the Park District without notification to, or the approval of, a records commission under the Local Records Act, no less than 18 months after the completion of the meeting recorded, but only after:

1) The Park District approves the destruction of a particular recording; and

2) The Park District approves minutes of the closed session meeting that meet the written minutes requirements of subsection 2.06 (a) of the Open Meetings Act, 5 ILCS 120/2.06(a) (2004 as amended); and

WHEREAS, the Park District wishes to destroy verbatim recordings of Closed Session Meetings matching the above requirements from June 7, 2015 through November 22, 2015 on the date the verbatim recording reaches the 18th month and one day anniversary since it was originally recorded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Park Commissioners of the Northbrook Park District, Cook County, Illinois, as follows:

Section 1: The Park District has previously approved minutes and set the destruction date of said verbatim recordings for the following closed session meetings:

Recording Date	Closed Session Minutes Approved Date	Verbatim Recording Destruction Date
07/13/15	8/17/2015	1/14/2017
09/21/15	12/9/2015	3/22/2017

DRAFT

Section 2: The Park District hereby approves the destruction of all verbatim recordings on the date the verbatim recording reaches 18 month and one day anniversary after its original recording date identified in Section 1 of this Resolution and hereby directs the Board Secretary to destroy said verbatim recordings on the dates identified in Section 1, Verbatim Recording Destruction Date.

Section 3: The Park District has met periodically, but no less than semiannually, to review all previously unreleased closed session meeting minutes, and does now find and determine that as of the date of this Resolution there is still a need for the confidentially of all closed session minutes not previously released, with the exception of the following:

NONE

PASSED: This 7th day of December, 2016
APPROVED: This 7th day of December, 2016
RECORDED: This 7th day of December, 2016

VOTES: AYES

NAYS:

ABSENT:

ABSTAIN:

_____
President, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

ATTEST:

_____
Secretary, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

(SEAL)

npd/16-R-3

DRAFT

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, MOLLY HAMER, DO HEREBY CERTIFY that I am the duly elected, qualified, and acting Secretary of the Northbrook Park District and of the Board of Park Commissioners of the Northbrook Park District; and that I have access to the official Minutes of the Meetings of the Board of Park Commissioners and of the Northbrook Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain resolution entitled:

RESOLUTION NO. 16-R-3

NORTHBROOK PARK DISTRICT

A RESOLUTION DETERMINING CLOSED SESSION MINUTE CONFIDENTIALITY AND PROVIDING FOR THE DESTRUCTION OF VERBATIM RECORDINGS OF CLOSED SESSION MEETINGS OF THE NORTHBROOK PARK DISTRICT, COOK COUNTY, ILLINOIS

That the foregoing was passed by the Board of Park Commissioners of said Northbrook Park District on the 7th day of December, 2016, and was on the same day executed by the President; that it was filed and recorded in the office of the Northbrook Park District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Northbrook Park District this 7th day of December, 2016

_____
Secretary, Board of Commissioners
Northbrook Park District
Cook County, Illinois

(SEAL)

DRAFT

RESOLUTION 16-R-4

NORTHBROOK PARK DISTRICT

A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE NORTHBROOK PARK DISTRICT COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017

WHEREAS, the NORTHBROOK PARK DISTRICT (the "Park District") through the Board of Park Commissioners thereof, Cook County, Illinois, passed on December 7, 2016 an Ordinance No. 16-O-5 providing for the levy and assessment of taxes for the District; and

WHEREAS, Public Act 89-1 (the "Act") was signed into law on February 12, 1995, placing the Property Tax Extension Limitation of the lesser of the percentage increase in the Consumer Price Index or five percent from the 2015 levy year to the 2016 levy year; and

WHEREAS, the Park District wishes to direct the County Clerk as to the manner in which to reduce the 2016 Tax Levy if a reduction of said levy is required by the Act;

NOW, THEREFORE, IT IS RESOLVED by the Park District and the Board of Park Commissioners thereof, as follows:

Section 1: That the following percentages of the total limitation amount, if any, be applied to the respective funds of the Park District for the 2016 levy year:

General Corporate Fund	100 percent
Recreational Fund	0 percent
Paving and Lighting Fund	0 percent
Museum Fund	0 percent
Audit Fund	0 percent
General Liability Fund	0 percent
Illinois Municipal Retirement Fund	0 percent
Social Security Fund	0 percent
TOTAL LIMITATION	100 PERCENT

DRAFT

Section 2: That the County Clerk be and is hereby directed, as provided by law, to ascertain the limitation amount to which to apply the foregoing limitation percentages, to so apply said limitation percentages and to ascertain the rate percent which, upon the total valuation of all property subject to taxation within the Park District as the same is assessed and equalized for state and county purposes, will produce an adjusted net amount as legally levied and to extend such tax pursuant to the statutes in such case made and provided.

Section 3: That the Secretary of said Park District and of said Board of Park Commissioners be and is hereby directed to file with the County Clerk of Cook County, Illinois, within the time limited by law, a copy of this Resolution, duly certified by him.

Section 4: That all ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

PASSED: This 7th day of December, 2016
APPROVED: This 7th day of December, 2016
RECORDED: This 7th day of December, 2016

VOTES: Ayes: Nays:

Abstain:

ATTEST:

Molly Hamer
Secretary, Board of Commissioners
Northbrook Park District
Cook County, Illinois

Michael Schyman
President, Board of Commissioners
Northbrook Park District
Cook County, Illinois

DRAFT

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, MOLLY HAMER, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Northbrook Park District and of the Board of Park Commissioners of the Northbrook Park District; and that I have access to and am custodian of the official Minutes of the Meetings of the Board of Park Commissioners and of the Northbrook Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain resolution entitled:

RESOLUTION 16-R-4

NORTHBROOK PARK DISTRICT

A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION OF LEVY AND ASSESSMENT OF TAXES FOR THE NORTHBROOK PARK DISTRICT COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017

That the foregoing was passed by the Board of Park Commissioners of said Northbrook Park District on the 7th day of December, 2016, and was on the same day executed by the President; that it was filed and recorded in the office of Secretary of the Northbrook Park District, of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Northbrook Park District this 7th day of December, 2016.

_____
Secretary
Northbrook Park District
Cook County, Illinois

(SEAL)

DRAFT

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Officers

Executive Director
Molly Hamer

Attorney
Steven B. Adams

MEMORANDUM

To: Board of Commissioners, Northbrook Park District
From: Michael Schyman, President
Date: December 2, 2016
Re: **Amended Board Committee Assignments for Fiscal Year 2016-2017**

The following reflects the amended Board Committee Assignments for Fiscal 2016-2017 and Board Officer Appointments.

Administration and Finance Committee
Chair: Ken Slepicka
Jeff Simon
Michael Ziering
Staff: Mindy Munn

Golf Operations Committee
Chair: Michael Ziering
Ken Slepicka
Mary Ann Chambers
Staff: Greg Baron

Leisure Services Committee
Chair: Jeff Simon
Ken Slepicka
Michael Schyman
Staff: Eileen Loftus

Parks and Properties Committee
Chair: Mary Ann Chambers
Penny Randel
Lisa Chalem
Staff: Ed Dalton

Policy Committee
Chair: Penny Randel
Michael Ziering
Mary Ann Chambers
Staff: Molly Hamer

Board Officers
Secretary—Molly Hamer
Treasurer—Mindy Munn
Assistant Secretary—Amanda Silvestri

Economic Development Liaisons
Ken Slepicka

Employee Recognition Liaison
Penny Randel

School District Liaisons
Penny Randel – No. 27
Ken Slepicka – No. 28
Michael Schyman – No. 30
Michael Ziering – No. 31
Michael Schyman – No. 225

NSSRA Liaison
Michael Schyman

Media Liaison
Michael Schyman

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