



## 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, February 22, 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, Simon, Slepicka and Ziering

Commissioners Absent: Commissioner Chalem

Officers Present: Secretary Hamer, Treasurer Munn

Staff Present: Directors Baron, Dalton, Loftus, Trongnetpanya and Ziolkowski; Administrative Assistant King; Communications Supervisor Stuart

### RECOGNITION OF VISITORS

Abby Schyman  
Ari Schyman  
Loren Schyman

### 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 seconded by Commissioner Simon and unanimously approved on a voice vote.

### MICHAEL SCHYMAN, IAPD DISTINCTIVE BOARD MEMBER AWARD

On behalf of the Board, Vice President Randel presented President Schyman with the Illinois Association of Park Districts (IAPD) Distinctive Board Member Award. Vice President Randel explained that the IAPD Board Member Development Program recognizes park district board members throughout the state who consistently go above and beyond the call of duty through committee involvement, attendance at continuing education opportunities and achievements at the local, state and national levels. She further noted that, as part of the Program, board members earn “Board Development Units” for their involvement; the Distinctive Board Member is awarded after achieving 400 Units. President Schyman joined the Program in 2015 and has already attained 512 Units. President Schyman thanked the Board and his family for their support.

### APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of January 25, 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 January 25, 2017 as presented. The motion was seconded by Commissioner Slepicka and unanimously approved on a voice vote.

### BOARD COMMITTEE REPORTS — None

# NORTHBROOK PARK DISTRICT

## CONSENT AGENDA

President Schyman announced the matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the February 2017 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 Schyman called for any changes to the Consent Agenda. Hearing none, Commissioner Simon moved to approve the following items on the Consent Agenda. The motion was seconded by Commissioner Slepicka and unanimously approved on a roll call vote.

### 7. a. Approval of January 2017 Vouchers

**Motion:** I move to approve the January 2017 Vouchers in the amount of \$981,595.78.

### 7. b. Approval of Northeast Mowing Contract, Bid 2121

**Motion:** I move to approve the Northeast Mowing Contract for \$98,064 from Moore Landscapes, Inc. of Northbrook, IL for a three-year contract.

### 7. c. Approval of Southwest Mowing Contract, Bid 2122

**Motion:** I move to approve the Southwest Mowing Contract for \$137,001 from Brightview Landscapes, LLC of Wheeling, IL for a three-year contract.

## ACTION ITEMS

### 8. a. Adoption of Ordinance 17-O-1, Travel Expense Regulation

Commissioner Chambers asked for clarification regarding whether the Ordinance requires the Board and staff to submit and receive approval for travel reimbursement prior to incurring the costs. Director Munn noted that she will discuss the matter with the District's legal counsel and report back to the Administration and Finance Committee in March. After a brief discussion, the consensus of the Board was to postpone approval of Ordinance 17-O-1.

### 8. b. Adoption of Comprehensive Master Plan

Commissioner Randel confirmed with the Board and staff that the Comprehensive Master Plan is a fluid document and is subject to change as the District sees fit. Commissioner Chambers moved to adopt the Moving Forward 2026 Comprehensive Master Plan. The motion was seconded by Commissioner Ziering and unanimously approved on a roll call vote.

## EXECUTIVE DIRECTOR REPORT

- 1) Announced that the Northbrook Park District will be the Grand Marshals of the Northbrook 4th of July Parade
- 2) Noted that Teams Elite is competing at the National Championships
- 3) Noted that the Range & East 9 at Sportsman's opened on Friday, which is the first time the District has ever opened the course in February. Director Baron further noted that an unprecedented 700 rounds of golf were played at Sportsman's this February.
- 4) Announced that the District's Employee Appreciation Dinner is scheduled for 6pm on March 11 at Pinstripes

## COMMISSIONER REPORTS

### Commissioner Chambers:

- 1) Kudos to Communications Supervisor Stuart and Head Golf Professional Billiter on the interesting Facebook post about Sportsman's
- 2) Attended the Legislative Breakfast

# NORTHBROOK PARK DISTRICT

Commissioner Simon: None

Commissioner Slepicka: None

Commissioner Ziering: None

Vice President Randel:

- 1) Kudos to Golf staff for getting the course up and running in February
- 2) Encouraged everyone to support the Village's caucus candidates

PRESIDENT'S REPORT – None

## UNFINISHED BUSINESS

### **90<sup>th</sup> Anniversary Updates**

Director Ziolkowski explained that the District's 90<sup>th</sup> anniversary will be tied into many existing District events. The largest of these events will be the Northbrook 4<sup>th</sup> of July Parade, at which the District will be the Grand Marshal. Director Ziolkowski asked the Board if they would be interested in inviting previous Commissioners and Executive Directors to participate in the parade this year, in honor of the anniversary. She also noted that Marketing and Communications is working with the Employee Appreciation Team to coordinate giveaways and internal events to get staff excited about the anniversary. Some other examples of 90<sup>th</sup> anniversary outreach include a new email signature line, black and white photo covers for all program guides and putting stickers on some District vehicles. President Schyman thanked Director Ziolkowski and her team for their work.

### **West Park Storm Water Management Project Updates**

At Commissioner Slepicka's request, Director Dalton provided an update on the storm water management project with the Village of Northbrook. Director Dalton noted that the Village's attorney is currently working on the intergovernmental agreement, so the District has not yet received a copy of the document. Director Dalton also noted that the Village is surveying West Park to locate electric and water lines.

NEW BUSINESS — None

## NEXT MEETING

President Schyman announced that the next meetings of the Board of Commissioners will be the Committee-Of-The-Whole Meeting of Wednesday, March 15, 2017, 7pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois and the Regular Board Meeting of Wednesday, March 22, 2017, 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 7:38pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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