



# 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, March 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 Administrative Assistant, the following members were in attendance:

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

Commissioners Absent: None

Officers Present: Secretary Hamer, Treasurer Munn

Staff Present: Directors Loftus and Trongnetpanya; Administrative Assistant King

RECOGNITION OF VISITORS — None

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

### APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of February 22, 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 February 22, 2017. The motion was unanimously approved on a voice vote.

BOARD COMMITTEE REPORTS — None

### 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 March 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 unanimously approved on a roll call vote.

#### 6. a. Approval of February 2017 Vouchers

**Motion:** I move to approve the February 2017 Vouchers in the amount of \$802,629.07.

#### 6. b. Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2017 Fiscal Year

**Motion:** I move to approve a merit pool in the amount of \$102,566 and a discretionary pool in the amount of \$42,736 for full-time non-bargaining unit staff for the 2017 fiscal year.

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6. c. Consider Sports Center Parking Lot Improvements, Bid 2123

**Motion:** I move to approve the Sports Center Parking Lot Improvements for a total of \$314,787 from M & J Asphalt Company, Inc. of Cicero, Illinois.

6. d. Consider Custodial Maintenance Services Contract Renewal, Bid 2095

**Motion:** I move to approve the contract for Custodial Maintenance Services – Various Buildings from Eco-Clean Maintenance, Inc. of Elmhurst, Illinois in the amount of \$31,705 for the option of year two.

6. e. Consider HVAC Maintenance Services Contract Renewal, Bid 2073

**Motion:** I move to approve the contract for HVAC Maintenance Services – Various Locations from Northern Weathermakers HVAC, Inc. of Northbrook, Illinois in the amount of \$32,808 for the option of year three.

6. f. Consider Bus Transportation Services Contract Renewal, Bid 2098

**Motion:** I move to approve the contract for Bus Transportation Services from First Student, Inc. of Naperville, Illinois in the amount not to exceed \$67,245 for the option of year two.

## ACTION ITEMS

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

Commissioner Slepicka moved to adopt Ordinance 17-O-1, an Ordinance regulating travel, meal and lodging expenses in accordance with the Local Government Travel Expense Control Act. The motion was approved on a roll call vote. Commissioner Simon and Vice President Randel both abstained from voting.

## EXECUTIVE DIRECTOR REPORT

- 1) Thanked the Board for assembling and delivering goodie bags for staff, in honor of the District's 90<sup>th</sup> Anniversary.
- 2) Distributed the final Comprehensive Master Plan to the Board today.
- 3) Hosted Leadership Northbrook on March 10.
- 4) Thanked the Employee Appreciation Team for their work on the Employee Appreciation Dinner.
- 5) Attended the Chamber Annual Dinner on March 13. Great event!
- 6) Presented at the Chamber's Women in Business Luncheon on March 21.
- 7) Received a grant from the Mayor's Caucus for the following energy efficiency projects:
  - Low-E ceiling in the Sports Center
  - Exterior lighting in the Sports Center
  - Interior lighting in the Northbrook Theatre
  - Exterior lighting in Wood Oaks Green Park
  - VFD's (variable frequency drives) in the Joe Doud Administration Building
- 8) Announced that Sportsman's Country Club recently won the North Shore Choice Award for Best Driving Range.

## COMMISSIONER REPORTS

### Commissioner Ziering:

- 1) Attended the Employee Appreciation Dinner. Expressed that the Employee Appreciation Team did a nice job organizing the dinner. Noted that he supports any efforts to recognize staff for their hard work.

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## Commissioner Chalem:

- 1) Attended the Employee Appreciation Dinner for the first time.
- 2) Announced that the Juvenile and Novice synchro teams placed third and fifth, respectively, at the National competition.
- 3) Announced that Northbrook-On-Ice tickets are now available.
- 4) Noted that Northbrook had a great basketball season and that baseball season is starting.

## Commissioner Chambers:

- 1) Echoed Commissioner Ziering's comments regarding the Employee Appreciation Dinner. Thanked Vice President Randel for her work on the Employee Appreciation Team.

## Vice President Randel:

- 1) Attended the Chamber Annual Dinner and expressed that the corporate citizens honored at the dinner were very deserving of their recognition.
- 2) Attended the Employee Appreciation Dinner and believes this is the first year all Commissioners could attend.

## Commissioner Simon:

- 1) Echoed comments regarding the Employee Appreciation Dinner.

## Commissioner Slepicka:

- 1) Echoed comments regarding the Employee Appreciation Dinner.

## PRESIDENT'S REPORT

- 1) Attended the Employee Appreciation Dinner. Thanked Vice President Randel and the Employee Appreciation Team for their hard work on the event.

## UNFINISHED BUSINESS— None

## NEW BUSINESS

### **Northbrook Days 2017**

There was a brief discussion regarding the 2017 Northbrook Days festival.

## NEXT MEETING

President Schyman announced the next meetings of the Board of Commissioners will be the Committee-of-the-Whole Meeting of Monday, April 17, 2017, 6:30pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois and the Regular Board Meeting of Wednesday, April 26, 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 and unanimously approved on a voice vote to adjourn the Regular Meeting at 7:22pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary

Board of Commissioners/tek