



Board of Park Commissioners Committee-of-the-Whole Meeting

Joe Doud Administration Building
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MINUTES of the Committee-of-the-Whole Meeting of the Northbrook Park District Board of Commissioners held Monday, April 17, 2017 at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Schyman called the meeting to order at 6:00pm. On a roll call by the Assistant Secretary, the following members were in attendance:

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

Commissioners Absent: Commissioner Slepicka

Officers Present: Secretary Hamer; Treasurer Munn; Assistant Secretary Silvestri

Staff Present: Directors Baron, Dalton, Loftus (arrived at 6:20pm), Trongnetpanya and Ziolkowski

Commissioner Ziering made a motion to amend the Agenda to add the following topics under New Business:

- VI. c. Minimum Wage
- VI. d. Golf Operations
- VI. e. District 30 Partnership

The motion was seconded by Commissioner Simon and approved on a voice vote.

RECOGNITION OF VISITORS— None

VOUCHER REVIEW

Director Munn noted that there were no pre-questions on the March 2017 Voucher Report. President Schyman called for any additional questions. Director Munn confirmed with Vice President Randel that expenses are tracked by a code specific to each program but within a program code, there may be multiple classes or shows. The Committee moved the March 2017 Vouchers in the amount of \$1,009,956.23 to the full Board for approval.

NEW BUSINESS

Waukegan Road Speed Limit

Director Dalton reviewed a request from a resident regarding the Park District's position on a speed limit reduction on Waukegan Road bordering the east side of Meadowhill Park. The resident is interested in achieving a reduction in the overall speed limit on Waukegan Road between Dundee and Voltz Road. Additionally, they are seeking a school zone between Voltz and Walters and either a left turn lane or caution light at Maple. Director Dalton confirmed that there are no known complaints from our affiliates who use the field space along Waukegan Road. He further explained that a study previously completed by the Illinois Department of Transportation did not support a need for speed reduction. After a brief discussion, the Board consensus was to take a neutral position regarding the speed limit on Waukegan Road, as the property is outside the jurisdiction of the Park District.

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1625 Illinois Ave. Land Use Discussions with Metropolitan Water Reclamation District of Greater Chicago

Director Dalton expressed the Metropolitan Water Reclamation District's (MWRD's) continued interest in leasing land to the Park District at 1625 Illinois Avenue. The vacant lot is to the west of the District's 1605 Illinois Avenue maintenance building and used to be the sewer treatment plant for the Village of Northbrook. He confirmed that the District would not be able to build any permanent structures on the sewer lines but could use the land to provide a northerly access point between Techny Prairie Park and Fields and Meadowhill Park. The lot could also be considered for additional parking and/or reconfiguring the existing storage facility at 1605 Illinois Avenue to remediate the shoreline and reroute the park path. Director Dalton confirmed with President Schyman that the lease would cost approximately \$10 per year. He further confirmed with Commissioner Ziering that maintenance to the property is currently limited to monthly mowing. The consensus of the Committee was for staff to further explore the opportunity to lease land at 1625 Illinois Avenue.

Minimum Wage Discussion

President Schyman and Executive Director Hamer gave a brief overview of the newly adopted Cook County Minimum Wage Ordinance and expressed a need for the Park District to understand how a minimum wage increase would impact operations. While the Park District is exempt from the Ordinance, Director Trongnetpanya confirmed that there are two additional State House Bills that may require the Park District to increase minimum wage in the future. Additionally, he explained that the Ordinance may affect the ability of the District to attract employees who can make a higher wage elsewhere. Further discussion amongst the Committee included the need to stay competitive in pay to attract quality staff and approaching wage increases on a case-by-case basis. President Schyman confirmed that staff will send additional data to the Board for review that outlines the specific impact a minimum wage increase would have on the Northbrook Park District.

Golf Operations

Executive Director Hamer explained that prior to starting the Golf Operations Assessment, it is important that the Park Board determine the mission of the Northbrook Park District Golf Operations. To accomplish this, staff will present data to the Board at a May meeting and facilitate a philosophical conversation to determine a mission moving forward.

School District 30 Potential Partnership

Executive Director Hamer gave an overview of a potential partnership with School District 30. The School District is moving forward with the construction of a new junior high and contacted the Park District to further explore the opportunity of shared gym/multipurpose space. The project is expected to begin in March of 2018 and would require an estimated 1.5 million dollars from the Park District. Park District access would be limited to after-school and weekend hours. Executive Director Hamer further noted that staff is reviewing the Park District's current level of need for additional programming space and how/if this opportunity best fits with these needs. Following review of this information, staff will present a recommendation to the Park Board in May.

REVIEW OF 2017 ANNUAL BUDGET

Director Munn presented an overview of the 2017 Budget. She cited the healthy financial condition of the Park District Budget, reported on the total consolidated budget, revenue, tax levy, tax rate, debt position, budget year comparisons and highlighted the total Park District revenue and expense.

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President Schyman began reviewing the budget page-by-page and called for Board comments.

Discussions topics included:

Pg. 5 Economic Condition and Outlook

Director Munn confirmed with Commissioner Ziering that \$513,000 is the total amount of impact fees received to date.

Pg. 19 Consolidated Budget

Director Munn confirmed with Vice President Randel that there is a slight variable between the numbers used for the 8-month 2017 budget and the 8-month 2016 figures because the 2017 numbers include all expenses.

Pg. 23 Division of Administration and Finance Organizational Chart

President Schyman inquired about the vacant Network Engineer position. Director Trongnetpanya confirmed that the position will be vacant for a short period of time to evaluate the responsibilities.

Director Munn noted that the budget will be available for public inspection for 30 days prior to Board approval, currently scheduled to occur at the May 24, 2017 Board Meeting.

Executive Director Hamer thanked staff and Director Munn for all of their efforts in developing the 2017 Budget and commended their organization and presentation of the budget document.

ADJOURN

With no further business to come before the Board, a motion was made by Commissioner Simon to adjourn the Committee-of-the-Whole Meeting at 7:13pm. The motion was seconded by Commissioner Chambers and unanimously approved on a voice vote.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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