



Board of Park Commissioners Board Meeting Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
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nbparks.org

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held Wednesday, June 26, 2019 in the Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Randel called the Board Meeting to order at 7pm. On a roll call by Assistant Secretary Peterson, the following members were in attendance:

Commissioners Present: President Randel; Vice President Chambers; Commissioners Chalem, Curin (via conference call), Simon and Ziering

Commissioners Absent: Commissioner Schyman

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Staff Present: Directors Baron, Dalton, Loftus, Munn and Ziolkowski

Guest Present: Ron Amen, Lauterbach & Amen

RECOGNITION OF VISITORS –Todd Marvel, *The Northbrook Tower*

APPROVAL OF AGENDA

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

BOARD COMMITTEE REPORTS – None

CONSENT AGENDA

President Randel announced the matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the June 19, 2019 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 Randel called for any changes to the Consent Agenda. Hearing none, Vice President Chambers made a motion to approve the following items on the Consent Agenda. The motion was seconded and unanimously approved on a roll call vote.

V. 6/26.37 Approval of Board Meeting Minutes of May 22, 2019

Motion: I move to approve the Board Meeting Minutes of May 22, 2019.

V. 6/26.38 Approval of Closed Session Meeting Minutes of May 22, 2019

Motion: I move to approve the Closed Session Meeting Minutes of May 22, 2019.

V. 6/26.39 Approval of the May 2019 Vouchers

Motion: I move to approve the May 2019 Vouchers in the amount of \$852,698.17.

V. 6/26.40 Approval of Special Use Permit for the Northbrook Civic Foundation

NORTHBROOK PARK DISTRICT

Motion: I move to approve the Special Use Permit for the Northbrook Civic Foundation for the use of the Village Green Park for the Northbrook Days Festival and to allow the sale and consumption of beer and wine for the use period of July 31st through August 4, 2019.

V. 6/26.41 Denial of Special Use Permit for Friday Night Flights at Village Green Park Sponsored by the Village of Northbrook

Motion: I move to deny the request from the Village of Northbrook for the use of Village Green Park for the Friday Night Flights event to be held on September 6, 2019.

EXECUTIVE DIRECTOR REPORT:

- 1) June 20 the Activity Center Bid Opening was held. 70 contractors attended and bid on 19 packages. Preliminary totals are favorable and within budget. Mike Rink will handle the due diligence.
- 2) We are wrapping up our second week of camp. The number of participants served each week is up approximately 8%, currently approximately 750 children in all program options.
- 3) Congratulations to the staff, cast and crew on the outstanding performances of *Newsies*!
- 4) July 20 Family Campout at Village Green is nearing capacity. The library is providing sponsorship by paying for rights to the bedtime movie and a staff member to tell stories around the campfire. This is a new event and staff are very excited.
- 5) Staff are gearing up for 4th of July. Recreation Team is coordinating the run, parade staging and fireworks with the Village. Golf Operations is gearing up for a busy day. Thank you to all Divisions for support of the community.
- 6) The entrance at Wood Oaks Green Park is open.
- 7) June 24 staff held a pre-construction meeting for the synthetic turf field replacement. The project is scheduled to begin the week of July 8.
- 8) The Northbrook Police have been working on the rash of graffiti with the District now totaling over \$3,200 in labor and materials.
- 9) A retirement luncheon for Rick Hernandez will be held on Thursday, June 27. Congratulations Rick on your 14 years with the District.
- 10) Director Ziolkowski has completed a working draft of the Activity Center and Sportsman's Country Club Communications Plan.
- 11) Researching Naming and Branding firms for the Activity Center and Sportsman's Country Club; anticipate beginning to interview later this summer.
- 12) M+C is working on the Activity Center Groundbreaking Ceremony and the District's 4th of July parade float. Additional information will be provided.
- 13) The Autumn Guide is in progress and will be delivered in late July.
- 14) Dan Walker has resigned; his last day will be July 13. We are sorry to see him go but wish him well with his new opportunity.
- 15) June 18 attended the Village of Northbrook meeting with the downtown consultant. Thank you to President Randel, Vice President Chambers and Director Dalton for attending.
- 16) July 15 a Special Board Meeting will be held to review the bid tab totals and propose approval of contracts.
- 17) Village of Northbrook has submitted a permit for Techny Prairie Park and Fields ball field for the Friday Night Flights event to be held on September 6.
- 18) Thank you to Director Ziolkowski for her 14 years of service to the Northbrook Park District and best wishes on her retirement. Director Ziolkowski has been integral part of the Senior Leadership Team and will be missed.

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COMMISSIONER REPORTS

Commissioner Chalem:

- 1) Has enjoyed being out in the parks and at the baseball fields.

Commissioner Ziering:

- 1) Attended the Northbrook Chamber of Commerce Golf Outing at Sportsman's Country Club. It was a great day. Thank you to the staff.

Vice President Chambers:

- 1) Commended the Golf Operations team on the successful "Women's Golf Day" event. Golf Academy instructors Melissa Goldberg and Renee Adam are great! Very happy that the Park District offered this event.
- 2) *Newsies* was an absolutely stunning performance; an excellent theatre experience.
- 3) Tuesdays in the Park was excellent, except for the rain. The crowds are getting bigger.
- 4) Attended the Village of Northbrook consultant meeting with Executive Director Hamer.
- 5) Neighbors with kids in camps are very happy
- 6) Enjoying walks in the parks and sending photos to Director Dalton.

Commissioner Curin:

- 1) The lacrosse program has wrapped up and his son enjoyed the season.

Commissioner Simon:

- 1) Attended the Northbrook Chamber of Commerce Golf Outing at Sportsman's Country Club. Enjoyed the day and thanked the staff.

PRESIDENT'S REPORT:

- 1) Attend the fantastic production of *Newsies*. Staff did an excellent job highlighting the skills and talents of the children.
- 2) Enjoyed the Senior Center luncheon catered by Sunset Foods and the performance by Leslie Goddard as "Eleanor Roosevelt".
- 3) Attended the Northbrook Chamber of Commerce Golf Outing and had a tremendous time.
- 4) Visited Techny Prairie Park and Fields and is very excited about the new Activity Center.
- 5) Thanked Director Ziolkowski for both terms of service and for being the shepherd of the new District logo.

UNFINISHED BUSINESS – None

NEW BUSINESS

Audit Report – Ron Amen, Lauterbach & Amen

Executive Director Hamer introduced Ron Amen of Lauterbach & Amen. Mr. Amen presented the annual audit report. The Park District earned the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) for the eight months ended December 31, 2017. Mr. Amen thanked Director Munn and her staff for their assistance in preparation of the audit. The process was very smooth and well run. Commissioners did not have further questions or comments. President Randel thanked Mr. Amen for his presentation.

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NEXT MEETING

President Randel announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, July 24, 2019 at 7pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

ADJOURN

With no further business to come before the Board, Commissioner Schyman made a motion to adjourn the Regular Board Meeting at 7:33pm. The motion was seconded and unanimously approved on a voice vote.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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