



Board of Park Commissioners Board Meeting Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held Wednesday, December 11, 2019 in the Leisure Center Little Theatre, 3323 Walters Avenue, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Randel called the Board Meeting to order at 8:25pm. On a roll call by Assistant Secretary Peterson, the following members were in attendance:

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

Commissioners Absent: Commissioner Simon

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Staff Present: Directors Baron, Dalton, Loftus, Munn and Scovic; Specialist Scharp; Facility Maintenance Manager Truhlar

RECOGNITION OF VISITORS – Todd Marvel, *The Northbrook Tower*; Doug Gerleman, resident (left at 8:30pm); Kathy Hofschild, resident (left at 8:30pm)

VISITOR COMMENTS

Doug Gerleman, Northbrook resident, addressed the Board of Commissioners regarding sustainable landscaping methods. Mr. Gerleman updated his home landscape from turf to low maintenance plantings that require little water. Lawn mowers emit harmful emissions and the new landscape helps to reduce the carbon footprint. Mr. Gerleman noted sustainability is part of the Park District's Master Plan. Mr. Gerleman provided Commissioners with photos of his new landscaping. President Randel thanked Mr. Gerleman for his comments.

CONDUCT OF PUBLIC HEARING CONCERNING PROPOSED TAX LEVY

President Randel opened the Public Hearing on the Proposed 2019 Tax Levy at 8:30pm. With all persons desiring to be heard been given an opportunity to present oral and written testimony regarding the Proposed Tax Levy, President Randel requested a motion to adjourn the Hearing. Vice President Chambers made a motion to close the Proposed Tax Levy Hearing. The motion was seconded and unanimously approved on a roll call vote. President Randel closed the Public Hearing on the 2019 Proposed Tax Levy at 8:32pm.

CONDUCT OF PUBLIC HEARING CONCERNING PROPOSED AMENDED BUDGET AND APPROPRIATION ORDINANCE 19-O-4

President Randel opened the Public Hearing on the Proposed Amended Budget and Appropriation Ordinance 19-O-4 at 8:32pm. With all persons desiring to be heard been given an opportunity to present oral and written testimony regarding the Proposed Amended Budget and Appropriation Ordinance 19-O-4, President Randel requested a motion to adjourn the Hearing. Vice President Chambers made a motion to close the Public Hearing on the Proposed Amended Budget and Appropriation Ordinance 19-O-4. The motion was seconded and unanimously approved on a roll call vote. President Randel closed the Public Hearing on the Proposed Amended Budget and Appropriation Ordinance 19-O-4 at 8:34pm.

APPROVAL OF AGENDA

NORTHBROOK PARK DISTRICT

President Randel made a motion to amend the Agenda and remove Commissioner Reports and President Report. 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 December 11, 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 approved on a roll call vote.

V. 12/11.74 Approval of Board Meeting Minutes of October 23, 2019

Motion: I move to approve the Board Meeting Minutes of October 23, 2019.

V. 12/11.75 Approval of the November 2019 Vouchers

Motion: I move to approve the November 2019 Vouchers in the amount of \$1,352,911.24.

V. 12/11.76 Approval of Park Board of Commissioners 2020 Meeting Schedule

Motion: I move to approve the Park Board of Commissioners 2020 Meeting Schedule as presented.

V. 12/11.77 Approval of Expenses – M. Ziering per Ordinance 17-O-1 Travel Expense Control Act

Motion: I move to approve the expenses for M. Ziering per Ordinance 17-O-1 Travel Expense Control Act.

V. 12/11.78 Approval of Expenses – M. Chambers per Ordinance 17-O-1 Travel Expense Control Act

Motion: I move to approve the expenses for M. Chambers per Ordinance 17-O-1 Travel Expense Control Act.

V. 12/11.79 Approval of Expenses – P. Randel per Ordinance 17-O-1 Travel Expense Control Act

Motion: I move to approve the expenses for P. Randel per Ordinance 17-O-1 Travel Expense Control Act.

ACTION ITEMS

VI. 12/11.80 Approval of License Agreement with Open Kitchens, Inc.

Motion: Vice President Chambers moved to approve the five-year food and beverage License Agreement with Open Kitchens, Inc. of Chicago, Illinois, effective upon final completion of the restaurant space. Commissioner Chalem seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

VI. 12/11.81 Approval of Surplus Ordinance 19-O-6 Park District Equipment

Motion: Vice President Chambers moved to approve Surplus Ordinance 19-O-6 Park District Equipment. Commissioner Curin seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

NORTHBROOK PARK DISTRICT

VI. 12/11.82 Approval of Contract Amendment with Corporate Construction Services

Motion: Vice President Chambers moved to approve the Contract Amendment with Corporate Construction Services of Downers Grove, Illinois for construction management services. Commissioner Chalem seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

VI. 12/11.83 Approval of U.S. Geological Survey Request

Motion: Vice President Chambers moved to approve the Agreement with the U.S. Geological Survey regarding the installation of a gaging station at Stonegate Park. Commissioner Curin seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

VI. 12/11.84 Approval of Building Demolition Bid #2179

Motion: Vice President Chambers moved to approve the Building Demolition base bid in the amount of \$98,450 plus Alternate #2 in the amount of \$8,200 and Alternate #5 in the amount of \$9,300 for a combined total of \$115,950 from Fowler Enterprises, LLC of Elgin, Illinois. Commissioner Ziering seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

VI. 12/11.85 Approval of Ordinance 19-O-5, 2019 Tax Levy

Motion: Commissioner Chalem moved to approve Ordinance 19-O-5, providing for the 2019 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois. Commissioner Ziering seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

VI. 12/11.86 Approval of Resolution 19-R-3, 2019 Reduction in Tax Levy

Motion: Commissioner Chalem moved to approve Resolution 19-R-3, a Resolution providing for the possible reduction of the 2019 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois. Commissioner Curin seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

VI. 12/11.87 Approval of Budget and Appropriation Ordinance 19-O-4 Amendment

Motion: Commissioner Chalem moved to approve Ordinance 19-O-4, an Ordinance Amending a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2019 and ending December 31, 2019. Commissioner Curin seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

VI. 12/11.88 Approval of Employee Handbook Policy Revisions

Motion: Commissioner Chalem moved to approve the Employee Handbook Policy Revisions as presented. Commissioner Curin seconded the motion.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman and Ziering voted aye. *Motion Passed: 6 ayes; 0 nays; 1 absent*

NORTHBROOK PARK DISTRICT

EXECUTIVE DIRECTOR REPORT:

- 1) Staff at the Sports Center will be hosting the Winter Welcome Competition the weekend of December 13.
- 2) Staff are busy planning for the sports, skating and general interest camps scheduled over the holiday break.
- 3) On Monday, November 25 a water main break occurred at the Leisure Center. Staff was notified by the Village of Northbrook of the break. The water was shut-down, JULIE was called for the utility locates to be performed and a local contractor was notified. By 11am the Village gave permission for occupancy and the Leisure Center was opened for normal business operations. Thank you to all staff for their quick response.
- 4) Two Northbrook Park District staff members submitted winning photos for IAPD's "Give Us Your Best Shot" photo contest. Sallie Norlie, Customer Service Representative's photo titled Newsies Unite received 3rd place in the Recreation/People at Play category. Joy Stuart, Marketing & Communications Manager's photo titled Death Spiral received 3rd place in the Sports category.
- 5) Director Scovic presented two workshops at the Wisconsin Park and Recreation Association conference in November.
- 6) Sportsman's Country Club Project Open House will be held on Saturday, December 14 from 1-3pm.
- 7) On Wednesday, November 6 the Senior Leadership Team in conjunction with the Employee Appreciation Team served breakfast to staff at the Leisure Center.
- 8) Executive Director Hamer, Director Loftus, Recreation Managers Kotloski and Shields and Recreation Supervisor Shea attended the Athletic Business Conference November 13-16.
- 9) Executive Director Hamer attended the production of *Frozen, Jr.* This was the first performance of the newly formatted Northbrook Theatre Youth Company.

COMMISSIONER REPORTS – None

PRESIDENT'S REPORT – None

UNFINISHED BUSINESS – None

NEW BUSINESS – None

NEXT MEETING

President Randel announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, January 22, 2020 at 6pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

ADJOURN

With no further business to come before the Board, Vice President Chambers made a motion to adjourn the Regular Board Meeting at 8:42pm. 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