



## Board of Park Commissioners Board Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held Wednesday, January 22, 2020 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL

President Randel called the 2020 Budget and Appropriation Public Hearing to order at 6pm. 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 Simon

Commissioner Absent: Commissioner Ziering

Officers Present: Assistant Secretary Peterson

Officers Absent: Executive Director Hamer

Staff Present: Directors Dalton, Loftus and Munn; Specialist Scharp

Staff Absent: Directors Baron and Scovic

RECOGNITION OF VISITORS – Todd Marvel, *The Northbrook Tower*; Dan Marvel, resident

### CONDUCT OF PUBLIC HEARING CONCERNING 2020 BUDGET AND APPROPRIATION

President Randel opened the Public Hearing on the Proposed 2020 Budget and Appropriation. With all persons desiring to be heard been given an opportunity to present oral and written testimony regarding the 2020 Budget and Appropriation, President Randel requested a motion to adjourn the Hearing. Vice President Chambers made a motion to close the 2020 Budget and Appropriation Public Hearing. The motion was seconded and unanimously approved on a roll call vote. President Randel closed the Public Hearing on the 2020 Budget and Appropriation at 6:02pm.

### CALL TO ORDER AND ROLL CALL

President Randel called to the Regular Board Meeting to order at 6:02pm. 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 Simon

Commissioner Absent: Commissioner Ziering

Officers Present: Assistant Secretary Peterson

Officers Absent: Executive Director Hamer

Staff Present: Directors Dalton, Loftus and Munn; Specialist Scharp

Staff Absent: Directors Baron and Scovic

RECOGNITION OF VISITORS – Todd Marvel, *The Northbrook Tower*; Dan Marvel, resident

### 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.

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## 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 January 13, 2020 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. Vice President Chambers made a motion to table item 1/22.11 Approval of Professional Services Contract with FGM Architects to the February 26, 2020 Regular Board Meeting. The motion was seconded and approved on a voice vote. President Randel called for a motion to approve the amended Consent Agenda. Vice President Chambers made a motion to approve the following items on the amended Consent Agenda. The motion was seconded and approved on a roll call vote.

V.1. Approval of Board Meeting Minutes of December 11, 2019

**Motion:** I move to approve the December 11, 2019 Board Meeting Minutes.

V.2. Approval of the December 2019 Vouchers

**Motion:** I move to approve the December 2019 Vouchers in the amount of \$1,729,155.71.

V.3. Approval of 2020 Staff and Participant Apparel, Bid #2174

**Motion:** I move to approve the award of the 2020 Staff and Participant Apparel Bid for an overall total of \$71,636.67 as follows: 1) approve award of Categories A, B and C to Arena Sports USA, Inc. for the combined total amount of \$17,307.01; 2) approve award of Category D to BSN Sports, LLC for the total amount of \$2,786.00; 3) approve award of Category F to Score Sports for the total amount of \$22,396.00; 4) waive the computational errors made by World of Promotions for Category E and approve award of Category E to World of Promotions for the total amount of \$29,147.66.

V.4. Approval of Recreation Guide Printing, Bid #2181

**Motion:** I move to approve the Recreation Guide Printing, Bid #2181 for \$34,614 from Action Printing of Fond du Lac, Wisconsin.

V.5. Approval of Branding Services Agreement

**Motion:** I move to approve the agreement with Useful Group of Aurora, Illinois in an amount not to exceed \$28,300 for the development of Branding Services for the Activity Center.

V.6. Approval of Cost Recovery Service Agreement

**Motion:** I move to approve the Cost Recovery Service Agreement with 110%, Inc. of Salida, Colorado in the amount of \$49,975.

V.7. Approval of Northbrook Park District Mowing Contract – Southwest, Bid #2177

**Motion:** I move to approve the Southwest Mowing Contract for \$138,768 from Brightview Landscapes, LLC of Long Grove, Illinois.

V.8. Approval of Northbrook Park District Mowing Contract – Northeast, Bid #2178

**Motion:** I move to approve the Northeast Mowing Contract for \$165,144 from Brightview Landscapes, LLC of Long Grove, Illinois.

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V.9. Reject Waterslide Maintenance and Repair, Bid #2180

**Motion:** I move to reject all bids for Waterslide Maintenance and Repair, Bid #2180.

V.10. Approval of Purchase of Gym Equipment for the Activity Center

**Motion:** I move to approve the purchase of the Activity Center Porter Gymnasium Equipment through Sourcewell in the amount of \$97,334.65 from Haldeman & Homme of Lombard, Illinois.

## ACTION ITEMS

VI.12. Adoption of Ordinance 20-O-1, 2020 Budget and Appropriation

**Motion:** I move to adopt Ordinance 20-O-1, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2020 and ending December 31, 2020.

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

VI.13. Adoption of Ordinance 20-O-2, Surplus of Park District Equipment

**Motion:** I move to adopt Ordinance 20-O-2, a Surplus Ordinance of Park District Equipment.

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

VI.14. Adoption of Ordinance 20-O-3, Amended Sexual Harassment Policy

**Motion:** I move to adopt Ordinance 20-O-3, an Ordinance amending the District's Sexual Harassment Policy.

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

VI.15. Adoption of Ordinance 20-O-4, General Obligation Limited Tax Park Bonds, Series 2020

**Motion:** I move to adopt Ordinance 20-O-4, an Ordinance providing for the issue of not to exceed \$6,250,000 General Obligation Limited Tax Park Bonds, Series 2020, for the payment of capital improvements in and for the District, providing for the levy of taxes to pay said bonds and authorizing the sale of said bonds to the purchaser thereof.

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

### EXECUTIVE DIRECTOR REPORT: Director Munn provided the Executive Director's report.

- 1) NTYA presents *Knuffle Bunny: A Cautionary Musical*. Performances begin on Saturday, January 25 and run through February. Please the website for performance dates and times.
- 2) At the 2020 IPRA Soaring to New Heights Conference, Manager Sweet and Recreation Supervisor Kambach will be presenting Session 431 *Build Up, Build Out: Creating Engaging Theatre Productions and Programming from the Ground Up*.
- 3) Director Scovic was named to the Illinois Park & Recreation (IP&R) magazine's Joint Editorial Board. She will start her three-year term on January 22.
- 4) The Marketing and Communications Division entered four categories in the Agency Showcase and two special anniversary categories which will be on display at the 2020 IPRA Soaring to New Heights Conference.

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- 5) Northbrook Park District has been awarded the IPRA Exceptional Workplace Award for 2019. The District earned 45 points out of a possible 47. The award is good for 5-years. Thank you to Director Scovic and Human Resource Manager Hall for submitting the paperwork.

## COMMISSIONER REPORTS

### Commissioner Chalem:

- 1) Teams Elite attended the Midwestern Sectionals in Wichita, Kansas and all teams earned 1<sup>st</sup> place.
- 2) Synchronized Skating Nationals will be held at the end of February in Providence, Rhode Island.
- 3) Teams Elite Junior will be competing in the French Cup in Rouen, France and the Spring Cup in Milan, Italy.

### Commissioner Schyman:

- 1) No report.

### Vice President Chambers:

- 1) Enjoys wandering around the parks.
- 2) Looking forward to attending the 2020 IPRA Soaring to New Heights Conference in Chicago.

### Commissioner Curin:

- 1) Spends a lot of time at the Sports Center.

### Commissioner Simon:

- 1) No report.

## PRESIDENT'S REPORT:

- 1) No report.

## 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, February 26, 2020 at 7pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

## ADJOURN

With no further business to come before the Board, Commissioner Simon made a motion to adjourn the Regular Board Meeting at 6:17pm. 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