



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, February 26, 2020 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Randel called to the Regular 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 Curin and Ziering

Commissioners Absent: Commissioners Chalem, Schyman and Simon

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Staff Present: Directors Baron, Dalton, Loftus, Munn and Scovic; Specialist Scharp; Customer Service Representative Norlie; Marketing & Communications Manager Stuart; Marketing Specialist Slupski; Manager Hall

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

RECOGNITION OF STAFF

Exceptional Workplace Award

Northbrook Park District received the IPRA Exceptional Workplace Award, which acknowledges the District's best practices in the areas of wellness, health, safety, educational opportunities, volunteerism, social activities and environmental awareness for staff members.

Human Resources Manager Hall coordinated the submission of the application materials on the District's behalf. We scored 45 out of a possible 47 points on questions regarding everything from wellness opportunities to safety initiatives to social events and we were named an Exceptional Workplace for another five-year time frame. Thank you, Manager Hall for your efforts to secure this award for the District.

Agency Showcase Award

The Agency Showcase Competition is a marketing contest for parks and recreation agencies recognizing excellence in marketing and communications. There are a variety of categories from print collateral to logo design to marketing campaigns. This year the District's Marketing and Communications Division, comprised of Marketing and Communications Manager Stuart and Marketing Specialist Slupski, earned the first-place award in Public Relations for 2019 media coverage generated during the international success of the Teams Elite Junior Synchronized Skating Team. As the results of a series of media releases, the District received extensive print coverage from the local media, and a crew from ABC Channel 7 was on site at the Sports Center to produce a segment about the team. Manager Stuart and Specialist Slupski, thank you for all your hard work to share this historical season with the community in a very professional and effective manner.

Hit Us With Your Best Shot – Statewide Photo Contest

The Hit Us With Your Best Shot photo contest is sponsored by Illinois Association of Park Districts annually. This year, almost 500 photographs were submitted by park districts across the state, and only 12 awards were given. Photographer/Customer Service Representative Norlie was awarded third place in the Recreation/People at Play

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category for her Northbrook Community Musical photo “Newsies Unite.” Marketing and Communications Manager Stuart won third place in the Sports category for her Teams Elite Junior photo entitled “Death Spiral.”

The District is grateful for the talents of these photographers as they capture the history of the District while also allowing the Marketing and Communications Division to promote our programs, parks and events with considerably higher visual impact year after year. The photographs will be featured in the March/April edition of *IP&R*, the statewide magazine produced jointly by IAPD and IPRA.

All of these awards will be displayed in the lobby at the Joe Doud Administration Building, adding to an already full wall of achievements and accolades that show this is truly an exceptional place to work with incredibly talented and dedicated staff members.

APPROVAL OF AGENDA

President Randel called for any changes to the Agenda. Hearing none, Vice President Chambers 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 February 17, 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. 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.16. Approval of Board Meeting Minutes of January 22, 2020

Motion: I move to approve the January 22, 2020 Board Meeting Minutes.

V.17. Approval of Board Workshop Meeting Minutes of February 11, 2020

Motion: I move to approve the February 11, 2020 Board Workshop Meeting Minutes.

V.18. Approval of the January 2020 Vouchers

Motion: I move to approve the January 2020 Vouchers in the amount of \$1,382,550.65.

V.19. Approval of Hard Court Repairs, Bid #2182

Motion: I move to approve the Hard Court Repairs in the amount of \$15,850.00 for the base bid from American Sealcoating of Indiana, Inc. of Michigan City, Indiana.

V.20. Approval of Professional Services Agreement with FGM Architects

Motion: I move to approve the Professional Services Agreement for Phase I and Phase II with FGM Architects, Inc. of Oak Brook, Illinois in the amount of \$307,000 and \$5,000 in Reimbursables for architectural services.

ACTION ITEMS

VI.21. Approval of Purchase of Simulator Equipment for the new Clubhouse

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Motion: I move to approve the purchase of two Pro Series Widescreen Models in the amount of \$147,790 from Full Swing Golf, Inc. of Carlsbad, California.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Curin and Ziering voted aye.

Motion Passed: 4 ayes; 0 nays; 3 absent

EXECUTIVE DIRECTOR REPORT:

- 1) Teams Elite presented a very well-attended exhibition on February 23 at the Sports Center. All teams will be competing at the U.S. Synchronized Skating Championships in Providence, RI on February 25-28. Teams Elite Junior team placed 5th at the French Cup in Rouen, France and 2nd at the Spring Cup in Milan, Italy. The team has qualified for the World Championships in Nottingham, England March 13-14. We are very proud of our teams.
- 2) "Follow the Yellow Brick Road" Daddy-Daughter Dance was held on Friday, February 7 at the Northbrook Hilton. Over 450 dads and daughters attended. Congratulations to Recreation Supervisor Eschker on the successful event.
- 3) Camp Expo was held on Saturday, February 22 at Northbrook Court.
- 4) Demotion at the Outdoor Education Center (OEC) has been completed with final restoration to be completed with warmer weather.
- 5) Sportsman's Country Club utilities have been disconnected. The Village Demolition permit is expected to be received this week with a tentative demolition start date the week of March 2.
- 6) The following grant applications are in process:
 - a. Working on IDNR bike grant for West Park;
 - b. Working with Hitchcock Design Group for the OSLAD Grant for Oaklane Park;
 - c. Working on ComEd Openlands grant for pollinator areas at the Activity Center. We were informed that golf courses are not eligible for this grant.
- 7) Staff have been working with Gewalt Hamilton on the engineering and Construction Drawings for Phase I of the seawall replacement project at Wood Oaks Green Park. It will be out to bid later this week.
- 8) Staff has been interviewing for several open seasonal employee positions.
- 9) The Branding Services Project team participated in a kick-off meeting with Useful Group. Interviews were conducted with a variety of demographic groups throughout the community. Thank you to the Commissioners who were interviewed.
- 10) Director Scovic continues to work with Matt Petersen of PSC with several sponsorship leads.
- 11) Director Scovic and Recreation Supervisors Eschker and Wassinger met with representatives from Sunset Foods to determine an annual partnership arrangement for 2020 events and programs.
- 12) Sportsman's Country Club Construction Project team completed a construction document page turn on Monday, February 24.
- 13) The SCC Civil and Golf Bid Opening will be held on Thursday, February 27 at 2:15pm in the Conference Room at the Joe Doud Administration Building.
- 14) A Job Fair will be held on Saturday, March 14 at the Village Green Center from 11am-1pm. Full-time, part-time and seasonal positions are available. This is a new event.
- 15) Auditors will be onsite the week of March 2.
- 16) Executive Director Hamer thanked the Commissioners for the opportunity to attend the 2020 IPRA Soaring to New Heights Conference in Chicago. Staff appreciates the educational opportunity.
- 17) Executive Director Hamer, President Randel, Commissioners Chambers and Simon and staff attended the State of the Village Address on January 29.

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18) Executive Director Hamer and Vice President Chambers attended two IAPD Legislative Breakfast meetings.

19) The Cost Recovery Project team is in the process of collecting data.

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, March 25, 2020 at 7pm 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 7:16pm. 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