



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, April 22, 2020 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Randel called the Regular Board Meeting to order at 7:02pm. On a roll call by Assistant Secretary Peterson, the following members were in attendance:

Commissioners Present Via Electronic Meeting: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman, Simon and Ziering

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Staff Present Via Electronic Meeting: Directors Baron, Loftus, Munn and Scovic; Senior Human Resources Manager Bozarth; Specialist Scharp

Staff Present: Director Dalton

RECOGNITION OF VISITORS (via Conference Call) – None

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 April 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. 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.27. Approval of Board Meeting Minutes of March 25, 2020
Motion: I move to approve the March 25, 2020 Board Meeting Minutes.
- V.28. Approval of Closed Session Minutes of March 25, 2020
Motion: I move to approve the March 25, 2020 Closed Session Minutes.
- V.29. Approval of the March 2020 Vouchers
Motion: I move to approve the March 2020 Vouchers in the amount of \$710,443.42.
- V.30. Reject Wood Oaks Green Park Shoreline Restoration Year 1, Bid #2187

NORTHBROOK PARK DISTRICT

Motion: I move to reject the Wood Oaks Green Park Shoreline Restoration Year 1, Bid #2187 construction for \$309,252 from Front Range Environmental of McHenry, Illinois.

V.31. Approval of Contractor Agreement for Sportsman’s Country Club Clubhouse, Bid #2184

Motion: I move to approve the contract agreements for Sportsman’s Country Club for bid packages #4-15, rejecting package #16 for Clubhouse Construction, Bid #2184.

V.32. Approval of Amendment to the Professional Services Agreement with Gewalt Hamilton Associates, Inc.

Motion: I move to approve the Amendment to the contract for Professional Services with Gewalt Hamilton, Inc. of Vernon Hills, Illinois for additional services related to the plan changes required by the Village of Northbrook at a cost of \$25,566.

ACTION ITEMS – None

EXECUTIVE DIRECTOR REPORT:

Reports were presented by the Director of the Division. Commissioners engaged in a question and answer session after each presentation.

Executive Director Hamer:

- 1) All staff attended the Sharing the Vision! Meeting on Thursday, April 16 electronically.
- 2) The Glenview-Northbrook COVID-19 Task Force continues to meet electronically every Wednesday.
- 3) The Northbrook Park District will be partnering with the Glenview Park District to conduct a public opinion survey to gather feedback on the COVID-19 health situation and develop a timeline for return to programming and activities.

Ed Dalton, Director of Parks and Properties:

- 1) Sportsman’s Country Club tree and stump removal will be completed by the end of the week. Other site preparation continues such as light pole removal and removal of retaining walls. Boulders will be reused.
- 2) Activity Center construction continues. Steel workers are installing the running track braces. Painters are applying the first coat of exterior paint. Site grading may begin next week.
- 3) Mowing by our contractors and in-house staff started this week. Parks staff will begin turning the water on for restrooms and other facilities in preparation of opening parks. Trash pick-up is ongoing.
- 4) Parks staff is addressing various regulatory inspections and making repairs while the facilities are closed.

Mindy Munn, Director of Administration and Finance:

- 1) The Human Resources Department has been working on the part-time wage scale, streamlining the re/new hire process, managing compliance issues such as sick time and COBRA administration, following COVID-19 updates and guidelines, attending virtual trainings and managing unemployment claims.
- 2) The IT Department worked with the Marketing and Communications team to develop an employee website.
- 3) Senior Systems Administrator Smith provides support for remote access to all staff and manages and supports all devices.
- 4) The Accounting Department processes payroll and accounts payables remotely. A new p-card initiative will be implemented. The Auditors completed field work in February and the team is completing the audit.

Eileen Loftus, Director of Recreation:

NORTHBROOK PARK DISTRICT

- 1) Activities at Home programming has been offered for free the last two weeks of April. Free and paid options will be available in May.
- 2) Performing Arts Manager Sweet has developed processes and policies for virtual programming. Family Trivia night sold out and was a successful event.
- 3) Recreation Division Manager Kotloski and Recreation Supervisor Wassinger are working on a Masks for Seniors program. A drop box will be located at the Leisure Center for donations.
- 4) Adventure Campus for the remainder of the year has been cancelled. Registration for the 2020-2021 Adventure Campus is open.
- 5) Recreation Supervisor Opland and Recreation Division Manager Shields have been attending webinars to develop a pool opening plan.
- 6) The Recreation Maintenance staff have been working on projects and will provide assistance to the Parks Grounds Department.
- 7) Reallocating staff to assist with the Activity Center planning. Recreation Supervisors Eschker and Witter are in the process of planning childcare. Division Manager Shields and Sports Center Manager Taylor are working in the process of working on membership planning.
- 8) The Recreation team is in the process of developing videos for the end of season of synchronized skating, Mother's Day at the Sports Center and Preschool Graduation.
- 9) Staff is planning summer camp training.
- 10) Fall Guide planning is in process.

Greg Baron, Director of Golf Operations:

- 1) The Golf team will be manning Anetsberger Golf Shop starting the end of April to provide additional oversight of amenities at Techny Prairie Park and Fields and Meadowhill Park.
- 2) The Golf team continues to monitor the Illinois PGA and Governor's office for direction on golf course opening.

Joan Scovic, Director of Marketing and Communications:

- 1) The Summer Guide will be available online in early May.
- 2) Branding Services Team is working with Useful Group to name the new Activity Center. A report will be provided in May.
- 3) Northbrook Bear Hunt, a collaboration with Northbrook Library and the Village of Northbrook will begin on May 1.
- 4) The M+C Department has produced and distributed educational signs and banners throughout the community.
- 5) Staff is very engaged in the Connect-2-Play: Activities @ Home initiative.
- 6) The new staff Microsoft Teams site for internal communication was developed by Senior Systems Administrator Smith, Marketing Manager Stuart, Performing Arts Manager Sweet, Human Resources Manager Hall, Marketing Specialist Slupski, Recreation Supervisor Witter and Director Scovic.
- 7) The Techny Prairie Park and Fields marquee project is part of the 2020 Capital Improvement allocation. The project is expected to be completed in late summer.

COMMISSIONER REPORTS – None

PRESIDENT'S REPORT

- 1) Reminded Commissioners to give thought to what committees they would like to serve on next year.

NORTHBROOK PARK DISTRICT

- 2) Commissioners Curin and Schyman volunteered to serve on the Nominating Committee. The Nominating Committee is responsible to nominate the President and Vice President of the Board for the 2020-2022 term. The Nominating Committee will be a topic on the Administration and Finance Committee Meeting agenda for May 19.
- 3) Commissioners are reminded to file the Statement of Economic Interest with the Cook County Clerk's Office by June 1.

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, May 27, 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 Ziering made a motion to adjourn the Regular Board Meeting at 8:09pm. 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