



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 virtually Wednesday, May 27, 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 7:01pm. 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: Assistant Secretary Peterson

Officers Absent: Executive Director Hamer

Staff Present Via Electronic Meeting: Directors Dalton, Loftus, Munn and Scovic; Specialist Scharp; Manager Shea

Staff Present: Director Baron

RECOGNITION OF VISITORS (via Conference Call) – None

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 May 19, 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.33. Approval of Board Meeting Minutes of April 22, 2020

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

V.34. Approval of April 2020 Vouchers

Motion: I move to approve the April 2020 Vouchers in the amount of \$1,593,228.44.

V.35. Approval of Contractor Agreement for Sportsman's Country Club Package #16 Electrical, Bid #2184

Motion: I move to approve the Contractor Agreement for Electrical Bid #2184 with Anchor Electric of Carol Stream, Illinois.

V.36. Approval of Joint Tree Pruning Agreement

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Motion: I move to approve the bid from Advanced Tree Care of Lincolnshire, Illinois in the amount not to exceed \$28,300 for Fiscal Year 2021.

V.37. Approval of Request to Withdraw of Bid Hard Court Repair, Bid #2182

Motion: I move to approve the Request to Withdraw of the bid from American Sealcoating of Indiana, Inc. of Michigan City, Indiana for Hard Court Repair, Bid #2182.

V.38. Approval of Voluntary Separation Agreements

Motion: I move to approve a one-time Voluntary Separation Program and to authorize the Executive Director to enter into a Separation Agreement with each employee selected that includes a payment as set forth in the Voluntary Separation Program not to exceed \$16,000 for individual agreements.

ACTION ITEMS :

V.39. Approval of Purchase of Activity Center Fitness Equipment

Motion: I move to approve the purchase of Activity Center fitness equipment in the amount of \$340,314.50 from Direct Fitness Solutions of Mundelein, Illinois through Sourcewell.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman, Simon and Ziering voted aye. *Motion Passed: 7 ayes; 0 nays*

Motion: I move to approve the purchase of Activity Center fitness equipment in the amount of \$56,776.53 from LifeFitness of Forest Park, Illinois through Sourcewell.

ROLL CALL: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman, Simon and Ziering voted aye. *Motion Passed: 7 ayes; 0 nays*

Motion: I move to approve the purchase of Activity Center fitness equipment in the amount of \$21,150.00 from Johnson Health Tech North America: dba Matrix Fitness of Cottage Grove, Wisconsin through the National Cooperative Purchase Alliance.

Director Dalton requested to table the motion to the June 24 Regular Board Meeting because the contract is under review by legal counsel.

EXECUTIVE DIRECTOR REPORT:

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

Ed Dalton, Director of Parks and Properties:

- 1) At the Activity Center concrete floors have been poured for the running track, office area, locker rooms, fitness areas and gym. The lobby and hallways will be done end of this week or early next week. Roofing has been completed. Rough in electrical, plumbing and HVAC installation continues. The exterior parking lot lights have been installed. Framing for the offices, mechanical rooms and fitness rooms is ongoing. Exterior painting has been completed and painters have begun to prep the interior walls. Site grading has begun along with framing for sidewalks.
- 2) Mowing by our contractors and in-house staff is ongoing. The rain has slowed the progress but has promoted rapid growth of the grass. We have received calls from residents concerning mowing.

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- 3) Staff is prepping to open sand volleyball, inline hockey rink, velodrome, batting cages, dog park, ballfields and restrooms. Basketball rims and additional tennis nets will be installed next week.
- 4) We have contacted seasonal staff to determine their availability.
- 5) We were denied the IPRA Playground Grant because construction was not scheduled to happen until next year. We can apply for the grant next year. Thank you to Director Scovic and Specialist Scharp for their efforts.
- 6) Parks staff is working with Go Green Northbrook and Morton Arboretum regarding the CRTI Community Tree Planting Grant program for Salceda Park. Up to 20 trees could be donated.
- 7) OSLAD grant funds should be available in 2020-2021.

Mindy Munn, Director of Administration and Finance:

- 1) The Human Resources Department is creating a matrix procedure for the soft opening of the District. The Team is led by Senior Human Resources Manager Bozarth and representatives of all Divisions. A staff training will be held on Friday, May 29 via Zoom to review Phase 3 guidelines of the Restore Illinois plan.
- 2) The Human Resources Department created a Voluntary Separation Program. Any position could apply except members of the Senior Leadership Team. Applications were due on Friday, May 22 and two applications were received.
- 3) 84 unemployment claims have been received.
- 4) The Accounting Department is finalizing the 2019 audit. Lauterbach & Amen will present at the June 24 Regular Board Meeting.
- 5) The Accounting Department is wrapping up implementation of the new P-card program. Training will take place in June.
- 6) The IT Department has been busy monitoring the network and supporting all in-house and remote users.

Eileen Loftus, Director of Recreation:

- 1) The Recreation Maintenance staff is assisting Parks staff with Phase 3 opening of amenities.
- 2) Tennis court rentals are strong. Some guidelines recently changed and additional nets will be installed.
- 3) The Dog Park, Skate Park and Velodrome will open on Saturday, May 30.
- 4) Batting cages will also open on Saturday by reservation only. Reservation instructions will be posted on the website.
- 5) Inline skating at Meadowhill Park is open however no games are allowed under Phase 3 guidelines. Meadowhill Park is also a program location for Group Fitness Classes.
- 6) Outdoor fitness communication has been sent to private instructors and facilities such as Orangetheory Fitness.
- 7) New guidelines were released that allow baseball and softball rentals. No prep or base pegs will be done until next week. No games are allowed under the guidelines only practice of skills and drills. The District will contact affiliates first and then will allow additional groups based on scheduling.
- 8) New guidelines have been released to allow for some use of ice. Recreation Maintenance staff has begun the process to rebuild the rinks.
- 9) Outdoor Fitness Classes and Tennis and Pickleball lessons will begin by June 15.
- 10) Indoor programming tentative date is June 6. Indoor art classes cannot be held.
- 11) Rental and park permit applications will resume on July 1.
- 12) On May 18 new summer camp information was released. Of the 220 eligible campers only 25 children have registered. Summer camp registration was opened to the public today. The first 4-week session has 35 children registered.

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- 13) Spring virtual programming produced \$23,000 in revenue. Virtual programming will continue in the June Guide.
- 14) Recreation staff is transitioning back to the office. Most Leisure Center staff will be back on June 1, however the facility will be closed to the public until summer camp begins on June 15. Sports Center front registration desk will be staffed daily starting today. Village Green will remain closed to the public until July. Senior programming will be held at Village Green.

Greg Baron, Director of Golf Operations:

- 1) We are off to a tremendous start to the season at Anetsberger Golf Course. May has surpassed all other Mays this decade in rounds played. 1,850 rounds have been played through today which equates to 70% utilization of available daily times.
- 2) Illinois Department of Commerce and Economic Opportunity (DECO) updated their guidelines for golf which begin on Friday, May 29. Foursomes will be allowed, and tee time intervals have been reduced from every 15 minutes to 12 minutes to maintain safety. This increases capacity from 100 a day to 252. The short game area will re-open on Friday.
- 3) Per the updated guidelines single rider golf car use is required. The District is capitalizing on an unexpected opportunity to generate revenue through leasing of our Golf Car Fleet.
- 4) Director of Golf Instruction Wenzel began on course coaching last week. Per the new guidelines we can begin non-playing private instruction starting on Friday, May 29.

Joan Scovic, Director of Marketing and Communications:

- 1) The Summer Guide is being produced as a set of separate monthly Guides to keep the information as current as possible. Posting for the June Guide, including June programs and both in-person and virtual camp options, is scheduled to be online next week. The July Guide with the remainder of summer programming and events will be online in mid-June.
- 2) A Branding Services survey for the Activity Center seeking additional feedback will be sent to all Commissioners.
- 3) M&C Staff continue to make signs as the COVID-19 situation evolves. Signs were already produced for golf and tennis procedures. Additional external signs are being produced for outdoor amenities that will be opening this week. Signs are being created for internal placement in facilities for staff and eventually for the public as District operations are restored under Phase 3 guidelines.
- 4) M&C Staff continue to create new videos for placement on social media sites. Projects and posts on these outlets will be shifting slightly to spread awareness as programs and events are offered to the community. The recent Memorial Day activities were popular with the community, producing numerous community photo and video submissions that were combined into a video that was shared on Facebook and YouTube on Memorial Day.
- 5) The District continues to send out weekly community updates regarding COVID-19 in our area in collaboration with the Glenview-Northbrook Task Force.

COMMISSIONER REPORTS – None

PRESIDENT'S REPORT

- 1) Vice President Chambers has received Board Committee Assignment requests for 2020-2021.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

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BOARD OFFICER ELECTION

Commissioner Schyman announced the Nominating Committee proposes that Vice President Chambers and Commissioner Chalem be nominated for in the positions of President and Vice President for respectfully 2020-2021.

President Randel moved to approve the nomination of the Board Officers of Mary Ann Chambers for President and Lisa Chalem for Vice President of the Northbrook Park District Board of Commissioners for 2020-2021. The motion was seconded and unanimously approved on a roll call vote.

Director Munn thanked President Randel for her service, leadership and commitment to the Park District. A formal recognition will occur when we can gather safely.

NEXT MEETING

President Randel announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, June 24, 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 8:07pm. 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