



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 virtually Wednesday, June 24, 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.

Assistant Secretary Peterson reviewed Senate Bill 2135 that was signed into law on June 12, 2020 amending the Open Meetings Act creating limited exceptions to the physical presence requirement. The new Senate Bill requires that three additional steps be followed:

- a. At the start of the meeting all who are present need to be verified.
- b. Announce that the meeting is being recorded.
- c. All votes are to be recorded on roll call.

Assistant Secretary Peterson announced that the meeting is being recorded, called roll and visually recognized each participant.

Commissioners Present Via Electronic Meeting: President Randel; Vice President Chambers; Commissioners Chalem, Curin, Schyman (arrived at 7:07pm), Simon and Ziering

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Staff Present Via Electronic Meeting: Directors Baron, Dalton, Loftus, Munn and Scovic; Specialist Scharp; Activity Center Manager Shea; Marketing & Communications Manager Stuart

Guest: Matt Beran, Lauterbach and Amen (left at 7:22pm)

SWEARING IN OF NEW BOARD OFFICERS

Executive Director Hamer presided over the Oath of Office for Commissioner Mary Ann Chambers as the President and Commissioner Lisa Chalem as the Vice President of the Park Board of Commissioners for 2020-2021.

Executive Director Hamer thanked outgoing President Randel for her dedication and commitment to the Park District. President Randel supports District events, attends conferences and meetings and brings a sense of humor.

President Chambers paid tribute to outgoing President Randel and thanked her for her last three years of leadership. President Randel handled difficult situations with grace, something we all should emulate.

President Randel thanked the Commissioners and staff. The past three years have been a labor of love. She has enjoyed working collaboratively with staff.

RECOGNITION OF VISITORS (via Zoom) – None

APPROVAL OF AGENDA

President Chambers called to amend the Consent Agenda and remove 6/24.42 Approval of Paycom Agreement and move to an Action Item. Commissioner Randel made a motion to approve the amended Consent Agenda. Vice President Chalem seconded the motion.

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Roll Call: President Chambers, Vice President Chalem, Commissioner Curin, Commission Randel, Commissioner Schyman, Commissioner Simon and Commission Ziering voted aye.

Motion Passed: 7 ayes; 0 nays

PRESENTATION OF 2019 AUDIT

Director Munn introduced Matt Beran, Lauterbach & Amen. Mr. Beran reviewed the final 2019 Audit and thanked District staff for their cooperation. No Management Letter was required because the audit was clear and required no recommendations. President Chambers called for questions. Hearing none, President Chambers thanked Mr. Beran for his presentation.

BOARD COMMITTEE REPORTS – None

CONSENT AGENDA

President Chambers announced the matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the June 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 Chambers noted that the Consent Agenda was amended, and item 6/24.42 Approval of Paycom Agreement was moved to Action Items. Commissioner Simon made a motion to approve the following items on the amended Consent Agenda. Vice President Chalem seconded the motion.

Roll Call: President Chambers, Vice President Chalem, Commissioner Curin, Commission Randel, Commissioner Schyman, Commissioner Simon and Commission Ziering voted aye.

Motion Passed: 7 ayes; 0 nays

V.40. Approval of Board Meeting Minutes of May 27, 2020

Motion: I move to approve the May 27, 2020 Board Meeting Minutes.

V.41. Approval of May 2020 Vouchers

Motion: I move to approve the May 2020 Vouchers in the amount of \$2,273,433.07.

V.43. Rejection of Land Purchase Request

Motion: I move to direct staff not to pursue a sale of property along the west border of Sportsman's Country Club.

V.44. Approval of Surplus Ordinance 20-O-5, Park District Equipment

Motion: I move to approve Surplus Ordinance 20-O-5, Park District Equipment.

ACTION ITEMS :

V.42. Approval of Paycom Agreement

Director Munn noted the Agreement was pending legal counsel negotiation. When the Agreement is finalized, Director Munn asked the Board to authorize Executive Director Hamer to sign the contract. The amount is within Executive Director Hamer's signing authority. Commissioners did not have further questions.

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Motion: Vice President Chalem moved to approve the Agreement with Paycom of Oklahoma City, Oklahoma for the implementation and deployment of a Human Resources Information System software. Commissioner Ziering seconded the motion.

Roll Call: President Chambers, Vice President Chalem, Commissioner Curin, Commission Randel, Commissioner Schyman, Commissioner Simon and Commission Ziering voted aye.

Motion Passed: 7 ayes; 0 nays

V.45. Approval of Purchase of Activity Center Fitness Equipment

Motion: Vice President Chalem moved 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. Commissioner Randel seconded the motion.

Roll Call: President Chambers, Vice President Chalem, Commissioner Curin, Commission Randel, Commissioner Schyman, Commissioner Simon and Commission Ziering voted aye.

Motion Passed: 7 ayes; 0 nays

EXECUTIVE DIRECTOR REPORT:

Molly Hamer, Executive Director

- 1) The Village of Northbrook Class 6B Tax Incentive request for property located at 1825 Shermer Road has been withdrawn due to the pandemic.
- 2) The Glenview-Northbrook COVID Task Force continues to meet on a weekly basis. Meetings will transition to bi-weekly shortly. School Districts are planning to present programs in July to their respective School Boards.
- 3) Thanked Commissioners for taking time out of their schedules to attend the Sportsman's Country Club Renovation course tour.
- 4) Directors will provide Division highlights as it is likely the state will move into Phase 4 of the Restore Illinois Plan on Friday.

Ed Dalton, Director of Parks and Properties:

- 1) At the Activity Center great progress continues to be made. Installation of the sprinkler system pipe has begun on the 2nd floor. Framework for the east and west side emergency exit stairs have been installed. Railings for the running track are beginning to be delivered. Rough in electrical, plumbing and HVAC continues. Framing for the offices, mechanical rooms and fitness rooms is ongoing. Installation of the exterior windows and doors continues. Painters continue to prep the inside walls and applied the first coat to the 2nd floor. Drywall will begin next week. Site grading continues with planting some of the trees.
- 2) Ongoing grounds maintenance continues with mowing, weeding, watering new plant material despite record rainfall in May. Ongoing trades maintenance with repetitive cleaning of the frequently used restrooms. Other tasks include playground surface maintenance, hard court inspections and maintenance, building equipment inspections and service. Every two hours staff is re-sanitizing high touch areas.
- 3) Ongoing trash pick-up; staff is barely able to keep up with the volume.
- 4) Staff is prepping to open select ballfields for game play this Friday.
- 5) In conjunction with Go Green Northbrook we have been awarded the Chicago Region Tree Initiative (CRTI) Community Tree Planting Grant Program for Salceda Park. Go Green Northbrook will organize volunteers to help plant in up to twenty trees this fall.

NORTHBROOK PARK DISTRICT

Mindy Munn, Director of Administration and Finance:

- 1) The IT Department has been busy supporting both employees working remotely and supporting all other Park District operations. The team is evaluating our current cell phone plan and provider with other carriers. We are also evaluating the District phone system with various companies.
- 2) The Accounting Department has finalized the set-up of the District's new P-card program and staff training will take place shortly. COVID-19 disrupted the audit timeline however Lauterbach & Amen was very patient and flexible during the crisis. The document was finalized earlier this month.
- 3) The Human Resources Department is in the process of reviewing health insurance programs in order to compare the current plan with PDRMA. The team will present findings and a recommendation at the August Administration and Finance Committee Meeting. Senior Human Resources Manager Bozarth and Director Munn have been identifying personnel policies and procedures that will need to be updated prior to the roll out of Paycom. Recommended policy changes will be presented to the Administration and Finance Committee for Board approval prior to implementation.

Eileen Loftus, Director of Recreation:

- 1) Park Ambassadors are in parks seven days a week to help patrons follow COVID-19 rules.
- 2) Phase 4 of the Restore Illinois Plan provides guidance for baseball and softball. Commissioner Schyman attended a baseball coaches meeting.
- 3) Program registration is low. The age requirement for camps in July has been lowered. Sports Center has added upper level lessons to the programming schedule.
- 4) Leisure Center is closed to patrons to limit exposure to camp participants.
- 5) Village Green will be opening on July 13 for indoor and outdoor fitness classes. All senior programs will be by reservation only, no drop-ins allowed.
- 6) Virtual programs are still being offered however participation is down with the nice weather. Virtual programs will continue to be offered.
- 7) The Recreation Department is sorting through the new guidelines to offer some special programs such as Tuesdays in the Park, free movies and a family camp out.
- 8) Director Loftus has been in discussions with School Districts 27 and 30 regarding Adventure Campus and after school care.

Greg Baron, Director of Golf Operations:

- 1) High usage continues at Anetsberger Golf Course. 3750 rounds have been played through the first 24 days of June.
- 2) Illinois Department of Commerce and Economic Opportunity (DCEO) updated their guidelines for Phase 4 that begins on June 26. Single rider golf car use is no longer required but is recommended.
- 3) Northbrook Golf Academy is in the third week of camps and Travel Teams. The Travel Team rosters are full, and camps have been at capacity.
- 4) Thanked the Commissioners for attending the golf course renovation tour.
- 5) Irrigation work on the East 9 is nearly complete. The Classic 18 irrigation adjustments for the greens and new tees has started. Greens shaping and drainage installation continues. Sand has been installed on five greens. Pond expansion at the south end of the property will begin soon. Staff is beginning to level existing tees in preparation for seeding. The IEPA watermain permit is outstanding and is expected in July.

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Joan Scovic, Director of Marketing and Communications:

- 1) The Northbrook Library approached the District to work on a joint project to develop a book stroll in one of the parks. A story was installed at the Anets Loop by the Trail Through Time at Techny Prairie Park and Fields. The 18 story pages take walkers from the bridge to the loop around the gazebo.
- 2) The July-August Program Guide was uploaded to the website on Thursday, June 19. The M&C Division launched a full promotional campaign to advertise the variety of in-person and virtual programs via resident postcard, social media, website, email newsletters, outdoor banners, print advertising and a media release.
- 3) Due to COVID-19 closures, the agreement with Matt Peterson of Petey Corporate Sponsorships was put on hold due to the financial climate in March. Two months remain on the original contract. We have some advertising agreements in place that are continuing at this time.
- 4) Marketing & Communications Manager Stuart and Recreation Supervisor Wassinger produced the July-August edition of Momentum.
- 5) M&C staff have started to develop a series of videos that will highlight the different areas of work being done at Sportsman's Country Club including irrigation, drainage, and greens and tees. A separate video focusing on the sustainability and conservation efforts taking place during the construction will be produced. A time-lapse video of the construction of the new clubhouse will be included in these videos.
- 6) M&C staff have been creating new signage for the Golf and Recreation Divisions in preparation for Phase 4 guidelines.

COMMISSIONER REPORTS

- 1) Commissioners thanked Director Baron, Parks Division Manager Kosbab and Mike Rink of Corporate Construction Services for their comprehensive tour of the renovation project at Sportsman's Country Club.

PRESIDENT'S REPORT

- 1) President Chambers is looking forward to working with Commissioners and staff.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

NEXT MEETING

President Chambers announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, July 22, 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. Vice President Chalem seconded the motion. The motion was unanimously approved on a voice vote.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer
Molly Hamer, Secretary
Board of Commissioners/wap