



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

CALL TO ORDER AND ROLL CALL

President Chambers called the Regular Board Meeting to order at 7:01pm.

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

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

Commissioners Absent: Commissioner Schyman

Officers Present: Assistant Secretary Peterson

Officers Present Via Electronic Meeting: Executive Director Hamer

Staff Present: Director Loftus; Specialist Scharp

Staff Present Via Electronic Meeting: Directors Baron, Dalton, Munn and Scovic

RECOGNITION OF VISITORS (via Zoom) – None

APPROVAL OF AGENDA

President Chambers called for any changes to the Agenda. Hearing none, Vice President Chalem made a motion to approve the Agenda. Commissioner Simon seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

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 July 15, 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 called for any changes to the Consent Agenda. Hearing none, Vice President Chalem made a motion to approve the Consent Agenda. Commissioner Ziering seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

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V.40. Approval of Board Meeting Minutes of June 24, 2020

Motion: I move to approve the June 24, 2020 Board Meeting Minutes.

V.41. Approval of June 2020 Vouchers

Motion: I move to approve the June 2020 Vouchers in the amount of \$620,846.68.

V.43. Approval of Change Order Authorization

Motion: I move to authorize and designate Molly Hamer, Executive Director, or the Executive Director's designee, with respect to any change order or any series of change orders for construction of the Sportsman's Renovation Project, which authorize or necessitate an increase or decrease in the cost of a contract by a total amount not to exceed \$50,000 or which change the time of completion by a total of 30 days or more, to make the written findings required by Section 33E-9 of the Criminal Code, and to preserve such findings in the contract file for public inspections as required by Section 33E-9 of the Criminal Code, 720 ILCS 5/33-E-9.

V.44. Approval of Greenfield Park Pathway Improvements, Bid #2188

Motion: I move to approve the bid from Maneval Construction of Ingleside, Illinois for the Greenfield Park Pathway Improvements, Bid #2188 in the amount of \$67,300.00.

ACTION ITEMS: None

EXECUTIVE DIRECTOR REPORT:

Molly Hamer, Executive Director

- 1) Glenview-Northbrook COVID Task Force meetings continue to be productive and positive.
- 2) As part of the Cost of Service project, a Board Workshop meeting with Jamie Sabbach of 110% needs to be scheduled in August. This Beneficiary of Service Workshop was originally planned for May. Executive Administrative Assistant Peterson will coordinate.
- 3) Directors will provide Division reports.

Ed Dalton, Director of Parks and Properties:

- 1) Progress continues to be made at the Techny Prairie Activity Center. As a reminder, the facility tour is scheduled for Thursday, August 23.
- 2) Ongoing grounds maintenance continues with mowing, weeding and athletic field maintenance. At the Village Green Park staff installed approximately 5,000 sedge plants in two shady areas of the Park. Trades staff has replaced the large south side picture windows in the office and staff area at the Meadowhill Aquatic Center Pool. The netting was replaced behind each of the four soccer goals at the turf field located at Techny Prairie Park and Fields. Also, trades maintenance continues with repetitive cleaning of frequently used restrooms, playground surface maintenance, hardcourt inspections and building equipment inspections and service.
- 3) In addition to the golf renovation work, the Golf maintenance staff has removed invasive species and trees in natural areas, removed dead trees, maintained sand traps and continue to mow and trim the rough areas.

Mindy Munn, Director of Administration and Finance:

- 1) The Human Resources Department is working with insurance providers to evaluate the healthcare options for 2021. Staff is also preparing for implementation of Paycom, reviewing the Employee Handbook and managing COVID-19 related policies. The District has rehired 66 part-time staff members since May and is managing unemployment claims.

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- 2) The IT Department is evaluating cell phone plans to reduce costs, working on technology components for the Activity Center and providing day to day operations.
- 3) The District has re-engaged the Cost Recovery project with Jamie Sabbach of 110%. The team is working on Cost of Service categories to utilize during the 2021 budget process.

Eileen Loftus, Director of Recreation:

- 1) The Division is providing operations for Customer Service and Programs.
- 2) School District 27, in coordination with other School Districts, released their school year plans on Friday. Planning continues with District 27 for their transition to the Leisure Center for the Kindergarten students. School District 27 is currently developing an Intergovernmental Agreement.
- 3) Sunshine Preschool changes were delivered to families today. Changes include cancelling the 2's for the school year and 3's and 4's for the remainder of 2020. Staff will assess the possibility of a program for 3's and 4's in January or February. 2's were cancelled based on survey results.
- 4) Recreation Division Manager Kotloski and Director Loftus are working with School Districts 27, 28, 30 and 31 to assess the needed space for Adventure Campus before and after school care. Recreation Supervisor Witter is preparing communication and registration information this week.
- 5) Movie in the Park to be held on August 7 and Music at Meadowhill starting on August 11 are free events and have been well received. Free registration for the movie, *Moana*, at the Village Green Park filled over the weekend. Staff is assessing capacity and crowd management at both facilities to determine if it can be increased. All free events require registration. Music at Meadowhill is free and will be held in the Velodrome and requires registration due to space.
- 6) The Senior programs at the Village Green Center started on July 15. Though registration is low for in-person classes, there have been a handful of relatively successful programs. Online experiences have also been added and have had limited success.
- 7) Rachel Tandy, Activity Center Supervisor, has joined Activity Center Manager Shea in planning for Techny Prairie Activity Center. They are finalizing pass sales information and will begin advertising at the end of August for sales to start after Labor Day. Detailed information will be provided at the August 17 Administration and Finance Committee Meeting.
- 8) Customer Service Representative Peggy Schreiner announced her retirement on July 8. Between volunteering and employment Peggy served the District for almost 40 years. Congratulations and best wishes.

Greg Baron, Director of Golf Operations:

- 1) Anetsberger Golf Course continues to have an exceptional season. Year to date rounds played have surpassed 10,000 rounds.
- 2) Northbrook Golf Academy camp registration remains strong.
- 3) Golf course renovation continues to progress at Sportsman's Country Club. Classic 18 green work continues with the final contouring on the last three greens underway. Pond expansion is nearing completion. East 9 tees, fairways and greens seeding has begun. Fairway fill in areas are being shaped and contoured. Once contouring is completed the final stage of irrigation improvements will resume and then final topsoil placement will commence prior to seeding. Work has begun on the concrete footings for the clubhouse.

Joan Scovic, Director of Marketing and Communications:

- 1) Hall of Fame applications were delayed due to the COVID-19 pandemic. Information and applications have been updated and are on the website. A press release went out yesterday and a robust campaign to spread the word that the District is seeking nominations in both the volunteer and sports categories is planned.

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- 2) The Project Team received seven Request for Proposals for Branding Services for Sportsman's Country Club. The Team reviewed the proposals and will be conducting interviews with several firms on August 3. The Team hopes to have a recommendation for the Board at the August Administration and Finance Committee Meeting.
- 3) M&C assisted the Recreation Division with the Play in the Parks promotional piece for the new August offering. Thank you to Manager Stuart on the design. The mini guide has been posted on the website and sent to patrons. The team is currently working on the production calendar for the Fall Guide.
- 4) The Climbing Wall donated to the District in memory of Jeffrey Burdick has outlived its useful life and is part of demolition work that will take place in August or September. The plaque and rock will remain. The District contacted the Burdick family and they were appreciative of our sensitivity to the situation. Thank you to Commissioner Randel for your assistance in contacting the family.

COMMISSIONER REPORTS

Commissioner Simon

- 1) Nice to see people playing softball.
- 2) Thank you to all staff.

Commissioner Randel

- 1) Thank you to staff for putting the swings up, the residents are grateful.

Commissioner Ziering

- 1) Enjoying playing golf and hopes people will continue to play after the COVID-19 pandemic.

Vice President Chalem

- 1) The parks look great.
- 2) Synchro skating season has begun. Teams Elite continues to grow with more teams this year.

PRESIDENT'S REPORT

- 1) Saw the sedge plants at Village Green Park.
- 2) Delightful to see the tents in Village Green Park from the Family Campout. It was a delightful, successful event.
- 3) Nice to see families in the parks.
- 4) Thank you to everyone!

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, August 26, 2020 at 7pm at the Leisure Center Northbrook Theatre, 3323 Walters Avenue, Northbrook, Illinois.

ADJOURN

With no further business to come before the Board, Commissioner Ziering made a motion to adjourn the Regular Board Meeting at 7:49pm. Vice President Chalem seconded the motion. The motion was unanimously approved on a voice vote.

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Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary

Board of Commissioners/wap