



## Board of Park Commissioners Board Meeting Minutes

Joe Doud Administration Building  
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[nbparks.org](http://nbparks.org)

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held in-person and via electronic meeting on Wednesday, August 26, 2020 in the Northbrook Theatre located at the Leisure Center, 3323 Walters Avenue, 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 was being recorded, called roll and visually recognized each participant.

Commissioners Present: President Chambers; Commissioner Curin

Commissioners Present via Electronic Meeting: Vice President Chalem; Commissioners Randel, Schyman, Simon and Ziering

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Officers Present via Electronic Meeting: Treasurer Munn

Staff Present Via Electronic Meeting: Directors Baron, Dalton, Loftus and Scovic; Specialist Scharp

RECOGNITION OF VISITORS – 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 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*

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

- V.48. Approval of Board Meeting Minutes of July 22, 2020  
**Motion:** I move to approve the July 22, 2020 Board Meeting Minutes.
- V.49. Approval of July 2020 Vouchers

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**Motion:** I move to approve the July 2020 Vouchers in the amount of \$3,671,474.24.

V.50. Approval of Branding Services Agreement

**Motion:** I move to approve the agreement with a5 Branding & Digital of Chicago, Illinois in an amount not to exceed \$44,375 for the development of Branding Services for Sportsman's Country Club.

V.51. Approval of Ice Time Rental for Teams Elite Synchronized Skating Program for the 2020-2021 Season

**Motion:** I move to approve the payments for ice rental time for the Teams Elite Synchronized Skating Program for an amount not to exceed \$90,276.

V.52. Approval of Compensatory Time Policy Amendment

**Motion:** I move to approve the proposed amendment to the Employee Handbook under Section 3.1 Holidays.

V.53. Approval of Letter of Understanding – Northbrook Park District and School District 27

**Motion:** I move to approve the Letter of Understanding between the Northbrook Park District and School District 27.

V.54. Approval of Cell Tower Site Agreement Extension

**Motion:** I move to approve the Cell Tower Site Agreement Extension for six months with VB-S1 Assets, LLC.

V.55. Approval of Techny Prairie Activity Center Furniture Purchase

**Motion:** I move to approve the purchase of the listed Techny Prairie Activity Center furniture from Henricksen of Itasca, Illinois for a not to exceed amount of \$43,712.67.

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

*Motion Passed: 7 ayes; 0 nays*

## ACTION ITEMS:

V.56. Approval of Resolution 20-R-1, Termination of Contract with Park District Risk Management Association (PDRMA) Health Program

Commissioners engaged in a question and answer session. President Chambers called for additional questions. Hearing none, President Chambers called for a motion.

**Motion:** Vice President Chalem moved to approve Resolution 20-R-1, Termination Contract with Park District Risk Management Association (PDRMA) Health Program effective December 31, 2020. 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*

V.57. Approval of Resolution 20-R-2, Accepting Membership in the Northwest Health Insurance Pool (NWHIP), a Member of Intergovernmental Personnel Benefit Cooperative (IPBC)

President Chambers called for questions. Hearing none, President Chambers called for a motion.

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**Motion:** Vice President Chalem moved to approve Resolution 20-R-2, Accepting Membership in the Northwest Health Insurance Pool (NWHIP), a Member of Intergovernmental Personnel Benefit Cooperative (IPBC) beginning on January 1, 2021. Commissioner Curin 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:

- 1) 153 children are enrolled for Adventure Campus which is approximately 32% as compared to last year. Of those, the number of days students from grades 3-5 are attending is approximately half due to the A/B hybrid schedule.
- 2) The Community TIES program has twelve students enrolled, which translates to 2-7 children per day based on their in-person learning schedule. Registration will remain open and promotion of the program will continue in an effort to meet a minimum of six students per day. If we do not meet the minimum number of students by September 15, the program will be canceled effective end of day on October 2. This will provide families two weeks to secure alternative arrangements.
- 3) Techny Prairie Activity Center membership sales have been moved to start on Tuesday, September 15 instead of September 8 as reported at the Committee Meeting.
- 4) Recreation Division Manager Shields coordinated a meeting with hockey to assist them in developing a plan for the activities allowed in the *All Sports Policy Guidelines* provided by the Illinois Department of Public Health.
- 5) Outdoor sports are looking promising for the fall. Most age groups for youth soccer and flag football will be running with modifications. 335 children are registered for soccer with a wait list and 80 for flag football.
- 6) Activity Center progress continues to be made. Drywall continues to be installed and the painters are following the drywallers. PV panels are being installed on the lower roof. Gym equipment and lights are being installed.
- 7) Park Maintenance is ongoing and ground maintenance staff continue with mowing, weeding, pruning and athletic field maintenance. Watering of newly installed plant material has been a priority. Trades maintenance staff continues to clean frequently used restrooms. Other tasks include playground surface maintenance, hard court inspections and maintenance and building equipment inspections and service. At Stonegate and Meadowhill Parks, the Trades staff has removed the old roofs and shingled them. In addition to the golf renovation work, golf maintenance includes hand watering new trees and turf, ongoing sand trap maintenance and continued mowing and trimming of the rough.
- 8) Anetsberger Golf Course continues to break records for number of rounds played. In the first 25 days of August, 4,500 rounds have been played.
- 9) Northbrook Golf Academy Summer Camps concluded last week. Fall Academy registration is going well.
- 10) Golf course renovation focus is on seeding, germination and growing in of the newly planted playable surfaces. Substantial course construction completion by Golf Creations is expected by September 18. Earthwork and shaping are focused on the short game area, Classic 18 1<sup>st</sup> tee and the Practice Range.
- 11) Clubhouse construction continues with underground plumbing complete. Electrical underground sitework and retaining wall block installation is in process. The concrete slab is scheduled to be poured September 17-18. The structural steel for the clubhouse is being fabricated.

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- 12) The Project Team has completed the work with the Useful Group. All deliverables have been received to finish the naming, logo and tagline work for Techny Prairie Activity Center. M&C staff are meeting weekly with TPAC staff to work on marketing the new facility.
- 13) The Golf Course Branding Team and a5 Branding & Digital will start the branding process with a kick-off meeting, and a tour of the site.
- 14) The Autumn Guide postcard was mailed. The Guide will be available on the District website for fall programs.
- 15) M&C staff made banners and welcome signs for School District 27 kindergarten students and staff working out of the Leisure Center this school year.
- 16) The Glenview-Northbrook COVID Task Force continues to meet every other week.
- 17) Thank you to the Commissioners for attending the tour of Techny Prairie Activity Center on July 23.
- 18) Attended the virtual Northbrook Chamber meeting on August 13.

## COMMISSIONER REPORTS

### Commissioner Randel

- 1) Went to Anetsberger Golf Course to putt and is happy to see people using the facility.

## PRESIDENT'S REPORT

- 1) Enjoys walking around Techny Prairie Park and Fields and seeing the Park being used.
- 2) Parks look wonderful! Thank you to Director Dalton and the Parks and Properties crew for their hard work.

## 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, September 23, 2020 at 7pm at the Leisure Center Northbrook Theatre, 3323 Walters Avenue, Northbrook, Illinois.

## ADJOURN

With no further business to come before the Board, Vice President Chalem made a motion to adjourn the Regular Board Meeting at 7:19pm. Commissioner Ziering 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