



# Board of Park Commissioners

## Board Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held at an in-person meeting on Wednesday, September 29, 2021 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 7:00pm.

Commissioners Present: President Chambers; Vice President Chalem; Commissioners Curin, Goodman, Schyman and Ziering

Commissioner Absent: Commissioner Simon

Officers Present: Executive Director Hamer; Treasurer Munn (left at 8:08pm); Assistant Secretary Peterson (left at 8:08pm)

Staff Present: Directors Baron, Dalton, Loftus and Scovic (all left at 8:08pm); Specialist Scharp (left at 8:08pm)

RECOGNITION OF VISITORS – None

### APPROVAL OF AGENDA

President Chambers called for any changes to the Agenda. Vice President Chalem made a motion to approve the Agenda. Commissioner Curin seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

BOARD COMMITTEE REPORT – 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 September 13, 2021 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.

IV.62. Approval of Board Workshop Meeting Minutes of August 25, 2021

**Motion:** I move to approve the August 25, 2021 Board Workshop Meeting Minutes.

IV.63. Approval of Board Meeting Minutes of August 25, 2021

**Motion:** I move to approve the August 25, 2021 Board Meeting Minutes.

IV.64. Approval of Closed Session Meeting Minutes of August 25, 2021

**Motion:** I move to approve the August 25, 2021 Closed Session Meeting Minutes.

# NORTHBROOK PARK DISTRICT

## IV.65. Approval of August 2021 Vouchers

**Motion:** I move to approve the August 2021 Vouchers in the amount of \$986,713.97.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## ACTION ITEMS

### **9/29.66 Approval of COVID-19 Vaccination Policy**

At the September 13 Administration and Finance Committee Meeting, the Committee moved to approve the COVID-19 Vaccination Policy which will be added to Chapter 6, General Employment Policies of the Employee Handbook. Executive Director Hamer and Senior Human Resources Manager Bozarth provided two updates to the policy that were advised. Legal counsel suggested that the following statement be added: "Employees unable to meet these requirements, may contact Human Resources to request an accommodation." Secondly, the policy will include all Park District Employees. Commissioners engaged in a question and answer session. President Chambers thanked Senior Human Resources Manager Bozarth, Director Munn and Executive Director Hamer for their work on this policy. President Chambers called for additional questions. Hearing none, Vice President Chalem made a motion to approve the COVID-19 Vaccination Policy for all Park District employees which will be added to Chapter 6, General Employment Policies of the Employee Handbook. Commissioner Curin seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

INFORMATIONAL /VERBAL UPDATES – None

NEW BUSINESS – None

UNFINISHED BUSINESS – None

## EXECUTIVE DIRECTOR REPORT:

- 1) Manager Erin Sweet and her husband Chris welcomed Emerie Wren to their family on Thursday, September 24.
- 2) Meghan McCarthy and Melanie Alexander were promoted to full-time Customer Service Coordinators.
- 3) Brian de la Torriente started as the new Recreation Supervisor primarily overseeing adult sports and basketball. Brian played college baseball at University of Illinois.
- 4) Athletics and Park staff went on a tour of the renovations at Wescott School with Assistant Superintendent Dale Falk. Staff were also reacquainted with Maple Junior High gymnasiums which the District will use for basketball leagues.
- 5) Brewfest ticket sales are going well, only a few tasting tickets are left for the October 16 event. Five Village Trustees will be attending, and two Trustees have prior commitments. Village Manager, Cara Pavlicek will be attending along with several Park Board Commissioners. A VIP time from 1:30-2pm has been planned for Trustees and Commissioners to network and socialize. Other special events in October are Autumnfest (October 9) and the Halloween 3K Fun Run (October 22).
- 6) Sports Center A-Rink is being prepared for ice making. Thursday we will begin to chill the floor and ice making will begin by the end of the week. Painting in B-Rink needs to be completed.
- 7) The Sports Center parking lot repaving project has been completed.

# NORTHBROOK PARK DISTRICT

- 8) Basketball court repairs and color coating have begun at Greenview Park. The replacement basketball court is also being color coated to finish the project.
- 9) Concrete pads were formed and poured at Stonegate and Williamsburg Parks in preparation for the construction of the new port-o-let structures.
- 10) The Heritage Oaks Golf Club corner monument sign at Dundee and Landwehr Roads has been installed. As time permits, Golf Maintenance staff will continue to landscape around the entrance signs.
- 11) The District received two IAPD Best of the Best Awards – Best Green Practices and Arts in the Park. The awards gala will be held on October 15 at Chevy Chase Country Club.
- 12) On October 17, Executive Director Hamer was a panelist at the Women in Leisure Services Luncheon. Director Scovic was installed as the organization's Membership Director.
- 13) Business continues to be brisk at Heritage Oaks Golf Club. We are approaching 9,000 rounds played as we near the end of the month.
- 14) The IHSA Boy's Golf Regional was held on September 29 at Heritage Oaks Golf Club. The awards ceremony was held in the Brook Room. The IHSA Girl's Regional will be held at Heritage Oaks on September 30.
- 15) The Willow tree on the 17<sup>th</sup> hole of the Classic 18 has been removed. During a storm earlier this month one of the main branches fell, making the tree a safety hazard.
- 16) On September 9 Heritage Oaks Golf Club hosted the Chamber's Business After Hours. The Park District co-hosted the event with Open Kitchens. Over seventy people were in attendance. Thank you to President Chambers and Commissioners Goodman and Simon for attending. Also thank you to Director Scovic and Executive Administrative Assistant Peterson for planning another special event at HOGC.
- 17) On September 21-23, several staff members attended the 2021 NRPA conference virtually. Staff will have access to recorded sessions until December 31. Thank you to the Board for this educational opportunity.
- 18) Full-time staff attended the virtual Sharing the Vision! Meeting this morning. Thank you to President Chambers for attending to recognize the 5-year anniversary of Executive Director Hamer.
- 19) Staffing issues continue with Adventure Campus and custodial positions. Staffing issues are that we continue to be understaffed at all locations despite ongoing focused efforts on recruitment. Executive Director Hamer, Directors Loftus and Munn and Recreation Division Manager Kotloski met to discuss this situation.
- 20) Executive Director Hamer invited Village Manager Pavlick to tour the District and have lunch at the Acorn Grill + Terrace on September 27.

## COMMISSIONER REPORTS

### Commissioner Goodman

- 1) Grateful for the time staff is volunteering at Adventure Campus.
- 2) Looking forward to his daughter's Friday night soccer game under the lights at the turf field at TPPF.

### Vice President Chalem

- 1) Her nephew and his friends are Flag Football volunteers and are enjoying the volunteer experience. The National Honor Society requires volunteer hours and the District could consider partnering with Glenbrook North High School.
- 2) Her daughter is very excited to get back to teaching ice skating.

### Commissioner Ziering

- 1) Nothing to report.

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## Commissioner Schyman

1) Will be at Heritage Oaks Golf Club this weekend. The course looks great and he is thrilled with the renovation.

## Commissioner Curin

1) Had a nice discussion with Athletics Manager Shea and Recreation Supervisor Edelman regarding the lacrosse program. Please pass along my appreciation for the time they took to answer my questions.

## PRESIDENTS REPORT

- 1) Attended the Chamber of Commerce Business After Hours at Heritage Oaks Golf Club.
- 2) Shermerfest was abbreviated due to COVID restrictions however people were delighted to be at Village Green Park.
- 3) Attended the Sharing the Vision! Meeting and recognized Executive Director Hamer's 5-year anniversary with the District.

## CLOSED SESSION

Vice President Chalem made a motion to move into Closed Session to discuss Employment of an Employee. 5 ILCS 120/2(c)(1). Commissioner Ziering seconded the motion.

Roll call: President Chambers, Vice President Chalem, Commissioner Curin, Commissioner Goodman, Commissioner Schyman and Commissioner Ziering voted aye.

*Motion Passed: 6 ayes; 0 nays; 1 absent*

Moved into Closed Session at 8:08pm. Commissioner Simon attended the Closed Session meeting via conference call. Reconvened in Open Session at 8:16pm.

## NEXT MEETING

President Chambers announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, October 27, 2021 at 7pm at the Techny Prairie Activity Center, Prairie Room, 180 Anets, 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 8:16pm. Commissioner Simon 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/wp