



# 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, February 23, 2022 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, Simon (arrived at 7:01pm) and Ziering

Officers Present: Executive Director Hamer; Treasurer Munn; Assistant Secretary Peterson

Staff Present: Directors Baron, Bozarth, Dalton, Leiner, Loftus and Scovic; Specialist Scharp; Administrative Assistant Taylor

### RECOGNITION OF VISITORS – None

### PRESENTATION OF AWARD:

President Chambers announced that the Northbrook Park District was awarded the Illinois Parks and Recreation Association Award for Outstanding Facility for Techny Prairie Activity Center. President Chambers presented the award to Executive Director Hamer and Directors Dalton and Loftus.

### APPROVAL OF AGENDA

President Chambers called for any changes to the Agenda. Vice President Chalem moved to amend the Agenda as follows: 1) Consent Agenda item 2/23.26 Approval of Visage GPS Rental Upgrade tabled to the March 30, 2022 Regular Board Meeting as the contract has not been received from the vendor; 2) Action Item 2/23.27 Approval of Surplus Ordinance 22-O-3 Park District Equipment be amended to Surplus Ordinance 22-O-4. Commissioner Simon seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

### 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 February 16, 2022 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 Simon seconded the motion.

### IV.18. Approval of Special Board Meeting Minutes of January 18, 2022

# NORTHBROOK PARK DISTRICT

**Motion:** I move to approve the January 18, 2022 Special Board Meeting Minutes.

IV.19. Approval of Regular Board Meeting Minutes of January 26, 2022

**Motion:** I move to approve the January 26, 2022 Regular Board Meeting Minutes.

IV.20. Approval of January 2022 Vouchers

**Motion:** I move to approve the January 2022 Vouchers in the amount of \$697,511.66

IV.21. Approval of 2022 Staff and Participant Apparel Bid, Bid #2208

**Motion:** I move to approve the award of the 2022 Staff and Participant Apparel Bid for an overall total of \$80,181.02, as follows: 1) approve award of Categories A, B, D, E and G to Sunburst Sportswear of Glendale Heights, Illinois for the combined total of \$30,830.57; 2) approve award of Category C to Riddell Consumer of North Ridgeville, Ohio for the total amount of \$3,092.25; 3) approve the award of Category H to American Soccer Company, Inc. of Wilmington, California for the total amount of \$46,258.20.

IV.22. Approval of Meadowhill Aquatic Center Pool Slide Gelcoat and Painting, Bid #2215

**Motion:** I move to approve the Meadowhill Aquatic Center Pool Slide Gelcoat and Painting, Bid #2215 for \$74,590.00 to 8 Block Maintenance Company, LLC of Oronogo, Missouri.

IV.23. Approval of Meadowhill Park Playground Equipment Purchase through OMNIA Partners

**Motion:** I move to approve the Meadowhill Park Playground Equipment purchase in the amount of \$79,834.64 from Cunningham Recreation, Inc. through OMNIA Partners (cooperative purchasing).

IV.24. Approval of Cedar Lane Tot Lot Playground Equipment Purchase through Sourcewell

**Motion:** I move to approve the Cedar Lane Tot Lot Playground Equipment purchase in the amount of \$79,813.00 for the Landscape Structures playground equipment from NuToys Leisure Products through Sourcewell (cooperative purchasing).

IV.25. Approval of the Professional Services Agreement with Hitchcock Design Group – Williamsburg Square Park Renovation

**Motion:** I move to approve the Professional Services Agreement with Hitchcock Design Group for landscape architectural services for Williamsburg Square Park with Hitchcock Design Group of Naperville, Illinois in the amount of \$69,900 and \$1,000 in reimbursables for architectural services.

*Roll Call:* Vice President Chalem, Commissioner Curin, Commissioner Goodman and Commissioner Ziering

*Motion Passed: 7 ayes; 0 nays*

## ACTION ITEMS

V.27. Adoption of Surplus Ordinance 22-O-4, Park District Equipment

**Motion:** Vice President Chalem moved to adopt Surplus Ordinance 22-O-4, Park District Equipment as presented. Commissioner Curin seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

## INFORMATIONAL /VERBAL UPDATES

### **Village of Northbrook Ordinance Discussion**

# NORTHBROOK PARK DISTRICT

Executive Director Hamer reviewed an email received from Chan Yu, Village of Northbrook's Deputy Director of Development and Planning Services. The email was addressed to Community Partners regarding the former Green Acres Golf Course property and an amended Village Ordinance relating to public land dedication and contribution standards. Commissioners engaged in a question and answer session. By consensus, Commissioners directed Executive Director Hamer to respond to Mr. Yu's letter.

NEW BUSINESS – None

UNFINISHED BUSINESS

## **COVID-19 NEW GUIDELINES**

Directors Bozarth, Loftus and Scovic provided information regarding new COVID-19 guidelines. In accordance with the Cook County Department of Public Health and the State of Illinois lifting the mask mandate effective Monday, February 28, the Park District will move to a Mask Recommended procedure for programs, events and facilities. Public messaging will go out on Friday, February 25 and new signage will be put in place by Monday. Commissioners engaged in a question and answer session.

## EXECUTIVE DIRECTOR REPORT:

- 1) The internal 4th of July Parade Team and representatives from the Village held their first planning meeting.
- 2) Outdoor ice rinks are officially closed for the season. We had a great year with rinks opening on January 7 and being open for 39 consecutive days. To set up and maintain the ice rinks this year required 238 labor hours at a cost of \$5,400.
- 3) Trades and Facilities have almost completed the conversion of Ron's Pro-Shop to staff office space. Move in for staff is scheduled for Monday, February 28.
- 4) Seasonal staff in the Parks and Golf Divisions will begin to return to the District on Monday, February 28.
- 5) Two new full-time staff started in the Marketing & Communications Division this month.
- 6) The Spring Guide was delivered to the Post Office for mailing to all residents on Monday, February 21.
- 7) M&C staff hosted an IPRA Fitness Huddle meeting for the C&M Section. Approximately thirty people from both fitness and marketing at various agencies attend the meeting. Meeting highlights included breakout discussion sessions and a facility tour of Techny Prairie Activity Center.
- 8) M&C won two awards in the annual Agency Showcase competition at the IPRA Conference: 2<sup>nd</sup> place for the Video-Long Format category for the sizzle reel for the TPAC dedication event, and 3<sup>rd</sup> place in large format marketing for the TPAC Net Zero educational signage. Congratulations to Director Scovic.
- 9) The new Simulator League concludes the season this week.
- 10) A Callaway Golf Custom Fitting Day event featuring their newly launched equipment is being hosted Friday, February 25 in the evening. Excitement for purchasing new equipment this offseason continues with 14 of the 16 fitting appointments booked within 12 hours of the email announcement going out.
- 11) Executive Director Hamer and Director Munn participated on the due diligence Moody's rating call. Moody's rated the District's 2022 bond issue Aaa. In addition to the affluent tax base other factors leading to the rating included strong fund balances, financial performance and liquidity. The upcoming bond sale is scheduled for Thursday between 9-10:30am.
- 12) The auditors are in the District this week for 2021 field work. Director Munn expects the 2021 Comprehensive Financial Annual report will be presented to the Board in May.
- 13) Executive Director Hamer, Directors Loftus and Scovic and nine staff members attended the IPRA Soaring to New Heights Conference.
- 14) On February 2, Executive Director Hamer attended the NSSRA Strategic Planning Retreat.
- 15) On February 20, Executive Director Hamer attended the Teams Elite Exhibition at the Northbrook Sports Center.
- 16) On February 25, Executive Director Hamer and Directors Dalton and Loftus will be meeting with Commissioner Curin to discuss the Intelligentsia Cup Bike Race.

# NORTHBROOK PARK DISTRICT

## COMMISSIONER REPORTS

### Commissioner Curin

- 1) The Northbrook Grand Prix event which is part of the Intelligentsia Cup Bike Race will be held on July 28 in the downtown area of Northbrook. The event is comprised of several races. The shortest race is 30-minutes, and the Pro-Max race is 90 minutes. Intelligentsia is 10 days and is the largest multi-day race in the country.

### Vice President Chalem

- 1) Thanks to Park District for hosting the Teams Elite Exhibition on Sunday. Congratulations to her daughter and the Team.
- 2) Her son rented Greenbriar gym and had a blast.

## PRESIDENTS REPORT

- 1) IAPD/IPRA Soaring to New Heights Conference went well.
- 2) President Chambers read a haiku to honor Director Dalton's last Regular Board Member. Director Dalton you will be deeply missed.

## NEXT MEETING

President Chambers announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, March 30, 2022 at 7pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

## ADJOURN

With no further business to come before the Board, Commissioner Curin made a motion to adjourn the Regular Board Meeting at 8:21. Commissioner Goodman 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