



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 Wednesday, March 30, 2022 in the Joe Doud Administration Building located at 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 and Ziering

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Staff Present: Directors Bozarth, Dalton, Leiner, Loftus and Scovic; Interim Director of Finance & IT Busby; Specialist Scharp; Head PGA Professional Billiter; Business Manager Drahos

Staff Absent: Director Baron

Executive Director Hamer introduced Tom Busby, Interim Director of Finance. Interim Director Busby retired from the Elk Grove Village Park District as the Executive Director. Ellen Drahos has been promoted to Business Manager following the retirement of Barb Dettman.

RECOGNITION OF VISITORS – None

APPROVAL OF AGENDA

President Chambers called for any changes to the Agenda. Commissioner Simon made a motion to approve the Agenda. Commissioner Ziering 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 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 March 15, 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, Commissioner Simon made a motion to approve the Consent Agenda. Vice President Chalem seconded the motion.

V.28. Approval of Regular Board Meeting Minutes of February 23, 2022

Motion: I move to approve the February 23, 2022 Regular Board Meeting Minutes.

V.29. Approval of February 2022 Vouchers

Motion: I move to approve the February 2022 Vouchers in the amount of \$331,797.82.

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V.30. Approval of Recreation Guide Printing, Bid #2221

Motion: I move to approve the Recreation Guide Printing, Bid #2221 for \$28,314.80 from Action Printing of Fond du Lac, Wisconsin.

V.31. Approval of Server Upgrade, Licensing and Offsite Back-up

Motion: I move to approve the purchase of VMware\Server upgrade services in the amount of \$16,220.00 and a one-year Microsoft Software license in the amount of \$21,926.20, for a total of \$38,146.20 from Mindsight of Downers Grove, Illinois.

V.32. Approval of Custodial Services – Various Locations, Bid #2217

Motion: I move to reject the bids from the two low bidders, Total Facility Maintenance and ECO Clean Maintenance, Inc., and award the Custodial Services – Various Locations, Bid #2217 to the next responsible bidder, Bravo Services, Inc. of Chicago, Illinois in the amount not to exceed \$114,024.93.

V.33. Approval of Leisure Center Waterline Replacement, Bid #2219

Motion: I move to approve the construction bid for the Leisure Center Waterline Replacement, Bid #2219 for \$99,495.00 to DiMeo Brothers, Inc. of Elk Grove Village, Illinois.

V.34. Approval of HVAC Services – All Buildings Renewal

Motion: I move to approve the HVAC Services – All Buildings renewal base bid and Alternate #1 from The Stone Group of Chicago, Illinois in the amount of \$26,892.00 for two years.

V.35. Approval of the HVAC-R Services – Ice Refrigeration Equipment: Northbrook Sports Center, Bid #2195

Motion: I move to approve the bid from F.E. Moran, Inc. Mechanical Services of Northbrook, Illinois in the amount of \$27,052.92 for HVAC-R Services – Ice Refrigeration Equipment: Northbrook Sports Center, Bid #2195 for one year with the option to renew for one additional year.

Roll Call: President Chambers, Vice President Chalem, Commissioner Curin, Commissioner Goodman, Commissioner Schyman, Commissioner Simon and Commissioner Ziering

Motion Passed: 7 ayes; 0 nays

ACTION ITEMS

VI.36. Approval of Cedar Lane Tot Lot Playground Replacement, Bid #2222

Motion: Vice President Chalem moved to approve the Cedar Lane Tot Lot Playground Replacement, Bid #2222 base bid in the amount of \$81,838.00 and Alternate #1 Synthetic Turf Installation in the amount of \$79,879.50 for a total amount of \$161,786.90 from Hacienda Landscaping, Inc. of Minooka, Illinois. 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

VI.37. Adoption of Meadowhill Park Playground Replacement, Bid #2223

Motion: Vice President Chalem moved to approve the Meadowhill Park Playground Replacement, Bid #2223 base bid in the amount of \$151,630.00 and Alternate #1 Synthetic Turf Installation in the amount of \$137,325.00 for a total amount of \$288,955.00 from Hacienda Landscaping, Inc. of Minooka, Illinois. Commissioner Curin seconded the motion.

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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

VI.38. Approval of Resolution 22-R-1, Appointment of IMRF Authorized Agent

Motion: Commissioner Schyman moved to approve Resolution 22-R-1, Appointment of IMRF Authorized Agent. 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

VI.39. Approval of Updating Authorized Signers at Northbrook Bank & Trust Company

Motion: Commissioner Schyman moved to approve Terah Bozarth, Director of Human Resources and Risk Management, and Ellen Drahos, Business Manager, as authorized signers on the Park District accounts at Northbrook Bank & Trust Company. 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

VI.40. Approval of Pool Apparatus Painting, Shell Painting & Caulking, Bid #2220

Motion: Commissioner Schyman moved to approve the Pool Apparatus Painting, Shell Painting and Caulking, Bid #2220 for \$40,000.00 from Nedrow Painting, Inc. of Aurora, Illinois and \$4,878.00 from Muscat Painting and Decorating of East Dundee, Illinois. 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

VI.41. Adoption of the Comprehensive Master Plan 2021 Update

President Chambers called for questions. Commissioners engaged in a question and answer session.

Motion: Vice President Chalem moved to adopt the Comprehensive Master Plan 2021 Update as presented. 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

VI.42. Approval of Visage GPS Rental Agreement

Motion: Commissioner Ziering moved to approve the 48-month rental agreement with Club Car, LLC of Sarasota, Florida in the amount of \$4,658.00 per month. 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

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INFORMATIONAL /VERBAL UPDATES – None

NEW BUSINESS – None

UNFINISHED BUSINESS – None

EXECUTIVE DIRECTOR'S REPORT

- 1) Recreation Division Manager Shields has served on the Recreation Sports Tourism Department Alumni Board at the University of Illinois for several years. Each year, he coordinates a spring tour of a variety of recreation and entertainment establishments for the undergraduates. The two-day tour will take place on April 1-2 and the last stop is at Techny Prairie Activity Center. Executive Director Hamer, Directors Loftus and Scovic will be attending.
- 2) On April 8, Wight & Company will be touring a group through Techny Prairie Activity Center.
- 3) Coordination between the Recreation and Parks & Properties Divisions for house leagues and programs, affiliate soccer, baseball and softball to kick off the start of spring sports are underway. We are hoping for a dry and busy spring.
- 4) Outdoor sports continue to be on the rise with more than 700 children making up 90 teams in our youth soccer league that starts April 2.
- 5) Batting cages will open for the season on April 4.
- 6) Upcoming spring events include Brunch with the Bunny, Mother-Daughter Spring Tea, Dance Recital and Northbrook-On-Ice.
- 7) Camp registration has been strong. For the core 8-weeks of camp, we have an average of 352 participants per day which is near the average number we finished with in 2021. Registration continues as the Marketing & Communications Division leads the way with promotion.
- 8) Trades completed the installation of a new air conditioning system in the Techny Prairie Center (Anetsberger Golf Shop). The replacement unit was salvaged from the old driving range building at Heritage Oaks prior to demolition. The unit was two years old when it was removed, and the unit replaced was 18 years old.
- 9) Grounds staff has started the process of preparing athletic fields for spring use. This includes striping, setting out goals, rolling and dragging fields.
- 10) Coordination of the Leisure Center waterline replacement has taken place across departments. Staff has held multiple onsite meetings to plan the project with the goal of limiting the disruption to facility and park users as much as possible. Congregation Beth Shalom has been a key partner in the project by allowing the District to route detoured traffic through their property throughout construction. The neighborhood waterline will not be affected.
- 11) M&C staff continue to work with the Planning Department on playground surveys and project signage and communication.
- 12) The Hall of Fame Committee met. Nomination forms are available online and will be accepted through April 22.
- 13) M&C staff are working on a variety of social media awareness posts, eco-friendly giveaways and special events for Earth Month (April).
- 14) The Classic 18 and Legacy 9 courses will open on Saturday, April 2. Both courses will be walking only.
- 15) Anetsberger Golf Course is scheduled to open on Friday, April 8.
- 16) Welcome Tom Busby, Interim Director of Finance. Interim Director Busby will be located at the Administration Building and will be onsite Monday through Wednesday from 8:30am-5pm.

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- 17) On Monday, February 28 the District hosted the IAPD Virtual Joint Legislative Breakfast. Thank you to President Chambers for co-hosting and to Vice President Chalem and Commissioner Schyman for attending. The event was attended by 107 participants including Senators Fine, Morrison and Johnson along with ten state Representatives.
- 18) On Friday, March 4 the District hosted a lunch for Employee Appreciation Day. The Senior Leadership Team visited each facility.
- 19) On Monday, March 7 Executive Director Hamer, Directors Leiner, Loftus and Scovic, and Commissioner Simon attended the Northbrook Chamber's Annual Meeting & Awards Celebration at Allgauer's restaurant.
- 20) The Legislative Conference was held in Springfield on March 8-9. Executive Director Hamer and Directors Leiner, Loftus and Scovic attended. Thank you to President Chambers for attending. Staff delivered a Park District swag bag and literature to our state legislators. We have received positive feedback from several of them.

COMMISSIONER REPORTS

Commissioner Goodman

- 1) Attended Cosmic Skate and had a great time.
- 2) His children attended the Spring Break Sports Camp with Recreation Supervisor Edelman and had a great time.
- 3) Thank you to Executive Director Hamer and Director Leiner for taking the time to meet and discuss parks.

Commissioner Schyman

- 1) Attended the virtual IAPD Joint Legislative Breakfast on February 28. It was well done.

Commissioner Curin

- 1) His sons are enjoying Lacrosse.

Commissioner Ziering

- 1) Looking forward to golf season.

Vice President Chalem

- 1) Attended the virtual IAPD Joint Legislative Breakfast. Very nice to see so many people attend the Zoom Meeting.
- 2) Went to Austria for the World Junior Synchronized Skating competition. Teams Elite took 3rd place. It was amazing to see the Team compete at that level.
- 3) Suggested that the job posting for lifeguards include the Park District provide training and certification.

PRESIDENT'S REPORT

- 1) Called for volunteers for Board Officer Nominating Committee. Commissioners Schyman and Ziering volunteered. Commissioners interested in a Board Officer position should email a Committee member.
- 2) Statement of Economic Interest guidance from the State of Illinois was not helpful but the definitions online are very useful. Commissioners with questions should contact District legal counsel directly.
- 3) Her family had a great time at Heritage Oaks Golf Club playing golf on the simulators. Thank you to Maureen O'Connor, The Acorn Grill + Terrace manager and staff.

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NEXT MEETING

President Chambers announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, April 27, 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 7:40pm. 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