



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, May 25, 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 7:01pm.

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

Commissioner Present via Conference Call: Commissioner Schyman

Commissioner Absent: Commissioner Curin

Officers Present: Executive Director Hamer; Assistant Secretary Peterson

Staff Present: Directors Baron, Leiner, Loftus and Scovic; Specialist Scharp

Staff Absent: Director Bozarth; Interim Director of Finance Busby

Guest: Jamie Wilkey of Lauterbach & Amen (left at 7:13pm)

RECOGNITION OF VISITORS

Penny Randel, Northbrook resident

APPROVAL OF AGENDA

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

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

Motion Passed: 6 ayes; 0 nays; 1 absent

PRESENTATION OF 2021 AUDIT

Executive Director Hamer introduced Jamie Wilkey of Lauterbach & Amen. Ms. Wilkey led the page turn discussion of the final 2021 Audit and Management Letter. Ms. Wilkey thanked District staff for their cooperation during the audit. Commissioners engaged in a question and answer session. President Chambers thanked Ms. Wilkey for her presentation.

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 May 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, Commissioner Simon made a motion to approve the Consent Agenda. Vice President Chalem seconded the motion.

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V.52. Approval of Regular Board Meeting Minutes of April 27, 2022

Motion: I move to approve the April 27, 2022 Regular Board Meeting Minutes.

V.53. Approval of April 2022 Vouchers

Motion: I move to approve the April 2022 Vouchers in the amount of \$759,864.42.

V.54. Approval of Copier Contract Lease Renewal Agreement

Motion: I move to approve the copier lease renewal agreement at the cost of \$2,274.78 per month for 36 months for a total lease amount of \$81,892.08 from Konica Minolta Business Solutions, U.S.A. and Sourcewell 030321-KON of Ramsey, New Jersey.

V.55. Approval of 2022 Sports Hall of Fame

Motion: I move to approve the 2022 Sports Hall of Fame nominations of Jesse Compher and Lana Gehring.

V.56. Approval of Landscape Maintenance Services, Bid #2226

Motion: I move to approve the Base Bid, Fall Clean-up Alternate, and 3,550 labor hours at the legal rate of \$45.00 per hour for Landscape Maintenance Services, Bid #2226 from Milieu Design, LLC of Lake Zurich, Illinois.

RECOGNITION OF PRESIDENT MARY ANN CHAMBERS

Vice President Chalem thanked President Chambers for serving as the President of the Park Board of Commissioners for the past two years. President Chambers led the Board through the pandemic and has been a wonderful mentor to all.

ELECTION OF BOARD OFFICERS – 2022-2023 BOARD OFFICERS

On behalf of the Nominating Committee, Commissioner Ziering presented a revised slate for the 2022-2023 Board Officers. Commissioner Ziering withdrew his nomination for Vice President and presented Commissioner Goodman as the nominee. President Chambers called for discussion. Hearing none, Commissioner Ziering made a motion on behalf of the Board Nominating Committee to elect Commissioner Lisa Chalem as President and Commissioner Mike Goodman as Vice President as Board Officers of the Park Board of Commissioners for 2022-2023. Commissioner Simon seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

BOARD APPOINTMENTS

President Chalem presented the slate for the 2022-2023 Board Appointments as follows:

- Secretary – Executive Director Hamer
- Assistant Secretary – Executive Administrative Assistant Peterson
- Treasurer – Interim Director of Finance Busby
- Attorney – Steve Adams and Nicole Karas of Robbins Schwartz
- Auditor – Lauterbach & Amen

President Chalem called for any changes to the Board Appointments. Hearing none, President Chalem made a motion to approve the 2022-2023 Board Appointments as presented. Commissioner Simon seconded the motion.

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ACTION ITEMS

V.57. Approval to Amend Board Policy Section 6.2, Establishment of Committees

Motion: President Chalem moved to amend Section 6.2 of the Board Policy Manual such that these Committees will dissolve not at the end of the fiscal year, but in May 2023. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

V.58. Approval of President Chalem's 2022-2023 Committee Assignments

Motion: Commissioner Chambers moved to approve 2022-2023 Committee assignments as presented. Commissioner Simon seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

INFORMATIONAL /VERBAL UPDATES – None

NEW BUSINESS – None

UNFINISHED BUSINESS – None

EXECUTIVE DIRECTOR'S REPORT

- 1) The District is still hiring counselors for some Summer Camps. Site Director training started today.
- 2) The Teen and Adult casts for the musical *25th Annual Putnam County Spelling Bee* offered four performances. The musical was well received by audiences.
- 3) The Youth Company will be performing *Around the World in 80 Days* on June 4 at 11am.
- 4) Adventure Campus is ending for the year. Recruitment efforts will be reignited in June for the 2022-2023 school year. Registration is limited to approximately 30 children at each of the five schools and we have approximately 180 children on the waitlist for the program. Waitlists will be accommodated as we hire additional staff.
- 5) Art in the Park was held in Village Green Park on May 21 and 22.
- 6) The Northbrook Baseball All Star game was held on May 22 at Village Green Park.
- 7) The Lacrosse All Star games are scheduled for June 2 and playoffs are June 4 and 5.
- 8) Adult softball is underway. We were able to field enough teams for a co-ed league.
- 9) The second Friday Night Lights event for soccer will be held at Techny Prairie Park and Fields on Friday, June 3.
- 10) Senior Health and Fitness Day was held on May 25 at Techny Prairie Activity Center and had 30 participants. The event was free for both TPAC and Senior Center members.
- 11) The Sports Center Pool will open on Saturday, May 28 for the season. Sports Center Manager Sanchez and Recreation Supervisor Witter have been conducting training for the last three weeks and it has been going well.
- 12) TPAC Facility Supervisor Bernaky welcomed a baby girl on May 24.
- 13) Repairs were completed to the main entrance driveway at Heritage Oaks Golf Club.
- 14) Phase II of the Shoreline Restoration Project have begun at Wood Oaks Green Park.

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- 15) Staff have completed the restoration of several native planting areas at Floral Park.
- 16) The asphalt pathway has been replaced adjacent to the Chalet and Velodrome at Meadowhill Park.
- 17) Polyjacking has been completed at the Sports Center Pool. The issues with the deck have been corrected.
- 18) Renovation of the Cedar Lane Tot Lot playground has begun. The old playground equipment has been removed and donated to Kids Around the World. The site is being prepared for the installation of the new play equipment. The color coating of the basketball court has also been completed.
- 19) The pool painting and slide gel coating have been completed at the Sports Center Pool and Meadowhill Aquatic Center.
- 20) The District had a marketing table at Flamingo Friday hosted by the Village of Northbrook. Marketing & Communications staff handed out Park District giveaways and information.
- 21) The District submitted a summary video of Techny Prairie Activity Center and Heritage Oaks Golf Club footage created by Digital Marketing Strategist Noens to the IAPD Virtual Parks Day event. The videos are meant to highlight the important work being done throughout the state.
- 22) An updated letter regarding renovations at Oaklane Park will be sent to neighbors this week.
- 23) Sips & Tips, a new golf focused social event, was launched on Saturday, May 21 at Heritage Oaks Golf Club. The sips portion of the event was provided by Bonterra, a vendor of Open Kitchens. Bleu Vaughn of Bonterra was on site and provided a brief education on seasonal wines, samples and a glass for participants to enjoy. The tips portion of the event was presented by Assistant Golf Professional Madigan. With less than ideal weather, the event was moved into the Simulator Room. A special thank you goes out to Acorn Grill + Terrace Manager Maureen O'Connor for partnering with the District at no cost for the event.
- 24) Mike Tokar will be joining the Park District on June 27 as the new Director of Finance & Technology.
- 25) On April 28, Executive Director and Directors Leiner and Scovic attended the Chamber's Economic Outlook Breakfast.
- 26) The NSSRA Shining Stars Awards Banquet was held on April 29. Attendees included President Chambers and her husband, Vice President Chalem and her husband, and Recreation Supervisor Eschker.
- 27) On May 10, Executive Director Hamer and Director Scovic held a breakfast meeting with Rich Rushkiewicz from Wintrust, Northbrook Bank & Trust to receive the second of five annual payments of \$30,000. This year's donation will support Park District scholarships along with a variety of community events while providing marketing exposure for the bank.
- 28) On May 11, Executive Director Hamer, Director Scovic and staff attended the Women in Leisure Services (WILS) LeadHership Conference. Session topics included diversity, communications, emotional intelligence, and recruitment and retention.
- 29) The Fishing Derby was held on May 14 at Wood Oaks Green Park. The team did an amazing job organizing this free event enjoyed by over 250 kids and their families.
- 30) Thanked President Chambers for her leadership as President of the Board and her commitment to the Park District as a Commissioner.

COMMISSIONER REPORTS

Vice President Goodman

- 1) Asked if the Sports Center Pool was ready for opening weekend. Director Loftus confirmed that the pool would open as scheduled.

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- 2) Commented on the cyber security article Protecting Against the Digital Unknown in the May issue of the *NRPA Magazine*.
- 3) Had the privilege of experiencing Northbrook-On-Ice. His daughter had the best time of her life performing. Thank you to all of the staff.
- 4) Attended the Fishing Derby with his son.
- 5) Was not able to attend the Jesse Compher event but heard it was a wonderful event. Thank you to staff for coordinating the event.
- 6) Thanked President Chambers for the years of service and offering tips and tricks this past year.

Commissioner Ziering

- 1) Played golf at Heritage Oaks Golf Club. Thank you to Assistant Professional Madigan for working with him on his swing.
- 2) The Greenview Park basketball court looks nice and smooth after the resurfacing project.
- 3) Attended a performance of Northbrook-On-Ice. The show was amazing.
- 4) Reminded Commissioners of Open Meetings Act protocol.

Commissioner Schyman

- 1) Thank you to Executive Director Hamer and Director Leiner for attending Safety Week at his company. Executive Director Hamer thanked Commissioner Schyman for the invitation. She enjoyed the event.

Commissioner Chambers

- 1) Met Director Scovic at Flamingo Friday, the District marketing table was popular with visitors. Received a nice compliment about Parks Division Manager Meyer.
- 2) Attended the NSSRA Shining Stars Awards Banquet.

PRESIDENT'S REPORT

- 1) Attended the NSSRA Shining Stars Awards Banquet which is always a very heartwarming event. It is great to see the support from the community.
- 2) Lives near Cedar Lane Tot Lot and enjoys watching the renovation process.
- 3) Attend Northbrook-On-Ice. Her daughter worked the curtain and helped choreograph a few numbers.
- 4) Walked through Art in the Park. Village Green Park looked great.

NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, June 22, 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 Simon made a motion to adjourn the Regular Board Meeting at 7:47pm. Commissioner Chambers seconded the motion. The motion was unanimously approved on a voice vote.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary

Board of Commissioners/wp