



# 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 Wednesday, October 26, 2022 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL

President Chalem called the Regular Board Meeting to order at 7:01pm.

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

Officers Present: Secretary Hamer; Treasurer Tokar; Assistant Secretary Peterson

Staff Present: Directors Baron, Bozarth, Leiner, Loftus and Scovic; Specialist Scharp; Parks Division Manager Meyer; Business Manager Drahos; Facilities & Fleet Manager Truhlar

RECOGNITION OF VISITORS – None

### RECOGNITION OF COMMISSIONER MICHAEL ZIERING

President Chalem recognized Commissioner Ziering for his 15 years of service as a Commissioner. Commissioner Ziering joined the Board in 2007. He has served as the Board President from 2012-2015, Vice President from 2010-2012 and has been the chair of the Golf Committee since 2010. Commissioner Ziering attends meetings prepared and with compassion for the community and staff. He always brings an insightful opinion to the meetings along with a touch of humor. Congratulations Commissioner Ziering.

### APPROVAL OF AGENDA

President Chalem moved to amend the Agenda and move item 10/26.87 Approval of Park Board of Commissioners 2023 Meeting Calendar to an Action Item. Commissioner Simon made a motion to approve the amended Agenda. Vice President Goodman seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

BOARD COMMITTEE REPORTS – None

### CONSENT AGENDA

President Chalem announced the matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the October 18, 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 Chalem called for any changes to the Consent Agenda.

President Chalem made a motion to remove item 11.26.87 Approval of Park Board of Commissioners 2023 Meeting Schedule from the Consent Agenda and move to an Action Item. Vice President Goodman seconded the motion.

President Chalem called for additional changes to the Consent Agenda. Hearing none, Commissioner Simon made a motion to approve the Consent Agenda as amended. Commissioner Chambers seconded the motion.

# NORTHBROOK PARK DISTRICT

VI.82. Approval of the amended Regular Board Meeting Minutes of September 28, 2022

**Motion:** I move to approve the amended September 28, 2022 Regular Board Meeting Minutes.

VI.83. Approval of September 2022 Vouchers

**Motion:** I move to approve the September 2022 Vouchers in the amount of \$1,048,387.12.

VI.84. Approval of Cyber Security Consultant Engagement

**Motion:** I move to approve the purchase of Rapid7 from Carahsoft of Reston, Virginia in the amount of \$55,506.

VI.85. Approval of Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2023 Fiscal Year

**Motion:** I move to approve a merit pool in the amount of \$170,900 and a discretionary pool in the amount of \$47,471 for Full-time Non-Bargaining Unit staff for the 2023 Fiscal Year.

VI.86. Approval of Full-time Salary Market Adjustment Pools for 2023 Fiscal Year

**Motion:** I move to approve a salary market adjustment pool of \$185,427 for full-time positions for the 2023 Fiscal Year.

VI.88. Approval of Irrigation Pump and Controls Replacement, Bid #2236

**Motion:** I move to approve the Irrigation Pump and Controls Replacement, Bid #2236 for the total Base Bid and Alternate #3 for the replacement of Heritage Oaks Classic 18 Irrigation Pump and Controller, Anetsberger Golf Course and Techy Prairie Park and Fields Irrigation Pump and Controller, Heritage Oaks Legacy 9 Irrigation Pump Controller only, and the connection of the Heritage Oaks Golf Club Well Pump station to the Classic 18 Controller, in the amount of \$643,011.00 from Leibold Irrigation, Inc. of East Dubuque, Illinois.

VI.89. Approval of Contract Tree Maintenance Services, Bid #2231

**Motion:** I move to approve the three-year hourly rate contract for Tree Maintenance Services, Bid #2231 from Nels Johnson SaveATree of Evanston, Illinois.

**Motion:** I move to approve a \$65,000 allocation of Grounds Department surplus wages to be expensed on tree maintenance.

VI.90. Approval of Contract Mowing Services – Northeast, Bid #2232

**Motion:** I move to approve the Contract Mowing Services – Northeast, Bid #2232 to Moore Landscapes, LLC of Northbrook, Illinois for the total base bid of \$178,857.96 for three years.

VI.91. Approval of Contract Mowing Services – Southwest, Bid #2233

**Motion:** I move to approve the Contract Mowing Services – Southwest, Bid #2233 to Milieu Design, LLC of Lake Zurich, Illinois in the amount of \$185,300.00 for three years.

VI.92. Approval of Contract Landscape Maintenance Services, Bid #2234

**Motion:** I move to approve the Contract Landscape Maintenance Services, Bid #2234 year one of the Base Bid and year one of the Fall Clean-up Alternate from Milieu Design, LLC of Lake Zurich, Illinois for the total amount of \$69,645.00 with the option to renew years two and three.

VI.93. Approval of Natural Area Management, Bid #2235

**Motion:** I move to approve the Natural Area Management, Bid #2235 base bid from V2 Construction Group, Ltd. of Woodridge, Illinois in the amount of \$250,411.00 for a three-year contract.

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

*Motion Passed: 7 ayes; 0 nays*

## ACTION ITEMS

VI.87. Approval of Park Board of Commissioners 2023 Meeting Schedule

**Motion:** Commissioner Simon moved to approve the Park Board of Commissioners 2023 Meeting Schedule. Vice President Goodman seconded the motion.

President Chalem called for discussion. Commissioners engaged in a question and answer session. The Regular Board Meeting in January will be moved to Tuesday, January 24, 2023 due to the IAPD/IPRA Soaring to New Heights Conference. President Chalem called for additional discussion. Hearing none, the Roll Call vote was called.

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

*Motion Passed: 7 ayes; 0 nays*

VII.94. Authorization of Executive Director Hamer to Procure a Ford E-Transit 250 High Roof Cargo Van

**Motion:** Commissioner Chambers moved to authorize Executive Director Hamer to procure one (1) Ford E-Transit 250 High Roof Cargo Van from National Fleet Group of Watsonville, California via the Sourcewell Cooperative Purchasing Program in an amount not to exceed \$71,000. Commissioner Curin seconded the motion.

President Chalem called for discussion. Commissioners engaged in a question and answer session. President Chalem called for additional discussion. Hearing none, the Roll Call vote was called.

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

*Motion Passed: 6 ayes; 1 nay*

VII.95. Authorization of Executive Director Hamer to Procure Fleet Vehicles

**Motion:** Commissioner Chambers moved to authorize Executive Director Hamer to procure: one (1) Ford F-250 4x4 Regular Cab with liftgate; one (1) Ford F-250 4x4 Extended Cab; two (2) F-350 4x4 Regular Cab with plow; and one (1) Ford F-350 4x4 Crew Cab via a cooperative purchasing program for a not to exceed amount of \$303,750. Commissioner Ziering seconded the motion.

President Chalem called for discussion. Commissioners engaged in a question and answer session. President Chalem called for additional discussion. Hearing none, the Roll Call vote was called.

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

*Motion Passed: 6 ayes; 1 nay*

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## VII.96. Adoption of Supplemental Appropriation Ordinance 22-O-2

**Motion:** Commissioner Chambers moved to adopt Supplemental Appropriation Ordinance 22-O-2. Commissioner Simon seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

INFORMATIONAL /VERBAL UPDATES – None

NEW BUSINESS – None

UNFINISHED BUSINESS – None

### EXECUTIVE DIRECTOR'S REPORT

- 1) The Park District and Northbrook Library held a partnership meeting on September 30.
- 2) Friday Night Lights Flag Football night was held Friday, October 7.
- 3) Autumnfest was held on Saturday, October 8 from 2-5pm at Meadowhill Park. Over 2,000 people attended the event.
- 4) On Friday, October 21 the Halloween 3K and first-ever Halloween Pet Parade were held at Techny Prairie Park and Fields. Commissioner Schyman's dog, Izzy made an appearance as a taco.
- 5) On Wednesday, October 26 an all staff-event was held to celebrate Recreation Division Manager Kotloski's last day and wish her well as she begins her new position with the Lindenhurst Park District.
- 6) *Newsies, Jr.* will be performed on Thursday, October 27 at 7pm and Saturday, October 29 at 10am, 1pm and 3:30pm.
- 7) On October 20 a year-end recap meeting was held with Northbrook Baseball. Directors Loftus and Leiner and staff attended the meeting. Mark Gerstein is stepping down as Commissioner but will remain as an advisor.
- 8) A meeting was held with the Village to debrief Brewfest and discuss future events.
- 9) Staff has continued the process of painting the exterior cladding at 545 Academy Drive.
- 10) Work continues throughout the park system on winterizing seasonal water systems. Staff is planning on leaving seasonal bathrooms open as long as possible with the warm October weather.
- 11) Staff has continued to coordinate the landscape beautification project around the new West Park walking path. Director Leiner has been communicating with residents.
- 12) Repairs were completed on the synthetic turf at Techny Prairie Park and Fields.
- 13) There was excitement today in the Parks Division when staff had to free an adult owl from a soccer net within the park system.
- 14) Bridgette Sterba has accepted the Recreation Supervisor position in charge of Aquatics and Ice. Bridgette's first day is November 14.
- 15) Open Enrollment is going on and staff are participating in Sexual Harassment Training.
- 16) Meadowhill Pop-up Playground and Ribbon Cutting was held Monday, October 12. Thank you to President Chalem and Vice President Goodman for attending.
- 17) Illinois Green Alliance brought over 30 people to tour Techny Prairie Activity Center. The tour was guided by District staff members and representatives from Wight & Company.
- 18) Heritage Oaks Golf Club has been exceptionally busy with play this October. By the end of the week over 5,000 rounds will have been played in October and we will be surpassing 53,000 rounds for the year.

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- 19) The Turkey Shoot golf event, a 9am shotgun, is the final event of the season and will be held on Saturday, November 12.
- 20) Anetsberger Golf Course is closing in on 15,000 rounds this season. The final day of play is Sunday, November 6, due to daylight savings time. Staff will begin winterizing the course the following day.
- 21) The Finance Division is reviewing budget drafts with Division Directors.
- 22) On October 17th, the Technology Department successfully completed the Server Upgrade Project.
- 23) Throughout October, the Technology Department has worked through Multifactor Authentication updates in compliance with PDRMA cyber security requirements. The Technology Department are working through this, and it will take a few weeks to complete.
- 24) Executive Director Hamer attended the State Representative Meet and Greet at the Wheeling Community Recreation Center.
- 25) On October 12, Executive Director Hamer attended the Joint Review Board annual meeting at Village Hall to review Northbrook TIF Districts.
- 26) On October 14, the IAPD Best of the Best Gala was held at Wheeling Country Club. The District received two awards: Best Friend of Illinois Parks in the Small Business category for the partnership with Northbrook Bank & Trust and Best Green Practices. Thank you to Penny Randel and Rick Rushkewicz of Northbrook Bank & Trust for attending the event. Staff in attendance included Executive Director Hamer, Directors Leiner, Loftus, Scovic and Tokar, Business Manager Drahos and Trades Manager Vest.
- 27) Executive Director Hamer attended the Northbrook Chamber Auction & Taste on October 24. Thank you to Commissioner Chambers and Directors Leiner, Loftus, Scovic and Tokar for attending.

## 2023 CAPITAL IMPROVEMENT PLAN

Commissioners and staff engaged in a discussion regarding the 2023 Capital Improvement Plan process. The draft document will be presented at the Committee-of-the-Whole Meeting on November 16, 2022 at 6:45pm or immediately following the Special Board Meeting.

## COMMISSIONER REPORTS

### Vice President Goodman

- 1) Max Goodman ran in the Halloween 3K. It was a good event.
- 2) Good soccer season, his son's team was undefeated.
- 3) President Chalem did a great job on her speech at the Meadowhill Park playground ribbon cutting.

### Commissioner Schyman

- 1) Will be attending IAPD Legal Symposium virtually.
- 2) Attended Pet Parade with the family dog, Izzy. The event had an amazing turnout. Great to see the District try a new idea.
- 3) Thanks for years of service Commissioner Ziering.

### Commissioner Curin

- 1) No report.

### Commissioner Simon

- 2) No report.

### Commissioner Ziering

- 1) No report.

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## Commissioner Chambers

- 1) Attended the Chamber Auction & Taste, always a very nice event.
- 2) Attended Autumnfest. It was a packed wonderful event. She had to park at Meadowbrook School.
- 3) The IAPD Board Retreat will be held on Saturday, October 29. It is interesting we are all talking about similar issues.
- 4) Governor Pritzker seems willing to keep OSLAD grants going. Over \$300M in applications were submitted for an OSLAD grant pool of \$56M.
- 5) Discussed the Northbrook Caucus.
- 6) Will be attending the IAPD Legal Symposium on November 3.

## PRESIDENT'S REPORT

- 1) Attended the ribbon cutting event at Meadowhill Park. It was cold but was happy to be there.
- 2) Autumnfest was much better weather. The event was great and seems much bigger and better than when her children were younger.
- 3) Stopped by the pet parade however her dogs did not participate.

## MOVE INTO CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE 5 ILCS 120/2(c)(1)

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

ROLL CALL: President Chalem, Vice President Goodman, Commissioner Chambers, Commissioner Curin, Commissioner Schyman, Commissioner Simon and Commissioner Ziering voted aye.

*Motion Passed: 7 ayes; 0 nays*

Moved into Closed Session at 8:02pm.  
Reconvened in Open Session at 8:38pm.

## NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be a Regular Board Meeting on Wednesday, December 14, 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 Chambers made a motion to adjourn the Regular Board Meeting at 8:38pm. 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