



# 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 on Wednesday, April 26, 2023 in the Leisure Center Little Theatre, 3323 Walters Drive, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL

President Chalem called the Public Hearing to order at 7:05pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Curin, Schyman, Simon (left at 7:33pm and returned at 8:17pm) and Ziering

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

Staff Present: Directors Baron, Leiner, Loftus and Scovic; Leisure Center Facility Supervisor Alexander; Specialist Scharp; Parks Division Manager Meyer; Facility and Fleet Manager Truhlar; Superintendent of Arts & Recreation Sweet; Facility Maintenance Supervisor Silver

Guest: Matt Duggan, Bob Ijams and Ania Szulc, Wight & Company

### RECOGNITION OF VISITORS

Beverly Kumar, Northbrook resident

Edward Chao, Northbrook resident

Lenore Bernstein, Northbrook Resident (left at 7:58pm)

Ms. Bernstein addressed the Board in Fall 2022 and at that time submitted thirty plus Senior Center signatures regarding fitness classes at Techy Prairie Activity Center. She recognized the increase in fitness programming in the Summer Guide and thanked TPAC Manager Bernaky for taking time to meet with her. Ms. Bernstein discussed a concern regarding the resignation of the Senior Center Recreation Supervisor. She thanked Director Loftus for the open line of communication.

Madeleine Fern, Northbrook Resident (left at 7:58pm)

Ms. Fern has been a Northbrook resident for over 30 years and is a retired District 28 teacher. She is a very proud member of the Senior Council Committee and has had the pleasure of working with many Senior Center Recreation Supervisors. Ms. Fern discussed the resignation of the Senior Center Recreation Supervisor. She thanked Director Loftus for working with the seniors.

### APPROVAL OF AGENDA

President Chalem made a motion to amend the Agenda and move Item XI. Unfinished Business to follow Approval of the Agenda. Commissioner Chambers seconded the motion.

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

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

### APPROVAL OF AMENDED AGENDA

Commissioner Simon made a motion to approve the Amended Agenda. Commissioner Chambers seconded the motion.

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

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

## UNFINISHED BUSINESS

### **Board Engagement Session with Wight & Company – Leisure Center**

Matt Duggan and Ania Szulc of Wight & Company facilitated a discussion on the development of a concept plan for the Leisure Center. An overview of stakeholder input identified areas throughout the facility that require improvements. Wight & Company will deliver a draft concept plan to the Board at the Annual Meeting of the Board on May 24, 2023 for review and comment. The current PARC Grant application timeline requires submission of all necessary information by June 15, 2023. Commissioners engaged in a question and answer session.

## CLOSED SESSION

President Chalem called for a motion to move into Closed Session. Commissioner Chambers made a motion to move into Closed Session to discuss the Purchase of Real Property For The Use Of The Public Body, Including Meeting Held For The Purpose Of Discussing Whether A Particular Parcel Should Be Acquired. 5ILCS 120/2 (c)(5). Commissioner Ziering seconded the motion.

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

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

Moved into Closed Session at 8:01pm

Reconvened in Open Session at 8:51pm

## BOARD COMMITTEE REPORT

Commissioner Chambers presented the Board Officer nomination slate for 2023-2024. Lisa Chalem was nominated for President and Mike Goodman was nominated for Vice President.

## 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 March 13, 2023 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. Hearing none, Commissioner Chambers made a motion to approve the Consent Agenda. Commissioner Schyman seconded the motion.

### VI.34. Approval of Special Board Meeting Minutes of February 18, 2023

**Motion:** I move to approve the February 18, 2023 Special Board Meeting Minutes.

### VI.35. Approval of Regular Board Meeting Minutes of March 22, 2023

**Motion:** I move to approve the March 22, 2023 Board Meeting Minutes.

### VI.36. Approval of Closed Session Meeting Minutes of March 22, 2023

**Motion:** I move to approve the March 22, 2023 Closed Session Meeting Minutes.

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VI.37. Approval of an Amendment or One-Time Exemption to the Current Policies and Procedures to All for the Nomination of Board Officers at the April Regular Board Meeting and the Election at the Annual Meeting of the Board on May 24, 2023

**Motion:** Approval of an Amendment or One-Time Exemption to the Current Policies and Procedures to All for the Nomination of Board Officers at the April Regular Board Meeting and the Election at the Annual Meeting of the Board on May 24, 2023.

VI.38. Approval of March 2023 Voucher Report

**Motion:** I move to approve the March 2023 Vouchers in the amount of \$1,218,723.84.

VI.39. Approval of the Purchase of Physical Servers

**Motion:** I move to approve the purchase of four (4) Scale Computing servers, two (2) switches and backup software in the amount of \$104,628.24 from Mindsight of Downers Grove, Illinois.

VI.40. Approval of the Purchase of a HP 4200 Pagedwide Plotter

**Motion:** I move to approve the purchase of a HP 4200 Pagedwide Plotter in the amount of \$32,236.44 from Konica Minolta Business Solutions U.S.A. of Palatine, Illinois.

VI.41. Approval of Professional Services Agreement with Gewalt Hamilton Associates, Inc.: Leisure Center Parking Lot and ADA Improvements, Indian Ridge Park Pathway ADA Improvements and Repairs, the Joe Doud Administration Building Parking Lot Replacement and ADA Entrance Improvements

**Motion:** I move to approve the Professional Services Agreement with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois for civil engineering services to develop concepts and construction documents for the Leisure Center Parking Lot and ADA Improvements, Indian Ridge Park Pathway ADA Improvements and Repairs and the Joe Doud Administration Building Parking Lot Replacement and ADA Entrance Improvements in the amount of \$71,030.00.

VI.42. Approval of Playground Poured In Place Repairs, Bid #2250

**Motion:** I move to approve the total Base Bid for District-wide Poured in Place Repairs, Bid #2250 to Surface America, Inc. of Williamsville, New York in the amount of \$81,457.00.

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

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

ACTION ITEMS – NONE

INFORMATIONAL /VERBAL UPDATES – None

NEW BUSINESS

EXECUTIVE DIRECTOR'S REPORT:

- 1) Thanked the Board for attending the Leisure Center tour.
- 2) Will not be attending the Park and Facility tour on Saturday, April 29.
- 3) Superintendent of Athletics & Facilities Shields and Parks Division Manager Meyer are leading the internal Field and Court Assessment. They are doing a great job. The Field and Court Assessment online survey is due on May 9.
- 4) Directors Leiner, Scovic and Tokar and Commissioner Chambers will be attending the Legislative Conference in Springfield.

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- 5) Director Loftus provided an update on Adventure Campus registration for the 2023-2024 school year. Registration has doubled at all sites with a few families on a waitlist, primarily at Hickory Point Elementary School. Staffing recruitment is ongoing and positive feedback has been received.

## COMMISSIONER REPORTS

### Commissioner Chambers

- 1) Will be attending the Legislative Conference in Springfield on May 2-3.
- 2) Will also be attending Joint Legislative and IAPD Board meetings in Springfield.

### Commissioner Schyman

- 1) Thank you to staff for the tour of the Leisure Center. The tour was well done and helped visualize the building.

### Commissioner Simon

- 1) No report.

### Commissioner Ziering

- 1) No report.

### Vice President Goodman

- 1) He a recent graduate of Leadership Northbrook. It was a good experience and he would encourage the Commissioners-Elect to attend.
- 2) Adventure Campus registration is good news.
- 3) Attended the Chamber's Economic Breakfast.

## PRESIDENT'S REPORT

- 1) Provided an update on the Executive Director search.
- 2) Attended the NSSRA Awards Banquet. The event was lovely as always.
- 3) Enjoyed the Leisure Center tour, thank you.

## NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be the Annual Meeting of the Board on Wednesday, May 24, 2023 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 9:02pm. Commissioner Chambers 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