



Board of Park Commissioners Annual Meeting of the Board Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Annual Meeting of the Board of the Northbrook Park District Board of Commissioners held on Wednesday, May 24, 2023 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Chalem called the Annual Meeting of the Board to order at 7pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Curin (left at 7:30pm), Schyman, Simon (left at 7:35pm) and Ziering (left at 7:35pm)

Commissioners-Elect: Edward Chao (arrived at 7:30pm), Beverly Kumar and David Silverman

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

Staff Present: Directors Baron, Leiner and Loftus; Superintendent of Grounds & Golf Maintenance Meyer (left at 8:15pm); Marketing & Communications Manager Noens (left at 8:15pm); Business Manager Drahos (left at 8:15pm); Project & Operations Supervisor Scharp (left at 8:15pm); Administrative Assistant Taylor (left at 8:15pm)

Staff Absent: Directors Olas and Scovic

Guests: Jamie Wilkey, Lauterbach & Amen (left at 7:16pm); Family of Commissioner-Elect David Silverman (left at 8:15pm); Family of Commissioner-Elect Beverly Kumar (left at 8:15pm)

RECOGNITION OF VISITORS

Canos Concrete LLC – Elizabeth and Alejandro (left at 7:16pm)

Elizabeth of Canos Concrete, LLC addressed the Board regarding the Indian Ridge Basketball Court Replacement project. Canos Concrete LLC is a subcontractor of Continental Construction Company, Inc. Canos Concrete completed their job in November 2022 and has not been paid. Elizabeth is seeking a payment resolution. Elizabeth stated that if Canos Concrete, LLC does not get paid, they will remove the basketball court.

APPROVAL OF AGENDA

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

PRESENTATION OF 2022 AUDIT

Executive Director Hamer introduced Jamie Wilkey of Lauterbach & Amen. Ms. Wilkey led the discussion of the final 2022 Audit and Management Letter. Ms. Wilkey thanked the District staff for their cooperation during the audit. Commissioners engaged in a question and answer session. President Chalem thanked Ms. Wilkey for attending the Board Meeting.

BOARD COMMITTEE REPORT – 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 May 16, 2023 Committee Meetings and are matters on which there

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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 Simon made a motion to approve the Consent Agenda. Commissioner Curin seconded the motion.

VI.43. Approval of Regular Board Meeting Minutes of April 26, 2023

Motion: I move to approve the April 26, 2023 Board Meeting Minutes.

VI.44. Approval of Closed Session Meeting Minutes of April 26, 2023

Motion: I move to approve the April 26, 2023 Closed Session Meeting Minutes.

VI.45. Approval of Special Meeting Minutes of April 29, 2023

Motion: I move to approve the April 29, 2023 Special Board Meeting Minutes.

VI.46. Approval of Special Board Meeting Minutes of May 4, 2023

Motion: I move to approve the May 4, 2023 Special Board Meeting Minutes.

VI.47. Approval of Closed Session Meeting Minutes of May 4, 2023

Motion: I move to approve the May 4, 2023 Closed Session Meeting Minutes.

VI.48. Approval of April 2023 Voucher Report

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

VI.49. Approval of Local Government Efficiency Committee

Motion: I move to approve the formation of the Local Government Efficiency Committee.

VI.50. Approval of the Garbage Collection System, Bid #2251

Motion: I move to approve the Garbage Collection System, Bid #2251 Base Bid including Options 1, 2, 3, 4 and 5 for the total amount of \$41,464.00 from R.N.O.W. of West Allis, Wisconsin

VI.51. Approval of Oaklane Park Playground: Synthetic Turf, Bid #2253

Motion: I move to approve the Oaklane Park Playground: Synthetic Turf, Bid #2253 Base Bid in the amount of \$80,265.00 from Perfect Turf, LLC of Rolling Meadows, Illinois.

VI.52. Approval of Building Automation Software (BAS) Controller Replacement

Motion: I move to approve the Building Automation System (BAS) Controller Replacement for the BAS controllers at the Leisure Center and the Northbrook Sports Center from intelli-building Control & Solutions LLC of Chicago, Illinois in the amount of \$35,700.00.

VI.53. Approval of Greenfield Park Playground Equipment

Motion: I move to approve the Greenfield Park Playground Play Equipment design concept plan provided by Play Illinois LLC/Burke and Landscape Structures/NuToys Leisure Products to be made available to the public for voting.

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VI.54. Approval of Wescott Tot Lot Playground Equipment

Motion: I move to approve the Wescott Park Playground Play Equipment design concept plan provided by Play Illinois LLC/Burke and Landscape Structures/NuToys Leisure Products, to be made available to the public for voting.

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.55. Approval of Resolution 23-R-2, PARC Grant Application Leisure Center Renovation

Motion: Commissioner Chambers moved to approve the Resolution 23-R-2, the Park and Recreational Facility Construction (PARC) Grant Application Resolution of Authorization for the Leisure Center Renovation Project. 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

ELECTION OF BOARD OFFICERS – 2023-2024 BOARD OFFICERS

On behalf of the Nominating Committee, Commissioner Chambers presented the 2023-2024 Board Officer slate of Commissioner Lisa Chalem for President and Commissioner Mike Goodman for Vice President. President Chalem called for discussion. Hearing none, Commissioner Chambers made a motion to elect Commissioner Lisa Chalem as Board President and Commissioner Mike Goodman as Vice President of the Park Board of Commissioners for 2023-2024. Commissioner Schyman 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 APPOINTMENTS

President Chalem presented the slate for the 2023-2024 Board Appointments as follows:

- Secretary – Executive Director Hamer
- Assistant Secretary – Executive Administrative Assistant Peterson
- Treasurer – Director Tokar
- 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 2023-2024 Board Appointments as presented. 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

RECOGNITION OF COMMISSIONERS

President Chalem recognized outgoing Commissioners Matt Curin, Jeff Simon and Michael Ziering. Commissioner Curin served on the Board from 2019-2023 and served as the Chair of the Parks and Properties Committee in 2022-2023. Commissioner Simon served on the Board from 2003-2023. He was the Hall of Fame Chair in 2022, Vice

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President from 2008-2010 and President from 2010-2012. Commissioner Ziering served on the Board from 2007-2023. He was the Golf Operations Chair from 2010-2023, Vice President from 2010-2012 and President from 2012-2015. President Chalem thanked the Commissioners for their dedication and service to the community. Each outgoing Commissioner was presented with a tree planted in Commissioners Grove located at Wood Oaks Green Park.

SWEARING IN OF NEWLY ELECTED PARK COMMISSIONERS

Secretary Hamer led the following newly elected Commissioners in the Oath of Office: Commissioner Chambers, Commissioner Chao, Commissioner Kumar and Commissioner Silverman.

ACTION ITEMS

VI.56. Approval of President Chalem's 2023-2024 Committee Assignments

Motion: Commissioner Chambers moved to approve President Chalem's 2023-2024 Committee Assignments. Commissioner Schyman seconded the motion.

Roll Call: President Chalem, Vice President Goodman, Commissioner Chambers, Commissioner Chao, Commissioner Kumar, Commissioner Schyman and Commissioner Silverman voted aye.

Motion Passed: 7 ayes; 0 nays

INFORMATIONAL /VERBAL UPDATES – None

NEW BUSINESS

PRIDE MONTH

Executive Director discussed the opportunity for the District to show support and increase awareness for diversity, equity and inclusion in June with the installation of a Pride flag. The Progress Pride version of the flag was recommended. The District logo would be modified in print collateral and through social media outlets during the month of June. Commissioners engaged in discussion.

UNFINISHED BUSINESS

Local Government Efficiency Committee

Executive Director Hamer provided additional information on the formation of the Local Government Efficiency Committee. Commissioners engaged in a question and answer session. By consensus, Commissioners provided direction to seek Northbrook resident applicants with direct experience as a member of a local government or an appointed or elected official. Qualified applicants will be presented to the Board for selection.

EXECUTIVE DIRECTOR'S REPORT:

- 1) Thank you to the team for coordinating the Community Open House at the Leisure Center. Thank you to President Chalem, Vice President Goodman and Commissioner Chambers for attending.
- 2) The Diversity, Equity and Inclusion survey has closed and the data is being analyzed. A presentation will be made to the Board in July.
- 3) Representative Jonathan Carroll is including in his budget \$150,000 for a Northbrook Park District capital project. Director Leiner will be the point of contact.
- 4) Thank you to Commissioner Chambers and Directors Leiner, Scovic and Tokar for attending the Legislative Conference.
- 5) On May 21, Anna Olas joined the District as the new Director of Human Resources & Risk Management.
- 6) Attended *Wake Up Brother Bear* with her daughter and grandson. The production was an adorable interactive play for children three and under. The team did an amazing job.

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- 7) Director Loftus continues to meet with staff from the Village to discuss the 4th of July parade.

COMMISSIONER REPORTS

Commissioner Chambers

- 1) Attend the IAPD Legislative Conference and Program Committee meetings for the IAPD/IPRA Conference in January. Mark your calendars for January 25-27, 2024.
- 2) Legislative Conference was good and interesting. District attendees had an opportunity to build a bridge with Representative Carroll and Senator Morrison.
- 3) Attended a performance of *Wake up Brother Bear*. She received positive feedback from neighbors who were excited for a program geared toward young children.
- 4) Reviewed the playground concept plan for Wescott Tot Lot and suggested four bucket swings instead of two as shown on the plan.
- 5) Parks are looking good.

Commissioner Schyman

- 1) Golfed at Heritage Oaks Golf Club with Commissioners Ziering and Simon. The course looks great. He was impressed by the selection in the Golf Shop.
- 2) Thank you to Directors Leiner and Loftus and staff for putting together the Leisure Center PARC Grant. This is a great opportunity for the community.
- 3) Thank you to Director Tokar and Business Manager Drahos on the audit. He read through the entire audit and financials and appreciates their efforts.
- 4) Welcome new Commissioners to the Board. He looks forward to their ideas and fresh input. Current Commissioners are available to help out in any way to create a positive experience.

Commissioner Kumar

- 1) Looking forward to working with the Board and the excellent team. Thank you for having me.

Commissioner Silverman

- 1) Great to be here and looking forward to the next four years.

Commissioner Chao

- 1) Attended Northbrook-On-Ice. Appreciates everything that staff did for the event.
- 2) Happy to hear about the work being done on the Field and Court Assessment.

Vice President Goodman

- 1) Enjoyed all four shows of Northbrook-On-Ice. Thank you to all of the skaters and staff for the wonderful time. Appreciates staff giving up their weekend to make the event successful.
- 2) Received feedback from Northbrook Baseball that the fields look amazing. He appreciates all that staff is doing.

PRESIDENT'S REPORT

- 1) Attended the parks tour to welcome the new Commissioners.
- 2) Information on the Executive Director search has been posted on the IAPD website.
- 3) Was unable to attend Northbrook-On-Ice however she did receive wonderful feedback.
- 4) Attended Art in the Park at Village Green Park. The Park looked very nice.
- 5) The repaired path at Techny Prairie Park and Fields is nice and sturdy.

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6) Welcome to the new Commissioners.

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 Pending Litigation. 5 ILCS 120/2(c)(11). Vice President Goodman seconded the motion.

Roll Call: President Chalem, Vice President Goodman, Commissioner Chambers, Commissioner Chao, Commissioner Kumar, Commissioner Schyman and Commissioner Silverman voted aye.

Motion Passed: 7 ayes; 0 nays

Moved into Closed Session at 8:15pm

Reconvened in Open Session at 8:38pm

NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be the Regular Board Meeting on Wednesday, June 28, 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 Chambers made a motion to adjourn the Annual Meeting of the Board at 8:38pm. Commissioner Chao 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