



Board of Park Commissioners Committee-of-the-Whole Meeting

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

MINUTES of the Committee-of-the-Whole Meeting of the Northbrook Park District Board of Commissioners held in-person on Monday, December 11, 2023 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL— COMMITTEE-OF-THE-WHOLE MEETING

President Chalem called the Committee-of-the-Whole Meeting to order at 6:30pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Chao and Schyman

Commissioners Absent: Commissioner Kumar and Silverman

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

Staff Present: Directors Baron, Kim, Loftus, Olas and Scovic; Business Manager Drahos; Projects & Operations Supervisor Scharp; Fleet & Facilities Manager Truhlar

RECOGNITION OF VISITORS – None

APPROVAL OF AGENDA

President Chalem called for any changes to the Agenda. Hearing none, Commissioner Chambers made a motion to approve the Agenda. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

APPROVAL OF MINUTES

Minutes of the Committee-of-the-Whole Meeting of November 15, 2023 were previously distributed and reviewed. President Chalem called for any changes to the Minutes. Hearing none, Commissioner Chambers made a motion to approve the Minutes of the Committee-of-the-Whole Meeting of November 15, 2023 as presented. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

INFORMATIONAL ITEMS / VERBAL UPDATES

Brees Park

Executive Director Leiner provided update on the resident request for playground equipment at Brees Park. Commissioners were asked to visit Brees Park prior to discussions in 2024.

NEW BUSINESS

Review 2024 Annual Budget

Director Tokar presented the 2024 Tentative Annual Operating Budget to the Committee-of-the-Whole. Director Tokar thanked the entire team for their collaborative effort. Director Tokar conducted a page-by-page review of the draft Budget. The Budget will be presented for approval at the Regular Board Meeting on January 23, 2024. Commissioners engaged in a question-and-answer session. President Chalem thanked Director Tokar for his presentation.

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Voucher Review October 2023

Director Tokar did not receive questions prior to the Meeting. Commissioner Chambers made a motion to recommend the Board approve the October 2023 vouchers in the amount of \$1,284,958.92. Commissioner Schyman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Voucher Review November 2023

Director Tokar did not receive questions prior to the Meeting. Commissioner Chambers made a motion to recommend the Board approve the November 2023 vouchers in the amount of \$3,548,998.25. Commissioner Schyman second the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Ordinance 23-O-5, 2023 Tax Levy

Director Tokar provided background information on the 2023 Tax Levy, Ordinance 23-O-5 The legal notice for the Public Hearing to be held on Wednesday, December 13, 2023 at 7pm was published in *The Daily Herald*. President Chalem called for questions. Hearing none, Commissioner Chambers moved to approve Ordinance 23-O-5 providing for the 2023 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois, to the full Board for adoption. Commissioner Schyman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Resolution 23-R-6, 2023 Reduction in Tax Levy

Director Tokar provided background information and analysis of the 2023 Reduction in Tax Levy, Resolution 23-R-6. The Resolution directs the Cook County Clerk to reduce a specific levy if the Tax Levy Ordinance exceeds the tax cap amount calculated by the Clerk. If a reduction is necessary, the District would reduce the levy within the Corporate Fund. President Chalem called for questions. Hearing none, Commissioner Chambers moved to approve Resolution 23-R-6, a Resolution providing for the possible reduction of the 2023 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois to the full Board for adoption. Commissioner Schyman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Public Relations Strategy Agreement

Director Scovic provided background information on the development of a Public Relations Plan and the proposed Public Relations Strategy Agreement with Public Communications, Inc. (PCI). The development of a Public Relations Plan was identified in the 2021 Comprehensive Master Plan Update Goal 5 Community Outreach. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Commissioner Chambers moved to approve an agreement with Public Communications, Inc. (PCI) of Chicago, Illinois

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in the amount of \$42,000.00 for the development of a Public Relations Strategy Plan to the full Board for approval. President Chalem seconded the motion.

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

Motion Passed: 4 ayes; 1 present; 2 absent

Consider Contract Mowing Service – Central, Bid #2255

Director Kim provided background information on the Contract Mowing Service – Central, Bid #2255. The project will consist of the contractor providing weekly mowing service to the District’s central area consisting of Village Green Park, Meadowhill Park, Meadowhill Aquatic Center, Techny Prairie Park and Fields and Northbrook Junior High School. Commissioner Schyman moved to approve the Contract Mowing Service – Central, Bid #2255 to Apex Landscaping, Inc. of Hawthorn Woods, Illinois for the Base Bid and Alternate #2 in the total amount of \$189,985.04 for three years, based on performance, to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Purchase of Bobcat E26 Mini Excavator

Director Kim provided background information on the purchase of a Bobcat E26 Mini Excavator that will be used for golf maintenance at Heritage Oaks Golf Club and Anetsberger Golf Course. Commissioner Schyman moved to approve the purchase of a Bobcat E26 Mini Excavator through the Sourcewell Cooperative Purchase program from Atlas Bobcat of Elk Grove Village, Illinois in the amount of \$42,656.20 to the full Board for approval. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Purchase of Two John Deere GS Utility Carts

Director Kim provided background information on the purchase of two John Deere GS Utility Carts to be used at Heritage Oaks Golf Club. Commissioner Schyman moved to approve the purchase of two (2) John Deere GS Utility Carts through the Sourcewell Cooperative Purchase program from Revels Turf and Tractor, LLC of Elgin, Illinois in the amount of \$31,558.00 to the full Board for approval. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Purchase of Three John Deere Gator TX Utility Carts

Director Kim provided background information on the purchase of three John Deere Gator TX Utility Carts to be utilized by the Golf Maintenance staff to maintain the course at Heritage Oaks Golf Club. Commissioner Schyman moved to approve the purchase of three (3) John Deere Gator TX Utility Carts through the Sourcewell Cooperative Purchase program from Revels Turf and Tractor, LLC of Elgin, Illinois for a total amount of \$37,967.52 to the full Board for approval. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Purchase of John Deere 4052R Compact Utility Tractor

Director Kim provided background information on the purchase of a John Deere 4052R Compact Utility Tractor to be used to maintain District properties by the Grounds Department and Golf Maintenance staff. Commissioner Schyman moved to approve the purchase of a John Deere 4052R Compact Utility Tractor through the Sourcewell Cooperative Purchase program from Revels Turf and Tractor, LLC of Elgin, Illinois in the amount of \$48,533.69 to the full Board for approval. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Purchase of Toro Groundsmaster 3500-D

Director Kim provided background information on the purchase of a Toro Groundsmaster 3500-D to be used to maintain high value areas around banks for the greens, tees and bunkers at Heritage Oaks Golf Club. Commissioner Schyman moved to approve the purchase of a Toro Groundsmaster 3500-D through the OMNIA Partners program from Reinders, Inc. of Mundelein, Illinois in the amount of \$51,023.75 to the full Board for approval. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Purchase of Toro Groundsmaster 4700-D

Director Kim provided background information on the purchase of a Toro Groundsmaster 4700-D to be used to maintain the rough at Heritage Oaks Golf Club. Commissioner Schyman moved to approve the purchase of a Toro Groundsmaster 4700-D through the OMNIA Partners program from Reinders, Inc. of Mundelein, Illinois in the amount of \$117,933.47 to the full Board for approval. Commissioner Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

OLD BUSINESS - NONE

ADJOURN

With no further business to come before the Board, Commissioner Schyman made a motion to adjourn the Committee-of-the-Whole Meeting at 8:18pm. Commissioner Chambers seconded the motion. The motion was unanimously approved on a voice vote.

Respectfully submitted,
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/s/ Chris Leiner
Chris Leiner, Secretary
Board of Commissioners/wap