



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 on Wednesday, March 20, 2024 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Chalem called the Regular Board Meeting to order at 7:19pm.

Commissioners Present: President Chalem; Commissioners Chao, Kumar, Schyman and Silverman

Commissioner Absent: Vice President Goodman, Commissioner Chambers

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

Staff Present: Directors Baron, Kim, Olas and Scovic; Business Manager Drahos; Marketing Manager Noens; Graphic Designer Cinquegrani; Marketing Coordinator Stone; Communications Coordinator Ferrarin

Staff Absent: Director Loftus

RECOGNITION OF VISITORS – NONE

APPROVAL OF AGENDA

President Chalem called for any changes to the Agenda. Commissioner Silverman made a motion to approve the Agenda. Commissioner Kumar seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

RECOGNITION OF IAPD/IPRA CONFERENCE AWARD

President Chalem recognized the Marketing & Communications team for awards received at the IAPD/IPRA Soaring to New Heights Conference in January 2024. The team earned a first-place award in the print communication category for the bilingual “Join our Crew!” marketing campaign aimed at hiring within the Maintenance and Grounds departments. The team also earned a fourth-place awards for the Northbrook-On-Ice marketing campaign and in the Video Short Form for *Across the Sand*. Congratulations to team members Director of Marketing & Communications Joan Scovic, Marketing & Communications Manager Michael Noens, Graphic Designer & Brand Strategist Claire Cinquegrani, Marketing Coordinator Marybeth Stone and Communications Coordinator Elena Ferrarin.

BOARD COMMITTEE REPORT – NONE

CONSENT AGENDA

President Chalem announced that the matters listed for consideration on the Consent Agenda had been discussed previously by the Board of Commissioners at the March 11, 2024 Committee Meetings and there was unanimous agreement 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 additional changes Consent Agenda. Executive Administrative Assistant Peterson requested an update to the draft Regular Board Meeting Minutes to reflect the Call to Order was for the Regular Board Meeting on

NORTHBROOK PARK DISTRICT

February 28, 2024. Commissioner Silverman made a motion to approve the amended Consent Agenda to reflect the correction in the draft Minutes. Commissioner Chao seconded the motion.

VI.16. Approval of Regular Board Meeting Minutes of February 28, 2024

Motion: I move to approve the February 28, 2024 Board Meeting Minutes.

VI.17. Approval of February 2024 Voucher Report

Motion: I move to approve the February 2024 Vouchers in the amount of \$795,362.23.

VI.18. Approval of Professional Services Agreement with Gewalt Hamilton Associates, Inc.

Motion: I move to approve the Professional Services Agreement with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois for engineering services for the renovation of Wood Oaks Green Park parking lots (north and south) in the amount of \$64,400 and an amount not to exceed \$800 for Reimbursable Expenses for a total amount of \$65,200.

VI.19. Approval of Renewal of Custodial Services – Various Locations, Bid #2217

Motion: I move to approve the one-year renewal for year three of the three-year bid of the Custodial Services – Various Locations, Bid #2217 to Bravo Services, Inc. of Chicago, Illinois in the amount of \$130,592.88.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

INFORMATIONAL /VERBAL UPDATES – NONE

NEW BUSINESS – NONE

UNFINISHED BUSINESS – NONE

EXECUTIVE DIRECTOR'S REPORT

- 1) Heritage Oaks Golf Club will open on Friday, March 29.
- 2) A Ping Fitting will be held at Heritage Oaks Golf Shop on March 21.
- 3) Northbrook Theatre for Young Audiences *Across the Sand* opens on Wednesday, April 17 and runs through Sunday, April 28.
- 4) On February 29, the District hosted the IAPD Joint Legislative Committee Breakfast Meeting at Heritage Oaks Golf Club. Approximately 45 people attended including Senator Laura Fine and Representatives Jennifer Gong Gershowitz and Tracy Katz Muhl. Thank you to President Chalem and Commissioner Chambers for attending.
- 5) On March 8, the District hosted Leadership Northbrook at Heritage Oaks Golf Club. Eighteen participants enjoyed a continental breakfast and a presentation by the Senior Leadership Team. The group also toured Techny Prairie Activity Center.
- 6) On March 14, the District held a meet and greet for Suzi Wirtz, the new Executive Director of the Illinois Park and Recreation Association. Executive Director Wirtz toured Techny Prairie Activity Center and attended a luncheon at Heritage Oaks Golf Club with members of the NSSRA Board of Directors and the Senior Leadership Team.
- 7) On March 23, a mixed doubles pickleball tournament will be held at Techny Prairie Activity Center.

NORTHBROOK PARK DISTRICT

COMMISSIONER REPORTS

Commissioner Chao

- 1) Thankful for warmer weather to use trails and take the kids to the playgrounds.

Commissioner Kumar

- 1) No report.

Commissioner Schyman

- 1) Thank you to Director Loftus for the pickleball improvements.

Commissioner Silverman

- 1) No report.

PRESIDENT'S REPORT

- 1) President Chalem requested volunteers for the Nominating Committee. At the May 22 Regular Board Meeting the Board will be electing new President and Vice President. The first step in the process is forming a Nominating Committee of two Commissioners who do not plan on running for a leadership position. Commissioners Schyman and Silverman volunteered.
- 2) Attended the IAPD Joint Legislative Breakfast Meeting. It was a nice event, well attended and great to hear from legislators and members from the Illinois Association of Park Districts.

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

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

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Moved into Closed Session at 7:31pm.
Reconvened in Open Session at 8:14pm.

NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be the Regular Board Meeting on Wednesday, April 17, 2024 at 7pm at the Leisure Center, Crestwood Room, 3323 Walters Avenue, Northbrook, Illinois.

ADJOURN

With no further business to come before the Board, Commissioner Silverman made a motion to adjourn the Regular Board Meeting at 8:14pm. Commissioner Schyman seconded the motion. The motion was unanimously approved on a voice vote.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Chris Leiner
Chris Leiner, Secretary
Board of Commissioners/wp