



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, September 18, 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 8:16pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Chao and Schyman (left at 8:44pm)

Commissioners Absent: Commissioners Kumar and Silverman

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

Staff Present: Directors Loftus, Olas and Scovic; Projects & Operations Supervisor Scharp; Superintendent of Athletics & Facilities Shields; Superintendent of Arts & Recreation Sweet; Fleet & Facilities Manager Truhlar

Staff Absent: Director Baron

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. Vice President Goodman 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 June 6, 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 June 6, 2023 as presented. Vice President Goodman 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

Construction Management Firm RFQ Update

Executive Director Leiner provided an update on Construction Management Firm Request for Qualifications. The District's previous construction manager, Mike Rink has retired and Corporate Construction Services is closing. The District sent five firms an RFQ and three responded. A cross-Divisional team conducted interviews and recommend two firms attend the October 19 Parks and Properties Committee Meeting and provide a presentation. Commissioners engaged in a question-and-answer session.

NORTHBROOK PARK DISTRICT

Field and Court Assessment Update

Executive Director Leiner provided an update on the Field and Court Assessment process. Steve Konters of Hitchcock Design Group will be attending the Regular Board Meeting on September 27 to present progress information and discuss strategies. Commissioners engaged in a question-and-answer session.

Fleet Vehicle Procurement

Executive Director Leiner provided an update on the Fleet Replacement Plan and is recommending the purchase of six vehicles via a cooperative purchasing program to ensure the District can procure vehicles and to continue to adequately provide services to the community. Commissioners engaged in a question-and-answer session. By consensus, the Board directed Executive Director Leiner to add the Fleet Replacement Plan to the September 27, 2023 Regular Board Meeting Agenda as an Action Item for Board approval.

NEW BUSINESS

Consider Greenfield Park Playground Equipment Purchase

Executive Director Leiner provided background information on the Greenfield Park Playground Equipment Purchase. To avoid a cost increase in 2024, staff is recommending the purchase of the playground equipment now under 2023 pricing. Equipment delivery and invoicing will occur in 2024. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Commissioner Chambers moved to approve the Greenfield Park Playground Equipment purchase in the amount of \$85,000 for the BCI Burke Company playground equipment proposal #129-166883-6 from Play Illinois LLC/BCI Burke Company of Westmont, Illinois through the Equalis Group Cooperative Purchasing Network to the full Board for approval. Vice President Goodman 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 Wescott Park Playground Equipment Purchase

Executive Director Leiner provided background information on the Wescott Park Playground Equipment Purchase. To avoid a cost increase in 2024, staff is recommending the purchase of the playground equipment now under 2023 pricing. Equipment delivery and invoicing will occur in 2024. President Chalem called for questions. Hearing none, Commissioner Chambers moved to approve the Wescott Park Playground Equipment purchase in the amount of \$53,000 for the BCI Burke Company playground equipment proposal #129-166870-5 from Play Illinois LLC/BCI Burke Company of Westmont, Illinois through the Equalis Group Cooperative Purchasing Network to the full Board for approval. Vice President Goodman 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 Williamsburg Square Park Playground Equipment Purchase

Executive Director Leiner provided background information on the Williamsburg Square Park Playground Equipment Purchase. To avoid a cost increase in 2024, staff is recommending the purchase of the playground equipment now under 2023 pricing. Equipment delivery and invoicing will occur in 2024. President Chalem called for questions. Hearing none, Commissioner Chambers moved to approve the Williamsburg Square Park Playground Equipment purchase in the amount of \$130,000 for the BCI Burke Company playground equipment proposal #129-155107-3_1 from Play Illinois LLC/BCI Burke Company of Westmont, Illinois through the Equalis Group Cooperative Purchasing Network to the full Board for approval. Vice President Goodman seconded the motion.

NORTHBROOK PARK DISTRICT

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 Chambers made a motion to adjourn the Committee-of-the-Whole Meeting at 8:51pm. Commissioner Chao seconded the motion. The motion was unanimously approved on a voice vote.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Lisa Chalem

Lisa Chalem, President
Board of Commissioners/wap