



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 Wednesday, November 15, 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 6:31pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Chao, Kumar, Schyman 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; Trades Manager Vest; Project Manager Wrobel

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, Commissioner Kumar, Commissioner Schyman and Commissioner Silverman voted aye.

Motion Passed: 7 ayes; 0 nays

APPROVAL OF MINUTES

Minutes of the Committee-of-the-Whole Meeting of September 18, 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 September 18, 2023 as presented. 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 ITEMS / VERBAL UPDATES

Field and Track Preparation Fees for Affiliates

Director Loftus provided background information on affiliate agreements regarding fees associated with the use of District facilities. Fees have been charged for direct costs such as field or track preparation, portable restrooms, field lighting and labor costs for tournaments. At the end of the season, staff communicated to the affiliates that a more in-depth evaluation of the true expenses was being conducted. Annual affiliate agreements have been used in place of three-year agreements for the past three years as the District explored cost recovery. Director Loftus reviewed proposed fee increases beginning with the 2023-2024 season. Commissioners engaged in a question-and-answer session. Director Loftus requested Board direction on returning to past practice of offering affiliates a three year agreement. President Chalem polled the Board and consensus was provided for Director Loftus to return to three year agreements.

NORTHBROOK PARK DISTRICT

NEW BUSINESS

Review 2024 Capital Improvement Plan

Executive Director Leiner announced that staff was pleased to present the draft 2024 Capital Improvement Plan for consideration. Director Tokar will present the draft 2024 Annual Budget at the Committee-of-the-Whole Meeting on December 11, 2023. The focus is the major projects in the upcoming year, along with planning for the future. Executive Director Leiner thanked staff for attending the meeting. A page-by-page review of the 2024 Capital Improvement Plan was conducted. Commissioners engaged in a question-and-answer session.

Consider Transportation Services and Payment: First Student

Director Loftus provided background information on the Transportation Services competitive bid process. Bus Transportation Services, Bid #2207 was awarded to First Student, Inc. of Naperville, Illinois at the Regular Board Meeting held on December 15, 2021 in the amount not to exceed \$66,519 for the first year (January-December 2022) of a three-year contract. Due to transitions in a leadership position, staff did not submit a memo to the Administration and Finance Committee in 2022 for approval of a not-to-exceed amount for the 2023 transportation services. After consultation with legal counsel, staff recommends the Board ratify approval of the Contract with First Student, Inc. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, President Chalem moved to 1) ratify the contract with First Student, Inc. for Bus Transportation Services for 2023; 2) authorize staff to proceed with the First Student, Inc. contract for 2024 without a not-to-exceed amount; and 3) authorize staff to solicit bids for bus transportation services up to a three-year term, without the inclusion of a not-to-exceed requirement. Commissioner Silverman 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

Consider 2024 Staff and Participant Apparel Bid #2254

Executive Administrative Assistant Peterson provided background information regarding the 2024 Staff and Participant Apparel, Bid #2254 noting this is an annual process. President Chalem called for questions. Hearing none, Commissioner Chambers moved to approve the award of the 2024 Staff and Participant Apparel, Bid #2254 for an overall total of \$102,426.03 as follows: 1) approve award of Categories A and F to ParkInk of Carlsbad, California for the combined total amount of \$14,561.00; 2) approve award of Category E to Score Sports for the total amount of \$56,206.20; 3) approve award of Category D to Sunburst Sportswear of Glendale Heights, Illinois for the total amount of \$17,191.08; and approve award of Categories B and C to Woolenwear/PersonaliTee's of Prospect Heights, Illinois for the total amount of \$14,467.75 to the full Board for approval. 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

OLD BUSINESS - NONE

ADJOURN

With no further business to come before the Board, Commissioner Silverman made a motion to adjourn the Committee-of-the-Whole Meeting at 8:50pm. Commissioner Chambers seconded the motion. The motion was unanimously approved on a voice vote.

NORTHBROOK PARK DISTRICT

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Chris Leiner

Chris Leiner, Secretary

Board of Commissioners/wap