



# Board of Park Commissioners

## Board Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held on Tuesday, January 23, 2024 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL

President Chalem called the Public Hearing to order at 7pm.

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

Commissioner Absent: Commissioner Kumar

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

Staff Present: Directors Kim, Loftus, Olas and Scovic; Business Manager Drahos

Staff Absent: Director Baron

### RECOGNITION OF VISITORS

Scott McFedries, LiUNA! Research Analyst

### APPROVAL OF AGENDA

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

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

### CONDUCT OF PUBLIC HEARING CONCERNING 2024 BUDGET AND APPROPRIATIONS

President Chalem opened the Public Hearing on the 2024 Budget and Appropriations proposed tax levy increase for the Northbrook Park District. No written comments or questions were received. With all persons desiring to be heard having been given an opportunity to present oral and written testimony regarding the 2024 proposed Combined Budget and Appropriations of Funds for the Northbrook Park District, President Chalem requested a motion to adjourn the Hearing. Commissioner Chambers made a motion to close the 2024 Budget and Appropriations Public Hearing. Commissioner Silverman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

President Chalem closed the Public Hearing on the 2024 Budget and Appropriations at 7:04pm.

### CALL TO ORDER AND ROLL CALL

President Chalem called the Regular Board Meeting to order at 7:04pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Chao, Schyman (left at 7:48pm) and Silverman

# NORTHBROOK PARK DISTRICT

Commissioner Absent: Commissioner Kumar

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

Staff Present: Directors Kim, Loftus, Olas and Scovic; Business Manager Drahos

Staff Absent: Director Baron

## RECOGNITION OF VISITORS

Scott McFedries, LiUNA! Research Analyst

Mr. McFedries is a Research Analyst with LiUNA!, Laborers' International Union of North America. He addressed the Board regarding a letter that he sent concerning a Bid protest against D&J Landscape, Inc. He asked for an explanation on how the Board would be awarding the Greenfield, Wescott and Williamsburg Square Park & Playground Renovations, Bid #2258. President Chalem thanked Mr. McFedries for his comment and explained that the Board does not directly respond to Visitor comments. The Bid in question is on the Agenda for discussion.

## APPROVAL OF AGENDA

President Chalem called for any changes to the Agenda. Commissioner Chambers moved to amend the Agenda to move Consent Agenda Item 1/23.7 Approval of Wescott & Williamsburg Square Park Synthetic Turf Installations, Bid #2260 to IV. Action Items. Commissioner Silverman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

Commissioner Chambers moved to amend the Amended Agenda to move the following Consent Agenda Item 1/23.5 Approval of Greenfield, Wescott and Williamsburg Square Park & Playground Renovations, Bid #2258 to VI. Action Items. Commissioner Silverman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## 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 January 18, 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 to the twice-amended Consent Agenda. Hearing none, Commissioner Chambers made a motion to approve the twice-amended Consent Agenda. Commissioner Silverman seconded the motion.

V.1. Approval of Regular Board Meeting Minutes of December 13, 2023

**Motion:** I move to approve the December 13, 2023 Board Meeting Minutes.

V.2. Approval of December 2023 Voucher Report

**Motion:** I move to approve the December 2023 Vouchers in the amount of \$1,087,928.33.

V.3. Approval of Expenses – Board of Commissioner per Ordinance 17-O-1 Travel Expense Act

# NORTHBROOK PARK DISTRICT

**Motion:** I move to approve travel expenses for President Chalem, Vice President Goodman, Commissioner Chambers and Commissioner Chao to attend the IAPD/IPRA Soaring to New Heights Conference on January 25-28, 2024 as part of their Park Board of Commissioner responsibilities.

V.4. Approval of District Site Amenities, Bid #2256

**Motion:** I move to approve District Site Amenities, Bid #2256 Base Bid in the amount of \$64,008.00 and Bid Alternates #1, #2, #3, #4 and #5 in the amount of \$13,455.00 for a total award of \$77,463.00 to NuToys Leisure Products of Westchester, Illinois.

V.6. Approval of Administration Parking Lot Replacement & Leisure Center ADA Improvements, Bid #2259

**Motion:** I move to approve the Administration Parking Lot Replacement & Leisure Center ADA Improvements, Bid #2259 Base Bid #1 Administration Parking Lot in the amount of \$236,500.00 and Base Bid #2 Leisure Center ADA Improvements in the amount of \$127,820.00 to Maneval Construction Company of Ingleside, Illinois, for a total combined amount of \$364,320.00.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## **ACTION ITEM**

VI.8. Approval of Ordinance 24-O-1, Budget and Appropriations

**Motion:** Commissioner Chambers moved to approve Ordinance 24-O-1, an Ordinance creating a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2024 and ending December 31, 2024. Commissioner Silverman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

VI.9. Approval of Greenfield Park and Williamsburg Square Park Fence Installation, Bid #2257

**Motion:** Vice President Goodman moved to approve the Greenfield Park and Williamsburg Square Park Fence Installation, Bid #2257 to Peerless Enterprises LLC of Saint Charles, Illinois for the Greenfield Park Fence Installation Base Bid #1 in the amount of \$10,330.00 and Williamsburg Square Park Fence Installation Base Bid #2 in the amount of \$212,194.00 for a total amount of \$222,542.00. Commissioner Silverman seconded the motion. Commissioners engaged in discussion regrading installation of gates on the District-owned fence at Williamsburg Square Park. President Chalem called for additional discussion.

**Amended Motion on the Floor:** Commissioner Silverman moved to amend the motion on the floor as follows: I move to amend the motion as presented to include subject to specifications prepared by the District and its contractor for the installation of gates on the District owned fence at Williamsburg Square Park, a written request for the gate is required within 30 days of the start of the project and no additional gates to be installed during the warranty period. Commissioner Chambers seconded the amended motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

# NORTHBROOK PARK DISTRICT

V.7. Approval of Wescott & Williamsburg Square Park Synthetic Turf Installation, Bid #2260 (PP)  
President Chalem called for discussion. Commissioner Chambers noted that Williamsburg Square Park is located in an underserved area and one of the District's distant parks. The District is looking at efficiencies and the addition of synthetic turf would reduce the need to have Parks staff rake wood chips during the summer. Commissioner Chambers discussed the rubric used to determine which parks are designated for synthetic turf and Williamsburg Square Park does not meet the requirements, however, the District is missing an opportunity in the neighborhood. Vice President Goodman encouraged the Board to stay with the current plan and use the thoughtful rubric. Commissioners engaged in further discussion. President Chalem called for additional discussion.

**Motion:** Vice President Goodman moved to approve the Wescott Park Tot Playground Synthetic Turf, Bid #2260 Base Bid in the amount of \$40,700.00 and Alternate #1 in the amount of \$1,600.00 for a total amount of \$42,300.00 from Perfect Turf, LLC of Rolling Meadows, Illinois. President Chalem seconded the motion.

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

*Motion Passed: 4 ayes; 2 nays; 1 absent*

V.5. Approval of Greenfield, Wescott and Williamsburg Square Park & Playground Renovations, Bid #2258  
President Chalem called for questions. Commissioners engaged in a question-and-answer session regarding D&J Landscape, Inc. Vice President Goodman raised the concern that D&J Landscaping had previously been cited for a prevailing wage violation. He encouraged the Board to consider whether awarding the contract to D&J represents the Mission and Vision of the Park District, as one of the Districts guiding principles is honesty and integrity. Commissioners engaged in further discussion. President Chalem called for additional questions.

**Motion:** President Chalem moved to award the Wescott Tot Lot, Bid #2258 Base Bid in the amount of \$96,616.92, the Greenfield Park, Bid #2258 Base Bid in the amount of \$245,735.13 and Alternates #1 and #2 in the amount of \$14,992.14 for a combined total of \$260,657.27 to D&J Landscape, Inc. of Shorewood, Illinois. Commissioner Schyman seconded the motion.

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

*Motion Passed: 5 ayes; 1 nays; 1 absent*

Commissioner Schyman left the Meeting at 7:48pm.

**Motion:** President Chalem moved to award the Williamsburg Square Park, Bid #2258 Base Bid in the amount of \$683,456.00 and Alternates #1, #2 and #3 in the amount of \$29,620.00 for a combined total of \$713,076.00 to Hacienda Landscaping Inc. of Minooka, Illinois. Commissioner Chambers seconded the motion.

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

*Motion Passed: 5 ayes; 0 nays; 2 absent*

INFORMATIONAL /VERBAL UPDATES – NONE

NEW BUSINESS – NONE

# NORTHBROOK PARK DISTRICT

## UNFINISHED BUSINESS – NONE

### EXECUTIVE DIRECTOR'S REPORT

- 1) Acorn Grill + Terrace will be closed the first week in February to remove a portion of carpet and replace with LVT flooring. The flooring replacement will not impact upcoming events.
- 2) Chris Holt was promoted to Golf Maintenance Manager. Manager Holt has been with the District for 12 years and in his new role will be responsible for supervising the Golf Maintenance Supervisor as well as leading and guiding other full-time seasonal Golf Maintenance staff.
- 3) Melody DeRogatis joined the District on January 8 as the new Recreation Supervisor for Performing Arts at the Leisure Center. She reports to Visual & Performing Arts Manager Kambach.
- 4) Colleen Oribello, Recreation Intern, joined the District on January 15 and reports to Athletics Manager Shea.
- 5) On January 11 attended the Chamber Board Meeting.
- 6) Attended the Northbrook Officials Meeting held on January 17 at the Northbrook Library.
- 7) The Leisure Center PARC Grant Kickoff Meeting was held on January 19. Wight & Company will attend the Parks and Properties Committee Meeting in February.
- 8) On Thursday, January 25, will be attending the Cook County Board Meeting regarding the Paid Leave Act. Carrie Fullerton, Executive Director of Arlington Heights Park District will be the spokesperson for area park districts.
- 9) Northbrook Theatre for Young Audiences is presenting *Naked Mole Rat Gets Dressed: The Rock Experience* at the Northbrook Theatre. Performances began on January 2 and will conclude on February 7. For more information, please see the District website.
- 10) Light Up the Night Family dance will be held on February 2 at the Northbrook Hilton from 6:30-9pm. Director Loftus added that 88 couples were registered which is slightly lower than in 2023. The Marketing & Communication Division will continue to promote the event.
- 11) Thank you to the Board for the opportunity to attend the IAPD/IPRA Soaring to New Heights Conference. This year 36 staff members will be attending the conference.

### COMMISSIONER REPORTS

#### Commissioner Chambers

- 1) Reminded Commissioners of the Legislative Breakfast on Thursday, February 29 at Heritage Oaks Golf Club starting at 8:30am.
- 2) Opening the indoor track in the morning at Techny Prairie Activity Center was a great idea. A friend has now joined.
- 3) Already has tickets for a performance of *Naked Mole Rat Gets Dressed: The Rock Experience*.
- 4) Thank you for creating places to play outside of our home during the snow days.
- 5) Will see everyone at the IAPD/IPRA Conference.

#### Commissioner Chao

- 1) Thank you to staff for the work they do during the winter, especially with snow and cold weather. He appreciates the cleared pathways and has used the Wood Oaks Geen Park sled hill.

#### Commissioner Silverman

- 1) The District has a great staff, thank you for everything you do year round. Receiving updates and information makes our job more effective.

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- 2) Will be presenting “Why Do I Have to Go Through Zoning Approval Processes?” at the IAPD/IPRA Conference on Thursday, January 25 at 10:30am.

## Vice President Goodman

- 1) Appreciates the quick turnaround on the snow day response.

## PRESIDENT’S REPORT

- 1) Thank you to staff for all the wonderful holiday offerings and the addition of the Sing, Spin & Shine Chanukah celebration.
- 2) Thank you to staff for the incredible work to secure the PARC Grant.
- 3) The snow day action was great. She walked the indoor track with her sister, who is not a member of the Techny Prairie Activity Center. The open gym was full of kids having a blast.
- 4) Looking forward to attending the IAPD/IPRA Soaring to New Heights Conference.
- 5) Will attend the IAPD Joint Committee Legislative Breakfast on February 29.

## NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be the Regular Board Meeting on Wednesday, February 28, 2024 at 7pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

## ADJOURN

With no further business to come before the Board, Commissioner Silverman made a motion to adjourn the Regular Board Meeting at 8:03pm. Commissioner Chambers 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