



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

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

MINUTES of the Committee-of-the-Whole Meeting of the Northbrook Park District Board of Commissioners held in person on Monday, June 17, 2024 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, Kumar, Schyman and Silverman

Officers Present: Secretary Leiner; Assistant Secretary Peterson

Officer Absent: Treasurer Tokar

Staff Present: Directors Baron, Kim, Loftus and Scovic; Business Manager Drahos; Project & Operations Supervisor Scharp

Staff Absent: Director Olas

Guests: Craig Culp, Executive Director at Northern Suburban Special Recreation Association (NSSRA); Michael Cottick, Project Director at Bulley & Andrews (arrived at 6:49pm and left at 8:19pm)

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 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*

### APPROVAL OF MINUTES

Minutes of the Committee-of-the-Whole Meeting of May 14, 2024 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 May 14, 2024 as presented. 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*

### PRESENTATION

#### **Craig Culp, Executive Director at Northern Suburban Special Recreation Association**

Executive Director Leiner introduced Craig Culp, Executive Director at Northern Suburban Special Recreation Association (NSSRA). Executive Director Leiner is privileged to sit on the NSSRA Board of Directors. Executive Director Culp has been the Executive Director at NSSRA for 16 years. NSSRA was founded in 1970 and is the first ever Special Recreation Association (SRA). Illinois is the only state with SRAs. Northbrook Park District was a founding member of NSSRA and currently there are thirteen partner agencies. Executive Director Culp provided information on programs, participation and budget. The NSSRA Foundation was created in 1997 by Mitchell Slotnick. NSSRA relocated to the

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Mitchell L. Slotnick Center in October 2021. The new facility is centrally located and features 22,000 square feet of renovated space with 16,000 square feet dedicated to programming space. The Park District NSSRA liaison is Recreation Manager Eschker. Commissioners engaged in a question-and-answer session. President Chalem thanked Executive Director Culp for attending tonight's meeting.

## INFORMATIONAL ITEMS / VERBAL UPDATES

### **FY 2025 Capital Funding Considerations**

Executive Director Leiner provided a review of Fiscal Year 2025 capital funding scenarios to assist the Board with future capital planning decisions. Commissioners engaged in a question-and-answer session.

### **Meadowhill Aquatic Center Renovation Project Component and Budget Evaluation**

Director Kim provided component and budget evaluation information for the Meadowhill Aquatic Center renovation project. The project scope includes replacing filtration and pump systems for the dive well, lap pool and Children's wading pool, as well as the water slide pump replacement. The project also includes replacing the facility roof and adding a new fire suppression system. Community-facing upgrades and improvements include the facility entrance, accessible family changing rooms, existing locker shower accessibility improvement, shower partitions additions, additional shade structure installation and improvements to the guard break room, manager's office and first aid station. Commissioners engaged in a question-and-answer session.

### **Land Acquisition Opportunity**

Executive Director Leiner reviewed Goal 3 Acquisition & Development of the 2021 Comprehensive Master Plan Update and noted that it is a best practice to actively monitor community opportunities for land acquisition. A parcel is on the market within Planning Area 14, however it is currently contingent. Commissioners engaged in a question-and-answer session. By consensus, Commissioners are not interested in pursuing the parcel, however the Board directed Executive Director Leiner to continue to pursue opportunities.

### **Wintrust Partnership Update**

Director Scovic provided an update on the Wintrust partnership. The District received the fourth installment of a five year commitment in the amount of \$30,000 for 2024. The money is dedicated to the scholarship program and large community events that provide the most access to residents. Wintrust receives advertising in District materials.

### **Public Relations Strategy Project Update**

Director Scovic provided an update on the Public Relations Strategy project. The community survey received 975 responses and PCI is developing the executive summary. Director Scovic thanked the Commissioners for taking time out of their schedule to meet with members of PCI. Executive Director Leiner and Director Scovic will be meeting with members from PCI to review the data. In July two community focus group meetings will be held along with one staff focus group meeting.

### **Oaklane Park Pickleball Hours**

Executive Director Leiner provided information on usage of the pickleball courts at Oaklane Park and addressed the parking congestion on Berglund Drive. Conduct Ordinance 15-O-7 states that park hours are "sunrise to sunset" which has led to 5:45am pickleball matches. Commissioners engaged in a question-and-answer session. By consensus the Board agreed to adjust the court hours to 7am to sunset. Residents will be encouraged to contact the Northbrook Police Department if people are playing pickleball or tennis outside of the designated hours. Residents have contacted the Village regarding parking restrictions on Berglund Place.

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## **Outdoor Field and Hard-Court Assessment**

Director Loftus provided an update on the Outdoor Field and Hard-Court Assessment process. Commissioners provided feedback regarding the Capital Improvement Plan (CIP) and Comprehensive Master Plan (CMP) planning process and pickleball. Staff's perspective is to maintain existing facilities with the intent that the study will inform the 2025 CIP process and the 2026 CMP process. Executive Director Leiner, Director Loftus and members from the Hitchcock Design Group will study pickleball plans at Meadowhill Park. Commissioners engaged in a question-and-answer session.

## NEW BUSINESS

### **Administration and Finance**

#### Voucher Review May 2024

Executive Director Leiner addressed questions prior to the Meeting. President Chalem called for additional questions. Hearing none, Commissioner Chambers made a motion to recommend the Board approve the May 2024 vouchers in the amount of \$1,589,025.32 to the full Board for approval. 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*

### **Parks and Properties**

#### Consider Meadowhill Aquatic Center Renovation Bid #2267 and Bid #2268

Director Kim provided background information on the Meadowhill Aquatic Center Renovation Bid #2267 and Bid #2268. On May 9, 2024 the District and Bulley & Andrews (BA) opened 56 bids for the Meadowhill Aquatic Center Renovation Bid #2267. Bid packages #5 (Millwork) and #11 (Facility Signage) did not receive bids. Bid package #21 (Final Cleaning) received two incomplete bids. Bid package #14 (Fire Protection) received one bid with an unacceptable dollar amount. On June 7, 2024, the District and BA opened Bid #2268 for Millwork and Fire Protection and received eight bids. Director Kim discussed a contingency request to ensure the project is completed on time. This approach aligns with the District's handling of previous time-sensitive projects. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Vice President Goodman moved to approve the Contractor Agreements for Bid packages #1-#10 and #12-#20 in the amount of \$2,564,798 and Alternates for Bid Packages #6 and #20 in the amount of \$30,450 for a total amount of \$2,595,248 to the full Board for approval. 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*

Vice President Goodman moved to approve a not-to-exceed additional contingency for use in the renovation of the Meadowhill Aquatic Center in the amount of \$130,000 (5% of construction budget) to be expensed under the purchasing authority of the Executive Director to the full Board for approval. 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*

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## Consider Meadowhill Aquatic Center Shade Structure Purchase

Director Kim provided background information on the purchase of five shade structures as part of the renovation project at Meadowhill Aquatic Center. Executive Director Leiner thanked Mr. Cottick for attending the meeting. Vice President Goodman moved to approve the purchase of shade structures for the Meadowhill Aquatic Center renovation from Cunningham Recreation of Naperville, Illinois in the amount of \$70,083.64 to the full Board for approval. 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 Waste Hauling Renewal Bid #2252

Director Kim provided background information on the renewal of the Waste Hauling and Recycling – Various Locations, Bid #2252 for year two of the three year bid. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Vice President Goodman moved to recommend the renewal of the Waste Hauling and Recycling – Various Locations, Bid #2252 for year two of the three year bid to Waste Management of Illinois, Inc. of Lombard, Illinois in the amount of \$37,099.40 to the full Board for approval. 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*

## **Hall of Fame**

### Consider 2024 Hall of Fame Nominations

Director Scovic provided an update on the nomination process for the 2024 Hall of Fame. The District received four nominations for the Volunteer Hall of Fame and two nominations for the Sports Hall of Fame. Commissioners were provided with complete nomination forms and supporting materials. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Commissioner Schyman moved to approve the 2024 Sports Hall of Fame nominations of Doug Rader and Dee Dee Scadron and the Volunteer Hall of Fame nominations of Oscar Dahl and Samuel Einhorn to the full Board for approval. 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*

## **Recreation**

### LiveBarn Update

Director Loftus provided background information on LiveBarn, a sports service that broadcasts live sports events, particularly known for hockey. The District began researching LiveBarn in 2017 and has revisited the topic annually. In September 2023, legal counsel reviewed the current LiveBarn agreement and found no substantial changes from their 2017 review. Legal counsel's recommendations and options for engagement remain mostly unchanged. Executive Director Leiner and Director Loftus engaged PDRMA and legal counsel in May. Director Loftus connected District legal counsel and the Chief Operating Officer of LiveBarn to continue dialogue to resolve issues. Commissioners engaged in a question-and-answer session.

## OLD BUSINESS - NONE

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## ADJOURN

With no further business to come before the Board, Commissioner Chambers made a motion to adjourn the Committee-of-the-Whole Meeting at 8:57pm. Commissioner Kumar 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/wap