



## 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 Tuesday, July 16, 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 6:31pm.

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

Commissioners Absent: Vice President Goodman; Commissioner Schyman

Officers Present: Secretary Leiner; Assistant Secretary Peterson

Officer Absent: Treasurer Tokar

Staff Present: Directors Baron, Kim, Loftus (left at 7:40pm), Olas and Scovic; Business Manager Drahos; Project & Operations Supervisor Scharp; Athletics Manager Shea (left at 7:40pm)

Guests: Lara Barnas, Senior Associate and Steve Konters, Senior Principal at Hitchcock Design Group (left at 7:40pm)

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, Commissioner Chambers, Commissioner Chao, Commissioner Kumar and Commissioner Silverman voted aye.

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

### 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. Commissioner Silverman seconded the motion.

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

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

### PRESENTATION

#### **Hitchcock Design Group – West Park**

Executive Director Leiner introduced Steve Konters and Lara Barnas of Hitchcock Design Group. Ms. Barnas and Mr. Konters presented the first draft of the West Park Concept Plan. Mr. Konters reviewed the existing conditions of the Park and amenities in need of improvement. The intent of the Concept Plan review is to receive feedback to complete the Open Space Lands Development and Acquisition Grant (OSLAD) application that is due September 13, 2024. Concept Plan designs must contain a minimum of five elements for OSLAD consideration. Commissioners engaged in a question-and-answer session. By consensus, Commissioners directed staff and Hitchcock Design Group to develop two Concept Plans: Concept Plan A will include a basketball court and four tennis courts; Concept Plan B

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will include a multi-sport court and three tennis courts. Hitchcock Design Group and staff will investigate stormwater management requirements for each Concept Plan.

## NEW BUSINESS

### **Parks and Properties**

#### Consider West Park Concept Plan

Executive Director Leiner provided a recap of the Hitchcock Design Group presentation on the West Park Renovation Project. Commissioners engaged in a question-and-answer session. By consensus, Commissioners directed staff and Hitchcock Design Group to develop two Concept Plans: Concept Plan A will include a basketball court and four tennis courts; Concept Plan B will include a multi-sport court and three tennis courts. Hitchcock Design Group and staff will investigate stormwater management requirements for each Concept Plan.

### **Administration and Finance**

#### Consider June Voucher Report

Director Tokar addressed questions received prior to the Meeting. President Chalem called for additional questions. Hearing none, Commissioner Chambers made a motion to recommend the Board approve the June 2024 vouchers in the amount of \$1,795,277.88 to the full Board for approval. Commissioner Chao seconded the motion.

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

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

#### Quarterly Financial Update

Director Tokar provided a financial update of preliminary results for the three months ending June 30, 2024. Highlights and key takeaways included favorable revenue, discussion on wages and benefits, and review of projections versus budget. Commissioners engaged in a question-and-answer session. Commissioners thanked Director Tokar for the quarterly financial update.

#### Approval of Expenses – Board of Commissioner per Ordinance 17-O-1 Travel Expense Control Act

Commissioner Chambers will be attending the Park District Conservation Day at the Illinois State Fair as part of her responsibilities as an Illinois Association of Park Districts Board member. The State Fair will be held August 16-18, 2024 in Springfield. Travel expenses will include hotel accommodations, food per diem and mileage reimbursement based on the current IRS reimbursement rate. President Chalem called for questions. Hearing none, President Chalem moved to approve travel expenses for Commissioner Chambers to attend the Park District Conservation Day at the Illinois State Fair, August 16-18, 2024 as part of her responsibilities as an Illinois Association of Park Districts Board member to the full Board for approval. Commissioner Silverman second the motion.

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

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

### **Policy**

#### Approval of Policy Committee Meeting Minutes of October 17, 2023

Minutes of the Policy Committee Meeting of October 17, 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 Policy Committee Meeting of October 17, 2023 as presented. Commissioner Silverman seconded the motion.

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

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

## Board Policy Manual Legal Review Update

Commissioner Chambers provided an update on revisions suggested by legal counsel to the draft Board Policy Manual. A Committee-of-the-Whole Meeting will be scheduled to review revisions prior to a Regular Board Meeting.

## **Hall of Fame**

### Approval of Hall of Fame Minutes of February 12, 2024

Minutes of the Hall of Fame Committee Meeting of February 12, 2024 were previously distributed and reviewed. President Chalem called for any changes to the Minutes. Hearing none, Commissioner Silverman made a motion to approve the Minutes of the Hall of Fame Committee Meeting of February 12, 2024 as presented. Commissioner Chambers seconded the motion.

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

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

## INFORMATIONAL ITEMS / VERBAL UPDATES

### **Oaklane Park/Berglund Place Parking Update**

Executive Director Leiner informed the Commissioners that new park hours signage has been installed at Oaklane Park. Executive Director Leiner attended the Village Board meeting to represent the District on the topic of changing Berglund Place to resident and guest parking only. The District has had previous meetings with representatives of Lakeview Church to discuss a parking agreement. Executive Director will contact the pastor to arrange another meeting. Commissioners engaged in a question-and-answer session.

### **Greenfield Park Playground Pop-up Party and Ribbon Cutting**

The Greenfield Park Playground Pop-up Party and Ribbon Cutting will be held on August 8 from 6:30-7:30pm. Senator Julie Morrison secured a Department of Commerce and Economic Opportunity (DCEO) grant in the amount of \$250,000 on behalf of the District, and the funds were utilized for the renovation of the Park. Senator Morrison will be in attendance for the ribbon cutting.

## 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 8:13pm. 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