



## 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, October 15, 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 6:32pm.

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

Commissioners Absent: Vice President Goodman; Commissioner Schyman

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

Staff Present: Directors Kim, Loftus, Olas and Scovic; Business Manager Drahos; Project & Operations Supervisor Scharp; Superintendent of Arts & Recreation Sweet

Guests: Matt Duggan and Ania Szulc (left at 7:34pm), Wight & Company; Michael Cottick, Bulley & Andrews (left at 7:34pm)

### RECOGNITION OF VISITORS – NONE

### APPROVAL OF AGENDA

President Chalem moved to amend the Agenda to add two items under VIII. Old Business, Grant Update and Meadowhill Aquatic Center Update. 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*

### APPROVAL OF AMENDED AGENDA

President Chalem called for a motion to approve the amended Agenda. Commissioner Chambers moved to approve the amended Agenda as proposed. 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 September 16, 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 September 16, 2024 as presented. Commissioner Kumar 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

# NORTHBROOK PARK DISTRICT

## **Leisure Center Interior Design Concept Review**

Director Loftus provided background information on the proposed Leisure Center interior renovation scope. Director Loftus introduced Matt Duggan and Ania Szulc of Wight & Company and Michael Cottick of Bulley & Andrews (BA). Mr. Duggan and Ms. Szulc presented information on the proposed interior improvements for the Leisure Center Renovation Project. Interior improvement highlights include improved wayfinding, consolidation of administrative offices, dedicated preschool rooms, a community open living room gathering space, combined multipurpose rooms, an innovation lounge and a flex performance space. Commissioners engaged in a question-and-answer session.

## INFORMATIONAL ITEMS / VERBAL UPDATES

### **Leisure Center Branding Project**

Director Scovic provided background information on the Leisure Center Branding Project. A cross-divisional team will develop a branding strategy for the facility. The process will take place in 2025 in coordination with the upcoming renovation of the facility, to ensure that signage and marketing plans are in place prior to the re-opening in 2026. Commissioners engaged in a question-and-answer session.

### **Tree Ordinance Update**

Director Kim and Superintendent of Grounds & Golf Maintenance Meyer are in the process of developing a tree management plan. The proposal will include planting and removal schedules, along with guidelines for what is detrimental to parks and trees, and will highlight tree preservation. A presentation will be scheduled in early 2025. Commissioners engaged in a question-and-answer session.

### **Consider 6B Program Request**

Executive Director Leiner reviewed the 6B request from the Village of Northbrook regarding Sound, Production & Lighting LLC for property located at 3685 Woodhead Drive. Commissioners engaged in a question-and-answer session. Commissioners understand the need to advance development in the community, but also expressed concerns regarding the speculative nature of the request. Executive Director Leiner will forward a letter to the Village of Northbrook.

### **2025 IAPD/IPRA Soaring to New Heights Conference**

Executive Administrative Assistant Peterson provided an overview of the 2025 IAPD/IPRA Soaring to New Heights Conference. The conference will be held on January 23-25 at the Hyatt Regency Chicago.

## NEW BUSINESS

### **Administration and Finance**

#### Consider September 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 September 2024 vouchers in the amount of \$999,582.10 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 nine months ending September 30, 2024. Highlights and key takeaways included timing related to property tax payments, investment income and grant money. Commissioners engaged in a question-and-answer session.

# NORTHBROOK PARK DISTRICT

## Consider Truth-in-Taxation Resolution 24-R-3

Director Tokar provided background information on the Truth-in-Taxation Resolution, 24-R-3. This Resolution fulfills the first requirement of the Truth-in-Taxation Act, requiring the Park District to determine the amount to be levied. The proposed levy includes a 9.2% increase, not including debt service. Due to the tax cap, the District levy is limited to the 3.4% CPI increase plus new property additions. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Commissioner Chambers moved to approve the Truth-in-Taxation Resolution, 24-R-3, determining the amount of money, exclusive of debt service and election costs, estimated to be necessary to be raised by taxation to the full Board for an Action Item at the Regular Board Meeting on October 23, 2024. President Chalem 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*

## Consider Full-Time Non-Bargaining Unit Merit and Discretionary Pools for FY 2025

Directors Tokar and Olas provided background information on the annual recommendation for Full-Time Non-Bargaining Unit Merit and Discretionary Pools for the 2025 Fiscal Year. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Commissioner Chambers to approve a merit pool of \$186,686 and a discretionary pool in the amount of \$84,008 for Full-Time Non-Bargaining Unit staff for the 2025 Fiscal Year 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*

## **Parks and Properties**

### *Consider Northbrook Park District Contract Mowing Service – Northwest, Bid #2271*

Director Kim provided background information on the Northbrook Park District Contract Mowing Service – Northwest, Bid #2271. The awarded contractor is required to register with the Village of Northbrook for an annual contractor business license for the electric mower. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, President Chalem moved to approve the Northbrook Park District Contract Mowing Service – Northwest, Bid #2271 to Milieu Design, LLC of Lake Zurich, Illinois for the total base bid amount of \$217,784.00 for the three-year contract to the full Board for approval. 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*

### *Consider Prescribed Prairie Burn, Bid #2272*

Director Kim provided background information on the Prescribed Prairie Burn, Bid #2272. President Chalem called for questions. Hearing none, President Chalem moved to approve the Northbrook Park District Prescribed Prairie Burn, Bid #2272 total base bid from V3 Construction Group Ltd. of Woodridge, Illinois in the amount of \$33,965.00 for a three-year contract to the full Board for approval. 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*

# NORTHBROOK PARK DISTRICT

## **Recreation**

### Summer Camp: 2024 Registration and Participation Review

Director Loftus provided an overview of the 2024 Summer Camp season. Highlights included an increase in enrollment and expanded camp offerings, favorable camp survey results, expanded marketing promotion and revenue growth. Summer Camp planning for 2025 is underway. Commissioners engaged in a question-and-answer session.

### Annual Techy Prairie Activity Center Update

Director Loftus provided an annual update on Techy Prairie Activity Center's performance. In 2024 the facility had strong membership growth, membership retention above the industry average, and growth in Personal Training services and Group Fitness classes. The projected total revenue for FY 2024 is projected to exceed FY 2023. Commissioners engaged in a question-and-answer session.

## OLD BUSINESS

### **Grant Update**

Director Kim updated the Board on the status of two outstanding grants for the Techy Prairie Park and Fields pathway renovation project.

### **Meadowhill Aquatic Center Update**

Executive Director Leiner provided a construction update on the Meadowhill Aquatic Center Renovation Project. The Illinois Department of Public Health (IDPH) has new codes, and the surge tank for the pool has been identified as not meeting the new standard. Commissioners engaged in a question-and-answer session.

## ADJOURN

With no further business to come before the Board, Commissioner Chambers made a motion to adjourn the Committee-of-the-Whole Meeting at 8:32pm. Commissioner Silverman 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