



## 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, December 9, 2024 in the Joe Doud Administration Building, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL — COMMITTEE-OF-THE-WHOLE MEETING

Vice President Goodman called the Committee-of-the-Whole Meeting to order at 6:32pm.

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

Commissioner Present via Conference Call: Commissioner Silverman

Commissioners Absent: President Chalem; Commissioner Kumar

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

Staff Present: Directors Baron, Kim, Loftus, Olas and Scovic; Business Manager Drahos; Human Resources Generalist Somo

### RECOGNITION OF VISITORS

Hamzah Mirza, Northbrook resident

Jason Risdon, Northbrook resident (arrived at 6:52pm)

### APPROVAL OF AGENDA

Vice President Goodman called for any changes to the Agenda. Hearing none, Commissioner Chambers moved to approve the Agenda as presented. Commissioner Silverman seconded the motion.

*Roll Call:* Vice President Goodman, Commissioner Chambers, Commissioner Chao, Commissioner Schyman 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 November 18, 2024 were previously distributed and reviewed. Vice President Goodman 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 November 18, 2024 as presented. Commissioner Schyman seconded the motion.

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

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

### INFORMATIONAL ITEMS / VERBAL UPDATES

Director Olas introduced Human Resources Generalist Somo. Generalist Somo worked as a human resources generalist for a nonprofit entity in Chicago before joining the Park District on May 20, 2024.

# NORTHBROOK PARK DISTRICT

## NEW BUSINESS

### **Administration and Finance**

#### *Review 2025 Annual Budget*

Director Tokar presented the 2025 Tentative Annual Operating Budget to the Committee-of-the-Whole. Director Tokar thanked the entire team for their collaborative effort. Director Tokar conducted a page turn review of the draft Budget. The Budget will be presented for approval at the Regular Board Meeting on January 21, 2025. Commissioners engaged in a question-and-answer session. Vice President Goodman thanked Director Tokar for his presentation.

#### *FY 2026 Capital Funding Considerations*

Executive Director Leiner provided information on FY 2026 Capital Funding Considerations in preparation for the discussion on the scope of the Leisure Center Renovation Project. Commissioners engaged in a question-and-answer session.

#### *Consider November Voucher Report*

Director Tokar addressed questions received prior to the Meeting. Vice President Goodman called for additional questions. Hearing none, Commissioner Chambers made a move to recommend the Board approve the November 2024 vouchers in the amount of \$3,317,047.79 to the full Board for approval. Commissioner Chao seconded the motion.

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

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

#### *Consider Ordinance 24-O-3, 2024 Tax Levy*

Director Tokar provided background information on the 2024 Tax Levy Ordinance, Ordinance 24-O-3. The legal notice for the Public Hearing to be held on Wednesday, December 18, 2024 at 7pm was published in *The Daily Herald*. Upon approval, Ordinance 24-O-3, 2024 Tax Levy will be filed with the Cook County Clerk. Commissioners engaged in a question-and-answer session. Vice President Goodman called for additional questions. Hearing none, Commissioner Schyman moved to approve Ordinance 24-O-3 providing for the 2024 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois, to the full Board for approval. Commissioner Chambers seconded the motion.

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

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

#### *Consider Resolution 24-R-4, 2024 Reduction in Tax Levy*

Director Tokar provided background information and analysis of the 2024 Reduction in Tax Levy, Resolution 24-R-4. The Resolution directs the Cook County Clerk to reduce a specific levy if the Tax Levy Ordinance exceeds the tax cap amount calculated by the Clerk. If a reduction is necessary, the District would reduce the levy within the Corporate Fund. Vice President Goodman called for questions. Hearing none, Commissioner Chambers moved to approve Resolution 24-R-4, a Resolution providing for the possible reduction of the 2024 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois to the full Board for approval. Commissioner Chao seconded the motion.

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

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

# NORTHBROOK PARK DISTRICT

*Consider Northern Suburban Special Recreation Association Board and Committee Representative Appointments*  
Executive Director Leiner provided background information on the District's representation at the Northern Suburban Special Recreation Association (NSSRA) Board and Committee Meetings. Commissioners engaged in a question-and-answer session. Vice President Goodman called for additional questions. Hearing none, Commissioner Schyman moved to approve the appointment of Executive Director Chris Leiner as the Northbrook Park District's representative for the Northern Suburban Special Recreation Association (NSSRA) Board and Committee meetings and the appointment of Director Eileen Loftus as the alternate for NSSRA Board and Committee representation beginning December 18, 2024 through the length of the Executive Director's contract to the full Board for approval. Commissioner Chambers seconded the motion.

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

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

*Consider Revisions to the Employee Handbook Section 3.15 Paid Time Off in Compliance with the Cook County Paid Leave for All Workers Act (PLAWA)*

Director Olas provided background information on the Cook County Paid Leave for All Workers Act (PLAWA). Effective December 31, 2023, the Cook County Paid Leave Ordinance requires all employers in Cook County to provide employees with at least one hour of paid leave for every 40 hours worked. Park districts were granted a one-year grace period to develop compliance policies as they were previously exempt under Illinois law. The Ordinance goes into effect on January 1, 2025. On the December 10, 2024 Northbrook Village Board of Trustees Agenda, the Trustees are scheduled to discuss an Ordinance opting the schools and Park District out of the Cook County Paid Leave Ordinance (Section 42-1 Through 42-10 of the Cook County Code) pursuant to its Home Rule Authority, to adopt an ordinance that would opt-out these organizations from the Cook County Paid Leave Ordinance prior to its January 1, 2025 effective date. Executive Director Leiner will attend the Village Board meeting. Staff also reviewed the Employee Handbook Section 3.15 Paid Time Off (PTO) accrual and accumulation for Part-time IMRF employees and recommend a removing the policy requiring part-time IMRF employees to wait twelve months before using accrued paid leave. Staff is recommending a 30-day waiting period following the employee's start date. The revision to the Policy was reviewed by legal counsel. Commissioners engaged in a question-and-answer session. Vice President Goodman called for additional questions. Hearing none, the following motions were made.

Commissioner Chambers moved to approve the Employee Handbook Section 3.15 Paid Time Off for Part-time and Seasonal IMRF Employees to the full Board for approval. Commissioner Schyman seconded the motion.

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

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

Commissioner Chambers moved to approve revisions to the Employee Handbook Section 3.15 Part-time and Seasonal Non-IMRF Employees to the full Board for approval. Commissioner Schyman seconded the motion.

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

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

## **Golf Operations**

*Consider the Purchase of the Pik'r Golf Range Picking Robot*

# NORTHBROOK PARK DISTRICT

Director Baron provided a background information on the purchase of a Pik'r Golf Range Picking Robot to be used at the Heritage Oaks Golf Club (HOGC) driving range. The robot will operate during the day which will significantly enhance operational efficiency, improve range-picking precision and reduce labor demands at HOGC. Vice President Goodman called for questions. Hearing none, Vice President Goodman moved to approve the purchase of one (1) Pik'r Golf Range Picking Robot with software support from Korechi Innovations, Inc. of Oshawa, Ontario, Canada in the amount of \$40,800.00 to the full Board for approval. Commissioner Schyman seconded the motion.

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

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

## OLD BUSINESS

### LiveBarn Update

Director Loftus provided an update on the installation of LiveBarn at the Northbrook Sports Center. 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 8:24pm. Vice President Goodman 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