



# 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 21, 2025 at 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 7:02pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Chao, Kumar, 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; Project & Operations Supervisor Scharp; Superintendent of Arts & Recreation Sweet; Planning & Project Manager Wrobel (left at 8:35pm); Recreation Manager Eschker (left at 8:35pm); Facilities Supervisor Cohen (left at 8:35pm)

Staff Absent: Director Baron

Guests: Matt Duggan and Ania Szulc, Wight & Company (left at 8:35pm); Michael Cottick, Bulley & Andrews (left at 8:35pm)

### RECOGNITION OF VISITORS

Jason Risdon, Northbrook resident

Hamzah Mirza, Northbrook resident (arrived at 7:16pm)

### 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 2025 BUDGET AND APPROPRIATIONS

President Chalem opened the Public Hearing on the 2025 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 2025 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 2025 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 2025 Budget and Appropriations at 7:04pm.

# NORTHBROOK PARK DISTRICT

## 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, Kumar, Schyman and Silverman

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 Fleet & Facilities Maintenance Truhlar; Superintendent of Arts & Recreation Sweet; Planning & Project Manager Wrobel; Recreation Manager Eschker; Facilities Supervisor Cohen

Staff Absent: Director Baron

Guests: Matt Duggan and Ania Szulc, Wight & Company; Michael Cottick, Bulley & Andrews

## RECOGNITION OF VISITORS

Hamzah Mirza, Northbrook Resident

Jason Risdon, Northbrook Resident

## 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*

## PRESENTATION

### *Moody's Rating*

Director Tokar announced that the Park District has received an Aaa rating from Moody's, which is the highest possible credit rating for bonds or other securities. This signifies the District's strong financial stability and creditworthiness.

### *Leisure Center Renovation Project Process and Design Concept Review*

Prior to reviewing the Leisure Center Renovation Project, Executive Director Leiner presented an overview of the Leisure Center facility and provided several financial considerations to assist the Board with future capital planning decisions. Executive Director Leiner provided a historical overview of the Leisure Center including function and previous improvements. Executive Director Leiner introduced Matt Duggan and Ania Szulc of Wight & Company and Michael Cottick of Bulley & Andrews. Mr. Duggan and Ms. Szulc presented information on the Leisure Center renovation plan, including a review of the existing floor plan and proposed exterior and interior project scope. Executive Director Leiner and Mr. Cottick discussed areas of due diligence performed by District staff, including asbestos investigation, door condition assessment and a review of plumbing, galvanized piping, interior sanitary line and hot water heating. Commissioners engaged in a question-and-answer session. President Chalem asked the Commissioners to provide consensus on moving forward with the Leisure Center Renovation Project scope of work as presented. President Chalem and Commissioners Chambers, Chao, Schyman and Silverman provided consensus to proceed with the Leisure Center Renovation project scope of work in the amount of \$12.1 million as presented. Vice President Goodman did not provide consensus.

Executive Director Leiner provided information on the Construction Manager at Risk (CMAR) agreement with Bulley & Andrews for the Leisure Center Renovation Project. The tentative timeline is to go out to bid in the second quarter and break ground in late summer or early fall. Commissioners engaged in a question-and-answer session.

# NORTHBROOK PARK DISTRICT

## BOARD COMMITTEE REPORTS - 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 13, 2025 Committee-of-the-Whole Meeting 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 Consent Agenda. Hearing none, Commissioner Silverman made a motion to approve the Consent Agenda. Vice President Goodman seconded the motion.

- VI.1. Approval of Regular Board Meeting Minutes of December 18, 2024  
**Motion:** I move to approve the December 18, 2024 Board Meeting Minutes.
- VI.2. Approval of December 2024 Vouchers  
**Motion:** I move to approve the December 2024 Vouchers in the amount of \$1,095,848.26.
- VI.3. Approval of Expenses – Board of Commissioner per Ordinance 17-O-1 Travel Expense Control Act  
**Motion:** I move to approve travel expenses for President Chalem, Vice President Goodman, Commissioner Chambers and Commissioner Silverman to attend the IAPD/IPRA Soaring to New Heights Conference on January 23-26, 2025, as part of their Park Board of Commissioner responsibilities.
- VI.4. Approval of Purchase of Toro Reelmaster 3555-D  
**Motion:** I move to approve the purchase of a new Toro Reelmaster 3555-D through the OMNIA Partners program from Reinder's, Inc. of Mundelein, Illinois for a total amount of \$83,020.64.
- VI.5. Approval of Purchase of Ford F-250 Pickup Truck with Western Plow  
**Motion:** I move to approve the purchase of a Ford F-250 4x4 Pickup Truck with Western Plow via the Suburban Purchasing Cooperative (SPC) from Sutton Ford of Matteson, Illinois for a total amount of \$58,014.00.
- VI.6. Approval of Purchase of Ford F-350 Crew Cab  
**Motion:** I move to approve the purchase of a Ford F-350 4x4 Crew Cab via the Suburban Purchasing Cooperative (SPC) from Sutton Ford of Matteson, Illinois for a total amount of \$54,925.00
- VI.7. Approval of the Purchase of Ford F-550 4x4 Truck Chassis  
**Motion:** I move to approve the purchase of a Ford F-550 4x4 Truck Chassis via the Suburban Purchasing Cooperative (SBC) from Sutton Ford of Matteson, Illinois for a total amount of \$59,808.00.
- VI.8. Approval of the Purchase of the Upfitting for Ford F-550 4x4 Truck Chassis #3120  
**Motion:** I move to approve the purchase of the upfitting for the new Ford F-550 Pickup Truck #3120 via the Sourcewell Cooperative Purchase program from Monroe Truck Equipment of Monroe, Wisconsin for a total amount of \$87,671.00.
- VI.9. Approval of the Purchase of Two Club Car Villager 8 Golf Cars  
**Motion:** I move to approve the purchase of two (2) new Club Car Villager 8 Golf Cars through the Sourcewell Cooperative Purchase program from Nadler Golf Car Sales, Inc. of Aurora, Illinois for a total amount of \$37,010.00.

# NORTHBROOK PARK DISTRICT

*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 ITEMS

### VII.10. Approval of Surplus Ordinance 25-O-1, Park District Equipment

**Motion:** Vice President Goodman moved to approve Surplus Ordinance 25-O-1, Park District Equipment as presented. 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*

### VII.11. Adoption of Ordinance 25-O-2, 2025 Budget and Appropriation

**Motion:** Commissioner Chambers moved to adopt Ordinance 25-O-2, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2025 and ending December 31, 2025. Commissioner Chao 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*

### VII.12. Approval of Amending the Conduct Ordinance 15-O-7 Section 4.2 Aircraft/Unmanned Aircraft

**Motion:** Commissioner Chambers moved to the revisions recommended by Counsel to Sections 4.2 Aircraft and Unmanned Aircraft to the District's General Conduct Ordinance (No. 15-O-7). 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*

### VII.13. Approval of Amending the Conduct Ordinance 15-O-7 Section 4.6 Bicycling

Executive Director Leiner provided information on the Village of Northbrook's Ordinance relating to youths operating electric bicycles and signage in community parks. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions.

**Motion:** Hearing none, Commissioner Chambers moved to approve the revisions recommended by Counsel to Sections 4.6 Bicycles to the District's General Conduct Ordinance (No. 15-O-7). 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*

### VII.14. Approval of Ordinance No. 25-O-3, an Ordinance providing for the issue of not to exceed \$4,600,000 General Obligation Limited Tax Park Bonds, Series 2025, of District, for the payment of land for parks, for the building, maintaining improving and protecting of the same and the existing land and facilities of said Park District, and

# NORTHBROOK PARK DISTRICT

for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

**Motion:** Commissioner Chambers moved the approval of Ordinance No. 25-O-3, an Ordinance providing for the issue of not to exceed \$4,600,000 General Obligation Limited Tax Park Bonds, Series 2025, of District, for the payment of land for parks, for the building, maintaining improving and protecting of the same and the existing land and facilities of said Park District, and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. 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*

NEW BUSINESS – NONE

UNFINISHED BUSINESS – NONE

## EXECUTIVE DIRECTOR'S REPORT

- 1) Superintendent Meyer attended the Sports Turf Managers Association (SFMA) Conference in Palm Springs from January 12-17, 2025.
- 2) Director Baron, Head PGA Professional Billiter, Golf Instruction Supervisor Wenzel and Golf Operations Supervisor Madigan are attending the PGA Show in Orlando from January 18-24 2025.
- 3) The Summer Camp Open House was held on Thursday, January 16 at Techny Prairie Activity Center. The event was well attended. Save 10% on most Summer Camps offer expires on February 17.
- 4) On January 9, Executive Director Leiner attended the Chamber Board Meeting.
- 5) On January 9, Executive Director Leiner and Director Tokar participated in the Moody's ratings call.
- 6) On January 16, Executive Director Leiner was a guest reader at the Sunshine Preschool, where he read two books from Mrs. Leiner's library.
- 7) On January 17, Executive Director Leiner attended the NSSRA Board Meeting at the Slotnick Center.
- 8) Executive Director Leiner and staff are looking forward to the IAPD/IPRA Soaring to New Heights Conference from January 23-25. Thank you to the Board of Commissioners for the educational opportunity.
- 9) Light Up the Night will be held on Friday, February 7 at Techny Prairie Activity Center. Visit nbparks.org to purchase tickets.

## COMMISSIONER REPORTS

### Commissioner Chambers

- 1) Busy with final preparations for the IAPD/IPRA Soaring to New Heights Conference.
- 2) Looking forward to the IAPD Joint Legislative Breakfast on February 14 at Heritage Oaks Golf Club.

### Commissioner Silverman

- 1) No report.

### Commissioner Chao

- 1) His children are involved in winter activities. He appreciates staff's hard work during the cold weather.

# NORTHBROOK PARK DISTRICT

## Commissioner Schyman

- 1) He played in the Pickleball Championship. He made it to the finals, but unfortunately he and his partner lost.

## Vice President Goodman

- 1) No report.

## PRESIDENT'S REPORT

- 1) President Chalem and Commissioner Chambers have reviewed legal counsel's suggested revisions to the Board Policy Manual and provided a redline copy to Executive Director Leiner. Executive Administrative Assistant Peterson will provide the Board with a clean copy and schedule a separate Committee-of-the-Whole Meeting to discuss the Board Policy Manual.

## NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be the Regular Board Meeting on Wednesday, February 26, 2025 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 8:52pm. 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