



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

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Committee-of-the-Whole Meeting of the Northbrook Park District Board of Commissioners held in person on Tuesday, February 18, 2025 in the Joe Doud Administration Building, 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, Schyman and Silverman

Commissioners Absent: Commissioners Chao and Kumar

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

Staff Present: Directors Baron, Kim, Loftus, Olas and Scovic; Business Manager Drahos

RECOGNITION OF VISITORS - NONE

APPROVAL OF AGENDA

President Chalem called for a motion to approve the Agenda. Commissioner Chambers moved to approve the Agenda as proposed. Commissioner Silverman seconded the motion.

Roll Call: President Chalem, Vice President Goodman, Commissioner Chambers, 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 January 13, 2025 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 January 13, 2025 as presented. Commissioner Schyman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

PRESENTATION - NONE

INFORMATIONAL ITEMS / VERBAL UPDATES

General Obligation Limited Tax Park Bonds

Director Tokar provided an update on General Obligation Limited Tax Park Bond auction. The District received eight competitive bids and an interest rate of 2.9%. The closing documents have been completed and returned to Chapman & Cutler, the District's bond counsel. Proceeds are expected to be received in a week. Commissioners engaged in a question-and-answer session.

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Consider Comprehensive Master Plan Consultant Selection Process

Executive Director Leiner discussed the consultant selection process for the upcoming 10-year Comprehensive Plan. Commissioners engaged in a question-and-answer session. By consensus, the Board directed Executive Director Leiner to proceed with preparing a Request For Proposal (RFP).

LiveBarn Update

Director Loftus provided an update on the installation of LiveBarn. Comcast has installed the conduit and modem. LiveBarn will ship the equipment, and a technician will contact the District to arrange installation. Director Loftus is finalizing the rules of engagement and working with the affiliates.

2025 Election

President Chalem was contacted and asked if the Board of Commissioners would endorse the Northbrook Caucus candidate slate for the April 1, 2025 Consolidated Election. It was clarified that the Park Board of Commissioners, as a non-partisan body, cannot endorse a slate due to 5 ILCS 430 Ethics regulations. Commissioners were reminded they can endorse candidates individually but not on behalf of the Board.

Six Month Executive Director Evaluation

President Chalem announced that the Board will hold a six month informal Executive Director evaluation at the Regular Board Meeting on March 19, 2025.

NEW BUSINESS

Administration and Finance

Consider January Voucher Report

Director Tokar did not receive questions prior to the Meeting. President Chalem called for questions. Hearing none, Commissioner Chambers made a move to recommend the Board approve the January 2025 vouchers in the amount of \$1,862,755.43 to the full Board for approval. Commissioner Silverman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Parks and Properties

Consider Professional Service Agreement with Hitchcock Design Group – West Park

Director Kim provided background information on the Professional Service Agreement with Hitchcock Design Group for the West Park renovation. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Vice President Goodman moved to approve the Professional Services Agreement for landscape architectural services for the improvements at West Park with Hitchcock Design Group of Naperville, Illinois for a total amount of \$88,700.00 to the full Board for approval. Commissioner Silverman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Professional Service Agreement with Gewalt Hamilton Associates, Inc. – Heritage Oaks Golf Club Shade Structures

Director Kim provided background information on the Professional Service Agreement with Gewalt Hamilton Associations, Inc. for the Heritage Oaks Golf Club shade structures. The project includes engineering, design and construction document services for the Practice Range, Academy tee and the bag drop area. President Chalem called

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for questions. Hearing none, Vice President Goodman moved to approve the Professional Services Agreement with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois for engineering, design, reimbursable expenses, construction document services, and as-built drawings for the Heritage Oaks Golf Club shade structures for a total amount of \$40,650.00 to the full Board for approval. Commissioner Silverman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Professional Service Agreement with Gewalt Hamilton Associates, Inc. – Techny Prairie Park and Fields Pathway Improvements

Director Kim provided background information on the Professional Service Agreement with Gewalt Hamilton Associates, Inc. for the Techny Prairie Park and Fields Pathway Improvements. The project includes engineering and design services consisting of an existing conditions survey, pre-design coordination including ADA requirements, construction documents and permitting with the Village of Northbrook and the Metropolitan Water Reclamation District (MWRD). Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Vice President Goodman moved to approve the Professional Service Agreement with Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois for engineering, design, reimbursable expenses and construction document services for the Techny Prairie Park and Fields Pathway Improvements in the amount of \$44,000.00 to the full Board for approval. Commissioner Silverman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Consider Renewal of Mowing Service Contract – Central, Bid #2255

Director Kim provided background information on the renewal of the Mowing Service Contract – Central, Bid #2255 for year two of the three-year bid. The bid consists of the contractor providing weekly mowing service to the District's Central area of Village Green Park, Meadowhill Park, Meadowhill Aquatic Center, Techny Prairie Park and Fields and Northbrook Junior High School. Alternate #2 provides an additional weekly mowing at Village Green Park. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Vice President Goodman moved to approve the renewal of the Mowing Service Contract – Central, Bid #2255 for year two of the three-year bid to Apex Landscaping of Hawthorn Woods, Illinois in the amount of \$58,394.82 plus Alternate #2 (Village Green Park) in the amount of \$4,581.85 for a total amount of \$62,976.67 to the full Board for approval. Commissioner Silverman seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

Golf Operations

Heritage Oaks Golf Club Historical Overview

Executive Director Leiner presented a historical overview of Heritage Oaks Golf Club. The information provided will prepare the Board for the review of the Golf Infrastructure Assessment and Master Plan draft at the Regular Board Meeting on Wednesday, February 26, 2025. 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 7:41pm. 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