



Board of Park Commissioners

Board Meeting Minutes

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

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held on Wednesday, February 26, 2025 at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER AND ROLL CALL

President Chalem called the Regular Board Meeting to order at 7pm.

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; Visual & Performing Arts Manager Kambach; Recreation Program Coordinator Norlie; Marketing & Communications Manager Noens, Graphic Design & Brand Specialist Cinquegrani, Marketing Coordinator Stone

Staff Absent: Director Baron

RECOGNITION OF VISITORS - NONE

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

Motion Passed: 5 ayes; 0 nays; 2 absent

STAFF RECOGNITION

IAPD/IPRA Soaring to New Heights Conference Awards

Executive Director Leiner recognized awards received at the IAPD/IPRA Soaring to New Heights Conference in January. The Marketing & Communications team entered eight projects along with a table display in the Agency Showcase. The team received a first place in Logo Design for Brewfest, a second place for Video Short Form for Northbrook in 90 Performing Arts and a third place in Social Media Campaign for Meet the Preschool Teachers. Additionally, the team was recognized without a plaque or ribbon in the Overall Agency Showcase for all scores category, Written Content for Paint the Prairie and Table Display. Congratulations to Director Scovic, Manager Noens, Specialist Cinquegrani and Coordinators Stone and Ferrarin. Northbrook Park District received the Outstanding Special Event Award (Division II) for Paint the Prairie. Congratulations to Directors Loftus and Scovic and Manager Kambach. IAPD Give Us Your Best Shot Photo Contest winners were Coordinator Stone with a first place in the sports category "Flying Down the Field" and Coordinator Norlie with a first place in the recreation/people at play category "Naked Mole Rat Fashion".

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 February 18, 2025 Committee-of-the-Whole Meeting and there

NORTHBROOK PARK DISTRICT

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.15. Approval of Regular Board Meeting Minutes of January 21, 2025

Motion: I move to approve the January 21, 2025 Board Meeting Minutes.

VI.16. Approval of January 2025 Vouchers

Motion: I move to approve the January 2025 Vouchers in the amount of \$1,862,755.43.

VI.17. Approval of Professional Service Agreement with Hitchcock Design Group – West Park

Motion: I move to approve the Professional Service 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.

VI.18. Approval of Professional Service Agreement with Gewalt Hamilton Associates, Inc. – Heritage Oaks Golf Club Shade Structures

Motion: I move to approve the Professional Service 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.

VI.19. Approval of Professional Service Agreement with Gewalt Hamilton Associates, Inc. – Techny Prairie Park and Fields Pathway Improvements

Motion: I move 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.

VI.20. Approval of Renewal of Mowing Service Contract – Central, Bid #2255

Motion: I move 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.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

ACTION ITEMS – NONE

NEW BUSINESS – NONE

UNFINISHED BUSINESS – NONE

EXECUTIVE DIRECTOR'S REPORT

- 1) Congratulations to Commissioner Chambers on her role as Vice Chair for the Illinois Association of Park Districts.
- 2) Staff attended the IAPD/IPRA Soaring to New Heights Conference in Chicago from January 23-25. Executive Director Leiner and Village Manager Pavlicek presented Unified Actions: Managing Protest Scenarios through

NORTHBROOK PARK DISTRICT

Municipal Intergovernmental Cooperation. At the Annual Awards Luncheon, Senator Morrison was a guest of the District where she was named Legislator of the Year. Thank you to the Board for providing staff with this educational opportunity and for participating in conference events.

- 3) On February 3, the Northbrook skating community held a vigil on A-Rink for the passengers on American Airlines Flight 5342. The vigil was part of a larger tribute taking place across the country.
- 4) Light Up the Night was held on February 7 at Techny Prairie Activity Center. The night was filled with disco fever themed music, games and snacks. Participants received a corsage or boutonniere and a souvenir photo.
- 5) Northbrook Theatre for Young Audiences wrapped up the 2024-2025 season on February 22 with the final show of *Dragons Love Tacos*. The production had a very successful run.
- 6) On February 13, Executive Director Leiner attended the NSSRA Board of Directors meeting.
- 7) On February 14, the District hosted the IAPD Joint Legislative Committee Breakfast for our area at Heritage Oaks Golf Club. Senator Murphy, Representative Katz Muhl and Patrick Whalen representing Senator Fine's office and 53 Executive Directors and Commissioners attended the event. Thank you to Commissioners Chambers, Chao and Silverman and Directors Kim, Loftus, Olas, Scovic and Tokar for attending.
- 8) On February 25, the District received \$6.5 million in bond proceeds and the first tax bill installment.

COMMISSIONER REPORTS

Commissioner Chambers

- 1) Thank you to Commissioner Silverman and all staff for presenting sessions at the IAPD/IPRA Soaring to New Heights Conference. It was very nice to see Northbrook Park District well presented. Conference attendance is returning to pre-pandemic numbers. The IAPD team has already begun working on the 2026 conference schedule. Thank you to everyone for your support.
- 2) On February 14, she attended the Joint Legislative Breakfast at Heritage Oaks Golf Club. Thank you to Commissioner Silverman for providing the opening remarks. It was very nice to see Village Manager Pavlicek and Trustees Israel and Kohler in attendance.
- 3) Attended the Cultural Fair at the Northbrook YMCA. The event was well attended and very nicely done.
- 4) She will be attending the Legislative Breakfast in Vernon Hills on Friday, February 28, 2025.

Commissioner Silverman

- 1) Attended the IAPD/IPRA Soaring to New Heights Conference. Congratulations to everyone who received recognition tonight. Thank you for making our job easy.

Commissioner Chao

- 1) Enjoyed attending the Friday evening staff dinner at the IAPD/IPRA Soaring to New Heights Conference.
- 2) His two children are wrapping up hockey season tonight. Thank you to all the staff at the Sports Center.
- 3) His daughter and nephew attended *Dragons Love Tacos* and had a great time.

Commissioner Kumar

- 1) No report

PRESIDENT'S REPORT

- 1) Attended the Friday evening staff dinner at the IAPD/IPRA Soaring to New Heights Conference. Thank you to staff it was a nice event.

NORTHBROOK PARK DISTRICT

NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be the Regular Board Meeting on Wednesday, March 19, 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 7:17pm. 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