



## 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, March 10, 2025 in the Leisure Center Little Theater, 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, Chao, Kumar and Schyman

Commissioners Absent: Commissioner Silverman

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

Staff Present: Directors Baron, Kim, Loftus, Olas and Scovic; Business Manager Drahos; Superintendent of Athletics & Fitness Shea; Sports Center Manager Sanchez; Recreation Supervisor Sterba

### RECOGNITION OF VISITORS

Dan Dinelli, Northbrook resident; Laurence Deutsch, Northbrook resident; Shari, Mark and Sam White, Northbrook residents

### APPROVAL OF AGENDA

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

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

### APPROVAL OF MINUTES

Minutes of the Committee-of-the-Whole Meeting of February 18, 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 February 18, 2025 as presented. Commissioner Schyman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

### INFORMATIONAL ITEMS / VERBAL UPDATES – NONE

### NEW BUSINESS

#### **Parks and Properties**

*Consider Oaklane Park Pickleball Court Repurposing Sport Court Concept Options*

Executive Director Leiner reviewed the history of the Oaklane Park pickleball court concerns. Hitchcock Design Group has provided three options. The proposed designs are consistent with the layout and character of several other neighborhood parks in the District. Commissioners engaged in a question-and-answer session. President Chalem

# NORTHBROOK PARK DISTRICT

called for additional questions. Hearing none, Vice President Goodman moved to approve the Oaklane Park Pickleball Court Repurposing Sport Court Concept Options 1, 2 and 3 be made available to the public for comment to the full Board for approval. Commissioner Schyman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## *Consider Professional Services Agreement with Bulley & Andrews – Leisure Center*

Executive Director Leiner provided background information on the Professional Services Agreement with Bulley & Andrews (B&A) for the Leisure Center Renovation project. B&A continues to successfully provide Construction Manager at Risk (CMAR) services for the Meadowhill Aquatic Center renovation. Executive Director Leiner introduced Michael Cottick of Bulley & Andrews. Mr. Cottick and the 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 with Bulley & Andrews of Chicago, Illinois, for Construction Manager at Risk Services for the Leisure Center renovation. The agreement includes a Fixed Fee for General Conditions of \$358,570.00, Reimbursable Expenses not to exceed \$184,594.00, and the following fees as percentage of hard construction costs: a 3.25% Construction Manager's fee, 1% liability insurance, 0.15% builder's risk insurance, 1.2% subcontractor default insurance, and a 1% performance and payment bond fee to the full Board for approval. Commissioner Schyman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## *Consider Wood Oaks Green South Parking Lot Replacement, Bid #2274*

Director Kim provided background information on the Wood Oaks Green South Parking Lot Replacement, Bid #2274. The project scope includes replacement of the asphalt pavement and 10" of base stone for the entire south parking lot. The project also includes improvements to the circle drop-off areas for better traffic flow. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Vice President Goodman moved to approve the Wood Oaks Green South Parking Lot Replacement, Bid #2274 to Accu-Paving Co. of Broadview, Illinois in the amount of \$232,100.00 to the full Board for approval. President Chalem seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

Vice President Goodman also moved to approve a not-to-exceed additional contingency in the amount of \$120,000.00 for potential sub-base parking lot repairs, additional testing and proof rolling activities at the Wood Oaks Green South Parking Lot Replacement to the full Board for approval. President Chalem seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

# NORTHBROOK PARK DISTRICT

## *Consider Asphalt Maintenance & Repairs Various Locations, Bid #2275*

Director Kim provided background information on the Asphalt Maintenance & Repairs Various Locations project. The project scope includes asphalt maintenance and repairs at Heritage Oaks Golf Club parking lot and golf cart paths, Stonegate Park, Wood Oaks Green Park paths and Meadowhill Aquatic Center front drive and drop-off area. This project will not impact the pool opening schedule. President Chalem called for questions. Hearing none, Vice President Goodman moved to approve the Asphalt Maintenance & Repairs Various Locations, Bid #2275 to Patriot Maintenance of Mundelein, Illinois in the amount of \$68,000.00 to the full Board for approval. President Chalem seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## *Consider Techny Prairie Park and Fields Warming Shelter Roof Replacement*

Director Kim provided background information on the Techny Prairie Park and Fields Warming Shelter Roof Replacement project. President Chalem called for questions. Hearing none, Vice President Goodman moved to approve the Techny Prairie Park and Fields Warming Shelter Roof Replacement in the amount of \$34,000.00 to Anthony Roofing, Tecta America LLC of Aurora, Illinois via OMNIA Partners 04-29 JOC Contract to the full Board for approval. President Chalem seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## **Administration and Finance**

### *Consider Public Relations Strategy*

Director Scovic provided background information on the development of the Public Relations Strategy. Director Scovic introduced Craig Pugh, President and Jackie Rachev, Senior Account Supervisor of Public Communications Inc. who provided a presentation on Strengthening Community Engagement & Awareness: Northbrook Park District Public Relations Strategy. The Public Relations Strategy has been developed to enhance transparency, public engagement and communications to provide a roadmap for the Park District's strategic messaging and outreach initiatives. Data was collected based on resident, staff and survey input. The development of the Public Relations Strategy aligns with the 2021 Comprehensive Master Plan Update Goal 5, Community Outreach. The plan is structured around three key goals: 1) increase awareness of transparency initiatives, 2) expand community engagement and 3) enhance public perception. Next steps and an implementation timeline were discussed. Mr. Pugh thanked the Park District staff for their level of precision in preparation of the Plan. Commissioners engaged in a question-and-answer session. President Chalem called for additional discussion. Hearing none, Commissioner Chambers moved to accept the Public Relations Strategy as presented to the full Board for approval. Commissioner Schyman seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

### *Consider February Voucher Report*

Director Tokar received one question prior to the Meeting. President Chalem called for questions. Hearing none, Commissioner Chambers made a move to recommend the Board approve the February 2025 vouchers in the amount of \$935,361.62 to the full Board for approval. Commissioner Schyman seconded the motion.

# NORTHBROOK PARK DISTRICT

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## *Class 6B Property Tax Incentive Request – 3075 Commercial Avenue*

Executive Director Leiner provided background information for the Class 6B Property Incentive request for property located at 3075 Commercial Avenue. Commissioners engaged in a discussion. The Board provided consensus for Executive Director Leiner to respond to the Village that the Commissioners understand the need to advance development in the community, but expressed concerns regarding the speculative nature of the request.

## **Policy**

### *Consider Revision to the Northbrook Park District Conduct Ordinance 15-O-7 Section 2.15 Use of Restrooms, Washrooms and Locker Rooms*

Executive Director Leiner reviewed the suggested language revision to Section 2.15 Use of Restrooms, Washrooms and Locker Rooms as advised by Legal Counsel. Staff identified that the current Ordinance may not fully reflect the latest Illinois case law or the District's position on access to facilities. The proposed Ordinance language also incorporates revisions to the age restrictions for unsupervised restroom use, designed to align the Ordinance with the District's current practices. Commissioners engaged in a question-and-answer session. President Chalem called for additional discussion. Hearing none, Commissioner Chambers moved to approve the following revisions to Section 2.15 Use of Restrooms, Washrooms, Dressing Rooms and Locker Rooms of the Northbrook Park District's General Conduct Ordinance (No. 15-O-7): the removal of item e) Individuals may not use restrooms, washrooms and locker rooms designated for families and add the following sections: d) All single-occupancy restrooms, washrooms, dressing rooms and locker rooms are designated as gender-neutral, and available for use by all, h) Transgender individuals may use the restroom, washroom, dressing room or locker room consistent with their gender identity to the full Board for approval. Commissioner Chao seconded the motion.

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

*Motion Passed: 6 ayes; 0 nays; 1 absent*

## **Recreation**

### *Sports Center Review: Ice Report*

Director Loftus and Sports Center Manager Sanchez presented an informative Sports Center Ice report. The Northbrook Sports Center serves as a hub for ice sports and recreation, offering programs and activities for individuals of all ages and skill levels. The Sports Center hosts a variety of internal programs that run consistently year-round including Public Skate, Cosmic Skating, Open Hockey and Freestyle, all designed to cater to diverse age groups and skating abilities. The Sports Center partners with four affiliate organizations: The Northbrook Bluehawks, Teams Elite synchronized skating, The Northbrook Speed Skating Club and Glenbrook North Hockey. These affiliates hold regular practices, games and events throughout the year. Director Loftus provided an in-depth overview of the Skating School Figure Skating classes, Instructional Hockey classes, Public Skate, Cosmic Skating, Open Hockey, Northbrook-On-Ice (NOI), Skate & Dance Camp, Freestyle and Rink Rentals. NOI is proudly celebrating its 55<sup>th</sup> anniversary May 9-11. This year's show will be a larger production with 43 returning Icette alumni. Commissioners engaged in a question-and-answer session. Commissioners thanked Director Loftus and Manager Sanchez for their thorough report.

# NORTHBROOK PARK DISTRICT

Director Loftus shared that Teams Elite won the World Junior Synchronized Skating Championships on March 8 in Gothenburg, Sweden. This is the first time the US Team has won the gold medal. Manager Sanchez is planning to post celebration banners around the rink.

## *Athletics Review: Youth and Adult Instructional Programming*

Director Loftus and Superintendent Shea presented an informative Athletics report on Youth and Adult Instructional Programming. Youth and Adult Instructional Programs play a crucial role in introducing individuals to various sports. These programs provide a recreational platform for participants to learn new skills or explore activities. Athletics staff meet before each season to plan gym usage and programs, ensuring efficient scheduling and avoiding competition between similar programs or activities. Programs include Hot Shot classes, Taekwondo, Fencing, contractual Soccer, Adult and Youth Tennis, Pickleball, Skateboarding, contractual and non-contractual Lacrosse, In-House Youth Sports, Youth Volleyball and Youth Cycling. Dog Training classes are new and have become very popular. Due to the success of the Halloween Pet Parade, staff are looking to introduce more programs focused on dogs. Commissioners engaged in a question-and-answer session.

## OLD BUSINESS - NONE

## ADJOURN

With no further business to come before the Board, Commissioner Chambers made a motion to adjourn the Committee-of-the-Whole Meeting at 8:30pm. 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