



## 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, April 14 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, Chao, Kumar (left at 8:46pm) 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; Superintendent of Grounds & Golf Maintenance Meyer; Golf Maintenance Supervisor Schneider (left at 8:40pm); Head PGA Professional Billiter (left at 8:40pm); Golf Instruction Supervisor Wenzel (left at 8:40pm)

Guests: Michael Cottick, Shamus McLaughlin and Kevin Murphy, Bulley & Andrews (left at 7:20pm); Todd Quitno and Michael J. Benkusky, Quitno Golf Designs, Inc. (left at 8:40pm)

### RECOGNITION OF VISITORS

Jason Risdon, Commissioner-Elect

Hamzah Mirza, Commissionern-Elect

### 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 March 10, 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 March 10, 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**

*Meadowhill Aquatic Center Renovation Update*

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Michael Cottick, Shamus McLaughlin and Kevin Murphy of Bulley & Andrews (B&A) provided a presentation on the progress of the Meadowhill Aquatic Center Renovation project. Highlights included photos of the progress in the administration area, bathhouse, mechanical room and previously unknown existing conditions that were encountered during construction. The team from B&A provided information on the surge tank excavation pit and installation of the sheeting retention system. Commissioners engaged in a question-and-answer session.

## *Consider Resolution 25-R-1, A Resolution Authorizing Emergency Expenditure of Funds for Meadowhill Aquatic Center Surge Tank*

Executive Director Leiner reviewed the emergency expenditure of funds for the surge tank at the Meadowhill Aquatic Center (MAC). A Resolution is required for the Board to formally authorize the expenditure of funds and execute the contract for the additional services required to construct the surge tank. Executive Director Leiner thanked the Commissioners for taking time out of their day to meet him at MAC and gain an understanding of the project. On March 28, 2025, President Chalem and Executive Director Leiner executed the necessary change order in the amount of \$366,811.51 allowing B&A to remain on schedule. President Chalem called for questions. Hearing none, Vice President Goodman moved to approve Resolution 25-R-1, a Resolution authorizing the emergency expenditure of funds in the amount of \$366,811.51 for the Meadowhill Aquatic Center Surge Tank Renovation to the full Board for approval. Commissioner Chambers 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 Custodial Services – Various Locations, Bid #2273*

Director Kim provided background information on the Custodial Services – Various Locations, Bid #2274. Staff recommend the Board of Commissioners reject the bid from the lowest bidder, Eco-Clean Maintenance, Inc., due to past performance issues, and award the bid to Multisystem Management Company. Staff contacted all of the references provided by Multisystem Management Company and received positive reviews. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Vice President Goodman moved to: 1) reject the bid from the lowest bidder Eco-Clean Maintenance, Inc. and 2) award the Custodial Services – Various Locations, Bid #2273 to the next lowest responsible bidder, Multisystem Management Company of Chicago, Illinois for a three-year contract in the amount of \$363,837.00 to the full Board for approval. Commissioner Chambers 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*

## **Golf Operations**

### *Heritage Oaks Golf Club Draft Master Plan Presentation*

Executive Director provided background information on the Heritage Oaks Golf Club Draft Master Plan and discussed how the assessment recommendations would be incorporated in capital improvement planning. Director Baron introduced Todd Quitno and Michael Benkusky of Quitno Golf Designs, Inc. Mr. Quitno thanked the Golf Division staff for their collaboration on the year-long assessment. Mr. Quitno reviewed: the greater goals for Heritage Oaks Golf Club; the overall plan; evaluation of course condition, bunker conditions and improvement; tee box conditions and recommendations; cart path condition and recommendations; tree condition and recommendations; ponds/native areas condition and recommendations; range netting condition and recommendations; short game practice area condition and recommendations; and irrigation and pumps condition and recommendations. She also reviewed cost

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estimates. Commissioners engaged in a question-and-answer session. By consensus, Commissioners agreed to move the draft Heritage Oaks Golf Club Master Plan to the April 23, 2025 Regular Board Meeting Agenda as an Action Item for acceptance.

## **Administration and Finance**

### *Consider March Voucher Report*

Director Tokar addressed questions received prior to the Meeting. President Chalem called for questions. Hearing none, Commissioner Chambers made a move to recommend the Board approve the March 2025 vouchers in the amount of \$1,048,116.72 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*

### *Quarterly Financial Update*

Director Tokar provided a financial update of preliminary results for the three months ending March 31, 2025. Highlights and key takeaways included strong favorability of services, current tracking to budget and the markets. Commissioners engaged in a question-and-answer session. Commissioners thanked Director Tokar for the quarterly financial update.

### *Approval of Expenses – Board of Commissioner per Ordinance 17-O-1 Travel Expense Control Act*

Executive Director Leiner provided background information on Parks Day at the Capitol and the Legislative Conference that will be held on April 28-30, 2025 in Springfield, Illinois. President Chalem called for questions. Hearing none, President Chalem moved to approve travel expenses for Commissioner Chambers to attend Parks Day at the Capitol and the Legislative Conference in Springfield, Illinois on April 28-30, 2025 as part of her responsibilities as Vice Chair of the Illinois Association of Park Districts 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*

## **Policy**

### *Consider Revision to the Northbrook Park District Conduct Ordinance 15-O-7 Section 3.4 Fishing*

Executive Director Leiner reviewed the proposed revisions to Section 3.4 Fishing in the District's General Conduct Ordinance No. 15-O-7. Staff identified that the current Ordinance lacked language considered to be best practice and consistently found in the ordinances of surrounding park districts permitting fishing on park district property. Staff recommends adding (g) minnows are not permitted as bait. In addition, the District no longer permits any access to permanent bodies of water when frozen but does not have an Ordinance prohibiting ice fishing. Staff recommends adding (h) ice fishing is prohibited. Commissioners engaged in a question-and-answer session. President Chalem called for additional questions. Hearing none, Commissioner Chambers moved to approve the revisions as presented to Section 34 Fishing of the Northbrook Park District's General Conduct Ordinance No. 15-O-7 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*

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## Recreation

### *Athletics Department: Affiliate Report*

Director Loftus presented an Athletics Department review on the affiliate organizations the Park District collaborates with. Director Loftus recognized Superintendent Shea, Superintendent Meyer and Director Kim for their input. The Recreation Division directly collaborates with Northbrook Baseball, Northbrook Girls Softball, Spartan FC and Northbrook Cycling Committee to promote effective communication, strengthen relations and provide well-maintained amenities. Each affiliate operates under an Affiliate Agreement outlining costs for facility usage, field preparation, portable restrooms, lighting and non-resident participation. District Recreation and Parks staff coordinate with the affiliates during peak season on games, field preparations, weather-related adjustments and internal communications. An end-of-the season meeting is held to discuss the previous season and plan for the next. Director Loftus highlighted the field improvements that were completed for the 2025 season. A four-year historical overview on each affiliate was provided. Commissioners engaged in a question-and-answer session. Vice President Goodman thanked staff for the presentation.

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 9:11pm. 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