



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

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[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, July 14, 2025 in the Leisure Center Little Theatre, 3323 Walters Avenue, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL — COMMITTEE-OF-THE-WHOLE MEETING

Vice President Chao called the Committee-of-the-Whole Meeting to order at 6:30pm.

Commissioners Present: Vice President Chao; Commissioners Chambers, Kumar, Mirza, Risdon and Silverman (arrived 6:32pm)

Commissioners Absent: President Goodman

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

Staff Present: Directors Kim and Olas; Business Manager Drahos; Superintendent of Special Facilities & Registration Sanchez; Superintendent of Grounds & Golf Maintenance Meyer

Guests: Chris Johlle and Eliza Kaye, Littler Mendelson, P.C.

### RECOGNITION OF VISITORS – NONE

### APPROVAL OF AGENDA

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

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

### APPROVAL OF MINUTES

Minutes of the Committee-of-the-Whole Meeting of June 16, 2025 were previously distributed and reviewed. Vice President Chao 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 June 16, 2025 as presented. Commissioner Risdon seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

### MOVE INTO CLOSED SESSION TO DISCUSS PENDING OR IMMINENT LITIGATION 5 ILCS 120/2(c)(11)

Vice President Chao called for a motion to move into Closed Session. Commissioner Chambers made a motion to move into Closed Session to Discuss Pending or Imminent Litigation. 5 ILCS 120/2(c)(11) Commissioner Silverman seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

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Moved into Closed Session at 6:33pm.  
Reconvened in Open Session at 6:54pm.

## MOVE INTO CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE 5 ILCS 120/2(c)(1)

Vice President Chao called for a motion to move into Closed Session to Discuss Employment of an Employee. 5 ILCS 120/2(c)(1) Commissioner Chao seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

Moved into Closed Session at 6:55pm.  
Reconvened in Open Session at 7:03pm.

## NEW BUSINESS

### **Parks and Properties**

*Consider Approval of Collective Bargaining Agreement with International Union of Operating Engineers Local 150, Public Employee Division for the term of May 1, 2025 to April 30, 2029*

Vice President Chao called for additional questions. Hearing none, Commissioner Chambers moved to approve the Collective Bargaining Agreement with International Union of Operating Engineers Local 150, Public Employee Division for the term of May 1, 2025 to April 30, 2029 as presented to the full Board for approval. Commissioner Silverman seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

### *Consider Heritage Oaks Golf Club Shade Structures Purchase*

Director Kim provided background information on the shade structure purchase at Heritage Oaks Golf Club. Staff identified the need for shade in three key areas: the Practice Range, the bag drop off podium and the Academy Range. Director Kim discussed that the project's cost estimates are higher than originally anticipated, given the scope of work involved. Commissioners engaged in a question-and-answer session on the purchase of the shade structure. Commissioner Chambers expressed concern about purchasing the shade structure prior to having cost information from the Installation Bid. Vice President Chao called for additional questions. Hearing none, Commissioner Risdon moved to approve the purchase of the Heritage Oaks Golf Club Shade Structure from Shade Systems of Ocala, Florida through the Helping Governments Across the Country Buy Cooperative Purchasing Group in the amount of \$123,080.81 to the full Board for approval. Vice President Chao seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye. Commissioner Chambers voted nay.

*Motion Passed: 5 ayes; 1 nays; 1 absent*

### *Consider Athletic Field Improvements at Techny Prairie Park and Fields #28 and #29*

Director Kim provided background information on the recommended athletic field improvements at Techny Prairie Park and Fields #28 and #29. The proposed work includes adding improved clay to the infields and removing the perimeter lips. The proposal for Field #29, which is one of the District's three lighted baseball fields, focuses on enhancements to level the clay infield and surrounding turf. The proposal for Field #28 addresses clay migration into the warning track and outfield by including the installation of a sod buffer along the baselines and behind home plate. The proposed work is designed to improve drainage and increase playability. Commissioners engaged in a

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question-and-answer session. Vice President Chao called for additional questions. Hearing none, Commissioner Chambers moved to approve the Athletic Field Improvements at Techny Prairie Park and Fields #28 and #29 to Midwest Field Solutions of Elk Grove Village, Illinois in the amount of \$73,500 to the full Board for approval. Commissioner Silverman seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

## **Administration and Finance**

### *Consider June Voucher Report*

Director Tokar did not receive any questions in advance of the Committee-of-the-Whole Meeting. Vice President Chao called for questions. Commissioner Chambers had a question relating to the Meadowhill Aquatic Center Renovation payments to Bulley & Andrews. Executive Director Leiner and Director Kim addressed the status of the project and warranty work remaining to be completed. Commissioner Mirza had a question relating the process of payouts to recurrent vendors. Director Tokar provided an explanation of the process. Vice President Chao called for additional questions. Hearing none, Vice President Chao made a move to recommend the Board approve the May 2025 vouchers in the amount of \$1,963,401.81 to the full Board for approval. Commissioner Silverman seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

### *Quarterly Financial Update*

Director Tokar provided a financial update of preliminary results for the six months ending June 30, 2025. Highlights and key takeaways included favorable program fees, interest rates that have remained favorable and a discussion on Cook County tax bill delays. Commissioners engaged in a question-and-answer session. Commissioners thanked Director Tokar for the quarterly financial update.

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

Vice President Chao reviewed the memo and called for questions. Hearing none, Vice President Chao moved to approve travel expenses for Commissioner Chambers to attend the Park District Conservation Day at the Illinois State Fair, August 7-17 2025, as part of her responsibilities as an Illinois Association of Park Districts Board member to the full Board for approval. Commissioner Silverman seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

## **Policy**

### *Consider Revisions to the Northbrook Park District Conduct Ordinance 15-O-7 Section 4.10 Drugs, Cannabis and Controlled Substances*

Commissioner Silverman reviewed the memo regarding the proposed amendment to 4.10 Drugs, Cannabis and Controlled Substance to align with state law and recommendation from PDRMA. Executive Director Leiner added that Ordinance 15-O-7 was approved prior to the recreational legalization of cannabis. Commissioners engaged in a question-and-answer session. Commissioner Silverman called for additional questions. Hearing none, Commissioner Chambers moved to approve the revisions as presented to Section 4.10 Drugs, Cannabis and Controlled Substances of

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the Northbrook Park District's General Conduct Ordinance 15-O-7 to the full Board for approval. Commissioner Silverman seconded the motion.

*Roll Call:* Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman voted aye.

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

## **Recreation**

### *Northbrook Sports Center: Instructional Programs Update*

Superintendent Sanchez provided an update on the Northbrook Sports Center: Instructional Programs. Instructional programs are the cornerstone of the facility. The Skating School offers a progressive figure skating pathway, hockey classes build skills and confidence for youth, and speedskating teaches competitive fundamentals. Led by professional coaches and affiliate staff working closely with Park District staff, programs ensure balanced ice use and scheduling. Staff strive to develop new programs to get children involved. Commissioners engaged in a question-and-answer session. Commissioner Chambers thanked Superintendent Sanchez for attending the meeting and providing the update.

## INFORMATIONAL ITEMS / VERBAL UPDATES

### **Techny Prairie Park and Fields OSLAD Grant Process**

Executive Director Leiner provided background information on the application process and timeline to apply for an Open Space Lands Acquisition and Development Grant. The District is in the process of applying for an OSLAD grant for a possible Techny Prairie Park and Fields renovation project. Grant applications are due on September 30, 2025. The District has recently been awarded OSLAD grants for Oaklane Park in 2022 (\$400,000), Williamsburg Square Park in 2023 (\$600,000), Meadowhill Aquatic Center in 2024 (\$600,000) and West Park in 2025 (\$600,000). Commissioners engaged in a question-and-answer session.

## OLD BUSINESS - NONE

## ADJOURN

With no further business to come before the Board, Vice President Chao made a motion to adjourn the Committee-of-the-Whole Meeting at 8:12pm. Commissioner Silverman 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