



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 Monday, September 8, 2025, Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

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

Commissioner Chambers called the Committee-of-the-Whole Meeting to order at 6:34pm.

Commissioners Present: Vice President Chao; Commissioners Chambers, Kumar, Mirza (arrived 6:39pm) and Silverman

Commissioner Present Via Teams: President Goodman

Commissioner Absent: Commissioner Risdon

Officers Present: Secretary Leiner; Treasurer Tokar

Officers Absent: Assistant Secretary Peterson

Staff Present: Directors Baron, Kim, Olas and Scovic; Administrative Assistant Taylor; Business Manager Drahos; Superintendent of Recreation & Arts Sweet

Staff Absent: Director Loftus

Guests: Steve Konters and Jenna Beck, Hitchcock Design Group (arrived at 7:16pm; left at 8:23pm)

RECOGNITION OF VISITORS – NONE

APPROVAL OF VIRTUAL MEETING ATTENDANCE

Vice President Chao called for a motion for President Goodman to attend the Committee-of-the-Whole electronically. Commissioner Chambers moved to approve President Goodman's electronic attendance at the Committee-of-the-Whole Meeting. Commissioner Silverman seconded the motion.

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

Motion Passed: 4 ayes; 0 nays; 3 absent

APPROVAL OF AGENDA

Vice President Chao 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 Goodman, Vice President Chao, Commissioner Chambers, Commissioner Kumar 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 August 18, 2025 were previously distributed and reviewed. Vice President Chao called for any changes to the Minutes. Hearing none, Commissioner Silverman made a motion to approve the Minutes of the Committee-of-the-Whole Meeting of August 18, 2025 as presented. Commissioner Chambers seconded the motion.

NORTHBROOK PARK DISTRICT

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

Motion Passed: 5 ayes; 0 nays; 2 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 Silverman made a motion to moved into Closed Session to Discuss Pending or Imminent Litigation 5 ILCS 120/2(c)(11) under the Open Meetings Act. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Moved into Closed Session at 6:39pm
Reconvened into Open Session at 6:55pm

INFORMATIONAL ITEMS / VERBAL UPDATES

Public Relations Strategy Implementation Plan Update

Director Scovic provided an update on the Public Relations Strategy Implementation Plan. The updated Plan includes Board input from the June 16, 2025 Committee-of-the-Whole Meeting for several of the proposed tactics. Staff will continue to implement the Public Relations Strategy to meet the evolving communication needs of the District. Commissioners engaged in a question-and-answer session.

Class 6B Incentive Request 3100-3150 Commercial Avenue

Executive Director Leiner provided background information for the Class 6B Property Incentive request for property at 3100-3150 Commercial Avenue. Commissioners engaged in a discussion. The Board provided consensus for Executive Director Leiner to respond to the Village that Commissioners understand the need to advance development in the community and are supportive of the request as outlined in the August 28, 2025 transmittal.

NEW BUSINESS

Administration and Finance

Consider August Voucher Report

Board Discussed August Voucher Report. Vice President Chao called for questions. Hearing none, Vice President Chao moved to recommend the Board approve the August 2025 vouchers in the amount of \$1,341,090.36 to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Park Board of Commissioners 2026 Meeting Calendar

Executive Director Leiner presented the proposed Park Board of Commissioners 2026 Meeting Calendar. Vice President Chao moved to approve the Park Board of Commissioners 2026 Meeting Calendar to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

NORTHBROOK PARK DISTRICT

Parks and Properties

Consider Techny Prairie Park and Fields OSLAD Grant Concept Plan

Executive Director Leiner introduced Steve Konters and Jenna Beck from Hitchcock Design Group, who provided an update to the Board on the updated Techny Prairie Park and Fields OSLAD Grant Concept Plan. Staff requested Board direction on the proposed concepts, specifically regarding the reduced playground scope, revisions to the Trail Through Time concept, and the potential inclusion of an additional picnic shelter within the OSLAD project scope. A discussion followed among Hitchcock Design Group representatives, staff, and the Board regarding the proposed updates. The Board requested that the musical component of the playground be removed and replaced with an alternative feature. Vice President Chao called for additional questions. Hearing none, Vice President Chao moved to recommend the revised Techny Prairie Park and Fields OSLAD Grant Concept Plan as part of the application to the Illinois Department of Natural Resources (IDNR) to the full Board for approval.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Oaklane Park Pickleball Court Repurposing Sport Court Concept Option 3

Executive Director Leiner thanked the Board for their work and help on the Oaklane Park Pickleball Court Repurposing. Vice President Chao called for questions. Hearing none, Vice President Chao moved to approve Concept Option 3 for the repurposing of the Oaklane Park Pickleball Courts to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Contract Mowing Service – Northeast, Bid #2282

Director Kim provided background information regarding the Contract Mowing Service – Northeast, Bid #2282. Commissioners engaged in a question-and-answer session. Vice President Chao called for additional questions. Hearing none, Vice President Chao moved to approve the Contract Mowing Service – Northeast, Bid #2282 to Apex Landscaping, Inc. of Hawthorn Woods, Illinois for the total base bid of \$179,578.96 for the three-year contract to the full Board for Approval. Commissioner Silverman seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Contract Mowing Service – Southwest, Bid #2283

Director Kim provided background information regarding the Contract Mowing Service – Southwest, Bid #2283. Commissioners engaged in a question-and-answer session. Vice President Chao asked for questions. Hearing none, Vice President Chao moved to approve the Contract Mowing Service – Southwest, Bid #2283 to Apex Landscaping, Inc. of Hawthorn Woods, Illinois for the total base bid of \$185,675.14 for the three-year contract to the full Board for Approval. Commissioner Silverman seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

NORTHBROOK PARK DISTRICT

Consider District Tree Maintenance, Bid #2284

Director Kim provided background information regarding the District Tree Maintenance, Bid #2284. The project includes plant health care treatments, specifically fertility applications and specific pest applications. Vice President Chao asked for questions. Hearing none, Vice President Chao moved to approve the three-year hourly rate schedule and plant health unit pricing contract for District Tree Maintenance, Bid #2284 from SavATree of Evanston, Illinois to the full Board for approval. Commissioner Mirza seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Policy

Consider Amending and Restating Ordinance 04-O-06, Ethics

Executive Director Leiner updated the Board on Ordinance 04-O-06, Ethics. Legal counsel recommends that the Board amend Article 10, *Gift Ban*, Section 10-2, by deleting the last two sentences to align the Ordinance with state law and current practice. Legal counsel also recommends that the Board consider deleting Article 20, *Ethics Commission*, from Ordinance 04-O-06. The current Board Policy is more restrictive than law. Commissioners engaged in a question-and-answer session. Vice President Chao called for additional questions. Hearing none, Commissioner Silverman moved to adopt the Amendment and Restatement to Ordinance 04-O-6, Ethics as presented to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Resolution 25-R-4, a Resolution Approving the Northbrook Park District's Purchasing Policy

Executive Director updated the Board on Resolution 25-R-4, a Resolution Approving the Northbrook Park District's Purchasing Policy. Illinois Senate Bill 1612 (P.A. 104-0114) was signed into law by Governor Pritzker on August 1, 2025, and became effective immediately. The Bill, which amends the Park District Code, the Conservation District Act, and the Downstate Forest Preserve District Act, modifies the thresholds for competitive bidding for contracts involving supplies, materials, and work for these districts. Specifically, contracts for supplies and materials require a bid on expenditure exceeding \$60,000 and contracts for work require a bid on expenditures over \$30,000. Legal counsel worked with staff to update the District's Purchasing Policy. Commissioners engaged in a question-and-answer session. Vice President Chao called for additional questions. Hearing none, Vice President Chao moved to approve Resolution 25-R-4, a Resolution Approving the District's Purchasing Policy to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Leisure Center Renovation Project: Staff and Program Relocation

Superintendent Sweet presented to the Board an update on the Leisure Center Renovation Project: Staff and Program Relocation. During the renovation, staff have relocated to the Joe Doud Administration Building, Techny Prairie Activity Center, Village Green, and Northbrook Sports Center. Sunshine Preschool relocated to the Northbrook Sports Center, while Senior Center programs were moved to Village Green Center and Techny Prairie Activity Center. The Scene Shop and Props Construction relocated to the Parks Department workshop. Theatre productions will be held at Field Middle School Auditorium and the Northbrook Public Library. Superintendent Sweet thanked the Parks Department staff for their efforts in packing, cleaning and clearing items. She also thanked all Divisions for sharing spaces with the Leisure Center staff. Commissioners thanked Superintendent Sweet for the update.

NORTHBROOK PARK DISTRICT

OLD BUSINESS

Policy

Consider Revision to the Northbrook Park District Conduct Ordinance 15-O-7 Section 4.32 Swimming and Water Use
At the May 19, 2025 Committee-of-the-Whole Meeting staff revised the proposed language to remove the term “open waters” which had been subject to varying interpretations. Executive Director Leiner provided an updated definition of “District Waters” to clarify the scope of the Ordinance. The revised language clearly prohibits ice skating on frozen bodies of water while avoiding confusion with the District’s seasonal outdoor ice rink. Vice President Chao called for questions. Hearing none, Commissioner Chambers moved to approve the revisions as presented to Sections 4.32 Swimming and Open Water Use of the Northbrook Park District’s General Conduct Ordinance (No. 15-O-7) to the full Board for approval. Commissioner Mirza seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

ADJOURN

With no further business to come before the Board, Commissioner Mirza made a motion to adjourn the Committee-of-the-Whole Meeting at 9:05pm. 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