



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, October 13, 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 6:31pm.

Commissioners Present: President Goodman; Vice President Chao; Commissioners Chambers, Kumar and Risdon
Commissioner Present Via Conference Call: Commissioner Silverman (due to technical difficulties joined at 6:50pm)
Commissioner Absent: Commissioner Mirza
Officers Present: Secretary Leiner; Treasurer Tokar; Assistant Secretary Peterson
Staff Present: Directors Baron, Kim, Loftus, Olas and Scovic; Superintendent of Special Facilities & Registration Sanchez
Guests: Michael Cottick, Shamus McLaughlin, Paul Ardizzoni Bulley & Andrews (left at 7:00pm)

RECOGNITION OF VISITORS – NONE

APPROVAL OF VIRTUAL MEETING ATTENDANCE

President Goodman moved to approve Commissioner Silverman's electronic attendance at the Committee-of-the-Whole Meeting. Commissioner Risdon seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

APPROVAL OF AGENDA

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

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

Motion Passed: 5 ayes; 0 nays; 2 absent

APPROVAL OF MINUTES

Minutes of the Committee-of-the-Whole Meeting of September 8, 2025 and the Closed Session Minutes of September 8, 2025 were previously distributed and reviewed. President Goodman 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 September 8, 2025 as presented. Vice President Chao seconded the motion.

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

Motion Passed: 5 ayes; 0 nays; 2 absent

NORTHBROOK PARK DISTRICT

PRESENTATION

Leisure Center Renovation Update

Executive Director Leiner welcomed Michael Cottick, Shamus McLaughlin, and Paul Ardizzoni of Bulley & Andrews to the Committee-of-the-Whole Meeting. Mr. Cottick, Mr. McLaughlin, and Mr. Ardizzoni provided an update on the Leisure Center renovation project, highlighting safety performance, financial status, and procurement progress. Exterior work has included forming the new west side vestibule, installing concrete curbs and sidewalks on the west side of the building, completing excavation for sanitary pipe replacement, and pouring new footings on the east side. Interior demolition and framing are ongoing. Commissioners engaged in a question-and-answer session. President Goodman thanked the Bulley & Andrews team for their presentation and continued partnership.

INFORMATIONAL ITEMS / VERBAL UPDATES

Holiday Decorations

Executive Director Leiner provided background on the Park District's past practices for facility decorating during the holiday season. In 2024, a woodland theme was featured in several facilities, with a pause on secular decorations. Staff at Techny Prairie Activity Center received member feedback expressing disappointment about the absence of traditional holiday décor. Executive Director Leiner suggested implementing consistent holiday decorations across all Park District facilities. Commissioners engaged in discussion and, by consensus, agreed to allow secular holiday decorations in Park District facilities to recognize and celebrate the holiday spirit.

Property Boundary Survey Discussion West Park and Heritage Oaks Golf Club

Director Kim provided an update on the surveying of Park District property at West Park and Heritage Oaks Golf Club. The Park District has hired a survey company to address property lines and encroachment. Commissioners engaged in a question-and-answer session.

NEW BUSINESS

Administration and Finance

Consider September Voucher Report

Director Tokar did not receive any questions prior to the meeting. President Goodman called for questions. Hearing none, Commissioner Chambers moved to recommend the Board approve the August 2025 vouchers in the amount of \$884,099.32 to the full Board for approval. Commissioner Risdon seconded the motion.

Roll Call: President Goodman, Vice President Chao, Commissioner Chambers, Commissioner Kumar, 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 nine months ending September 30, 2025. Highlights and key takeaways included timing related to property tax payments, investment income and grant money, staffing and favorable expenses to budget. Commissioners engaged in a question-and-answer session.

Consider Truth-in-Taxation Resolution 25-R-6

Director Tokar provided background information on the Truth-in-Taxation Resolution, 25-R-6. This Resolution fulfills the first requirement of the Truth-in-Taxation Act, requiring the Park District to determine the amount to be levied. The proposed levy includes a 5.38% increase, not including debt service. Due to the tax cap, the District levy is limited to the 2.9% CPI increase plus new property additions for all capped funds. Commissioners engaged in a question-and-answer session. President Goodman called for additional questions. Hearing none, Commissioner Chambers moved to approve the Truth-in-Taxation Resolution, 25-R-6, determining the amount of money, exclusive of debt service and election costs, estimated to be necessary to be raised by taxation to the full Board for an Action Item at the Regular Board Meeting on October 22, 2025. Vice President Chao seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for FY 2026

Director Olas provided background information on the annual recommendation for Full-Time Non-Bargaining Unit Merit and Discretionary Pools for the 2026 Fiscal Year. This recommendation only impacts 56 Non-Bargaining Unit positions as the Collective Bargaining Agreement provides annual contractual increases. Commissioners engaged in a question-and-answer session. President Goodman called for additional questions. Hearing none, Commissioner Chambers moved to approve a merit pool in the amount of \$197,712 and a discretionary pool in the amount of \$108,741 for Full-Time Non-Bargaining Unit staff for the 2026 Fiscal Year to the full Board for approval. Vice President Chao seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Resolution 25-R-5, Closed Session Minutes

Executive Administrative Assistant Peterson presented Resolution 25-R-5, a Resolution authorizing release of certain closed session minutes and destruction of certain closed session verbatim recording. Legal counsel has reviewed the Closed Session minutes presented to determine if any should be released. Commissioners engaged in a question-and-answer session.

Commissioner Chambers expressed frustration that staff had fallen behind in destroying verbatim records and reminded the Board's expectation that records be destroyed when legally eligible at 18 months. Executive Director Leiner acknowledged that no resolution had been presented since he assumed the role in 2023, accepted responsibility, and committed to meeting the Board's expectations moving forward. Commissioner Chambers requested that staff consult legal counsel to review the current process and ensure compliance with best practices and legal requirements.

President Goodman called for additional questions. Hearing none, Commissioner Risdon moved to adopt Resolution 25-R-5, a Resolution providing for the destruction of verbatim recording of Closed Session minutes of the Northbrook Park District, Cook County, Illinois to the full Board for approval. President Goodman seconded the motion.

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

Motion Passed: 5 ayes; 1 nays; 1 absent

Policy

Consider Resolution 25-R-7, a Resolution approving the District's Public Comment Policy

Executive Director Leiner updated the Board on Resolution 25-R-7, a Resolution approving the District's Public Comment Policy. Legal Counsel recommends that the Board draft a policy establishing rules for public comment consistent with the Open Meetings Act and applicable law. President Goodman called for questions. Hearing none, Vice President Chao moved to approve Resolution 25-R-7, a Resolution approving the District's Public Comment Policy to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

NORTHBROOK PARK DISTRICT

Consider Resolution 25-R-8, Policy Regulating Communications Between Board Members

Executive Director Leiner updated the Board on Resolution 25-R-8, a Resolution approving the Northbrook Park District's Policy Regulating Communications Between Board Members. Staff requested that Legal Counsel draft a policy consistent with the Open Meetings Act, ensuring that the referenced policy is properly established. Commissioner engaged in a question-and-answer session. President Goodman called for additional questions. Hearing none, Vice President Chao moved to approve Resolution 25-R-8 a Resolution approving the Northbrook Park District's Policy Regulating Communications Between Board Members to the full Board for approval. Commissioner Risdon seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Consider Resolution to the Northbrook Park District Conduct Ordinance 15-O-7 Chapter 2 Protection and Use of District Property

Executive Director Leiner reviewed the memo regarding the proposed revision to Chapter 2 Protection and Use of District Property of the Conduct Ordinance. Legal Counsel recommends adding Section 2.21 Limiting Access to Non-Public Fora to restrict access to staff-only areas not open to the public. Commissioners engaged in a question-and-answer session. President Goodman called for additional questions. Hearing none, Vice President Chao moved to approve the addition of Section 2.21 Limiting Access to Non-Public Fora to the Northbrook Park District's General Conduct Ordinance No. 15-O-7 to the full Board for approval. Commissioner Risdon seconded the motion.

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

Motion Passed: 6 ayes; 0 nays; 1 absent

Recreation

Summer Camp: 2025 Registration and Participation Review

Director Loftus introduced Superintendent of Special Facilities and Registration Sanchez. Superintendent Sanchez provided an overview of the 2025 Summer Camp Registration and Participation. The 2025 Summer Camp season concluded in mid-August, followed by a survey distributed to 772 emails. Overall feedback was positive, with results indicating that the earlier start time, new food options, and extended camp days were well received. Respondents also shared suggestions for future improvements, including additional swimming time, centralized transportation, greater variety and shorter travel time for off-site field trips, a longer camp day, and an extended camp season. Other popular requests included non-competitive sports, dance, swimming, gymnastics, nature-focused, and tween-specific camps. Planning for the 2026 Summer Camp season is already underway. Commissioners participated in a question-and-answer session.

2025 Aquatic Season Comprehensive Overview

Superintendent Sanchez provided a comprehensive overview of the 2025 Aquatic Season. The Meadowhill Aquatic Center reopened on June 15 following extensive renovations. The updated facility received positive feedback from patrons, noting the addition of universal restrooms, a redesigned entryway, and increased shade structures. A post-season survey indicated that most membership holders plan to renew for the 2026 season, reflecting continued high satisfaction and loyalty. Superintendent Sanchez also highlighted the swim lesson program, noting that survey results showed strong satisfaction and confirmed the program continues to meet or exceed participant expectations. Fees will remain unchanged for the 2026 season to maintain affordability. Planning for the upcoming season is already underway. Commissioners engaged in a question-and-answer session.

OLD BUSINESS - NONE

NORTHBROOK PARK DISTRICT

ADJOURN

With no further business to come before the Board, Commissioner Chambers made a motion to adjourn the Committee-of-the-Whole Meeting at 8:34pm. Vice President Chao 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