



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, November 17, 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 6:30pm.

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

Officers Present: Secretary Leiner; Treasurer Tokar (left at 8:41pm); Assistant Secretary Peterson (left at 8:41pm)

Staff Present: Directors Kim, Loftus, Olas and Scovic; Superintendent of Grounds & Golf Maintenance Meyer; Superintendent of Facilities & Fleet Truhlar; Superintendent of Arts & Recreation Sweet; Business Manager Drahos; Manager Wrobel (all left at 8:41pm)

Staff Absent: Director Baron

RECOGNITION OF VISITORS – NONE

APPROVAL OF AGENDA

President Goodman 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, 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 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, Commissioner Risdon and Commissioner Silverman voted aye.

Motion Passed: 6 ayes; 0 nays; 1 absent

PRESENTATION – NONE

INFORMATIONAL ITEMS / VERBAL UPDATES

Village Green Park Oak Tree Assessment Update

Director Kim and Superintendent Meyer provided an update on the Village Green Park Oak Tree Assessment. A comprehensive assessment, including soil nutrient analysis, evaluation of insect damage, and development of an oak tree action plan, is underway. Trees will be trimmed as necessary, and findings from the 2017 restoration report were reviewed to preserve the natural oak savannah. A few trees between the ball field and parking lot were identified for potential removal; no leaves are currently growing at the top of the canopy, and a risk assessment

NORTHBROOK PARK DISTRICT

indicates removal by 2028 may be necessary. Soil testing showed some nutrient deficiencies, with data to be confirmed during the summer growing season. Staff are comparing information from the 2009 and 2017 assessments and updating the GIS system, supporting applications for additional arboretum grants. Declining tree health has been linked to drought conditions since 2019 and root system compaction. Measures to limit park traffic, especially during Shermerfest, have been implemented, and tree planting in open spaces continues to reduce compaction. Staff noted that a root watering system may be costly with limited benefit. Cicada damage was more extensive than anticipated. Drought and insect impacts have been incorporated into the draft Capital Improvement Plan. Staff continue to develop an Urban Forest Management plan to guide tree preservation, replacement, and overall park sustainability. Commissioners engaged in a question-and-answer session.

Wintrust Partnership Update

Executive Director Leiner announced that Northbrook Bank & Trust, N.A., a Wintrust Community Bank, has chosen to further its partnership with the Northbrook Park District through a sponsorship of \$30,000 per year for five years. Director Scovic noted that \$15,000 of the annual contribution will support the scholarship program, with the remaining \$15,000 allocated to community events.

Triple Crown Award

Executive Director Leiner announced that the Park District has been awarded the 2023 Triple Crown Award for Financial Excellence by the Government Finance Officers Association (GFOA). The Park District was one of 485 governments nationwide, 38 in Illinois, and one of only two park districts to receive this honor. Executive Director Leiner thanked Director Tokar, the Finance Department, and the team for their efforts in achieving this recognition. The Park District has submitted applications for the Triple Crown Award for Fiscal Years 2024 and 2025, and results are pending.

IAPD Best of the Best Awards

The IAPD Best of the Best Awards Gala was held on October 24, 2025, and the Park District was recognized in two categories: Arts in the Park and Best Green Practices. Executive Director Leiner accepted the Best Green Practices award on behalf of the District, and Superintendent Sweet accepted the Arts in the Park award. Executive Director Leiner thanked Commissioner Risdon and the team for attending the Gala, as well as the Marketing and Communications Division for submitting the applications that showcase the Park District's work.

AIA Architect Award

Director Scovic

On October 15, 2025, Director Scovic and Superintendent Shea attended the American Institute of Architects Northeast Illinois Chapter (AIA NEI) 2025 Design Awards program at the Morton Arboretum as guests of Wight & Company. Wight & Company, the Park District's partner for the Techny Prairie Activity Center, received a Merit Award for Civic/Municipal projects. Projects were evaluated by a jury of architects from around the country for design excellence, honoring those who push boundaries in sustainability, innovation and community impact.

Techny Prairie Park and Fields OSLAD Grant Community Input Summary

Director Scovic provided an overview of the variety of community input and support that was collected for the Techny Prairie Park and Fields Open Space Lands Acquisition and Development (OSLAD) Grant application. Executive Director Leiner noted that the team did an excellent job presenting the project to the community. President Goodman thanked Director Scovic for the comprehensive presentation.

Board Biographies for Website

Director Scovic provided an update on the launch of the new Park District website, noting that the project will include a refresh of the Board of Commissioners' biographies. Communications Coordinator Ferrarin will schedule appointments to interview each Commissioner and will prepare cohesive, updated biographies.

NORTHBROOK PARK DISTRICT

IAPD/IPRA 2026 Soaring to New Heights Conference

Executive Administrative Assistant Peterson provided an overview of the 2026 IAPD/IPRA Soaring to New Heights Conference. The conference will be held on January 29-31 at the Hyatt Regency Chicago. President Goodman highlighted his past attendance at conference and encourage his fellow Commissioners to attend.

IAPD Credentials Certificate and IAPD Resolutions

The Annual Business Meeting of the Illinois Association of Park Districts will be held on Saturday, January 31, 2026. The delegate representing the Northbrook Park District will be Commissioner Chambers, the 1st Alternate will be Commissioner Risdon, and the 2nd Alternate will be Executive Director Leiner.

NEW BUSINESS

Parks and Properties

Review 2026 Capital Improvement Plan

Director Kim announced that staff were pleased to present the draft 2026 Capital Improvement Plan for Board consideration. The discussion will focus on \$12.4 million in capital projects of which \$10.4 million was previously discussed by the Board for three projects: the Leisure Center Renovation, West Park Renovation and the Techny Prairie Park and Fields Renovation. Director Kim acknowledged Superintendent Meyer, Superintendent Truhlar and Manager Wrobel and thanked them for attending the meeting. Director Kim conducted a page-by-page review of the draft 2025 Capital Improvement Plan. Commissioners engaged in a question-and-answer session.

The proposed Athletic Field Improvement project, initially \$60,000, was discussed by Commissioners. President Goodman polled each Commissioner regarding increasing the investment to \$120,000. By consensus, the 2026 Capital Improvement Plan was increased by \$60,000 to enhance Athletic Field improvements.

President Goodman thanked staff for the detailed 2026 Capital Improvement Plan.

Consider West Park Playground Equipment Purchase

Director Kim provided background information on the playground equipment purchase for West Park. In September and October, residents voted on three playground equipment design options and Option B received the most support. President Goodman called for questions. Hearing none, Commissioner Chambers moved to approve the West Park Playground Equipment purchase in the amount of \$205,933.55 to KOMPAN of Austin, Texas through OMNIA Purchasing Cooperative Purchase #2017001135 to the full Board for approval. Vice President Chao seconded the motion.

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

Motion Passed: 7 ayes; 0 nays

Consider Natural Area Management Services Request for Proposal

Director Kim and Superintendent Meyer presented background information on the Natural Area Management Services Request for Proposal (RFP). The Parks and Properties Division does not have a dedicated staff member to manage 52 acres of native areas within the District inventory. With the goal of improving services, staff developed an RFP with specifications to outline native area management services across several Park District sites. Staff reviewed three RFP submissions using a standardized scorecard to identify the most qualified vendor before opening the cost proposals. President Goodman called for questions. Hearing none, Commissioner Chambers moved to approve the Natural Area Management Services Request for Proposal to V3 Construction Group, Ltd., of Woodridge, Illinois for a three-year contract in the total amount of \$413,860 to the full Board for approval. President Goodman seconded the motion.

NORTHBROOK PARK DISTRICT

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

Motion Passed: 7 ayes; 0 nays

Administration and Finance

Consider October Voucher Report

Director Tokar did not receive any questions prior to the meeting. President Goodman called for questions. Hearing none, Vice President Chao moved to recommend the Board approve the October 2025 vouchers in the amount of \$1,489,478.06 to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 7 ayes; 0 nays

Consider Auditing Service Engagement with Lauterbach & Amen, LLP

Director Tokar provided background information on the continuation of auditing services with Lauterbach & Amen, LLP for Fiscal Years 2025, 2026 and 2027. Lauterbach & Amen, LLP provides specialized experience to clients in the governmental sector. President Goodman called for questions. Hearing none, Vice President Chao moved to approve continuing Auditing Service Engagement with Lauterbach & Amen, LLP of Naperville, Illinois for Fiscal Years 2025, 2026 and 2027 to the full Board for approval. Commissioner Risdon seconded the motion.

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

Motion Passed: 7 ayes; 0 nays

Consider 2026 Staff and Participant Apparel, Bid #2285

Executive Administrative Assistant Peterson provided background information on the annual Staff and Participant Apparel Bid. President Goodman called for questions. Hearing none, Vice President Chao moved to approve the award of the 2026 Staff and Participant Apparel, Bid #2285 for an overall total amount of \$116,168.53, as follows: 1) approve award of Categories A, C, D, E and F to Ad-Wear & Specialty of Texas, Inc. of Houston, Texas for the combined total amount of \$111,004.78 and 2) approve award of Category B to The Woolenwear Company of Prospect Heights, Illinois in the amount of \$5,163.75 to the full Board for approval. Commissioner Chambers seconded the motion.

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

Motion Passed: 7 ayes; 0 nays

Consider Memorandum of Understanding with the Northbrook/Glenview School District 30

Director Loftus provided background information on the Memorandum of Understanding between the Northbrook Park District and the Northbrook/Glenview School District 30 regarding utilizing a Park District facility as a reunification site for all three of the schools in the event they needed to relocate students. Park District and School District 30 staff toured several facilities and determined that the Northbrook Sports Center was the best option. Commissioners engaged in a question-and-answer session. President Goodman called for additional questions. Hearing none, President Goodman polled each Commissioner and by consensus agreed to execute the Memorandum of Understanding with the Northbrook/Glenview School District 30 to utilize the Northbrook Sports Center as an emergency reunification site.

NORTHBROOK PARK DISTRICT

Consider Intergovernmental Agreement between the Northbrook Park District and the Northbrook Library

Director Loftus provided background information on an Intergovernmental Agreement (IGA) between the Northbrook Park District and the Northbrook Library to solidify a commitment to work cooperatively to provide respective programs and services to the residents. The IGA was developed through a collaborative effort that involved meetings with Park District and Library staff. Commissioners engaged in a question-and-answer session. President Goodman called for additional questions. Hearing none, President Goodman polled each Commissioner and by consensus agreed to execute the Intergovernmental Agreement between the Northbrook Park District and the Northbrook Library.

Consider Resolution 25-R-12, Closed Session Minutes

Executive Director Leiner presented Resolution 25-R-12, a Resolution authorizing the destruction of certain closed session verbatim recordings. Commissioners engaged in a question-and-answer session regarding the removal of the fifth paragraph of the Resolution. President Goodman called for additional questions. Hearing none, Vice President Chao moved to amend Resolution 25-R-12 by removing the fifth paragraph “WHEREAS, the Board may order the destruction of the verbatim recordings even if it does not authorize the release of the written minutes from the closed session meeting until some later period of time” and adopt Resolution 25-R-12 as amended, a Resolution providing for the destruction of verbatim recording of Closed Session Meetings of the Northbrook Park District, Cook County, Illinois to the full Board for approval. Commissioner Risdon seconded the motion.

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

Motion Passed: 7 ayes; 0 nays

Policy

Consider Resolution 25-R-10, a Resolution approving the Northbrook Park District’s Grievance Procedure under the Americans with Disabilities Act

Executive Director Leiner provided background information the Park District’s Grievance Procedure under the Americans with Disabilities Act. Legal counsel has recommended repealing Resolution 92-R-2 and amending and restating the ADA Grievance Procedure as the current policy is 33 years old and updates are necessitated by changes in the law, staff turnover and best practices. President Goodman called for questions. Hearing none, Commissioner Chambers moved to repeal Resolution 92-R-2, a Resolution Establishing a Grievance Procedure Under, Pursuant to and in Accordance with the Americans with Disabilities Act and approve Resolution 25-R-10, a Resolution approving the Northbrook Park District Grievance Procedure under the Americans with Disabilities Act to the full Board for approval. Commissioner Risdon seconded the motion.

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

Motion Passed: 7 ayes; 0 nays

Consider Resolution 25-R-11, a Resolution approving the Northbrook Park District’s Policy for the Rules Governing Public Recording of Meetings

Executive Director Leiner provided background information on the proposed new Resolution approving the Northbrook Park District’s Policy for Rules Governing Public Recording of Meetings. Legal counsel drafted a policy consistent with the requirements of the Illinois Open Meetings Act, ensuring that the referenced policy is properly established. President Goodman called for questions. Hearing none, Commissioner Risdon moved to approve Resolution 25-R-11, a Resolution approving the Northbrook Park District’s Policy for the Rules Governing Public Recording of Meetings to the full Board for approval. Commissioner Chambers seconded the motion.

NORTHBROOK PARK DISTRICT

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

Motion Passed: 7 ayes; 0 nays

Recreation

Adventure Campus: 2025-2026 School Year Update

Director Loftus introduced Superintendent Sweet and provided an Adventure Campus update for the 2025-2026 school year. The Adventure Campus program is overseen by Manager Freer and Recreation Supervisor Goedeke. Director Loftus provided information on employee retention rates, current waitlists, and challenges at the schools with early dismissal at 2:15pm, which makes staffing more difficult. The program is currently short one site director and is still hiring for that position. Enrollment numbers are up this year but remain comparable to previous years, with spring sports typically resulting in some participant reduction. Wescott has surpassed Hickory Point in daily attendance, and room sizes at some sites make it challenging to care for all children. Teacher Institute Days and special events occasionally reduce available spaces. Director Loftus expressed appreciation for partnerships with School Districts 27, 30, and 31. Revenue considerations span the end of one school year and the start of the next, affecting two budgets. Looking ahead to the 2026–2027 school year, a modest fee increase is being considered, with rates evaluated in comparison to other school district. Registration advertising and staff hiring will occur in February. Director Loftus thanked Director Olas and Director for their assistance with hiring and advertising. Commissioners engaged in a question-and-answer session. Executive Director Leiner thanked Director Loftus and her team for the detailed report.

OLD BUSINESS - NONE

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

President Goodman made a motion to move into Closed Session to Discuss Employment of an Employee 5 ILCS 120/2(c)(1). Commissioner Silverman seconded the motion.

Roll Call: President Goodman, Vice President Chao, Commissioner Chambers, Commissioner Kumar, Commissioner Mirza, Commissioner Risdon and Commissioner Silverman

Motion Passed: 7 ayes; 0 nays

Moved into Closed Session at 8:41pm.

Reconvened in Open Session at 9:41pm.

UNFINISHED BUSINESS

Consider Auditing Service Engagement with Lauterbach & Amen, LLP

Commissioner Silverman inquired as to whether the District had engaged in audit firm rotation in recent years. Executive Director Leiner explained that while the District has used Lauterbach & Amen for an extended period, the firm regularly rotates its audit teams as a best practice. He added that although Lauterbach is widely regarded as the leading audit firm specializing in park districts, other qualified vendors are available.

After further discussion, Executive Director Leiner noted that, given Lauterbach's strong performance, the imminent start of the audit, and the support the firm is providing on the District's outstanding grants, he did not recommend making a change at this time. He suggested that the Board revisit the topic in the second quarter of FY 2026 to allow ample time to select a new vendor before the next audit cycle, should the Board wish to do so.

The Board reached consensus to revisit the matter in Q2 of FY 2026 as recommended.

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 9:51pm. 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