



## Board of Park Commissioners Board Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Board Meeting of the Northbrook Park District Board of Commissioners held on Wednesday, September 27, 2023 in the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL

President Chalem called the Regular Board Meeting to order at 7:06pm.

Commissioners Present: President Chalem; Vice President Goodman; Commissioners Chambers, Chao, Kumar, Schyman (left at 8:34pm) and Silverman

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

Staff Present: Directors Baron, Loftus, Olas and Scovic; Business Manager Drahos; Projects & Operations Supervisor Scharp; Facility & Fleet Manager Truhlar

Guests: Steve Konters and Jenna Beck, Hitchcock Design Group

### RECOGNITION OF VISITORS – None

### APPROVAL OF AGENDA

President Chalem called for any changes to the Agenda. Commissioner Silverman made a motion to approve the Agenda. Commissioner Schyman seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

### BOARD COMMITTEE REPORT – NONE

### CONSENT AGENDA

President Chalem announced the matters listed for consideration on the Consent Agenda have been discussed by the Board of Commissioners previously at the September 18, 2023 Committee Meetings and are matters on which there was unanimity for placement on the Consent Agenda at this meeting. Consent Agenda items are those that are approved by one motion, unless any Board Member or staff requests that an item be removed. If a Consent Agenda item(s) is removed it is then relocated to Action Items for discussion and consideration. President Chalem called for any changes to the Consent Agenda. Hearing none, Commissioner Silverman made a motion to approve the Consent Agenda. Commissioner Schyman seconded the motion.

#### V.62. Approval of the Regular Board Meeting Minutes of August 23, 2023

**Motion:** I move to approve the August 23, 2023 Regular Board Meeting Minutes.

#### V.63. Approval of August 2023 Voucher Report (AF)

**Motion:** I move to approve the August 2023 Vouchers in the amount of \$1,165,784.86.

# NORTHBROOK PARK DISTRICT

V.64. Approval of Greenfield Park Playground Equipment Purchase

**Motion:** I move to approve the Greenfield Park Playground Equipment purchase in the amount of \$85,000 for the BCI Burke Company playground equipment proposal #129-166883-6 from Play Illinois/BCI Burke Company of Westmont, Illinois through the Equalis Group Cooperative Purchasing Network.

V.65. Approval of Wescott Park Playground Equipment Purchase

**Motion:** I move to approve the Wescott Park Playground Equipment purchase in the amount of \$53,000 for the BCI Burke Company playground equipment proposal #129-166870-5 from Play Illinois LLC/BCI Burke Company of Westmont, Illinois through the Equalis Group Cooperative Purchasing Network.

V.66. Approval of Williamsburg Square Park Playground Equipment Purchase

**Motion:** I move to approve the Williamsburg Square Park Playground Equipment purchase in the amount of \$130,000 for the BCI Burke Company playground equipment proposal #129-155107-3\_1 from Play Illinois LLC/BCI Burke Company of Westmont, Illinois through the Equalis Group Cooperative Purchasing Network.

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

*Motion Passed: 7 ayes; 0 nays*

## ACTION ITEM

VI. 67. Approval of Board Appointment – Board Secretary

**Motion:** President Chalem moved to appoint Executive Director Chris Leiner as the Board Secretary. Commissioner Chao seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

VI. 68. Approval of Authorized Signers at Northbrook Bank & Trust Company

**Motion:** Commissioner Chambers moved to approve the removal of Molly Hamer, retired Executive Director, as an authorized signer and add Chris Leiner, Executive Director, as an authorized signer on the Park District accounts at Northbrook Bank & Trust Company. Commissioner Chao seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

VI. 69. Approval of Fleet Vehicle Purchase

**Motion:** Commissioner Chambers moved to approve Executive Director Leiner to procure: one (1) Ford F-250 4X4 Utility Body, Liftgate, Plow; one (1) Ford F-350 4x4 Crew Cab, Plow, Dump Bed; one (1) Ford Maverick XL EcoBoost; two (2) Ford Transit Vans via a cooperative purchasing program for an amount not to exceed \$321,850. Commissioner Schyman seconded the motion. Commissioners engaged in discussion.

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

*Motion Passed: 7 ayes; 0 nays*

# NORTHBROOK PARK DISTRICT

## INFORMATIONAL /VERBAL UPDATES – NONE

## NEW BUSINESS

### **Outdoor Athletic Field and Hard-Court Assessment Update**

Executive Director Leiner introduced Steve Konters and Jenna Beck of Hitchcock Design Group. Staff is working with Hitchcock Design Group to develop a strategic approach for the Outdoor Athletic Field and Hard-Court Assessment. Mr. Konters and Ms. Beck provided a progress update on the project and discussed outcomes and strategies. Stakeholder interviews were conducted and a summary was provided. Next steps include refinement of strategies and cost. Commissioners engaged in a question-and-answer session.

## UNFINISHED BUSINESS – NONE

## EXECUTIVE DIRECTOR'S REPORT:

- 1) Attended the Chamber meeting on September 7.
- 2) On September 9, Brewfest was held at Village Green Park with 428 participants. Everyone seemed to enjoy the food truck, Culinary Gangster. Thank you to President Chalem, Commissioner Schyman and Commissioner Kumar for attending. Thank you to Manager Eschker and Supervisor Mucci for coordinating the event.
- 3) On September 14 attended NSSRA Orientation Training with Executive Director Craig Culp.
- 4) Touch-a-Truck was held on September 16 at UL Laboratories with 1,750 attendees. There were lots of smiling faces and happy families taking pictures with very cool trucks. Thank you to Supervisor McCarthy and Manager Truhlar for coordinating the event.
- 5) The District and Open Kitchens co-hosted the Chamber Business after Hours event at Heritage Oaks Golf Club on September 21. Thank you to President Chalem and Commissioner Chambers for attending. Thank you to Director Scovic for coordinating the event on behalf of the District.
- 6) On September 22, Heritage Oaks Golf Club hosted the NBHL Golf Outing.
- 7) Low impact adult fitness classes were added to the Leisure Center. The successful classes averaged a 50/50 split between TPAC and Senior Center members. Attendance has averaged 10-15 participants per class. Several Senior Center members joined TPAC after attending the program.
- 8) Matt Papale has been promoted from part-time Athletic Coordinator to a full-time Recreation Supervisor in the Athletics Department. His areas of oversight include youth flag football leagues, youth lacrosse, adult pickleball, tennis, summer camps, the Dog Park and special events such as the Halloween Pet Parade.
- 9) Staff has been busy preparing the annual operating budget and the Capital Improvement Plan.
- 10) The Joe Doud Administration Building will be closed on September 29 to allow for the replacement of the emergency generator. Staff will be working at other facilities in the District or from home.
- 11) Second round interviews for the Director of Parks & Properties are scheduled for the week of October 2.
- 12) The District has posted the position of Senior & Adult Program Supervisor.
- 13) IAPD Best of the Best Gala will be held on October 20 at Chevy Chase Country Club. The District will be receiving two awards: Arts in the Park and Best Green Practices. The Chambers 28<sup>th</sup> Annual Auction & Taste will be held on October 30 at the Renaissance Chicago North Shore Hotel. The IAPD Legal Symposium will be held on November 2 at the Conference Center Hyatt Lodge in Oak Brook. Please RSVP to Executive Administrative Assistant Peterson if you would like to attend these events.

# NORTHBROOK PARK DISTRICT

## 14) Upcoming District events include:

- a. October 1 – Shermerfest at Village Green Park
- b. October 7 – Autumnfest at Meadowhill Park. Thank you in advance to Commissioner Chambers for volunteering at the event.
- c. October 14 – Cosmic Skate
- d. October 15 – Farewell Mighty Oak educational event at Village Green Park
- e. October 20 – Halloween 3K and Pet Parade at Techny Prairie Park and Fields
- f. *SpongeBob the Musical* will be presented by the Youth Theatre Company from October 24-28
- g. *Wake Up Brother Bear* will be presented October 29-November 12 at the Northbrook Theatre. This is a show for the very young with an audience target of 0-5 years old.

## COMMISSIONER REPORTS

### Commissioner Chambers

- 1) Attended the IAPD Board Retreat. Many park districts are dealing with similar issues and great ideas were shared.

### Commissioner Kumar

- 1) Attended Brewfest. It was a fun event and the turnout was amazing. Staff did a wonderful job organizing the event. She has received positive feedback.

### Commissioner Chao

- 1) Attended the production of *Matilda the Musical, Jr.* His daughter had a small role in the play.
- 2) Has enjoyed walking the paths at Techny Prairie Park and Fields with his son. His son has enjoyed fishing.
- 3) Coaching his daughter's soccer team

### Commissioner Silverman

- 1) No report provided.

### Vice President Goodman

- 1) No report provided.

## PRESIDENT'S REPORT

- 1) Attend a few events. Events are well planned; every detail is taken care of and it shows well for the Park District. Events are fun to attend!
- 2) Meeting dates for November and December will be confirmed shortly.

## NEXT MEETING

President Chalem announced the next meeting of the Board of Commissioners will be the Regular Board Meeting on Wednesday, October 25, 2023 at 7pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

## ADJOURN

With no further business to come before the Board, Commissioner Chambers made a motion to adjourn the Regular Board Meeting at 8:43pm. Commissioner Kumar seconded the motion. The motion was unanimously approved on a voice vote.

# NORTHBROOK PARK DISTRICT

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Chris Leiner  
Chris Leiner, Secretary  
Board of Commissioners/wp