# Committee of the Whole Agenda

Village Hall
1225 Cedar Lane Northbrook, IL 60062
Tuesday, September 9, 2025

**6:00 PM**

1. **ROLL CALL**
2. **MINUTES APPROVAL**
   A. August 26, 2025 Committee of the Whole Minutes for Approval
3. **DISCUSSION TOPICS**
   A. Discussion and Direction on the 125th Anniversary Celebration
   *The Village's 125th Anniversary is on November 18, 2026. Village staff will provide an overview and then seek consensus from the Board of Trustees on a structure for a 125th Anniversary Commission as well as a supporting budget.*
4. **REMARKS FOR THE GOOD OF THE ORDER**
5. **CLOSED SESSION**
6. **ADJOURN**

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are requested to promptly contact the Village of Northbrook at (847) 272-5050, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Northbrook to make reasonable accommodations for those persons.

**MEMORANDUM**

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**To:** Committee of the Whole
**From:** Deputy Village Manager Jim Hawkins
**Date:** 2025-09-09
**Subject:** Discussion and Direction on the 125th Anniversary Celebration

**Overview**
The Village's 125th Anniversary is on November 18, 2026. Village staff will provide an overview and then seek consensus from the Board of Trustees on a structure for a 125th Anniversary Commission as well as a supporting budget.

**Fiscal Impact**
The FY26 budget includes $10,000 for 125th Anniversary activities in FY26. With activities / celebrations occurring throughout calendar year 2026, it is likely that additional funding will be included in the recommended FY27 budget presented to the Village Board in March 2026 with adoption in April 2026.

**Recommendation**
Discussion Only.

**Background**
The Village's 125th Anniversary of incorporation is November 18, 2026, also know as a Quasquicentennial. The Village previously celebrated its incorporation in 2001 to mark Northbrook's 100th Anniversary. To organize 100th Anniversary celebrations, the Northbrook Centennial 2001 Committee was formed by resolution that included representatives from the Village of Northbrook, the Park District, the Public Library, and the Historical Society in addition to other community stakeholders. The 2001 Committee was chaired by Judy Hughes (as a representative of the Village) and was assisted by a staff liaison and the Village Clerk (Lona Louis).

In preparation for the 125th Anniversary, Village staff researched how other municipalities have planned for and celebrated important historical milestones. The Village Manager's Office engaged staff from the villages of Niles, Riverside, and Westmont to discuss their experience organizing and planning recent celebrations.

- The Village of Riverside and the Village of Westmont established new public bodies comprised of trustees, residents, chamber of commerce staff and members, and school district staff along with Village staff.
- The Village of Niles formed a staff level committee that was responsible for planning and coordination of festivities from each Village department. Niles' committee was internal and included select staff since the employees on the committee were also Village

residents.

Based upon review and consideration of the above information, it is recommended that a new commission be created to lead the planning for the Village's 125th Anniversary celebrations. Similar to other Village Commissions, this would be a public body, appointed by the Village President with consent of the Board of Trustees. It is recommended that the 125th Anniversary Commission have a combination of designated members and at large members such as:

- Village Clerk; and
- Two members from each of the following Commissions - Arts Commission, Community Commission, Disability Inclusion Commission, Pedestrian and Bicycle Commission, Senior Service Commission, and Sustainability Commission; and
- One representative each from the Northbrook Historical Society and Northbrook Chamber of Commerce and Industry; and
- One representative each from Northbrook Taxing Bodies (Park District, Library, and School Districts 225, 27, 28, 30 and 31) noting that the School Districts could name student members; and
- Up to five resident or corporate members at large.

A Village staff-level working group would also be formed to support the 125th Anniversary Commission. This working group would be named by the Village Manager from various Village Departments.

The proposed structure is a combination of how the Village currently organizes special events and how the Village organized for the previous 2001 Centennial celebrations. Additionally, this structure balances having a staff led process with the input of residents and civic groups.

Subject to consensus of the Village Board, staff intends to bring forward the necessary actions at the October 14, 2025 Regular Meeting of the Village Board to establish the 125th Anniversary Commission to lead Quasquintennial Celebration planning.

A general timeline that staff proposes to guide the next steps includes:

| Action | Date |
|---|---|
| Present to Committee of the Whole proposed Commission structure | 09/09/2025 |
| Establishing Resolution on Board of Trustees Agenda | 10/14/2025 |
| Commission members appointed | 10/28/2025 |
| First meeting of Commission (tentative) | 11/10/2025 |
| Commission provides update to Board of Trustees on CY2026 activities | January 2026 |