



**Board of Park Commissioners
Administration & Finance Committee
Meeting Minutes**

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Monday, October 17, 2016 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER—The meeting was called to order at 5:31pm by Chair Slepicka.

Members Present— Chair Slepicka; Commissioners Simon (arrived at 5:38pm) & Ziering

Members Absent— None

Ex-Officio Members— Commissioners Chalem (arrived at 5:36pm), Chambers (arrived at 5:33pm), Randel and Schyman; Executive Director Hamer

Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Administrative Assistants King & Silvestri

RECOGNITION OF VISITORS—

Steve Adams, Robbins Schwartz

APPROVAL OF MEETING MINUTES— Minutes of September 21, 2016 were approved as presented.

VOUCHER REVIEW

The Committee recommended the Board approve the September 2016 vouchers in the amount of \$873,754.38.

AUDIT TOPICS— None

UNFINISHED BUSINESS— None

NEW BUSINESS—

Website Posting of Committee and Board Packets

After discussion, the Board supported the staff recommendation to create a new procedure for posting Committee & Board packet materials on the District's website. The procedure will allow the public/press to view packet information prior to meetings. Packet materials will be posted by 9am on the Monday prior to each meeting. The first posting will occur on Monday, November 14.

Consider Truth-in-Taxation Resolution 16-R-2

Director Munn gave a brief overview of the Truth-in-Taxation Resolution and noted that this is the first requirement before the District can pass the Tax Levy Ordinance. She explained that the levy estimate reflects both an inflationary adjustment, measured by the annual change in the Consumer Price Index (CPI) and also accounts for the estimated value of new property added within District boundaries. Director Munn noted that the CPI used to compute the extension limitation is 0.7%. The consensus of the Committee was to move Resolution 16-R-2 to the full Board for adoption.

NORTHBROOK PARK DISTRICT

Consider IAPD Delegates to the 2017 IAPD Annual Business Meeting

Executive Director Hamer noted that a Delegate and 1st Alternate were needed for the 2017 IAPD Business Meeting on January 21, 2017. The Committee recommended Mary Ann Chambers as Delegate and Penny Randel as 1st Alternate for the Annual Business Meeting of the Illinois Association of Park Districts on Saturday, January 21 be forwarded to the full Board for approval.

INFORMATIONAL ITEMS / VERBAL UPDATE—

Change Fiscal Calendar to Year-End – Financial Software

Director Munn gave a brief update on the project. She and Director Trongnetpanya are still working with both Incode and MUNIS to find the best pricing for the District.

NEXT MEETING

The next Committee meeting was scheduled for November 14, 2016 at 6:15pm or immediately following the Parks and Properties Committee Meeting, at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:17pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer
Molly Hamer, Secretary
Board of Commissioners/aps