



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

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

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Monday, January 16, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The meeting was called to order at 6:00pm by Chair Slepicka

Members Present – Chair Slepicka, Commissioners Simon and Ziering

Members Absent – None

Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Schyman; Executive Director Hamer

Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Administrative Assistant King

RECOGNITION OF VISITORS— Matt Farmer & Jim Baxa, of the Village of Northbrook, were in attendance.

APPROVAL OF MINUTES— Regular Minutes of November 14, 2016 and Closed Session Minutes of November 14, 2016 were approved as presented.

VOUCHER REVIEW

The Committee recommended the Board approve the November and December 2016 vouchers in the amount of \$2,922,175.29.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**Consider Amendment to Bus Transportation Services Contract for Fiscal Year 2016-17**

Director Loftus noted that the Board approved the Bus Transportation Services Contract with First Student, Inc. in April of 2016, for an amount not to exceed \$63,170. She explained that in order to accommodate the unforeseen increase in participation for the Adventure Campus and School's Out Fun programs, as well as other program transportation needs, the District will need to amend the Contract to include an additional \$13,375. Director Loftus noted that \$7,685 of the proposed increase was included in the 2016-17 program budget, and the remaining \$5,690 will be offset by revenue from Adventure Campus, School's Out Fun and related extended care programs.

The consensus of the Committee was to amend the Bus Transportation Services Contract with First Student, Inc. of Naperville, Illinois to increase the amount not to exceed from \$63,170 to \$76,545 for the fiscal year 2016-17 to the full Board for approval.

INFORMATIONAL ITEMS / VERBAL UPDATES-

**Local Government Travel Expense Control Act**

Director Munn noted that the Local Government Travel and Expense Act became effective January 1, 2017. She noted that beginning March 2, 2017, a roll call vote in an open meeting will be required for any expense reimbursement to the Board, and for any request (Board or staff) that exceeds the maximum allowable amount, as identified within the ordinance. Next month, staff will present this ordinance to the Committee for their consideration. The ordinance will

# **NORTHBROOK PARK DISTRICT**

include the categories of expenses that are eligible to be paid or reimbursed by the District, as well as the maximum amount per category.

## NEXT MEETING

The next Committee meeting was scheduled for Thursday, February 16, 2017 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 6:20pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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