



**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, May 15, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The meeting was called to order at 6:42pm by Chair Slepicka

Members Present – Chair Slepicka; Commissioners Simon and Ziering

Members Absent – None

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

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

RECOGNITION OF VISITORS – None

APPROVAL OF MINUTES – Minutes of March 14, 2017 were approved as presented.

VOUCHER REVIEW –

Director Munn noted the following pre-questions from Commissioner Schyman:

1. Page 3 – The Signature Room  
A one-day Senior trip to the John Hancock paid for by the participants.
2. Page 6 – PayPal Blinq Ebay  
Props for the Ice Show that were later returned. The credit appears on page 17.
3. Page 15 – Sportsman’s Country Club  
A test transaction that was later reversed.

With no further questions, the Committee moved to approve the April 2017 Vouchers in the amount of \$880,691.43 to the full Board for approval.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS –

**Consider Ordinance 17-O-2, Budget and Appropriation**

Director Munn reviewed the proposed Combined Annual Budget and Appropriation Ordinance, 17-O-2. She noted that the Ordinance details the monies put together by fund for the shortened fiscal period ending December 31, 2017. She further noted that a Budget and Appropriation Public Hearing will be held on Wednesday, May 24, 2017 at 7pm, prior to the regular Board Meeting at the Joe Doud Administration Building. Notice of the Public Hearing was published in the Northbrook Star on May 11, 2017. The Committee moved to approve Ordinance 17-O-2, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the shortened fiscal period beginning May 1, 2017 and ending December 31, 2017 to the full Board for adoption.

# NORTHBROOK PARK DISTRICT

## **Consider Ordinance 17-O-4, An Ordinance Changing the Fiscal Year of the Park District**

Director Munn explained that the Park District is transitioning to a calendar fiscal year and the Ordinance reflects that change. The Committee moved to approve Ordinance 17-O-4, an Ordinance changing the fiscal year of the Northbrook Park District to the full Board for adoption.

## **Consider Intergovernmental Agreement with the Village of Northbrook for the Hosting of Park District Technology Equipment**

Director Trongnetpanya explained that the Park District has been leveraging the Village of Northbrook-maintained shared fiber optic network known as "I-Net" since 2005. As part of the use of this fiber network, the District currently maintains a switch at Village Hall which acts as the connectivity hub for all Park District facilities. He further explained that the intent of this Agreement is to define and formalize the current arrangement between the agencies outlining the current equipment at Village Hall and each agency's role and responsibilities as well as access time, maintenance and procedures. Director Trongnetpanya confirmed with Commissioner Chambers that the District's Legal Counsel had reviewed the Agreement. The Committee moved to approve an Intergovernmental Agreement with the Village of Northbrook for the Hosting of Park District Technology Equipment to the full Board for approval.

## INFORMATIONAL ITEMS / VERBAL UPDATE

### **Legislative Conference Update**

Executive Director Hamer noted that she had recently attended the Legislative Conference in Springfield along with Commissioner Chambers. An important topic of discussion at the Conference was the potential property tax freeze. Director Munn then provided a chart to the Committee for review that highlighted the impact of a two-year property tax freeze to the District. The Committee discussed the negative impact that a freeze would have on the Park District, including the potential need for increased user fees or a decrease in services provided. Commissioner Chambers expressed that the State is serious about a property tax freeze and that the freeze would take away local government control and allow the State to raise income tax. She noted a beneficial handout provided by the Illinois Association of Park Districts that outlines the long-term and short-term impact of a freeze, for Commissioners to reference following the Committee Meeting.

## NEXT MEETING

The next Committee meeting was scheduled for June 22, 2017 at 6:15pm at the Joe Doud Administration Building, 545 Academy Drive.

## MOVE INTO CLOSED SESSION TO DISCUSS SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES, SECTION 2(c)21

All Closed Session Minutes not yet released to the public were previously distributed to the Board for review. After previously reviewing these minutes, the Administration and Finance Committee did not need to move into Closed Session for further discussion. The consensus of the Administration and Finance Committee was to move Resolution 17-R-1, a Resolution Determining Closed Session Confidentiality and Destruction of Verbatim Recordings to the full Board for approval.

## ADJOURNMENT

With no further business, the meeting was adjourned at 7:03pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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