



**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, March 19, 2018 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The meeting was called to order at 6:03pm by Commissioner Slepicka.

Members Present – Members Schyman and Simon

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

Staff – Directors Baron, Dalton, Loftus, Munn and Ziolkowski; Executive Administrator Hodal; Specialist Ogrinc (left at 6:24pm)

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Minutes of the Administration & Finance Committee Meeting of February 19, 2018 were approved as presented.

VOUCHER REVIEW

This will be the last voucher report from Munis. The Board discussed samples of the voucher reports provided to them. The 'Activity' report was the most acceptable. Director Munn will work with the Incode representative and provide more samples for the Board. The Committee recommended the Board approve the February 2018 vouchers in the amount of \$726,621.18.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**Consider Hall of Fame Nominations**

A summary of the 2017 Sports Hall of Fame Nominations was included in the Board packet. Specialist Ogrinc presented this document to the Committee, and answered questions from the Commissioners. The Committee moved to approve the nomination of Holly (Blatchford) Masters for the Sports Hall of Fame to the full Board for approval.

**Consider 2018 Copier Lease Agreement**

Executive Administrator Hodal reviewed the recommendation with the Board for the District's new four-year copier lease agreement. The Committee moved to approve a four-year Lease Agreement cost of \$22,794.48 per year with Konica Minolta Business Systems from Rolling Meadows, Illinois to the full Board for approval.

**Consider Ordinance 18-O-3, Budget and Appropriation**

Director Munn stated the public meeting for Budget and Appropriation will be held on March 28, 2018. There were no changes regarding the numbers. The Committee moved to approve Ordinance 18-O-3, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2018 and ending December 31, 2018 to the full Board for adoption.

# NORTHBROOK PARK DISTRICT

## **Consider Visage Rental Agreement Amendment**

Director Baron said extra units were added to increase the size of the fleet at a slight monthly increase. But savings in the long-term will far exceed that. The Committee moved moves to approve a 30-month lease amendment with GPSI Leasing LLC of Sarasota, Florida to the full Board for approval.

## **Consider Crate & Barrel Property Tax Incentive Release Agreement**

The Committee moved to approve the Crate & Barrel Property Tax Incentive Release Agreement in the amount of \$25,731.77, and forward to the full Board for approval.

## INFORMATIONAL ITEMS / VERBAL UPDATE

### **Procedures for Establishing a Foundation**

Executive Administrator Hodal introduced and explained the procedural steps in establishing a nonprofit foundation for the Northbrook Park District.

### MOVE TO CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE, SECTION 2(C)(1)

President Randel called for a motion to move into Closed Session. Commissioner Slepicka made a motion to move into Closed Session at 6:55pm to discuss the Employment of an Employee, Section 2(c)(1). The motion was seconded by Vice President Chambers and unanimously approved on a roll call vote.

### RETURN TO OPEN SESSION

After discussing matters of Employment of an Employee, Section 2(C)(1), the Board arose from Closed Session at 8:08pm and reconvened to the Regular Committee Meeting.

### NEXT MEETING

The next Committee Meeting is scheduled for Monday April 16, 2018 at 5:45pm, or immediately following the Parks & Properties Committee Meeting, at the Joe Doud Administration Building, 545 Academy Drive.

### ADJOURNMENT

With no further business, the meeting was adjourned at 8:09pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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