



**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, April 16, 2018 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER— The meeting was called to order at 6:40pm 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

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

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

VOUCHER REVIEW

The format of report was addressed. Director Munn to work with Incode to customize it further.

The Committee recommended the Board approve the March 2018 vouchers in the amount of \$759,978.18.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Commissioner Slepicka said the paperwork for a 6B Property Tax Application by Pyramid Packaging, Inc. was discussed at the Village of Northbrook's Economic Development Committee last Wednesday. It appeared the school districts and Village were in favor of the request. After discussion among the Commissioners, they felt the criteria of a Cook County 6B request was not met. Executive Director Hamer will contact the Village of Northbrook on behalf of the District expressing that opinion.

INFORMATIONAL ITEMS / VERBAL UPDATE

Director Ziolkowski updated the Commissioners regarding interviews conducted to contract a communications firm for the District. Three firms were interviewed on April 6 and Jasculca Terman Strategic Communications (JTSC), Chicago, was selected. The scope of work includes developing a 3 to 5 year District Communication Plan that will involve input from staff, commissioners, stakeholders and residents. Director Ziolkowski and JTSC will also work with the Activity Center and Golf Course architects to craft key messaging on these two projects.

NEXT MEETING

The next Committee Meeting is scheduled for May 14, 2018 at 5:45pm, or directly 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 7:16pm.

Respectfully submitted,

NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary

Board of Commissioners/jmh