



**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 Tuesday, September 12, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The meeting was called to order at 5:30pm by Chair Slepicka

Members Present – Chair Slepicka; Member Simon

Members Absent – Commissioner Schyman

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

Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Executive Administrator Hodal;

Administrative Assistant King; Head Golf Professional Billiter; Manager Kosbab

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES – Minutes of August 14, 2017 were approved as presented

VOUCHER REVIEW

President Randal questioned the expenditure of pool chemicals on page 29 of the voucher report. Director Dalton answered that Sport Center has required less chemicals based on the size of the new pool, as it is smaller.

Vice President Chambers had a question on page 27 of the report regarding the status of receiving all the invoices after the renovation of the Sports Center. Director Dalton said most of the final waiver of liens were in. We are holding on to the retainage until the final punch list items are complete which should be wrapped up in September. Surge tanks are on order so we will not know if they are operational until next spring. Vice President Chambers asked what the Flex Benefit Service Corporation charge was on page 59. Director Munn said that was our third-party administrator for flexible spending accounts and it is perhaps a per charge per person. She will review the details and report the findings to Vice President Chambers.

The Committee recommended the Board approve the August 2017 vouchers in the amount of \$1,004,781.99.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS – None

INFORMATIONAL ITEMS / VERBAL UPDATE – None

NEXT MEETING

The next Committee Meeting was scheduled for October 18, 2017 at 5:30pm, at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 5:37pm.

Respectfully submitted,

NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary

Board of Commissioners/jmh