



**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 Wednesday, July 18, 2018 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; Members Schyman (arrived at 5:34pm) and Simon
Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering (arrived at 5:38pm); Executive Director Hamer
Staff – Directors Baron, Dalton, Loftus, Munn and Ziolkowski; Manager Kotloski; Generalist Gambino

RECOGNITION OF VISITORS – Eric Anderson, Piper Jaffray (left at 6:07pm)

AMENDMENT TO AGENDA

Chair Slepicka amended the agenda to include Manager Report, Adventure Campus.

APPROVAL OF MEETING MINUTES

Minutes of the Administration & Finance Committee Meeting of June 18, 2018 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATE –

Capital Funding Update

Eric Anderson of Piper Jaffray gave a presentation on Capital Funding. He shared information on tax exempt index rates, federal funds rates, the Tax Cut and Jobs Act of 2017 and capital project funding. He provided a timetable of events to issue bonds. The Committee asked Eric Anderson questions regarding his presentation.

Manager Report, Adventure Campus

Manager Kotloski gave a presentation on Adventure Campus. Manager Kotloski provided an overview of the Adventure Campus program, as well as a registration comparison for the AM program and PM program. Manager Kotloski also shared the program fees for the past five (5) years and talked about the new fee structure for the 2018-2019 school year. Manager Kotloski discussed revenue, staffing and expenses. Manager Kotloski shared the total number of participants that are currently registered for the upcoming school year. The Committee asked Manager Kotloski questions regarding the presentation.

VOUCHER REVIEW

The Committee recommended the Board approve the June 2018 vouchers in the amount of \$886,417.78.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS – None

NEXT MEETING

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

NORTHBROOK PARK DISTRICT

ADJOURNMENT

With no further business, the Meeting was adjourned at 6:44pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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