



**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, September 17, 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 5:35pm) and Simon
Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering; Executive Director Hamer
Staff – Directors Baron, Dalton, Loftus, Munn and Ziolkowski; Manager Shields; Specialist Scharp; Project Manager Buch and Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Minutes of the Administration & Finance Committee Meeting of August 16, 2018 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATE –

Manager Report, Sports Center Review

Manager Shields gave a presentation on the Sports Center covering fiscal years 2014-2018. Topics included overall operations, capacity, programming and rentals, recent projects and the upcoming year. The Committee asked Manager Shields questions about the presentation.

Manager Report, Sports Center Building Assessment

Project Manager Buch and Specialist Scharp gave a presentation on the full building assessment of the Sports Center. The Sports Center building was built in 1968 and underwent a \$7.6 million renovation in 1999-2000. Due to the age and condition of the building a comprehensive building analysis was completed by FMG Architects. The HVAC system, roof condition, exterior skin/metal panels, ice/mechanical making equipment and electrical system were evaluated and areas of maintenance were suggested. A mechanical system review was conducted to determine if the system is at capacity or has potential to support additional ice if future expansion were to be considered. Further discussions regarding the Sports Center Building will take place during the November CIP meeting. The Committee asked Project Manager Buch and Specialist Scharp questions about the presentation.

Director Munn noted that Eric Anderson of Piper Jaffray will present at the October 18 Administration and Finance Committee meeting.

VOUCHER REVIEW

The Committee recommended the Board approve the August 2018 vouchers in the amount of \$668,818.26.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NORTHBROOK PARK DISTRICT

NEW BUSINESS

President Randel provided Commissioners with copies of two possible evaluation tools. An Executive Closed Session will be held after the October Administration and Finance Committee meeting to discuss. Commissioners were asked to forward their evaluation preference via email to President Randel.

NEXT MEETING

The next Committee Meeting was scheduled for October 18, 2018 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:58pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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