



Administration & Finance Committee Meeting Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
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nbparks.org

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Wednesday, January 16, 2019 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:00pm by Chair Slepicka.

Members Present – Chair Slepicka; Members Schyman and Simon
Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering; Executive Director Hamer
Staff – Directors Baron, Dalton, Loftus and Ziolkowski; Specialist Scharp; Executive Administrative Assistant Peterson
Staff Absent – Director Munn
Guests – Eric Anderson, Piper Jaffray

RECOGNITION OF VISITORS – Matt Curin, Resident

APPROVAL OF MEETING MINUTES

Minutes of the Administration & Finance Committee Meeting of December 12, 2018 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATES

Eric Anderson of Piper Jaffray presented information on proposed borrowings for Capital Projects. The Park Board is not required to but may wish to hold a hearing for the Limited Park Bonds that will pay for the new indoor space. The proposed TEFRA Hearing, Tax Equity and Fiscal Responsibility Act of 1982, was proposed to be held on February 27, 2019. Commissioners engaged in a question and answer session. Chair Slepicka thanked Mr. Anderson for his presentation.

VOUCHER REVIEW

The Committee recommended the Board approve the December 2018 vouchers in the amount of \$770,249.02.

AUDIT TOPICS – None

NEW BUSINESS

Consider 2019 Staff and Participant Apparel, Bid #2160

Chair Slepicka called for questions. Hearing none, the Committee moved to approve the 2019 Staff and Participant Apparel, Bid #2160 to the full Board for approval.

Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for FY 2019

The District will go through the performance appraisal process in January 2019 and merit pay will be effective with the first paycheck in February. Director Munn will clarify the number of Full-time Non-Bargaining Unit employees. Vice President Chambers asked if funds that were not utilized from last year could be applied toward unforeseen bonuses. Executive Director Hamer noted that appropriate bonuses were distributed in 2018. The unused balance does not roll over to 2019, but rather the unspent funds will be reflected within the bottom line for fiscal 2018. Commissioners discussed the percentage of merit increase that was proposed and if it was an appropriate amount. Executive Director Hamer reviews all performance appraisals. The Committee moved to approve the Full-time Non-Bargaining Unit Merit and Discretionary Pools for FY 2019 with verification of number of Full-time Non-Bargaining Unit employees to the full Board for approval.

NORTHBROOK PARK DISTRICT

Consider Parameters Bond Ordinance 19-O-1

Eric Anderson of Piper Jaffray reviewed the Parameters Bond Ordinance document. It was noted that a correction was required to change titles from Trustee Ziering to Commissioner Ziering. The Committee moved to approve the Parameters Bond Ordinance 19-O-1 with corrections to the full Board for approval.

UNFINISHED BUSINESS

Executive Director Hamer reviewed The Superlative Group's presentation from December 2018 and the sales strategy and fee structure for Phase II. Commissioners engaged in a discussion on the fee structure and naming rights. Commissioners gave verbal consensus for Executive Director Hamer to begin negotiations with The Superlative Group on two fee structure scenarios.

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for February 18, 2019 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:03pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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