



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, August 19, 2019 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 Chalem.

Members Present – Chair Chalem; Members Curin, Schyman and Simon

Ex-Officio Members – Commissioners Chambers (arrived @ 5:32pm), Randel and Ziering; Executive Director Hamer; Treasurer Munn

Staff – Directors Baron, Dalton and Loftus; Project Manager Wrobel; Specialist Scharp; Golf Course Superintendent Kosbab; Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Minutes of the Administration and Finance Committee Meeting of July 15, 2019 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATES – None

VOUCHER REVIEW

The Committee recommended the Board approve the July 2019 vouchers in the amount of \$960,706.50.

AUDIT TOPICS – None

NEW BUSINESS

Consider Approval of GovTempsUSA, LLC Contract

Executive Director Hamer provided background information on the consulting services provided by GovTempsUSA, LLC. The current contract expires in August and the new contract would extend to the end of December 2019. The contract has been extended twice and now requires Board approval. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve the contract with GovTempsUSA, LLC of Northbrook, Illinois in the amount not to exceed \$39,200 plus reimbursables, to the full Board for approval.

Consider Authorizing Molly Hamer, Executive Director to Execute Change Orders for the Activity Center

Executive Director Hamer provided information from District legal counsel regarding approving change orders during the construction of the Activity Center when circumstances require acceptance to avoid delays. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to authorize and designate Molly Hamer, Executive Director and the Executive Director's designee, with respect to any change order or any series of change orders for construction of the Activity Center, which authorize or necessitate an increase or decrease in the cost of a contract by a total amount not to exceed \$50,000 or which change the time of completion by a total of 30 days or more, to make the written findings required by Section 33E-9 of the Criminal Code, and to preserve such findings in the contract file for public inspection as required by Section 33E-9 of the Criminal Code, 720 ILCS 5/33E-9. All change orders approved and executed pursuant to this Motion shall be presented as information items to the Board at the Board's next regularly scheduled meeting.

Proposed Park Board of Commissioners 2019 Meeting Calendar Amendment

NORTHBROOK PARK DISTRICT

Director Munn recommended to postpone the Committee-of-the-Whole meeting scheduled in November 2019 to December 2019 to align the 2020 Capital Improvement Plan and 2020 Tentative Operating Budget discussions. Commissioners engaged in a question and answer session. Chair Chalem requested that the topic be tabled for further discussion at the October Administration and Finance Committee Meeting.

UNFINISHED BUSINESS - None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for September 11, 2019 at 6pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:06pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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