



## Administration & Finance Committee Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Tuesday, October 15, 2019 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:40pm by Chair Chalem.

Members Present – Chair Chalem; Members Curin (via conference call), Schyman and Simon  
Ex-Officio Members – Commissioners Chambers, Randel and Ziering; Executive Director Hamer; Treasurer Munn  
Staff – Directors Baron, Dalton, Loftus and Scovic; Project Specialist Scharp; Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – None

### MOTION TO APPROVE ELECTRONIC ATTENDANCE

Chair Chalem made a motion to allow Commissioner Curin to attend the Administration and Finance Committee Meeting via conference call. Commissioner Curin requested approval to attend the meeting via conference call due to business travel. On voice vote the motion was unanimously approved.

### APPROVAL OF MEETING MINUTES

Minutes of the Administration and Finance Committee Meeting of September 11, 2019 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATES – None

### VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, the Committee recommended the Board approve the September 2019 vouchers in the amount of \$807,078.32.

AUDIT TOPICS – None

### NEW BUSINESS

#### **Consider Budget & Appropriation Ordinance 19-O-4 Amendment**

Director Munn provided background information on the 2019 Combined Annual Budget and Appropriation Ordinance 19-O-2 that was approved by the Board on March 27, 2019. At the time of approval information regarding the initial facility payment for the Northern Suburban Special Recreation Association (NSSRA) was not available. The payment was approved in July 2019. The amended Budget and Appropriation Ordinance 19-O-4 reflects the payment. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve Ordinance 19-O-4, an Ordinance Amending a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 to the full Board for approval.

#### **Consider Truth-in-Taxation Resolution 19-R-2**

Director Munn explained that under Illinois law, the Park District must adhere to certain public hearing requirements before it can pass its tax levy resolution. This Resolution fulfills the first requirement of the Truth-in-Taxation Act, requiring the Park District to determine the amount to be levied not less than 20 days prior to the adoption of such levy. The Levy Ordinance will be presented to the Board for adoption following a public hearing; both are tentatively scheduled for the December 11 Regular Board Meeting. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve Truth-in-Taxation

# NORTHBROOK PARK DISTRICT

Resolution 19-R-2, determining the amounts of money exclusive of debt service and election costs estimated to be necessary to be raised by taxation to the full Board for adoption.

## **Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2020 Fiscal Year**

Director Munn reviewed the District's performance appraisal process. Directors are currently in the process of preparing the 2020 budget, including merit increases. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve a merit pool in the amount of \$105,904 and a discretionary pool in the amount of \$54,544 for full-time non-bargaining unit staff for the 2020 Fiscal Year to the full Board for approval.

## **Consider Ice Time Rental for Teams Elite Synchronized Skating Program for the 2019-2020 Season**

Director Loftus provided background information regarding the need for additional item time at various rinks for the Teams Elite Synchronized Skating program for the 2019-2020 competitive season. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve the payments for ice rental time for the 2019-2020 Teams Elite Synchronized Skating program season for an amount not to exceed \$105,000.

## **Proposed Park Board of Commissioners 2019 Meeting Calendar Amendment**

Director Munn reviewed the need to amend the 2019 Meeting Calendar to include a Committee-of-the-Whole Meeting the first week of December to discuss the 2020 Capital Improvement Plan and the 2020 Tentative Operating Budget. By consensus the Commissioners agreed to hold the Committee-of-the-Whole Meeting on Monday, December 2 at 5:30pm.

UNFINISHED BUSINESS – None

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for November 11, 2019 at 5:45pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the meeting was adjourned at 7:09pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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