



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, November 11, 2019 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 5:45pm by Chair Chalem.

Members Present – Chair Chalem; Members Curin, 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; Parks Division Manager Kosbab; Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – Eric Anderson and John Balzano, Piper Jaffray

APPROVAL OF MEETING MINUTES

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

INFORMATIONAL ITEMS/VERBAL UPDATES

Eric Anderson, Piper Jaffray

Eric Anderson of Piper Jaffray presented information on proposed borrowing(s) for Capital Projects. Commissioners engaged in a question and answer session. Eric will return on December 11 to present funding options that consider the upcoming capital expenditures needed at the Sports Center. Chair Chalem thanked Mr. Anderson for attending tonight's meeting and his presentation.

VOUCHER REVIEW

Director Munn did not receive any questions. Chair Chalem called for questions. Hearing none, the Committee recommended the Board approve the September 2019 vouchers in the amount of \$1,743,014.70.

AUDIT TOPICS – None

NEW BUSINESS

Consider Ordinance 19-O-5, Tax Levy

Director Munn provided background information on the Tax Levy Ordinance 19-O-5. The legal notice for the Public Hearing to be held on Wednesday, December 11 at 7pm will be published in *The Northbrook Tower*. Chair Chalem called for questions. Hearing none, the Committee moved to approve Ordinance 19-O-5, providing for the 2019 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois, to the full Board for adoption.

Consider Resolution 19-R-3, 2019 Reduction in Tax Levy

Director Munn provided background and analysis of the 2019 Tax Levy Reduction Resolution. The Resolution directs the Cook County Clerk to reduce a specific levy if the Tax Levy Ordinance exceeds the tax cap amount calculated by the Clerk. If a reduction is necessary the District would reduce the levy within the Corporate Fund. Chair Chalem called for questions. Hearing none, the Committee moved to approve Resolution 19-R-3, a Resolution providing for the possible reduction of the 2019 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois to the full Board for adoption.

UNFINISHED BUSINESS

Petey Sponsorship Update

NORTHBROOK PARK DISTRICT

Director Scovic provided an update on targeted presentations and potential partnership opportunities. Executive Director Hamer noted that Matt Peterson of Petey Sponsorship Consulting, LLC has been working the Park District for almost six months. Commissioners engaged in a question and answer session.

Chair Chalem made a motion to have the Administration and Finance Committee Meeting moved to a recess. The motion was seconded and approved on a roll call vote. The Meeting recessed at 6:39pm.

Chair Chalem reconvened the Administration and Finance Committee Meeting at 7:34pm.

CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE 2(c)(1)

Chair Chalem called for a motion to move into Closed Session. Commissioner Randel made a motion to move into Closed Session at 7:35pm to discuss Employment of an Employee 2(c)(1). The motion was seconded by Commissioner Curin and unanimously approved on a roll call vote.

RETURN TO OPEN SESSION

After discussing matters of Employment of an Employee 2(c)(1) the Board arose from Closed Session at 8:24pm and reconvened to the Regular Committee Meeting.

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for December 11, 2019 at 6:30pm or immediately following the Parks and Properties Committee Meeting at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:25pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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