



## 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 Wednesday, December 11, 2019 in the Leisure Center Little Theatre located at 3323 Walters Avenue, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 7:55pm by Chair Chalem.

Members Present – Chair Chalem; Members Curin and Schyman

Members Absent – Member 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, Piper Jaffray; Doug Gerleman, resident; Kathy Hofschild, resident; Todd Marvel, *The Northbrook Tower*

### APPROVAL OF MEETING MINUTES

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

### INFORMATIONAL ITEMS/VERBAL UPDATES

#### **Eric Anderson, Piper Jaffray**

Director Munn introduced Eric Anderson of Piper Jaffray. Mr. Anderson presented information on Proposed Borrowing(s) for Capital Projects and provided a timeline of major events to issue Limited Park Bonds. Commissioners engaged in a question and answer session. Mr. Anderson will attend the January 13, 2020 Administration and Finance Committee Meeting and provide additional cashflow data. Chair Chalem thanked Mr. Anderson for his patience and presentation.

### VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, the Committee recommended the Board approve the September 2019 vouchers in the amount of \$1,355,342.74.

AUDIT TOPICS – None

### NEW BUSINESS

#### **Consider Employee Handbook Policy Revisions**

Director Munn recently engaged PDRMA and Laner Muchin to update the District's Employee Handbook to reflect changes in both State and Federal laws effective January 1, 2020. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve the Employee Handbook Policy Revisions as presented to the full Board for approval.

UNFINISHED BUSINESS – None

### NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for January 13, 2020 at 5:45pm or immediately following the Golf Operations Committee Meeting at the Joe Doud Administration Building, 545 Academy Drive.

### ADJOURNMENT

# NORTHBROOK PARK DISTRICT

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