



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, January 13, 2020 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 (arrived at 5:33pm) and Simon

Ex-Officio Members – Commissioners Chambers and Ziering; Executive Director Hamer; Treasurer Munn

Ex-Officio Member Absent – Commissioner Randel

Staff – Directors Baron, Dalton, Loftus and Scovic; Head Golf Professional Billiter; Project Specialist Scharp; Parks Division Manager Kosbab; Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – John Balzano, Piper Sandler; Mark Spencer, Northbrook Civic Foundation (arrived at 5:43pm)

APPROVAL OF MEETING MINUTES

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

INFORMATIONAL ITEMS/VERBAL UPDATES

John Balzano, Piper Sandler

Director Munn introduced John Balzano of Piper Sandler. Mr. Balzano presented information on proposed borrowings for Capital Projects. He provided market update information and reviewed bond issuance options. Commissioners engaged in a question and answer session. Chair Chalem thanked Mr. Balzano for attending the meeting.

VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, the Committee recommended the Board approve the December 2019 vouchers in the amount of \$1,729,155.71

AUDIT TOPICS – None

NEW BUSINESS

Consider Ordinance 20-O-1, 2020 Budget and Appropriation

Director Munn provided information on Ordinance 20-O-1, 2020 Budget and Appropriation. A public notice was placed in *The Northbrook Tower* stating that a Public Hearing on the 2020 Budget and Appropriation Ordinance will be held on Wednesday, January 22, 2020 at 6pm at the Joe Doud Administration Building. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve Ordinance 20-O-1, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2020 and ending December 31, 2020 to the full Board for approval.

Consider Ordinance 20-O-3, Amended Sexual Harassment Policy

Director Munn reviewed the new law that requires all local governments to have a mechanism to report and conduct review of allegations of sexual harassment between Board members. Legal counsel has recommended adding this to the Board Policy Handbook which the District will do. The Ordinance is required to be in place by February 9, 2020. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve Ordinance 20-O-3, an Ordinance amending the District's Sexual Harassment Policy to the full Board for approval.

NORTHBROOK PARK DISTRICT

Consider 2020 Staff and Participant Apparel, Bid #2174

Director Munn provided background information on the 2020 Staff and Participant Apparel Bid noting this is an annual process. Chair Chalem called for questions. Hearing none, the Committee moved to approve the award of the 2020 Staff and Participant Apparel Bid for an overall total of \$71,636.67, as follows: 1) approve award of Categories A, B and C to Arena Sports USA, Inc. for the combined total amount of \$17,307.01; 2) approve award of Category D to BSN Sports, LLC for the total amount of \$2,786.00; 3) approve award of Category F to Score Sports for the total amount of \$22,396.00; 4) waive the computational errors made by World of Promotions for Category E and approve award of Category E to World of Promotions for the amount of \$29,147.66 to the full Board for approval.

Consider Recreation Guide Printing, Bid #2181

Director Scovic provided background information on the Recreation Guide Printing bid. Chair Chalem called for questions. Hearing none, the Committee moved to approve the Recreation Guide Printing, Bid #2181 for \$34,614 from Action Printing of Fond du Lac, Wisconsin to the full Board for approval.

Consider Branding Services Agreement

Executive Director Hamer provided background information on the naming of the new Activity Center. A Request for Proposal (RFP) for Branding Services was distributed in November 2019. Director Scovic received eight proposals and three firms were interviewed. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve the agreement with Useful Group of Aurora, Illinois in an amount not to exceed \$28,300 for the development of Branding Services for the Activity Center to the full Board for approval.

UNFINISHED BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for February 17, 2020 at 5:45pm or immediately following the Golf Operations Committee Meeting at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 6:18pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wap