



**Board of Park Commissioners
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 Wednesday, November 18, 2020 in-person and via electronic meeting at the Joe Doud Administration Building at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 5:33pm by Chair Chalem.

Executive Administrative Assistant Peterson announced that the Meeting was being recorded, called roll and visually recognized each participant.

Members Present via Electronic Meeting – Chair Chalem; Members Schyman and Simon
Ex-Officio Members Present at the Joe Doud Administration Building – Commissioner Chambers
Ex-Officio Members Present via Electronic Meeting – Commissioners Curin, Randel and Ziering
Staff Present at the Joe Doud Administration Building – Executive Director Hamer; Directors Dalton and Loftus; Executive Administrative Assistant Peterson
Staff Present via Electronic Meeting – Directors Baron, Munn and Scovic; Specialist Scharp; Parks Division Manager Kosbab; Senior Systems Administrator Smith

RECOGNITION OF VISITORS – Michael Goodman, Northbrook Resident

APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of October 21, 2020. Commissioner Schyman seconded the motion.

ROLL CALL: Chair Chalem, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 3 ayes; 0 nays

INFORMATIONAL ITEMS/VERBAL UPDATES

Financial Impact – COVID-19

Director Munn provided a monthly financial impact report of the effects of COVID-19 pandemic on the District.

VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, Chair Chalem made a motion to recommend the Board approve the October 2020 vouchers in the amount of \$2,561,402.01. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 3 ayes; 0 nays

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider Ordinance 20-O-6, 2020 Levy Ordinance

Director Munn provided background information on the Levy Ordinance 20-O-6. The legal notice for the Public Hearing to be held on Wednesday, December 16 at 7pm will be published in *The Daily Herald*. Chair Chalem called for questions. Hearing none, Commissioner Schyman moved to approve Ordinance 20-O-6 providing for the 2020

NORTHBROOK PARK DISTRICT

Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois, to the full Board for adoption. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 3 ayes; 0 nays

Consider Resolution 20-R-5, 2020 Reduction in Tax Levy

Director Munn provided background and analysis of the 2020 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 Commissioner Schyman moved to approve Resolution 20-R-5, a Resolution providing for the possible reduction of the 2020 Levy and Assessment of Taxes for the Northbrook Park District, Cook County, Illinois to the full Board for adoption. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 3 ayes; 0 nays

Consider Momentum Telecom, Inc. Agreement

The Technology Department maintains approximately 160 phones and fax lines across the District. The existing system is over 10 years old, and the service it provides is limited. Senior Systems Administrator Smith investigated multiple systems and vendors. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Chair Chalem moved to approve the agreement with Momentum Telecom, Inc. of Atlanta Georgia for the implementation and replacement of the District's phone system to the full Board for approval. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 3 ayes; 0 nays

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for January 18, 2021 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 5:59pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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