



**Board of Commissioners  
Administration and 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 Monday, March 15, 2021 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 5:32pm 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; Member Schyman and Simon (arrived at 5:33pm)  
Ex-Officio Member 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; Director Dalton; Executive Administrative Assistant Peterson; Head Golf Professional Billiter  
Staff Present via Electronic Meeting – Directors Baron, Loftus, Munn and Scovic; Specialist Scharp; Parks Division Manager Kosbab

RECOGNITION OF VISITORS – Michael Goodman, Northbrook Resident

APPROVAL OF MEETING MINUTES

Chair Chalem moved to approve the Minutes of the Administration and Finance Committee Meeting of February 15, 2021. 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**

Director Munn provided a verbal financial update and suggested providing quarterly financial reports moving forward. Commissioners engaged in a question and answer session and agreed to quarterly reports.

VOUCHER REVIEW - JANUARY

Chair Chalem called for questions. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions hearing none, Chair Chalem made a motion to recommend the Board approve the February 2021 vouchers in the amount of \$1,868,563.78. 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 21-O-2, 2021 Budget and Appropriation**

# NORTHBROOK PARK DISTRICT

Director Munn provided information on Ordinance 21-O-2, 2021 Budget and Appropriation. A public notice was placed in *The Daily Herald* stating that a Public Hearing on the 2021 Budget and Appropriation Ordinance will be held on Wednesday, March 31, 2021 at 7pm at the Joe Doud Administration Building. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Chair Chalem moved to approve Ordinance 21-O-2, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2021 and ending December 31, 2021 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*

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for April 19, 2021 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 5:49pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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