



**Board of Commissioners
Administration and 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, February 16, 2022 in person at the Joe Doud Administration Building at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:56pm by Chair Schyman.

Members Present – Chair Schyman; Members Goodman and Simon
Ex-Officio Members Present – Commissioners Chalem, Chambers, Curin and Ziering
Staff Present – Executive Director Hamer; Directors Baron, Dalton, Loftus, Munn and Scovic; Executive Administrative Assistant Peterson; Specialist Scharp; Senior Human Resources Manager Bozarth; Parks Division Manager Meyer; Recreation Division Manager Shields; Administrative Assistant Taylor
Guest – Chris Leiner, incoming Director of Parks & Properties

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of January 18, 2022. Commissioner Goodman seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

6B Request – 4000 Commercial Avenue

Director Munn reviewed the 6B request from the Village of Northbrook regarding PDC Chicago, LP IV, Inc. (d/b/a Panattoni). The Commissioners engaged in a question and answer session. The Commissioners understand the need to advance development in the community, however they expressed concerns regarding the speculative nature of the request. Executive Director Hamer will forward a letter to the Village of Northbrook.

Preliminary 2021 Financial Impact

Director Munn presented preliminary financial results for the 12 months ending December 31, 2021. The auditors will be in the District the week of February 21 to do their last field work. The audit is tentatively scheduled to be presented at the May Administration and Finance Committee Meeting and will be filed with Cook County by June 30. Chair Schyman thanked Director Munn and the Accounting staff for their thorough work during a challenging year.

Hall of Fame Committee

Director Scovic announced that the District will put forward a call for nominations for the 2021 Hall of Fame in March. The annual Hall of Fame Committee consists of staff and two Board members. Two Committee meetings will be held to finalize the forms and timeline and to review applications. The Committee will then make a recommendation to the Board for consideration of Hall of Fame nominations at an upcoming Administration and Finance Committee Meeting. Commissioners Goodman and Simon volunteered to be on the Committee.

VOUCHER REVIEW

Chair Schyman called for questions and Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Simon made a motion to recommend the Board approve the January 2022 vouchers in the amount of \$697,511.66. Commissioner Goodman seconded the motion. Motion was passed by voice vote.

AUDIT TOPICS – None

NORTHBROOK PARK DISTRICT

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider 2022 Staff and Participant Apparel, Bid #2208

Executive Administrative Assistant Peterson provided background information on the 2022 Staff and Participant Apparel Bid noting this is an annual process. Chair Schyman called for questions. Hearing none, Commissioner Goodman moved to approve the award of the 2022 Staff and Participant Apparel Bid for an overall total of \$80,181.02, as follows: 1) approve award of Categories A, B, D, E and G to Sunburst Sportswear of Glendale Heights, Illinois for the combined total amount of \$30,830.57; 2) approve award of Category C to Riddell Consumer of North Ridgeville, Ohio for the total amount of \$3,092.25; 3) approve award of Category H to American Soccer Company, Inc. of Wilmington, California for the total amount of \$46,258.20 to the full Board for approval. Commissioner Simon seconded the motion. Motion passed by voice vote.

NEXT MEETING

The next Administration and Finance Committee Meeting will be scheduled for March 15, 2022 at 6:45pm 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 7:43pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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