



**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, May 16, 2022 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 6:52pm by Member Simon.

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

Members Present via Electronic Meeting – Members Goodman and Simon

Member Absent – Chair Schyman

Ex-Officio Members Present via Electronic Meeting – Commissioners Chalem, Chambers and Ziering

Ex-Officio Member Absent – Commissioner Curin

Staff Present – Executive Director Hamer; Directors Leiner and Loftus; Executive Administrative Assistant Peterson;  
Staff Present via Electronic Meeting – Directors Baron and Bozarth; Interim Director of Finance Busby; Parks Division Manager Meyer; Business Manager Drahos; Specialist Scharp  
Staff Absent – Director Scovic

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of April 20, 2022. Commissioner Goodman seconded the motion.

ROLL CALL: Commissioners Goodman and Simon voted aye.

*Motion Passed: 2 ayes; 0 nays; 1 absent*

INFORMATIONAL ITEMS/VERBAL UPDATES

**Cash Flow Analysis**

Interim Director of Finance Busby presented two cash flow analysis reports comparing collection of 2022 property taxes. Commissioners engaged in a question and answer session.

**Audit Presentation at the Regular Board Meeting, May 25, 2022**

Jamie Wilkey of Lauterbach & Amen will attend the Regular Board Meeting on May 25 to present the 2021 Audit review.

VOUCHER REVIEW

Commissioner Simon called for questions. Hearing none, Commissioner Simon made a motion to recommend the Board approve the April 2022 vouchers in the amount of \$759,864.42. Commissioner Goodman seconded the motion.

ROLL CALL: Commissioners Goodman and Simon voted aye.

*Motion Passed: 2 ayes; 0 nays; 1 absent*

AUDIT TOPICS – None

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UNFINISHED BUSINESS – None

## NEW BUSINESS

### **Consider Copier Contract Lease Renewal**

Senior Systems Administrator Smith presented background information on the copier lease renewal agreement. Commissioner Simon moved to approve the lease renewal agreement at the cost of \$2,274.78 per month for 36 months for a total lease amount of \$81,892.08 from Konica Minolta Business Solutions U.S.A. and Sourcewell 030321-KON of Ramsey, New Jersey to the full Board for approval. Commissioner Goodman seconded the motion.

ROLL CALL: Commissioners Goodman and Simon voted aye.

*Motion Passed: 2 ayes; 0 nays; 1 absent*

### **Consider 2022 Hall of Fame Nominations**

On behalf of the Nomination Committee, Director Scovic presented the 2022 Hall of Fame recommendations for the Sports and Volunteer categories. Commissioners engaged in a question and answer session. The Volunteer Hall of Fame nominations will be reviewed at the June 14, 2022 Committee Meeting. Commissioner Simon moved to amend the motion as follows: The Administration and Finance Committee Chair moves to approve the 2022 Hall of Fame nominations of Jesse Compher and Lana Gehring to the Sports Hall of Fame. Commissioner Goodman seconded the motion.

ROLL CALL: Commissioners Goodman and Simon voted aye.

*Motion Passed: 2 ayes; 0 nays; 1 absent*

## NEXT MEETING

The next Administration and Finance Committee Meeting will be scheduled for June 14, 2022 at 6:45pm or immediately following the previous Committee Meeting at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 7:16pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary  
Board of Commissioners/wp