



**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, September 12, 2022 in person at the Northbrook Sports Center Community Room, 1730 Pfingsten Road, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 7:43pm by Chair Schyman.

Members Present – Chair Schyman; Members Chambers and Ziering  
Ex-Officio Members Present – Commissioners Chalem, Curin, Goodman and Simon  
Staff Present – Executive Director Hamer; Directors Bozarth, Leiner, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Business Manager Drahos; Specialist Scharp; Facilities & Fleet Manager Truhlar; Recreation Division Manager Shields; Recreation Division Manager Kotloski; Performing Arts Manager Sweet; Athletics Manager Shea; Sports Center Manager Sanchez  
Staff Absent – Director Baron

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Chambers moved to approve the Minutes of the Administration and Finance Committee Meeting of August 18, 2022. Commissioner Ziering seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

**Cash Flow Analysis**

Director Tokar presented two cash flow analysis reports comparing collection of 2022 property taxes. The Cash Flow Analysis report will be provided on a quarterly basis. Commissioners engaged in a question and answer session.

VOUCHER REVIEW

Chair Schyman called for questions. Hearing none, Commissioner Ziering made a motion to recommend the Board approve the August 2022 vouchers in the amount of \$929,184.92. Commissioner Chambers seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**Consider Recreation Guide Printing Project, Bid #2229**

Director Scovic provided background information on the Recreation Guide Printing, Bid #2229. This project will include the printing of three Guides for 2023 including Winter/Spring, Summer and Autumn. A supplemental piece will be developed to highlight and market summer camps. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Chambers moved to approve the Recreation Guide Printing, Bid #2229 in the amount of \$39,740.97 from Action Printing of Fond du Lac, Wisconsin with the option to renew for two separate one-year terms to the full Board for approval. Commissioner Ziering seconded the motion. Motion passed by voice vote.

# NORTHBROOK PARK DISTRICT

OLD BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting will be scheduled for October 18, 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 7:50pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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