



**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 Thursday, January 18, 2024, in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:30pm by Chair Chambers.

Members Present – Chair Chambers; Member Chao

Member Absent – Member Schyman

Ex-Officio Members Present – Commissioners Chalem, Goodman and Silverman

Ex-Officio Members Absent – Commissioner Kumar

Staff Present – Executive Director Leiner; Directors Baron, Kim, Loftus, Olas, Scovic and Tokar; Executive Administrative Assistant Peterson; Business Manager Drahos; Project & Operations Supervisor Scharp

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Chambers moved to approve the Minutes of the Administration and Finance Committee Meeting of October 19, 2023. Commissioner Chao seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

Meeting with Cook County Commissioner Britton

Chair Chambers and Executive Director Leiner attended a meeting with Cook County Commissioner Scott Britton regarding the pending sale of the former Green Acres Country Club parcel, the redevelopment of Northbrook Court and the Cook County Paid Leave Ordinance. Chair Chambers stated that Commissioner Britton was open to the idea of a future IGA with the Park District to develop the potential Cook County owned property at the Green Acres site for active use recreation. Executive Director Leiner updated the Committee on the status of the District's efforts to advocate for an amendment to the recently passed Paid Leave Ordinance. Commissioners engaged in a question-and-answer session.

VOUCHER REVIEW

Director Tokar received questions prior to the Meeting and Commissioners engaged in a question-and-answer session. Chair Chambers called for additional questions. Hearing none, Chair Chambers made a motion to recommend the Board approve the December 2023 vouchers in the amount of \$1,087,928.33. Commissioner Chao seconded the motion. Motion passed by voice vote.

AUDIT TOPICS

Director Tokar announced that audit field work will begin in February 2024.

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider Ordinance 24-O-1, 2024 Budget and Appropriation

Director Tokar provided information on Ordinance 24-O-1, Budget and Appropriation. A public notice was placed in the *Daily Herald* stating that a Public Hearing on the 2024 Budget and Appropriation Ordinance will be held on Tuesday, January 23, 2024, at 7pm at the Joe Doud Administration Building. Commissioners engaged in a question-and-answer

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session. Commissioner Chambers called for additional questions. Hearing none, Chair Chambers moved to approve Ordinance 24-O-1, an Ordinance making a Combined Annual Budget and Appropriation of Funds for the Northbrook Park District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 to the full Board for adoption. Commissioner Chao seconded the motion. Motion passed by voice vote.

Consider Approval of Expenses – Board of Commissioners per Ordinance 17-O-1 Travel Expense Control Act

Executive Administrative Assistant provided background information on the IAPD/IPRA Soaring to New Heights Conference that will be held on January 25-28, 2024, in Chicago. Chair Chambers called for questions. Hearing none, Chair Chambers moved to approve travel expenses for President Chalem, Vice President Goodman, Commissioner Chambers and Commissioner Chao to attend the IAPD/IPRA Soaring to New Heights Conference on January 25-28, 2024, as part of their Park Board of Commissioners responsibilities. Commissioner Chao seconded the motion. Motion passed by voice vote.

OLD BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for February 12, 2024, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 6:53pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Chris Leiner
Chris Leiner, Secretary
Board of Commissioners/wp