



**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 Monday, February 12, 2024, in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:31pm by Chair Chambers.

Members Present – Chair Chambers; Members Chao and Schyman
Ex-Officio Members Present – Commissioners Chalem, Goodman and Kumar (arrived at 6:32pm)
Ex-Officio Member Present via Conference Call – Commissioner Silverman
Staff Present – Executive Director Leiner; Directors Baron, Kim, Loftus, Olas, Scovic and Tokar; Executive Administrative Assistant Peterson; Business Manager Drahos; Project & Operations Supervisor Scharp; Superintendent of Arts & Recreation Sweet

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Schyman moved to approve the Minutes of the Administration and Finance Committee Meeting of January 18, 2024. Commissioner Chao seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

Tax Increment Financing (TIF) District Update

Executive Director Leiner provided information on existing, proposed and terminated Tax Increment Financing (TIF) Districts in Northbrook. The Park District will receive approximately \$48,078.66 from the terminated TIF District surplus funds. The timing of the receipt from the Cook County Treasurer's Office is unknown at this time, but it is anticipated that the Park District will receive the payment in 2024.

2025 Capital Funding Considerations

Executive Director Leiner provided information on capital funding for FY 2025. With the formal award of the Park and Recreation Facility Construction (PARC) Grant for \$2.8 million from the Illinois Department of Natural Resources (IDNR), staff prepared several considerations to assist the Board with future capital planning decisions. Commissioners engaged in a question-and-answer session. The Committee thanked staff for the presentation materials.

Financial Report Timing

Director Tokar provided an anticipated timeline for financial reporting in 2024. 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, Commissioner Schyman made a motion to recommend the Board approve the December 2023 vouchers in the amount of \$1,144,754.86. Commissioner Chao seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NORTHBROOK PARK DISTRICT

NEW BUSINESS

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

Executive Administrative Assistant Peterson provided background information on Commissioner Silverman's attendance at the IAPD/IPRA Soaring to New Heights Conference that was held January 25-28, 2024. Chair Chambers called for questions. Hearing none, Commissioner Schyman moved to approve the travel expenses for Commissioner Silverman for the IAPD/IPRA Soaring to New Heights Conference that was held on January 25-28, 2024, as part of his responsibilities as a Northbrook Park District Commissioner. 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 March 11, 2024, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 7:17pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Chris Leiner

Chris Leiner, Secretary

Board of Commissioners/wp