



**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, March 11, 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; Members Chao and Schyman
Ex-Officio Members Present – Commissioners Chalem, Goodman, Kumar and Silverman
Staff Present – Executive Director Leiner; Directors Baron, Kim, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Business Manager Drahos; Project & Operations Supervisor Scharp; Superintendent of Grounds & Golf Maintenance Meyer; Trades Manager Vest; Athletics Manager Shea; Recreation Intern Oribello
Staff Absent – Director Olas

Director Loftus introduced Recreation Intern Colleen Oribello. Intern Oribello attends the University of Illinois and is working towards her undergraduate degree in Recreation, Sport and Tourism with a concentration in Sports Management and a minor in Business. She reports to Athletics Manager Shea. She will be working at the District until the end of March.

RECOGNITION OF VISITORS

Jason Risdon – Northbrook resident

APPROVAL OF MEETING MINUTES

Commissioner Schyman moved to approve the Minutes of the Administration and Finance Committee Meeting of February 12, 2024. Commissioner Chao seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

Financial Report – December 31, 2023 (Unaudited)

Director Tokar presented preliminary financial results for the 12 months ending December 31, 2023. Lauterbach & Amen will be attending the Regular Board Meeting on May 22, 2024, to provide the audit report. 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 \$795,362.23. Commissioner Chao seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NORTHBROOK PARK DISTRICT

NEW BUSINESS

Consider Intergovernmental Agreement between the Northbrook Park District and West Northfield School District 31 for Turf Maintenance in exchange for use of School Property

Director Loftus provided background information on the Intergovernmental Agreements (IGA) between the Northbrook Park District and School Districts. For decades, the intergovernmental cooperation between the Park District and School Districts has resulted in shared use of resources and properties benefiting the services provided to taxpayers. For each agreement, staff engage with the School District Superintendent, or assigned staff member, to review current formal or informal agreements and operations in place. The draft IGA between the Northbrook Park District and West Northfield School District 31 for turf maintenance services for use of school property has been reviewed by both legal teams. Commissioners engaged in a question-and-answer session. No Committee action is required.

OLD BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for April 8, 2024, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 6:45pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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