



**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, April 8, 2024, in person at the Leisure Center Little Theatre, 3323 Walters Avenue, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:33pm by Chair Chambers.

Members Present – Chair Chambers; Member Chao

Member Absent – Member Schyman

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

Ex-Officio Member Absent – 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; Athletics Manager Shea

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Chao moved to approve the Minutes of the Administration and Finance Committee Meeting of March 11, 2024. Chair Chambers seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

**Piper Sandler Update**

Director Tokar announced that Piper Sandler is shifting away from working with park districts and have suggested the District begin searching for a new municipal advisory firm. Director Tokar has begun the process of investigating new firms to meet the timeline of an early 2025 bond issuance. 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 Chao made a motion to recommend the Board approve the March 2024 vouchers in the amount of \$861,499.71. Chair Chambers seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS

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

Director Loftus provided additional information on the Intergovernmental Agreement between the Northbrook Park District and West Northfield School District 31 and reviewed the Board of Education timeline for approval. Commissioners engaged in a question-and-answer session. Chamber Chambers called for additional questions. Hearing none, Commissioner Chao moved to adopt the Intergovernmental Agreement between the Northbrook Park District and West Northfield School District 31 for Turf Maintenance Services in exchange for use of School Property to the full Board for adoption pending the Board of Education’s adoption without changes on April 25, 2024. Chair Chambers seconded the motion. Motion passed by voice vote.

# NORTHBROOK PARK DISTRICT

NEW BUSINESS - None

OLD BUSINESS – None

## NEXT MEETING

The next Committee-of-the-Whole Meeting was scheduled for May 14, 2024, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 6:58pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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