



Board of Commissioners Administration and Finance Committee Meeting Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
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nbparks.org

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Thursday, October 19, 2023, in person at the Leisure Center in the Little Theatre, 3323 Walters Avenue, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:34pm by Chair Chambers.

Members Present – Chair Chambers; Member Chao

Member Absent – Member Schyman

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

Ex-Officio Members Absent – Commissioner Goodman

Staff Present – Executive Director Leiner; Directors Baron, Loftus, Olas, Scovic and Tokar; Executive Administrative Assistant Peterson; Superintendent of Grounds & Golf Maintenance Meyer; Project & Operations Supervisor Scharp; Business Manager Drahos; IT Manager Smith

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Chao moved to approve the Minutes of the Administration and Finance Committee Meeting of September 18, 2023. Chair Chambers seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

Financial Report – September 30, 2023

Director Tokar presented year-to-date financial results for the nine months ending September 30, 2023. The report provided an overview by Division and a District-wide analysis. Commissioners engaged in a question-and-answer session.

2024 IAPD/IPRA Soaring to New Heights Conference

Executive Administrative Assistant Peterson provided information about the 2024 IAPD/IPRA Soaring to New Heights Conference. The conference will be held at the Hyatt Regency Chicago January 25-27.

VOUCHER REVIEW

Director Tokar did not receive questions prior to the Meeting. Chair Chambers called for questions. Hearing none, Commissioner Chao made a motion to recommend the Board approve the September 2023 vouchers in the amount of \$847,962.92. Chair Chambers seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider Truth-in-Taxation Resolution, 23-R-5

Director Tokar provided background information on the Truth-in-Taxation Resolution, 23-R-5. This Resolution fulfills the first requirement of the Truth-in-Taxation Act, requiring the Park District to determine the amount to be levied. The proposed levy includes a 6.6% increase, not including debt service. Due to the tax cap, the District levy is limited to the CPI or 5%, whichever is lower, plus new property additions. Commissioners engaged in a question-and-answer

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session. Chair Chambers called for additional questions. Hearing none, Commissioner Chao moved to approve the Truth-in-Taxation Resolution, 23-R-5, determining the amount of money, exclusive of debt service and election costs, estimated to be necessary to be raised by taxation to the full Board for an Action Item at the Regular Board Meeting on October 25, 2023. Chair Chambers seconded the motion. Motion passed by voice vote.

Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2024 Fiscal Year

Executive Director Leiner and Director Olas provided background information on the annual recommendation for Full-time Non-Bargaining Unit Merit and Discretionary Pools for the 2024 Fiscal Year. Commissioners engaged in a question-and-answer session. Chair Chambers called for additional questions. Hearing none, Commissioner Chao moved to approve a merit pool in the amount of \$220,996 and a discretionary pool in the amount of \$62,100 for Full-time Non-Bargaining Unit staff for the 2024 Fiscal Year to the full Board for approval. Chair Chambers seconded the motion. Motion passed by voice vote.

Consider Internet Circuit Replacement

IT Manager Smith provided background information on the Internet Circuit Replacement. The consortium of several government agencies sharing internet services through Glenbrook North High School is coming to an end in the middle of 2024. Pricing has been evaluated across carriers, and Comcast Business is recommended based on price, reliability and Distributed Denial of Service (DDoS) security mitigation. Commissioners engaged in a question-and-answer session. Chair Chambers called for additional questions. Hearing none, Commissioner Chao moved to approve a three-year internet service provider contract in the annual amount of \$25,499.88 with Comcast Business of Oak Brook, Illinois to the full Board for approval. Chair Chambers seconded the motion. Motion passed by voice vote.

Consider Park Board of Commissioners 2024 Meeting Calendar

Executive Administrative Assistant Peterson presented the proposed Park Board of Commissioners 2024 Meeting Schedule. Chair Chambers moved to approve the Park Board of Commissioners 2024 Meeting Schedule to the full Board for approval. Commissioner Chao seconded the motion. Motion passed by voice vote.

Consider Renewal of Managed Detection and Response Services

IT Manager Smith provided background information on the renewal of the Managed Detection and Response Services contract for Fiscal Year 2024. Rapid7 has successfully completed the first year of the contract and staff recommends that the Board approve the Year 2 option of the agreement. Commissioners engaged in a question-and-answer session. Chair Chambers called for additional questions. Hearing none, Commissioner Chao moved to approve the renewal for Year 2 of the Rapid7 Managed Detection and Response Services in the amount of \$58,281.60 from Carahsoft of Reston, Virginia, with the option to renew for an additional third separate one-year term to the full Board for approval. Chair Chambers seconded the motion. Motion passed by voice vote.

OLD BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for January 18, 2024, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 7:04pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Chris Leiner

Chris Leiner, Secretary
Board of Commissioners/wp