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**FINANCE COMMITTEE**

Glenview Park District – Administration Building  
1930 Prairie Street, Glenview, IL 60025  
Regular Meeting Minutes  
Tuesday, June 12, 2018 @ 6:00 p.m.

**1. Roll Call**

President Dave Dillon called the meeting to order at 6:00 pm and the roll was called.

**Commissioners present:** Jen Roberts, Dave Tosh, Dave Dillon, Dan Peterson, Bill Casey (via phone), Bob Patton

**Official Staff present:** Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Human Resources Manager Sarah Bagley, Treasurer Bill Moore, Recording Secretary Amy Wille

**Late Arrivals, Early Departure:** Bob Patton arrived at 6:38 pm

**Commissioners/Official Staff absent:** None

**2. AGENDA TOPICS**

**a. Budget Transfer Ordinance**

Deputy Executive Director Katie Skibbe presented the Budget Transfer Ordinance. She explained that a transfer ordinance is used to re-allocate appropriations from one line item which has an excess appropriation to another line item that did not have a sufficient appropriation. This is done at the end of the fiscal year when a better assessment can be made as to any line items which may need an additional appropriation.

The committee recommended the acceptance of the Budget and Appropriations Transfer Ordinance No. 2018-10 to be moved to the consent agenda for full Board approval.

**b. Budget and Appropriations Ordinance Timeline**

Deputy Executive Director Katie Skibbe gave an overview of the timeline for the Budget and Appropriations Ordinance (BAO). She explained the purpose of the BAO and outlined when the ordinance is posted publicly and filed with the County Clerk. The final approval of the Budget and Appropriations Ordinance will take place at the July 26, 2018 Board meeting.

The committee recommended the acceptance of the Budget and Appropriations Ordinance timeline to be moved to the consent agenda for full Board approval.

**c. Preliminary Budget and Appropriations Ordinance**

Deputy Executive Director Katie Skibbe reported that the Budget and Appropriations Ordinance will be discussed in a public meeting immediately preceding the July board meeting and board approval will be requested at the July board meeting as well.

Skibbe explained that the Budget and Appropriation Ordinance is a required filing that sets the legal maximum that could be spent in specific line items within each fund if sufficient funds were available. This means that any possible expense needs to be

anticipated and included as part of the Budget and Appropriations Ordinance. No expenditures can be made, even if funding becomes available, unless the expenditure has been anticipated and provided for in the appropriation ordinance. For example, if unanticipated funds, such as grant funds or donations, became available, the District would not be able to use them as intended without additional legal filings. Based on this reality, it is the common practice of government entities to set the appropriation higher than budgeted expenditures to assure that there is adequate leeway in each of the line items. Commissioners received a copy of the proposed Budget and Appropriations Ordinance in the Finance Committee packet for their review.

The committee recommended the acceptance of the Preliminary Budget and Appropriations Ordinance to be moved to the consent agenda for full Board approval.

**d. Discussion on NSSRA Building**

Executive Director Mike McCarty gave an overview of the Northern Suburban Special Recreation Association (NSSRA) plan to secure and build a new headquarters through its partnership with Northbrook Park District (NBPD). Commissioner Dan Peterson contributed to the overview as a board member of the NSSRA Foundation.

NSSRA identified in their 2010 strategic planning process an initiative to secure a more suitable permanent location for the organizations administration and program operations. NSSRA then developed a Facility Acquisition Plan (FAP), which, McCarty explained, was approved by the Glenview Park District Board in July 2013 and updated by the NSSRA Board in 2015. As part of the Facility Acquisition Plan, a capital plan was outlined that required the 13 member agencies to contribute a capital “member agency contributions” (Capital MAC-based on population and budget) beginning in 2014. To date, the Glenview Park District has contributed \$97,938 and the overall contribution toward the building fund balance to date from all member agencies is \$492,981.

In October 2017, the Northbrook Park District approached NSSRA with a desire to have NSSRA build a co-joined facility with potential shared activity space at the NBPD Techny Prairie Park. The facility portion to be built by the Northbrook Park District is an Activity Center type building and NSSRA’s portion of the facility is consistent with the updated FAP.

NSSRA has entered into a preliminary agreement with the NBPD to determine the full cost and scope of the building with the intent to develop an intergovernmental agreement that would ultimately need to be approved by all 13 member agencies prior to NBPD approving an agreement with NSSRA to engineer and construct the facility.

Executive Director Mike McCarty further explained the timeline for the next steps, in which NSSRA member agencies including Glenview Park District will have to approve an intergovernmental agreement by October 2018. Commissioner Dan Peterson added that the NSSRA Foundation has raised funds through the help of a fundraising consulting firm and will continue to reach out to other Foundations and local organizations for additional funding. The overall building cost for the NSSRA portion of the building is currently estimated at \$9 million and NSSRA has a committed amount of \$1 million from the foundation and a potential \$500,000 of possible funds from the sale of the building. NSSRA staff anticipates the final cost estimate of the building at the time of member agency decision should come down.

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The committee and staff discussed Glenview Park District's current outstanding debt and how the cost of NSSRA's building would affect Glenview Park District and neighboring Park District partnerships. Executive Director McCarty further explained the role of the NSSRA partnership with NBPB and the current position with the NBPB Board of Commissioners. Commissioner Bill Casey expressed concern over the recreation programming availability in the proposed building that could potentially increase competition with Glenview Park District's programming.

The committee also discussed the financial options in relation to the District's current contributions to NSSRA and the potential debt options based on the proposed plans.

**e. Discussion on Financial Advisor**

Deputy Executive Director Katie Skibbe requested consideration from the committee to explore options for financial advisors and begin the process of interviewing firms. She stated that the District has been working with Ehlers, Inc. since 2003 when they were chosen based on the referendum services they were offering at the time and the assistance they could provide with the pool referendum. The District's primary contact with Ehlers has left the firm, so staff feels that this is a good time to look at competition.

Skibbe explained that the process will not include a request for proposal (RFP) since financial advisory services are not subject to competitive bidding due to the high degree of professional skill necessary. Staff plans to reach out to certain financial advising firms based on recommendations and previous experience with other park districts and municipalities.

The committee agreed with the staff's decision to explore new options. They discussed the process and timeline with regards to the District's current advisory needs.

**3. Other**

None

**4. Matters from the Public**

None

**5. Adjourn**

Commissioner Jen Roberts moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 6:46 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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David M. Dillon  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 26th day of July 2018.